



DECISION

Fair Work Act 2009
s.185—Enterprise agreement

Victorian Hospitals' Industrial Association
(AG2017/634)

VICTORIAN PUBLIC MENTAL HEALTH SERVICES ENTERPRISE AGREEMENT 2016-2020

Health and welfare services

COMMISSIONER JOHNS

SYDNEY, 20 APRIL 2017

Application for approval of the Victorian Public Mental Health Services Enterprise Agreement 2016-2020.

[1] On 24 February 2017 Victorian Hospitals' Industrial Association (**Applicant**) made an application for approval of the *Victorian Public Mental Health Services Enterprise Agreement 2016-2020* (**Agreement**). The application was made pursuant to s 185 of the *Fair Work Act 2009* (Cth) (**Act**). The Agreement is a single-enterprise agreement.

[2] The Agreement was lodged within 14 days after it was made.

[3] The agreement lodged contained errors. On 19 April 2017, the Applicant filed an amended version of the agreement. I am satisfied that the corrections should be made and that it is appropriate to do so pursuant to s.586 of the Act. A list of the corrections is attached in Annexure A.

[4] The Commission is satisfied that each of the requirements of ss 186, 187 and 188 of the Act, as are relevant to this application for approval, has been met.

[5] Pursuant to s.202(4) of the Act, the model flexibility term prescribed by the *Fair Work Regulations 2009* is taken to be a term of the Agreement.

[6] The Australian Nursing and Midwifery Federation and the Health Services Union of Australia, being bargaining representatives for the Agreement, have given notice under s 183 of the Act that they want the Agreement to cover them. In accordance with s 201(2), the Commission notes that the Agreement covers these organisations.

[7] The Agreement is approved. In accordance with s 54 of the Act the Agreement will operate from 27 April 2017. The nominal expiry date of the Agreement is 30 June 2020.



COMMISSIONER

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ANNEXURE A



Victorian Hospitals' Industrial Association

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19 April 2017

Commissioner Johns
Commissioner
Fair Work Commission
c/o Stephanie Anbar
Agreement Assessor
Member Support Research Team
Fair Work Commission

E-mail via: member.assist@fwc.gov.au

Dear Commissioner,

RE: AG2017/634 Application for approval of the Victorian Public Mental Health Services Enterprise Agreement 2016-2020

Further to the correspondence from the Commission dated 12 April 2017, please see below a list of amendments to the proposed agreement that went to ballot. These amendments are supported by the parties.

1. Correction to clause 133.1 to make it clear that part time health professional employees receive a pro rata professional development leave entitlement;
2. Corrections to clause 18 to ensure the term Union is expressed as a plural where appropriate to reflect two Unions being party to the Agreement;
3. Clause 55.3(c) has been altered by replacing the term '*nurses, midwives*' with '*employees*' to ensure that all employees may participate in the consultative process;
4. The heading '*Consumer and Consultants*' in clause 5.2 and 5.3 of Schedule 7 has been corrected to read '*Consumer Consultants*';
5. The agreed classification descriptors for the level 3 Carer/Consumer Consultant have been inserted into section 5.4 and 6.4 of schedule 7.

The attached signed copy of the proposed Agreement contains the above amendments as requested.

Please contact Tim Nagle on 9861 4000 should you have any questions in relation to this correspondence.

Kind regards

Our members care for people. VHIA cares for its members.

VICTORIAN HOSPITALS' INDUSTRIAL ASSOCIATION

Cc Silvana Sgro, Director, Industrial Relations, Department of Health and Human Services
Paul Healy, Assistant Secretary, HACSU
Pip Carew, Assistant Secretary, ANMF

Note - the model flexibility term is taken to be a term of this agreement and can be found at the end of the agreement.

VICTORIAN PUBLIC MENTAL HEALTH SERVICES ENTERPRISE AGREEMENT 2016-2020

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SECTION 1 | PART A: PRELIMINARY

1 Title

This Agreement shall be known as the Victorian Public Mental Health Services Enterprise Agreement 2016-2020 (Agreement).

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4 Division into Sections and Schedules

4.1 This Agreement is divided into the following:

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Where the Common Terms in Section 1 do not address a matter, it may be dealt with in the Section relevant to the particular classification.

- 4.2 Section 1 of this Agreement applies to all Employees covered by this Agreement.

5 Application of Section 2

The terms of Section 2 of this Agreement apply to Employees engaged as:

- (a) Registered Psychiatric Nurse;
- (b) Psychiatric Enrolled Nurse; or
- (c) Psychiatric Services Officer

6 Application of Section 3

The terms of Section 3 of this Agreement apply to Employees engaged as Health Professionals in one of the following classifications:

- (a) Child Psychologist, Community Development Worker, Health Information Manager, Music Therapist, Occupational Therapist, Physiotherapist, Play Therapist, Recreational Therapist, Social Worker, Speech Pathologist, Welfare Worker or Youth Worker.

7 Application of Section 4

The terms of Section 4 of this Agreement apply to Employees engaged in a classification set out in Schedule 7 which includes Health and Allied Services Employees, Consumer Consultants or Carer Consultants, and Peer Workers.

8 Application of Section 5

The terms of Section 5 of this Agreement apply to Employees engaged in a classification set out in Schedule 6 which includes Management and Administrative Officers.

9 Definitions

- 9.1 In this Agreement, except where the context requires otherwise:

- (a) **2012-2016 Agreement** means the Victorian Public Mental Health Services Enterprise Agreement 2012 - 2016.
- (b) **Act** means *Fair Work Act 2009* (Cth).
- (c) **ANMF** means the Australian Nursing and Midwifery Federation.
- (d) **Carer Consultant** means a person employed by an Employer and classified as a Carer Consultant in Schedule 7, Clause 6. For the avoidance of doubt, this does not include persons who volunteer as carer consultants, in relation to that volunteer work.

- (e) **CATT** shall mean Crisis Assessment Treatment Team and includes other work designated by the Employer as a community based crisis response howsoever titled.
- (f) **Consumer Consultant** means a person employed by an Employer, and classified as a Consumer Consultant in Schedule 7, Clause 5. For the avoidance of doubt, this does not include persons who volunteer as consumer consultants, in relation to that volunteer work.
- (g) **Department** means the Department of Health and Human Services (Victoria) or any of its predecessors or successors.
- (h) **EFT** shall mean equivalent full time Employee.
- (i) **Employee** means a person employed by an Employer and engaged solely or predominantly in the provision of Mental Health Services, in a classification/occupation within the Agreement.
- (j) **Employer** means any of the employers listed in Schedule 1 to this Agreement.
- (k) **Commission** means the Fair Work Commission or any successor body.
- (l) **HACSU** means a Branch of the Health Services Union, known as the Health and Community Services Union.
- (m) **Health and Allied Services Employee** means a person employed in any of the classifications listed in Schedule 7 of this Agreement.
- (n) **HRP Act** means the *Health Practitioner Regulation National Law Act 2009* (Vic)
- (o) **Health Professional** means a person employed in any of the following classifications as set out in Schedule 5 of this Agreement:
- (p) **Immediate Family** means:
 - (i) a spouse (including a former spouse a de facto partner and a former de facto partner of the Employee. A de facto partner means a person who, although not legally married to the Employee, lives with the Employee 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).
 - (ii) a 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 the Employee's spouse.
 - (iii) This definition includes step-relations as well as adoptive relations.
- (q) **Management and Administrative Officer** means a person employed in any of the classifications listed in Schedule 6 of this Agreement.
- (r) **Mental Health Act** means the *Mental Health Act 2014* (Vic).
- (s) **Mental Health Industry Implementation Committee** (MHIIC) means the committee referred to in clause 12.1of this Agreement.
- (t) **Mental Health Services/Psychiatric Services** means the delivery of human services concerned with the prevention of mental illness and the assessment, treatment, rehabilitation, maintenance and support of those persons who may be at risk of or suffering from mental illness or psychiatric disability by Employers listed in Schedule 1.
- (u) **Mental Health Workplace Implementation Committee** (MHWIC) means the committee referred to in clause 12.3of this Agreement.
- (v) **NES** means the National Employment Standards as contained in the Act
- (w) **NMBA** means the Nursing and Midwifery Board of Australia

- (x) **OHS Act** means the *Occupational Health and Safety Act 2004* (Vic).
- (y) **Parties** means, the Employers, HACSU and ANMF
- (z) **Peer Worker** means a person employed by an Employer, and classified as a Peer Worker and classified as a Peer Worker in Schedule 7, Clause 7. For the avoidance of doubt, this does not include persons who volunteer as Peer Support Workers, in relation to that volunteer work.
- (aa) **Psychiatric Services Officer** ('PSO') means a person employed by an Employer and classified in accordance with the PSO classification in clause 101.
- (bb) **Psychiatric Enrolled Nurse** ('PEN') means a person employed by an Employer and classified in accordance with clause 100 and registered as an Enrolled Nurse in Division 2 on the Register of Nurses of the NMBA established by the HRP Act and works within the scope of practice.

This definition is intended for use as an industrial classification and for the purpose of this Agreement only, and does not imply specialist registration. The relevant qualification applicable is dealt with under the HRP Act.
- (cc) **Registered Psychiatric Nurse** ('RPN') means a person employed by an Employer and classified in accordance with clause 99, and registered as a Registered Nurse in the Register of Nurses of the NMBA established by the HRP Act.

This definition is intended for use as an industrial classification and for the purpose of this Agreement only, and does not imply specialist registration. The relevant qualification applicable is dealt with under the HRP Act.
- (dd) **Relevant qualification/relevant component of a qualification etc .**

Where a provision of this Agreement requires consideration of the relevance of a qualification or certificate (including components of a qualification or certificate) or course of study or similar (education):
 - (i) the main criteria for considering relevance are:
 - (A) the nature of the education and
 - (B) the current area of practice of the Employee; and
 - (ii) other considerations may include:
 - (A) the clinical or other area of work of the Employee;
 - (B) the classification and position description of the Employee; and /or
 - (C) whether the education would assist the Employee in performing her or his role and/or assist in maintaining quality patient care and/or assist in the administration of the ward/unit/area in which the Employee is employed
- (ee) **SDPPWG** means Service Delivery Partnership Plan Working Group.
- (ff) **Unions** means the ANMF and HACSU.
- (gg) **VHIA** means Victorian Hospitals' Industrial Association.
- (hh) **WIRC Act** means the *Workplace Injury Rehabilitation and Compensation Act 2013* (Vic), or if applicable in the particular situation the *Accident Compensation Act 1985* (Vic) or the *Workers Compensation Act 1958* (Vic).

10 Coverage

- 10.1 This Agreement covers:
 - (a) the Employers;

- (b) the Employees;
- (c) if it is named by the Commission as a party covered by the Agreement, the Health Services Union as a bargaining representative for this Agreement for its members who are Employees classified as RPN, PEN, PSO, Health Professional and Health and Allied Services Employee and Management and Administrative Officer; and
- (d) if it is named by the Commission as a party covered by the Agreement, the ANMF as a bargaining representative for this Agreement for its members who are Employees classified as RPN and PEN.

11 Incidence and operation of this agreement

- 11.1 This Agreement will not apply to persons employed under the *Public Administration Act 2004*, (as amended or replaced from time to time), and/or any person who is an Employee of the Department and whose services have been made available to an Employer under section 97 of the *Mental Health Act 1986* (Vic) (as amended or replaced from time to time) (Section 97 Employees).
- 11.2 This Agreement will operate seven days after the date on which it is approved by the Commission.
- 11.3 The Nominal Expiry Date of this Agreement is 30 June 2020. The Agreement will continue in force after the expiry date until replaced by a further enterprise agreement.
- 11.4 The VHIA on behalf of the Employer and the Unions on behalf of the Employees agree within three months of approval of this Agreement to create a protocol to assist Employers to collate an accurate list of eligible Employees for use in accordance with ballot processes outlined in the Fair Work Act. This protocol will be filed with the Commission and will be relied upon by any party with respect to any future Protection Action Ballot application.
- 11.5 The Schedules to this Agreement form part of this Agreement and are to be read in conjunction with it.
- 11.6 For the avoidance of doubt, the NES prevails to the extent that any aspect of this Agreement would otherwise be detrimental to an Employee.
- 11.7 Where clauses in this Agreement have been rewritten and/or relocated and there is a dispute about an entitlement under this Agreement, including the intent or meaning, in interpreting those clauses regard shall be given to all the antecedent relevant documents and decisions arising from them. However, the parties do not intend to incorporate into this Agreement any such documents and decisions.

12 Implementation Committees

- 12.1 The Parties agree to establish a Mental Health Industry Implementation Committee (MHIIC). This Committee will monitor and oversight the implementation of this Agreement. The MHIIC will be chaired by a representative of the Department of Health and Human Services, and be comprised of representatives of the VHIA (in its capacity as the representative of the Employers), the ANMF and HACSU.
- 12.2 The MHIIC will operate in accordance with terms of reference determined by its members.
- 12.3 Each Employer shall establish a Mental Health Workplace Implementation Committee (MHWIC) which may include local and state Union representatives. The MHWIC shall address local matters directed to the implementation of this Agreement.
- 12.4 The Mental Health Workplace Implementation Committees will operate in accordance with terms of reference determined by the MHIIC

13 No further claims

- 13.1 The Parties acknowledge and agree that:
- (a) this Agreement settles all claims in relation to terms and conditions of employment of all Employees to whom it applies; and
 - (b) that they will not pursue any extra claims during the term of this Agreement.
- 13.2 Subject to an Employer meeting obligations to consult arising under this Agreement or a contract of employment binding on that Employer, it is not the intention of this provision to inhibit, limit or restrict an Employer's right to introduce change at the workplace.
- 13.3 The Parties agree to commence discussions no later than six months prior to the nominal expiry date of this Agreement. Clause 13.1 does not prevent a party from making a claim during the six month period prior to the nominal expiry date of this Agreement.

14 Modernisation of Agreement

- 14.1 The Parties to this Agreement agree to commence discussions on the further modernisation of the terminology and structure of this Agreement, with reference to contemporary practice, within two months from the date of approval of this Agreement by the Commission.
- 14.2 These discussions will comprise the VHIA in their capacity as the representatives of the Employers, the ANMF and HACSU and the Department
- 14.3 Following the commencement of discussions there will be a report back every 2 months to the Commission on the progress of these discussions.
- 14.4 The Parties may seek assistance of the Commission, in private conference, in relation to discussions referred to in this clause.
- 14.5 It is the intent of the Parties to this Agreement to conclude the modernisation process within 12 months of the date of approval of this Agreement
- 14.6 The Disputes Settling Procedures clause of this Agreement will not apply to this clause.
- 14.7 A variation to this Agreement may be made as required, in which case the normal processes under the Act will apply.

15 Copy of Agreement

Each Employer must make readily available to all Employees a copy of this Agreement.

16 Savings Clause

Nothing in this Agreement will diminish any existing entitlement of any Employee covered by the Agreement that is not elsewhere dealt with in this Enterprise Agreement.

17 Anti-Discrimination

- 17.1 It is the intention of the parties covered by this Agreement 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.
- 17.2 Accordingly, in fulfilling their obligations under this Agreement, the Parties must make every endeavour to ensure that neither the Agreement provisions nor their operation are directly or indirectly discriminatory in their effects.

- 17.3 Nothing in this clause is to be taken to affect:
- (a) any different treatment (or treatment having different effects) which is specifically exempted under the Commonwealth anti-discrimination legislation; or
 - (b) 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
 - (c) any exemptions provided under the Act.

SECTION 1 | PART B: CONSULTATION, DISPUTE RESOLUTION AND DISCIPLINE

18 Consultation

Nothing in this clause limits the Employer's obligations to consult with HSRs under the OHS Act.

18.1 Consultation regarding major change

- (a) Where an Employer proposes a major workplace change that may have a significant effect on an Employee or Employees, the Employer will consult with the affected Employee/s, the Unions, and the Employee's other chosen representative (where relevant) before any proposed change occurs.
- (b) Workplace change includes (but is not limited to) technological change.
- (c) Consultation will include those who are absent on leave including parental leave.
- (d) The Employer will take reasonable steps to ensure Employees, HSRs (where relevant) and the Unions can participate effectively in the consultation process.

18.2 Consultation regarding significant effects

Where an Employer proposes a change that would not be considered a major change, but may have a significant effect, as defined, on an Employee, the Employer will consult with the Employee and their Union or chosen representative before any proposed change occurs, including proposed changes to reporting lines. This sub-clause does not impose the requirements of subclauses 18.5 to 18.11.

18.3 Job Security

The Employers and the Unions recognise that security of employment is an important issue for Employees and will take account of this when organisational change occurs.

18.4 Definitions

Under this clause 18

- (a) Consultation means a genuine opportunity to influence the decision maker, but not joint decision making. It is not merely an announcement as to what is about to happen and includes the timely provision of all relevant information to affected Employees and Unions over the duration of the consultation.
- (b) Affected Employee means an Employee on whom a major workplace change may have a significant effect.
- (c) Major change means a change in the Employer's program, production, organisation, physical workplace, workplace arrangements, structure or technology that is likely to have a significant effect on Employees.
- (d) Significant effect includes but is not limited to:
 - (i) termination of employment;
 - (ii) changes in the size, composition or operation of the Employer's workforce (including from outsourcing) or skills required;
 - (iii) alteration of the number of hours worked and/or reduction in remuneration;
 - (iv) Outsourcing, for example contracting out a service, or part thereof.
 - (v) changes to an Employee's classification, position description, duties or reporting lines;

- (vi) the need for retraining or relocation/redeployment/transfer to another site or to other work;
- (vii) removal of an existing amenity;
- (viii) the removal or reduction of job opportunities, promotion opportunities or job tenure.
- (e) Measures to mitigate or avert may include but are not limited to:
 - (i) redeployment;
 - (ii) retraining;
 - (iii) salary maintenance;
 - (iv) job sharing; and / or
 - (v) maintenance of accruals.

18.5 Consultation Steps and Indicative reasonable timeframes

Consultation regarding Major Change includes the steps set out below. The consultation process should be as follows:

	Step in consultation process
1.	Employer provides change impact statement and other written material required by clause 18.6. Affected Employees and unions consult over change facilitated by the Employer.
2.	Written response from Employees and / or union including alternative proposals to mitigate or avert adverse impacts on affected Employees,
3.	Consultation Meeting/s convened
4.	Further Employer response (where relevant)
5.	Alternative proposal from Employees or Union
6.	Employer to consider alternative proposal/s consistent with the obligation to consult and, if applicable, to arrange further meetings with Employees or Union prior to advising outcome of consultation

Every step in the above table will be undertaken in a timely manner, having regard to the circumstances. Where the Employer or the Employees are not acting expeditiously, a party can notify the Commission of a dispute under the Disputes Resolution Procedure of this Agreement.

18.6 Change Impact Statement (Step 1)

Prior to consultation regarding Major Change required by this clause, the Employer will provide affected Employee/s and their Union/s with a written Change Impact Statement setting out all relevant information including:

- (a) the details of proposed change;
- (b) the reasons for the proposed change;
- (c) the possible effect on Employees of the proposed change on workload and other occupational health and safety impacts;

- (d) where occupational health and safety impacts are identified, a risk assessment of the potential effects of the change on the health and safety of Employees, undertaken in consultation with HSRs, and the proposed mitigating actions to be implemented to prevent such effects.
- (e) the expected benefit of the change;
- (f) measures the Employer is considering that may mitigate or avert the effects of the proposed change;
- (g) the right of an affected Employee to have a representative including a Union representative at any time during the change process, and
- (h) other written material relevant to the reasons for the proposed change (such as consultant reports), excluding material that is commercial in confidence or cannot be disclosed under the *Health Services Act 1988* or other legislation.

18.7 Employee / Union response (step 2)

Following receipt of the change impact statement, affected Employees and / or the Unions may respond in writing to any matter arising from the proposed change.

18.8 Meetings (step 3)

- (a) As part of consultation, the Employer will meet with the Employee/s, the Union/s and other nominated representative/s (if any) to discuss:
 - (i) the proposed change,
 - (ii) proposals to mitigate or avert the impact of the proposed change,
 - (iii) any matter identified in the written response from the affected Employees and / or the Unions.
- (b) To avoid doubt, the 'first meeting' at step 3 does not limit the number of meetings for consultation.

18.9 Employer response (step 4)

The Employer will give prompt and genuine consideration to matters arising from consultation and will provide a written response to the Employees, Unions and (where relevant) other representative/s.

18.10 Alternative proposal (step 5)

The affected Employee/s, the Union and other representative (where relevant) may submit alternative proposal(s) which will take into account the intended objective and benefits of the proposal. Alternative proposals should be submitted in a timely manner so that unreasonable delay may be avoided.

18.11 Outcome of consultation (step 6)

The Employer will give prompt and genuine consideration to matters arising from consultation, including an alternative proposal submitted under clause 18.10, and will advise the affected Employees, the Unions and other nominated representatives (if any) in writing of the outcome of consultation including:

- (a) whether the Employer intends to proceed with the change proposal;
- (b) any amendment to the change proposal arising from consultation;
- (c) details of any measures to mitigate or avert the effect of the changes on affected Employees; and
- (d) a summary of how matters that have been raised by Employees, the Unions and their representatives, including any alternative proposal, have been taken into account.

18.12 Consultation about changes to rosters or hours of work

- (a) Where an Employer proposes to change an Employee's regular roster or ordinary hours of work, the Employer must consult with the Employee or Employees affected and their representatives, if any, about the proposed change.
- (b) The Employer must:
 - (i) consider health and safety impacts including fatigue
 - (ii) provide to the Employee or Employees affected and their representatives, if any, information about the proposed change (for example, information about the nature of the change to the Employee's regular roster or ordinary hours of work and when that change is proposed to commence);
 - (iii) invite the Employee or Employees affected and their representatives, if any, to give their views about the impact of the proposed change (including any impact in relation to their family or caring responsibilities); and
 - (iv) give consideration to any views about the impact of the proposed change that is given by the Employee or Employees concerned and/or their representatives.
- (c) The requirement to consult under this clause does not apply where an Employee has irregular, sporadic, unpredictable working hours, self-rostering or, where permitted, a rotating roster.
- (d) These provisions are to be read in conjunction with the terms of the engagement between the Employer and Employee, other Agreement provisions concerning the scheduling of work and notice requirements.

18.13 Consultation disputes

Any dispute regarding the obligations under this clause will be dealt under the Dispute Resolution provisions at clause 21 of this Agreement.

19 Redundancy and Associated Entitlements

A former section 97 Employee will not be entitled to the benefit of any entitlement under this clause where the same benefit (however titled) exists within clause 20.

19.1 Arrangement

This clause is arranged as follows:

- (a) Arrangement (clause 19.1),
- (b) Definitions (clause 19.2),
- (c) Redeployment (clause 19.3),
- (d) Support to affected Employees (clause 19.4),
- (e) Salary maintenance (clause 19.6),
- (f) Relocation (clause 19.7),
- (g) Termination of employment due to redundancy (clause 19.8)
- (h) Exception to application of Victorian Government's Policy with respect to severance pay (subclause 19.9)

19.2 Definitions

- (a) Affected Employee for this clause means an Employee whose role will be redundant.
- (b) Comparable role means an on-going role that:

- (i) is the same occupation as that of the affected Employee's redundant position or if not, is in an occupation acceptable to the Employee;
 - (ii) is any of the following:
 - (A) In the same clinical specialty as that of the Employee's former position;
 - (B) in a clinical specialty acceptable to the Employee; or
 - (C) a position that with the reasonable support described at clause 19.3(g), the Employee could undertake; and
 - (D) is the same grade as the affected Employee's redundant position or, if no such position is available, is not more than one grade below that of the Employee's former position;
 - (iii) is a Reasonable Distance for the Employee;
 - (iv) takes the Employee's personal circumstances, including family responsibilities, into account; and
 - (v) takes account of health and safety considerations.
 - (vi) In the case of a Return To Work Employee, has duties and responsibilities consistent with the Employees treating medical practitioners advice relating to the health of the Employee
 - (vii) Consultation is as defined at clause 18 (Consultation) of this Agreement.
- (c) Redeployment period means a period of 13 weeks from the time the Employer notifies the affected Employee in writing that consultation under clause 18 is complete and that the redeployment period has begun.
- (d) Redundancy means the Employer no longer requires the Employee's job to be performed by anyone because of changes in the operational requirements of the Employer's enterprise.
- (e) Relocation means an affected Employee is required to move to a different campus as a result of an organisational change on either a temporary or permanent basis.
- (f) Salary maintenance means an amount representing the difference between what the Employee was paid immediately prior to the Employee's role being made redundant and the amount paid in the Employee's new role following redeployment.
- (g) Reasonable Distance shall have regard to the Employee's original work location, current home address, capacity of the Employee to travel, additional travelling time, effects on the personal circumstances of the affected Employee, including family commitments and responsibilities and other matters raised by the Employee, or assistance provided by their Employer.
- (h) Continuity of Service means that the service of the Employee is treated as unbroken and that the cap on the transfer of personal leave at (insert) does not apply. However, continuity of service is not broken where an Employer pays out accrued annual leave or long service leave upon termination in accordance with this Agreement.

19.3 Redeployment

- (a) An Employee whose role will be redundant will be considered for redeployment during the redeployment period.
- (b) **Employee to be advised in writing**
The Employee must be advised in writing of:

- (i) the date the Employee's role is to be redundant,
 - (ii) details of the redeployment process,
 - (iii) the reasonable support that will be provided in accordance with subclause 19.3(g), and
 - (iv) the Employee's rights and obligations.
- (c) **Employer obligations**

The Employer will:

 - (i) make every effort to redeploy the affected Employee to a Comparable Role
 - (ii) Grant preference of employment where an affected Employee applies for an advertised position, subject to meeting the selection criteria
- (d) **Employee obligations**

The Employee must actively participate in the redeployment process by:

 - (i) identifying appropriate retraining needs;
 - (ii) developing a resume / CV to assist in securing redeployment;
 - (iii) actively monitoring and exploring appropriate redeployment opportunities and working with the appointed case manager.
- (e) **Rejecting a comparable role**

Where an affected Employee rejects an offer of redeployment to a comparable role (as defined), the affected Employee may be ineligible for a departure package referred to at clause 19.8.
- (f) **Temporary alternative duties**

An affected Employee awaiting redeployment may be transferred to temporary alternative duties within the same campus, or where part of the Employee's existing employment conditions (or by agreement) at another campus. Such temporary duties shall be in accordance with the Employee's skills, experience, clinical area and profession.
- (g) **Support for redeployment**

For an available role to be considered a comparable role, the Employer must provide the reasonable support necessary for the Employee to perform the role which may include:

 - (i) theory training relevant to the clinical area or environment of the role into which the Employee is to be redeployed;
 - (ii) a defined period of up to 12 weeks in which the Employee works in a supernumerary capacity;
 - (iii) support from educational staff in the clinical environment;
 - (iv) a review at 12 weeks or earlier to determine what, if any, further training is required.
 - (v) Where no redeployment available

If at any time during the redeployment period it is agreed that it is unlikely that the affected Employee will be successfully redeployed, the affected Employee may accept a redundancy package. Where this occurs, the Employee will be entitled to an additional payment of the lesser of 13 weeks or the remaining redeployment period.

19.4 Support to affected Employees

The Employer will provide affected Employees whose position has been declared redundant with support and assistance which will include, where relevant:

- (a) counselling and support services;
- (b) retraining,
- (c) preparation of job applications;
- (d) interview coaching;
- (e) time off to attend job interviews; and
- (f) funding of independent financial consultations for Employees eligible to receive a separation package.

19.5 Job Search Entitlement

- (a) An Employee given notice of termination in circumstances of redundancy must be allowed up to one day's time off without loss of pay during each week of notice for the purpose of seeking other employment.
- (b) If the Employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, the Employee must, at the request of the Employer, produce proof of attendance at an interview or they will not be entitled to payment for the time absent. For this purpose a statutory declaration is sufficient.

19.6 Salary Maintenance

(a) Entitlement to salary maintenance

An affected Employee who is successfully redeployed will be entitled to salary maintenance where the Employee's pay is reduced because the new role:

- (i) is a lower grade;
- (ii) involves working fewer hours; and/or
- (iii) removes eligibility for penalties, loadings and the like.

(b) Period of salary maintenance

Salary maintenance will be for a period of 52 weeks from the date the Employee is redeployed except where the:

- (i) Employee accepts another position within the salary maintenance period, and
- (ii) Employee's pay in the other position is equal to or greater than the role that was made redundant.
- (iii) Preservation of accrued leave

An Employee entitled to salary maintenance shall have their long service leave, annual leave and personal leave accruals preserved before redeployment and they will not be reduced as a result of redeployment.

19.7 Relocation

(a) Employer to advise in writing of relocation

As soon as practicable but no less than seven (7) days after a decision is made by the Employer to temporarily or permanently relocate an affected Employee, the Employer shall advise the affected Employee in writing of the decision, the proposed timing of the relocation and any other alternatives available to the affected Employee. In addition, the Employer will:

- (i) ensure that the affected Employee is provided with information on the new location's amenities, layout and local operations prior to the relocation, and
 - (ii) consult with the Union regarding the content of such information.
- (b) **Entitlement to relocation allowance**

An Employee is entitled to relocation allowance where permanent or temporary relocation results in additional cost to the Employee for travel and / or other expenses.
- (c) **Employee to provide written estimate**

The Employee must make written application to the Employer with a written estimate of the additional travelling cost and other expenses for the period of redeployment up to a maximum of 12 months.
- (d) **Payment**
 - (i) When considering the Employee's estimate, the Employer may have regard to the Employee's original work location, current home address, capacity of the Employee to travel, additional travelling time, effects on the personal circumstances of the affected Employee, including family commitments and responsibilities and other matters raised by the Employee, or assistance provided by their Employer.
 - (ii) The Employer will pay the Employee the estimated amount to a maximum of \$1900.00 as a lump sum.
- (e) **Exceptions**

An Employee is not entitled to the relocation allowance if the site or campus to which the Employee is being relocated to is a location to which they can be expected to be deployed as part of their existing employment conditions.
- (f) **Fixed term Employees not excluded**

An affected Employee on a fixed term contract who is relocated will be covered by the terms of this clause for the duration of the fixed term contract.

19.8 Employment terminates due to redundancy

The Victorian Government's policy with respect to public sector redundancy and the entitlements upon termination of employment as a result of redundancy are set out in the Public Sector Workplace Relations Policies 2015. The policy as at the time this Agreement comes into operation applies to but does not form part of this Agreement.

19.9 Exception to application of Victorian Government's policy with respect to severance pay

- (a) Where the affected Employee's Employer secures a comparable role (as defined) with another Employer covered by this Agreement, which:
 - (i) is within a reasonable distance of the work site of the redundant position; and
 - (ii) provides continuity of service; and
 - (iii) where relevant, consistent with the financial and other support provided to an internal redeployee;

the Employee will be considered successfully redeployed as though the employment was with the same Employer and no severance pay will apply.

20 Redeployment – former s97 Employees

- 20.1 An Employee who was a s97 Employee as at 19 December 1997, who transferred to an Employer on or after 19 December 1997 and has been continuously employed by the same Employer since the date of transfer in the same position, and who is redeployed as a result of his/her position being made redundant to a position having a lower salary than the salary of his or her former position, must be paid a salary which is not less than the actual salary of the Employee at the date of redeployment adjusted from time to time in accordance with this Agreement and adjusted to reflect each incremental step through the former classification on the anniversary of each increment.
- 20.2 An Employee covered by this clause must be paid:
- (a) for a period of twelve months from the date of transfer a total emolument which is not less than the salary payable immediately prior to the date of transfer and the all purpose allowances paid to the Employee over the preceding twelve months;
 - (b) for the purposes of this subclause all purpose allowances means:
 - (i) Any allowance (other than a higher duties allowance) which an Employee would have been entitled to be paid whilst on recreation leave; and
 - (ii) Roster and shift allowances paid to the Employee during the twelve months immediately preceding the day of transfer.
- 20.3 **Salary - full-time Employee**
- The ordinary salary for a full-time Employee shall be his or her applicable salary in Schedule 2, excluding allowances.
- 20.4 **Hourly rate - full-time Employee**
- The ordinary hourly rate for a full-time Employee shall be his or her applicable ordinary weekly salary divided by 38.
- 20.5 **Hourly rate - part-time Employee**
- The ordinary weekly salary and ordinary hourly rate for a part-time Employee shall be calculated on a pro rata basis of a full-time Employee.
- 20.6 **Disturbance allowance**
- (a) An Employee who was a s97 Employee as at 19 December 1997, who transferred to an Employer on or after 19 December 1997 and has been continuously employed by the same Employer since the date of transfer in the same position, and who is redeployed as a result of his/her position being made redundant and is redeployed and who is required to travel to a new work location is entitled to be paid a disturbance allowance in compensation for all disturbance factors, which are not otherwise provided for in this agreement.
 - (b) No disturbance allowance will be paid if the redeployed Employee is required to travel less than ten kilometres extra per day.
 - (c) The allowance is paid in the following circumstances:
 - (i) at a rate of \$709 if the Employee is required to travel up to an extra 30 minutes or an extra 30 kilometres per day; and
 - (ii) at a rate of \$709, for each additional 30 minutes or 30 kilometres or part thereof.
 - (d) An Employee entitled to an allowance under this subclause may, in lieu, elect to be reimbursed all additional travel costs at public transport rates for a period of one year.

- (e) A redeployed Employee who is not entitled to the disturbance allowance contained in this Agreement but who is required to pay additional travel costs as a result of relocation is entitled to be reimbursed those additional costs at public transport rates for a period of one year.
- (f) The disturbance allowance may be paid only once in compensation for all disturbance factors incurred by the single transfer.
- (g) For the avoidance of doubt, the allowances referred to above will not be subject to any increase during the life of this Agreement.

21 Disputes Resolution Procedure

21.1 Resolution of disputes and grievances

- (a) For the purpose of this clause 21, a dispute includes a grievance.
- (b) This dispute resolution procedure will apply to any dispute arising in relation to:
 - (i) this Agreement; or
 - (ii) the matters as outlined in the letters dated 18 October 2012 provided to the Commission in the 2012-2016 Agreement approval process; or
 - (iii) the NES; or
 - (iv) a request for flexible working arrangements.
- (c) A party to the dispute may choose to be represented at any stage by a representative including a union or Employer organisation. A representative, including a Union or Employer organisation on behalf of an Employer, may initiate a dispute.

21.2 Obligations

- (a) The parties to the dispute and their representatives must genuinely attempt to resolve the dispute through the processes set out in this clause and must cooperate to ensure that these processes are carried out expeditiously.
- (b) While the dispute resolution procedure is being conducted work will continue normally according to the usual practice that existed before the dispute, until the dispute is resolved.

This requirement does not apply where an Employee:

 - (i) has a reasonable concern about an imminent risk to his or her health or safety,
 - (ii) has advised the Employer of the concern, and
 - (iii) 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.
- (c) No party to a dispute or person covered by the Agreement will be prejudiced with respect to the resolution of the dispute by continuing work under this clause.

21.3 Dispute settlement facilitation

- (a) Where the chosen representative is another Employee of the Employer, that Employee will be released by the Employer from normal duties as is reasonably necessary to enable them to represent the Employee/s including:
 - (i) investigating the circumstances of the dispute; and
 - (ii) participating in the processes to resolve the dispute, including conciliation and arbitration.

- (b) An Employee who is a party to the dispute will be released by the Employer from normal duties as is reasonably necessary to enable them to participate in this dispute settling procedure so long as it does not unduly affect the operations of the Employer.

21.4 Discussion of dispute at workplace

- (a) The parties will attempt to resolve the dispute at the workplace as follows:
 - (i) in the first instance by discussions between the Employee/s and the relevant supervisor; and
 - (ii) if the dispute is still unresolved, by discussions between the Employee/s and more senior levels of local management.
- (b) The discussions at clause 21.4(a) will take place within fourteen days or such longer period as mutually agreed. Discussions will be in person or, by agreement of the parties, telephone, written or electronic correspondence.
- (c) If a dispute cannot be resolved at the workplace it may be referred by a party to the dispute or representative to the Commission for conciliation and, if the matter in dispute remains unresolved, arbitration.

21.5 Disputes of a collective character

Disputes of a collective character may be dealt with more expeditiously by an early reference to the Commission. However, no dispute of a collective character may be referred to Commission directly without a genuine attempt to resolve the dispute at the workplace level.

21.6 Conciliation

- (a) Conciliation before the Commission is complete when:
 - (i) the parties to the dispute agree that it is settled; or
 - (ii) the Commission member conducting the conciliation, either on their own motion or after an application by a party, is satisfied there is no likelihood that further conciliation will result in settlement within a reasonable period; or
 - (iii) the parties to the dispute inform the Commission member there is no likelihood the dispute will be settled and the member does not have substantial reason to refuse to regard conciliation as complete.

21.7 Arbitration

- (a) If, when conciliation is complete, the dispute is not settled, either party may request the Commission proceed to determine the dispute by arbitration.
- (b) The Commission member that conciliated the dispute will not arbitrate the dispute if a party objects to the member doing so.

A decision of the Commission will be binding on the parties to the dispute, subject to either party exercising the right of appeal to a Full Bench.

21.8 Conduct of matters before the Commission

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, the Commission will conduct the matter in accordance with sections 577, 578 and Subdivision B of Division 3 of Part 5-1 of the Act.

22 Discipline

22.1 Application

- (a) Where an Employer has concerns about:
 - (i) the conduct of an Employee, or
 - (ii) a performance issue that may constitute misconduct,the following procedure will apply.
- (b) There are two steps in a disciplinary process under this clause as follows:
 - (i) Investigative procedure, and
 - (ii) Disciplinary procedure.
- (c) An Employee shall be provided a reasonable opportunity to be represented at any time with respect to all matters set out in this clause.

22.2 Definitions

- (a) Performance means the manner in which the Employee fulfils his or her job requirements. The level of performance is determined by an Employee's knowledge, skills, qualifications, abilities and the requirements of the role.
- (b) Conduct means the manner in which the Employee behaviour impacts on their work.
- (c) Misconduct means an Employee's intentional or negligent failure to abide by or adhere to the standards of conduct expected by the Employer. A performance issue can be considered misconduct where, despite all reasonably practicable interventions by the Employer, the Employee is unable to fulfil all or part of their job requirements to a satisfactory level.
- (d) Serious misconduct is as defined under the Fair Work Act and that is both wilful and deliberate. Currently the Act defines serious misconduct, in part, as:
 - (i) wilful or deliberate behaviour by an Employee that is inconsistent with the continuation of the contract of employment;
 - (ii) conduct that causes serious and imminent risk to:
 - (A) the health or safety of a person; or
 - (B) the reputation, viability or profitability of the Employer's business.
- (e) Conduct that is serious misconduct includes each of the following:
 - (i) the Employee, in the course of the Employee's employment, engaging in:
 - (A) theft; or
 - (B) fraud; or
 - (C) assault;
 - (ii) the Employee being intoxicated at work;
 - (iii) the Employee refusing to carry out a lawful and reasonable instruction that is consistent with the Employee's contract of employment.
- (f) Subclause (c) does not apply if the Employee is able to show that, in the circumstances, the conduct engaged in by the Employee was not conduct that made employment in the period of notice unreasonable.

22.3 Investigative procedure

The purpose of an investigative procedure is to conclude whether, on balance, concerns regarding conduct or performance are well-founded and supported by evidence. An investigation procedure must be fair including proper regard to procedural fairness and natural justice.

The Employer will:

- (a) Advise the Employee of the concerns and allegations in writing;
- (b) Provide the Employee with any material which forms the basis of the concerns;
- (c) Ensure the Employee is provided a reasonable opportunity to answer any concerns including a reasonable time to respond;
- (d) Ensure that the reason for any interview is explained;
- (e) Advise the Employee that they can bring a support person or Union Representative to any meeting that may occur; and
- (f) Take reasonable steps to investigate the Employee's response.

22.4 **Disciplinary procedure**

The disciplinary procedure applies if, following the investigation, the Employer reasonably considers that the Employee's conduct or performance may warrant disciplinary steps being taken.

- (a) The Employer will:
 - (i) Notify the Employee in writing of the outcome of the investigation process, including the basis of any conclusion; and
 - (ii) Meet with the Employee and give the Employee the opportunity to bring their support person or Union Representative.
 - (iii) In considering whether to take disciplinary action, the Employer will consider:
 - (A) whether there is a valid reason related to the conduct or performance of the Employee arising from the investigation justifying disciplinary action;
 - (B) whether the Employee knew or ought to have known that the conduct or performance was below acceptable standards; and
 - (C) any explanation by the Employee relating to conduct including any matters raised in mitigation.

22.5 **Possible outcomes**

- (a) Where it is determined that after following the procedures in this clause that disciplinary action is warranted, the Employer may take any of the following steps depending on the seriousness of the conduct or performance:
 - (i) counsel the Employee, with the counselling recorded on the Employee's personnel file;
 - (ii) give the Employee a first warning, which will be verbal and a record of the warning recorded on the Employee's personnel file;
 - (iii) give the Employee a second written warning in the event that the Employee has previously been given a first warning within the previous 12 months for that course of conduct;
 - (iv) give the Employee a final written warning in the event that the Employee has previously been given a second written warning within the preceding 18 month period for that course of conduct;
 - (v) Terminate the Employee's employment on notice in the case of an Employee who repeats a course of conduct for which a final warning was given in the preceding 18 months; or
 - (vi) Terminate the Employee's employment without notice where the conduct is serious misconduct within the meaning of the Act that is wilful and deliberate.

- (vii) As an alternative to (vi) above and in the circumstances described at (vi), the Employer may issue the Employee with a final warning without following the steps in (i) to (iv) above.
- (b) The Employer's decision and a summary of its reasons will be notified to the Employee in writing.
- (c) If after any warning, a period of 12 or 18 months elapses (as relevant) without any further warning being required, all adverse reports relating to the warning must be removed from the Employee's personnel file.
- (d) A dispute over the clause is to be dealt with in accordance with the Dispute Settling procedure of this Agreement.

SECTION 1 | PART C: TYPES OF EMPLOYMENT AND END OF EMPLOYMENT

23 Modes of Employment

23.1 Full-time Employment

- (a) A full-time Employee is one who is engaged to work 38 hours per week or an average of 38 hours as per clauses 78, 116, 166 and 212 (Hours of Work).
- (b) A full-time Employee who is ready, willing and able to work full-time hours will be paid the weekly salary appropriate to the Employee's classification, irrespective of the number of hours worked not exceeding 38, or an average of 38 per week.

23.2 Part-time Employment

- (a) A part-time Employee is one who is engaged to work less than an average of 38 hours per week.
- (b) The number of hours worked by a part-time Employee may vary from week to week by mutual agreement.
- (c) A part-time Employee will be paid an hourly rate equal to 1/38th of the weekly salary for the Employee's classification. Payments for shift work (clauses 63, 75, 156, 158, 158.2, 181 and 206), for Saturday and Sunday (clauses 74, 124, 180 and 222) and public holiday work (clauses 88, 132, 184, 228 and 229) also apply to part-time Employees.
- (d) Where a part-time Employee has an entitlement to leave under this Agreement, the part-time Employee will be paid according to the number of hours the Employee would have worked on the day/s on which the leave was taken.
- (e) Notwithstanding the above, a part-time PSO employed on a regular basis for four hours or less per week shall be paid in accordance with clause 23.3.
- (f) Where a full-time Employee converts from full-time to part-time, the Employer shall not reduce the total EFT of the Employee's workplace as a result of the conversion to part-time

23.3 Casual Employment

- (a) The persons covered by this Agreement confirm their commitment to maximise full time and part time employment and agree that the engagement of casual Employees shall, subject to clause 91.10 (Section 2 - Registered Psychiatric Nurses/Enrolled Nurses & PSO's, Part H: Classification & Staffing) be only in response to unplanned circumstances (without intending to be exhaustive, such as filling of gaps in rosters caused by sick leave or other unpredictable absences). Casual employment is not to be used in circumstances where the work undertaken is of an ongoing and predictable nature. It will be the aim to utilise existing Employees for unplanned absences where practicable.
- (b) A casual Employee is an Employee engaged in relieving work or work of a casual nature but does not include an Employee who could properly be classified as a full-time or part-time Employee under clauses 23.1 and 23.2.
- (c) A casual Employee's engagement is terminable without prior notice by either party subject to the applicable minimum engagement clauses 169 and 214.
- (d) A casual Nurse or PSO Employee will be paid an hourly rate equal to 1/38th of the weekly salary for the Employee's classification plus 25% for ordinary hours worked during the week. Payments for shift work (clause 75), weekend work (clause 74) and public holiday work (clause 88) also apply to casual Employees.

- (e) For Employees under Section 3, 4 and 5 of this Agreement a casual Employee shall be paid for all work done on a weekdays an amount equal to 1/38th of the weekly wage appropriate to the Employees classification per hour plus 25% and for all work done Saturday, Sundays and Public Holidays an amount equal to 1/38th of the weekly wage appropriate to the Employees classification per hour plus 75%.
- (f) Except where expressly excluded, a casual Employee will be entitled to receive the allowances prescribed by Section 1, Part E of this Agreement.
- (g) A casual Employee shall not be entitled to the following provisions of the agreement:
 - (i) annual leave (clause 85, 130, 182 and 224);
 - (ii) purchased leave (clause 43);
 - (iii) paid personal leave (clauses 86, 131, 183 and 227);
 - (iv) paid compassionate leave (clause 36);
 - (v) long service leave (clause 39);
 - (vi) professional development leave (clauses 89.1, 89.2, 133 and 234);
 - (vii) study leave (clauses 89.3, 136, 137, 185 and 230);
 - (viii) examination leave (clauses 89.4, 134 and 231),
 - (ix) rosters (clauses 84.5 and 175); and
 - (x) notice period (clauses 58, 103, 148, 198 and 199)
- (h) A casual Employee is entitled to the following:
 - (i) unpaid personal leave for carer's responsibilities (clauses 86, 131, 183 and 227),
 - (ii) unpaid compassionate leave (clause 36), and
 - (iii) unpaid parental leave (clause 42) as provided for in that clause.
 - (iv) Family Violence Leave (excluding paid leave in clause 37)
 - (v) All other applicable terms of the Agreement
- (i) In terms of Employees covered by Section 2 of the Agreement, any casual replacement shift shall be of the same shift length as the shift that is being replaced. Additional casual Employees for unexpected periods of peak workload may be of shorter duration.
- (j) Further to clause 23.3(i), it is acknowledged that in the event of logistical difficulties such as late notification of personal leave or genuine inability to obtain an agency/bank nurse for a full shift replacement then the full shift replacement may not be able to occur.

23.4 **Fixed Term Employment**

A Fixed term Employee is an Employee who is employed for a specified period of time, which period is known at the commencement of the contract, or for a specified task, such as employment in specific projects/programs and/or training positions including graduate nurse positions, replacement of Employees on extended leave such as parental leave, long term WorkCover or long service leave, replacement of Employees on secondment and/or temporary reassignment, and post graduate training.

23.5 **Converting from Full-Time Employment to Part-time Employment**

- (a) A full time Employee may, by agreement with the Employer, convert to part time arrangements.

- (b) Where a full time Employee converts from full time to part time, the Employer shall not reduce the total EFT of the Employee's workplace as a result of the conversion to part time.

24 Retention / Transition to Retirement

An Employer and Employee may agree to the following arrangements to assist in the retention of an Employee. Any of the agreed arrangements below must be established in writing and provided by the Employer to the Employee.

- (a) An Employer and Employee may agree to allow an Employee to establish an agreed record of accrued long service leave (in hours) that will be preserved and remain available to an Employee should the Employee and the Employer agree that the Employee convert their mode of employment from full time to part time employment to enable retention.
- (b) An Employer and Employee may agree to allow an Employee to access additional Purchased leave up to a maximum of 8 weeks in total per calendar year to enable retention. The Purchase leave agreements at clause 43 will be followed.
- (c) An Employer and Employee may agree to allow an Employee to transfer to an alternative work location to facilitate retention.

25 Return of Property

- 25.1 Employees, on cessation of their employment, must return to their Employer the Employer's property.
- 25.2 An Employee who is provided any property by their Employer, at or after the time of their starting employment, may be required to complete a document provided by their Employer that outlines:
 - (a) the details and dollar value of the property as at the time provided;
 - (b) that the item at all times remains the property of the Employer;
 - (c) that the Employee agrees to return the provided property to the Employer on cessation of their employment;
 - (d) that should the provided property not be returned at the cessation of employment, the Employer reserves the right to seek to recover the value of the property.

SECTION 1 | PART D: WAGES AND RELATED MATTERS

NOTE: see Part D of the Section relevant to the applicable classification for information about salary and allowances.

26 Wages and allowances

The wages and allowances provided for by this Agreement are set out in Schedule 2, including applicable increases.

27 Accident Make up pay

27.1 Qualifications for payment

Upon receiving payment of compensation and continuing to receive such payment under the WIRC Act in respect of an incapacity, an Employee shall be paid accident make up pay by the Employer in relation to whom the entitlement to compensation under the WIRC Act arises.

27.2 Maximum period of accident make up pay

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.

27.3 Accident make up pay only payable whilst Employee employed by Employer

- (a) An Employer is only liable under this clause to pay to an Employee accident make up pay whilst the Employee remains in the employment of the Employer except:
 - (i) where the Employer terminates the employment of the Employee (other than in case of termination due to serious or wilful misconduct on the part of the Employee) who, except for the termination of the employment, would be entitled to accident make up pay; or
 - (ii) where in the case of an Employee who has a current work capacity, the Employee has obtained suitable alternative employment with another Employer because such suitable alternative employment was not available from that Employee's Employer.

27.4 Limitations on payment of accident make up pay

An Employer is not liable to pay accident make up pay:

- (a) 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; or
- (b) in relation to any injury, during the first five normal working days of incapacity; or
- (c) for any period that weekly payments under the WIRC Act cease; or
- (d) whilst the Employee is on any other paid leave provided for in this Agreement; or
- (e) unless the Employee has given notice in writing to the Employer of an injury as soon as practicable after the occurrence of the injury; or
- (f) unless the Employee conforms to the requirements of the WIRC Act for medical examinations; or

- (g) if the Employee fails or refuses to commence work in accordance with a limited capacity medical certificate where such work is made available by the Employer which meets the requirements of the certificate; or
- (h) upon the death of the Employee.

27.5 Employee obligations

An Employer may require:

- (a) an Employee on engagement to declare all compensation claims made by the Employee in the previous five years. An Employee who knowingly provides false or inaccurate information to the Employer is not entitled to accident make up pay under this clause;
- (b) an Employee to provide evidence to the Employer of continuing payment of compensation under the WIRC Act to the Employee.

27.6 Calculation of accident make up pay

Subject to sub-clause 27.7, the amount of accident make up pay for any week which an Employer is required by this clause to pay is calculated as follows:

- (a) for an Employee who has no current work capacity [total incapacity], the amount of accident make up pay is determined by first calculating the salary the Employee would have received under this Agreement had he or she performed normal duties during that week (including any over award payments but excluding any shift, overtime payments, penalty rates or other similar payments) and then deducting from that amount, the amount the Employee receives in weekly payments in accordance with the WIRC Act for that week; and
- (b) for an Employee who has a current work capacity [partial incapacity] the amount of accident make up pay is determined by first calculating the salary that the Employee would have received under this Agreement had the Employee performed normal duties during that week (including any over award payments but excluding shift, overtime payments, penalty rates or other similar payments), then deducting any amount the Employee earns from undertaking suitable alternative employment (whether that employment is with the Employer upon whom liability falls under this clause or another Employer) and then deducting the amount the Employee receives in weekly payments in accordance with the WIRC Act for that week.
- (c) 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.

27.7 No obligation to increase the level of accident make up pay

An Employer is not liable to increase the amount of accident make up pay to an Employee in the event that weekly payments made to the Employee under the WIRC Act are reduced in accordance with the WIRC Act in respect of the injury for which weekly payments are made.

27.8 Supplementary Accident Make Up Pay

Employees who as at 19 December 1997 were Employees of the Department and eligible for a commuted allowance shall while on paid accident compensation leave, continue to receive commuted allowance up to a maximum period of 26 weeks or an aggregate period of 131 days from the date of the injury.

28 Salary Packaging

28.1 All Employees will have access to salary packaging arrangements as follows:

- (a) By agreement with the Employee, the current rate of pay specified in Schedule 2, may be salary packaged in accordance with the Employer's policy on salary

packaging provided that the Employer's policy is consistent with the guidelines published by the Australian Tax Office.

- (b) The Employee shall compensate the Employer from within their base remuneration, for any Fringe Benefits Tax 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.
- (c) In the event that salary packaging ceases to be an advantage to the Employee (including as a result of subsequent changes to *Fringe Benefits Tax Act 1986* (Cth) 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.
- (d) 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 services (as applicable), as varied from time to time.
- (e) Employees who are considering salary packaging ought to seek independent financial advice. The Employer shall not be held responsible in any way for the cost or outcome of any such advice and any costs associated with salary packaging shall be paid for by the Employee.

29 Superannuation

- 29.1 In this clause **default fund** means the applicable fund set out in clause 29.6 while it has a My Super Product as defined by the Act.
- 29.2 In respect of Employees employed by an Employer prior to the commencement of this Agreement or Employees who transfer employment after the commencement of this Agreement, the Employer will continue to make superannuation contributions to the Employee's current superannuation fund (including but not limited to the State Superannuation Fund or its successor).
- 29.3 Subject to clause 29.2, an Employer will make superannuation contributions on behalf of an Employee, at the rate required to comply with the *Superannuation Guarantee (Administration) Act 1992* and the *Superannuation Guarantee Charge Act 1992*, to either the Health Employees Superannuation Trust of Australia superannuation fund (HESTA), the First State Superannuation Fund (**First State**) (or successors) or as nominated by the Employee.
- 29.4 Upon commencement of employment the Employer will provide each Employee with a membership form for HESTA and First State and will forward any completed membership form of the Employee's choice of fund to the nominated fund within 28 days.
- 29.5 Subject to clause 29.2, in the event that an Employee does not provide an application form to the Employer within 28 days, the Employer will forward contributions and the Employee details to the applicable default fund.
- 29.6 The applicable default fund will be:
 - (a) For Employees in Section 2, HESTA;
 - (b) For Employees in Section 3, First State;
 - (c) For Employees in Sections 4 or 5, the fund with the most Employees as members at each Employer, at each twelve month interval.

- 29.7 Subject to this clause, the rules governing the relevant superannuation fund and the Employee providing written authorisation, an Employee may make salary sacrifice contributions to an approved superannuation fund including a defined benefit fund.
- 29.8 Superannuation contributions paid by the Employer into an approved superannuation fund will be calculated on the basis of the rates of pay specified in this Agreement and not on the salary remaining after a component is sacrificed.
- 29.9 Superannuation contributions will be paid on any payment for a period of paid parental leave under subclauses 42.5(a)(i) and 42.10(b).

SECTION 1 | PART E: ALLOWANCES AND REIMBURSEMENTS

30 Commuted Allowance

- 30.1 Employees who as at 19 December 1997 were Employees of the Department and in receipt of a commuted allowance will be entitled to continue to receive a commuted allowance in accordance with the terms of this Agreement.
- 30.2 The entitlement to commuted allowance provided to full-time nursing and direct care Employees, other than Directors or Deputy Directors of Nursing, who are required to perform rostered time of ordinary hours on Saturdays, Sundays and public holidays to be paid an annual allowance at a rate equivalent to 18% of the Employee's annual salary.
- 30.3 Commuted allowance is regarded as salary for all purposes, including superannuation, long service leave, sick leave, annual leave and parental leave.

31 Vehicle Allowance

- (a) Where an Employee is required to use their own vehicle, including motor cycle, in connection with their duties, they shall be paid an allowance corresponding with the per kilometre rates as determined from time to time by the Australian Taxation Office [ATO] for Work Related Car Expenses (rates per business kilometre)
- (b) Any Employee engaged for a distant position where a definite period of engagement is not stated shall after six months' continuous service, receive a refund of reasonable railway or bus fares and reasonable out-of-pocket expenses incurred within the State of Victoria in reaching such position.
- (c) Any Employee engaged for a distant position for a definite period shall, upon completion of the term of the engagement, receive reasonable railway, coach or plane fares or necessary mileage for use of private car for return trip or reasonable out-of-pocket expenses incurred in travelling within the State of Victoria.

SECTION 1 | PART F: HOURS OF WORK AND RELATED MATTERS

32 Daylight Saving

See also clauses 79, 122, 171216 and 217 (Overtime) and 164 and 210 (Accrued Days Off).

- 32.1 Despite the overtime provisions of this Agreement, if an Employee works on a shift during which time changes because of the introduction of, or cessation to, daylight saving, that Employee will be paid for the actual hours worked at the ordinary time rate of pay.

Example:

An Employee is rostered to work a ten hour night shift from 9pm through to 7:30am (including a 30 minute meal break). During the course of this shift, the clock is wound forward one hour due to the commencement of daylight saving.

The Employee therefore works nine hours. The Employee is paid nine hours at his or her ordinary time rate of pay (including any shift penalties or allowances ordinarily payable in respect of this shift).

Example:

An Employee is rostered in a ten hour night shift from 9pm through to 7.30am (including a 30 minute meal break). During the course of this shift, the clock is wound back one hour due to the cessation of daylight saving.

The Employee therefore works 11 hours. The Employee is paid 11 hours at his or her ordinary time rate of pay (including any shift penalties or allowances ordinarily payable in respect of this shift). No overtime is paid for the additional hour worked.

- 32.2 For the purpose of calculating accrued days off, Employees who work on a shift during which time changes because of the introduction of, or cessation to, daylight saving, will be taken to have worked the standard hours for a night shift in accordance with the roster

SECTION 1 | PART G: LEAVE

33 Blood Donor Leave

- 33.1 Employers will release staff upon request to donate blood where a collection unit is on site or by arrangement at the local level.

34 Community Service/ Emergency Services Leave

- 34.1 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 to be released from normal duty without loss of pay:

- (a) where a local emergency situation arises that requires the attendance of the Employee.
- (b) to attain required qualifications or to re-qualify to perform activities in an emergency relief organisation

Provided that such leave can be facilitated without unreasonably affecting the operations of the Agency in which the Employee is employed.

35 Cultural and Ceremonial leave

- 35.1 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.
- 35.2 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.
- 35.3 An Employee who is legitimately required by Aboriginal or Torres Strait Islander tradition to be absent from work for ceremonial purposes will be entitled to up to ten working days unpaid leave in any one year, with the approval of the Employer.
- 35.4 Ceremonial leave granted under this clause is in addition to compassionate leave granted under this Agreement

36 Compassionate Leave

For the purpose of this clause the term Immediate Family includes but is not necessarily limited to the definition located at clause 9[9]:

36.1 What is compassionate leave?

Compassionate leave will be available under this clause 36 to an Employee if a member of the Employee's Immediate Family or household:

- (a) contracts or develops a personal illness or sustains a personal injury that poses a serious threat to their life; or
 - (b) dies
- (a "permissible occasion").

If the permissible occasion is the contraction or development of a personal illness, or the sustaining of a personal injury, the Employee may take the compassionate leave for that occasion at any time while the illness or injury persists.

36.2 Employees other than casual Employees

The provisions of clauses 36.3 to 36.5 apply to all Employees other than casual Employees. The entitlements of casual Employees are set out in clause 36.6.

- 36.3 An Employee is entitled to up to 4 ordinary days' paid leave, on each permissible occasion.
- 36.4 An Employee is not required to take compassionate leave days consecutively.
- 36.5 An Employer may grant additional paid and/or unpaid compassionate leave at its discretion.
- 36.6 Employee may take unpaid additional compassionate leave by agreement with the Employer.
- 36.7 The Employer may require the Employer to provide satisfactory evidence to support the taking of leave.

36.8 Casual Employees

Subject to the evidence requirements described at clause, a casual Employee is entitled to 4 days unpaid compassionate leave on each permissible occasion. Unpaid compassion leave under this subclause may be taken as:

- (a) a single continuous period,
- (b) two separate periods of one day each, or
- (c) any separate periods to which the Employee and Employer agree.

37 Family Violence Leave

NOTE: family member is defined in section 8 of the Family Violence Protection Act 2008 and is broader than the definition of immediate family under the NES.

37.1 General Principle

- (a) Each Employer recognises that Employees sometimes face situations of violence or abuse in their personal life that may affect their attendance or performance at work. Therefore, each Employer is committed to providing support to staff that experience family violence.
- (b) Leave for family violence purposes is available to Employees who are experiencing, or being threatened with, family violence and also to allow them to be absent from the workplace to attend counselling appointments, medical appointments, legal proceedings or appointments and other activities related to, and as a consequence of, family violence.

37.2 Definition of Family Violence

For the purposes of this clause, family violence is as defined by the *Family Violence Protection Act 2008* (Vic) which defines family violence at section 5, in part, as follows:

- (a) behaviour by a person towards a family member of that person if that behaviour:
 - (i) is physically or sexually abusive; or
 - (ii) is emotionally or psychologically abusive; or
 - (iii) is economically abusive; or
 - (iv) is threatening; or
 - (v) is coercive; or
 - (vi) in any other way controls or dominates the family member and causes that family member to feel fear for the safety or wellbeing of that family member or another person; or

- (b) behaviour by a person that causes a child to hear or witness, or otherwise be exposed to the effects of, behaviour referred to in subclause (a) above.

37.3 Eligibility

- (a) Paid leave for family violence purposes is available to all Employees with the exception of casual Employees.
- (b) Casual Employees are entitled to access leave without pay for family violence purposes.

37.4 General Measures

- (a) Evidence of family violence may be required and can be in the form an agreed document issued by the Police Service, a Court, a registered health practitioner, a Family Violence Support Service, district nurse, maternal and child health nurse or Lawyer. A signed statutory declaration can also be offered as evidence.
- (b) All personal information concerning family violence will be kept confidential in line with the Employer's policies and relevant legislation. No information will be kept on an Employee's personnel file without their express written permission.
- (c) No adverse action will be taken against an Employee if their attendance or performance at work suffers as a result of experiencing family violence.
- (d) The Employer will identify contact/s within the workplace who will be suitably trained to provide the necessary advice to an Employee experiencing family violence and associated privacy issues. The Employer will advertise the name of any Family Violence contacts within the workplace .
- (e) An Employee experiencing family violence may raise the issue with their immediate supervisor, Family Violence contacts, union delegate or nominated Human Resources contact. The immediate supervisor may seek advice from Human Resources if the Employee chooses not to see the Human Resources or Family Violence contact.
- (f) Where requested by an Employee, the Human Resources contact will liaise with the Employee's manager on the Employee's behalf, and will make a recommendation on the most appropriate form of support to provide in accordance with clause 37.5 and clause 37.6.
- (g) The Employer will develop guidelines to supplement this clause and which details the appropriate action to be taken in the event that an Employee reports family violence.

37.5 Leave

- (a) An Employee experiencing family violence will have access to 20 days per year of paid special leave (pro rata for part time Employees) following an event of Family Violence and for related purposes such as counselling appointments , medical appointments, legal proceedings or appointments with a legal practitioner and other activities related to, and as a consequence of family violence (this leave is not cumulative but if the leave is exhausted consideration will be given to providing additional leave). This leave will be in addition to existing leave entitlements and may be taken as consecutive or single days or as a fraction of a day and can be taken without prior approval.
- (b) An Employee who supports a person experiencing family violence may utilise their personal/carer's leave entitlement to accompany them to court, to hospital, or to care for children. The Employer may require evidence consistent with clause 37.4(a) from an Employee seeking to utilise their personal/carer's leave entitlement.

37.6 Individual Support

- (a) In order to provide support to an Employee experiencing family violence and to provide a safe work environment to all Employees, the Employer will approve any reasonable request from an Employee experiencing family violence for:
 - (i) temporary or ongoing changes to their span of hours or pattern or hours and/or shift patterns;
 - (ii) temporary or ongoing job redesign or changes to duties;
 - (iii) temporary or ongoing relocation to suitable employment;
 - (iv) a change to their telephone number or email address to avoid harassing contact;
 - (v) any other appropriate measure including those available under existing provisions for family friendly and flexible work arrangements.
- (b) Any changes to an Employee's role should be reviewed at agreed periods. When an Employee is no longer experiencing family violence, the terms and conditions of employment may revert back to the terms and conditions applicable to the Employee's substantive position.
- (c) An Employee experiencing family violence will be offered access to the Employee Assistance Program (EAP) and/or other available local Employee support resources. The EAP shall include professionals trained specifically in family violence.
- (d) An Employee that discloses that they are experiencing family violence will be given information regarding current support services.

38 Jury Service

- 38.1 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 salary he or she would have received in respect of the ordinary time he or she would have worked had he or she not been on jury service.
- 38.2 An Employee shall notify the Employer as soon as possible of the date upon which he or she is 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.
- 38.3 The *Juries Act 2000* (Vic) contains obligations in relation to the payment of casual Employees who perform jury service. This Agreement is not intended to reduce any obligation or entitlement under those provisions.

39 Long Service Leave**39.1 Definitions**

For the purpose of this clause the following definitions apply:

- (a) Allowable period of absence means five weeks in addition to the total period of paid annual, long service or personal leave which the Employee actually receives on termination or for which the Employee is paid in lieu.
- (b) An Employee means an Employee who is entitled to long service leave under the NES or this Agreement
- (c) 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 2, at the time the leave is taken or (if the Employee dies before the completion of leave

so taken) as at the time of the Employee's death, and will include the amount of any increase to the Employee's ordinary time rate of pay which occurred during the period of leave.

- (d) Month means a calendar month.
- (e) Institution means any hospital or benevolent home, community health centre, Society or Association:
 - (i) named in Schedule 1 of this Agreement; or
 - (ii) that was registered and subsidised pursuant to the *Hospital and Charities Act 1958* or the *Health Services Act 1988*; or
 - (iii) the Cancer Institute constituted under the *Cancer Act 1958*; or
 - (iv) the Fairfield Hospital Board; or
 - (v) the Victorian Bush Nursing Association (Inc.); or
 - (vi) a Bush Nursing institution or
 - (vii) The Victorian Institute of Forensic Mental Health
- (f) Statutory Body means the Hospital and Charities Commission of Victoria, the Department of Education and Early Childhood Development, the Health Commission of Victoria, the Department of Health and Human Services and the NMBA (and predecessors etc) (however named).
- (g) Transfer of business occurs in the circumstances described at s.311 of the Act.

39.2 Entitlement

- (a) 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.
- (b) The amount of such entitlement shall be:
 - (i) On the completion by the Employee of 15 years continuous service - 6 months long service leave and thereafter an additional 2 months long service leave on the completion of each additional five years' service.
 - (ii) In addition, in the case of an Employee who has completed more than 15 years' service and whose employment terminates otherwise than by the death of the Employee, an amount of long service leave equal to one thirtieth of the period of her/his service since the last accrual of entitlement to long service leave under sub-clause 39.2(b)(i).
 - (iii) In the case of an Employee who has completed at least 10 years' service, but less than 15 years' service and whose employment terminates for any cause, such amount of long service leave as equals one thirtieth of the period of service.

39.3 Taking of leave

(a) When Leave is to be taken

Long service leave will be granted by the Employer within six months from the date of the entitlement under clause 39.2, save that:

- (i) long service leave may be postponed to a mutually agreeable date; and
- (ii) if agreement cannot be reached, the date will be determined by a member of the Commission provided that such a determination will not require leave to commence before six months from the date of such determination.

(b) How leave is to be taken

Long service leave will be taken:

- (i) in one period; or
- (ii) in two or three separate periods; or
- (iii) in periods of not less than one week; or
- (iv) as otherwise agreed as part of a transfer to retirement scheme.

(c) Flexible taking of leave: Double leave at half pay or half leave at double pay

- (i) An Employer may approve an application by an Eligible Employee to take double the period of long service leave at half pay or half the period of long service leave at double the pay.
- (ii) Eligible Employees should seek independent advice regarding the taxation and superannuation implications of seeking payment under this subclause 39.3(c). The Employer will not be held responsible in any way for the cost or outcome of any such advice.
- (iii) The Employer, if requested by the Employee, will provide information as to the amount of tax the Employer intends to deduct where payment of long service leave is sought under sub-clause 39.3(c)(i).
- (iv) If granting the request under this sub-clause would result in an additional cost to the Employer, then it is not practical to grant an Eligible Employee's request.

(d) Long Service Leave in advance

If an Eligible Employee has completed ten years' continuous service, an Employer may grant long service leave.

(e) Long Service Leave is inclusive of Public Holidays and Accrued days off

See also clauses 88, 132, 184, 228 and 229 (Public Holidays) and 164 and 210 (Accrued Days Off)

Long service leave is inclusive of any public holiday or ADO.

39.4 Payment for period of leave

- (a) Payment will be made in one of the following ways:
 - (i) in full in advance when the Eligible Employee commences her/his leave; or
 - (ii) at the same time as payment would have been made if the Eligible Employee had remained on duty; or
 - (iii) in any other way agreed between the Employer and the Eligible Employee.
- (b) Where an Eligible Employee has been paid in advance, and an increase occurs in the ordinary time rate of pay during the period of long service leave taken, the Eligible Employee will be entitled to receive payment of the amount of any increase in pay at the completion of such leave.

39.5 Calculating continuous service

(a) Service With More Than One Employer

Subject to this clause, the continuous service of an Eligible Employee with an Institution or Statutory Body will include service for which long service leave or payment in lieu has not been received, in one or more Institutions or Statutory Bodies directly associated with such Institution/s save that:

- (i) when calculating the aggregated continuous service, any period of employment with an Institution or Statutory Body of less than six months will be disregarded; and

- (ii) the onus of proving a sufficient aggregate of service to support a claim for any long service leave entitlement will at all times rest upon the Eligible Employee concerned. A Certificate of Service in accordance with Schedule 9 will constitute acceptable proof.

(b) **Concurrent Service**

Concurrent service remains separate and distinct until an Eligible Employee terminates employment with one Employer, except where the Eligible Employee receives a payment in lieu of long service leave.

(c) **Continuous service and its interaction with absences or interruptions in employment**

The absences or interruptions mentioned in this subclause do not break an Eligible Employee's continuous service.

(i) **Periods that count towards continuous service**

The following periods count towards an Eligible Employee's period of continuous service:

- (A) the taking of any paid leave (including annual leave, personal leave and long service leave);
- (B) any unpaid absence from work of not more than fourteen days in any year on account of illness or injury;
- (C) any interruption or ending of employment by the Employer if 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 for a period during which an Eligible Employee is receiving accident pay under clause 27 (Accident Make-Up Pay);
- (E) any unpaid leave of absence of the Eligible Employee, including unpaid Parental Leave, where the absence is authorised in advance in writing by the Employer to be counted as service;
- (F) any absence from employment on defence service in accordance with section 8 of the Defence Reserve Service (Protection) Act 2001; a period of absence on community service leave under the Act.
- (G) a period of absence on community service leave under the Act.

(ii) **Periods that do not break continuous service but do not count towards continuous service**

Unless otherwise agreed in writing in advance, the following periods do not break continuous service but do not count towards an Eligible Employee's continuous service:

- (A) any other authorised period of unpaid leave including unpaid parental leave under clause 42;
- (B) any interruption arising directly or indirectly from an industrial dispute;
- (C) any period between the engagement with one Institution or Statutory Body and another provided it is less than the allowable period of absence from employment;
- (D) the dismissal of an Eligible Employee if the Eligible Employee is re-Employed within a period not exceeding two months from the date of such dismissal;

- (E) any absence on account of injury arising out of or in the course of her/his employment not covered by a period in which an Eligible Employee is receiving accident make up pay or other paid leave;
- (F) any unpaid absence of not more than 24 months for the sole purpose of undertaking a course of study related to nursing where the written approval of the Employer is given;
- (G) any absence from work of an Eligible Employee for a period not exceeding twelve months in respect of any pregnancy or adoption.

39.6 Records

The Employer will keep a long service leave record for each Eligible Employee, containing particulars of service, leave taken and payments made.

39.7 Transfer of business

Where a transfer of business occurs, an Employee who worked with the old Employer and who continues in the service of the new Employer will be entitled to count her/his service with the old Employer as service with the new Employer for the purposes of this clause.

39.8 Termination of Employment

(a) Basic entitlement at termination of employment

An Eligible Employee with ten or more years of continuous service is entitled to payment in lieu of untaken long service leave upon termination of employment equal of one thirtieth of the period of continuous service less any long service leave taken except where an Eligible Employee who has completed at least ten but less than fifteen years continuous service where the Eligible Employee makes the election at subclause 39.8(b) below.

(b) Election for payment of entitlement or transfer of entitlement at termination

An Eligible Employee who has completed at least ten but less than fifteen years' continuous service who intends to be re-employed by another Institution or Statutory Body may:

- (i) request in writing that payment for accrued long service leave be deferred until after the Eligible Employee's allowable period of absence has expired; and
- (ii) where the Eligible Employee notifies the Employer in writing within the allowable period of absence that the Eligible Employee has been employed by another Institution or Statutory Body the Employer is no longer required to make payment to the Eligible Employee in respect of such leave. Where such written notice is not provided within the allowable period of absence the Employer will, upon the expiration of the allowable period of absence, make payment in lieu of long service leave as per subclause 39.8(a).

(c) Transfer of Accumulated Service

- (i) Where an Employee with in excess of 10 years continuous service is leaving the employ of the Employer and transferring to another public sector Victorian health care institution to which long service leave accruals are portable, the Employer agrees, when requested by the receiving Employer and Employee, to transfer to the receiving Employer an amount equivalent to the accrued long service leave entitlement owing to the Employee at the date of termination. Consequent upon such funds transfer, the receiving Employer will afford the new Employee full recognition of their accrued long service entitlements.

- (ii) In the event of a request being made by the receiving Employer and Employee under clause 39.8(c), compliance with that request will satisfy the Employer's obligations to provide the Employee with long service leave/payment in lieu of long service leave.

(d) **Payment in lieu of long service leave on the death of an Eligible Employee**

Where an Eligible Employee who has completed at least ten years' service dies while still in the employ of the Employer, payment in lieu of long service leave will be made to the Eligible Employee's personal representative equal to one thirtieth of the period of continuous service less any long service leave taken.

40 Pre-Adoption Leave

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

41 Pre-natal Leave

- 41.1 An Employee required to attend pre-natal appointments or parenting classes that are only available or can only be attended during the Employee's ordinary rostered shift may, subject to the provision of satisfactory evidence of attendance, access his or her personal leave credit.
- 41.2 The Employee must give the Employer prior notice of the Employee's intention to take such leave.

42 Parental Leave

42.1 Structure of clause

This clause is structured as follows:

- (a) Definitions: subclause 42.2
- (b) Long parental leave – unpaid : subclause 42.3
- (c) Short parental leave – unpaid: subclause 42.4
- (d) Paid parental leave: subclause 42.5
- (e) Notice and evidence requirements: subclause 42.6
- (f) Parental leave associated with the birth of a Child – additional provisions: subclause 42.7
- (g) Unpaid pre-adoption leave: subclause 42.8
- (h) Where placement does not proceed or continue: subclause 42.9
- (i) Special maternity leave: subclause 42.10
- (j) Variation of period of unpaid parental leave up to 12 months: subclause 42.11
- (k) Right to request extension of period of unpaid parental leave beyond 12 months: subclause 42.12
- (l) Parental leave and other entitlements: subclause 42.13
- (m) Transfer to a safe job: subclause 42.14

- (n) Returning to work after a period of parental leave: subclause 42.15
- (o) Replacement Employees: subclause 42.16
- (p) Communication during parental leave – organisational change: subclause 42.17
- (q) Keeping in touch days: subclause 42.18
- (r) Superannuation on parental leave : subclause 42.19

Other provisions associated with parental leave are also included in this Agreement. Specifically, prenatal leave at clause 41, flexible working arrangements which includes the right to request to return from parental leave on a part time basis at clause 52, leave to attend interviews and examinations relevant to adoption leave (pre-adoption leave) at clause 40 and breastfeeding at clause 51.

42.2 Definitions

For the purposes of this clause:

- (a) **Child** means:
 - (i) in relation to birth-related leave, a child (or children from a multiple birth) of the Eligible Employee or the Eligible Employee's Spouse; or
 - (ii) in relation to adoption-related leave, a child (or children) under 16 (as at the day of placement or expected day of placement) who is placed or who is to be placed with the Eligible Employee for the purposes of adoption, other than a child or step-child of the Eligible Employee or of the Spouse of the Eligible Employee or a child who has previously lived continuously with the Eligible Employee for a period of six months or more save for Foster Child who translates to a Permanent Care Order (Adopted Child).
- (b) **Continuous Service** includes continuous service with one and the same Employer or continuous service with more than one Employer including Institutions or Statutory Bodies (as defined at subclause 42.1), and includes any period of employment that would count as service under the Act.
- (c) **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 birth or expected birth of a Child or the decision to adopt a Child, a reasonable expectation of continuing engagement by the Employer on a regular and systematic basis.
- (d) **Eligible Employee** for the purposes of this clause 42 means an Employee who has at least 12 months' Continuous Service or an Eligible Casual Employee as defined above.
- (e) **Employee Couple** has the same meaning as under the Act.
- (f) **Long Parental Leave** means the 52 weeks' parental leave an Eligible Employee may take under subclause 42.3. A person taking Long Parental Leave under subclause 42.3 is the Primary Carer for the purpose of this clause.
- (g) **Primary Carer** means the person who has responsibility for the care of the Child. Only one person can be the Child's Primary Carer on a particular day.
- (h) **Short Parental Leave** means up to eight weeks' concurrent parental leave an Eligible Employee who will not be the Primary Carer of a Child may take under subclause 42.4.
- (i) **Spouse** includes a person to whom the Eligible Employee is married and a de facto partner, former spouse or former de facto spouse of the Employee. A de facto Spouse means a person who lives with the Employee as husband, wife or same-sex partner on a bona fide domestic basis.

42.3 Long Parental Leave – Unpaid

- (a) An Eligible Employee is entitled to 12 months' unpaid Long Parental Leave if:
 - (i) the leave is associated with:
 - (ii) the birth of a Child of the Eligible Employee or the Eligible Employee's Spouse ; or
 - (iii) the placement of a Child with the Eligible Employee for adoption; and
 - (iv) the Eligible Employee is the Primary Carer.
- (b) The Eligible Employee must take the leave in a single continuous period.
- (c) Where an Eligible Employee is a member of an Employee Couple, except as provided at subclause 42.4 (Short Parental Leave – Unpaid), parental leave must be taken by only one parent of an Employee Couple at a time in a single continuous period.
- (d) Each member of an Employee Couple may take a separate period of up to 12 months of Long Parental Leave less any period of Short Parental Leave taken by the Eligible Employee.
- (e) An Eligible Employee may be able to extend a period of unpaid parental leave in accordance with subclause 42.11.

42.4 Short Parental Leave – Unpaid

- (a) This clause applies to an Eligible Employee who is a member of an Employee Couple.
- (b) An Eligible Employee who will not be the Primary Carer of a Child may take up to eight weeks unpaid leave concurrently with any parental leave taken by the parent who will be the Primary Carer. Short Parental Leave may be taken in separate periods but, in the absence of mutual agreement, each period must not be shorter than two weeks.
- (c) The period of Short Parental Leave will be deducted from the period of Long Parental Leave to which the Eligible Employee is entitled under subclause 42.3 (if applicable).

42.5 Paid Parental Leave

- (a) Upon an Eligible Employee commencing parental leave:
 - (i) a Primary Carer taking Long Parental Leave will be entitled to 10 weeks' paid parental leave; and
 - (ii) a non-Primary Carer taking Short Parental Leave will be entitled to one week's paid parental leave;

save that an Eligible Employee who has taken Short Parental Leave does not also receive the Long Parental Leave entitlement at (i), even if the Eligible Employee later takes Long Parental Leave.
- (b) Paid parental leave is in addition to any relevant Commonwealth Government paid parental leave scheme (subject to the requirements of any applicable legislation)
- (c) The Employer and Eligible Employee may reach agreement as to how the paid parental leave under this Agreement is paid. For example, such leave may be paid in smaller amounts over a longer period, consecutively or concurrently with any relevant Commonwealth Government parental leave scheme (subject to the requirements of any applicable legislation) and may include a voluntary contribution to superannuation.

- (d) Such agreement must be in writing and signed by the parties. The Eligible Employee must nominate a preferred payment arrangement at least four weeks prior to the expected date of birth or date of placement of the Child. In the absence of agreement, such leave shall be paid during the ordinary pay periods corresponding with the period of the leave.
- (e) A variation to the payment of paid parental leave resulting in the paid leave being spread over more than 10 weeks does not affect the period of continuous service recognised. For example, an Employee taking 20 weeks at half pay will, for the purpose of calculating continuous service, have ten weeks of continuous service recognised. An Employee taking five (5) weeks at double pay will have 10 weeks of continuous service recognised.
- (f) The paid parental leave prescribed by this clause will be concurrent with any relevant unpaid entitlement prescribed by the NES / this Agreement.

42.6 Notice and evidence requirements

- (a) An Employee, must give at least 10 weeks written notice of the intention to take parental leave, including the proposed start and end dates. At this time, the Employee must also provide a statutory declaration stating:
 - (i) that the Employee will become either the Primary Carer or non-Primary Carer of the Child, as appropriate;
 - (ii) the particulars of any parental leave taken or proposed to be taken or applied for by the Employee's Spouse; and
 - (iii) that for the period of parental leave the Employee will not engage in any conduct inconsistent with their contract of employment.
- (b) At least four weeks before the intended commencement of parental leave, the Employee must confirm in writing the intended start and end dates of the parental leave, or advise the Employer of any changes to the notice provided in clause 42.6(a), unless it is not practicable to do so.
- (c) The Employer may require the Employee to provide evidence which would satisfy a reasonable person of:
 - (i) in the case of birth-related leave, the date of birth of the Child (including without limitation, a medical certificate or certificate from a registered midwife, stating the date of birth or expected date of birth); or
 - (ii) in the case of adoption-related leave, the commencement of the placement (or expected day of placement) of the Child and that the Child will be under 16 years of age as at the day of placement or expected day of placement.
- (d) An Employee will not be in breach of this clause if failure to give the stipulated notice is occasioned by the birth of the Child or placement occurring earlier than the expected date or in other compelling circumstances. In these circumstances the notice and evidence requirements of this clause should be provided as soon as reasonably practicable.

42.7 Parental leave associated with the birth of a Child – additional provisions

- (a) Subject to the limits on duration of parental leave set out in this Agreement and unless agreed otherwise between the Employer and Eligible Employee, an Eligible Employee who is pregnant may commence Long Parental Leave at any time up to six weeks immediately prior to the expected date of birth.
- (b) Six weeks before the birth
 - (i) Where a pregnant Eligible Employee continues to work during the six week period immediately prior to the expected date of birth, the Employer may require the Eligible Employee to provide a medical certificate stating that

she is fit for work and, if so, whether it is inadvisable for her to continue in her present position because of illness or risks arising out of the Eligible Employee's pregnancy or hazards connected with the position.

- (ii) Where a request is made under subclause 42.7(b)(i) and an Eligible Employee:
- (iii) does not provide the Employer with the requested certificate within seven days of the request; or
- (iv) within seven days after the request, the Eligible Employee gives the Employer a medical certificate stating that the Eligible Employee is not fit for work;

the Employer may require the Eligible Employee to commence their parental leave as soon as practicable.

- (c) Where a request is made under subclause 42.7(b)(i) and an Eligible Employee provides a medical certificate that states that the Eligible Employee is fit for work but it is inadvisable for the Eligible Employee to continue in her present position during a stated period, subclause 42.14 (Transfer to a safe job) will apply.

42.8 Unpaid pre-adoption leave

Employees' entitlement to pre-adoption leave is set out at clause 40 (Pre-adoption leave).

42.9 Where placement does not proceed or continue

- (a) Where the placement of the Child for adoption with an Eligible Employee does not proceed or continue, the Eligible Employee must notify the Employer immediately.
- (b) Where the Eligible Employee had, at the time, started a period of adoption-related leave in relation to the placement, the Eligible Employee's entitlement to adoption-related leave is not affected, except where the Employer gives written notice under subclause 42.9(c).
- (c) The Employer may give the Eligible Employee written notice that, from a stated day no earlier than four weeks after the day the notice is given, any untaken long adoption-related leave is cancelled with effect from that day.
- (d) Where the Eligible Employee wishes to return to work due to a placement not proceeding or continuing, the Employer must nominate a time not exceeding four weeks from receipt of notification for the Eligible Employee's return to work.

42.10 Special maternity leave

(a) Entitlement to unpaid special birth-related leave

- (i) A female Eligible Employee is entitled to a period of unpaid special leave if she is not fit for work during that period because:
 - (A) she has a pregnancy-related illness; or
 - (B) she has been pregnant, and the pregnancy ends within 28 weeks of the expected date of birth of the Child otherwise than by the birth of a living Child.
- (ii) A female Eligible Employee who has an entitlement to personal leave may, in part or whole, take personal leave instead of unpaid special leave under this clause.
- (iii) Where the pregnancy ends more than 28 weeks from the expected date of birth of the Child, the Eligible Employee is entitled to access any paid and/or unpaid personal leave entitlements in accordance with the relevant personal leave provisions.

(b) **Entitlement to paid special birth-related leave**

- (i) A female Eligible Employee is entitled to a period of paid special leave if the pregnancy comes to an end at or after the completion of 20 weeks' gestation or the Eligible Employee gives birth but the baby subsequently dies.
- (ii) Paid special leave is paid leave not exceeding the amount of paid leave available to Primary Carers under subclause 42.5(a)(i).
- (iii) Paid special leave is in addition to any unpaid special leave taken under subclause 42.10(a)(i).
- (iv) Paid leave available to non-Primary Carers under subclause 42.5(a)(ii) will also apply in these circumstances.

(c) **Entitlement to special parental leave**

Where during the period of parental leave the children in respect of whom the leave was taken dies, an Employee shall be entitled to continue or reduce or extend the approved parental leave for such period as a registered medical practitioner certifies as necessary, provided the period does not exceed the total parental leave period available under clause.

(d) **Evidence**

If an Eligible Employee takes leave under this clause the Employer may require the Eligible Employee to provide evidence that would satisfy a reasonable person of the matters referred to in subclause 42.10(a)(i) or 42.10(b)(i) or to provide a certificate from a registered medical practitioner. The Eligible Employee must give notice to the Employer as soon as practicable, advising the Employer of the period or the expected period of the leave under this provision.

42.11 **Variation of period of unpaid parental leave (up to 12 months)**

(a) Where an Eligible Employee has:

- (i) given notice of the taking of a period of Long Parental Leave or Special Maternity Leave under subclause 42.3; and
- (ii) the length of this period of Long Parental Leave as notified to the Employer is less than the Eligible Employee's available entitlement to Long Parental Leave; and
- (iii) the Eligible Employee has commenced the period of Long Parental Leave, the Eligible Employee may apply to the Employer to vary the period of parental leave on one occasion. Any variation is 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 subclause 42.3 or subclause 42.11.

- (b) If the Employer and Eligible Employee agree, the Eligible Employee may further change the period of parental leave.

42.12 **Right to request an extension of period of unpaid parental leave beyond 12 months**

- (a) An Eligible Employee entitled to Long Parental Leave pursuant to the provisions of clause 42.3 may request the Employer to allow the Eligible Employee to extend the period of Long Parental Leave by a further continuous period of up to 12 months immediately following the end of the available parental leave.

(b) **Request to be in writing**

The request must be in writing and must be given to the Employer at least four weeks before the end of the available parental leave period.

(c) **Response to be in writing**

The Employer must give the Eligible Employee a written response to the request stating whether the Employer grants or refuses the request. The response must be given as soon as practicable, and not later than 21 days, after the request is made.

(d) **Refusal only on reasonable business grounds**

The Employer may only refuse the request on reasonable business grounds.

(e) **Reasons for refusal to be specified**

If the Employer refuses the request, the written response must include details of the reasons for the refusal.

(f) **Reasonable opportunity to discuss**

The Employer must not refuse the request unless the Employer has given the Eligible Employee a reasonable opportunity to discuss the request.

(g) **Employee Couples**

Where a member of an Employee Couple is requesting an extension to a period of Long Parental Leave in relation to a Child:

- (i) the request must specify any amount of Long Parental Leave that the other member of the Employee Couple has taken, or will have taken in relation to the Child before the extension starts;
- (ii) the period of extension cannot exceed 12 months, less any period of Long Parental Leave that the other member of the Employee Couple has taken, or will have taken, in relation to the Child before the extension starts;
- (iii) the amount of Long Parental Leave to which the other member of the Employee Couple is entitled under subclause 42.3 in relation to the Child is reduced by the period of the extension.

(h) **No extension beyond 24 months**

An Eligible Employee is not entitled to extend the period of Long Parental Leave beyond 24 months after the date of birth or day of placement of the Child.

42.13 Parental leave and other entitlements

An Eligible Employee may use any accrued annual leave or long service leave entitlements concurrently with Long Parental Leave, save that taking that leave does not have the effect of extending the period of Long Parental Leave.

42.14 Transfer to a safe job

- (a) Where an Employee is pregnant and provides evidence that would satisfy a reasonable person that she is fit for work but it is inadvisable for the Employee to continue in her present position for a stated period (the risk period) because of:

- (i) illness or risks arising out of the pregnancy, or
- (ii) hazards connected with the position,

the Employee must be transferred to an appropriate safe job if one is available for the risk period, with no other change to the Employee's terms and conditions of employment.

(b) **Paid no safe job leave**

If:

- (i) subclause 42.14(a) applies to a pregnant Eligible Employee but there is no appropriate safe job available; and

- (ii) the Eligible Employee is entitled to Long Parental Leave; and
- (iii) the Eligible Employee has complied with the notice of intended start and end dates of leave and evidence requirements under subclause 42.6 for taking Long Parental Leave;

then the Eligible Employee is entitled to paid no safe job leave for the risk period.

- (c) If the Eligible Employee takes paid no safe job leave for the risk period, the Employer must pay the Eligible Employee at the Eligible Employee's base rate of pay for the Eligible Employee's ordinary hours of work in the risk period.
- (d) This entitlement to paid no safe job leave is in addition to any other leave entitlement the Eligible Employee may have.
- (e) If an Eligible Employee, during the six week period before the expected date of birth, is on paid no safe job leave, the Employer may request that the Eligible Employee provide a medical certificate within seven (7) days stating whether the Eligible Employee is fit for work.

- (i) If, the Eligible Employee has either:

- (A) not complied with the request from the Employer; or

- (B) provided a medical certificate stating that she is not fit for work; then the Eligible Employee is not entitled to no safe job leave and the Employer may require the Eligible Employee to take parental leave as soon as practicable.

- (f) **Unpaid no safe job leave**

If:

- (i) subclause 42.14(a) applies to a pregnant Employee but there is no appropriate safe job available; and
- (ii) the Employee will not be entitled to Long Parental Leave as at the expected date of birth; and
- (iii) the Employee has given the Employer evidence that would satisfy a reasonable person of the pregnancy if required by the Employer (which may include a requirement to provide a medical certificate),

the Employee is entitled to unpaid no safe job leave for the risk period.

42.15 Returning to work after a period of parental leave

- (a) An Eligible Employee must confirm to the Employer that the Eligible Employee will return to work as scheduled after a period of Long Parental Leave at least six weeks prior to the end of the leave, or where that is not practicable, as soon as practicable.
- (b) An Eligible Employee will be entitled to return:
 - (i) unless subclause 42.15(b)(ii) or subclause 42.15(b)(iii) applies, to the position which they held immediately before proceeding on parental leave;
 - (ii) if the Eligible Employee was promoted or voluntarily transferred to a new position (other than to a safe job pursuant to subclause 42.14), to the new position;
 - (iii) if subclause 42.15(b)(ii) does not apply, and the Eligible Employee began working part-time because of the pregnancy of the Eligible Employee, or his or her Spouse, to the position held immediately before starting to work part-time.

- (c) Subclause 42.15(b) is not to result in the Eligible Employee being returned to the safe job to which the Eligible Employee was transferred under subclause 42.14. In such circumstances, the Eligible Employee will be entitled to return to the position held immediately before the transfer.
- (d) Where the relevant former position (per subclauses 42.15(b) and 42.15(c) above) no longer exists, an Eligible Employee is entitled to return to an available position for which the Eligible Employee is qualified and suited nearest in status and pay to that of their pre-parental leave position.
- (e) The Employer must not fail to re-engage an Eligible Employee because:
 - (i) the Eligible Employee or Eligible Employee's Spouse is pregnant; or
 - (ii) the Eligible Employee is or has been immediately absent on parental leave.
- (f) 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

42.16 Replacement Employees

- (a) A replacement Employee is an Employee specifically engaged or temporarily promoted or transferred, as a result of an Eligible Employee proceeding on parental leave.
- (b) 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 Eligible Employee who is being replaced to return to their pre-parental leave position.

42.17 Communication during parental leave – organisational change

- (a) Where an Eligible Employee is on parental leave and the Employer proposes a change that will have a significant effect within the meaning of clause 18 (Consultation) of this Agreement on the Eligible Employee's pre-parental leave position, the Employer shall comply with the requirements of clause 18 (Consultation) which include but are not limited to providing:
 - (i) information in accordance with subclause 18.6; and
 - (ii) an opportunity for discussions with the Eligible Employee and, where relevant, the Eligible Employee's representative in accordance with subclause 18.8.
- (b) The Eligible Employee shall take reasonable steps to inform the Employer about any significant matter that arise whilst the Eligible Employee is taking parental leave that will affect the Eligible Employee's decision regarding the duration of parental leave to be taken, whether the Eligible Employee intends to return to work and whether the Eligible Employee intends to request to return to work on a part-time basis.
- (c) The Eligible Employee shall also notify the Employer of changes of address or other contact details which might affect the Employer's capacity to comply with subclause 42.17.

42.18 Keeping in touch days

- (a) This clause does not prevent an Eligible Employee from performing work for the Employer on a keeping in touch day while the Eligible Employee is taking Long Parental Leave. If the Eligible Employee does so, the performance of that work does not break the continuity of the period of Long Parental Leave and is to be paid.
- (b) Any day or part of a day on which the Eligible Employee performs work for the Employer during the period of leave is a keeping in touch day if:

- (i) the purpose of performing the work is to enable the Eligible Employee to keep in touch with his or her employment in order to facilitate a return to that employment after the end of the period of leave; and
- (ii) both the Eligible Employee and Employer consent to the Eligible Employee performing work for the Employer on that day; and
- (iii) the day is not within:
 - (A) if the Eligible Employee suggested or requested that they perform work for the Employer on that day – 14 days after the date of birth, or day of placement, of the Child to which the period of leave relates; or
 - (B) otherwise – 42 days after the date of birth, or day of placement, of the Child; and
- (iv) the Eligible Employee has not already performed work for the Employer or another entity on ten days during the period of leave that were keeping in touch days.
- (c) The Employer must not exert undue influence or undue pressure on an Eligible Employee to consent to a keeping in touch day.
- (d) For the purposes of subclause 42.18(b)(iv) the following will be treated as two separate periods of unpaid parental leave:
 - (i) a period of Long Parental Leave taken during the Eligible Employee's available parental leave period under subclause 42.3; and
 - (ii) an extension of the period of Long Parental Leave under subclause 42.11.

42.19 Superannuation on Parental Leave

An Eligible Employee will receive superannuation contributions while on paid parental leave under clause 42.5(a)(i) or 42.10(b)(ii).

43 Purchased Leave

This clause does not apply to casual Employees.

- 43.1 An Employee may, if mutually agreed with the Employer, purchase up to 4 weeks additional paid leave (referred to as Purchased Leave) in a twelve-month period at ordinary pay.

The additional paid leave is purchased through salary deductions made over the whole year. The amount deducted will correspond with the amount of leave purchased as per the table below:

Purchased leave arrangement	Weeks' additional leave purchased	Proportion of annual pay paid each week
48/52	4	48/52
49/52	3	49/52
50/52	2	50/52
51/52	1	51/52

For Example:

An Employee who purchased four (4) additional weeks leave would be paid 48/52 or 92.31% of the ordinary rate of pay throughout the relevant 12 month period. If an Employee purchased an additional 2 weeks leave, the Employee would be paid 50/52 or 96.15% of the ordinary rate of pay throughout the relevant 12 month period.

- 43.2 All penalties, allowances, loadings or like payments are to be calculated under this Agreement as if the Employee was not participating in the Purchased Leave Arrangement.
- 43.3 An Employee participating in a Purchased Leave Arrangement accrues annual leave on the same basis as they would have had they not entered the Purchased Leave Arrangement, and is paid leave loading or projected penalties/allowances in respect of such leave in accordance with the terms of the agreement. Purchased Leave does not attract annual leave loading or projected penalties/allowances
- 43.4 Purchased Leave may be taken in conjunction with other types of leave.
- 43.5 Purchased Leave must be used in the twelve-month period in which it is purchased.
- 43.6 The Employer may grant Purchased Leave for a twelve (12) month period, subject to operational requirements. Once approval has been granted, the arrangement may only be varied or cancelled in extraordinary circumstances.
- 43.7 Where the:
- (a) arrangement, has been varied or cancelled because of extraordinary circumstances; or
 - (b) Employee's employment terminates; or
 - (c) purchased leave has not been taken in the relevant 12 month period
- the Employer will refund the amount of salary deducted in respect of any unused purchased leave as a lump sum. In the case of variation or cancellation, payment will be made no later than two pay periods following notification of the variation or cancellation.
- 43.8 Where the Employee's employment terminates and the amount of purchased leave taken exceeds the amount deducted, the Employer may deduct, with the consent of the Employee, a sum equal to the negative balance from any remuneration payable to the Employee upon termination of employment.
- 43.9 Where the Employee does not consent to the deduction of monies, the Employer and the Employee will agree to a repayment arrangement. The agreement has to be in writing, and has to set out the following:
- (a) The reason for the repayment
 - (b) The amount of money owed
 - (c) The way repayments will be made
 - (d) How often repayments will be made

SECTION 1 | PART H: RESOURCES

44 Rural - Four Wheel Drive/All Wheel Drive

To improve the safety for rural and other relevant community practitioners, and where the need exists, at least one 4WD/AWD vehicle is to be made available to each rural community team. The vehicles are to be purchased as soon as vehicle replacement occurs.

45 Rural - Satellite Telephones

To improve safety for rural and other relevant community practitioners, the Employers shall provide access to satellite telephones when required to attend community contacts and mobile coverage is limited.

46 Training

The Employer should provide the necessary training to enhance efficiency and productivity in relation to computerised documentation and treatment plans.

SECTION 1 | PART I: STAFFING

47 Recruitment to Vacant Position

- 47.1 Where a vacancy arises within an existing staffing profile, the responsible manager will initiate action to advertise the vacant position internally and/or externally after receiving notice of the resignation/termination.
- 47.2 The Employer shall, as soon as is practicable, (and ordinarily within 8 days (not including weekends or public holidays)) advertise all vacancies that arise where the vacancy relates to a position that but for the vacancy occurring would have been ongoing.
- 47.3 In order to support these measures, Employees intending to resign are required to give a minimum of four weeks' notice, unless a shorter period is agreed to between the Employee and Employer.
- 47.4 The Employer will consult with the Employees and their unions about any changes.
- 47.5 **Advertisement of position**
Any notice, circular or advertisement for a position regulated by this Agreement shall specify the classification, mode of employment, any mandatory qualifications or salary grade applicable.
- 47.6 **Overlapping Pay Points Between Grades**
Where an Employee moves from one grade to a higher grade and the pay rates are less, the Employee will be paid at the next yearly increment level upon appointment to the new grade.

For example, where a RPN 2 Advanced/Psych Clinical Specialist moves to an RPN 3 they will commence at the Year 2 rate.

48 Community Mental Health Discipline Mix

- 48.1 The Parties agree that a multidisciplinary approach in teams, having regard to client needs and the model of care, can provide improved outcomes for clients.
- 48.2 If the annual state wide statistics provided by the department show that the percentage of Nurses engaged in Mental Health Community Teams has fallen compared to the previous year then the SDPPWG will establish a sub committee chaired by the department to consult with unions, employers and the department and make recommendations, based on relevant criteria, to the department to consider.
- 48.3 At any time, the Unions may engage in consultations with an Employer regarding the actual or proposed discipline mix within a team. Such discussions must have regard to clinical criteria which includes the desirability for community to have access to both Mental Health Nurses and Mental Health Allied Health Professionals.

49 Community Workload Management System (CWMS)

- 49.1 **Each Employer to implement a CWMS**
(a) Subject to this clause, a Community Workload Management System (CWMS) agreed between the Employer and Unions is to be implemented by each Employer via the local Mental Health Workplace Implementation Committee (MHWIC), within 12 months of the approval of this Agreement, through the joint cooperation of the Employer, each of the Unions, and the Department of Health and Human Services.

- (b) The CWMS is required to apply the following in respect of each community clinician:
 - (i) Direct clinical commitments time (up to 60% of working hours) inclusive of a secondary caseload allocation and
 - (ii) Organisational time and practitioner development time (not less than 40% of working hours)

49.2 Review (exception to 12 month period at clause 49.1(a))

- (a) If an Employer can demonstrate that the introduction of this clause will have a significant implication for the service, the Employer will notify the Parties of this within eight weeks of the approval of this Agreement, and if a review is warranted to identify the actual time of the functions contained at clause 49.2(b) will be undertaken by the Employer and the Parties, Any such review will conclude within 6 months of the notification and will be overseen by the SDPPWG.
- (b) The review at clause 49.2(a) will inform the implementation process. The Employer will commence the implementation process at the conclusion of the review and will notify the parties in writing within four weeks of the completion of the review of a comprehensive implementation plan including effective dates for full implementation phased over no more than 12 months from the completion of the review.
- (c) Notwithstanding anything else in this clause, in the event an Employer, is unable to implement the CWMS by the date specified in subclause 49.2(c) despite taking all reasonable and practical steps to comply, the Employer will notify the Unions, the Department and the VHIA in writing. Either the Unions or the VHIA may refer the matter to the Commission, who may:
 - (i) extend the implementation date by up to six (6) months on one occasion only; and/or
 - (ii) require the Employer to take specified steps towards implementation of the CWMS in accordance with such timeframes as the Commission determines as just and fair.

49.3 CWMS Principles

- (a) The CWMS is required to apply the following in respect of each community clinician:
 - (i) Direct clinical commitments time of up to 60% of working hours inclusive of a secondary caseload allocation; and
 - (ii) Organisational time and practitioner development time of not less than 40% of working hours)
- (b) Services that have an organisational and practitioner development allocation below 40% must implement the minimum standard at clause 49.2(b) above
- (c) All tasks assigned to an Employee, including caseload allocation and fixed and variable clinical and organisational commitments, must be capable of being completed within the Employee's normal ordinary weekly or fortnightly hours of duty.
- (d) Parties means the Unions, VHIA and the Department

49.4 Exceptions to clauses 49.3(a) and 49.3(b)

- (a) An Employer that can demonstrate, with evidence, as part of the review referred to at clause 49.2 that a different CWMS that is compliant with the overarching principles should apply, may, if agreed, apply that CWMS as an alternative to clauses 49.3(a), 49.3(b) and 49.3(c). This will be recorded in writing as a local agreement signed by the Employer and the Unions.

- (b) Clinicians in a Community Mental Health Team in training positions, graduate positions, project positions or newly appointed staff on designated orientation periods will have direct clinical commitment hours of less than 60 % for a time limited period as part of their position work plan arrangements, and in line with their skill level and /or orientation needs.
- (c) Supervisors/team leaders in a Community Mental Health Team will have Organisational and Practitioner Development hours allocated to reflect additional supervisory/management duties.

49.5 Status Quo for an Employer at 40% or above

Services that have organisational and practitioner development allocation (as per clause 49.3 above) at 40% or above must maintain the status quo.

- 49.6 The CWMS Principles at clauses 49.3(a) and 49.3(b) may be varied by agreement between the Unions and the Employer to deal with peculiar localised need where evidenced. This will be recorded in writing as a local agreement signed by the parties.

49.7 Definitions

- (a) Agreed means agreed between the Employer and Unions via the local MHWIC.
- (b) Overarching principles means those contained at 9.6.3(e) of the January 2011 publication 'Victorian Public Mental Health Caseload Management Standard 2011'.
- (c) Direct Clinical commitments time means those in Column A, and Organisational and Practitioner Development time means the commitments in Column B

Column A	Column B
Direct clinical commitments	Organisational and Practitioner Development
Client contact and/or engagement with families or carers and/or nominated persons (includes Registered Contacts); this includes patients or clients previously registered with the mental health service	Handover
Unregistered client contact; such as when services are provided to people who are not registered with the local area mental health service.	Rostered duty time
Community centred contact occurs when a service is provided by the mental health service to a community organisation or service provider working in a non-mental health specific setting. This includes, but is not limited to, the following: (a) Consultation services (b) Case conferences	Staff/team meetings
Clinically related administrative work (e.g. reading or researching patient's notes for any purpose)	Rest breaks
Other clinical direct care duties required by the team	Clinical Review Meeting(s)
Report writing or reviewing	ADO (full-time Employees)

Column A	Column B
Travel time	CWMS reviews time (between Employee and Manager)
Intra-agency liaison meetings and training	Supervision of students (if applicable)
Individual Clinician triage and allocation	Portfolios (if applicable)
Review and Discharge	Clinical supervision
Discipline specific responsibilities	Staff/Professional Development
Time for documentation requirements, such as, but not limited to: (a) Progress notes and clinical documentation (b) Clinical review preparations (c) Outcome measures	
Reports, risk assessments, statistics, etc.	
Secondary caseload	
Community education and social activities	
Community development activities	

49.8 **Grievances**

In the event an Employee's workload is not compliant with this clause, the Employer will take immediate steps to adjust the Employee's workload to ensure compliance.

49.9 **Overtime**

Overtime and/or time in lieu should not be used as a means to augment the existing workforce or caseload requirements.

49.10 **Secondary caseloads**

- (a) In determining how to manage the caseload of a clinician during periods of planned and unplanned absences, consideration will be given at team level to the following:
 - (i) other clinician's caseload commitments;
 - (ii) the principle that a clinician's caseload capacity and case management (including secondary caseload capacity) is determined by the CWMS and requirements referred to in this clause
- (b) Where the full or partial secondary caseload is agreed to be absorbed within the team the cases will be appropriately allocated according to the above principles and will comply with the CWMS principles;
- (c) Backfill will be provided if the secondary caseload is unable to be managed despite active prioritisation of caseload at team level.

49.11 **No Disadvantage**

No clinician will be subject to less favourable treatment by the Employer by reason of the Employee seeking to enforce her/his rights under this clause.

- 49.12 The Disputes clause of this Agreement applies to this clause, including whether a review is warranted for a particular Employer, and/or the content of its implementation plan

SECTION 1 | PART J: WORKPLACE RIGHTS, UNION MATTERS AND SDPP

50 Union Matters

50.1 Access to Employees – General

The Union will have access to Employees for any process arising under this Agreement.

50.2 Access to Employees – Electronic communication

The Employer will ensure that:

- (a) emails from the Union domain name are not blocked or restricted by or on behalf of the Employer, except in respect of any individual Employee who has made a written request to the Employer to block such emails;
- (b) emails from Employees to the Union are not blocked or restricted by or on behalf of the Employer;
- (c) access from health service computers and like devices to Union websites and online information is not blocked, or limited;
- (d) where a genuine security concern arises regarding the above, the Employer will immediately notify the Union to enable the security concern to be addressed.

50.3 Access to Employees – Orientation

- (a) For the purposes of facilitating the orientation of new Employees and in particular to familiarise such Employees with the operation of this Agreement, the HACSU and the ANMF shall be provided, in writing on a quarterly basis, with the dates, times and venues of any orientation/induction program involving new Employees and be permitted to attend and address the new Employees. If the dates of these programs are fixed in advance for a regular day and time then a list will be sent to the HACSU and the ANMF as soon as such dates are fixed
- (b) Where the dates of orientation/induction programs are not fixed in advance, HACSU and ANMF will receive reasonable notification of at least 14 days to enable a representative to attend and address.
- (c) Those covered by this Agreement acknowledge the increasing role that technology plays in orientation / induction. An Employer and Union may agree to an alternative means by which the Union can access new Employees who are eligible to be members of the Union, including where orientation / induction programs are conducted on-line or the Union cannot reasonably attend the premises. Any alternative means of access agreed to between the Employer and Union under this clause must be consistent with the Act.

50.4 Delegates and Occupational Health & Safety Representatives

NOTE: Additional rights of HSRs and Deputy HSRs are contained in the OHS Act.

- (a) In this subclause 50.4 Representative means a Union Delegate, Deputy HSR or HSR.
- (b) A Representative is entitled to reasonable time release from duty to:
 - (i) attend to matters relating to industrial, occupational health and safety or other relevant matters such as assisting with grievance procedures and attending committee meetings;
 - (ii) access reasonable preparation time before meetings with management disciplinary or grievance meetings with a union member;

- (iii) appear as a witness or participate in conciliation, before the commission;
 - (iv) present information on the Union at orientation sessions for new Employees.
- (c) A Representative required to attend management or consultative meetings outside of paid time will be paid to attend.
- (d) A Representative will be provided with access to facilities such as telephones, computers, email, noticeboards and meeting rooms in a manner that does not adversely affect service delivery and work requirements of the Employer. In the case of an HSR or Deputy HSR, facilities will include other facilities as necessary to enable them to perform their functions as prescribed under the OHS Act.

50.5 Noticeboard

- (a) A noticeboard for the Union's use will be readily accessible in each ward/unit/work area or nearest staff room where persons eligible to be members of the Union are employed.
- (b) The Union and members covered by this Agreement will, during the life of this Agreement, consult over the development of an electronic noticeboard managed by the Union.

50.6 Meeting Space

In the absence of agreement on a location for the holding of Union meetings, the room where one or more of the Employees who may participate in the meeting ordinarily take meal or other breaks will be the meeting room for the purpose of union meetings. Nothing in this clause is intended to override the operation of the Act.

50.7 Secondment to the Union

The Employer will, on application, grant leave without pay, in writing, to an Employee for the purpose of secondment to work for the Union subject to the Employer's reasonable operational requirements. Such absence, will not break service but not count as service for LSL purposes.

50.8 Employees holding union official positions

The Employer will, on application by the Union, grant leave without loss of pay to an Employee for the purpose of fulfilling their duties as an official of the Council, Executive Council, Branch Committee of Management and National Council, however so named.

50.9 Union Training

NOTE: an HSR and Deputy HSR appointed under the OHS Act may be entitled to any additional training in accordance with the OHS Act.

- (a) In order to encourage co-operative workplace relations and facilitate the operation of this Agreement, Employees who have been selected by their union(s) to attend training courses on industrial relations and/or health and safety will be entitled to a maximum of five days' paid leave per calendar year (Noting that leave for HSRs and Deputy HSR training is a distinct entitlement under the OHS Act).
- (b) Leave in excess of five days and up to ten days may be granted in a calendar year subject to the total leave being granted in that year and in the subsequent year not exceeding ten days.
- (c) The granting of leave will be subject to the Employer's operational requirements. The granting of leave will not be unreasonably withheld.
- (d) Leave under this subclause is granted on the following conditions:
 - (i) applications are accompanied by a statement from the Union advising that it has nominated the Employee or supports the application;

- (ii) the training is conducted by the Union, an association of unions or accredited training provider; and
 - (iii) the application is made as early as practicable and not less than two (2) weeks before the training.
- (e) The Employee will be paid 'ordinary time earnings' where ordinary pay is the rate of pay for normal rostered hours (set out in Schedule 2) plus experience/service payments plus allowances which are deemed pursuant to this Agreement to be part of pay for all purposes, but excluding shift work, overtime and other allowances.
- (f) Leave in accordance with this clause may include necessary travelling time in normal hours immediately before or after the course.
- (g) Leave granted under this clause will count as service for all purposes of this Agreement.
- (h) Expenses associated with attendance at training courses, including fares, accommodation and meal costs are not the responsibility of the Employer.

50.10 Workplace Implementation Committees

- (a) A local Workplace Implementation Committee (WIC) will continue or, if there is not currently a WIC in operation, be established at each Employer. Having regard for the size and location, a WIC may be appropriate at each facility/campus. The WIC will, where practicable, comprise equal numbers of representatives of the Employer and the union/s for the purposes of:
 - (i) agreement implementation;
 - (ii) on-going monitoring and assessment of the implementation of this Agreement; and
 - (iii) to deal with any local disputes that may arise, without limiting the Dispute Resolution Procedure in this Agreement.
- (b) Priority items for consideration by the WIC will include the matters arising under clause 37 (Family Violence); clause 50 (Union Matters) and other matters that may be identified by the parties as being of relevance.
- (c) Report and review all DWGs to ensure that all workplace are mapped, known and have Employee elected, trained HSRs to ensure improvements in workplace safety.

51 Breastfeeding

51.1 Paid break

Each Employer will provide reasonable paid break time for an Employee to express breast milk for her nursing child each time such Employee has need to express the milk, or breastfeed the child within the workplace, for one year after the child's birth.

51.2 Place to express or feed

Employers will also provide a comfortable place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by an Employee to express breast milk or breastfeed a child in privacy.

51.3 Storage

Appropriate refrigeration will be available in proximity to the area for breast milk storage. Responsibility for labelling, storage and use is with the Employee.

52 Flexible Working Arrangements

- 52.1 An Employee may request a change in working arrangements because the Employee:
- (a) is a parent, or has responsibility for the care of a child who is of school age or younger (this includes a parent returning to work after taking leave in relation to the birth or adoption of a child, and who is requesting to work part time to assist the nurse care for the child) or
 - (b) a carer (within the meaning of the *Carer Recognition Act 2010*); or
 - (c) has a disability or
 - (d) is 55 years or older or
 - (e) is experiencing violence from a member of the Employee's family or
 - (f) provides care or support to a member of the Employee's immediate family or a member of the Employee's household, who requires care or support because the member is experiencing violence or abuse from the member's family.
- 52.2 Flexible working arrangements, may include, not are not limited to the following:
- (a) changes to the hours or work
 - (b) changes to the patterns of work (eg job sharing)
 - (c) changes to the location of work (eg working from home)
- 52.3 An Employee may, by agreement with the Employer, convert to part time employment or alter their contracted hours, subject to the reasonable business grounds as set out in clause 52.6 below.
- (a) Any such agreement shall be in writing and provided to the Employee by the Employer.
 - (b) Where an Employee alters their hours of employment via clause 52.3 the Employer shall not reduce the total EFT of the Employee's workplace as a result of the conversion to part time or variation in contracted hours.
 - (c) An Employee who converts from full time employment to part time employment or alters their contracted hours may by agreement with the Employer, and subject to the reasonable business grounds as set out in clause 52.6, convert back to full time employment, or their previous contracted hours, at a mutually agreeable time.
 - (d) The conversion arrangement is subject to review every 12 months, or as agreed between the parties.
- 52.4 The request must be in writing and set out details of the change sought and the reasons for the change
- 52.5 The Employer must give the Employee a written response to any request within 21 days stating whether the Employer grants or refuses the request
- 52.6 The Employer may refuse the request only on reasonable business grounds
- 52.7 Without limiting what are reasonable business grounds for the purposes of clause 52.6 above, reasonable business grounds include the following:
- (a) that it would be too costly for the Employer
 - (b) that there is no capacity to change the working arrangements of other Employees to accommodate the new working arrangements requested by the Employee
 - (c) that it would be impractical to change the working arrangements of other Employees, or recruit new Employees, to accommodate the request

- (d) that the request would be likely to result in a significant loss in efficiency or productivity
- (e) that the request would be likely to have a significant negative impact on service delivery.

52.8 If the Employer refuses the request the written response in clause 52.5 above must include details of the reasons for the refusal.

53 Reasonable Adjustments

53.1 Where Employees have a disability (whether permanent or temporary) the Employer is required to make reasonable adjustments to enable the Employee to continue to perform their duties, subject to (b) below.

53.2 An Employer is not required to make reasonable adjustments if the Employee could not or cannot adequately perform the genuine and reasonable requirements of the employment even after the adjustments are made.

53.3 Definitions

- (a) Disability has the same meaning as s. 4 of the *Equal Opportunity Act 2010* and includes:
 - (i) Total or partial loss of a bodily function; or
 - (ii) Presence in the body of organisms that may cause disease;
 - (iii) Total or partial loss of a part of the body; or
 - (iv) Malfunction of a part of the body including a mental or psychological disease or disorder or condition or disorder that results in a person learning more slowly than those without the condition or disorder.
- (b) Reasonable adjustments has the same meaning as s. 20 of the *Equal Opportunity Act 2010* and requires consideration of all relevant facts and circumstances including:
 - (i) The Employee's circumstances, including the nature of the disability;
 - (ii) The nature of the Employee's role;
 - (iii) The nature of the adjustment required to accommodate the Employee's disability;
 - (iv) The financial circumstances of the Employer;
 - (v) The size and nature of the workplace and the Employer's business;
 - (vi) The effect on the workplace and the Employer's business of making the adjustment including the financial impact, the number of persons who would benefit or be disadvantaged and the impact of efficiency and productivity;
 - (vii) The consequences for the Employer in making the adjustment,
 - (viii) The consequences for the Employee in not making the adjustment.

54 Service Delivery Partnership Plan

54.1 The service improvements documented in this plan set out the commitments of the parties to contribute to improve productivity and efficiency in the Victorian Public Mental Health System. This plan has been developed in conjunction with the Victorian Government's enterprise bargaining framework and the implementation of this plan will assist in improving mental health services to our community.

54.2 The parties are committed to contributing to the improvement of the productivity and efficiency of the Victorian public health by:

- (a) Improving patient treatment times through flow improvements and discharge practices;
 - (b) Enhancing patient safety through increased immunization/vaccination rates;
 - (c) Reducing illness and injury through occupational health and safety interventions;
 - (d) Replacing agency staff with bank and permanent staff where possible;
 - (e) Collaboration between the parties to reduce the environmental impact of health services;
 - (f) Modernising the agreement through the development and implementation of common enterprise agreement clauses across agreements in the Victorian public health sector where possible;
 - (g) Jointly working to enable the Victorian health system to excel in meeting the National Safety and Quality Health Service Standards;
 - (h) Supporting the implementation of VHIMS 2 to improve productivity and efficiency in the completion or requisite reports and assessments; and
 - (i) Collaborating with government to implement the 10 Year Mental Health Plan.
 - (j) Reducing the volume and duplication of organisational, clinical, legal and reporting documentation.
- 54.3 To facilitate the achievement of the above initiatives the parties agree to establish a SDPPWG within six months of the agreement being approved by the Commission. The role of the SDPPWG will be to discuss, implement and monitor progress towards achieving the initiatives outlined in this clause.
- 54.4 The SDPPWG will comprise nominated representatives from the unions, the VHIA and Department (as required). The SDPPWG may, by agreement, establish sub-groups or delegate individual matters to a relevant health service(s) as required.
- 54.5 A dispute over the implementation of this clause will be dealt with through conciliation in accordance with clause 21 – Dispute Resolution Procedure.

SECTION 1 | PART K: OCCUPATIONAL HEALTH AND SAFETY

55 Occupational Health and Safety / Workplace Violence

55.1 OHS Preliminary

(a) Relationship to legislation

These provisions shall be read and interpreted in conjunction with the OHS Act, Equal Opportunity Act 2010 and WIRC Act and successors, provided where there is any inconsistency between this Agreement and the legislation referred to above, the legislation prevails to the extent of any inconsistency.

(b) Arrangement of this Part K

This part is arranged as follows:

- (i) OHS Preliminary (clause 55.1)
- (ii) OHS Working Group (clause 55.2)
- (iii) Prevention and Management of Workplace Injuries (clause 55.3)
- (iv) Incident reporting, investigation and prevention (clause 55.4)
- (v) Designated work groups (clause 55.6)
- (vi) HSRs (clause 55.7)
- (vii) Occupational Violence and Aggression Prevention and Management (clause 55.8)
- (viii) Workers' Compensation, Rehabilitation and Return To Work (clause 55.10)
- (ix) Accident make up pay (see clause 27).

(c) Definitions

For the purposes of this Part K of this Agreement:

- (i) DWG means designated work group as defined under the OHS Act as amended from time to time and may include Employees other than nurses and/or midwives.
- (ii) Incident means an event or circumstance that lead or could have led to unintended or unnecessary harm.
- (iii) Injury means any physical or mental injury.
- (iv) Insurer means an authorised agent as defined by the WIRC Act.
- (v) Workplace means workplace as defined under the OHS Act.
- (vi) Occupational Violence means any violent, threatening or other abusive behaviour by a person against a member of staff. It may include, but is not limited to, physical, sexual, emotional, or psychological abuse as well as bullying (including mobbing).
- (vii) Occupational Violence Principles includes measures to:
 - (A) Improve security
 - (B) Identify risk to staff and others
 - (C) Include family in the development of patient care plans
 - (D) Ensure violent incidents are reported, investigated and acted upon

- (E) Prevent violence through workplace design
- (F) Provide education and training to mental health staff
- (G) Provide post-incident support
- (H) Apply anti-violence approach across all healthcare disciplines

55.2 **Industry OHS Working Group**

- (a) The Employers (and their representative), the Employees and the Unions will proactively cooperate in development and recommendation of measures to improve occupational health and safety outcomes, with the intent of improving Employee health and safety, prevent injury, illness and incapacity (and hence workers compensation payments), particularly with respect to the following:
 - (i) safe patient and manual handling processes;
 - (ii) safe rostering practices and prevention of fatigue risks;
 - (iii) occupational violence and aggression prevention programs;
 - (iv) education for NUMs/ANUMs regarding management of Employees;
 - (v) workplace bullying.
- (b) The proactive cooperation described at clause 55.2(a) with respect to the priorities identified above, will seek to achieve the following:
 - (i) in the case of safe patient and manual handling processes, reduction of musculoskeletal injuries by identifying requirements for safe patient and manual handling programs including recommendation of principles and practices to prevent and reduce the associated risks;
 - (ii) the case of safe rostering practices, identification of staff and patient safety risks associated with working hours, shift work, rostering practices and fatigue, including any preventable hazards; and recommendation of principles and practices to prevent and reduce the associated risks;
 - (iii) the case of occupational violence and aggression prevention programs, ensuring the prevention and/or appropriate management of occupational violence to reduce associated injuries and illness, including the long term mental health implications of exposure to continuing violence and aggression, including recommendation of principles and practices to prevent and reduce the associated risks, consistent with the Occupational Violence Principles , and making recommendations to address these;
 - (iv) the case Education and training of NUMs/ANUMs, appropriate understanding of management obligations in relation to occupational health and safety, workers compensation and return to work by identifying gaps and making recommendations to address these, and
 - (v) the case of workplace bullying, identification of bullying prevention principles and practices, including education on early identification and intervention, appropriate workplace behaviour/Code of Conduct and appropriate investigation and feedback processes, and making recommendations to implement these.
- (c) As these matters are relevant to all Employees and Employers covered by this Agreement, an Industry OHS Working Group will be established consisting of no more than three representatives from each of the following:
 - (i) ANMF;
 - (ii) HACSU
 - (iii) VHIA;

- (iv) Department; and
- (v) other attendees as agreed by members of the working party.
- (d) In the case of ANMF, HACSU and VHIA, a representative may include a member.
- (e) The Industry OHS Working Group will commence meeting within three (3) months of the commencement of the Agreement, and will meet bi-monthly or otherwise by agreement between its members.
- (f) The Industry OHS Working Group will determine any actions it will undertake, in addition to the above priorities
- (g) The Industry OHS Working Group will operate with the oversight of the SDPPWG and will produce annual reports to be provided to all parties on the progress, actions and recommendations resulting from the Group's work, with the first report to be delivered to the SDPPWG no more than 12 months after the first meeting

55.3 **OHS Risk Management**

- (a) Those covered by this Agreement will take a pro-active approach to the prevention and management of workplace injuries to the highest level of protection reasonably practicable in the circumstances, 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.
- (b) The Employer will implement the hierarchy of controls to control hazards and will eliminate the hazard at the source as far as reasonably practicable.
- (c) Those covered by this Agreement recognise that consultation with employees and their representatives is crucial to achieving a healthy and safe work environment. To this end, Employers will consult with nurses, midwives and their representatives around matters relating to health and safety in the workplace.
- (d) This Agreement recognises that hazards include, but are not limited to:
 - (i) safe patient and manual handling;
 - (ii) occupational violence and aggression;
 - (iii) circumstances that give rise to adverse effects on psychological health, including bullying, workplace stress and fatigue;
 - (iv) unsafe design and layout of health workplaces;
 - (v) slips, trips and falls;
 - (vi) blood borne and other infectious diseases;
 - (vii) sharps; and
 - (viii) hazardous substances.
- (e) The Employer shall provide such information, education, training and supervision to all Employees of the Employer required to enable them to perform their work in a manner which is safe and without risks to health. This shall occur on a regular basis as required to enable Employees to remain informed in relation to health and safety hazards, policies and procedures.

55.4 **Incident Reporting, Investigation and Prevention**

- (a) The Employer will facilitate timely reporting of incidents by Employees, and ensure Employees who report incidents are appropriately supported.

- (b) Following an incident, the Employee(s) will inform the Employer as soon as reasonably practicable of any occupational violence that they have experienced or witnessed.
- (c) Following an incident, the Employer as far as reasonably practicable will:
 - (i) take action to prevent further injury to Employees,
 - (ii) conduct an incident investigation and implement controls to prevent the incident recurring, and
 - (iii) provide all Employees exposed to occupational violence with post incident defusing support, followed by the offer of psychological counselling and individual support which may include debriefing by properly trained professionals.
 - (iv) provide information regarding the Employee's rights as relevant including the making a workers compensation claim or reporting to police
 - (v) Allow Employees who require time off work to provide reports and statements relating to occupational violence to police and/or by Agreement other relevant authorities without loss of pay.
- (d) The Employer shall provide information, instruction and training to Employees and management staff regarding the importance of timely reporting, procedures regarding incident reporting, and linking this to incident investigation and prevention.

55.5 OVA Reporting

- (a) The Employer will make available to the committee designated at 55.8(b)(vi) the following information:
 - (i) The number of code greys and code black and other alerts relating to risk of violence,
 - (ii) The overall number of reported incidents of Work Place Violence (WPV),
 - (iii) The number of incidents that have resulted in injury to staff, patients and visitors and/or the number of incidents that have resulted in property damage where available.
 - (iv) Systemic recommendations and actions affecting risk management and WPV.
- (b) The Employer will, in consultation with the elected HSR conduct workplace violence audits of mental health facilities.
- (c) Workplace Change Proposals / Restructures
- (d) The Employer must incorporate a Workplace Violence impact section into all change impact statements to consider the occupational violence principles and if required mitigation.
- (e) The Employer must ensure as far as reasonably practicable, that any new practice and policy is implemented taking into consideration factors such as workplace violence and the obligation to ensure the safety of all Employees and others.

55.6 Designated Work Groups

- (a) The Employer shall establish and maintain a system of DWGs in consultation with Employees and where requested their Union/s.
- (b) In determining the particulars of DWGs (including number of HSRs), the following considerations shall, where practicable, be taken into account:

- (i) the specific needs, conditions and hazards affecting Employees in the area(s) concerned;
- (ii) the working arrangements, including shiftwork, of Employees in the area(s) concerned;
- (iii) the accessibility of health and safety representatives to Employees in the area(s) concerned; and
- (iv) the geographical layout of the workplace.

55.7 HSRs**(a) HSR(s) Election Process**

- (i) All Employees in the relevant DWG shall be given the opportunity to nominate for a position as an HSR.
- (ii) Where there is more than one nominee for any vacancy of an HSR position, the method of conducting the election shall be determined by the Employees of the DWG concerned. The relevant union will, where requested by the staff, conduct the election.
- (iii) If there is equivalent nominees to positions vacant then the candidate(s) will be elected unopposed.
- (iv) The Employer will maintain a current list of DWGs as well as the name(s) of the elected HSR(s) for each DWG and shall display this in a prominent place in the workplace at all times.
- (v) Employers will provide a copy of the DWG list, with the names of the HSR(s), to the relevant union within 28 days of receiving a written request from either the ANMF or HACSU.

(b) HSR Training

- (i) HSRs will be entitled and encouraged to attend a WorkSafe Victoria approved course as soon as practicable following their election.
- (ii) The Employer will permit HSRs to take such time as is necessary or prescribed to attend occupational health and safety training courses approved by WorkSafe Victoria.
- (iii) HSRs will have the right to choose which course to attend, provided it is a WorkSafe Victoria approved course. Where the Employer does not agree with the selected course the matter will be referred to a Worksafe Inspector in accordance with the OHS Act.
- (iv) When attending an approved course, HSRs shall be paid as per their roster, that is the 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 HSR been at work.
- (v) Where HSRs attend an approved course outside their normal working hours or roster, they will be paid as if they had been at work for the relevant time, including any relevant overtime rates, higher rates, allowances or penalty rates. This might apply when an HSR:
 - (A) normally works two days a week, and 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.

- (vi) Rosters or shifts prior to/post HSR training shall be altered where necessary to ensure that HSRs are not exposed to extra risks from fatigue due to working extended hours or shiftwork while attending a training course.
- (vii) The Employer is responsible for payment of course fees, travel costs and accommodation for HSR attendance at WorkSafe Victoria approved courses.

(c) **Facilities for HSRs**

- (i) HSRs will be provided with reasonable access to an office, telephone, computer (including email facilities where available), notice board, meeting room, and such other facilities as are necessary to enable them to perform their functions or duties as prescribed under the OHS Act.
- (ii) Health and safety representatives will have reasonable time release from duty to perform their functions and duties as is necessary or prescribed under the OHS Act.

(d) **Health and Safety Committees**

Health and safety committees will be established where requested by a HSR.

55.8 Occupational Violence and Aggression Prevention and Management

(a) **Prevention and Management of Occupational Violence and Aggression**

Employees are entitled to be provided a workplace free of occupational violence and aggression.

(b) **Occupational Violence and Aggression Prevention**

- (i) VHIA, Employers unions and Employees support action to end violence and aggression in Victoria's public health system. This requires an inclusive, integrated approach both at an industry and individual health service level.
- (ii) Each Employer will have an action plan, which will be subject to ongoing review, to address occupational violence and aggression. Those Employers who, at the time this Agreement comes into operation, do not have an action plan will develop one within six (6) months.
- (iii) Any action plan will:
 - (A) outline the actions necessary to improve security;
 - (B) implement proactive measures to identify and address risks;
 - (C) ensure a reporting culture and mechanisms to assist in investigation; and
 - (D) provide appropriate support following workplace incidents.
- (iv) The action plan will be consistent with the:
 - (A) Occupational Violence Principles
 - (B) WorkSafe Guidance note relevant to occupational violence and aggression.
- (v) In developing or reviewing an action plan the Employer will consult with HSRs, the unions and affected employees to identify any gaps having regard for the requirements at (c).
- (vi) The Employer will designate an Occupational Health and Safety committee (which may be an existing committee) as responsible for overseeing the actions required by this clause.

- (vii) Upon written request, an Employer will provide to the unions the following written information within four (4) weeks:
 - (A) the Employer's action plan or, where it does not have one, how it is developing an action plan,
 - (B) the name of the Committee responsible for oversight of occupational violence and aggression issues including the contact details of the Committee chair,
 - (C) where the Committee at (ii) establishes a sub-committee or working party for the purpose of giving effect to the obligations under this clause, the name of the sub-committee or working party and the contact details of the Chair, and
 - (D) details of the Employer's program / system for addressing occupational violence and aggression including relevant policies, and
 - (E) other material relevant to the Employer's program / system for addressing occupational violence and aggression and / or action plan.
- (viii) Upon request by a union, the Employer will invite the unions to attend and participate in meetings of the relevant committee established or convened for the purpose of giving effect to this clause.

(c) **Employers with Existing Policies**

An Employer who, at the time this Agreement comes into operation, has policies that directly address the prevention and management of occupational violence and aggression will:

- (i) within three months review the policy / policies through the occupational health and safety committee(s) (including HSRs) and OH & S consultation mechanisms applying at the Employer, with specific consideration to an OHS Risk Management approach, and the Occupational Violence Principles to prevent violence and aggression;
 - (ii) ensure that Employees are provided with the policies and are advised of any change;
 - (iii) ensure that Employees receive periodic refresher training regarding occupational violence and aggression issues including the policies;
 - (iv) upon request, provide a copy of existing policies to unions or other Employee representative; and
 - (v) upon request, meet with the unions or other Employee representative for consultation regarding the policies, their application and implementation.
- (d) Nothing in this clause limits an Employer from doing anything to support the reduction and prevention of occupational violence and aggression.

55.9 Employers without Existing Policies

- (a) An Employer who, at the time this Agreement comes into operation, does not have a policy that directly addresses the management and prevention of occupational violence and aggression will:
 - (i) within three (3) months of the operation of this Agreement begin developing a policy response;
 - (ii) utilise its occupational health and safety committee (or equivalent) and consultation with HSRs to develop an appropriate policy response;

- (iii) consider materials relevant to the development of a policy response including an OHS Risk Management approach, Occupational Violence Principles to prevent violence and aggression;
- (iv) consult with Employees and their representatives in the development, finalisation and prior to the implementation of its policy;
- (v) train Employees as part of the policy implementation process;
- (vi) provide periodic refresher training to Employees; and
- (vii) review the effectiveness of its policy on an on-going basis.

(b) Key Principles

In developing, reviewing and implementing policies, the following matters will be considered:

- (i) security;
- (ii) risk identification;
- (iii) the development of patient care plans;
- (iv) incident reporting, investigation and action
- (v) workplace design;
- (vi) training;
- (vii) integration of policies and procedures;
- (viii) post incident support;
- (ix) application across all health disciplines; and
- (x) empowering staff to expect a safe workplace.

(c) Continuous Improvement

- (i) The Employer will undertake regular (at least six-monthly) audits of their occupational violence and aggression management strategy, considering the Occupational Violence Principles to end violence and aggression, in consultation with HSRs and clinical care staff.
- (ii) The Employer will provide the results of such audits and the action plan to their HSR and, upon request, Job Representatives, for review and discussion at the Committee or working group referred to at clauses 55.8(b)(vi) and 55.6.
- (iii) Further external developments regarding the prevention and management of occupational violence and aggression will occur during the life of the Agreement. They may include but not be limited to:
 - (A) baseline standards for security; and
 - (B) incident reporting systems.
- (iv) Employers will continue to review, consult and update their response to occupational violence and aggression to take into account developments that may result in the continued improvement of its response.

55.10 Workers' Compensation, Rehabilitation and Return To Work

(a) Workers Compensation Information

- (i) The Employer will display and make available the WorkSafe Victoria "If You Are Injured at Work" Poster, as amended from time to time.
- (ii) The Employer will provide a copy of the poster (A4 version) to Employees as soon as they report an incident/injury.

55.11 Attendance at medical appointments

- (a) Where there is an accepted workers' compensation claim, an Employee who requires time off during work time to attend medical and other appointments may elect to:
 - (i) take the time as paid personal/carer's leave (subject to having sufficient accrued leave); or
 - (ii) take the time as paid work time, in which case the Employer may claim repayment for that time under workers' compensation legislation, subject to that legislation
- (b) **Return to Work**
 - (i) The Employer will appoint a Return to Work Co-ordinator who will have sufficient knowledge of occupational rehabilitation legislation, regulations and guidelines to undertake the task.
 - (ii) The Employer will develop an appropriate return to work plan as soon as medically appropriate in consultation with the injured Employee concerned, his/her treating doctor and health professionals providing treatment or services to the injured Employee.
 - (iii) The Employer will assist injured Employees to remain at work or return to work in suitable employment as soon as medically appropriate after injury. The Employer shall ensure that the suitable employment will reflect and be commensurate with, as far as possible, the skills, education, age, experience, pre-injury employment, and any relevant medical restrictions of the injured Employee. The suitable employment will also take into account the Employee's place of residence and pre-injury hours of work.
 - (iv) Without limiting the content of the return to work plan, the plan will include, but not be limited to:
 - (A) a return to work program signed by the Employer, Employee and treating doctor which covers:
 - (B) the estimated date of the return to work;
 - (C) the position title;
 - (D) the duties and hours of work to be offered;
 - (E) the nature of the incapacity and any medical restrictions;
 - (F) the applicable classification and pay rate;
 - (G) steps to be taken to facilitate the return to work; and
 - (H) the date or dates for regular review.
 - (v) The return to work plan may also consider:
 - (A) subject to approval by the insurer, any personal and household services required, including modifications to the home or car, household help, counselling, aids or appliances, transportation costs, etc; and
 - (B) subject to approval by the insurer, any occupational rehabilitation services, including modifications to the workplace, home or car which will apply, equipment to be provided at the workplace, etc.
 - (vi) The return to work plan will be reviewed at least monthly or more regularly as needed, in consultation with the injured Employee and other relevant parties.

- (vii) Employees will have the right to have a support person 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 will advise the Employee that he/she may have a support person present. The Employer will where practicable provide to the Employee at least seven days' notice of such interviews occurring.
 - (viii) The Employer will 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.
 - (ix) A union representative may be involved in any negotiations or discussions regarding any such proposed changes, at the request of the Employee.
 - (x) The Employer and the Employee will co-operate and participate in the agreed return to work plan. This plan will be reviewed at the request of any of the parties involved. Where agreement cannot be reached the processes of the WIRC Act will apply.
- (c) **Rehabilitation, Re-training and Re-education**
- (i) The Employer 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 Victorian WorkSafe 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 WorkSafe approved service provider, individual or agency, on behalf of the Employee.
 - (ii) 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 will ensure the Employee is advised of all vacancies as they become available.

SECTION 2: REGISTERED PSYCHIATRIC NURSES / PSYCHIATRIC ENROLLED NURSES AND PSYCHIATRIC SERVICES OFFICERS

SECTION 2 | PART A: PRELIMINARY

56 Definitions Specific to this Section of this Agreement

56.1 The following definitions will apply in Section 2 of the Agreement:

- (a) **Allowance Rate** means the weekly wage of an RPN Grade 2 Year 3;
- (b) **shift worker**, for the purposes of the NES, means an Employee who is rostered and works over seven days of the week throughout the qualifying 12 months period of service
- (c) **Experience** means paid service whether in Australia or internationally as a registered nurse, or enrolled nurse, following registration by the professional registration body, in a grade at least equal or comparable to the grade in which the Employee is, or is about to be employed except where an internationally trained nurse is granted registration with conditions:
 - (i) previous experience will not be counted whilst the conditions are in place;
 - (ii) Experience as defined will count once there are no longer conditions in place.
- (d) **a Year of Experience** in this Agreement means:
 - (i) other than in the case of any internationally trained nurse registering in Australia for the first time, an average of three shifts or more per week in a year. If the Employee averages less than three shifts per week or 48 hours per fortnight (whichever is the lesser), the Employee will need to complete an additional year to advance
 - (ii) in the case of an internationally trained nurse registering in Australia for the first time an average of at least 48 hours per fortnight. For each year in which the internationally trained nurse averages less than 48 hours per fortnight, the Employee will need to have completed an additional year to advance through each Year of Experience.

For the purpose of being classified under this Agreement, upon commencement with an Employer:

- (iii) an **Employee's anniversary date** is the date the Employee commenced work as a registered nurse, or enrolled nurse following registration either in Australia or internationally (where that international qualification is sufficient to be registered in Australia);
- (iv) Experience and years of experience are relevant to determining the incremental advancement; and
- (v) the onus is on the Employee to demonstrate the completed years of experience and anniversary date. The Employer may require evidence that would satisfy a reasonable person of the claimed experience with the previous Employer/s.

56.2 In Section 2 of the Agreement, allowances shall be calculated to the nearest 10 cents, an exact amount of 5 cents in the result going to the higher figure, unless otherwise specified.

SECTION 2 | PART B: TYPES OF EMPLOYMENT AND END OF EMPLOYMENT

57 Employment Arrangements

Each Employer shall provide each Employee on commencement with a letter of appointment containing the information set out in Schedule 8 to this Agreement.

58 Termination of Employment

- 58.1 An Employer may terminate the employment of an Employee by providing 4 weeks' notice in writing.
- 58.2 The notice required by sub-clause 58.1 above of this Agreement will be increased by 1 week if the Employee is over 45 years of age and has completed more than 2 years of continuous service
- 58.3 An Employee may terminate his or her employment by providing 4 weeks' notice to the Employer in writing. If an Employee fails to give the required notice the Employer has a right to withhold moneys due to the Employee to a maximum amount equal to the ordinary time rate of pay for the following periods:

Employee's period of continuous service	Period in respect of which pay may be withheld by the Employer
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

- 58.4 Sub-clauses 58.1 and 58.3 above do not affect an Employer's right to dismiss any Employee without notice for serious misconduct.
- 58.5 Sub-clauses 58.1 - 58.4 above of this Agreement do not apply to an Employee engaged as a fixed term Employee pursuant to clause 23 (Modes of Employment).

SECTION 2 | PART C: WAGES AND RELATED MATTERS

59 Salaries and Increments

The salaries and allowances payable to Employees are set out in Schedule 2.

60 One Off Good Faith Payment

A one-off good faith payment based on 1.5% of the Employee's total annual remuneration including salary and allowances as at the commencement of this Agreement.

61 FBT

Employees who use an Employer provided motor vehicle as a result of the performance of their employment duties (eg. crisis assessment treatment team on-call functions) are not to suffer any financial disadvantage, howsoever incurred, as a result of fringe benefits tax (FBT) law.

62 Payment of salaries

62.1 Each Employee's salary shall be paid by direct credit into the Employee's nominated bank, building society, credit union account or other nominated account for such purposes by midday on the day on which the Employer's pay day falls due.

62.2 Employees shall be given a written statement on the day on which the Employer's pay day falls due showing or from which may be calculated the amount of ordinary pay, overtime, penalty rates and allowances; and the amount of deductions for any purpose in respect of the amount paid.

62.3 When notice of termination of employment has been given by an Employee, or an Employee's services have been terminated by the Employer, payment of all wages and other moneys owing to an Employee shall be made to the Employee.

62.4 Delays in processing pay

- (a) Subject to clauses 62.4(b) and 62.5, if an Employee is kept waiting for longer than the close of business on the business day following notification by the Employee to Payroll of an underpayment or non-payment under clause 62.2 or 62.3, the Employee will be paid overtime rates for the duration of the period until such moneys owing are paid with a minimum payment of two hours and a maximum payment of seven hours and 36 minutes per day.
- (b) Clause 62.4 operates subject to:
 - (i) the underpayment is 5% or more of the remuneration owed under clause 62.2 or 62.3.
 - (ii) except in cases of hardship, amounts less than 5% will be processed in the Employee's next pay period.
- (c) where the Employee notifies the Employer of hardship in respect of an amount owing of less than 5%, the Employer will make its best endeavours to make the payment owing as soon as possible.
- (d) the Employer will notify the Employee of the adjustment being processed and provide the date of payment and any payment identification details

- (e) the Employer has fulfilled their obligations under clause 62.4 if payment has been processed by close of business on the next business day following notification by the Employee of an underpayment as described in clause 62.4(b)(i).
 - (f) it is both parties' obligation to complete and forward the timesheet for processing in accordance with the internal processes.
 - (g) Where an underpayment or non-payment arises as a result of Employee error the penalty under clause 62.4 does not apply. However, upon notification, the Employer will make its best endeavours to make the payment owing as soon as possible.
- 62.5 Clause 62.4 will not come into effect if any unforeseen event or circumstance outside the control of the Employer frustrates the Employer's ability to meet the requirements of this clause.
- 62.6 **Overpayments**
- (a) In all cases where an overpayment of salary/entitlements has occurred, the Employer shall advise the Employee concerned and provide documentary evidence of the circumstances surrounding the claimed overpayment and the amount involved as soon as possible.
 - (b) Once the Employee has received written details of the overpayment, the Employer and the Employee will meet to discuss the claimed overpayment with the aim of reaching an agreement about the alleged overpayment.
 - (c) Where requested by the Employee, the Employer shall provide a full audit of the Employee's payroll record.
 - (d) Once agreement has been reached that an overpayment has occurred, the Employer and the Employee will agree in writing upon a scheme of repayment having regard to the Employee's personal circumstances.
 - (e) The Employee has the option to repay the overpayment in cash, through a deduction from salary or through another mutually agreed process.
 - (f) The Employer will not make deductions from wages without written agreement from the Employee in relation to the quantum and timing of the deductions.
 - (g) Where an Employee's remaining period of service does not permit the full recovery of any overpayment to be achieved in accordance with the agreed repayment arrangements, the Employer shall have the right to deduct any balance of such overpayment from monies owing to the Employee on the Employee's date of termination, resignation or retirement, as the case may be.
 - (h) Where the circumstances make it appropriate, the Employer may exercise discretion not to pursue recovery of overpayments.
 - (i) Where agreement cannot be reached on any of the matters contained in this clause, the Employee may invoke the Dispute Settling Procedures of this Agreement and no repayment will be commenced until the matter is resolved.

SECTION 2 | PART D: ALLOWANCES AND REIMBURSEMENTS

63 Change of Shift Allowance – PEN and PSO

63.1 Calculation of change of shift allowance

- (a) For the purposes of clause 63.1(b), the change of shift allowance is calculated as the amount equal to 4% of the weekly rate of
 - (i) PEN Level 1 Year 1 for a PEN,
 - (ii) PSO Level 1 Year 1 for a PSO.
- (b) For the purposes of this clause a change of shift previously occurred when a PEN/PSO changed from working one shift to another shift, the time of commencement of which shift differed by four hours or more from that of the first shift. Eligibility for ongoing change of shift allowance cap
- (c) Where an Employee was eligible immediately prior to the commencement of this Agreement, to receive the previously calculated change of shift allowance cap, they will continue to receive such an entitlement unless clause 63.1(b) applies.
- (d) The payment of the change of shift allowance cap will be maintained for each eligible Employee whilst employed by an Employer for the duration of this Agreement, unless the Employee:
 - (i) chooses to work fixed shifts and never works shifts that would entitle the Employee to payment under this clause; or
 - (ii) ceases to be employed as a PEN or PSO.
- (e) For the avoidance of doubt, Employees are not entitled to receive a cap on change of shift allowance if they commenced after 7 December 2012.

64 Childcare Expenses

- 64.1 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 placed on call, the Employee will be reimbursed for reasonable childcare expenses incurred.
- 64.2 Evidence of expenditure incurred by the Employee must be provided to the Employer as soon as practicable after the working of such overtime.

65 Higher Duties Allowance

- 65.1 An Employee, other than an RPN classified above RPN 5, engaged in any one day or shift for more than two hours on duties carrying a higher rate than the classification in which she/he is ordinarily employed shall be paid for the full day or shift at the minimum rate for that higher classification but if so engaged for two hours or less only the time so worked shall be paid for at that higher rate.
- 65.2 Notwithstanding the provisions of sub-clause 65.1 above, the following provisions shall apply to Employees who are appointed to relieve a Unit Manager:
 - (a) Off Duty Shifts
 - (i) Where a work unit involves shift work, Associate Nurse Unit Managers (ANUM) may be appointed to undertake in-charge functions during the off duty periods of the Unit Manager. The rate of pay assigned to RPN Grade

3 includes payment for the performance of the in-charge function during the off duty periods of the Unit Manager.

- (ii) Where an RPN other than an ANUM is required to act in-charge during the off duty period of an ANUM (which event shall be the exception to the rule), such RPN shall be paid at the minimum rate applicable to the Associate Nurse Unit Manager position which would normally be in-charge on that shift.
- (iii) Provided that where no ANUM position has been appointed with respect to the relevant shift, the provisions of sub-clause 65.1 above shall apply.

(b) Periods of Absence

- (i) The provisions of sub-clause 65.1 shall apply to all periods of absence of a Unit Manager up to and including five days. For absences in excess of five days, the relieving ANUM shall be paid at the minimum rate for the Unit Manager for the entire period of relief and other Employees who consequently act in a higher position shall be similarly remunerated at the minimum rate of that higher position for the entire period of relief.
- (ii) An RPN above the level of RPN 6 who is called upon to relieve an RPN in a higher classification for a period in excess of five days, shall be paid at the minimum of that higher classification for the entire period of relief.

66 Off Duty Shifts

- 66.1 Where a work unit involves shift work, Associate Nurse Unit Managers (ANUM) may be appointed to undertake in-charge functions during the off duty periods of the Unit Manager. The rate of pay assigned to RPN Grade 3 includes payment for the performance of the in-charge function during the off duty periods of the Unit Manager.
- 66.2 Where an RPN other than an ANUM is required to act in-charge during the off duty period of an ANUM (which event shall be the exception to the rule), such RPN shall be paid at the minimum rate applicable to the Associate Nurse Unit Manager position which would normally be in-charge on that shift.
- 66.3 Provided that where no ANUM position has been appointed with respect to the relevant shift, the provisions of sub-clause (a) above shall apply.

67 Periods of Absence

- 67.1 The provisions of sub-clause (a) shall apply to all periods of absence of a Unit Manager up to and including five days. For absences in excess of five days, the relieving ANUM shall be paid at the minimum rate for the Unit Manager for the entire period of relief and other Employees who consequently act in a higher position shall be similarly remunerated at the minimum rate of that higher position for the entire period of relief.
- 67.2 An RPN above the level of RPN 6 who is called upon to relieve an RPN in a higher classification for a period in excess of five days, shall be paid at the minimum of that higher classification for the entire period of relief.

68 Oncall/Recall Allowance

NOTE: see Part E: Hours of Work and Related Matters for provisions relating to oncall/recall allowances.

69 Meal Allowance

- 69.1 An Employee shall be supplied with an adequate meal where an Employer has its own cooking and dining facilities or be paid meal money in addition to any overtime payment as set out in Schedule 2 in the following circumstances:
- (a) In addition to a shift:
 - (i) an Employee when required to work after the usual finishing hour of work on a shift beyond one hour (Monday to Sunday inclusive), (allowance A);
 - (ii) an Employee when required to work after the usual finishing hour of work on a shift beyond five hour (Monday to Sunday inclusive), (allowance A and allowance B).
 - 69.2 On a rostered day off:
 - (a) an Employee when required to work more than five hours overtime, (allowance A);
 - (b) an Employee when required to work more than nine hours overtime (allowance A and B).
 - 69.3 These foregoing provisions shall not apply where an Employee could reasonably return home for a meal within the period allowed.
 - 69.4 On request meal money shall be paid on the same day as overtime is worked.

70 Out of Hours Supervisor

- 70.1 The arrangements as at 19 December, 1997 in relation to a senior psychiatric nurse out of hours/in charge of facilities allowance will not be disturbed as a result of the implementation of this Agreement.

71 Qualification Allowance Registered Psychiatric Nurses

71.1 Entitlement

- (a) Where an Employee has a relevant qualification in addition to their base nursing or midwifery qualification the Employee will be entitled to a qualification allowance in accordance with this clause.
- (b) Where the Nursing Employee's base qualification is a double degree or Masters, the qualification allowance will be payable after one year of experience in an area where the qualification is relevant.

71.2 One Qualification Allowance Only

An Employee who has more than one qualification is entitled to one qualification allowance only, being the allowance for the highest qualification.

71.3 Evidence

- (a) An Employee claiming entitlement to a qualification allowance must provide to the Employer evidence of that Employee having the qualification for which the entitlement is claimed.
- (b) An Employee will meet the evidence requirements when they have provided the Employer with evidence from the education / training provider that would satisfy a reasonable person that the Employee has obtained the qualification for which the allowance is claimed, for example:
 - (i) the award of the qualification; or

- (ii) the certificate of the qualification; or
 - (iii) transcript from the education/training provider
- payable from the first pay period commencing on or after the evidence is provided.

71.4 Rates for Qualification Allowances

(a) Registered Psychiatric Nurses

A Registered Psychiatric Nurse shall be entitled to a qualification allowance under this clause will be paid, in addition to the Employee's salary, as follows:

- (i) 4% of the Allowance Rate - for Registered Psychiatric Nurses a Hospital Certificate or Graduate Certificate or equivalent. An equivalent may include a Certificate obtained from training or education facilities provider (such as infection control certificates from the Mayfield Centre) where the programmes are equivalent to a University Graduate Certificate and the training/education provider verifies that in writing.
 - (ii) 6.5% of the Allowance Rate - for a Postgraduate Diploma, Degree or a Double Degree.
 - (iii) 7.5% of the Allowance Rate - for a Master's Degree.
 - (iv) 10% of the Allowance Rate – for a Doctorate or a PhD.
- (b) The above allowances are to be paid on all periods of paid leave except sick leave beyond 21 days and long service leave

71.5 Qualification allowance - Psychiatric Enrolled Nurses and Psychiatric Services Officers

- (a) A qualification allowance applies to,
- (i) a PEN who holds a certificate or qualification which, is in addition to the minimum qualification held by the PEN for registration with the NMBA, or
 - (ii) a PSO who holds a certificate or qualification, in which it is demonstrated that at least one component is applicable to the Employee's current area of practice and/or work.
- (b) The allowance for a certificate or qualification for a course of 6 months duration, but not including a pre or post registration course leading to endorsement to administer medication, is 4% of:
- (i) the PEN 1.8 wage rate for a Level 1 PEN;
 - (ii) the PEN 2.2 wage rate for a Level 2 PEN;
 - (iii) the actual wage rate of the PSO;
- (c) The allowance for a certificate or qualification for a course of 12 months duration is 7.5% of:
- (i) the PEN 1.8 wage rate for a Level 1 PEN;
 - (ii) the PEN 2.2 wage rate for a Level 2 PEN;
 - (iii) the actual wage rate of the PSO;
- (d) Provided that only one allowance referred to above is payable to each PEN or PSO, being the allowance for the highest qualification held.
- (e) A PEN or a PSO claiming entitlements to the qualification allowance must provide the Employer with evidence that the qualification is actually held.

- (f) A qualification allowance cannot be claimed by a PEN in respect of that Employee's qualification leading to registration with the NMBA as a PEN.
- (g) **Payment During Leave**
PEN or PSO – the above allowances are to be paid during all periods of leave .
- (h) **Pro rata entitlement**
The allowance is to be paid on a pro-rata basis for part time and casual Employees.

72 Telephone Allowance

Where the Employer requires an Employee to install and/or maintain a fixed telephone for the purposes of being on-call, the Employer shall refund the installation costs and pay a fortnightly Telephone Allowance as set out in Schedule 2.

73 Travelling Allowance

Any Employee whose duties require her/him to travel shall be paid all reasonable out-of-pocket expenses.

74 Saturday and Sunday Work

- 74.1 Payment for all ordinary rostered hours of work performed between midnight Friday and midnight Sunday (inclusive) shall be paid for at the rate of time and one half.
- 74.2 If the Saturday or Sunday work involves duty in excess of the prescribed ordinary rostered hours the excess period shall be paid at the rate of double time.
- 74.3 This clause shall not apply to Employees above the classification of RPN 5 excepting Employees classified as Nurse Practitioner who are entitled to the benefit of this clause.
- 74.4 Except in circumstances of a redeployment, a part-time Employee who was also a part-time Employee of the Department as at 19 December 1997 and who became employed (and continues to be employed) by an Employer who is a respondent to this Agreement, shall be paid a 100% shift penalty payment for all work performed on a Sunday. For the avoidance of doubt, such an Employee will not also be entitled to receive the penalties described above.

75 Shift Allowances

- 75.1 In addition to any other rates prescribed elsewhere in this Agreement Employees whose rostered hours of ordinary duty finish between 6.00 pm and 8.00 am or commence between 6.00 pm and 6.30 am shall be paid an amount equal to 2 1/2 per cent of the rate of the Allowance Rate as prescribed in clause 56 of this Agreement per rostered period of duty per rostered period of duty.
- 75.2 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 a night duty allowance as set out in Schedule 2.
- 75.3 This clause shall not apply to Employees above the classification of RPN 5 excepting Employees classified as Nurse Practitioner who are entitled to the benefit of this clause.

76 Uniform and Laundry Allowance

- 76.1 Where an Employer requires an Employee to wear a particular type or style of uniform then the Employer shall provide this at no cost to the Employee. Payment in lieu of providing the uniform is not permitted.

- 76.2 Where a uniform is not provided by the Employer the Employee shall be paid a uniform allowance at daily or weekly rate set out Schedule 2, whichever is the lesser amount in total.
- 76.3 Where laundering by or at the expense of the Employer is not provided, an Employee shall be paid a laundry allowance at the daily or weekly rate set out in Schedule 2, whichever is the lesser amount in total.
- 76.4 The uniform allowances but not the laundry allowance shall be paid to an Employee during all absences on leave, except absence on long service leave and absence on sick leave beyond 21 days. Where, prior to taking leave, an Employee was paid a uniform allowance other than at the weekly rate, the rate to be paid during absence on leave shall be the average of the allowance paid during the four weeks immediately preceding the taking of leave.
- 76.5 Where an Employer provides an Employee with uniforms, all articles so provided remain the property of the Employer.
- 76.6 The rounding provision does not apply to the calculation of this allowance.

77 Senior Allowance - PSO

- 77.1 Subject to clause 77.2 below, a PSO who is appointed as a 'Senior' will have his/her classification preceded by the word 'Senior' and paid an allowance of 10% to be calculated upon the base rate payable in Schedule 2 in addition to any other allowance to which the Employee is entitled.
- 77.2 Appointment to a classification preceded by the word 'Senior' will only be made where the work performed by such person represents a net addition to the work value of the substantive role in a similar area or areas. Indicative of a net addition to work value may include the performance of additional duties or functions, the assignment of a special project or an increased emphasis on the performance of core functions already undertaken by Employees in that classification.
- 77.3 A net addition to the work value of the substantive role of an Employee would be characterised by:
- (a) the additional functions or duties are a regular and on-going requirement; and
 - (b) experience in the role commensurate with this clause, coupled with on the job training where provided by the Employer; and
 - (c) the necessity for additional training in a particular aspect of the role above that is required to fulfil the role of an Employee employed in a similar area or areas; and
 - (d) a greater level of judgment is required from the Employee whereby he/she is capable of making independent decisions to a degree not generally expected of an Employee employed in a similar area or areas; and
 - (e) a higher degree of accountability is expected for work undertaken, such that the Employee is clearly performing at a level above that of her or his peers employed in a similar area or areas by the Employer where the requirements of sub-clause (b) above continue to be met.
- 77.4 Where the Employer no longer requires the Employee to perform the extra duties (that attract the allowance), the Employee will be informed and consultation will occur regarding scope for other extra duties to be identified that the Employer may require the Employee to perform which may attract payment of the allowance.

SECTION 2 | PART E: HOURS OF WORK AND RELATED MATTERS

78 Hours of work

- 78.1 A rostered day off is to accrue for all full-time Employees. A full time Employee will work an average of 152 hours per four week period.
- 78.2 The roster for full-time and part-time Employees in bed based services and CAT teams (however so titled) will comprise minimum shift lengths of an 8 hour day shift, 8 hour evening shift and 10 hour night shift. The roster for all other full-time Employees in other services will also comprise minimum shift lengths of 8 hour day shift, 8 hour evening shift and 10 hour night shift. If required, discussions may take place at the local level between Employers and Employees and their unions to consider the application of this roster configuration to part-time Employees in non-bed based and CAT services.
- Subject to sub-clause 78.3 below, the roster for all other full-time Employees will comprise minimum shift lengths of an 8 hour day shift, 8 hour evening shift and 10 hour night shift.
- 78.3 The obligations as they apply to a particular Employer under sub-clauses 78.1 and 78.2 above respectively may be varied by agreement between the Employer and the affected Employees for the following reasons:
- (a) the majority of Employees seek shifts that are contrary to the 8:8:10 roster described in sub-clause 78.2 above; or
 - (b) to allow for the continuation of current arrangements with respect to 'hours of work'.
- 78.4 Arrangements adopted in accordance with sub-clause 78.3 above:
- (a) must not result, on balance, in a reduction in the overall terms and conditions of employment of the Employee to whom the proposed arrangements would apply; and
 - (b) shall be recorded in writing and copies shall be provided to Employees to whom the arrangements apply.
- 78.5 Additional shifts, above the existing staffing allocation, to meet specific treatment or program requirements may be met by shifts of up to 8 hours (10 hours night duty), but not less than 4 hours. Such shifts are not for the purpose of increasing the available staffing to meet ongoing escalated demand that continues beyond the end of the shift.

79 Overtime

79.1 General

Work in excess of the ordinary hours prescribed by this Agreement shall be paid at the rate of time and a half for the first two hours and double time thereafter. For the purpose of this clause, each day or shift shall stand alone. This clause shall not apply in the case of a casual Employee or a nurse over the Level of RPN 5, except for a Nurse Practitioner who is entitled to overtime payments in accordance with this clause.

79.2 Time in lieu of overtime payments

- (a) In lieu of receiving payment for overtime worked in accordance with this clause, Employees may, with the consent of the Employer, be allowed to take time off, for a period of time equivalent to the period worked in excess of ordinary rostered hours of duty, plus a period of time equivalent to the overtime penalty incurred.

Such time in lieu shall be taken as mutually agreed between the Employer and the Employee, provided the accrual of such leave shall not extend beyond a 28 day period.

- (b) Where such accrued time has not been taken within the 28 day period, such time shall be paid in accordance with this clause at the rate of pay that applied on the day the overtime was worked.

79.3 Transport following overtime

- (a) Where an Employee finishes a period of overtime at a time when reasonable means of transport are not available for the Employee to return to her/his place of residence the Employer will provide adequate transport free of cost to the Employee.
- (b) Where overtime is a result of a double shift, the provisions at subclause 79.4 below (Additional Provisions for Double Shifts) also apply.

79.4 Additional Provisions for Double Shifts

If an Employee works a double shift (which should only occur in emergency circumstances) the following will apply to mitigate the risk of fatigue and clinical error:

- (a) allow breaks of at least 10 minutes' duration in each two hours worked; and
- (b) adequate transport will be provided free of cost to the Employee, including the return journey where the Employee's vehicle remains at the workplace.

79.5 Recall to duty

- (a) When an Employee is rostered on call and is recalled to duty such Employee shall be paid a minimum of two hours salary for each occasion on which she or he is recalled.
- (b) An Employee who is recalled to work outside ordinary rostered hours and who uses his or her vehicle for transport from home to place of work and return shall receive the Vehicle Allowance.
- (c) In the event of any Employee finishing any period of overtime or recall at a time when reasonable means of transport are not available for the Employee to return to her/his place of residence the Employer shall provide adequate transport free of cost to the Employee.

80 Make-up time

80.1 Notwithstanding provisions elsewhere in the agreement, the Employer and the majority of Employees at an enterprise may agree to establish a system of make-up time provided that:

- (a) 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 the agreement.
- (b) 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.

80.2 Clause 80.1 is subject to the Employer also informing each union of its intention to introduce an enterprise system of make-up time flexibility, and providing a reasonable opportunity for the union(s) to participate in negotiations.

- 80.3 Once a decision has been taken to introduce an enterprise system of make-up time, in accordance with this clause, its terms must be set out in the time and wages records kept pursuant to *Fair Work Regulations 2009* (Cth).

81 Oncall/recall

81.1 On-call/recall allowance (non CATT)

- (a) An Employee required to be 'on call' or who returns to duty when off duty shall be paid in addition to any other amount payable the sum as set out in Schedule 2.
- (b) Where re-call to duty can be managed without the Employee having to return to their workplace (for example by telephone), the Employee will be paid a minimum of one hour's overtime, however multiple re-calls within a discrete hour will not attract additional payment.
- (c) An Employee re-called to work overtime during an off-duty period that is not continuous with the completion or commencement of the Employee's rostered period of duty will be paid a minimum of 3 hours.

81.2 Four Clear Days

In order to ensure that there are sufficient breaks free from on-call duty, all Employees are to receive 4 clear days per fortnight guaranteed free from on-call duty.

81.3 Alternative 4 clear day arrangements

- (a) A party may propose that all Employees at a particular campus be covered by the following provisions of this clause, and if approved by agreement between the parties, any entitlement to 4 clear days free from on call duty will no longer apply to those Employees and where that Employee is required to perform rostered on-call duty:
 - (i) on days that the Employee is not rostered for duty; and
 - (ii) is rostered for on-call duty for a minimum of two days during four or more four week roster cycle during an anniversary year,
- (b) additional leave (in addition to the additional week's leave under the NES for shiftworkers as defined in this Agreement) will accrue to the Employee, but is not payable for the same bodies of work, in accordance with the table below:

Number 4 week cycles on call	Number of Additional leave days
2	1
4	2
6	3
8	4
10	5

- (c) The additional leave in this clause does not apply to any weekend on which 4 hours or less is worked on call.
- (d) No leave loading is paid on the extra leave in this clause.

82 CATT On-call/ Recall Allowances

- 82.1 Employees engaged for on-call/recall for the provision of a crisis response (CATT-type function), shall be paid an allowance at the rate set out in Schedule 2 for each on call period of 12 hours or part thereof.

- 82.2 The allowance includes payment of work performed of up to one hour's aggregate duration for each on-call period.
- 82.3 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.
- 82.4 The parties are to regard telephone attendance as recall to duty.
- 82.5 Only one Employee per team each night shall 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.
- 82.6 Employees are to receive an uninterrupted break of at least 10 hours between the end of the recall and the next shift. Where the 10 hour break is not observed double time will be paid for all work performed until such break is observed.
- 82.7 An Employer may not require an Employee to be on call for CATT type duties for a period of more than 12 hours.
- 82.8 The on-call/recall allowance for CATT type duties applies to all Employees who are required to perform CATT type duties.
- 82.9 The purpose of the allowance set out in this clause is to compensate Employees for the inconveniences associated with being on-call and performing duty of up to one hour.
- 82.10 Despite clause 82.1, existing arrangements for periods of on-call for CATT type duties below 12 hours that existed prior to 29 September 2001 may continue.

83 10 Hour break between overtime/recall

- 83.1 When overtime worked (including re-call to duty) is necessary, it shall, wherever reasonably practicable, be so arranged that Employees have at least 10 hours continuously off duty between the work of successive shifts. An Employee is not to incur any loss of pay for rostered hours not worked during such an absence.
- 83.2 An Employee (other than a casual Employee) who works so much overtime between the termination of her/his last previously rostered ordinary hours of duty and the commencement of her/his next succeeding roster period of duty that she/he would not have had at least 10 hours continuously off duty between those times, shall, subject to this clause, be released after completion of such overtime worked until she/he has had 10 hours continuously off duty without loss of pay for rostered ordinary hours occurring during such an absence.
- 83.3 If, on the instruction of the Employer, an Employee resumes or continues work without having had 10 consecutive hours off duty, that Employee shall be paid at the rate of double time until they have been released from duty for such period and they shall then be entitled to 10 consecutive hours off duty without loss of pay for the rostered hours occurring during such an absence.

84 Rest breaks and rosters

84.1 Day off in each week

All Employees shall receive at least one clear day off in each week in the case of dayshift Employees and one clear night off in each week in the case of night shift Employees.

84.2 Standing over of day off

Provided that during any working period not exceeding three consecutive weeks, the day or night off may, with the approval of the Employer, be allowed to stand over, and be taken at a time mutually agreed upon in any one consecutive period equivalent to one day or night, as the case may be, for each week in the period concerned.

84.3 Rest Intervals

At a time suitable to the Employer two rest intervals of 10 minutes each shall be given to all Employees during each day or rostered shift and shall be counted as time worked.

84.4 Meal breaks

- (a) Except as provided for in clause 84.4(b), a meal break of not less than 30 minutes and not more than 60 minutes shall be provided to each Employee during a shift. The meal break shall not be counted as time worked.
- (b) Each Employee who is not relieved from 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 time will be counted as time worked.

84.5 Rosters

- (a) The ordinary hours of duty of full time and part time Employees shall be worked according to a roster or rosters which shall be exhibited at some reasonably convenient place accessible to Employees to whom it applies, where it may be seen by such Employees and also by the Secretary or other accredited representative of the union(s) for the purpose of ensure compliance with the rostering provisions of this Agreement.
- (b) A roster of at least 28 days duration setting out Employees' daily ordinary working hours, commencing and finishing times shall be posted at least four weeks before it comes into operation in each work location.
- (c) Except as in emergency situations seven days' notice shall be given of a change of roster.
- (d) The roster or rosters shall be drawn up so as to provide at least eight hours off duty between successive ordinary shifts.
- (e) Where the Employer requires an Employee without seven days' notice and outside the excepted circumstances prescribed in clause 84.5(c) to perform ordinary duty at other times than those previously rostered, the Employee shall be paid in accordance with the hours worked, with the addition of a daily allowance equal to 2.1/2 per cent of the Allowance Rate prescribed in Schedule 2.
- (f) Provided that a part-time Employee who agrees to work shift(s) in addition to those already rostered will not be entitled to the above specified allowance for the additional shift(s) worked.
- (g) An Employee, by making a request in writing to the Employer, may have his or her roster fixed by the provisions of clause 84.5(f), in lieu of clauses 84.5(a) - 84.5(d).
- (h) Rosters shall be fixed by mutual agreement, subject to the other provisions of this Agreement.
- (i) An Employee may repudiate the request referred to in clause 84.5(e) at any time, by giving written notice to the Employer. In such a case the roster for that Employee shall be fixed according to the provisions of clauses 84.5(a) from the commencement of the next full roster period being not less than five clear days after such repudiation is received in writing by the Employer.
- (j) Notwithstanding any other provision of this part, this clause shall not apply to casual Employees, and Employees above the level of RPN 5.
- (k) The following rostering principles will apply:
 - (i) Unless by agreement shift changes shall be avoided during the roster period;

- (ii) Periods of night shift shall be a minimum of four weeks;
 - (iii) There shall be an equitable allocation of rostered time on and off on weekends and public holidays among all Employees.
- (l) Subject to practicality and service requirements, the Employer will ensure that:
 - (i) Employees will not be rostered for more than six consecutive days or more than four consecutive nights unless otherwise agreed at the initiative and written request of the Employee and then agreed in writing;
 - (ii) single days/nights off will be minimised; and
 - (iii) rostered days off shall be attached to either 2 consecutive days/nights off or to a single day/night off.
- (m) Nothing in this Agreement is intended to disturb local rostering agreements or arrangements with the Employer.
- (n) Disputed matters shall be resolved in accordance with the dispute settlement procedure of this Agreement.

84.6 **Retention and/or transition to retirement - Alternate work location**

- (a) An Employer and Employee may agree to allow an Employee to transfer to an alternate work location to facilitate retention and/or enable transition to retirement.
- (b) Any such agreement shall be established in writing and provided to the Employee by the Employer.

SECTION 2 | PART F: PUBLIC HOLIDAYS, LEAVE AND RELATED MATTERS

85 Annual Leave

This clause does not apply to casual Employees.

85.1 Entitlement to Annual Leave – Full Time Employees (Nursing)

(a) An Employee is entitled to 190 hours paid annual leave for each year of service.

(b) Additional week's annual leave for Full time Nurses

A weekend worker is entitled to a further 38 hours paid annual leave for each year of service. For the purposes of this clause a weekend worker is a full time Employee required to work ordinary hours on weekdays and weekends throughout the year of service, save that an Employee engaged for part of the year of service will accrue the additional leave under this clause at the rate of half a day for each month worked to a maximum of 38 hours.

(c) Annual leave accrues progressively during a year of service according to the Employee's ordinary hours of work and accumulates from year to year.

85.2 Part time Employees

Annual leave will accrue progressively to a part time Employee on a pro rata basis

85.3 Taking paid annual leave

(a) Paid annual leave may be taken for a period agreed between an Employee and his or her Employer.

(b) An Employee is able to apply for annual leave at any time and the Employer will not unreasonably refuse such an application.

(c) Where the Employee submits a written request for annual leave at least 6 weeks prior to the first day of the proposed leave period/s the Employer will notify the Employee in writing that their annual leave request is approved or, if not approved, the reasons for the leave not being approved, within 10 working days.

(d) Where the Employee submits a written request for annual leave with less than 6 weeks, the Employer will respond within a reasonable time frame.

(e) Where it is likely the leave request will be rejected, the Employer and Employee will consult on alternate leave days within the above 10 day period.

(f) The Employer may allow an Employee to take Annual leave before the right has accrued. Such leave can only occur with written authorisation from the Employer. To the extent that an Employee remains in debt of their annual leave 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 as per clause 85.9.

(g) Once annual leave is approved, it must not be unilaterally changed by the Employer. Where extraordinary circumstances arise, such that the Employer wishes the Employee to change the timing of their approved leave, any change may only occur through consultation and agreement.

(h) Excess annual leave

Where the Employee has two years or more of annual leave entitlement accrued, the Employer may direct the Employee to take some or all of that accrued annual leave with eight weeks' notice provided that

- (i) the Employee has first been given a reasonable opportunity to submit a plan to reduce the leave to not less than eight (8) weeks within six months, subject to (ii) below;
- (ii) the Employer will not unreasonably refuse to agree to a leave reduction plan which includes saving leave for an extended vacation within 12 months of the date of agreement to the leave reduction plan. The agreement is to be in writing and signed by both the Employer and the Employee; and
- (iii) in directing that the Employee take leave the Employee cannot be directed to reduce the accrued leave to less than eight (8) weeks.

85.4 Disputes regarding excess annual leave

Without limiting the Dispute Resolution Procedure of the Agreement, either an Employee or Employer (or their representative/s) may refer a dispute about the following matters to the Commission:

- (a) a dispute about whether the Employer or Employee has requested a meeting and genuinely tried to reach agreement;
- (b) a dispute about whether the Employer has unreasonable refused to agree to a request by the Employee to take paid annual leave; and
- (c) a dispute about whether a direction to take leave complies with the clause.

85.5 Short periods of annual leave

Paid annual leave under this clause can be taken in periods less than an Employee's ordinary fortnight (short period), including single days in which case any notice period may be waived by agreement.

85.6 Employee not taken to be on paid annual leave at certain times

(a) Public Holidays

See also clause 88 (public holidays)

If an Employee takes paid annual leave during a period that includes a public holiday, the Employee is taken not be on paid annual leave on that day.

(b) Other Periods of Leave

See also clause 86 (Personal Leave) and 36 (Compassionate Leave)

- (i) An Employee may take other types of leave, such as personal leave or compassionate leave whilst on annual leave. An Employee is taken not to be on paid annual leave whilst on other leave and the Employee's paid annual leave accrual will be amended to reflect this. These provisions do not apply to unpaid parental leave.
- (ii) An Employee taking personal leave whilst on annual leave will provide the Employer with evidence in accordance with clause 86 (Personal Leave).
- (iii) Where an Employee takes other leave during annual leave, any annual leave loading received for a period that is no longer annual leave is taken to have been paid in advance as required in clause 85.7 (Payment for Leave) or may be deducted from any payment required to be made under clause 85.9 (Effect of termination on annual leave).

85.7 Payment for leave

- (a) Employees will receive their ordinary pay and any amount required by clause 85.8 (Annual leave loading or penalties) during periods of annual leave. Ordinary pay for the purposes of this clause means remuneration for the Employee's normal weekly number of hours of work calculated at the ordinary time rate of pay provided that where an Employee has performed higher duties for an aggregate

period of three months or more in a twelve (12) month period, ordinary pay will be adjusted proportionally to reflect the period during which higher duties were performed.

- (b) An Employee may elect in writing to be paid, before going on annual leave, the amount of wages they would have received for ordinary time worked had they not been on leave during that period, or to continue with their normal pay cycle. Payment in advance for a short period shall only occur by mutual agreement.

85.8 Annual leave loading or penalties

- (a) In addition to ordinary pay (as defined) an Employee will receive the higher of:
 - (i) leave loading of 17.5% calculated on the relevant rate of salary prescribed in Appendix 2, subject to the cap at sub-clause (b), or
 - (ii) the payments listed below which the Employee would have received had the Employee not been on leave, for each week of leave:
 - (A) shift allowances (clause 75);
 - (B) rates for Saturday, Sunday (clause 74);
 - (C) qualification allowance (clause 71);
 - (D) uniform allowances (clause 76).
- (b) Leave loading under sub-clause 85.8(a)(i) is payable on:
 - (i) a maximum of 152 hours in respect of any year of employment, and
 - (ii) NUM Year 2.
- (c) The cap under sub-clause 85.8(b)(ii) is to determine which payments the Employee would have received had the Employee not been on leave for the purpose of sub-clause 85.8(a)(ii), this will be done either by:
 - (i) the projected roster, being the roster the Employee would have worked had they not been on leave, or
 - (ii) where there is no projected roster, the rosters for the three months immediately preceding the leave excluding any period during which the Employee was not on the roster (for example, because of attendance at approved CPD or another form of paid leave).

85.9 Effect of termination on annual leave

- (a) Where an Employee's employment ends for any reason, the Employer must pay to the Employee any untaken accrued annual leave. The amount payable to the Employee is the amount the Employee would have received had the Employee taken the leave at the time of termination, including any payment under clause 85.8 (Annual leave loading or penalties).
- (b) If annual leave has been taken in advance as per clause 85.3(f) and, at the time the employment terminates, the Employee has a negative paid annual leave accrual, the Employer may deduct a sum equal to the negative annual leave accrual (at the amount paid at the time the annual leave was taken in advance) from any remuneration payable to the Employee upon termination of employment.

85.10 ADOs and annual leave

See clause 164 (Accrued Days Off).

85.11 Cashing Out of Annual Leave

An Employee may, with the consent of the Employer, choose to cash out paid annual leave in accordance with this clause.

- (a) **Written request and written agreement**

An Employee wishing to cash out annual leave must make a written request to the Employer. Where the Employer agrees to that request, the Employee and the Employer will record the agreement in writing.

(b) Terms of agreement must comply with terms

A written agreement must comply with the following terms:

- (i) paid annual leave must not be cashed out if the cashing out would result in the Employee's remaining accrued entitlement to paid leave being less than one years' accrual of annual leave each cashing out of a particular amount of paid annual leave must be by a separate agreement in writing between the Employer and the Employee; and
 - (ii) 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 the Employee has forgone, including annual leave loading and superannuation to the Employee's nominated Fund; and
 - (iii) an Employee cannot cash out more than 2 weeks paid annual leave in any 12-month period.
- (c) Payments made in accordance with this clause extinguish an Employee's right to access annual leave or receive further payment for the period of annual leave paid out.

85.12 Part-time Employees – cashing out of annual leave where contracted EFT fraction has reduced

A part-time Employee that has reduced her or his EFT fraction, may request to cash out accrued annual leave in conjunction with taking a period of annual leave so that the total payment for the period is equivalent to the previous EFT fraction. The request and any agreement must comply with the requirements of clause 85.11 above save that:

- (a) the requirement that paid annual leave must not be cashed out if the cashing out would result in the Employee's remaining accrued entitlement to paid leave being less than six weeks calculated using the new EFT fraction; and
- (b) the limit on cashing out no more than 2 weeks annual leave will not apply

86 Personal leave

This clause does not apply to casual Employees. The entitlements of casual Employees are set out in clause 87.

86.1 Amount of Paid Personal Leave

- (a) A full time Employee is entitled to the following amount of paid personal leave:
 - (i) 91 hours and 12 minutes in the first year of service;
 - (ii) 106 hours and 24 minutes in each year in the second, third and fourth years of service;
 - (iii) 159 hours and 36 minutes in the fifth and following years of service.

86.2 Additional Leave

In addition to the personal leave and compassionate leave clauses contained within this an Agreement, a full time Employee is entitled to an additional 30 hours and 24 minutes of paid personal leave each year where their paid personal leave entitlement has been exhausted. This additional leave does not accrue from year to year.

- (a) A part time Employee accrues leave on a pro rata basis.

- (b) Paid personal leave accrues progressively during a year of service according to the Employee's ordinary hours of work (excluding overtime) and accumulates from year to year.

86.3 Payment for leave

- (a) Payment will be made based on the number of ordinary hours the Employee would have worked on the day or days on which the leave was taken.
- (b) An Employee utilising personal leave may take leave for part of a single day. Leave will be deducted on a time for time basis from the Employee's accrued personal leave.

86.4 Access to paid personal leave

Subject to the conditions set out in this clause, an Employee may take paid personal leave if the leave is taken:

- (a) due to personal illness or injury (sick leave); or
- (b) to care for or support a member of the Employee's Immediate Family or household, or to care for someone who is wholly or substantially dependant on the Employee, because of:
 - (i) a personal illness or injury affecting them; or
 - (ii) an unexpected emergency (carer's leave).
 - (iii) the requirement to provide ongoing care or attention to another person who is wholly or substantially dependent on the Employee, provided that the care or attention is not wholly or substantially on a commercial basis (carer's leave).
- (c) In normal circumstances an Employee must not take personal leave under this clause to care for someone where another person has taken leave to care for the same person.

86.5 Personal Leave used for personal illness or injury (sick leave)

(a) General

An Employee may take personal leave for the reasons described at clause 86.4 above and clause 86.5(b) below.

(b) Personal Leave to Attend Appointments

An Employee may use up to five days personal leave, in aggregate, in any year of service on account of a disability or where the Employee is required to attend a registered health practitioner.

(c) Evidence requirements

An Employee taking sick leave will give the Employer evidence that would satisfy a reasonable person the Employee is absent due to personal illness or injury or, in the case of leave taken to attend an appointment (see clause 86.5(b)) evidence of attendance. Evidence that would satisfy a reasonable person that the Employee is absent due to personal illness or injury includes:

- (i) a medical certificate from a registered health practitioner acceptable to the Employer; or
- (ii) a Statutory Declaration signed by the Employee with respect to absences on three occasions in any one year not exceeding three consecutive working days each.

(d) Exception to evidence requirement – single day absences

An Employee may be absent for a single day without evidence of personal illness or injury as required at clause 86.5(c) above, on not more than three occasions per year of service. However, an Employee will not be entitled to this benefit if the Employee fails to notify the Employer pursuant to health service procedure of the single day absence as set out at clause 86.5(f) below.

(e) **Single Day Absences Without Certificate – Additional Leave**

Where the one day absences referred to in clause 86.5(d) are not taken for a period of five years, an additional 38 hours personal leave will be added to the Employee's accrued entitlement.

(f) **Notice requirements**

- (i) An Employee should inform the Employer of their absence no less than 1.5 hours prior to the commencement of the rostered shift or as soon as reasonably practicable to allow the Employer to take necessary steps to backfill the absence. This provision does not apply where an Employee could not comply because of circumstances beyond the Employee's control.
- (ii) The Employer will inform Employees of the procedure for notification by Employees of their inability to attend work due to illness or injury. All such notifications will be registered, detailing the time of notification and the name of the Employee.

(g) **Failure to provide notice of absence**

Personal leave will not be withheld by an Employer until all reasonable steps have been taken to investigate the Employee's lack of advice as required by clause 86.5(f) regarding the absence from duty. Such an investigation must provide the Employee with an opportunity to give reasons as to why notification was not given.

86.6 **Personal Leave used to care for an immediate family or household member (Carers Leave)**

(a) **Evidence requirements**

The Employee must, if required by the Employer, establish by production of a Proof of Attendance or statutory declaration or other evidence that would satisfy a reasonable person, that a member of the Employee's immediate family or household has either:

- (i) an illness or injury; or
- (ii) an unexpected emergency;

that requires their care or support. In the case of an unexpected emergency, the Employee will identify the nature of the emergency. An 'unexpected emergency' includes providing care or support to a family or household experiencing family violence as described at clause 37.5(b).

(b) **Notice requirements**

- (i) The Employee must, where practicable, give the Employer notice of the intention to take leave prior to the absence, that includes:
 - (A) the name of the person requiring care or support and their relationship to the Employee,
 - (B) the reasons for taking such leave, and
 - (C) the estimated length of absence.

- (ii) If it is not practicable for the Employee to give prior notice of absence, the Employee must notify the Employer of the absence by telephone at the first opportunity on the day of absence.

(c) **Unpaid leave where accruals exhausted**

An Employee who has exhausted paid personal leave entitlements is entitled to take unpaid carer's leave. The Employer and the Employee will agree on the period. In the absence of agreement, the Employee is entitled to take up to two days (or two full shifts where ordinary shifts exceed 8 hours) per occasion, provided the evidentiary requirements are met.

86.7 Personal leave on a public holiday

See also clause 88 (Public Holidays)

If the period during which an Employee takes paid personal 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 leave on that public holiday.

86.8 Portability of Personal Leave -

- (a) Provided that in respect of any period of absence which is less than an Employee's allowable period of absence between an engagement with one institution and another, continuity of service shall be deemed to be unbroken. An Employee's allowable period of absence shall be five weeks in addition to the total period of paid annual, long service or personal/carer's leave which the Employee actually receives on termination or for which she/he is paid in lieu. Any period in excess of the allowable period of absence shall operate so as to exclude the Employee from any benefit under this clause.
- (b) Provided further that where any Employee for the sole purpose of undertaking a course of study related to nursing is with the written approval of the Employer absent without pay for up to but not exceeding 104 weeks, such absence 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/carer's leave portability.

86.9 Termination of Employment while on Personal Leave

No Employer will terminate the services of an Employee during the currency of any period of personal leave, with the object of avoiding obligations under this clause.

87 Casual Employment – Caring responsibilities

- 87.1** Subject to the evidentiary and notice requirements that apply to Personal Leave under clause 86.6, a casual Employee is entitled to be unavailable to attend work, or to leave work, if they need to provide care or support to a member of the Employee's immediate family or household because of:

- (a) a personal illness, or personal injury, affecting them; or
- (b) an unexpected emergency affecting them; or
- (c) the birth of a child;

- 87.2** 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 available to attend work for up to two days per occasion, which may be taken as a single continuous period of up to two days or any separate periods to which the Employer and Employer agree.

- 87.3** The casual Employee is not entitled to any payment for the period of non-attendance.

- 87.4 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 an Employer to engage or not to engage a casual Employee are otherwise not affected.
- 87.5 Where the Employer requires the casual Employee to provide satisfactory evidence to support the taking of leave, the Employee will be required to meet the evidence requirements above.

88 Public Holidays

- 88.1 An Employee shall be entitled to paid time off (or penalty payments for time worked) in respect of public holidays in accordance with this clause.
- 88.2 Subject to sub-clause 88.4, the public holidays to which this clause applies are the days determined under Victorian law as public holidays in respect of the following occasions:
- (a) New Year's Day, Australia Day, Christmas Day and Boxing Day; and
 - (b) Good Friday, the Saturday immediately before Easter Sunday, Easter Monday, Anzac Day, Queen's Birthday and Labour Day; and
 - (c) Melbourne Cup Day, or in lieu of Melbourne Cup Day, some other day as determined under Victorian law for a particular locality; and
 - (d) any additional public holiday declared or prescribed in Victoria or a locality in respect of occasions other than those set out in clause 88.2(a) above.
 - (e) If a day or days are not determined in respect of any of the occasions in clause 88.2(a), 88.2(b) or 88.2(c) above under Victorian law in any year, the public holiday for that occasion will be the day or date upon which the public holiday was observed in the previous year.
- 88.3 **Applicability of penalty payments for some public holidays falling on a weekend**
- When Christmas Day, Australia Day, Boxing Day, or New Year's Day (Actual Day) is a Saturday or a Sunday, and a substitute or additional holiday is determined under Victorian law on another day in respect of any of those occasions (Other Day):
- (a) Weekend Workers and casual Employees shall receive penalty payments pursuant to sub-clause 88.5 below for time worked on the Actual Day or on the Other Day if the Employee does not work ordinary hours on the Actual Day; and
 - (b) all other Employees will receive penalty payments pursuant to sub-clause 88.5 below for time worked on the Other Day.
- 88.4 **Substitution of one public holiday for another**
- An Employer, with the agreement of the Unions, may substitute another day for any prescribed in this clause other than Christmas Day, Boxing Day, New Year's Day and Australia Day:
- (a) An Employer and its Employees may agree to substitute another day for any prescribed in this clause (other than Christmas Day, Boxing Day, New Year's Day and Australia Day). For this purpose, the consent of the majority of affected Employees shall constitute agreement.
 - (b) An agreement pursuant to sub-clause 88.4(a) above shall be recorded in writing and be available to every affected Employee.
 - (c) The Unions shall be informed of an agreement pursuant to sub-clause 88.4(a) above and may within seven days refuse to accept it. The Unions will not unreasonably refuse to accept the agreement.
 - (d) If a Union refuses to accept an agreement, the parties will seek to resolve their differences to the satisfaction of the Employer, the Employees and the Union.

88.5 Penalty Payments in respect of public holidays

- (a) An Employee, other than a casual, who performs work (including overtime work) on a public holiday (or where Christmas Day, Boxing Day, New Year's Day or Australia Day fall on a weekend, the day to which penalty rates apply pursuant to sub-clause 88.3 above) shall be entitled to be paid:
 - (i) 200% (based on 1/38th of the weekly salary set out in Schedule 2) for the time worked on a public holiday Monday to Friday; or
 - (ii) 250% (based on 1/38th of the weekly salary set out in Schedule 2) for the time worked on a public holiday on a Saturday or Sunday (which is inclusive of the rates in sub-clause 74).
- (b) A casual Employee who performs work (including overtime work) on a public holiday (or where Christmas Day, Boxing Day, New Year's Day or Australia Day fall on a weekend, the day to which penalty rates apply pursuant to clause 88.3) shall be entitled to be paid inclusive of the casual loading;
 - (i) 250% (based on 1/38th of the weekly salary set out in Schedule 2) for time worked on a public holiday Monday to Friday; or
 - (ii) 312.5% (based on 1/38th of the weekly salary set out in Schedule 2) for time worked on a public holiday on a Saturday or Sunday (which is inclusive of the rates in sub-clause 74 above).

88.6 Accrued days off on public holidays

Where a public holiday falls on a day upon which a full-time Employee would ordinarily have been required to be on duty, but the Employee is on an accrued day off, another day shall be determined by the Employer to be taken by the Employee in lieu of the public holiday, such day to be within the same work cycle where practical.

88.7 Public holidays occurring on rostered days off

- (a) Subject to sub-clause 88.7(b) and 88.7(c) below, a full-time Employee shall receive a sum equal to a day's ordinary pay for public holidays that occur on their rostered day off.
- (b) Subject to sub-clause 88.7(c) below, if a public holiday falls on Saturday or Sunday then sub-clause 88.7(a) above will only apply to Weekend Workers.
- (c) Where on each occasion that Christmas Day, Boxing Day, New Year's Day or Australia Day falls on a weekend, and under Victorian law an additional day or substitute day (Other Day) applies as a public holiday in respect of that occasion, and:
 - (i) the Employee is rostered off for both the actual day and the Other Day, then only one day's payment will be made under sub-clause 88.7(a) above; or
 - (ii) the Employee works only on one of either the actual day or the Other Day, and receives penalty rates for the day worked, the Employee will not receive a payment under sub-clause 88.7(a) above in respect of the day not worked.

88.8 Public Holiday Night Duty

- (a) An Employee, whether full time or part time, who is rostered to work on the night shift ending on the Public Holiday will receive the Public Holiday penalty rates for the entire shift.
- (b) Employees rostered to work on the night shift commencing on the Public Holiday will not receive the Public Holiday penalty rates for the entire shift.

- (c) An Employee not rostered to work on the night shift ending on the Public Holiday will receive the applicable rostered off benefit.

88.9 Part-time Employees

The entitlement to public holiday benefits under this Agreement for a part-time Employee who is rostered off duty on the day on which a public holiday occurs is to be determined as follows:

- (a) Where on each occasion that Christmas Day, Boxing Day, New Year's Day or Australia Day falls on a weekend, and under Victorian law an additional day or substitute day (Other Day) applies as a public holiday in respect of that occasion, and:
- (i) a part-time Employee is not rostered on for both the actual day and the Other Day, then only one day's payment will be made under this clause; or
 - (ii) a part-time Employee works only on one of either the actual day or the Other Day, and receives penalty rates for the day worked, the part-time Employee will not receive a payment in respect of the day not worked.
- (b) Where a public holiday occurs on a day that a part-time Employee would normally work, but the Employee is not required by the Employer to work on that day, the part-time Employee shall be paid an amount equal to the Employee's ordinary rate of pay for the hours the Employee would normally have worked on that day.
- (c) Where a public holiday occurs on a day a part-time Employee is not rostered to work, the part-time Employee shall receive a payment in respect of that public holiday equal to their ordinary pay for the average daily hours worked by that Employee over the previous six months, or their period of employment by the Employer if less than six months

Example:

Average Hours	Shift Length	Base Payment	Penalty	Payment
24 hours				
38 hours	X 8 hours	5.05 hours	T1	5.05 hrs

- (d) Notwithstanding where otherwise provided, a part-time Employee who is only ever employed between a Monday to Friday, shall not receive any entitlement to the Saturday before Easter Sunday.

88.10 A benefit arising from clause 88.6] or 88.7 will not be diminished where an Employee is required to, and does, perform recall work on that day.

88.11 For the purpose of this clause only, a Weekend Worker is an Employee who works ordinary hours on a Saturday or Sunday.

88.12 Substituted Leave - Former Section 97 Employees

In lieu of other provisions in this clause, Employees who, as at 19 December 1997, were Employees of the Department and had an entitlement to substituted leave shall continue to receive substituted leave in accordance with the following:

- (a) full-time Employees - who work shift work - will be granted the number of declared public holidays in a year as paid leave of absence regardless of whether the Employee works a public holiday or not. The current entitlement of total leave of absence (including annual leave and substituted leave) continues to be 7 weeks and 1 day per year;
- (b) part-time Employees - who work shift work - will be granted a substituted leave day when they work a public holiday in addition to a 50% penalty payment.

Alternatively, the Employee may elect not to be granted the substituted leave day but be compensated in lieu thereof by payment of an additional 100%.

SECTION 2 | PART G: EDUCATION AND PROFESSIONAL DEVELOPMENT

89 Professional development and associated entitlements

89.1 Professional development/study leave

- (a) All absences resulting from approved leave under this clause will be back-filled in bed based services where the Employee would ordinarily have a patient/client allocation.
- (b) All full-time and part-time Employees who work a minimum of three shifts per week are entitled to five days' paid professional development/study leave per year (in addition to other leave entitlements in this Agreement).
- (c) All other part-time Employees are entitled to two days paid professional development/study leave per year.
- (d) An Employee who is a Nurse Practitioner will be entitled to a further 10 hours of paid professional development leave per annum.
- (e) A day's pay will be based on the individual Employee's usual shift length.
- (f) Employees may access all or part of a subsequent year's entitlement during one year. The entitlement for the subsequent year will reduce accordingly.
- (g) Professional development/study leave may be utilised:
 - (i) to attend nursing or health related conferences, seminars or workshops; or
 - (ii) for research or home study; or
 - (iii) for undertaking study
- (h) Leave is available only on application by the Employee. An Employee wishing to take professional development/study leave must apply in writing to the Unit Manager at least 6 weeks' prior to the proposed leave date. If the Employee is wishing to take professional development/study leave to undertake home study the Employee is required to complete an application form providing details of the home study, including details of the relevance of the study to the Employee's employment
- (i) The use of professional development leave is at the sole discretion of the Employee.
- (j) An Employee seeking leave in accordance with this clause can be requested to provide details of the conference/seminar name, venue and date/time.
- (k) The application for professional development/study leave shall be approved by the Unit Manager unless there are exceptional circumstances that justify non-approval.
- (l) The Employer must notify the Employee in writing if the leave is not granted and the reasons will be included in the notification to the applicant.
- (m) If a valid application is made for professional/study leave under sub-clause (a) or (c) above or any portion thereof, but leave is not granted during the calendar year, one day's leave shall be added to the Employee's accrued annual leave or taken in another manner as mutually agreed between the Employer and the Employee.

- (n) Other than in accordance with sub-clause m) above, professional development/study leave shall not accrue from year to year.

89.2 Where leave occurs on a rostered day off

Professional development leave need not take place on a day that the Employee would otherwise work. In those circumstances the Employer will do one of the following:

- (a) allocation of a day's professional development leave paid at the ordinary rate of pay; or
- (b) time off in lieu on a mutually agreed day, to be granted within 28 days; or
- (c) where time off in lieu is not agreed or does not occur within 28 days, an additional day's ordinary pay; or
- (d) an additional day's annual leave which will not attract leave loading

89.3 Study leave

(a) Mental Health Nursing Scholarships

- (i) Subject to operational requirements and the number of study leave places funded by the Department outlined in (ii) below, Employees will be entitled paid study leave equivalent to 104 hours per annum
- (ii) A minimum of 440 nurses will be eligible to receive study leave funded by the Department over the life of the Agreement .
- (b) Paid study leave may be taken as mutually agreed by, for example, 4 hours per week, 8 hours per fortnight or blocks of 38 hours at a residential school.
- (c) Study leave must only be used for research and/or studies in relation to a post-graduate course at a tertiary education institution that directly relates to the Employee's employment
- (d) Subject to operational requirements, PEN will be eligible to:
 - (i) undertake post registration mental health modules;
 - (ii) undertake training in respect of which a qualifications allowance is payable;
 - (iii) receive two weeks leave to undertake clinical placements where they are enrolled in an undergraduate course of training leading to registration as a Registered Nurse.
- (e) A part-time Employee will be entitled to paid study leave on a pro-rata basis.
- (f) An Employee wishing to take study leave in accordance with sub-clause a) or (d) above must apply in writing to the Employer as early as possible prior to the proposed leave date. The Employee's request should include:
 - (i) details of the course and institution in which the Employee is enrolled or proposes to enrol; and
 - (ii) details of the relevance of the course to the Employee's employment.
 - (iii) The Employer will notify the Employee of whether her or his request for study leave has been approved within 7 days of the application being made.
- (g) Leave accrued pursuant to this clause is not cumulative from year to year.

89.4 Examination leave - RPN and PEN

- (a) A RPN or a PEN shall be entitled to five days paid leave in any one year for the purposes of undertaking and/or preparing for examinations in a course of study. Examinations include major assessment tasks, take home exams and other methods of student assessment.

- (b) The entitlement to leave pursuant to sub-clause (a) above shall be:
 - (i) available to full-time and part-time RPN or PEN who are employed, on average, at least three shifts or 24 hours per week; and
 - (ii) have been employed for not less than eighteen (18) months by their current Employer immediately prior to taking of examination leave.
 - (iii) granted for studies which are relevant to employment at the establishment and would normally be undertaken in a Tertiary Institution; and
 - (iv) taken at a time that is mutually agreed between the Employer and the Employee. The Employer shall not unreasonably withhold approval for such leave.
- (c) A day for the purposes of examination leave is the Employee's normal shift length

89.5 Staff Replacement

Absences arising from approved leave under clauses 89.1 – 89.4 (professional development, study leave and examination leave) will be back-filled in bed based services where the Employee would ordinarily have a patient/client allocation.

89.6 Professional Development Plan

Where requested by an Employee, a professional development plan will be developed and agreed in conjunction with the discipline senior and Clinical educator/consultant. The Employer will not unreasonably withhold support, and where agreed, will facilitate the Employee's participation in the program.

90 Clinical Supervision

- 90.1 Up to a maximum of 2 hours per month professional (clinical) supervision is to be offered to Employees in each discipline. The supervision will be provided by a supervisor of the clinician's choice, either from within the service or from an external source as determined by agreement between the clinician, the proposed supervisor and the Employer.
- 90.2 This clause does not prevent an Employer offering additional clinical supervision on a needs basis.

SECTION 2 | PART H: CLASSIFICATION AND STAFFING

91 Staffing

91.1 Registered Psychiatric Nurse - Nurse Unit Manager

There must be:

- (a) one EFT Nurse Unit Manager must be appointed in each ward or unit of all residential and in-patient services.
- (b) two or more part-time Nurse Unit Managers may be appointed so long as one EFT of Nurse Unit Manager hours are worked in the shared position.
- (c) Subclause (a) does not require the appointment of a Nurse Unit Manager in a CCU or CRP (however titled), where a NUM is not appointed as at 1 July 2016.
- (d) Nothing in sub-clause (c) above will limit, or in any way change, the Employer's obligations under clause 91.2 below

91.2 Registered Psychiatric Nurse - Associate Nurse Unit Managers

- (a) ANUMs are appointed to undertake in-charge functions during the off duty periods of the NUM. Subject to the exceptions below, this rate shall be deemed to include the performance of the in-charge function during the off duty periods of the Nurse Unit Manager.

- (b) 24 Hour a day, seven days per week wards/units

The following provisions apply to residential and in-patient services.

- (i) There must be five EFT ANUM shift positions available for appointment, and four out of the five of the positions must be permanently appointed.
- (ii) Nothing in any of these provisions prevents ANUM positions being either full-time or part-time.
- (iii) The 5th EFT of ANUM may be permanently appointed to, or may be utilised to provide non-appointed nurses with experience as an ANUM.
- (iv) In exceptional circumstances, where a minimum of four EFT of ANUMs are permanently appointed, a Registered Psychiatric Nurse other than an ANUM may be required to act in charge during the off duty period of a NUM. Such a Registered Psychiatric Nurse shall be paid at the minimum rate applicable to the ANUM position which would normally be in charge of the shift.
- (v) Where less than four EFT of ANUMs are permanently appointed due to recruitment difficulties or delays or to circumstances beyond an Employer's control, a Registered Psychiatric Nurse, other than an ANUM, may be required to act in charge during the off duty period of a NUM (which event will be the exception to the rule). Such a Registered Psychiatric Nurse shall be paid at the minimum rate for the Nurse Unit Manager for the entire shift.
- (vi) Sub-clause 91.2(b)(v) does not apply to a RPN who is required to act in charge in the following circumstances:
 - (A) Where an ANUM in whose place the RPN acts, is on any form of leave; or

- (B) For a reasonable period during which a replacement ANUM is sought to be employed to fill a vacancy created by the termination of employment of an ANUM in whose place the RPN acts.
- (vii) In the circumstances set out in 91.2(b)(vi)(A) or 91.2(b)(vi)(B) the RPN acting in charge shall be paid at the minimum rate applicable to the ANUM position which would normally be in charge of that shift.
- (viii) If, despite having taken reasonable and practical steps to fill the ANUM positions, an Employer experiences difficulty in recruiting Employees to the permanent ANUM position in order to comply with this clause 91.2, the Employer will contact the relevant workplace delegates and their unions and agree on alternative arrangements.

91.3 RPN 2 Psychiatric Clinical Nurse Specialist (PCNS) and RPN 2 Advanced

- (a) An RPN 2 who considers that she/he meets the criteria set out for RPN 2 Psychiatric Clinical Nurse Specialist or RPN 2 Advanced set out at clause 99.12(b)(v) to 99.12(c)(iii) inclusive may apply for reclassification. The application process shall be as set out in Schedule 4.
- (b) An RPN 2 Advanced shall have the right to be classified as and use the title of RPN 2 PCNS upon the completion of a post graduate course of training in Psychiatric Nursing that leads to endorsement by the NBV.
- (c) Where relevant, a qualifications allowance will be paid in accordance with the terms of this Agreement.
- (d) The RPN 2 PCNS and the RPN 2 Advanced are personal classifications. An RPN 2 shall hold the classification while the Employee continues to meet the criteria set out in clause 99.12 of this Agreement. Any performance related issues shall be dealt with in accordance with this existing performance management arrangements of the Employer.
- (e) All other matters relating to the application process in the assessment criteria are to be as set out in Schedule 4 of this Agreement.
- (f) In order to avoid any confusion, RPNs who are in receipt of commuted allowance and are classified as either RPN 2 PCNS or RPN 2 Advanced shall continue to receive the commuted allowance calculated at the rate of 18% of salary.

91.4 RPN4 - ECT Nurse (Electroconvulsive Therapy Nurse)

- (a) The RPN responsible for the co-ordination of ECT will be paid at a minimum of RPN4 while performing the functions.
- (b) The regularity of treatments performed by the service will determine whether or not this function forms part of the regular duties of an individual nurse appointed as RPN4, or is covered by way of higher duties assignment for each treatment session. If managed by way of higher duties, minimum payment will be three hours.

91.5 RPN 6 and RPN 7 Senior Psychiatric Nurse Positions

- (a) Each Employer shall ensure that a dedicated full-time senior psychiatric nurse is appointed within each Area Mental Health Service ('AMHS') for which the Employer was responsible as at 1 October 2000 at level RPN 6 or RPN 7 consistent with the classification standards in this Part.
- (b) '**Dedicated full-time**' means an RPN whose clinical duties make up 75% or more of their duties. Clinical duties refers to the overall responsibility for, and co-ordination of, the professional development, education and training program within an Area Mental Health Service and includes roles such as clinical supervision, planning and professional development opportunities and organising student and graduate nurse placements. While the position is not expected to

carry a case load, an incumbent may support and advise junior clinicians in the case management of complex clients. The role of the position is differentiated from an operations/program management function.

- (c) The senior nursing positions are to extend across all services within an AMHS and are over and above the 23.8 EFT of RPN 4 and 21.4 EFT of RPN 5 positions previously agreed and established.

91.6 Skill Mix Inpatient Units

- (a) The RPN component of an inpatient unit roster will be a minimum of two thirds [2/3rds] of the rostered staff.
- (b) The remaining one third [1/3rd] of the roster can be filled by PEN staff.
- (c) The Parties agree to support and facilitate the use of medication endorsement where held by a PEN
- (d) Subject to the following consideration
 - (i) The skill mix, experience and qualification profiles of the rostered staff, and
 - (ii) Access to other clinical support the 2/3rd : 1/3rd minimum staffing mix for the inpatient units referred to above includes adult acute, aged acute and child and adolescent units [**CAMHS**]

91.7 Skill Mix Community Mental Health

- (a) The Parties agree to assist in facilitating over the life of the agreement an increase of up to 15% of community mental health staff to be RPN2, PEN or PSO.
- (b) In relation to sub-clause (a) above the:
 - (i) RPN 2 placement shall be a training position and shall comply with the criteria outlined in sub-clause 91.8 below.
 - (ii) PEN role shall be appropriate to level and experience. Where medication qualification exists, this should be taken into account in role description and work allocated.
- (c) PSO role shall be consistent with current classification and role description, that is will not include clinical interventions or treatment provided by RPN/ PEN/ Health Professionals but will provide a support role.

91.8 Community Training Positions

- (a) Implementation proposals are to be the subject of local consultation including the respective community mental health team and with the Parties.
- (b) The implementation proposals shall comply with the following criteria:
 - (i) The RPN2/PEN2 training position is a genuine time limited (12 months) training and skills development opportunity with agreed pre-determined educational training requirements and competency assessment.
 - (ii) The development of community trainee positions shall ensure maintenance of the integrity of existing classification standards for community clinician at RPN 3/PEN 3 and above.
- (c) There shall not be an increase in the case allocation of other clinicians within the team.
- (d) There can only be a maximum of 1 training position in each CCT, MST, PGAT and/or Integrated team.

- (e) The Community Training Positions will not undertake CATT assessment and intensive treatment or triage. However they may accompany an experienced clinician undertaking this work to meet experience and educational requirements.
- (f) Appropriate supervision arrangements must be in place and detailed in a written supervision agreement that:
 - (i) complies with Department policy, and
 - (ii) is provided by an appropriately experienced RPN at a minimum level of RPN 4 from within the team; and
 - (iii) ensures that the supervision requirements of the supervisor is included their workload.
- (g) The Community Trainees are to carry a restricted case allocation which meets the following criteria
 - (i) restricted in number and complexity, and
 - (ii) generally stable and well known patients, and
 - (iii) supervised by more senior clinical staff
- (h) The Community Trainee shall not act as the primary therapist for any client during the first 3 months of the program.
- (i) The pay entry points for Community Training Positions are based on the individual's current level and incremental pay point.
- (j) The Community Trainee must meet at least the following
 - (i) Current RPN2 / PEN2 with mental health experience, or
 - (ii) New RPN graduates with post graduate qualification
- (k) Employees without post graduate qualification or mental health experience are excluded
- (l) On successful completion of the program the Employee shall be appointed to a position in the community in accordance with the classification standards or return to their substantive position.

91.9 Minimum Staffing Levels - Rural

- (a) Where an initial community assessment is required, where practicable at least 2 clinicians shall undertake the assessment.
- (b) If 2 clinicians are unavailable, where practicable support should be sought from emergency services such as police or ambulance officers.
- (c) If neither of the above situations is available, then where practicable the person to be assessed must be brought to a location that provides a satisfactory clinical environment and level of safety, such as an emergency department.

91.10 Employment of Agency, Nurse Bank and/or Other Casual Staff

In order to ensure the effective operation of the workload management of this Agreement, each Employer will endeavour to fill positions through the employment of ongoing Employees. If this is not possible, an Employer should use nurse bank and/or other casual Employees as an interim measure. Agency staff should only be used for unexpected absences, such as sick leave.

91.11 Back Filling of Leave Absences

See also clause 89 (Professional Development and Associated Entitlements) in relation to leave arising under Section 2, Part G – Professional Development and Associated Entitlements.

Employers will make every endeavour to provide backfill for leave absences of longer than a week.

92 Workload Management

92.1 For the purposes of this clause, the term 'nursing staff' does not include the Unit Manager, pre-qualification students, Group/Activities Nurse, Clinical Educator, Clinical Consultant, Senior Psychiatric Nurse, a nurse whilst undertaking the duties of a preceptor (and only for periods during which they are not allocated a patient/client load), Surgery Nurse, Discharge Planning Nurse or a Nurse whose sole function is that of an ECT Nurse.

92.2 Nothing in this clause is intended to diminish or otherwise alter provisions in an existing policy and/or agreement that provide for standards in excess of the principles set out in this clause.

92.3 Acute Inpatient Units

- (a) Adequate numbers of nursing staff (the staffing allocation) are to be rostered on each shift to ensure that sufficient care per shift is available to each patient consistent with both the professional standards and treatment/program provided by the unit and that a safe environment for patients/clients/residents and staff is maintained at all times.
- (b) The staffing allocation is also to provide sufficient time to enable all Employees to complete all regular organisational commitments, professional development/training and all necessary documentation within the normal shift length.
- (c) The following principles shall apply to the staffing allocation:
 - (i) Unit Managers shall not carry a caseload.
 - (ii) The prime function of the ANUM is to be recognised as the Shift Leader.
 - (iii) Where a patient is required to be provided with one to one support/specialling an additional nurse shall be engaged where appropriate.
 - (iv) Where a nurse is required to provide one to one support/specialling to a client/patient that nurse is not required to perform any other task whilst performing that function.
 - (v) Nursing staff levels and numbers are to be maintained on weekends at the same level as weekdays throughout the year.
 - (vi) A ward clerk shall be employed on each unit/ward.
 - (vii) Additional staffing may be engaged when considered clinically appropriate.
- (d) The staffing allocation with respect to any ward or unit shall mean the nursing staff numbers regularly used over the twelve months preceding 1 October 2007 and recorded on the FWC file. Where the staffing allocation has been increased as a result of the implementation of the additional 42.5 EFT as provided by the 2012-2016 Agreement which is set out in Part A of Schedule 10 and the implementation of the additional 128.8 EFT in accordance with Part B of Schedule 10 under this Agreement shall be included in the staffing allocation, unless otherwise agreed between the Employer and unions since 1 October 2007 or during the life of the Agreement
- (e) There will be no reduction in the staffing allocation as a direct result of the implementation of this Agreement.
- (f) Where any change to the size of the unit is proposed that will have the effect of requiring less staff, the consultation processes of clause 18 (Consultation) will apply prior to any such change occurring.

92.4 High Dependency Units

- (a) A High Dependency Unit (HDU) which includes Intensive Care Areas, ECU, Flexi Care, Acute Management Areas, Low Stimulus or HDU swing beds (however else described) is a designated area within an in-patient unit that has higher levels of nursing staff available providing for the potential to be locked and used as an intervention for a patient/client requiring increased observation, specialist nursing interventions and support.
- (b) The premise behind a patient/client being placed in a HDU is that a 'significant risk' or 'significant disruption' exists. The description of 'significant' is to be considered in the context of the normal level or levels of acuity within the main ward environment of the in-patient unit.
- (c) The staffing allocation in clause 92.3 includes High Dependency Units.
- (d) Each Employer who operates a HDU will be required to adhere to health and safety standards and requirements for Employees working within a HDU.
- (e) Within the staffing allocation referred to in clause 92.3, the following numbers of nursing staff will be rostered to the HDU:

Number of beds	Minimum Number of Nurses for HDU
1-2 beds	1 nurse
3-5 beds	2 nurses
6-7 beds	3 nurses
8-9 beds	4 nurses
10 beds or more	1 nurse per 2 beds

All existing staffing profiles and arrangements in place for services not subject to a staffing allocation must be maintained.

The parties acknowledge that the above table will become fully operational from 1 September 2018, or sooner when a facility is specifically allocated additional nursing EFT for this purpose.

The specifically allocated additional nursing EFT shall be added to the existing profile as referred to in clause 92.3(d).

- (f) Local HDU policies and/or agreements shall include (but are not limited to) the following health and safety principles:
 - (i) At least the numbers of nurses specified in clause (e) above shall be allocated/rostered to a HDU, unless determined by the ANUM (shift leader) as being clinically unwarranted.
 - (ii) Local HDU policies and agreements will inform engagement of additional nursing staff.
 - (iii) The number of patients/clients being supported in a HDU should be consistent with the number of available beds, other than in exceptional circumstances.
 - (iv) Staff rostered in a HDU should have appropriate training and experience as a Psychiatric Nurse and expertise in all aspects of prevention and management of aggression.
 - (v) Where practicable, the Employer shall not use casual or agency staff in a HDU, unless such staff are sufficiently trained and experienced.
 - (vi) The Employer must not roster or allocate student nurses to a HDU;

- (vii) Staff should only be rostered/allocated to HDU for periods of up to 4 hours per shift unless otherwise agreed between the individual nurse and the shift leader.
- (g) Where there are reduced number of patients in HDU, nurses allocated to HDU may remain within the HDU to work intensively with the patients, or if acuity allows, may assist elsewhere within the unit as determined by the ANUM (shift leader). Should the number of patients increase within the HDU whilst a staff member is assisting elsewhere in the unit, they are to return to the HDU.

93 Workforce Development

93.1 Pre-Qualification Employment Model

- (a) A student who is enrolled in a course of training that will lead to registration as a Registered Nurse or as an Enrolled Nurse may be employed by an Employer in short term employment (eg. during semester breaks) or in conjunction with their undergraduate education where undertaking their education in a flexible delivery mode, in order to gain exposure to and develop an interest in Mental Health nursing as a career option. For these purposes the student shall be employed in the classification of pre-qualification student.
- (b) A pre-qualification student who is enrolled in an undergraduate course of education that will lead to registration as a Registered Nurse shall be classified as a pre-qualification student and paid the rate of pay applicable to a PEN Grade 1 Year 1.
- (c) A pre-qualification student who is enrolled in a course of training that will lead to registration as an Enrolled Nurse shall be classified as a pre-qualification student and paid the rate of pay applicable to a PSO Grade 1 Year 1.
- (d) It is at the discretion of each Employer as to whether they participate in the program to engage pre-qualification students. A pre-qualification student may only be employed by an Employer in a supernumerary position and supported by a preceptor.
- (e) A pre-qualification student will work with an existing RPN undertaking direct care under supervision, consistent with the stage of their educational competency or curriculum.

94 Classification structures

94.1 Classification of positions

- (a) The Employer shall ensure that the work of each Employee working in psychiatric services is classified in accordance with the relevant classification standards for the classification of:
 - (i) Registered Psychiatric Nurse;
 - (ii) Psychiatric Enrolled Nurse ; or
 - (iii) Psychiatric Services Officer.

95 Commencing Grades Nursing

- 95.1 A newly registered nurse shall commence at RPN 2 Year 1 except in the following circumstance:
 - (a) where an Employee has completed either:

- (i) An undergraduate nurse training program with a major in mental health, an undergraduate psychiatric nurse training program in which case the Employee shall commence at RPN 2 Year 2, or
 - (ii) A post graduate diploma in psychiatric and/or mental health nursing in which case an Employee shall commence at RPN 2 Year 3, or
 - (b) was previously an enrolled nurse who completed an undergraduate course leading to registration as a Registered Nurse, in which case the Employee will commence at the RPN 2 increment immediately above the rate of pay previously applicable to the Employee when employed as an RPN.
- 95.2 Nothing in this clause affects an Employee's entitlement on appointment to recognition of previous service for the purpose of the commencement increment as per clause 56.1.
- 95.3 Where an Employee has not actively nursed for a period of five years or more, such Employee's prior service and experience shall not be taken into account.
- 95.4 **Re-entry course and supervised experience**
- (a) Where a person is employed during an NMBA required Re-entry Course or period of Supervised Experience, such Employee shall be paid at the rate of an RPN 1/PEN 1.1.
 - (b) For the first 12 months after completion of a Re-entry Course or Supervised Experience, where such course or experience is required by the NMBA, the Employee shall be paid at the rate appropriate to his/her years of experience, but no higher than RPN 2, Year 3.
 - (c) After completion of 12 months' experience in accordance with clause 95.4(b), a nurse (upon sufficient proof to support a claim for incremental advancement) shall be paid at the rate appropriate to his/her years of experience.

96 Review of RPN classifications

The Parties agree that clauses 97 to 99 will be dealt with under the Modernisation of Agreement clause (clause 14).

97 Classification standards

The classification standards and work descriptions of Employees the subject of this Agreement shall be in accordance with these classifications standards. The classification standards consist of two components:

- (a) The group standard, which provides a narrative description of work undertaken by Employees in an occupational category subject to this Agreement, and
- (b) Work level standards, which provide a typical evaluation definition, features and typical duties for each level within an occupational category to enable positions to be classified at a particular level.

98 Classification decisions

Classification decisions shall be based upon a documented description of the position such as a duty statement or a position description. Jobs should be evaluated using whole-of-job evaluation:

- (a) by comparison of the position description with the narrative descriptions the group and work-level standards such that a comfortable comparison can be made between the nature of work and the general standard of work expected at a particular level; and

- (b) by comparison of typical duties (and benchmark positions) to test that the job is recognised to be equal to a majority of positions at one level and better than all positions at a lower level.

99 Registered Psychiatric Nursing classifications

99.1 Registered Psychiatric Nurse - guidelines for the use of classification standards

- (a) The broad definitions of work at each level should be met by any individual position being classified at that level. No single example of work (eg. one duty) can be used as the basis on which to classify a job.
- (b) The group standard describes four main work areas (ie. clinical, community, education and administration) which group similar duties/functions together. Positions are likely to be required to undertake duties from a number of work areas, particularly where a nurse is required to work in both ward and program project areas or is required to undertake nursing administration duties/functions in addition to from another of the areas.
- (c) The grouping of duties in the section typical duties does not necessarily represent actual jobs. In no case should duties from this document be used as a definitive duty statement for an individual position.
- (d) No Employer will utilise the full range of work described at every level in the classification standards. The number and level of positions in a hospital will be determined by the need to undertake certain tasks. Some of the work described in the classification standards (eg. some project duties) may be temporarily assigned to nurses classified at a suitable level where there is not an on-going requirement to perform such tasks, and therefore to create a permanent position. VPS policy and guide lines on the use of temporary positions and secondments will apply.
- (e) Positions may be routinely required to undertake some duties normally expected of positions classified at lower levels in the structure. The basis of classification of all positions will be according to the chief focus of a job and the highest function regularly performed by the incumbent.

99.2 Registered Psychiatric Nurse - group standard

- (a) This statement has been developed to explain the basis of the practice of RPNs in the field of psychiatric service provision in Victoria.
- (b) Psychiatric nursing is a distinct branch of the science of nursing and is based upon a body of knowledge and a philosophy of biological, social and psychological elements of the human organism.
- (c) The knowledge base of nursing historically has been derived from two major areas:
 - (i) attendance to the physically ill and convalescent (general nursing);
 - (ii) the provision of asylum and care for the mentally ill and mentally handicapped (psychiatric and mental retardation nursing respectively).
- (d) In Victoria, the body that formally regulates the registration of nurses is the Nursing and Midwifery Board of Australia, which was established under the HRP Act.

99.3 Mental Health Services

- (a) Within Mental Health Services, it is recognised that mental illness may occur at any stage in life and is manifested through behavioural disorders that may result from an imbalance or change occurring in the physical, emotional, psychological or social state of an individual in the context of his or her environment.

Comprehensive psychiatric care is provided through the integration of the following services:

- (i) crisis intervention;
 - (ii) assessment, treatment and rehabilitation;
 - (iii) residential, recreational, employment and education;
 - (iv) advocacy, welfare and support.
- (b) The role of the RPN may incorporate some or all of these aspects of psychiatric client care and is exercised within the limits permitted by the relevant legislation.

99.4 Function of psychiatric nursing

- (a) In the practice of psychiatric nursing, the practitioner is required to utilise psychiatric nursing theory and practices, interpersonal skills and available environment to assess the biological, psychological and social status of the individual at risk of or from mental illness or disability and to plan, initiate and evaluate interventions to effect therapeutic change.
- (b) The holistic approach that is taken to the delivery of service requires the practitioner to treat not only the manifestations of psychiatric illness but to be aware that such manifestations may result from underlying imbalances in the client's physical, emotional, psychological or social state, and to employ strategies designed to redress or attenuate such imbalances.
- (c) The manifestations of a psychiatric disorder that RPNs would be required to treat may include some combination of the following:
- (i) lack of orientation to surroundings, time (hour, day, week, year) or people;
 - (ii) lack of or inappropriate judgment;
 - (iii) disordered perceptions of the environment, such as hearing hallucinatory voices;
 - (iv) fixed delusional beliefs;
 - (v) extreme mood states (eg. deep depression, uncontrollable euphoria, wild rage);
 - (vi) markedly fluctuating moods;
 - (vii) confusion;
 - (viii) socially unacceptable behaviours or practices (eg. disinhibition);
 - (ix) inability to care for self, either physically or hygienically;
 - (x) desire to inflict harm upon self,
 - (xi) lack of motivation to become or remain socially active;
 - (xii) dependence on institutionalised care;
 - (xiii) familial crisis;
 - (xiv) absence of social conscience;
 - (xv) physical ailments;
 - (xvi) side effects from medication;
 - (xvii) effects of brain damage or trauma;
 - (xviii) memory disturbances;
 - (xix) panic;
 - (xx) relationship difficulties;

- (xxi) preoccupation with disordered perceptions (withdrawal);
- (xxii) inability to communicate in normally accepted ways.
- (d) The above list is not exhaustive, but is intended to give an indication of the range of symptoms that may be encountered in psychiatric illness.
- (e) Within this conceptual framework, a number of elements underpin the role performed.

They may be found to a greater or less extent depending upon the practitioner's experience and position, and are summarised as follows:

- (i) Primary care provider. This element relates to such acts as feeding, bathing, dressing, comforting and supporting clients, and the setting of limits to their behaviour. As a result of mental illness, many clients display immature or regressive behaviour patterns. This requires of the practitioner the replication of parenting patterns, which are progressively altered as the client progresses. The ultimate aim is to decrease the dependency of the client and develop independent functioning consistent with the client's presenting illness or condition.
- (ii) Technician. This element can be related to the role performed by the RPN in the provision of physiological care. It involves the administration of medication, application and changing of dressings, preparation for and participation in medical procedures, etc (only medical staff, however, are permitted under the *Medical Practitioners Act 1970* (Vic), to prescribe medication). It also equips the practitioner to assess the physical status of clients and ensure maintenance of optimal levels of physical health.
- (iii) Socialising agent. This element of the practitioner's role involves the development of a social relationship with the client through participation with the client in unstructured activities and contact. The purpose is to develop within the client confidence and security in social situations.
- (iv) Therapist. This element relates to the practitioner's involvement in recognised therapies aimed at the prevention, treatment and rehabilitation of mental illness and disability. This may require the practitioner to work with a client or group of clients either individually as prime therapist or conjointly with other professionals.
- (v) Advocate. This element provides a number of facets, which may include advocacy to ensure appropriate service provision to a client, advocacy on behalf of a client with other agencies or within the psychiatric services continuum. It may involve advocacy in the community generally on behalf of psychiatric services or the profession of psychiatric nursing.

The nursing practitioner is well placed to be an advocate on behalf of the client as a result of the detailed knowledge acquired of the client's physical, mental or social state, and his/her environment.
- (vi) Counsellor/Adviser. This element may involve provision of specific advice to a client, other service providers, community groups or government agencies.

It can include assistance to clients in resolving specified problems, providing professional advice to colleagues/services providers (ie. case management, therapeutic regimes or assistance to agencies in developing, implementing and managing client services).
- (vii) Case Manager. Nursing practice is delivered through a systematic approach that involves observation, assessment, planning, implementation and evaluation of strategies and approaches to client treatment, rehabilitation, support and maintenance.

It also may involve management in the traditional sense running a program or group of programs, treatment support and maintenance facilities in order to provide an appropriate therapeutic milieu.

- (viii) Educator. This element requires of the practitioner the obligation and responsibility of educating clients, other service providers, agencies and the community generally regarding the causes of mental illness, its treatment and its prevention.

99.5 **Unique responsibilities of RPNs**

Within mental health settings, the following, responsibilities are unique to RPNs or are undertaken by a limited number of other specified categories:

- (a) RPNs have responsibility for the development, maintenance and administration of nursing care plans incorporating the nursing process and providing a therapeutic environment.
- (b) Among non-medical mental health staff, RPNs have the unique responsibility for initial and overall mental and physical status assessments.
- (c) Among non-medical mental health staff, RPNs have the unique responsibility for administration of intramuscular and other medications, detection of side-effects of medication, taking blood samples and serology. A RPN is not permitted to prescribe medication or administer medication without a prescription from medical staff.
- (d) RPNs have responsibility for the supervision of nursing students on placement in mental health settings. Training and supervision must ensure adequate standards of practice are communicated to students and that these standards are maintained by students.

99.6 **Areas of work**

(a) **Clinical area**

Clinical psychiatric nursing duties involve the application of skills and technical knowledge associated with professional procedures to achieve a high standard of nursing care or advice in a range of facility-based settings. Clinical activities include:

- (i) direct patient care, including the assessment, planning, implementation and evaluation of nursing care;
- (ii) the provision of guidance in clinical matters to less experienced practitioners;
- (iii) research into the clinical nursing function; and
- (iv) the provision of clinical advice and leadership or a clinical service within a recognised nursing specialty on a facility-wide or state-wide basis in a specific discipline.

99.7 **Community area**

- (a) Community psychiatric nursing duties involve the application of skill and technical knowledge associated with professional procedures to achieve a high standard of psychiatric nursing care or advice in a community setting.
- (b) For a position to be defined as a Community Psychiatric Nurse (CPN), the position must encompass all of the following features:
 - (i) the development, maintenance and administration of nursing case plans incorporating the nursing process and providing a therapeutic environment in situations where the higher level clinical support available to nurses in a hospital setting is often not readily available;

- (ii) undertaking initial or overall mental and physical status assessments in the community, including those of new clients and reviews of existing clients;
 - (iii) maintaining contact with community agencies, both to assist them in dealing with psychiatric clients in the community and to have a knowledge of the services available to their clients to assist them in settling back into the community after being in an institution; and
 - (iv) providing an educational service to both clients and agencies on mental health issues, with the aim of preventing development of mental illness in the 'at risk' population.
- (c) In undertaking initial and overall mental and physical status assessments in the community. CPNs may decide whether or not to offer treatment and use judgment, within the limits of their experience gained as nurses, in deciding if the case should be brought to the immediate attention of a psychiatrist. However, all assessments and reviews are made available to the appropriate Psychiatrist as part of the case management process. CPNs may not make formal psychiatric diagnoses, but a mental status assessment made by a CPN can be used by a Psychiatrist to establish a formal psychiatric diagnosis within the consultation process.
- (d) In the absence of medical personnel and pharmacists, and within the limits of their knowledge and experience as nurses, CPNs also may act as consultants to non-medical staff on psychopharmacology issues (ie., the applications and side-effects of medication).

99.8 **Education area**

Educational activities undertaken by nurse educators employed under this Agreement include:

- (a) the provision of theoretical and practical tuition at basic and post-basic level;
- (b) the provision of informal tuition and clinical guidance to less experienced psychiatric nursing staff;
- (c) the use of formal programs and informal means to educate clients and their relatives;
- (d) the management of the basic and post-basic and in-service teaching function and coordination of curricula implementation and provision of the teaching service;
- (e) the identification of educational needs and curriculum development; and
- (f) the planning, design and evaluation of courses.

99.9 **Administrative area**

Administrative duties typically involve the management of the psychiatric nursing function at various levels and the provision of non-clinical support to clinical practitioners. Administrative activities include:

- (a) management of the psychiatric function at unit, ward or program level, or in the community;
- (b) staff management, deployment and development;
- (c) budget activities, including assessment of human resource requirements in the psychiatric nursing and related direct-care field;
- (d) development of policies and procedures in relation to clinical, community, administrative and/or education practices in a facility or other setting; and
- (e) Administrative duties usually do not form entire jobs on their own, but are combined with duties from the other three areas.

99.10 Training for psychiatric nursing

- (a) Psychiatric nursing requires of the practitioner skills and knowledge that are drawn from an experimental and theoretical base in both the life and social sciences. It requires highly developed skills in interpersonal relationships and communication, together with a knowledge of psychiatric nursing practices, procedures and ethics, anatomy and physiology, law, and pharmacology as it relates to mental illness.
- (b) The course of training of a RPN is provided over three years in which the intending practitioner attends 1050 hours of theoretical lectures and tutorials within schools of nursing or at a College of Advanced Education, and extensive supervised clinical practice in a structured program of experiential learning within a variety of service settings.
- (c) Training and experience are undertaken in psychiatric settings in which extensive experience working with highly disturbed and difficult clients is acquired. The training encompasses medical, psychological, sociological and nursing models and concepts.
- (d) Particular expertise is gained in mental status assessment, crisis assessment and intervention, management of violence and aggression, appropriate use and assessment of adverse effects of psychotropic medications, and various forms of psychotherapy.
- (e) Successful completion of the course of training entitles the trainee to registration as a RPN and to practise in the field.
- (f) Following registration, practitioners must complete twelve months of supervised practice before further progression within the discipline.
- (g) While the following list is not exhaustive, upon registration with the Nursing and Midwifery Board of Australia, practitioners are expected to be able to:
 - (i) actively create and control a psychosocial environment conducive to the treatment and rehabilitation of the psychiatrically ill;
 - (ii) observe, record and assess the mental, emotional, physical, social and spiritual needs of psychiatric clients;
 - (iii) recognise the patterns of pathological behaviour and their clinical significance;
 - (iv) formulate and regularly evaluate and modify a client care plan for each client incorporating all therapeutic measures prescribed and carry out the plan in co-operation with other members of the psychiatric team;
 - (v) select appropriate psychiatric nursing strategies to meet the needs of the individual psychiatric client;
 - (vi) participate in and, where appropriate, carry out treatments prescribed by medical staff and monitor the effects thereof;
 - (vii) display nursing care skills that will be effective in alleviating disturbance and distress and in modifying maladaptive behaviour;
 - (viii) design programs containing activities and personal interaction aimed at the improvement in mental health and independent functioning of specific clients;
 - (ix) meaningfully communicate with individuals and groups exhibiting abnormal behaviour patterns, including aggression, withdrawal, self-destruction, hyperactivity and confusion;
 - (x) utilise helping skills therapeutically in caring for psychiatric clients by being available, listening, clarifying, concentrating, conveying empathy, utilising

self-disclosure and confrontation constructively, encouraging decision-making and evaluating outcomes;

- (xi) be active in the psychological approaches to treatment, including psycho-dynamic, humanistic, behavioural, group, and family and marital therapies, the use of creative media, socialisation therapies, and independence skills;
- (xii) identify and liaise with agencies helpful to psychiatric clientele and where appropriate assume an advocate role on behalf of the client;
- (xiii) plan an important role in primary prevention by utilising knowledge of mental health and mental illness to groups at risk in the community;
- (xiv) participate in the management of client care areas;
- (xv) participate in the teaching, supervision, performance and evaluation of junior staff, peers and other health-workers;
- (xvi) initiate and participate in psychiatric nursing research;
- (xvii) recognise and intervene in anxiety-provoking or threatening situations for individuals with abnormal behaviour patterns;
- (xviii) design and conduct independence, socialisation activity and recreational-based therapies designed to decrease client dependence and enhance the social functioning of the client.

99.11 Qualifications and training required for entry to and promotion within RPN category

- (a) Current registration as a RPN with the NMBA is a mandatory qualification for any practising RPN (hospital or community).
- (b) To become registered as an RPN a three-year training course must be undertaken at a school of nursing. Training consists of 1050 classroom hours and extensive supervised work on the wards in hospitals. There is a 6 to 9 week community placement as part of the training course.
- (c) MRNs and RGNs also can become eligible for registration as RPNs by undertaking a 16 month bridging course.
- (d) It has been determined that the mandatory qualification necessary to effectively carry out the tasks required of a RPN is registration as a RPN. Whilst this is the minimum requirement, at least two years' experience in an adult psychiatric hospital is desirable for nurses entering community nursing in the adult nursing sub-discipline, in order to equip the nurse with sufficient knowledge and direct experience of a range of psychiatric conditions and disorders, in order to undertake mental status assessments in the community without direct guidance, and to act as a case manager for psychiatric clientele.
- (e) For nurses entering the community in other sub-disciplines, one year's experience in a psychiatric hospital, followed by further experience whilst working in the community under supervision within the particular sub-discipline, is considered desirable.
- (f) The possession of further qualifications and/or experience is not mandatory for promotion to positions classified at RPN, grades RPN 1 and RPN 2. From 1 July 2005 for appointment to RPN 3 positions it is desirable that an Employee hold a post graduate diploma in psychiatric/mental health nursing or a specialist undergraduate psychiatric nursing qualification or a specialist post basic course of training which led to registration as a Division 3 Nurse. From 1 July 2005 all appointments to RPN 4 positions or above must have completed either a post graduate diploma in Psychiatric/Mental Health nursing or a specialist undergraduate psychiatric nursing program or a specialist post basic course of training which led to registration as a Division 3 Nurse.

- (g) The classification of positions within the RPN occupational category will not be on the basis of personal qualifications held or experience gained, but will be established on the basis of the actual work to be performed.
- (h) Administrative tasks performed at RPN 3 and 6 levels generally will be incorporated into positions that also contain tasks that are from other areas (eg. in a position that involves both administrative and clinical work). However, temporary positions performing only administrative tasks are likely to be developed for specific projects for specified time periods.
- (i) While on RPN 3 positions in- the clinical stream have been identified in the nursing and direct care review, it is expected that such positions will be identified and/or developed as required. These positions will not be ward based.
- (j) It is considered that the Unit Manager has a direct role that combines both the functions of an expert clinical practitioner and manager of a ward.
- (k) Clinical Manager positions will be in charge of a program that is not ward-based.
- (l) Although at RPN 2 level the roles of Clinician and Associate Nurse Unit Manager are distinct, all RPN 2 level nurses are considered primarily to be advanced practitioners and, from time to time, might be required to assume either of the roles, according to the needs of the facility. Nurses at this level may be required to assume ward or program supervisory responsibility for a span of duty.

99.12 Registered Psychiatric Nurse - work level standards

(a) RPN 1 - Definition

Positions require a knowledge of psychiatric nursing principles and practices as provided by the current mandatory basic course, and decision-making is required consistent with the extent of this knowledge. RPN-1 nurses are professionally accountable for these decisions.

(b) RPN-2 - Features

- (i) Positions perform tasks according to established procedures, specific guidelines and standard instructions from more senior Psychiatric Nurses. Positions at this level may be required to select certain methods or procedures to meet client needs. The focus of the position is clinical practice in an in-patient or a residential (including residential rehabilitation) setting.
- (ii) Positions at this level will work within a Psychiatric Nursing team and receive general supervision from a more senior nurse (RPN 3 or above). In all cases, there is a ready source of Psychiatric Nursing advice in the event of unusual incidents or the requirement for further specialised nursing knowledge.
- (iii) Included at this level are newly registered RPNs and the more experienced practitioner whose work contribution increases as experience and knowledge is gained. More experienced RPN 2 nurses may require only limited direction in their day-to-day activities.
- (iv) Positions may be required to provide peer support to newly registered RPNs, and may oversee the work of PENs according to ward/unit policies and the instruction of the Nurse in charge.
- (v) RPN 2 positions are sub-divided into RPN2 PCNS and RPN 2 Advanced.
- (vi) The classification of RPN 2 PCNS or RPN 2 Advanced is only available to an RPN 2 who is able to demonstrate a level of clinical practice that is of a higher level of skill than would otherwise be expected of other RPN 2 positions but less than RPN 3.

- (c) An RPN 2 is taken to have demonstrated this level of skill where the RPN 2 is able to routinely demonstrate advanced levels of Psychiatric Nursing clinical decision making - in particular, problem identification and solution, and the analysis and interpretation of clinical data in a mental health setting.
 - (i) The responsibilities of the RPN 2 PCNS or RPN 2 Advanced are to be performed within their normal daily working hours.
 - (ii) The role and function of the RPN 2 PCNS or RPN 2 Advanced is distinguishable from the roles and functions of the RPN 4, 5 or 6 Psychiatric Clinical Specialist or Consultant or Psychiatric Nurse Educators. The RPN 2 PCNS or RPN 2 Advanced should not be expected to be a replacement to these positions, except when appointed as such in a higher duties capacity.
 - (iii) The RPN 2 PCNS is a personal classification and an RPN 2 can apply for this classification where the RPN 2 has:
 - (A) successfully completed a specific course of training in Psychiatric Nursing leading to registration by the NBV, or
 - (B) have completed a post graduate course specific to Psychiatric Nursing; and
 - (C) has completed a minimum of 12 months experience in Psychiatric Nursing at the RPN 2 level.

Whilst applicants would generally be expected to have two years' experience at the RPN 2 level to adequately meet the skill criteria an RPN 2 may apply for the PCNS classification after completion of 12 months experience.

- (d) The RPN 2 Advanced is a personal classification and an RPN 2 can apply for this classification where the RPN 2:
 - (i) is working towards completion of a postgraduate course in Psychiatric Nursing and has completed at least 50% of that course and has a minimum of two years Psychiatric Nursing experience at the RPN 2 level in addition to the completion of the RPN 1 year, or
 - (ii) has completed a minimum of four years' experience in Psychiatric Nursing at the RPN 2 level in addition to the completion of the RPN 1 year.
- (e) In addition the RPN must show continuous commitment to the development of the RPN's area of practice, their own development and the mental health facility in which they are employed. The nurse must demonstrate one of the criteria in each of the sections (i), (ii) and (iii) following whilst the criteria set out in section (iv) are desirable only.
 - (i) **Clinical Skill**
 - (A) Demonstration of a commitment to, and the delivery of a particular Psychiatric Nursing role or function within the program
 - (B) Maintenance and improvement of clinical standards in Psychiatric Nursing practice
 - (ii) **Professional Behaviour**
 - (A) Act as a mentor or preceptor, having completed a preceptor course subject to it being provided by the Employer, to less experienced Mental Health Practitioners including RPNs, nursing students, Division 2 nurses (PEN) and Psychiatric Services Officers (PSO).
 - (B) Support of, and contribution to, quality improvement and research projects within Psychiatric Nursing practice and the unit.

- (C) Act as a resource person to others in relation to Psychiatric Nursing clinical practice.
- (iii) **Professional Development**
 - (A) Contribution to the education of other mental health professionals; eg active participation in the delivery of the in-service education/training program.
 - (B) This function does not supplant the role and function of the RPN 4, 5 or 6 Psychiatric Clinical Specialist or Consultant or Psychiatric Nurse Educators.
 - (C) Demonstrated undertaking of own planned professional development and competence through various forms of continuing education with a focus on Psychiatric Nursing practice; eg conferences, study days, formal study, reading.
- (iv) **Desirable**
 - (A) Completion of a Specialist Graduate Year in Psychiatric Nursing.
 - (B) Membership of a relevant professional body supporting the role and function of Psychiatric Nursing
 - (C) Committee membership and participation requiring Psychiatric Nursing skills and expertise
- (f) An RPN 2 Advanced who successfully completes a post graduate course of training in Psychiatric Nursing leading to endorsement by the NBV, shall be classified as, and entitled to use the title of 'RPN 2 PCNS.'

99.13 RPN 2 - typical duties

Within the context of the definitions above, the following duties have been assessed as being able to be undertaken by RPNs at this level. Note that no single duty can be used as the final determinant of job level.

- (a) Undertake mental state, social and physical assessments of clients, which will lead to a recommendation of a course of action being taken such as the formulation of individual program plans or nursing care plans.
- (b) Assist in the provision of an environment conducive to the physical, emotional and social well-being of clients.
- (c) Prepare nursing case management strategies for clients.
- (d) As a co-therapist, be involved in running psycho-dynamic groups.
- (e) Assess the effects of and on the authority of a medical officer/psychiatrist, and within the bounds of professional nursing practice, administer drug therapies.
- (f) Undertake counselling and therapy of clients, and provide specific rehabilitative or education projects with clients.
- (g) Act as advocate for clients within the facility, and with relevant community agencies such as special accommodation houses and the Commonwealth Employment Service.
- (h) According to ward and facility policies, provide assistance during psychiatric or medical emergencies
- (i) According to ward policies, prepare for the client's discharge by making suitable arrangements for on-going out-patient services, local doctor and CPN visits, and medication supplies, etc.
- (j) Take blood as required (eg. to monitor medication levels).

- (k) Oversee the provision of basic nursing care by PENs.
- (l) Assist in the orientation and training of student nurses when directed by the Senior Nurse in charge of the ward or program.
- (m) Conduct daily living skills and activities groups (eg. cooking, budgeting), observe client interaction and record participation.

99.14 **RPN 3 – definition**

At this level, positions utilise the knowledge gained from the basic RPN course, which has been consolidated by a range of relevant work experience, usually at least two years. Effective from 1 July 2005, the selection criteria for appointment to RPN3 will include the desirability of holding a post graduate diploma in psychiatric/mental health nursing or having completed a specialist undergraduate psychiatric nursing program or a specialist post basic course of training which led to registration as a Division 3 Nurse.

(a) **RPN 3 - Features**

- (i) Clinical duties at this level will include more complex tasks than at Grade 1. Positions operate with a higher degree of clinical autonomy and will be required to handle all the commonly occurring situations or cases within their area of practice. Positions also may utilise a knowledge of nursing systems and service delivery structures to deliver specialised services in some areas.
- (ii) Positions at this level will undertake the duties of an advanced practitioner. Typically, they will lead a nursing team on a shift, but there is scope for positions at this level in a clinical area who do not necessarily supervise other nurses. Community-based positions receive clinical guidance, where necessary, from a more senior CPN, but are expected to be adept at making mental status assessments of clients, including new clients not previously seen by a doctor. In all cases, positions receive general direction from and report direct to a more senior nurse (RPN 3 or above) who has overall accountability for the care or program.
- (iii) Positions at this level will be accountable for decisions made on clinical or ward management matters according to professional practice and facility policies. Positions at this level will determine day-to-day matters and report regularly to a more senior nurse.

(b) **RPN 3 - typical duties**

Within the context of the definitions above, the following roles within each work area have been assessed as being able to be undertaken by RPNs at this level. However, particular positions may combine duties from more than one role. Note that no single duty can be used as the final determinant of job level.

(c) **Associate Nurse Unit Manager**

- (i) Undertake nursing assessments and independently institute a nursing care plan for clients and staff. This includes supervising other nursing staff involved (if any), coordinating various treatment components and liaising with other professional staff.
- (ii) Conduct complex group therapy such as psycho-dynamic groups. At this level, positions assess clients' suitability, choose the actual form of therapy, train and instruct their peers in therapeutic techniques, and supervise the co-therapist.
- (iii) Assist a RPN 4 or above to whom the position reports to develop and implement the philosophy and objectives of award or client care program.
- (iv) Provide clinical supervision to RPN 1's and RPN 2's, RPN students, PENs and any other ward staff, and allocate tasks on the basis of the available

staff's knowledge and developmental needs, and to meet the standard of nursing care in the ward as defined by the Unit Manager.

- (v) On a shift for which the position is responsible for the ward or program, co-ordinate the provision of non-nursing functions to the workplace. Oversee the activities of non-nursing staff while in the ward to ensure relevant standards are met.
- (vi) Contribute to the development of RPN practices and procedures and provide guidance and informal training on the shift to subordinate staff working in the ward or program area.
- (vii) Establish the psychiatric nursing service delivery priorities in the work setting for the shift.
- (viii) Ensure the accurate documentation of client records during the shift.

(d) **Clinician**

- (i) Undertake nursing assessments and independently institute a nursing-care plan for clients and staff. This includes supervising other nursing staff involved (if any), co-ordinating various treatment components and liaising with other professional staff.
- (ii) Conduct complex group therapy such as psycho-dynamic groups. At this level, assess clients' suitability, choose the actual form of therapy, train and instruct their peers in therapeutic techniques, and supervise the co-therapist.
- (iii) Assist a RPN 4 or above to whom the position reports to develop and implement the philosophy and objectives of a ward or client care program.
- (iv) Following assessment by or in conjunction with a medical officer, undertake nursing assessments of severely disturbed psychiatric clients and independently institute a range of measures to stabilise each client's psychiatric and physical symptoms.
- (v) Undertake specifically designated and more complex rehabilitative or education projects with clients that would not be undertaken by RPNs.
- (vi) Ward-based positions of this type would be specifically designated and would report direct to a RPN 4, Unit Manager.

(e) **Community Psychiatric Nurse**

- (i) Undertake mental, social and physical assessments of clients in the workplace or in the community that will lead to recommendation of a course of action being taken (such as hospitalisation) and possible formation of psychiatric diagnosis by a psychiatrist.
- (ii) On the authority of a medical officer/psychiatrist, administer and assess effects of intramuscular psychotropic medications.
- (iii) Undertake home visits to clients in the community.
- (iv) Take steps to resolve or ameliorate emotional distress of clients.
- (v) Undertake counselling and therapy of clients.
- (vi) Undertake community agency consultation and education.
- (vii) Develop particular community projects under supervision or with assistance from a more senior nurse.
- (viii) Undertake specific rehabilitative or educational -projects with clients.
- (ix) Prepare nursing case management strategies for clients being assessed or receiving counselling or therapy.

- (x) Provide support to chronic clientele (ie. those with little chance of any marked improvement).
- (xi) Refer clients to other mental health professionals or human service agencies in the community/
- (xii) Act as advocate on behalf of clients with relevant community agencies.
- (xiii) Assess level of urgency in situations of psychiatric crisis assessment and undertake a course of action to resolve or ameliorate the crisis accordingly.
- (xiv) Maintain an already established residential living program that houses psychiatric clients, providing support and counselling as well as assistance with daily living skills to enable them to live independently in the community, and assessing the clients to make sure they are suitable to live together.
- (xv) Co-ordinate a moderate clinic, involving the organising of staff to administer medication, ensuring that clients are followed up if they fail to attend the clinic and making recommendations regarding the staff resource requirements required to provide an efficient moderate service.

99.15 RPN4 Definition

Positions utilise basic RPN training and a substantial period of work experience (usually at least five years) to achieve expert knowledge of RPN practices and procedures. Positions may utilise relevant post-basic studies to ensure the achievement of RPN standards across a work area, program or clinical specialty for which the position is responsible. Nurse Educator positions may be required to hold a recognised nurse education qualification according to NMBA requirements. Effective from 1 July 2005 a person appointed to RPN4 will be required to hold a post graduate diploma in psychiatric/mental health nursing or to have completed a specialist undergraduate psychiatric nursing program or a specialist post basic course of training which led to registration as a Division 3 Nurse.

(a) RPN 4 Features

- (i) Positions at this level undertake the most complex 'hands-on' clinical practice in this structure. Community or facility nurses at this level will be experts whose clinical judgments will be recognised as authoritative. In clinical matters, positions will undertake the full range of cases within their area of practice and neither will require nor receive clinical guidance from a more senior nurse. Non-clinical project and program positions will have carriage of complex matters without requiring technical advice, guided only by the broad policy constraints of the facility's nursing department. Unit manager positions will be expected to independently manage all nursing services in an area and provide leadership to staff in clinical matters. Nurse educators utilise their expert knowledge to instruct students in the practical and theoretical aspects of their course.
- (ii) Positions are professionally accountable for their nursing decisions, RPN 4's in charge of wards or programs will manage their areas with independence, and will be accountable to the nursing executive for the delivery of a high-quality psychiatric nursing service. Positions will participate in peer reviews and will report as required on the areas under their control. Direct supervision is not compatible with the high level of expertise expected of positions at this level.

(b) RPN 4 - Typical Duties

Within the context of the definitions above, the following roles within each work area have been assessed as being able to be undertaken by RPNs at this level. However, particular positions may combine duties from more than one role. Note that no single duty can be used as the final determinant of job level.

(c) **Unit Manager**

- (i) Manage the provision of psychiatric nursing services in a ward to enable the effective utilisation of available resources to achieve ward and facility objectives.
- (ii) Provide the highest level of 'hands-on' clinical practice and advice and participate in the delivery of care.
- (iii) Participate in the development of psychiatric nursing policy and procedures relating to the ward and the facility as a whole.
- (iv) Manage the provision of all nursing and non-nursing services to the ward.
- (v) Co-ordinate the provision of mental health professional services to clients.
- (vi) Maintain standards of professional psychiatric nursing care and promote the training and professional development of all nursing staff on the ward.
- (vii) Ensure that the relevant provisions of the Mental Health Act are followed.
- (viii) Monitor and evaluate ward program activities and outcomes and report as required to the facility's nursing executive on progress towards objectives, resourcing difficulties, staff training requirements, emerging clinical issues that may be addressed across a number of wards, etc. Develop and manage change as appropriate.
- (ix) Supervise maintenance of client records by ensuring that ward staff complete all necessary paperwork.
- (x) Ensure that staffing rosters and staff deployment are organised to achieve effective program delivery and efficient use of staff resources.

(d) **Clinical Manager**

- (i) Manage and participate in the activities of a significant clinical non-ward based program, including establishing the parameters of services, clinical standards and program objectives, and ensuring effective resource utilisation.
- (ii) Provide clinical leadership and program guidance to subordinate nurses working in the program.
- (iii) Monitor and evaluate program outcomes and develop and manage changes as appropriate.
- (iv) Liaise and negotiate with significant facility and community-based agents regarding the program.

(e) **Clinical Specialist**

- (i) Undertake clinical consultancy and provide direct care in wards or direct-care programs as a sole practitioner reporting to a more senior clinical manager. The primary focus is clinical services to clients.
- (ii) Conduct research projects into clinical matters, under the broad direction of a more senior clinical manager.
- (iii) Utilise advanced clinical nursing knowledge and skills to influence quality of care within a specialised aspect of nursing practice across a number of wards or programs (eg. infection control).
- (iv) Be responsible for maintaining state of the art knowledge of the nursing specialty.
- (v) Contribute to the training and development of nursing and direct-care staff regarding the specialty area.

(f) **Community Nurse - Student Co-ordinator**

- (i) Plan and control or co-ordinate the placement of nursing students in the work setting.
- (ii) Be responsible for establishing placement objectives, supervisory guide lines and allocation of staffing resources to the task of student supervision.
- (iii) Undertake associated organising, liaison and monitoring duties.
- (iv) Develop supervision practices and procedures and training of field staff to be involved in supervision of students.
- (v) Undertake a community nursing caseload.

(g) **Community Nursing - Team Leader**

- (i) In work settings with up to two subordinate CPN positions, undertake planning, control and co-ordination of CPN functions within the work setting, in a particular sub-discipline or across a number of sub-disciplines.
- (ii) Undertake associated organising, liaison, monitoring and service development duties.
- (iii) Provide nursing supervision for subordinate CPN staff.
- (iv) Develop CPN practices and procedures, and undertake training of field staff.
- (v) Advise administrative coordinator on appointment of nursing staff to the team.
- (vi) Establish CPN service delivery priorities in the work setting.
- (vii) Undertake the development of sub-discipline procedures and practices in the work setting and training of staff.
- (viii) Establish priorities in delivery of CPN services within the sub-discipline for the work setting, in conjunction with senior staff of other professions in the work setting.

(h) **Community Nurse - Developer of Residential Living Program**

- (i) Establish and maintain a residence to house psychiatric clients.
- (ii) Obtain funds for the purchase/rental of accommodation.
- (iii) Find appropriate accommodation.
- (iv) Identify and monitor staff resource requirements (ie. the number and type of staff required to enable the clients to look after themselves and live independently in the community). Types of staff may include CPNs, therapists and social workers.

(i) **Community Nurse - Manager of Crisis Intervention Program**

A crisis intervention program involves making staff available to respond to urgent requests for assistance in the community (eg. a disruptive client in a public place or a suicide threat). Typically, a two-person team (two nurses or a nurse and a social worker) would go out to assess the situation and take whatever action required. The management of the service involves:

- (i) Rostering of staff to requests for assistance.
- (ii) Determining the extent of service required for the catchment area serviced by the workplace (ie numbers of hours per week and number and type of staff).
- (iii) Marketing the service to the community.

- (iv) Ensuring that the service is responsive to the needs of the catchment area without disrupting the clinic/workplace routines.
- (j) **Nurse Educator**
 - (i) Prepare and conduct lectures, tutorials, laboratory work, workshop skills training or small group discussions in allocated areas of the syllabus for basic and post-basic student nurses.
 - (ii) Evaluate student progress. This includes acting as an Examiner for the NMBA for the external examination of Student Nurses.
 - (iii) Contribute to development and evaluation of the curriculum for student RPNs.
 - (iv) Co-ordinate the program for allocated intake groups of student nurses.
 - (v) Contribute to the on-going development of nursing education and practice by having input to internal and external committees and working parties.
 - (vi) In the clinical work setting, facilitate the effective transfer of student RPNs' theoretical learning into practical experience through the provision of clinical education sessions and supervision of the students' nursing practice, and provide a structured program of education and ward experience to general nursing students during their clinical psychiatric nursing placement.
 - (vii) Undertake direct client care in order to act as role model for students and create learning situations for students by role-playing where actual experience is not available.
 - (viii) Negotiate with schools of nursing and student nurses regarding the number and dates of clinical placements to be undertaken under the teacher's supervision.
 - (ix) Answer queries from student nurses regarding the interpretation of the HRP Act and Nursing and Midwifery Board of Australia.
 - (x) Provide counselling and advice to student nurses in relation to their academic progress and course regulations.
 - (xi) Organise external placements for student nurses, including at community-based settings.
 - (xii) Organise education visits for student nurses.
- (k) **Nursing Administrator**
 - (i) Undertake research into complex non-clinical nursing matters under the broad direction of a more senior nurse (eg. alterations to rostering methods, changes to incident reports, introduction of computerised client records and introduction of staff-appraisal guide lines).
 - (ii) Implement administrative changes of the above type by liaising with unit managers and nurses managing other clinical programs, explaining new systems to affected staff and reporting the outcomes of implementation to more senior managers.
 - (iii) Provide information sessions/seminars and assistance to staff in other facilities undertaking similar projects.
- (l) **Mental Health Nurse Practitioner Candidate**
 - (i) Nurse Practitioner Candidate means a RPN who is appointed to a position as Nurse Practitioner Candidate and is undertaking their final studies, including clinical practice, to gain endorsement to practice as a Nurse Practitioner in accordance with the HRP Act.

- (ii) A RPN appointed by the Employer as a Nurse Practitioner Candidate (as defined) shall be classified and paid at a minimum of RPN 4 Year 4 in their first year of candidature and RPN 5 after their first year of candidature.
- (m) **Consultation Liaison Nurses**
 - (i) Consultation Liaison Nurses shall be classified as RPN 4
 - (ii) The CL nurse should be a 7 day a week position.
 - (iii) There should be a minimum of one CL nurse to every 300 beds within a hospital service
 - (iv) The CL nurse focuses on the mental health care of people in non-psychiatric (generalist) settings, most commonly but not exclusively, in general hospital wards, emergency departments, and nursing homes. The CL nurse aims to improve outcomes in patient care from a mental health perspective through working directly with patients and indirectly through increasing the capacity of staff to recognise and attend to the mental health needs of patients in these settings.
 - (v) The CL nurse works with patients and their relatives providing expert mental health assessment and intervention; provides guidance, education and support to generalist staff caring for the patient and collaborates with them in developing a plan of care; acts as a positive role model to generalist staff in psychiatric - mental health care and practice; works with the organisation or department as a mental health resource on mental health related projects, education and policy development; and acts as a link between generalist and mental health services (public and private, hospital and community).
 - (vi) For the purposes of this EBA the CL nurse covers the general and specialist medical / surgical wards of Victorian general hospitals.

99.16 **RPN 5 - Definition**

Positions will utilise clinical and administrative knowledge based on further reading, and study over the years (and/or post-basic qualification), and enhanced by many years of appropriate RPN work experience. Effective from 1 July 2005 a person appointed to RPN5 will be required to hold a post graduate diploma in psychiatric/mental health nursing or to have completed a specialist undergraduate psychiatric nursing program or a specialist post basic course of training which led to previous registration as a Division 3 Nurse.

(a) **RPN 5 - Features**

- (i) Positions at this level involve significant problem-solving activities that may require considerable understanding and interpretation of facility and departmental policy. RPN 5 nurses typically are involved in the development of complex nursing programs or curricula. Clinical and non-clinical projects or programs would be of such breadth as to have implications for all nursing services within the facility as a whole, usually involving the development of adaptations to the way work is performed.
- (ii) Positions may provide a consultancy to ward- based staff in an area of expertise, but would not directly supervise unit managers or their subordinates. Project positions may supervise small teams of RPNs working on clinical or nursing services support developmental matters. In community settings, RPN 5 nurses would lead small teams in a multi-disciplinary setting or be responsible for the development of programs for a defined catchment area. Educators at this level would provide high level assistance to the positions with regional responsibility for RPN education.

- (iii) Positions are senior nurses who will independently undertake their duties according to broad policy guide lines and professional standards. Positions will set objectives and negotiate their acceptance with the nursing executive, and report in terms of progress towards these objectives. At this level, RPN positions are typified by substantial responsibility for an area of nursing practice as outlined in the role statements below.

(b) **RPN 5 - Typical Duties**

Within the context of the definitions above, the following roles within each work area have been assessed as being able to be undertaken by RPNs at this level. However, particular positions may combine duties from more than one role. Note that no single duty can be used as a final determinant of job level.

(i) **Clinical Consultant**

- (A) Provide high level clinical consultation and advice to unit managers or nurses managing programs.
- (B) Develop, establish, maintain and evaluate a specialist clinical program, such as a psycho-geriatric or rehabilitation program, across a number of wards/facilities. The primary focus is program development, rather than delivery of clinical services to clients.
- (C) Provide a RPN consultancy service regarding specialist programs as required to other hospitals and/or public sector and voluntary health service agencies.
- (D) Be responsible for maintaining state of the art knowledge across a broad area of expertise.
- (E) This position might supervise a small team of nursing staff.

(ii) **Community Nursing - Team Leader**

- (A) Undertake direction of a team of at least three subordinate Community RPNs working in a multi-disciplinary setting where overall direction of the workplace is undertaken by a higher level community position.
- (B) Supervise work of subordinate CPN staff.
- (C) Co-ordinate work of the CPN team.
- (D) Provide input to mental health policy development in the community workplace.
- (E) Monitor and evaluate adequacy of the CPN services provided.
- (F) Undertake co-ordination, planning, development and liaison functions in the workplace on behalf of CPN team.
- (G) Recruitment of CPN staff.
- (H) Undertake administrative work of the CPN team.
- (I) Establish priorities for CPN service delivery in the workplace.

(c) **Community Nurse - Developer of Programs**

- (i) Develop programs for a defined catchment area, which often might be geographically distant from other psychiatric services (eg. a country town).
- (ii) In addition to undertaking the full range of community psychiatric training activities without clinical guidance from a more senior nurse to whom the position reports, the position would have responsibility for establishing priorities for community psychiatric nursing and clinical service delivery and for the development of psychiatric service provision in the area.

(d) **Night Supervisor (Small-Medium Facility)**

- (i) Undertake the management of a small to medium facility at night, according to policies and procedures established by the facility executive, to ensure that a high standard of operation and service delivery is provided to clients.
- (ii) Take responsibility for all nursing and direct-care matters, including clients and staff, in the event of any psychiatric/medical emergency or any other incident and instigate remedial action.
- (iii) Provide authoritative clinical and nursing administrative guidance and supervision to nursing staff.
- (iv) Ensure that there are adequate staff and other resources available to all areas at the facility at night to maintain service quality.
- (v) Provide a contact point and advice and counselling where appropriate, for members of the public or others who may contact the facility during the night for a broad range of matters (eg. admissions, etc.).

(e) **Nurse Educator**

- (i) Provide administrative support to a RPN 6 nurse educator in co-ordinating RPN education programs and curriculum development at a number of nurse education centres.
- (ii) Carry out aptitude testing of aspiring student RPNs to comply with standards set by the Nursing and Midwifery Board of Australia.
- (iii) As part of a regional team of nurse education officers, co-ordinate the development and preparation of allocated sections of the curriculum to comply with NMBA standards.
- (iv) Supervise or monitor the development and implementation of allocated sections of the curricula.
- (v) Assist the head of the school in the overall management of the school (eg by establishing appropriate record-keeping systems).

(f) **Nursing Administrator**

- (i) Direct and supervise the project work of RPNs in non critical areas, including allocating projects to staff, setting deadlines and acting as a consultant when problems are encountered.
- (ii) Initiate the development of such projects and negotiate their acceptance with the nursing administration (eg. patient dependency studies, the investigation of ward-based rosters, etc).
- (iii) Negotiate with senior nursing, medical and administrative staff in the facility to gain acceptance for major policy and procedure changes

99.17 **RPN - Grade RPN 6 - Definition**

Positions are senior RPN Managers who have a thorough knowledge of the RPN profession and will have considerable proficiency in the art of management in a substantive role. Positions with a clinical focus at this level would have knowledge commensurate with a recognised State-wide expertise in an area of RPN practice. Effective from 1 July 2005 a person appointed to RPN6 will be required to hold a post graduate diploma in psychiatric/mental health nursing or to have completed a specialist undergraduate psychiatric nursing program or a specialist post basic course of training which previously led to registration as a Division 3 Nurse.

(a) **RPN - Grade RPN 6 - Features**

- (i) At this level, guide lines may be unclear and policies ill-defined, involving major intellectual challenge to resolve nursing service delivery problems or undertake research and development projects.
 - (ii) Positions either will manage the total nursing function in the nominated small facilities or community services provided by nursing only teams, or direct a substantial clinical area across an entire facility, or administer a school of nursing.
 - (iii) Positions are bound by policies and practices and are subject to executive management direction only. Within areas of practice as outlined below, positions will be able to commit the facility or education service within the constraints of the executive management model to a particular course of action or nursing policy. Positions at this level therefore are expected to lead the investigation of major mental health issues and develop strategies to overcome problems affecting the nursing department / school / community service. Also included at this level are senior nurse managers, who may share accountability for the management of the nursing service with the Director of Nursing (DON) (eg. Night Supervisors in large facilities and Assistant Directors of Nursing in medium to large facilities).
- (b) **RPN 6 - Typical Duties**

Within the context of the definitions above, the following roles within each work area have been assessed as being able to be undertaken by RPNs at this level. However, particular positions may combine duties from more than one role. Note that no single duty can be used as a final determinant of job level.
- (c) **RPN 6 Nurse Practitioner Classification**
 - (i) Nurse Practitioner means an RPN who is endorsed to practice as a Nurse Practitioner by the NMBA in accordance with the HRP Act.
 - (ii) A registered nurse educated for extended scope of practice whose role is determined by the context in which s/he practices
 - (iii) A registered nurse holding the qualifications that accords with clause 99.11(f) that all appointments to RPN 4 positions or above must have completed either a post graduate diploma in Psychiatric/Mental Health nursing or a specialist undergraduate psychiatric nursing program or a specialist post basic course of training which previously led to registration as a Division 3 Nurse.
 - (iv) A distinguishing characteristic of the Psychiatric Nurse Practitioner is that their scope of practice extends the nursing role outside the normal scope of practice for a registered nurse including but not limited to the following areas of practice:
 - (A) Clinical assessment;
 - (B) Limited prescribing of scheduled medication from an approved formulary;
 - (C) Ordering diagnostic investigations;
 - (D) Direct referral to other health care practitioners;
 - (E) Admission and discharge of clients.
- (d) **Psychiatric Nurse Practitioner - Features**
 - (i) A Psychiatric Nurse Practitioner will undertake some or all of the following as part of their role in accordance with the ANMC National Competency Standards:

- (A) Dynamic practice that incorporates application of high-level knowledge and skills in extended practice across stable, unpredictable and complex situations
 - (B) Conducts advanced, comprehensive and holistic health assessment relevant to a specialist field of mental health nursing practice.
 - (C) Demonstrates a high level of confidence and clinical proficiency in carrying out a range of procedures, treatment and interventions that are evidence based and informed by specialist knowledge.
 - (D) Has the capacity to use the knowledge and skills of extended practice competencies in complex and unfamiliar environments.
 - (E) Demonstrates skills in accessing established and evolving knowledge in clinical and social sciences, and the application of this knowledge to patient care and the education of others.
- (ii) Professional efficacy whereby practice is structured in a nursing model and enhanced by autonomy and accountability
 - (A) Applies extended practice competencies within a nursing model of practice
 - (B) Establishes therapeutic links with the patient/ client/community that recognize and respect cultural identity and lifestyle choices
 - (C) Is proactive in conducting clinical service that enhances and is extended by autonomous and accountable mental health nursing practice
- (iii) Clinical leadership that influences and progresses clinical care, policy and collaboration through all levels of health service
 - (A) Engages in and leads clinical collaboration that optimizes outcomes for patients/clients/communities.
 - (B) Engages in and leads informed critique and influence at the systems level of mental health care
- (e) **Nurse Manager - Clinical Area**
 - (i) Monitor the facility environment, nursing practices and patterns, models of care to ensure that high levels of clinical nursing standards are established and maintained. This may involve nursing research being conducted by a RPN-6 or other RPN clinicians. The position at this level then would make proposals to senior service management to improve clinical standards and efficient use of staff (eg. effective bed utilisation across a substantial facility).
 - (ii) Having regard to facility-wide trends, initiate and implement clinical audits.
 - (iii) Develop the psychiatric nursing functions within the service by chairing various committees (eg. infection control, clinical emergency, safe manual-handling issues, nursing audit and nursing practice, etc.).
 - (iv) Provide leadership in implementing change to nursing philosophies and practices and assist other nurse managers and practitioners within the facility to achieve their clinical goals.
 - (v) Assist in the professional development of psychiatric nursing within the facility by providing career guidance to other RPNs, and ensure that staff have access to clinical areas that will enhance their professional development.
- (f) **Community Nurse Manager -Community Department or Clinic or Service**

- (i) Manage and be fully responsible for delivery of psychiatric and CPN services in a centre staffed by at least three subordinate CPNs, with any other disciplines being available on a part-time or sessional basis only for referral of specific cases if required.
- (ii) Plan, develop, organise and monitor delivery of programs for the department or clinic's catchment area in accordance with policies, practices, programs and resource allocations to the CPN service prepared jointly with regional psychiatric services management.
- (iii) Participate in major human service delivery developments in the region (eg. community health) as the representative of psychiatric services.
- (iv) Undertake evaluation of services provided by the centre to facilitate the best use of allocated resources and representation of psychiatric services in regional initiatives.
- (v) Advise on psychiatric service -delivery issues.
- (g) **Night Supervisor (Large Facility)**

Typical duties are the same as for the RPN 5 Night Supervisor. Positions at this level will perform these tasks in larger facilities with higher staff numbers, more in-patient clients and hence higher levels of responsibility for the position in charge at night.
- (h) **Nurse Educator - Head of Education Centre**
 - (i) Administer nurse education for basic and post-basic students at a school of nursing.
 - (ii) Manage and be responsible for the development, implementation and evaluation of curricula for basic and post-basic nurse training within a school.
 - (iii) Monitor and review the work performance of Nurse Education Officers, Grade 2 and ensure that the performance of all nurse educators within a school is appropriately monitored.
 - (iv) Manage the human and physical resources of the school of nursing.
 - (v) Ensure that the selection of student nurses for the school follows established policy and is carried out appropriately.
- (i) **Nurse Manager - Administration Area**
 - (i) Under the direction of the Director of Nursing (medium to large facility), provide leadership in allocation and monitoring of nursing resources to most effectively meet service delivery requirements.
 - (ii) Manage the recruitment and retention of nursing staff according to policies.
 - (iii) Perform a professional leadership role in the effective forward planning of nursing services.
 - (iv) Monitor the non-clinical nursing operations of the facility, and meet emerging needs by initiating changes to systems and procedures. Positions may initiate special projects (either short - or long-term), which may be carried out by subordinate nurses.
- (j) **Nurse Manager (Designated Units)**
 - (i) Under the direction of the Director of Nursing, manage the nursing services in a specified section of the facility, and involving a significant number of units or equivalent spread of responsibility.

- (ii) Monitor the standards of clinical practice, program efficiency and effectiveness, and report as required to the facility's executive.
 - (iii) Provide professional oversight and guidance on RPN 3's in charge of wards and programs, and ensure that staff development needs are met across the areas for which the position is responsible.
 - (iv) Initiate and monitor administrative system's to allow the full use of available nursing resources to meet client needs.
- (k) **Director of Nursing (Small Facility)**
- (i) Be responsible for the overall functional and line management of nursing services and resources.
 - (ii) Promote the development and enhancement of the participation and skills of nurses and other direct-care staff in accepting and responding to changes that are occurring in the development of psychiatric services.
 - (iii) Be responsible for the development and preparation of policy and guide lines pertaining to all aspects of psychiatric nursing and related direct-care service delivery within a small service (as defined), and for the provision of high level psychiatric nursing advice to other members of the facility's executive.
 - (iv) Represent the total RPN function on the facility executive and negotiate at senior levels for the adequate resourcing of the RPN clinical function and its associated activities.
 - (v) Ensure the RPN services are of the highest possible quality across the facility through establishing effective reporting relationships between ward, community and Nurse Managers.
 - (vi) Participate as necessary in the negotiation of local industrial relations issues and report to senior management in the event of major disputes.
 - (vii) Provide professional leadership to all RPNs and other nursing staff in the facility, and encourage staff development and retention.

99.18 RPN 7 Definition

Positions are senior RPN Managers who have a thorough knowledge of the RPN profession and will have considerable proficiency in the art of management in a substantial role. Effective from 1 July 2005 a person appointed to RPN7 will be required to hold a post graduate diploma in psychiatric/mental health nursing or to have completed a specialist undergraduate psychiatric nursing program or a specialist post basic course of training which previously led to registration as a Division 3 Nurse.

(a) RPN 7 Features

- (i) At this level, guide lines may be unclear and policies ill-defined, involving major intellectual challenge to resolve nursing service delivery problems or significant nurse education issues.
- (ii) Positions either will manage the total nursing function in the nominated medium facilities or administer nurse education throughout a region.
- (iii) Positions are bound by policies and practices and are subject to executive management direction only. Positions will be able to commit the facility or education service to a particular course of action or nursing policy. Positions at this level therefore are expected to lead the investigation of major mental health issues and develop strategies to overcome problems affecting the nursing department's or region's education service.

- (iv) Work at this level is distinguished from that of RPN-5s by the size of the nursing service managed and the span of control across a region for the RPN education function.

(b) RPN 7 Typical Duties

Director of Nursing (Medium Facility)

- (i) Be responsible for the overall functional and line management of nursing services and resources.
- (ii) Promote the development and enhancement of the participation and skills of nurses and other direct-care staff in accepting and responding to changes that are occurring in the development of psychiatric services.
- (iii) Be responsible for the development and preparation of policy and guide lines pertaining to all aspects of psychiatric nursing and related direct-care service delivery within a medium Psychiatric Services facility (as defined), and for the provision of high level psychiatric nursing advice to other members of the facility's executive.
- (iv) Represent the total RPN function of the facility executive and negotiate at senior levels for the adequate resourcing of the RPN clinical function and its associated activities.
- (v) Ensure the RPN services are of the highest possible quality across the facility through establishing effective reporting relationships between ward, community and nurse managers.
- (vi) Participate as necessary in the negotiation of local industrial relations issues and report to senior management in the event of major disputes.
- (vii) Provide professional leadership to all RPNs and other nursing staff in the facility, and encourage staff development and retention.

(c) Principal Nurse Education Officer

- (i) As head of a regional school and as the most senior level of Nurse Educator in the, provide authoritative professional leadership in identifying direct-care staff education/training needs and develop appropriate resources.
- (ii) Provide policy advice to the Principal Nurse Adviser on nurse education and direct-care staff training for the region.
- (iii) Engage in course design, curricula development and education strategies with external educational bodies to access basic and on-going training for all direct-care staff in the region. Undertake regional manpower planning for educational purposes.
- (iv) Be accountable for all RPN education across a region.
- (v) In accordance with NMBA and requirements, design a theoretical and clinical education curriculum for student RPNs and ensure appropriate organisation and standards for clinical placements within a region.
- (vi) Manage relevant human and material resources.
- (vii) Negotiate with psychiatric, general health and community facilities to arrange suitable placements for student RPNs.
- (viii) Prepare a program of theoretical education and clinical placements each year for each student RPN within the region, to meet the NMBA requirements.
- (ix) Determine processes for design, construction, evaluation and revision of curricula or parts of curricula pertaining to RPN education.

- (x) Ensure that curriculum requirements a-re being met, and promote consultation between Nurse Educators and senior hospital-based RPNs who are involved in both the theory and clinical components of RPN training.
- (xi) As the most senior level of Nurse Educator in the department, meet with other Nurse Educators at this level to formulate suggestions and recommendations pertaining to policies and professional standards for RPN education in Victoria, for submission to the Principal Nurse Adviser.

99.19 RPN 7 Definition

Positions at this level are in charge of the largest psychiatric nursing services and are the most senior RPN managers in Victoria. Positions thus will utilise the highest level of knowledge and skills in Managing the RPN function in large mental health facilities.

(a) RPN 7 Typical Duties

Director of Nursing (Large Facility)

- (i) Be responsible for the overall functional and line management of nursing services and resources.
- (ii) Promote the development and enhancement of the participation and skills of nurses and other direct-care staff in accepting and responding to changes that are occurring in the development of psychiatric services.
- (iii) Be responsible for the development and preparation of policy and guide lines pertaining to all aspects of psychiatric nursing and related direct-care service delivery within a large psychiatric services facility (as defined), and for the provision of high level psychiatric nursing advice to other members of the facility's executive.
- (iv) Represent the total RPN function on the facility executive and negotiate at senior levels for the adequate resourcing of the RPN clinical function and its associated activities.
- (v) Ensure the RPN services are of the highest possible quality across the facility through establishing effective reporting relationships between ward, community and Nurse Managers.
- (vi) Participate as necessary in the negotiation of local industrial relations issues and report to senior management in the event of major disputes.
- (vii) Provide professional leadership to all RPNs and other nursing staff in the facility, and encourage staff development and retention.

(b) RPN 7 Principal Nurse Adviser

The position is accountable for the planning and development of the profession of psychiatric nursing in the context of policy and program directions. The position advises the Manager, and generates policies that impact on RPN services provided in the field. However, the Principal Nurse Adviser does not have line authority over RPN 5, RPN 6 and RPN 7 Nurse Managers.

(c) RPN 7 Typical Duties

- (i) Provide a focus for policy development and analysis, service planning and program development in relation to psychiatric nursing in Victoria.
- (ii) Provide the central focus and professional leadership for psychiatric nursing and direct-care services, including the enhancement of direct-care services, philosophies, objectives, workforce needs and education requirements.

- (iii) Provide major professional input into the development of policy and programs for psychiatric services and into state-wide service-planning activities.
- (iv) Undertake workforce planning and evaluation of RPN education and training requirements to ensure that policy objectives can be met. Similar consultancy will be given in relation to other direct-care categories, including PEN and PSO.
- (v) On a state-wide basis, set and evaluate nursing standards within the and negotiate with Directors of Nursing to ensure that these standards are implemented throughout facilities and community settings.
- (vi) Decisions made by the position will influence the direction and development of psychiatric nursing, and will require the position to engage in sensitive discussions and negotiations at the most senior levels with the.

100 Psychiatric Enrolled Nurse classifications

100.1 Psychiatric Enrolled Nurses – features

- (a) A PEN is an enrolled nurse who works as part of the specialist mental health nursing team, under the supervision of an RPN. PENs work as a part of the mental health team to advocate for and facilitate the involvement of individuals, their families and significant others in planning and evaluating care and progress toward recovery and improved health outcomes. No client will be treated solely by a PEN.
- (b) Core PEN responsibilities in the provision of patient-centred nursing care include recognition of normal and abnormal in assessment, intervention and evaluation of individual health and functional status provision of support and comfort, assisting with activities of daily living to achieve an optimal level of independence, and providing for emotional needs of individuals with their aim being to ensure physical and psychological wellbeing and recovery of clients. The PEN monitors the impact of nursing care and maintains ongoing communication with the registered nurse regarding the health and functional status of individuals.
- (c) PENs are deployed in a wide range of work settings. Services to each client will be determined by a team, which could include a RPN, a Medical Officer or another qualified professional. They will perform a range of functions according to work setting, client needs and expertise of the PEN. Their aim is to ensure the physical and psychological well-being of their clients in accordance with the legal and ethical requirements of the Mental Health Act 1986.
- (d) The PEN knowledge and expertise in mental health nursing is advanced by the experience of working in the sector under supervision and mentorship and /or from post basic training.
- (e) Where state law and organisational policy allows, enrolled nurses may administer prescribed medicines or maintain intravenous fluids, in accordance with their educational preparation.
- (f) At all times, the PEN retains responsibility for his/her actions and remains accountable in providing delegated nursing care. The enrolled nurse must maintain ongoing communication with the registered nurse including reporting changes in health and functional status and individual responses to health care interventions
- (g) The broad definitions of work at each Level should be met by any individual position being classified at that Level, subject to their educational preparation and consequential scope of practice. No single example of work (eg one duty) can be

used as the basis on which to classify a job. No single Employee will utilise the full range of work described at their classification Level in the standards.

100.2 Psychiatric Enrolled Nurse Level 1 (PEN1)

(a) Definition

- (i) At this Level a PEN works under the direct supervision and instruction of an RPN or a senior experienced PEN.
- (ii) A PEN at Level 1 will be orientating to the roles and responsibilities within their working environment. They are a beginning level practitioner, developing and growing their experience, undertaking work as directed within established procedures and guidelines. They will be expected to develop their knowledge and understanding of their legal and ethical role under relevant legislation including the Mental Health Act 1986.
- (iii) All newly graduated PEN commence in Level 1. A PEN graduating with a Certificate IV qualification will commence at PEN Level 1 Year 5, and a PEN graduating with a Diploma will commence at PEN Level 1 Year 7
- (iv) Progression – A PEN1 will progress through the increments on completion of a year of experience, including previous experience.
- (v) A PEN Level 1 will only progress to PEN2 classification if they meet the criteria set out for a PEN Level 2.

(b) Typical PEN1 Duties

- (i) Organise and complete delegated nursing care of clients.
- (ii) Encourage and support clients to attain independence or assist clients to maintain independence in daily living.
- (iii) Establish and maintain a rapport with clients that will contribute to clients therapeutic treatment/activities. This involves the enrolled nurse communicating in a manner appropriate to the needs of clients with altered mental states, based on an understanding of mental illness.
- (iv) Record and report clients progress in the clinical file and participate in handover of allocated clients.
- (v) Assisting in routine admission procedures when a new client enters the ward/unit (e.g. record client's property and clothing, and take valuables to trust office as necessary).
- (vi) Welcome clients to the ward and orient them to ward routine. Explain ward routine to nominated family/friends of clients.
- (vii) Under direction, carry out basic therapeutic or rehabilitative tasks with clients, either individually or in groups. This may include conducting recreational or social outings, conducting more formal activities (like cooking classes, training in social skills etc.).
- (viii) When requested by the nurse in charge, accompany clients to appointments outside the ward or facility.
- (ix) Act in emergency situations according to established procedures within the bounds of enrolled nurse knowledge.
- (x) Accurately record and label specimens, such as urine, perform urinalysis and report abnormalities.
- (xi) Assisting in the creation of safe, stable and therapeutic environments for clients.

- (xii) Can only be rostered to HDU (howsoever titled) after completion of approved aggression management training and a minimum 6 months of experience in a mental health setting. A PEN 1 will not be the sole nurse in HDU and must be rostered with an experienced RPN.
- (xiii) Carry out clinical procedures for which training, supervision and level of competence has been achieved and recorded.
- (xiv) Maintain a high standard of documentation in accordance with level of competence.
- (xv) Contribute to quality improvement activities.
- (xvi) Ordering of medical supplies.

100.3 Psychiatric Enrolled Nurse Level 2 (PEN2)

(a) Definition

- (i) At this Level a PEN works under the supervision of an RPN using established Mental Health knowledge and skills undertaking typical PEN 2 duties.
- (ii) A Level 2 is an experienced PEN who will have an established understanding of the usual work and practices within the unit, a capacity to think critically, to analyse situations and act accordingly. They will generally practice with less direct supervision and take a more comprehensive approach to care, using a greater capacity for a critical approach to clinical assessment and management.
- (iii) They will be able to demonstrate an understanding of their own, client and environmental safety issues. They will have an established knowledge and understanding of, and work in accordance with their legal and ethical responsibilities under relevant legislation including the Mental Health Act 1986.

(b) PEN Level 2 applies to Enrolled Nurses who:

- (i) have at least 2 years' experience and holds either an NMBA approved qualification in administration of medicines with an Administration of Medicines scope or a post registration qualification in mental health nursing; or
- (ii) undertakes duties that include PEN 2 duties as part of their role, within their scope of practice; or
- (iii) are undertaking a Community Training Position of up to 12 months (as defined).

(c) Progression - A PEN2 will progress through the increments on completion of a year of experience, including previous experience.

(d) There is no automatic progression for a PEN2 to the PEN3 classification.

(e) Typical PEN2 Duties

- (i) Administration of prescribed medications inclusive of provision of information to clients.
- (ii) Clinical observation and assessment of the effects of medication.
- (iii) Conduct mental state examinations.
- (iv) Conduct more comprehensive psychosocial assessments within scope of practise, including initial interviews of clients.
- (v) Compile client history and presentation for the development of a nursing care plan and/or patient care strategies and identify clinical risks.

- (vi) Participate in client reviews and discharge planning, in collaboration with the client, carers, significant others and multidisciplinary team.
- (vii) Providing education to clients, carer and significant others.
- (viii) Implement and evaluate activities for clients (including group sessions), in consultation with a Registered Psychiatric Nurse or other health professional.
- (ix) Maintain a safe, stable and therapeutic physical and psychosocial environment for clients and staff.
- (x) Run, plan and develop basic therapeutic group activity sessions and/or social and community inclusion activities in consultation with the nurse educator/Shift Leader/ Allied Health Professional / Psychologists.
- (xi) Lead junior staff in the development and evaluation of specific programs, initiatives or research programs where appropriate and participation in quality improvement activities.
- (xii) May be rostered to HDU (howsoever titled).
- (xiii) Having completed a preceptorship course, act as a mentor/preceptor to PEN students or PSOs when required.
- (xiv) Undertake & participate in admission process including completion of admissions of clients.

100.4 **Psychiatric Enrolled Nurse Level 3 (PEN3)**

(a) **Definition**

- (i) At this Level, a PEN using advanced Mental Health knowledge and skills, undertaking typical PEN 3 duties, works under the broad direction of professional staff and an RPN.
- (ii) A Level 3 PEN will practise at an advanced level within the Mental Health specialty. They will be expected to take a complex and critical approach to clinical care with an increased breadth and depth of knowledge and skills and exercise considerable judgement when analysing and responding to events or situations. They will have advanced knowledge and understanding of, and work in accordance with, their legal and ethical responsibilities under relevant legislation including the Mental Health Act 1986.
- (iii) They may undertake roles in specific specialist domains such as Education, Quality and Liaison roles, including leadership. They may work in community settings, functioning independently within the scope of broad directions.
- (iv) PEN Level 3 applies to enrolled nurses who meet not less than two out of the three eligibility criteria below before making an application.
- (v) Progression – A PEN3 will progress through the increments on completion of a year of experience, including previous experience.
- (vi) Community Mental Health – Despite any other criteria in this clause PEN3 is the minimum classification for enrolled nurses working in the community mental health setting, subject to the Community Training Provisions in clause 91.8.

(b) **Typical PEN3 Duties**

- (i) Conduct mental state examination, psychosocial and community based assessment.

- (ii) Monitor clients' physical and mental health status and provide appropriate intervention across a range of settings.
 - (iii) Independently implement and evaluate management / treatment plans in the community and inpatient settings, under the general supervision of an RPN.
 - (iv) Participate in established processes for metabolic monitoring of clients.
 - (v) Provide psycho-education to carers/families/services whenever appropriate.
 - (vi) Prepare for client related case presentations/reviews and participate in clinical case conferences and other related meetings.
 - (vii) Assist clients/ carers to access appropriate support services within community settings.
 - (viii) Liaison with and provide support to relevant health care providers and community services such as SRS, PDRS, GP's & pharmacy staff.
 - (ix) Plan, promote, initiate, develop, run and conduct quality activities with relative independence.
 - (x) Advanced knowledge of the Mental Health Act and other relevant legislation.
 - (xi) Having completed a preceptorship course, act as a preceptor to PENs, students, and PSOs and as a mentor to graduate RPNs.
 - (xii) Undertake portfolio responsibilities such as OH&S, Quality Improvement, Complementary Therapies, Welfare and Social Service, Disability, Aggression Management, Family/Carer and Consumer Education.
 - (xiii) Undertake community based case work in accordance with plans and directions of the primary case manager.
- (c) For those with NMBA approved medication scope:
- (i) Administration of prescribed medications (outreach may be required).
 - (ii) In community based service, assist with the co-ordination of the depot administering system, including maintenance of a depot data base.
- (d) The eligibility criteria are:
- (i) Can provide evidence of achievement of four out of the ten Advanced Enrolled Nurse Level 3 Competency Standards below; AND
 - (ii) Either:
 - (A) A minimum of five years post registration experience as a PEN;
 - OR
 - (B) A post registration qualification (of at least 6 months or 200 hours duration) a component of which is relevant to current environment/role.
- (e) **Advanced PEN Level 3 Competency Standards**
- The following are examples of competency standards that meet the eligibility criteria in sub-clause 100.4(d)(i) above.
- (i) Contributes to the education of new graduate Enrolled Nurses and/or Trainee Enrolled Nurses. For example, the Advanced PEN may precept or mentor new graduate Enrolled Nurses and/or Trainee Enrolled Nurses or contribute to the performance appraisal of less experienced PENs;

- (ii) The PEN is involved in committees and working parties within and/or beyond the work unit;
- (iii) Assists in the coordination of delegated activities of other staff under the guidance and direction of the Registered Psychiatric Nurse. For example, guides and supports activities of other PENs;
- (iv) Act as a resource to others. For example, may take responsibility for a specific task, such as equipment maintenance schedules, budgets, rosters or stock control;
- (v) Contributes to quality improvements within their work area or the workplace and/or changes in enrolled nursing practice initiatives. For example, identifies risks and potential outcomes during assessments or identifies and implements harm minimisation strategies;
- (vi) Practises using specialised or advanced knowledge and skills in a clinical area within the enrolled nursing scope of practice. For example, applies acquired knowledge in child and family health care, recovery and rehabilitation, management of clinical aggression (MOCA), dementia care or other specific areas of clinical practice consistent with their educational preparation;
- (vii) Modifies practice to accommodate patient/client health care needs of individuals and groups in different environments. For example, contributes to the effective utilisation of nursing resources in the context of changing workloads or responds effectively to changes in clinical situations within scope of practice required;
- (viii) Undertakes an additional responsibility either individually or as part of a clinical/quality team e.g. acts as a resource nurse for occupational health and safety initiatives, No-lift/back attack/smart moves/back off/ back 4 life portfolio, alcohol and other drugs portfolio, continence, infection control, falls prevention, pressure ulcer prevention, rehabilitation program co-ordination or Aged Care Funding Instrument Officer;
- (ix) Is aware of and functions in accordance with legislation, policies and procedures affecting enrolled nursing practice. For example, able to articulate to peers the implications of legislation governing practice;
- (x) Actively participates in team leadership and decision making. For example, participates in quality improvement activities.

Explanatory note: The parties recognise that additional opportunities may exist that are comparable in terms of skill or responsibility to those above. A lack of opportunity to meet sufficient standards is not to be used as a rationale for denying an Employee classification at PEN3.

(f) Portability of PEN3 classification

- (i) A PEN classified at PEN3 shall be paid for all hours worked at the PEN3 classification and continue to be employed at Level 3 across the public sector including in the event they change Employer.
- (ii) Evidence required to demonstrate PEN3 to a new Employer shall be any one of the following:
 - (A) Payslip; or
 - (B) Certificate of Service; or
 - (C) Letter of appointment.

(g) **Applications for Advancement to PEN 3 (existing Employees):**

(i) **Application principles**

- (A) The process for applications for PEN Level 3 should ensure that applicants have equal opportunity to demonstrate their suitability
- (B) Applicants should have reasonable access to the same information relevant to the Level 3 criteria
- (C) No restrictions, other than the set eligibility requirements, are to apply
- (D) Potential applicants should be allowed reasonable time to prepare for the process.

(ii) **Application process**

- (A) Applications may be made by a PEN when they believe they meet the eligibility criteria. Each Employer will arrange for the advertising of PEN3 classification once every six months. This information will be permanently available to PENs.
- (B) Written applications are to be made to the NUM (or equivalent position)
- (C) The written application must address the criteria in this Agreement, including:
 - 1) evidence of achievement of four out of ten of the Advanced PEN Level 3 criteria; and
 - 2) either:
 - A minimum of five years post registration experience as a PEN; OR
 - A post registration qualification (of at least 6 months or 200 hours duration) a component of which is relevant to current environment/role.
- (D) Interviews, if required:
 - 1) Will be held within 10 days of the application.
 - 2) Will be conducted by the NUM and may also include up to two other nursing staff such as the ANUM or Nurse Educator at the local level.
 - 3) Must relate directly to the criteria in sub-clause 100.4(g)(ii)(C), and the supporting evidence within the application.
- (E) The PEN will be notified in writing of the outcome within 7 days of the receipt of the application, or where there is an interview, within 7 days after the interview.
- (F) For successful applicants, re-grading will apply from the date of application and be payable from the next fortnightly pay period after notification of a successful application.
- (G) If the application is unsuccessful, the Employer is to provide detailed written feedback aligned with the criteria, with a supportive development plan to be commenced to assist the PEN in any future application and meeting the eligibility criteria.

100.5 PEN Level 4 - Enrolled Nurse Education Support

An experienced Psychiatric Enrolled Nurse who works with the registered nurse (RPN 4 – Psychiatric Clinical Nurse Educator and/or RPN 5 Psychiatric Nurse Consultant) as

part of the Mental Health training and development team. The Nursing and Midwifery Board Standards for Practice (2016) stipulate the need for the Enrolled Nurse to have a named and accessible Registered Psychiatric Nurse (RPN) at all times and in all contexts of care for support and guidance.

The PEN 4 position is not a substitute for the RPN 4 Clinical Nurse Educator and RPN 5 Psychiatric Nurse Consultant Professional Development positions.

It is desirable that the PEN 4 position has completed or is supported by the Employer to complete the Advanced Diploma Units of competency in Mental Health.

Where an PEN 4 position has a Certificate IV in TAE, the relevant certificate allowance will be paid

The PEN 4 position has a capability to:

- (a) Provide competent person-centred care,
- (b) Engage in reflective and analytical practice and
- (c) Contributes to the learning and development of new graduate Enrolled Nurses and/or trainee enrolled nurses and other (unregulated) health care workers

From 1 July 2020, each of the three Mental Health training and development Clusters will be allocated one EFT of a PEN 4 Enrolled Nurse Education Support position which shall be employed by the lead agency within the Cluster.

Typical duties

- (i) Under the broad direction of the Registered Psychiatric Nurse (RPN 4 or 5) is a resource for information on mental health and nursing matters within the PEN scope of practice,
- (ii) Undertake a range of practice development initiatives in residential and acute program settings to build Enrolled Nursing practice and improve outcomes for clients
- (iii) Assist the CNE (RPN 4) to provide support to undergraduate Diploma of Nursing Students on clinical placement
- (iv) Provide preceptorship to students undertaking the Diploma of Nursing, after they have completed Preceptorship training
- (v) Participate in the orientation for PENs, PSOs and Peer Workers
- (vi) Assist Registered Psychiatric Nurses (RPN 4 and RPN 5) to provide skill refreshment activities to other Enrolled Nurses (PENs)
- (vii) Promotes the safety of self and others in all aspects of nursing care
- (viii) Provide advice to the Senior Psychiatric Nurses on specific Enrolled Nurse (PEN) workforce issues
- (ix) Represent Enrolled Nurses at Statewide Professional Development forum.

100.6 Translation (all PEN Levels)

- (a) The following translation has occurred and will continue to apply:

Current				
	No Meds	plus meds	Plus Senior	plus both
PSEN 1				
Year 1	PEN 1.1	PEN 1.5		
Year 2	PEN 1.2	PEN 1.6		
Year 3	PEN 1.3	PEN 2.1		

Current				
	No Meds	plus meds	Plus Senior	plus both
Year 4	PEN 1.4	PEN 2.1		
Year 5	PEN 1.6	PEN 2.1		
Year 6	PEN 1.6	PEN 2.1	PEN 3.1	PEN 3.1
Year 7	PEN 1.7	PEN 2.1	PEN 3.1	PEN 3.2
Year 8	PEN 1.8	PEN 2.2	PEN 3.1	PEN 3.3
PSEN 2				
Year 1	PEN 1.8	PEN 2.2	PEN 3.1	PEN 3.3
Year 2	PEN 2.1	PEN 2.4	PEN 3.2	PEN 3.3
Year 3	PEN 2.2	PEN 2.4	PEN 3.2	PEN 3.4 [#]

- (b) PEN3.4 available only to existing PSEN2 y3 Employees in receipt of medication endorsement allowance and senior allowance as at 31 March 2012. These Employees translate to the PEN3.4 as a result of the implementation of this Agreement. The PEN3.4 rate cannot be accessed through incremental progression.

101 Psychiatric Services Officers classifications

101.1 Psychiatric Services Officer (PSO)

- (a) The broad definitions of work at each level should be met by any individual position being classified at that level. No single example of work (eg one duty) can be used as a basis on which to classify a job. All duties of the PSO category will be undertaken under the direct or general supervision (as appropriate) of a qualified professional staff member.
- (b) PSO are employed to assist nursing/clinical staff in the delivery of a range of therapeutic programs. PSO are not a Registered or Enrolled Nurse, and therefore cannot be used to perform the work of RPN or PEN.
- (c) PSO duties may be carried out in a range of settings, including psychiatric units and alcohol and drug services or in community-based programs. Clients of these services will have varying degrees of psychiatric or mental illness/disability, or alcohol and drug dependency problems, and services will vary according to the needs of each client group.
- (d) All duties of the PSO category will be undertaken under the direct or general supervision (as appropriate) of a qualified professional staff member, such as a Nurse, Health Professional or Psychologist.
- (e) In no circumstances will a PSO be the sole provider of services to clients in the absence of at least broad direction from a relevant professional staff member who has responsibility for the initial assessment, preparation of client program plan and on-going identification of clients' needs.
- (f) Direct care duties undertaken by a PSO include assisting in, but not limited to, the following program areas
 - (i) Social work
 - (ii) Occupational therapy/ Physiotherapy
 - (iii) Music/ Creative/ Recreation
 - (iv) Daily Living Skills

- (g) In addition to the above direct care duties, in which PSO's will work directly with clients, PSO may undertake as a secondary component of duties a range of support services to nursing and other program areas. Such assistance includes:
 - (i) maintaining client records;
 - (ii) ordering stores and specialist needs (eg. industrial materials);
 - (iii) scheduling clients, recording attendance;
 - (iv) transporting clients;
 - (v) maintaining information resources.

There is no mandatory qualification for entry into the PSO category

101.2 **PSO Level 1**

- (a) At this level the PSO works under the supervision of other professional staff or more senior PSO. Positions at this level provide a variety of direct care services to clients according to established procedures, specific guidelines and standard instructions with minimal expectation of any independent practice within scope of role. Positions work within a single function area (eg. bed based unit).
- (b) **Key Responsibilities**
 - (i) Accompany clients, eg from unit to outside appointments, social outings etc according to instructions
 - (ii) Assist clients in their participation in the therapy program
 - (iii) Develop a knowledge of the program the clients and on the basis of knowledge adapt work patterns / schedules within guidelines
 - (iv) Collect and provide reliable data and may be required to present this data at meetings.
 - (v) Prepare, set up and maintain equipment, ensure that the environment is safe for patients and staff working in it
 - (vi) Assist in the implementation of therapy treatment/s that are determined by a specialist therapist utilising such equipment as determined by the therapist
 - (vii) Organise and implement social and recreational outings for clients
 - (viii) Provide clerical and organisational support for the unit (eg recording appointment, ordering supplies, organising maintenance and repairs etc)
 - (ix) Duties concerning the activities to be undertaken prepare and run groups for clients including subjects as cooking, gardening, recreation and creative arts etc. Positions may be required to evaluate and report on the participants' level of participation and provide encouragement in conjunction with the Therapist / Nurse co- leader.
 - (x) Devise and deliver activities programs for individual client eg creative arts
 - (xi) Assist and support individual clients in gaining access to community services act as an advocate for the client as required

101.3 **PSO Level 2**

- (a) Experienced PSO who works within established procedures and guidelines and under general direction from professional staff or a more senior PSO, working to independently carry out duties and handle day to day issues arising in relation to activities across a range of settings or programs. PSO at this level have four years' experience or two years and an appropriate qualification.
- (b) Positions regularly required to do:

- (i) Undertake the more complex non-nursing direct care functions; or
 - (ii) Perform significant non-direct care duties; or
 - (iii) Contribute to the design and independent implementation of developmental and therapeutic programs
- (c) **Key Responsibilities**
- (i) Under direction, independently select activities for and run formal group sessions such as activities as art and craft, music, film, games, physical recreation activities, simple working, basic vocational skills and other independent living skills.
 - (ii) Manage the activities within a therapy program including supervision of subordinate staff, responsible for the environment and specialist stores.
 - (iii) May be required to induct new PSO and provide guidance to PSO level 1
 - (iv) Assist in assessing client's suitability and effectiveness for certain programs according to established methodologies and client needs and prepare modifications to program components as required and report to the supervising professional.
 - (v) Within a unit or service establish and maintain effective links between the service and client's family, friends and where applicable guardians
 - (vi) Provide information and assistance to clients and their families in relation to income security and material welfare. Liaise on behalf of clients with and/ or assist clients to access a broad range of human services agencies and Government departments.
 - (vii) Develop and maintain a register of community resources for use in the facility; inform nursing and other staff of the availability of these resources and their suitability for clients
 - (viii) Documentation as required including preparing a social history and needs report on clients

101.4 **PSO Level 3**

- (a) At this advanced level, the PSO works under broad direction of professional staff, as an advanced direct care worker with responsibility for providing specialist support to clients of the service or multidisciplinary team which delivers substantial care programs or welfare services for clients. PSO 3 may be required to deal with a range of community service and government agencies, client advocacy groups and have a sound understanding of government policy in relation to the provision of these services.
- (b) PSOs at this level would have generally seven years of relevant experience or at least five years' experience and an appropriate qualification.
- (c) PSOs at this level may lead teams of non-nursing direct care workers and have responsibility for their induction, in-service training, formal assessment and counselling with respect to performance and supervision.
- (d) **Key Responsibilities:**
 - (i) Coordinate welfare activities for a significant number of clients in a complex environment
 - (ii) Independently run a major recreational or social program, including budgeting, negotiating and acceptance of proposals and liaising with outside agencies.
 - (iii) As directed co-ordinate the provision of a major therapy program across a range of settings eg a major facility or between a facility and community

agencies. Where required assist in selection of clients and co-ordinate all facets of the program delivery.

- (iv) In a large and/or complex service have chief responsibility for the provision of information on community resources and provide authoritative advice on the appropriateness of these resources to clients.
- (v) Co-ordinate literacy and or numeracy programs between the facility, the client now living at home and specialist education staff.

SECTION 3: HEALTH PROFESSIONALS

SECTION 3 | PART A: HEALTH PROFESSIONALS PRELIMINARY

102 Definitions specific to this Part of this Agreement

- 102.1 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).
- 102.2 In Section 3 of the Agreement, allowances shall be calculated to the nearest 10 cents, an exact amount of 5 cents in the result going to the higher figure, unless otherwise specified.

SECTION 3 | PART B: TYPES OF EMPLOYMENT AND END OF EMPLOYMENT

103 Termination of Employment

- 103.1 An Employer may terminate the employment of an Employee by providing 4 weeks' notice in writing.
- 103.2 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.
- 103.3 An Employee may terminate his or her employment by providing 4 weeks' notice to the Employer in writing. If an Employee fails to give the required notice the Employer may withhold from any monies due to the Employee to a maximum amount equal to the ordinary time rate of pay for the following periods:

Employee's period of continuous service	Period in respect of which pay may be withheld by the Employer
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

- 103.4 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.
- 103.5 Where the system of work provided for the taking of ADOs and an Employee's employment is terminated:
- (a) 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;
 - (b) 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.

SECTION 3 | PART C: WAGES AND RELATED MATTERS

104 Salary

The weekly salaries over the life of the Agreement are set out in Schedule 2

105 One Off Good Faith Payment

A one-off good faith payment of \$2076.42 will be paid at the commencement of this Agreement. This payment is pro rata for part time Employees.

106 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.

SECTION 3 | PART D: ALLOWANCES AND REIMBURSEMENTS

107 Damaged clothing allowance

- 107.1 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.
- 107.2 This clause shall not apply in a case where the damage or soiling is occasioned by the negligence of the Employee.

108 Higher duties allowance

- 108.1 An Employee engaged in any one day or shift for more than two hours in a shift leader (however titled) role carrying a higher rate than the classification in which she/he is ordinarily employed shall be paid for the full day or shift at the minimum rate for that higher classification but if so engaged for two hours or less only the time so worked shall be paid for at that higher rate.
- 108.2 An Employee who is authorised to assume the duties of another Employee on a higher classification under this Section 3 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.

109 Oncall/Recall Allowance

NOTE: see Part E: Hours of Work and Related Matters for provisions relating to oncall/recall allowances.

110 Meal allowance

- 110.1 An Employee shall be paid a meal allowance in accordance with Schedule 2:
- 110.2 when overtime in excess of one hour is worked after the usual time of ceasing work for the day; or
- 110.3 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.
- 110.4 This clause shall not apply when a meal is supplied at the cost of the Employer.

111 Qualification Allowance

NOTE: see subclause 9.1(dd) (Definitions) regarding the interpretation of relevance .

111.1 Entitlement

- (a) Where an Employee has a relevant qualification in addition to their base relevant health professional qualification, enabling registration or practice under the classification structure the Employee will be entitled to a qualification allowance in accordance with this clause.
- (b) Where the Employee's base qualification is a double degree or Masters, the qualification allowance will be payable after one year of experience in an area where the qualification is relevant.

111.2 One Qualification Allowance Only

An Employee who has more than one qualification is entitled to one qualification allowance only, being the allowance for the highest qualification

111.3 Evidence

- (a) An Employee claiming entitlement to a qualification allowance must provide to the Employer evidence of that Employee having the qualification for which the entitlement is claimed.
- (b) An Employee will meet the evidence requirements when they have provided the Employer with evidence from the education / training provider that would satisfy a reasonable person that the Employee has obtained the qualification for which the allowance is claimed, for example:
 - (i) the award of the qualification; or
 - (ii) the certificate of the qualification; or
 - (iii) transcript from the education/training providerpayable from the first pay period commencing on or after the evidence is provided.

111.4 Rates for Qualification Allowances

(a) Health Professional

A Registered Health Professional shall be entitled to a qualification allowance under this clause will be paid, in addition to the Employee's salary, as follows:

- (i) A Health Professional shall be entitled to an allowance of 4% of the UG1 Grade 1 Year 3 weekly rate for a Graduate Certificate equivalent to Australian Qualifications Framework.
 - (ii) 6.5% of the UG1 Grade 1 Year 3 weekly rate - for a Postgraduate Diploma, Degree or a Double Degree.
 - (iii) 7.5% of the UG1 Grade 1 Year 3 weekly rate - for a Master's Degree.
 - (iv) 10% of the UG1 Grade 1 Year 3 weekly rate – for a Doctorate or a PhD.
- (b) The above allowances are to be paid on all periods of paid leave except sick leave beyond 21 days and long service leave

112 Shift work allowance

112.1 In addition to any other rates prescribed elsewhere in this Section 3, 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.

112.2 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.

112.3 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.

112.4 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.

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

113 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:

- (a) Physiotherapist
- (b) Occupational Therapist
- (c) Speech Pathologist
- (d) Music Therapist
- (e) Recreation Therapist
- (f) Social Worker

114 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.

115 Uniform allowance

115.1 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.

115.2 Notwithstanding clause 115.1 above, the Employer may, by agreement with the Employee, pay a uniform allowance at the daily or weekly rate set out in Schedule 2 (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 2 (whichever is the lesser amount in total).

115.3 The rounding provision does not apply to the calculation of this allowance.

SECTION 3 | PART E: HOURS OF WORK AND RELATED MATTERS

116 Hours of work

- 116.1 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:
- (a) subject to practicability, in 152 hours per four week period, to be worked as nineteen shifts each of eight hours; or
 - (b) by mutual agreement:
 - (i) in four days in shifts of not more than ten hours each; or
 - (ii) otherwise, provided that the length of any ordinary shift shall not exceed ten hours.
- 116.2 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.
- 116.3 For all purposes the hourly rate is deemed to be the weekly rate prescribed by clause 139 (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 139 (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.*
- 116.4 All paid leave accrues the credit provided for by clause 116.3 above.
- 116.5 A paid leave day shall be identical to a worked day.
- 116.6 The deduction from leave credits shall be the same as the actual ordinary hours which would have been worked on that day.
- 116.7 An Employee who is absent from ordinary duty on unpaid leave shall accrue the appropriate credit without pay for the accrued day off.

117 ADOs

- 117.1 All full-time Employees covered by this Section 3 are entitled to an ADO.
- 117.2 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.
- 117.3 New Employees will be appraised of the relevant department's work arrangements and provisions regarding hours of work and entitlements to an ADO.
- 117.4 The Employer will not refuse new Employees the option of an ADO.

118 Duty roster

- 118.1 A roster of at least 28 days' duration shall be posted at least 28 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 HACSU.

- 118.2 This 28 day roster provision will operate from the next roster cycle commencing 3 months after the commencement of this Agreement
- 118.3 Rosters shall set out the Employees' daily ordinary hours of work, start times, finish times and meal intervals.
- 118.4 Where an Employee works a set Monday to Friday arrangement of hours without change, then no roster is required to be established.
- 118.5 Seven days' notice shall be given of a change in roster, except in emergency situations.

119 Discretionary backfill for certain absences

119.1 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.

119.2 ADOs, conference and study leave

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

119.3 Consultation

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

120 Make up time

- 120.1 Notwithstanding provisions elsewhere in this Section 3 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 this Section 3.
- 120.2 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.

121 Meal interval

- 121.1 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.
- 121.2 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.

122 Overtime

122.1 Overtime

- (a) The Employer may require an Employee to work reasonable overtime and such Employee shall work overtime in accordance with such requirement.
- (b) 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:
 - (i) any risk to Employee health and safety;

- (ii) the Employee's personal circumstances including any family responsibilities;
 - (iii) the needs of the workplace or enterprise;
 - (iv) the notice (if any) given by the Employer of the overtime and by the Employee of his or her intention to refuse it; and
 - (v) any other reasonable matter, including those specified in the Act.
- (c) Only overtime authorised by the Employer shall be paid for and the following rates of overtime shall apply:
 - (i) in excess of ordinary hours of work on any one day – time and a half for the first two hours and double time thereafter;
 - (ii) outside the spread of twelve hours from the commencement of the rostered period of duty – double time;
 - (iii) 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;
 - (iv) 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;
- (d) 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, equivalent to the period worked in excess of ordinary rostered hours of duty, plus a period of time equivalent to the overtime penalty incurred. Such time in lieu shall be taken as mutually agreed between the Employer and the Employee, provided the accrual of such leave shall not extend beyond a 28-day period. The Employer shall record time off in lieu arrangements, whether under this clause, or elsewhere in this Section 3, in the time and wages book.
- (e) Notwithstanding anything contained in clause 142 (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 this Section 3.

122.2 Transport following overtime

- (a) Where an Employee finishes a period of overtime at a time when reasonable means of transport are not available for the Employee to return to her/his place of residence the Employer will provide adequate transport free of cost to the Employee.
- (b) Where overtime is a result of a double shift, the provisions below (Additional Provisions for Double Shifts) also apply.

122.3 Additional Provisions for Double Shifts

If an Employee works a double shift (which should only occur in emergency circumstances) the following will apply to mitigate the risk of fatigue and clinical error:

- (a) allow breaks of at least 10 minutes' duration in each two hours worked; and
- (b) adequate transport will be provided free of cost to the Employee, including the return journey where the Employee's vehicle remains at the workplace.

123 Rest period

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.

124 Special rates for Saturdays and Sundays

- 124.1 All rostered time of ordinary duty performed on Saturday and Sunday shall be paid for at the rate of time and a half.
- 124.2 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.
- 124.3 Any recall to duty on a Saturday or Sunday shall be paid in accordance with clause 122] (Overtime) or clause 109 (On-Call/Recall Allowance) as applicable.
- 124.4 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 122.1(d) of this Agreement.

125 Ten hour break

- 125.1 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.
- 125.2 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.
- 125.3 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.
- 125.4 If an Employee resumes work of the Employee's own volition, overtime will be calculated in accordance with clause 122 - Overtime. An Employee who resumes work voluntarily will be entitled without loss of pay to attend to ablution and sustenance matters.

126 On-call & rostered overtime

- 126.1 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 shift worker entitlement provided by clause 130, but both entitlements cannot be claimed for the same bodies of work.
- 126.2 Clause 126.1 above does not apply to any weekend on which four hours or less is worked or on-call.
- 126.3 Leave loading does not apply to leave accrued under clause 126.1 above.

- 126.4 A part-time Employee paid in accordance with clause 23.2 will accrue paid leave entitlements under clause 116.1 on a pro-rata basis.

127 CATT On-call/ Recall Allowances

- 127.1 Employees engaged for on-call/recall for the provision of a crisis response (CATT-type function), shall be paid an allowance at the rate set out in Schedule 2 for each on call period of 12 hours or part thereof.
- 127.2 The allowance includes payment of work performed of up to one hour's aggregate duration for each on-call period.
- 127.3 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.
- 127.4 The parties are to regard telephone attendance as recall to duty.
- 127.5 Only one Employee per team each night shall 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.
- 127.6 Employees are to receive an uninterrupted break of at least 10 hours between the end of the recall and the next shift. Where the 10 hour break is not observed double time will be paid for all work performed until such break is observed.
- 127.7 An Employer may not require an Employee to be on call for CATT type duties for a period of more than 12 hours.
- 127.8 The on-call/recall allowance for CATT type duties applies to all Employees who are required to perform CATT type duties.
- 127.9 The purpose of the allowance set out in this clause is to compensate Employees for the inconveniences associated with being on-call and performing duty of up to one hour.
- 127.10 Despite clause 127.1, existing arrangements for periods of on-call for CATT type duties below 12 hours that existed prior to 29 September 2001 may continue.

128 On-Call/Recall allowance

128.1 On-call Allowance (non CATT)

- (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 (other than for the provision of a crisis response (CATT type function)) during the period commencing from the time of finishing ordinary duty on Monday and the termination of ordinary duty on Friday.
- (b) The allowance shall be 5% of the rate for UG1, Grade 1, Year 2 in respect to any other 12 hour period or part thereof or any public holiday or part thereof.

128.2 Recall Allowance

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.

128.3 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 128.2 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.

129 Working from home – Royal Children’s Hospital

129.1 Sub-clause 129.2 below applies to the following Health Service only:

- (a) Royal Children’s Hospital.

129.2 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.

SECTION 3 | PART F: LEAVE AND PUBLIC HOLIDAYS

130 Annual Leave

This clause does not apply to casual Employees.

130.1 Entitlement to Annual Leave – Full Time Employees

- (a) An Employee is entitled to 170 paid annual leave for each year of service, with a further entitlement (which cannot be refused by management) to purchase additional leave upon application and totalling not more than 2.5 ordinary working days.
- (b) Additional week's annual leave for Health Professionals
 - (i) The NES provides that an Employee who is defined as a shiftworker under this clause is entitled to an additional week of annual leave on the same terms and conditions.
 - (ii) For the purposes of the 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.
 - (iii) An Employee covered by clause 130.1(b)(i), 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 1/12th of his or her ordinary pay in respect of that period of employment.
 - (iv) The entitlement in clause 130.1(a) is additional to the On-Call and Rostered Overtime entitlement provided by clause 126.1, but both entitlements cannot be claimed for the same bodies of work.
- (c) Annual leave accrues progressively during a year of service according to the Employee's ordinary hours of work and accumulates from year to year.

130.2 Part time Employees

Annual leave will accrue progressively to a part time Employee on a pro rata basis

130.3 Purchase of additional annual leave

In order to obtain 5 weeks of annual leave, an Employee may elect (an Employer may not refuse) to purchase additional annual leave totalling not more than 2.5 ordinary working days.

Such an election must be made in writing stating the day in which it will operate. The date of operation will be no sooner than 4 weeks from when such an election has been notified.

An Employee may elect to cease such an arrangement with 4 weeks written notice.

130.4 Taking paid annual leave

- (a) Paid annual leave may be taken for a period agreed between an Employee and his or her Employer.
- (b) An Employee is able to apply for annual leave at any time and the Employer will not unreasonably refuse such an application.

- (c) Where the Employee submits a written request for annual leave at least 6 weeks prior to the first day of the proposed leave period/s the Employer will notify the Employee in writing that their annual leave request is approved or, if not approved, the reasons for the leave not being approved, within 10 working days.
- (d) Where the Employee submits a written request for annual leave with less than 6 weeks, the Employer will respond within a reasonable time frame.
- (e) Where it is likely the leave request will be rejected, the Employer and Employee will consult on alternate leave days within the above 10 day period.
- (f) The Employer may allow an Employee to take Annual leave before the right has accrued. Such leave can only occur with written authorisation from the Employer. To the extent that an Employee remains in debt of their annual leave 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 as per clause 130.11.
- (g) Once annual leave is approved, it must not be unilaterally changed by the Employer. Where extraordinary circumstances arise, such that the Employer wishes the Employee to change the timing of their approved leave, any change may only occur through consultation and agreement.

130.5 Excess annual leave

Notwithstanding clause 130.4 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.

130.6 Disputes regarding excess annual leave

Without limiting the Dispute Resolution Procedure of the Agreement, either an Employee or Employer (or their representative/s) may refer a dispute about the following matters to the Commission:

- (a) a dispute about whether the Employer or Employee has requested a meeting and genuinely tried to reach agreement;
- (b) a dispute about whether the Employer has unreasonably refused to agree to a request by the Employee to take paid annual leave; and
- (c) a dispute about whether a direction to take leave complies with the clause.

130.7 Short periods of annual leave

Paid annual leave under this clause can be taken in periods less than an Employee's ordinary fortnight (short period), including single days in which case any notice period may be waived by agreement.

130.8 Employee not taken to be on paid annual leave at certain times

(a) Public Holidays

See also clause 132 (public holidays)

If an Employee takes paid annual leave during a period that includes a public holiday, the Employee is taken not to be on paid annual leave on that day.

(b) Other Periods of Leave

See also clause 131 (Personal Leave) and 36 (Compassionate Leave)

- (i) An Employee may take other types of leave, such as personal leave or compassionate leave whilst on annual leave. An Employee is taken not to be on paid annual leave whilst on other leave and the Employee's paid

annual leave accrual will be amended to reflect this. These provisions do not apply to unpaid parental leave.

- (ii) An Employee taking personal leave whilst on annual leave will provide the Employer with evidence in accordance with clause 131 (Personal Leave).
- (iii) Where an Employee takes other leave during annual leave, any annual leave loading received for a period that is no longer annual leave is taken to have been paid in advance as required in clause 130.9 (Payment for Leave) or may be deducted from any payment required to be made under clause 130.11(a) (Effect of termination on annual leave).

130.9 Payment for leave

- (a) Employees will receive their ordinary pay and any amount required by clause 130.10 (Annual leave loading or penalties) during periods of annual leave. Ordinary pay for the purposes of this clause means remuneration for the Employee's normal weekly number of hours of work calculated at the ordinary time rate of pay provided that where an Employee has performed higher duties for an aggregate period of three months or more in a twelve (12) month period, ordinary pay will be adjusted proportionally to reflect the period during which higher duties were performed.
- (b) An Employee may elect in writing to be paid, before going on annual leave, the amount of wages they would have received for ordinary time worked had they not been on leave during that period, or to continue with their normal pay cycle. Payment in advance for a short period shall only occur by mutual agreement.

130.10 Annual leave loading or penalties

- (a) In addition to ordinary pay (as defined) an Employee will receive the higher of:
 - (i) leave loading of 17.5% calculated on the relevant rate of salary prescribed in Appendix 2, subject to the cap at sub-clause (b), or
 - (ii) the payments listed below which the Employee would have received had the Employee not been on leave, for each week of leave:
 - (A) shift allowances (clause 112);
 - (B) rates for Saturday, Sunday (clause 124);
 - (C) qualification allowance (clause 111);
 - (D) uniform allowances (clause 115).
- (b) Leave loading under sub-clause 130.10(a)(i) is payable on:
 - (i) a maximum of 152 hours in respect of any year of employment, and
 - (ii) the Employee's weekly ordinary pay subject to the cap (UG1 Grade 3 Year 1)
- (c) The cap under sub-clause 130.10(b)(ii) is
To determine which payments the Employee would have received had the Employee not been on leave for the purpose of sub-clause 130.10(a)(ii), this will be done either by:
 - (i) the projected roster, being the roster the Employee would have worked had they not been on leave, or
 - (ii) where there is no projected roster, the rosters for the three months immediately preceding the leave excluding any period during which the Employee was not on the roster (for example, because of attendance at approved CPD or another form of paid leave).

130.11 Effect of termination on annual leave

- (a) Where an Employee's employment ends for any reason, the Employer must pay to the Employee any untaken accrued annual leave. The amount payable to the Employee is the amount the Employee would have received had the Employee taken the leave at the time of termination, including any payment under clause 130.10 (Annual leave loading or penalties).
- (b) If annual leave has been taken in advance as per clause 130.4(f) and, at the time the employment terminates, the Employee has a negative paid annual leave accrual, the Employer may deduct a sum equal to the negative annual leave accrual (at the amount paid at the time the annual leave was taken in advance) from any remuneration payable to the Employee upon termination of employment.

130.12 ADOs and annual leave

See clause 117 (Accrued Days Off).

130.13 Cashing Out of Annual Leave

An Employee may, with the consent of the Employer, choose to cash out paid annual leave in accordance with this clause.

(a) Written request and written agreement

An Employee wishing to cash out annual leave must make a written request to the Employer. Where the Employer agrees to that request, the Employee and the Employer will record the agreement in writing.

(b) Terms of agreement must comply with terms

A written agreement must comply with the following terms:

- (i) paid annual leave must not be cashed out if the cashing out would result in the Employee's remaining accrued entitlement to paid leave being less than one year's accrual of annual leave each cashing out of a particular amount of paid annual leave must be by a separate agreement in writing between the Employer and the Employee; and
 - (ii) 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 the Employee has forgone, including annual leave loading and superannuation to the Employee's nominated Fund; and
 - (iii) an Employee cannot cash out more than 2 weeks paid annual leave in any 12-month period.
- (c) Payments made in accordance with this clause extinguish an Employee's right to access annual leave or receive further payment for the period of annual leave paid out.
- (d) **Part-time Employees – cashing out of annual leave where contracted EFT fraction has reduced**
- A part-time Employee that has reduced her or his EFT fraction, may request to cash out accrued annual leave in conjunction with taking a period of annual leave so that the total payment for the period is equivalent to the previous EFT fraction. The request and any agreement must comply with the requirements of clause 130.13(a)-(c) above save that:
- (i) the requirement that paid annual leave must not be cashed out if the cashing out would result in the Employee's remaining accrued entitlement to paid leave being less than six weeks calculated using the new EFT fraction; and
 - (ii) the limit on cashing out no more than 2 weeks annual leave will not apply

131 Personal leave

131.1 The term Immediate Family is defined at clause 9.

131.2 Amount of paid personal leave

- (a) Personal leave is available to an Employee, in accordance with the terms of this clause, when they are absent:
 - (i) due to personal illness or injury (Sick Leave); or
 - (ii) for the purposes of providing care or support to an immediate family or household member who requires such care or support due to:
 - (A) a personal illness or injury of the member; or
 - (B) an unexpected emergency affecting the member (Carers Leave).
- (b) 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:
 - (i) up to seven hours 36 minutes for each month of service in the first year of service;
 - (ii) up to 106 hours 24 minutes each year in the second, third and fourth year of service;
 - (iii) thereafter, 159 hours 36 minutes in each year.

131.3 Personal leave for personal injury or sickness

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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.

131.4 Cumulative personal leave

- (a) 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.
- (b) Personal leave entitlements which are untaken at the completion of the year shall accumulate.
- (c) 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.

- (d) 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.
- (e) For the purpose of this clause a working day shall be one of seven hours 36 minutes.

131.5 Personal leave to care for an immediate family or household member

- (a) 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.
- (b) 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 131.5(a) above. In such circumstances the Employer and the Employee shall agree upon the additional amount that may be accessed.
- (c) The entitlement to use personal leave is subject to the Employee being responsible for the care or support of the person concerned.
- (d) 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.
- (e) 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.
- (f) 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.

131.6 Employee must give notice

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.

131.7 Unpaid personal leave

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.

131.8 St Vincent's Hospital

- (a) From the time this Agreement comes into operation, St Vincent's Hospital shall:
 - (i) Cease applying the income maintenance model described at clause 133 of the 2012-2016 Agreement ; and
 - (ii) Start crediting personal leave to Employees at the rate described at clause 131.2 relevant to the Employee based on that Employee's recognised continuous service.
- (b) This clause 131.8 will not affect an Employee's anniversary date for determining their years of service for the purposes of personal leave accrual.
- (c) This clause 131.8 will not operate to create a retrospective entitlement prior to the operation of this Agreement.

Example

On the date this Agreement comes into operation, an Employee at St Vincent's Hospital has 3 years' service with an Employer referred to in clauses 131.8(a)(i) or (ii). As such, from this date the Employee will accrue 106 hours and 24 minutes (14 days) of personal leave per year of service, until they reach 5 years' service with an Employer referred to in clauses 131.8(a)(i) or (ii), at which time they will accrue 159 hours 36 minutes (21 days) of personal leave per year of service.

131.9 Casual employment: Caring responsibilities

- (a) 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:
 - (i) 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
 - (ii) upon the death in Australia of an immediate family or household member.
- (b) 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.
- (c) 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.

132 Public Holidays

132.1 Entitlement

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.

132.2 Holidays in lieu

- (a) When Christmas Day is a Saturday or a Sunday, a holiday in lieu thereof shall be observed on 27 December.
- (b) When Boxing Day is a Saturday or a Sunday, a holiday in lieu thereof shall be observed on 28 December.
- (c) 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.

132.3 Additional days

Where public holidays are declared or prescribed on days other than those set out in clause 132.1 and clause 132.2 above in Victoria or a locality thereof, those days shall, as applicable, constitute additional holidays for the purpose of this Part F.

132.4 Penalty Payments in respect of public holidays

- (a) An Employee, other than a casual, who performs work (including overtime work) on a public holiday (or where Christmas Day, Boxing Day, New Year's Day or Australia Day fall on a weekend, the day to which penalty rates apply) shall be entitled to be paid:
 - (i) 200% (based on 1/38th of the weekly salary set out in Schedule 2) for the time worked on a public holiday Monday to Friday; or
 - (ii) 250% (based on 1/38th of the weekly salary set out in Schedule 2) for the time worked on a public holiday on a Saturday or Sunday (which is inclusive of the rates in sub-clause 124).
- (b) A casual Employee who performs work (including overtime work) on a public holiday (or where Christmas Day, Boxing Day, New Year's Day or Australia Day fall on a weekend, the day to which penalty rates apply pursuant to clause 132.2) shall be entitled to be paid inclusive of the casual loading;
 - (i) 250% (based on 1/38th of the weekly salary set out in Schedule 2) for time worked on a public holiday Monday to Friday; or
 - (ii) 312.5% (based on 1/38th of the weekly salary set out in Schedule 2) for time worked on a public holiday on a Saturday or Sunday (which is inclusive of the rates in sub-clause 124 above).

132.5 Substitution of public holidays by agreement

- (a) 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.
- (b) An agreement pursuant to clause 132.5(a) shall be recorded in writing and be available to every affected Employee.
- (c) Employees rostered to work on public holidays and who fail to do so shall not be entitled to holiday pay for the said holiday.
- (d) 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:
 - (i) within four weeks following the date on which such holiday occurred;
 - (A) one and a half extra day's pay;
 - (B) one and a half days off in lieu thereof of which at least seven days' notice shall be given;

- (C) one and a half days shall be added to his or her annual leave;
 - (ii) in the case of an Employee not qualifying for annual leave and where neither of the provisions of sub-clause 132.5(d)(i) have been applied the one and a half days' pay shall be added to the payment in lieu of annual leave; and
 - (iii) one and a half times the ordinary time rate of pay for any work done in excess of eight hours.
- (e) 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.
- (f) Notwithstanding the earlier provisions of this clause a shiftworker (as defined in clause 130.1(b)(ii) who works on any of the holidays set out in clause 132.1, shall be entitled (in lieu of any entitlement under clause 132.2) 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.
- (g) If, at the end of the yearly period in respect of which his or her annual leave accrues such shiftworker does not become entitled to additional leave under clause 130.1(b)(i) 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.
- (h) 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.
- (i) Notwithstanding the provisions of clause 132.2, 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.

132.6 Conversion of Public Holiday penalties to Leave

- (a) An Employee who works a public holiday and is entitled to public holiday penalties may elect to convert their penalties entitlement to the following:
 - (i) be allowed another half day and receive an additional half day's ordinary pay; or
 - (ii) receive an additional sum equal to a day's ordinary pay for that day.
- (b) An Employee who makes an election under this provision shall be entitled to convert the fifty per cent component of the public holiday penalty prescribed by this subclause to be taken up to a maximum of five days additional leave added to either their annual leave or long service leave and taken pursuant to the annual leave/long service leave provisions of this agreement, but shall not attract annual leave loading.
- (c) An Employee who wishes to convert these provisions must advise their Employer of their election to do so before the beginning of a calendar year. This election remains in force until the Employee discontinues this benefit in writing or ceases to work a roster that requires them to work on Public Holidays. An Employee may only discontinue their election before the commencement of another calendar year.

- (d) Employees who work Monday to Friday and who are not ordinarily required to work public holidays as they fall are eligible to accrue and take the additional leave in accordance with sub-clause 132.6 provided that:
 - (i) the Employee advises their Employer at the beginning of each calendar year that they are available to work on a public holiday, and
 - (ii) the Employer, at its discretion, requests the Employee to work the public holiday and the Employee agrees and works that public holiday.

SECTION 3 | PART G: EDUCATION AND PROFESSIONAL DEVELOPMENT

133 Professional Development Leave

- 133.1 A full-time Employee is entitled to five days' paid professional development leave per year, in addition to other prescribed leave entitlements. Part time Employees will have a pro rata entitlement.
- 133.2 To access the benefits of this provision it is the responsibility of the Employee to make an application for this leave.
- 133.3 The leave is cumulative over two calendar years.
- 133.4 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.
- 133.5 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.

134 Examination Leave

- 134.1 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.
- 134.2 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.
- 134.3 Any leave granted under the provisions of this clause shall be exempt from and, in addition, to the provisions of clause 130 (Annual leave).

135 In-service education & training - Royal Children's Hospital

- 135.1 Sub-clause 135.2 below applies to the following Health Service only:
 - (a) Royal Children's Hospital.
- 135.2 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.

136 Study leave

- 136.1 Paid study leave will be available to all Employees employed in full-time and part-time employment at the Employer's discretion.
- 136.2 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.

- 136.3 Employees employed in part-time employment will be entitled to paid study leave on a pro-rata basis
- 136.4 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:
- (a) details of the course and institution in which the Employee is enrolled or proposes to enrol; and
 - (b) details of the relevance of the course to the Employee's profession.
- 136.5 The Employer will notify the Employee of whether her or his request for study leave has been approved within 7 days of the application being made.
- 136.6 Leave pursuant to this clause does not accumulate from year to year.

137 Mental Health Professionals (Medicare) Study Leave

Mental health professionals who are eligible (or will be eligible) to claim for Medicare services under the Commonwealth Mental Health Initiative are entitled to an additional 2 days study leave on application to undertake professional development activities. Where there is an operational impediment to accessing the leave at the time of application it may be deferred to a mutually agreed alternate time.

138 Clinical Supervision

- 138.1 Up to a maximum of 2 hours per month professional (clinical) supervision is to be offered to Employees in each discipline. The supervision will be provided by a supervisor of the clinician's choice, either from within the service or from an external source as determined by agreement between the clinician, the proposed supervisor and the Employer.
- 138.2 This clause does not prevent an Employer offering additional clinical supervision on a needs basis.

SECTION 3 | PART H: CLASSIFICATION AND STAFFING

139 Classifications and wages

- 139.1 The classification descriptors are set out in Schedule 5 – Classification Definitions Applying to Health Professionals.
- 139.2 The weekly full-time salaries applicable to each classification during the period that this Section 3 operates are set out in Schedule 2 .
- 139.3 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.
- 139.4 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:
- (a) 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;
 - (b) 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;
 - (c) 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;
 - (d) 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;
 - (e) 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.
- 139.5 **Entry Level – New Graduate – Rural and Regional Health Services**
- (a) This clause 139.5 applies to Employees employed in a Rural or Regional Health Service.
 - (b) An Employee who holds:
 - (i) a four year undergraduate qualification; or
 - (ii) 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 Grade1 3rd year of experience after qualification.
 - (c) An Employee classified as UG1 Grade 1 2nd 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 3rd year of experience after qualification. Such Employee will thereafter receive his or her subsequent incremental increase on the anniversary of his or her qualification.

- 139.6 An Employee appointed to a higher grade shall be paid at the rate within that grade immediately above their previous rate of pay.
- 139.7 Where an Employee moves from one grade to a higher grade and the pay rates at the higher grade are the same or lesser, then the Employee will be paid at the next yearly increment level upon appointment to the new grade.

140 Notification of classification

- 140.1 The Employer shall notify each Employee in writing on commencement of their classification and terms of employment.
- 140.2 The Employer shall notify each Employee of any alteration to their classification in writing no later than the operative day of such alteration.

141 Chief Structures

- 141.1 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, Music Therapy, Recreation Therapy or Social Work, 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.
- 141.2 Chief Structures for amalgamated departments in amalgamated hospitals
- (a) Where hospital departments covered by this Section 3 amalgamate as a consequence of a hospital amalgamation the Senior Chief shall be remunerated according to the total numbers of staff in the amalgamated institution in accordance with the provisions of this Section 3.
 - (b) In addition, each campus will be entitled to a Chief position based on the staff numbers at the site.
 - (c) No deputy chief positions will exist under this structure.
- 141.3 The Parties agree that clauses 141.1 and 141.2 will be reviewed as part of the Modernisation of Agreement process under clause 14 of this Agreement.

142 Trainee supervision

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.

SECTION 4: HEALTH AND ALLIED SERVICES

SECTION 4 | PART A: PRELIMINARY

143 Definitions Specific to Section 4 of this Agreement

- 143.1 **Base rate of pay** means the rate of pay payable to an Employee in accordance with Schedule 2 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.
- 143.2 **Department Head** means a person responsible for a department or section of the hospital or health service covered by this Agreement.
- 143.3 **Divisional Director** means a person appointed as such by the Employer.
- 143.4 **Experience** means experience at any such work in any workplace subject to this Agreement within the last five (5) years, excluding any unpaid leave.
- 143.5 In Section 4 of the Agreement, allowances shall be calculated to the nearest 10 cents, an exact amount of 5 cents in the result going to the higher figure, unless otherwise specified.

144 One Off Good Faith Payment

A one-off good faith payment of \$1561 will be paid at the commencement of this Agreement. This payment is pro rata for part time Employees.

SECTION 4 | PART B: TYPES OF EMPLOYMENT AND END OF EMPLOYMENT

145 Dual Part-Time Appointments

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.

146 Trainees

- 146.1 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 Victoria works for young people program).
- 146.2 All trainees and apprentices will be engaged under an appropriate state or federal traineeship scheme and paid no less than the applicable trainee or apprentice rates contained in Schedule 2 or if no rate is specified the applicable base rate under the relevant Modern Award. .

147 Notice of Termination - Employer

- 147.1 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).

147.2 Health and Allied Services Employees

- (a) In order to terminate the employment of an Employee classified under Schedule 7 of this Agreement, 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

- (b) The period of notice in clause 147.2(a) 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.
- 147.3 For the purposes of this clause:
- (a) 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
- (b) 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.
- (c) 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.

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

- (a) 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 147.4, clause 147.2 or clause 147.3, as applicable; or
- (b) 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,

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

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

147.6 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.

147.7 **Redundancy**

- (a) 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.
- (b) "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.
- (c) Notwithstanding the provisions of sub-clause 147.7(b) above, in the case of Employees classified under Part 2 of Schedule 6 of this 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:
 - (i) salary and equivalent hours at his or her former classification rate of pay for six (6) months;
 - (ii) shift penalties and allowances for three (3) months.
- (d) All attempts will be made to ensure that an Employee's area of choice, hours of work and previous roster pattern are met.
- (e) 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.

148 Notice of Termination - Employee

148.1 The notice of termination required by an Employee shall be two (2) weeks' notice for Health and Allied Services Employees classified under Schedule 7 of this Agreement.

148.2 If an Employee fails to give the notice specified in clause 148.1 the Employer has the right to withhold monies due to the Employee to a maximum amount equal to ordinary time rate of pay for the following periods:

Employee's period of continuous service	Health and Allied Services Employees - Period in respect of which pay may be withheld by the Employer
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	2 weeks
More than 5 years	2 weeks

SECTION 4 | PART C: WAGES AND RELATED MATTERS

149 Payment of Wages

- 149.1 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.
- 149.2 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.
- 149.3 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.
- 149.4 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.
- 149.5 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.
- 149.6 **Health and Allied Services Employees**
- (a) If the Employer does not take the action required under clause 149.4 and clause 149.5 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.
 - (b) Clause 149.6(a) will not come into effect:
 - (i) if the payment of wages or other monies owed falls on a public holiday, until the expiration of such public holiday; or
 - (ii) if any unforeseen event outside the control of the Employer frustrates their ability to meet the requirements of this clause.
 - (c) **Late payment on termination**
 - (i) 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.
 - (ii) 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.

150 Experience Payments

The experience payments in Schedule 2 (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:

- (a) Qualified interpreters/translators who are eligible for payment of the Interpreters Allowances in accordance with clause 154.

151 Supported Wage System for Employees with a Disability

Schedule D of the Health Professionals and Support Services Award 2010 (MA000027) defines the conditions which will apply to Employees who because of the effects of a disability are eligible for a supported wage under the terms of the award.

SECTION 4 | PART D: ALLOWANCES AND REIMBURSEMENTS

152 Childcare Reimbursement

- 152.1 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.
- 152.2 Evidence of expenditure incurred by the Employee must be provided to the Employer as soon as practicable after the working of such overtime.

153 In Charge Allowances

- 153.1 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%

- 153.2 Provided that clause 153.1 does not apply to the following classifications of Employee:
- (a) General Service Supervisor
 - (b) Food Services Supervisor
 - (c) Clerical Worker Grade A
- 153.3 The percentage In-charge Allowance is calculated on the base rate payable to the Employee pursuant to Schedule 2.
- 153.4 The In-Charge Allowance shall be additional to any other allowance to which the Employee is entitled under Section 4.

154 Interpreter Allowances

- 154.1 Any person employed as a qualified interpreter/translator and who is accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) shall be paid an Interpreter Allowance per week pursuant to Schedule 2.
- 154.2 The amount payable per week under clause 154.1 above is dependent upon the Employee's level of accreditation by NAATI and their years of experience.
- 154.3 The Interpreter Allowances shall be additional to any other allowance to which the Employee is entitled under Section 4, and shall be considered part of the normal weekly rate of pay for all purposes.
- 154.4 Employees who are eligible for payment of the Interpreter Allowances shall be ineligible for the experience payments in Schedule 2.

155 Meal Allowances

- 155.1 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.

- 155.2 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.
- 155.3 The provisions of clause 155.1 and clause 155.2 shall not apply where the Employee could reasonably return home for a meal within the period allowed.
- 155.4 The meal allowances payable over the life of this Agreement are set out in Schedule 2.
- 155.5 Claims for payment of an overtime meal allowance will be processed in the next ordinary pay.

156 Morning and Afternoon Shift Allowances

An Employee 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.

157 Nauseous Work Allowance

- 157.1 Employees shall be paid a Nauseous Work Allowance pursuant to Schedule 2 for all time during which they are engaged in handling linen of a nauseous nature, other than linen sealed in airtight containers.
- 157.2 The Allowance 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 157.1, shall not be entitled to be paid an allowance under clause 157.2 for the same work.
- 157.3 The nauseous work allowance is payable per hour, or part thereof, in addition to the rates prescribed elsewhere in Section 4. The weekly allowance is the minimum amount payable for work performed in any week.

The rounding provision does not apply to the calculation of the hourly rate of this allowance.

158 Night Shift Allowances

158.1 Night Shift Allowance

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.

158.2 Permanent Night Shift Allowance

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.

159 Multi-Skilling Allowance – Patient Services Assistants

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:

Rate of Allowance	Effective from FFPPOA
\$1000	13 November 2017
\$500	13 April 2018
\$500	Each Year thereafter: 13 April of that year

160 Senior Allowance

- 160.1 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 2.
- 160.2 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:
- (a) the performance of additional duties or functions;
 - (b) the assignment of a special project; or
 - (c) an increased emphasis on the performance of core functions already undertaken by Employees in the relevant classification.
- 160.3 A net addition to the work value of the substantive role of an Employee would be characterised by the following:
- (a) the additional functions or duties are a regular and ongoing requirement; and
 - (b) experience in the role commensurate with this clause, coupled with on the job training where provided by the Employer; and
 - (c) 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
 - (d) 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
 - (e) 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.
- 160.4 The Senior Allowance shall be additional to any other allowance to which the Employee is entitled under Section 4.

161 Telephone Allowance

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.

162 Tool Allowance

- (a) Employees who are classified as chefs and cooks under Schedule 7 of this Agreement, 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 2.

- (b) The Tool Allowance is compensation for the supply and maintenance of tools.
- (c) The rounding provision does not apply to the calculation of this allowance.

163 Travelling Allowances

- 163.1 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.
- 163.2 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.

SECTION 4 | PART E: HOURS OF WORK AND RELATED MATTERS

164 Accrued Days Off

- 164.1 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.
- 164.2 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.
- 164.3 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 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.

165 Higher Duties

- 165.1 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.
- 165.2 Employees 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.

166 Hours of Work

- 166.1 The ordinary hours of work for a full-time Employee shall be 38 hours, or an average of 38 hours, per week.
- 166.2 For the purposes of clause 166.1, 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.
- 166.3 The working week shall commence at midnight on a Sunday.
- 166.4 Notwithstanding any authorised meal breaks or rest breaks, the work of each day/shift shall be continuous.
- 166.5 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.
- 166.6 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.

167 Make Up Time

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.

168 Meal Breaks

168.1 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.

168.2 Meal breaks shall not be regarded as time worked.

168.3 Night Duty

(a) Employees 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.

(b) The arrangement in clause 168.3(a) may also be adopted in any case where there is mutual agreement between the Employer and Employee.

169 Minimum Engagement

169.1 Each Employee shall be paid a minimum of three (3) hours per engagement, with the exception of Employees eligible for payment of overtime in accordance with clause 171 (Overtime) of Section 4.

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

170 On-Call/Recall

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

170.2 The on call allowances in Schedule 2 shall be paid to Employees 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 170.2(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.

170.3 The on-call allowances are calculated at the rate of 2.5% of the "Patient Services Assistant Level 2" rate of pay pursuant to Schedule 2.

171 Overtime

171.1 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.

171.2 Only authorised overtime shall be paid for and the following rates of overtime shall apply.

171.3 Employees 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.

171.4 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.

171.5 In addition to clause 171.3(a) 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.

171.6 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.

171.7 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.

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

171.9 **Transport following overtime**

- (a) Where an Employee finishes a period of overtime at a time when reasonable means of transport are not available for the Employee to return to her/his place of

residence the Employer will provide adequate transport free of cost to the Employee.

- (b) Where overtime is a result of a double shift, the provisions at subclause 171.10 below (Additional Provisions for Double Shifts) also apply.

171.10 Additional Provisions for Double Shifts

If an Employee works a double shift (which should only occur in emergency circumstances) the following will apply to mitigate the risk of fatigue and clinical error:

- (a) allow breaks of at least 10 minutes' duration in each two hours worked; and
- (b) adequate transport will be provided free of cost to the Employee, including the return journey where the Employee's vehicle remains at the workplace.

172 Overtime in Lieu

- 172.1 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.
- 172.2 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.
- 172.3 An Employer shall provide payment at the appropriate overtime rate where time off in lieu has not been taken within four (4) weeks of accrual.
- 172.4 For the purposes of this clause, in accruing or calculating payment of overtime, each period of overtime shall stand alone.

173 Reasonable Additional Hours

- 173.1 Subject to clause 173.2, an Employer may require an Employee to work reasonable additional hours at the appropriate overtime rate as defined in clause 171 (Overtime) of this Part E.
- 173.2 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:
 - (a) any risk to Employee health and safety arising from the additional hours;
 - (b) the Employee's personal circumstances, including family responsibilities;
 - (c) the needs of the workplace or enterprise in which the Employee is employed;
 - (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, working additional hours
 - (e) the notice (if any) given by the Employer of the overtime and by the Employee of his or her intention to refuse it;
 - (f) the usual patterns of work in the industry, or the part of the industry, in which the Employee works;
 - (g) the nature of the Employee's role, and the Employee's level of responsibility;
 - (h) whether the additional hours are in accordance with an averaging arrangement agreed to by the Employer and Employee under clause 166 (Hours of Work); and
 - (i) any other relevant matter.

174 Rest Breaks

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

175 Rosters

- 175.1 A roster of at least 28 days' duration shall be posted at least 28 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 HACSU.
- 175.2 This 28 day roster provision will operate from the next roster cycle commencing 3 months after the commencement of this Agreement
- 175.3 Rosters shall set out the Employees' daily ordinary hours of work, start times, finish times and meal intervals.
- 175.4 Where an Employee works a set Monday to Friday arrangement of hours without change, then no roster is required to be established.
- 175.5 Seven days' notice shall be given of a change in roster, except in emergency situations.
- 175.6 **Change of roster**
- (a) Where the Employer requires an Employee, without seven (7) days' notice and outside the expected circumstances in clause 175.5 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 2 (as it applies to health and allied services Employees).
 - (b) 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.
 - (c) The Change of Roster allowance in clause 175.6 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 2.
- 175.7 An Employee may apply in writing to the Employer to have their roster fixed by the provisions of clause 175.8 below in lieu of clauses 175.1 to 175.6 above.
- 175.8 Rosters shall be fixed by mutual agreement, subject to the provisions of this Part.
- 175.9 An Employee may repudiate a request made under clause 175.7 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 175.1 to 175.6 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.
- 175.10 Rosters will be drawn up so as to provide at least eight (8) hours between successive periods of ordinary duty.

176 Staffing Levels

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.

177 Time and Wages Records

- 177.1 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.
- 177.2 Time records will be maintained for a minimum of twelve months and wages records will be retained for a minimum of seven years.
- 177.3 Time and wages records shall be available for inspection by an accredited representative of HACSU, in accordance with the requirements of the Act.

178 Unplanned Absences

- 178.1 The Employer agrees to replace staff on planned or unplanned absences, where practicable.
- 178.2 The Employer will endeavour to maximise the use of permanent, full-time and part-time Employees to replace staff on planned and unplanned absences.
- 178.3 The engagement of casual Employees will be in accordance with the spirit and intent of clause 23.3 of this Agreement (casual employment).
- 178.4 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.
- 178.5 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.
- 178.6 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.

179 Wash-Up Time

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.

180 Weekend Work

- 180.1 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.
- 180.2 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.

181 Shiftwork

- 181.1 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.
- 181.2 **Change of Shift Allowance**

- (a) 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 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.
- (b) Notwithstanding the provisions of clause 181.2(a) 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.
- (c) 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.

SECTION 4 | PART F: LEAVE AND PUBLIC HOLIDAYS

182 Annual Leave

182.1 Basic entitlement

- (a) An Employee (other than a casual Employee) is entitled to four (4) weeks' annual leave for each year of service with the Employer.
- (b) 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.
- (c) 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.

182.2 Additional Week's Annual Leave

- (a) The NES provides that an Employee who is defined as a shiftworker under this clause is entitled to an additional week of annual leave on the same terms and conditions.
- (b) For the purposes of the 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.
- (c) An Employee covered by clause 182.2(a), 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.

182.3 Taking of annual leave

- (a) 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.
- (b) 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.
- (c) If the period during which an Employee takes paid annual leave includes a period of any other leave (other than unpaid parental leave), or a period of absence from employment in accordance with Community Service/ Emergency Services Leave, the Employee is taken not to be on paid annual leave for the period of that other leave or absence.
- (d) The amount of annual leave loading or penalties paid to an Employee in accordance with clause 182.5 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 182.5 or payment upon termination of employment, where applicable.
- (e) 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.

- (f) 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.

182.4 Payment for annual leave

- (a) 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.
- (b) 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 2.
- (c) An Employee may elect in writing to be paid, before going on annual leave, the amount of wages they would have received for ordinary time worked had they not been on leave during that period, or to continue with their normal pay cycle.
- (d) 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.

182.5 Annual Leave Loading

In addition to the ordinary pay as described in clause 182.4(b), Employees 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.

182.6 Annual leave in advance

- (a) Annual leave may be taken in advance, by mutual agreement between the Employer and Employee.
- (b) 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.
- (c) Where annual leave has been taken in advance by an Employee and:
 - (i) 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
 - (ii) 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 182.4 and clause 182.5; then
 - (iii) the Employer shall not be liable to make any payment to the Employee under clause 182.4 and clause 182.5 and shall be entitled to deduct the amount of such excess from any remuneration payable to the Employee upon termination of employment.

182.7 Cashing Out of Annual Leave

- (a) 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.

- (b) Superannuation contributions will be paid by the Employer in respect of any period of annual leave to be paid out in accordance with clause 182.7(a).
- (c) Payments made in accordance with clause 182.7(a) extinguish an Employee's right to access leave or receive further payment for the period of leave paid out.

183 Personal Leave

183.1 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 183.10 below.

183.2 Amount of paid personal/carer's leave

- (a) Paid personal/carer's leave will be available to an Employee when they are absent because of:
 - (i) personal illness or injury; or
 - (ii) personal illness or injury of an immediate family or household member who requires the Employee's care and support; or
 - (iii) an unexpected emergency affecting an Immediate Family or household member; or
 - (iv) 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.
- (b) 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.
- (c) Employees shall accrue personal/carer's leave as follows:
 - (i) one day will be available for each month of service in the first year of service;
 - (ii) 14 days will be available per annum in the second, third and fourth year of service; and
 - (iii) 21 days will be available per annum in each subsequent year of service.
- (d) In addition to clause 183.2(c), where Employees do not utilise the single day absences referred to in clause 183.6(a)(i) for a period of five years, an additional 5 days' personal/carer's leave shall be added to the Employee's accrued entitlement.

183.3 Leave to attend health professional appointments

Employees 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.

183.4 Use of accumulated personal/carer's leave

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.

183.5 Employee must give notice

- (a) Employees must give the Employer notice of the taking of personal/carer's leave.
- (b) The notice:
 - (i) Must be given to the to the Employer as soon as practicable (which may be a time after the leave has started); and
 - (ii) Must advise the Employer of the period, or expected period, of the leave.
 - (iii) 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.

183.6 Evidence supporting claim

- (a) 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:
 - (i) An Employee 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.
- (b) 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.
- (c) 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.
- (d) 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.

183.7 An Employee is not entitled to personal/carer's leave under this clause unless they have complied with the foregoing notice and evidence requirements.

183.8 Absence on public holidays

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.

183.9 Unpaid personal/carer's leave

- (a) 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 183.2(a)(i), (ii), (iii) or (iv). 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.
- (b) 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.

183.10 Casual Employees – Caring responsibilities

- (a) Casual Employees are entitled to be unavailable to attend work or to leave work:

- (i) 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
 - (ii) upon the death in Australia of an Immediate Family or household member.
- (b) 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.
- (c) The Employer will require the casual Employee to provide satisfactory evidence to support the taking of this leave.
- (d) 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.

183.11 Portability of personal/carer's leave

- (a) The following portability arrangements apply to Employees:
 - (i) Where an Employee transfers their employment from one Employer to another Employer covered by this Agreement, accumulated personal leave to his/her credit at the date of such transfer shall be credited to him/her in his/her new employment as accumulated personal/carer's leave.
 - (ii) 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.
 - (iii) 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.
 - (iv) 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.

184 Public Holidays

184.1 Entitlement to be absent on a public holiday

- (a) 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.
- (b) However, an Employer may request an Employee to work on a public holiday if the request is reasonable.
- (c) If an Employer requests an Employee to work on a public holiday, the Employee may refuse the request if:
 - (i) the request is not reasonable; or
 - (ii) the refusal is reasonable.

- (d) 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:
 - (i) the nature of the Employer's workplace or enterprise (including its operational requirements), and the nature of the work performed by the Employee;
 - (ii) the Employee's personal circumstances, including family responsibilities;
 - (iii) whether the Employee could reasonably expect that the Employer might request work on the public holiday;
 - (iv) 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;
 - (v) the type of employment of the Employee (for example, whether full-time, part-time, casual or shiftwork);
 - (vi) the amount of notice in advance of the public holiday given by the Employer when making the request;
 - (vii) 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
 - (viii) any other relevant matter.

184.2 **Meaning of public holiday**

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)

184.3 **Additional / Substitute Days**

- (a) When Christmas Day falls on a Saturday or Sunday, a holiday in lieu thereof shall be observed on 27 December.
- (b) When Boxing Day falls on a Saturday or Sunday, a holiday in lieu thereof shall be observed on 28 December
- (c) When New Year's Day falls on a Saturday or Sunday a holiday in lieu thereof shall be observed on the next Monday
- (d) When Australia Day falls on a Saturday or Sunday a holiday in lieu thereof shall be observed on the next Monday
- (e) When ANZAC Day falls on a Sunday, a holiday in lieu thereof shall be observed on the following Monday.

- (f) When ANZAC Day falls on Easter Monday, a holiday in lieu thereof shall be observed on the following Tuesday.
- 184.4 Where in the State or Locality, public holidays are declared or prescribed on days other than those set out in clause 184.2 and clause 184.3 above, those days shall constitute additional holidays for the purposes of this Part F.
- 184.5 **Substitute Days**
- (a) 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.
 - (b) An agreement pursuant to clause 184.5(a) shall be recorded in writing and be available to every affected Employee.
 - (c) The union shall be informed of an agreement made in accordance with clause 184.5(a) 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 184.5(a).
 - (d) If the union refuses to accept an agreement made under clause 184.5(a), the parties will seek to resolve the matter in accordance with the Dispute Settling Procedures.
- 184.6 **Payment for work on public holiday**
- (a) Employees classified under Schedule 6 of this Agreement shall be paid double time and one half for all time worked on a public holiday; or
 - (b) If the Employer and Employee so agree, the Employee may receive ordinary pay for the time so worked plus either:
 - (i) time off equivalent to one and one half times the hours worked – within four weeks of the public holiday; or
 - (ii) one and one half times the hours worked added to his or her annual leave.
 - (c) Clause 184.6(b) above does not apply to Employees classified under Part 2 of Schedule 6 of this Agreement.
 - (d) 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 Employee so agree:
 - (i) the Employee may take one day off within four weeks of the public holiday; or
 - (ii) have one day added to his or her annual leave.
 - (e) Employees classified under Schedule 7 of this Agreement shall be paid double time and one half for all time worked on a public holiday; or
 - (f) 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:
 - (i) the Employee may take one day and one half off in lieu within four weeks of the public holiday; or
 - (ii) have one and one half days added to his or her annual leave.
- 184.7 **Easter Saturday public holiday**
- (a) 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:
 - (i) one day's pay in respect of Easter Saturday; or

- (ii) 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
- (iii) have one day added to their annual leave.
- (b) Clause 184.7(a) above does not apply to Employees who are classified under Part 2 of Schedule 6 of this Agreement.

184.8 Payment for absence on public holiday

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.

184.9 Public holidays and Accrued Days Off

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).

184.10 Public holidays and part-time Employees

- (a) Subject to clause 184.10(b), 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.
- (b) 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.

SECTION 4 | PART G: EDUCATION AND PROFESSIONAL DEVELOPMENT

185 Study Leave

- 185.1 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.
- 185.2 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.
- 185.3 A part-time Employee shall be entitled to paid study leave on a pro-rata basis.
- 185.4 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:
- (a) details of the course and institution in which the Employee is enrolled, or proposes to enrol; and
 - (b) details of the relevance of the course to the Employee's profession.
- 185.5 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.
- 185.6 Where the course of study is of relevance to the Employee's employment, the Employer shall not withhold consent.
- 185.7 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.
- 185.8 In all circumstances, the leave will be made available to the Employee(s) in the year in which application is made.
- 185.9 Any dispute arising under this clause 185 shall be resolved in accordance with the Dispute Settling Procedures.
- 185.10 Paid study leave pursuant to this clause does not accumulate from year to year.

186 Staff Appraisal

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:

- (a) 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;
- (b) the staff appraisal process is not used as a disciplinary tool;
- (c) the staff appraisal process is intended to allow genuine feedback by both the Employer and Employee; and
- (d) the outcomes of the review are documented and confirmed and a written copy of the outcomes is given to the Employee;

187 Literacy and Numeracy

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.

SECTION 4 | PART H: OTHER RESOURCES

188 Uniforms and Protective Clothing

- 188.1 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.
- 188.2 Employees shall be paid a uniform allowance in accordance with Schedule 2 for purchasing uniform and special clothing, where they are not provided by the Employer under clause 188.1. 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.
- 188.3 Uniforms and special clothing provided in accordance with clause 188.1 and clause 188.2 shall remain the property of the Employer.
- 188.4 Where Employees are responsible for laundering uniforms and special clothing, the Employer shall pay the laundry allowances set out in the rates table in Schedule 2. 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.
- 188.5 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.
- 188.6 The rounding provision does not apply to the calculation of this allowance.

189 Amenities

- 189.1 Dressing rooms, rest rooms, bathrooms or shower rooms and lunchrooms shall be provided for non-resident Employees.
- 189.2 Suitable, healthy accommodation shall be provided for resident Employees.

SECTION 4 | PART I: CLASSIFICATION AND STAFFING

190 Classifications

- 190.1 The Employer shall classify all Employees in accordance with the classification structure set out in of this Agreement.
- 190.2 The Employer shall notify each Employee in writing upon commencement, of their classification and terms of employment.
- 190.3 The Employer shall notify each Employee of any alteration to their classification in writing not later than the operative date of such change.

191 Ward clerk classifications

Employees employed immediately prior to the commencement of the 2012-2016 Agreement as Ward Clerks will continue to be classified as follows:

- (a) the minimum classification for a former Ward Clerk will be Clerical Worker B; and
- (b) any Ward Clerks who immediately before the commencement of this Agreement were classified as a Clerical Worker A will not lose that classification as a consequence of clause (a).

192 Clerical Reclassification

Upon certification, Mental Health ward clerks and community team clerical workers who regularly during a course of a shift have contact with patients/clients have contact with patients/clients, are to be reclassified to a minimum of Clerical Worker B.

193 Clerical Review

The parties agree to conduct a review over the next 12 months to properly record and define the work of mental health ward clerks and community team clerical workers and to determine whether they will translate to Grade 1 or Grade 2 of the revised "Management and Administrative Officers Structure" on 1 October 2017.

194 Facility Services Officers

- 194.1 Employees employed immediately prior to the commencement of the 2012-2016 Agreement as Facility Services Officers (FSOs) will continue to be classified as follows:
- (a) FSO Level 1 will translate to PSA 1 (with the appropriate experience payment);
 - (b) FSO Level 2 will translate to PSA 2 (with the appropriate experience payment);
 - (c) FSO Level 3 will translate to PSA 2 and
 - (d) FSO Level 4 will translate to PSA 2

SECTION 5: MANAGEMENT AND ADMINISTRATIVE WORKERS

SECTION 5 | PART A: PRELIMINARY

195 Definitions Specific to Section 5 of this Agreement

- 195.1 **Base rate of pay** means the rate of pay payable to an Employee in accordance with Schedule 2 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.
- 195.2 **Department Head** means a person responsible for a department or section of the hospital or health service covered by this Agreement.
- 195.3 **Divisional Director** means a person appointed as such by the Employer.
- 195.4 **Experience** means experience at any such work in any workplace subject to this Agreement within the last five (5) years, excluding any unpaid leave.
- 195.5 In Section 5 of the Agreement, allowances shall be calculated to the nearest 10 cents, an exact amount of 5 cents in the result going to the higher figure, unless otherwise specified.

196 Best Practice - Royal Children's Hospital

This clause only applies to Management and Administrative Officers at Royal Children's Hospital classified under Part 2 of Schedule 6 of this Agreement.

- 196.1 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.
- 196.2 The following principles and processes underlie the "best practice" approach of the health services:
- (a) Understanding and commitment to achieving world class performance in all aspects of the health services' operations.
 - (b) Continuous improvement in the quality, efficiency, effectiveness and cost of health services is an ongoing process essential to the achievement of best practice.
- 196.3 The parties agree that there will be commitment and support given to the ongoing process of continuous improvement, including:
- (a) innovation;
 - (b) evaluating opportunities;
 - (c) productivity;
 - (d) cost effectiveness;
 - (e) benchmarking;
 - (f) expansion opportunities;
 - (g) flexibilities, where Employees may be required to work between health services, when required;
 - (h) workplace agreements to support agreed best practice;
 - (i) work on major projects linked to the health services' priorities; and

- (j) service/department reviews and the development of agreed performance indicators.
- 196.4 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.
- 196.5 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.

197 One Off Good Faith Payment

A one-off good faith payment of \$1561 will be paid at the commencement of this Agreement. This payment is pro rata for part time Employees.

SECTION 5 | PART B: TYPES OF EMPLOYMENT AND END OF EMPLOYMENT

198 Notice of Termination - Employer

- 198.1 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).
- 198.2 **Management and Administrative Officers**
- (a) In order to terminate the employment of an Employee classified under Schedule 6 of this Agreement, the Employer shall give one month's written notice, or pay one month's wages in lieu of notice.
 - (b) The period of notice in clause 198.2(a) 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.
 - (c) 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.
 - (d) Clause 198.2(c) above does not apply to positions that fall within the scope of the Government Sector Executive Remuneration Panel (**GSERP**) policies.
- 198.3 For the purposes of this clause:
- (a) 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
 - (b) 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.
 - (c) 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.
- 198.4 The Employer must not terminate the Employee's employment unless:
- (a) 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 198.2, clause 198.3 or clause 198.4, as applicable; or
 - (b) 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;
 - (c) provided that the employment may be terminated by part of the period of notice specified and part payment in lieu thereof.

- 198.5 Notice of termination shall not apply in the case of dismissal for serious and wilful misconduct.
- 198.6 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.

199 Notice of Termination - Employee

- 199.1 The notice of termination required by an Employee shall be one (1) month's notice.
- 199.2 If an Employee fails to give the notice specified in clause 199.1 the Employer has the right to withhold monies due to the Employee to a maximum amount equal to ordinary time rate of pay for the following periods:

Employee's period of continuous service	Management and Administrative Officers - Period in respect of which pay may be withheld by the Employer
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

SECTION 5 | PART C: WAGES AND RELATED MATTERS

200 Payment of Wages

- 200.1 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.
- 200.2 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.
- 200.3 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.
- 200.4 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.
- 200.5 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.

201 Supported Wage System for Employees with a Disability

Schedule D of the Health Professionals and Support Services Award 2010 (MA000027) defines the conditions which will apply to Employees who because of the effects of a disability are eligible for a supported wage under the terms of the award.

202 Annualised Salaries - Royal Children's Hospital

This clause only applies to Management and Administrative Officers at Royal Children's Hospital classified under Part 2 of Schedule 6 of this Agreement.

- 202.1 The annualised salary for Employees classified in Grades 3 to 8 pursuant to Part 2 of Schedule 6 of this Agreement 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.
- 202.2 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 this Section 5.

203 Overpayment of Wages – Royal Children's Hospital

This clause only applies to Management and Administrative Officers at Royal Children's Hospital classified under Part 2 of Schedule 6 of this Agreement.

- 203.1 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.
- 203.2 The above clause 203.1 does not apply in the case of errors of law.
- 203.3 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.
- 203.4 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.

SECTION 5 | PART D: ALLOWANCES AND REIMBURSEMENTS

204 Childcare Reimbursement

- 204.1 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.
- 204.2 Evidence of expenditure incurred by the Employee must be provided to the Employer as soon as practicable after the working of such overtime.

205 Meal Allowances

- 205.1 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.
- 205.2 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.
- 205.3 The provisions of clause 205.1 and clause 205.2 shall not apply where the Employee could reasonably return home for a meal within the period allowed.
- 205.4 The meal allowances payable over the life of this Agreement are set out in Schedule 2.
- 205.5 Claims for payment of an overtime meal allowance will be processed in the next ordinary pay.

206 Shift Allowances

- 206.1 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.
- 206.2 The weekly base rate of pay for the calculation of shift allowances for Employees classified under Part 1 of Schedule 6 of this Agreement is the Management and Administrative Officers "Grade 1", as outlined in Schedule 2.
- 206.3 The weekly base rate of pay for the calculation of shift allowances for Employees classified under Part 2 of Schedule 6 (Royal Children's Hospital) is the "Grade 1 - Level 1" rate as outlined in Schedule 2
- 206.4 **Morning and Afternoon Shift Allowances**
- (a) An Employee classified under Part 1 of Schedule 6 of this Agreement 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.
 - (b) An Employee classified under Part 2 of Schedule 6 of this Agreement 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.
- 206.5 **Night Shift Allowance**

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.

206.6 Permanent Night Shift Allowance

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.

206.7 Change of Shift Allowance

- (a) 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 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.
- (b) Notwithstanding the provisions of clause 206.7(a) 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.
- (c) 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.

207 Removal Expenses

207.1 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

207.2 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.

208 Telephone Allowance

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.

209 Travelling Allowances

209.1 Should an Employee be required to use their own vehicle for transport from home to place of work and return outside of normal hours, the Employee is to receive the allowance as set out in clause 31.

209.2 An Employee who is recalled to the workplace for any purpose shall be either provided with appropriate transport for the outward and return journeys with the cost met by their Employer or where the Employee uses their own vehicle for transport from home to place of work and return the Employee is to receive the allowance as set out in clause 31.

209.3 Where an Employee is required to travel during ordinary hours for work-purposes, he or she shall be provided either with appropriate transport by their Employer or if the

Employee agrees to use their own motor vehicle, they shall be paid the vehicle allowances set out in clause 31.

- 209.4 An Employee required to travel on business in the performance of their duties shall be reimbursed all reasonable travelling expenses necessarily incurred.

SECTION 5 | PART E: HOURS OF WORK AND RELATED MATTERS

210 Accrued Days Off

- 210.1 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.
- 210.2 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.

211 Higher Duties

- 211.1 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.
- 211.2 Employees 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.

212 Hours of Work

- 212.1 The ordinary hours of work for a full-time Employee shall be 38 hours, or an average of 38 hours, per week.
- 212.2 For the purposes of clause 212.1, 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.
- 212.3 The working week shall commence at midnight on a Sunday.
- 212.4 Notwithstanding any authorised meal breaks or rest breaks, the work of each day/shift shall be continuous.
- 212.5 **Management and Administrative Officers**
- For Employees classified under Schedule 6 of this Agreement 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.

213 Meal Breaks

- 213.1 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.
- 213.2 Meal breaks shall not be regarded as time worked.
- 213.3 **Night Duty**

By mutual agreement between the Employer and Employee, Employees who are not relieved from night duty (and on-call) during the rostered meal break will 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.

214 Minimum Engagement

214.1 Each Employee shall be paid a minimum of three (3) hours per engagement, with the exception of Employees eligible for payment of overtime in accordance with clause 216 (Overtime) of Section 5.

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

215 On-Call/Recall

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

- 215.2 (a) the on call allowances in Schedule 2 (as applicable to management and administrative officers) shall be paid to an Employee as follows:
- (i) 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
 - (ii) 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.
 - (iii) 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.
 - (iv) 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.
 - (v) 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.
 - (vi) If, on the instructions of the Employer, an Employee resumes or continues work without having had an 8-hour break in accordance with clause 215.2(a)(v), 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.
- (b) Clause 215.2(a) does not apply to Employees who are classified under Part 2 of Schedule 6 of this Agreement in Grade 3 or above. Such Employees shall be paid an annualised salary pursuant to clause 202

216 Overtime

216.1 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.

- 216.2 Part-time Employees classified under Part 2 of Schedule 6 of this Agreement are only entitled to payment of overtime where they work in excess of 38 hours in a given week.
- 216.3 Only authorised overtime shall be paid for and the following rates of overtime shall apply:
- 216.4 (a) Employees shall be paid at the rate of:
- (i) 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
 - (ii) double time for all overtime worked outside a spread of twelve hours after commencing ordinary duty.
- (b) Clause 216 (Overtime) is to be read in conjunction with this clause as it applies to management and administrative Employees at Royal Children's Hospital.
- 216.5 **Transport following overtime**
- (a) Where an Employee finishes a period of overtime at a time when reasonable means of transport are not available for the Employee to return to her/his place of residence the Employer will provide adequate transport free of cost to the Employee.
- (b) Where overtime is a result of a double shift, the provisions at subclause 216.6 below (Additional Provisions for Double Shifts) also apply.
- 216.6 **Additional Provisions for Double Shifts**
- If an Employee works a double shift (which should only occur in emergency circumstances) the following will apply to mitigate the risk of fatigue and clinical error:
- (a) allow breaks of at least 10 minutes' duration in each two hours worked; and
 - (b) adequate transport will be provided free of cost to the Employee, including the return journey where the Employee's vehicle remains at the workplace.

217 Overtime – Royal Children's Hospital

This clause only applies to Management and Administrative Officers at Royal Children's Hospital classified under Part 2 of Schedule 6 of this Agreement.

- 217.1 Employees in receipt of an annualised salary, or classified in Grades 3 to 8 of the classification structure in Part 2 of Schedule 6 of this Agreement are not entitled to payment of overtime under clause 216 (Overtime), other than for:
- (a) periods of recall to duty;
 - (b) periods when the Employee is directed to work overtime on weekends; and/or
 - (c) periods when the Employee is directed to work overtime on public holidays.
- 217.2 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 218 (Overtime in Lieu).

218 Overtime in Lieu

- 218.1 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.
- 218.2 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.
- 218.3 An Employer shall provide payment at the appropriate overtime rate where time off in lieu has not been taken within four (4) weeks of accrual.

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

219 Reasonable Additional Hours

- 219.1 Subject to clause 219.2, an Employer may require an Employee to work reasonable additional hours at the appropriate overtime rate as defined in clause 216 (Overtime) of Section 5.
- 219.2 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:
- (a) any risk to Employee health and safety arising from the additional hours;
 - (b) the Employee's personal circumstances, including family responsibilities;
 - (c) the needs of the workplace or enterprise in which the Employee is employed;
 - (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, working additional hours
 - (e) the notice (if any) given by the Employer of the overtime and by the Employee of his or her intention to refuse it;
 - (f) the usual patterns of work in the industry, or the part of the industry, in which the Employee works;
 - (g) the nature of the Employee's role, and the Employee's level of responsibility;
 - (h) whether the additional hours are in accordance with an averaging arrangement agreed to by the Employer and Employee under clause 212 (Hours of Work); and
 - (i) any other relevant matter.

220 Rest Breaks

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

221 Time and Wages Records - Royal Children's Hospital

This clause only applies to Management and Administrative Officers at Royal Children's Hospital classified under Part 2 of Schedule 6 of this Agreement.

- 221.1 All Employees are required to record all time worked on a time-card or other method determined by the relevant department.

222 Weekend Work

- 222.1 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.
- 222.2 Where Employees 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.

223 Working from Home - Royal Children's Hospital

This clause only applies to Management and Administrative Officers at Royal Children's Hospital classified under Part 2 of Schedule 6 of this Agreement.

- 223.1 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.

SECTION 5 | PART F: LEAVE AND PUBLIC HOLIDAYS

224 Annual Leave

224.1 Basic entitlement

- (a) An Employee (other than a casual Employee) is entitled to four (4) weeks annual leave for each year of service with the Employer.
- (b) 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.
- (c) 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.

224.2 Additional Week's Annual Leave

- (a) The NES provides that an Employee who is defined as a shiftworker under this clause is entitled to an additional week of annual leave on the same terms and conditions.
- (b) For the purposes of the 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.
- (c) An Employee covered by clause 224.2(a), 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.

224.3 Taking of annual leave

- (a) 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.
- (b) 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.
- (c) If the period during which an Employee takes paid annual leave includes a period of any other leave (other than unpaid parental leave), or a period of absence from employment in accordance with Community Service/ Emergency Services Leave, the Employee is taken not to be on paid annual leave for the period of that other leave or absence.
- (d) No Employee 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.
- (e) The amount of annual leave loading or penalties paid to an Employee in accordance with clause 224.5 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 224.5 or payment upon termination of employment, where applicable.

- (f) 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.
- (g) 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.

224.4 Payment for annual leave

- (a) 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.
- (b) 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 2.
- (c) An Employee may elect in writing to be paid, before going on annual leave, the amount of wages they would have received for ordinary time worked had they not been on leave during that period, or to continue with their normal pay cycle.
- (d) 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.

224.5 Annual Leave Loading

- (a) In addition to the ordinary pay as described in this clause Employees classified under Part 1 of Schedule 6 of this Agreement shall receive either:
 - (i) Shift work premiums according to the roster or projected roster;
 - (ii) Saturday and Sunday premiums according to the roster or projected roster; or
 - (iii) 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.
 - (iv) 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
\$1,770.40	1 October 2016
\$1,823.50	1 October 2017
\$1,878.20	1 October 2018
\$1,934.60	1 October 2019

- (b) In addition to the ordinary pay as described in clause 224.4(b), Employees classified under Part 2 of Schedule 6 of this Agreement shall receive:
 - (i) an amount of 17.5% loading on 4 weeks ordinary pay; or
 - (ii) 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 224.4(b) above shall be paid on the Employee's anniversary date.

224.6 Annual leave in advance

- (a) Annual leave may be taken in advance, by mutual agreement between the Employer and Employee.
- (b) 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.
- (c) Where annual leave has been taken in advance by an Employee and:
 - (i) 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
 - (ii) 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 224.4 and clause 224.5; then
 - (iii) the Employer shall not be liable to make any payment to the Employee under clause 224.4 and clause 224.5 and shall be entitled to deduct the amount of such excess from any remuneration payable to the Employee upon termination of employment.

224.7 Cashing Out of Annual Leave

- (a) 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.
- (b) Superannuation contributions will be paid by the Employer in respect of any period of annual leave to be paid out in accordance with clause 224.7(a).
- (c) Payments made in accordance with clause 224.7(a) extinguish an Employee's right to access leave or receive further payment for the period of leave paid out.

225 Conversion of Unused Sick Leave to Annual Leave - Royal Children's Hospital

This clause only applies to Management and Administrative Officers at Royal Children's Hospital classified under Part 2 of Schedule 6 of this Agreement.

- 225.1 If an Employee is not absent as provided for in clause 227.5(a)(i) 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.
- 225.2 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.

- 225.3 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.
- 225.4 For the purposes of this clause, “in any one year” shall mean the completion of the pay period after 14 November 1995.
- 225.5 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.

226 Discretionary Leave Without Pay - Royal Children's Hospital

This clause only applies to Management and Administrative Officers at Royal Children's Hospital classified under Part 2 of Schedule 6 of this Agreement.

- 226.1 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.
- 226.2 With the exception of the Parental Leave clause DLWOP is granted at the absolute discretion of the Employer.
- 226.3 DLWOP will only be considered after all other paid entitlements have been taken.
- 226.4 All DLWOP must be applied for and, if appropriate, approved in advance, using the Employer’s standard leave form.
- 226.5 Absences on approved leave without pay do not break continuity of service; however such absences do not count in the calculation of benefits.
- 226.6 An Employee will not be paid for any public holidays that may occur whilst on DLWOP.

227 Personal Leave

- 227.1 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 227.9 below.
- 227.2 **Amount of paid personal/carer’s leave**
- (a) Paid personal/carer’s leave will be available to an Employee when they are absent because of:
 - (i) personal illness or injury; or
 - (ii) personal illness or injury of an Immediate Family or household member who requires the Employee’s care and support; or
 - (iii) an unexpected emergency affecting an Immediate Family or household member; or
 - (iv) 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.
 - (b) 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
 - (i) Employees who are classified under Schedule 7 of this Agreement shall accrue personal/carer’s leave as follows:

- (ii) One day will be available for each month of service in the first year of service;
- (iii) 14 days will be available per annum in the second, third and fourth year of service; and
- (iv) 21 days will be available per annum in each subsequent year of service.

227.3 Use of accumulated personal/carer's leave

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.

227.4 Employee must give notice

- (a) Employees must give the Employer notice of the taking of personal/carer's leave.
- (b) The notice:
 - (i) Must be given to the to the Employer as soon as practicable (which may be a time after the leave has started); and
 - (ii) Must advise the Employer of the period, or expected period, of the leave.
- (c) 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.

227.5 Evidence supporting claim

- (a) 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:
 - (i) An Employee classified under Part 2 of Schedule 6 of this Agreement 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.
 - (ii) 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.
 - (iii) 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.
 - (iv) 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.
- (b) An Employee is not entitled to personal/carer's leave under this clause unless they have complied with the foregoing notice and evidence requirements.

227.6 Absence on public holidays

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.

227.7 Unpaid personal/carer's leave

- (a) 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 227.2(a)(i), (ii), (iii) or (iv). 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.
- (b) 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.

227.8 St Vincent's Hospital

- (a) From the time this Agreement comes into operation, St Vincent's Hospital shall:
 - (i) Cease applying the income maintenance model described at clause 172 of the 2012-2016 Agreement; and
 - (ii) Start crediting personal leave to Employees at the rate described at clause 227.2 relevant to the Employee based on that Employee's recognised continuous service.
- (b) This clause 227.8 will not affect an Employee's anniversary date for determining their years of service for the purposes of personal leave accrual.
- (c) This clause 227.8 will not operate to create a retrospective entitlement prior to the operation of this Agreement.

Example

On the date this Agreement comes into operation, an Employee at St Vincent's Hospital has 3 years' service with an Employer referred to in clauses 227.5(a)(i) or (ii) . As such, from this date the Employee will accrue 106 hours and 24 minutes (14 days) of personal leave per year of service, until they reach 5 years' service with an Employer referred to in clauses 227.5(a)(i) or (ii) , at which time they will accrue 159 hours 36 minutes (21 days) of personal leave per year of service.

227.9 Casual Employees – Caring responsibilities

- (a) Casual Employees are entitled to be unavailable to attend work or to leave work:
 - (i) 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
 - (ii) upon the death in Australia of an Immediate Family or household member.
- (b) 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.
- (c) The Employer will require the casual Employee to provide satisfactory evidence to support the taking of this leave.
- (d) 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.

227.10 Portability of personal/carer's leave

The following portability arrangements apply to Employees:

- (a) Where an Employee transfers their employment from one Employer to another Employer covered by this Agreement, accumulated personal leave to his/her

credit 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.
- (c) 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.
- (d) 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.

228 Public Holidays

228.1 Entitlement to be absent on a public holiday

- (a) 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.
- (b) However, an Employer may request an Employee to work on a public holiday if the request is reasonable.
- (c) If an Employer requests an Employee to work on a public holiday, the Employee may refuse the request if:
 - (i) the request is not reasonable; or
 - (ii) the refusal is reasonable.
- (d) 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:
 - (i) the nature of the Employer's workplace or enterprise (including its operational requirements), and the nature of the work performed by the Employee;
 - (ii) the Employee's personal circumstances, including family responsibilities;
 - (iii) whether the Employee could reasonably expect that the Employer might request work on the public holiday;
 - (iv) 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;
 - (v) the type of employment of the Employee (for example, whether full-time, part-time, casual or shiftwork);
 - (vi) the amount of notice in advance of the public holiday given by the Employer when making the request;
 - (vii) 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
 - (viii) any other relevant matter.

228.2 Meaning of public holiday

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)

228.3 Additional / Substitute Days

- (a) When Christmas Day falls on a Saturday or Sunday, a holiday in lieu thereof shall be observed on 27 December.
- (b) When Boxing Day falls on a Saturday or Sunday, a holiday in lieu thereof shall be observed on 28 December
- (c) When New Year's Day falls on a Saturday or Sunday a holiday in lieu thereof shall be observed on the next Monday
- (d) When Australia Day falls on a Saturday or Sunday a holiday in lieu thereof shall be observed on the next Monday
- (e) When ANZAC Day falls on a Sunday, a holiday in lieu thereof shall be observed on the following Monday.
- (f) When ANZAC Day falls on Easter Monday, a holiday in lieu thereof shall be observed on the following Tuesday.
- (g) Where in the State or Locality, public holidays are declared or prescribed on days other than those set out in clause 228.2 and clause 228.3 above, those days shall constitute additional holidays for the purposes of this Part F.

228.4 Substitute Days

- (a) 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.
- (b) An agreement pursuant to clause 228.4(a) shall be recorded in writing and be available to every affected Employee.
- (c) The union shall be informed of an agreement made in accordance with clause 228.4(a) 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 228.4(a).
- (d) If the union refuses to accept an agreement made under clause 228.4(a), the parties will seek to resolve the matter in accordance with the Dispute Settling Procedures.

228.5 Payment for work on public holiday

- (a) Employees classified under Schedule 6 of this Agreement shall be paid double time and one half for all time worked on a public holiday; or

- (b) If the Employer and Employee so agree, the Employee may receive ordinary pay for the time so worked plus either:
 - (i) time off equivalent to one and one half times the hours worked – within four weeks of the public holiday; or
 - (ii) one and one half times the hours worked added to his or her annual leave.
- (c) Clause 228.5(b) above does not apply to Employees classified under Part 2 of Schedule 6 of this Agreement.
- (d) 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:
 - (i) the Employee may take one day off within four weeks of the public holiday; or
 - (ii) have one day added to his or her annual leave.
- (e) Employees classified under Schedule 7 of this Agreement shall be paid double time and one half for all time worked on a public holiday; or
- (f) 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:
 - (i) the Employee may take one day and one half off in lieu within four weeks of the public holiday; or
 - (ii) have one and one half days added to his or her annual leave.

228.6 Easter Saturday public holiday

- (a) 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:
 - (i) one day's pay in respect of Easter Saturday; or
 - (ii) 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
 - (iii) have one day added to their annual leave.
- (b) Clause 228.6(a) above does not apply to Employees who are classified under Part 2 of Schedule 6 of this Agreement.

228.7 Payment for absence on public holiday

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.

228.8 Public holidays and Accrued Days Off

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).

228.9 Public holidays and part-time Employees

- (a) Subject to clause 228.9(b), 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.
- (b) 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.

229 Public Holidays – Royal Children's Hospital

This clause only applies to Management and Administrative Officers at Royal Children's Hospital classified under Part 2 of Schedule 6 of this Agreement.

- 229.1 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.
- 229.2 Where a religious holiday is nominated to be a substitute for a public holiday, in accordance with clause 229.1 above, the Employee will be paid at the ordinary time rate for work performed on the public holiday.
- 229.3 Applications under clause 229.1 shall be made one month in advance of a given public holiday falling due.
- 229.4 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.
- 229.5 Employees can elect to work up to five (5) public holidays in each year, provided that:
 - (a) 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
 - (b) when the Employee takes a day off in lieu of the public holiday, no relief is required to be supplied by the Employer; and
 - (c) 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.

SECTION 5 | PART G: EDUCATION AND PROFESSIONAL DEVELOPMENT

230 Study Leave

- 230.1 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.
- 230.2 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.
- 230.3 A part-time Employee will be entitled to paid study leave on a pro-rata basis.
- 230.4 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:
- (a) the proposed course and institution in which the Employee is enrolled or proposes to enrol; and
 - (b) the relevance of the course to the Employee's profession.
- 230.5 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.
- 230.6 Leave pursuant to this clause does not accumulate from year to year.

231 Examination Leave

- 231.1 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.
- 231.2 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.
- 231.3 Any leave granted under the provisions of this clause shall be in addition to annual leave granted pursuant to clause 224 (Annual Leave).
- 231.4 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.

232 Staff Appraisal

- 232.1 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:
- (a) 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;
 - (b) the staff appraisal process is not used as a disciplinary tool;
 - (c) the staff appraisal process is intended to allow genuine feedback by both the Employer and Employee; and
 - (d) the outcomes of the review are documented and confirmed and a written copy of the outcomes is given to the Employee;

- 232.2 The performance appraisal and staff development scheme for Employees classified under Part 2 of Schedule 6 of this Agreement is set out in clause 233 (Individual Performance Measures).

233 Individual Performance Measures - Royal Children's Hospital

This clause only applies to Management and Administrative Officers at Royal Children's Hospital classified under Part 2 of Schedule 6 of this Agreement.

- 233.1 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.
- 233.2 For the purposes of clause 233.1 above, the Employer's "Performance Development and Staff Appraisal Scheme" shall be applied, save where there is mutual agreement to use an alternative format.
- 233.3 Individual performance measures may include:
- (a) balancing budgets;
 - (b) achieving given targets;
 - (c) levels of absenteeism;
 - (d) occupational health and safety;
 - (e) data entry requirements;
 - (f) documentation requirements;
 - (g) punctuality;
 - (h) percentage of patient-related work;
 - (i) categories of work, levels of classification;
 - (j) research; and
 - (k) conferences.
- 233.4 These measures will be subject to periodic review by the parties. Any dispute in this regard will be settled in accordance with the Dispute Settling Procedures.

234 Professional Development Leave - Royal Children's Hospital

This clause only applies to Management and Administrative Officers at Royal Children's Hospital classified under Part 2 of Schedule 6 of this Agreement.

- 234.1 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.
- 234.2 Professional development leave is non cumulative.
- 234.3 The Employer shall not unreasonably withhold authorisation for Professional Development leave.
- 234.4 Professional development leave must be clearly linked to the Employee's profession and may include a requirement to report back to other staff.

235 Education and Training - Royal Children's Hospital

This clause only applies to Management and Administrative Officers at Royal Children's Hospital classified under Part 2 of Schedule 6 of this Agreement.

- 235.1 The parties recognise that the health services are regarded as state, national and international centres of excellence. As a consequence, the health services assume a vital role in education at a professional and community level.
- 235.2 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.
- 235.3 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.

SECTION 5 | PART H: OTHER RESOURCES

236 Uniforms and Protective Clothing

- 236.1 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.
- 236.2 Uniforms and special clothing provided in accordance with clause 236.1 and clause 236.3 shall remain the property of the Employer.
- 236.3 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.
- 236.4 The rounding provision does not apply to the calculation of this allowance.

SECTION 5 | PART I: CLASSIFICATION AND STAFFING

237 Classifications

- 237.1 The Employer shall classify all Employees in accordance with the classification structure set out in of this Agreement.
- 237.2 The Employer shall notify each Employee in writing upon commencement, of their classification and terms of employment.
- 237.3 The Employer shall notify each Employee of any alteration to their classification in writing not later than the operative date of such change.

238 Chief Executive Officers

- 238.1 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**”).
- 238.2 Clause 238.1 excludes CEOs whose terms and conditions are not covered by a GSERP contract.
- 238.3 Despite clause 238.1, 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.

SCHEDULE 1: LIST OF EMPLOYERS

- 1 Albury Wodonga Health
- 2 Alfred Health
- 3 Austin Health
- 4 Ballarat Health Services
- 5 Barwon Health
- 6 Bendigo Health Care Group
- 7 Eastern Health
- 8 Goulburn Valley Health
- 9 Latrobe Regional Health
- 10 Melbourne Health
- 11 Mercy Public Hospitals Inc
- 12 Mildura Base Hospital
- 13 Monash Health
- 14 Peninsula Health
- 15 Royal Children's Hospital (The)
- 16 St Vincent's Hospital (Melbourne) Limited
- 17 South West Healthcare

SCHEDULE 2: SALARIES AND ALLOWANCES

Salaries and Allowances for RPN's, PEN's and PSO's

Registered Psychiatric Nurses

Current Classification	Previous Rate	FPPOA 1 Oct 16*	FFPPOA 1 Apr 17	FFPPOA 1 Apr 18	FFPPOA 1 Apr 19		Final Classification^
Increase		Roll in CPD (however titled) plus 3%	3%	3.25%	Various		
RPN GRADE 2 YEAR 1	\$1,034.30	\$1,083.10	\$1,115.60	\$1,151.90	\$1,188.40		RPN GRADE 2 YEAR 1
RPN GRADE 2 YEAR 2	\$1,074.30	\$1,124.30	\$1,158.00	\$1,195.60	\$1,255.30		RPN GRADE 2 YEAR 2
RPN GRADE 2 YEAR 3	\$1,114.60	\$1,165.80	\$1,200.80	\$1,239.80	\$1,322.20		RPN GRADE 2 YEAR 3
RPN GRADE 2 YEAR 4	\$1,154.80	\$1,207.20	\$1,243.40	\$1,283.80	\$1,394.00		RPN GRADE 2 YEAR 4
RPN GRADE 2 YEAR 5	\$1,194.90	\$1,248.50	\$1,286.00	\$1,327.80	\$1,465.30		RPN GRADE 2 YEAR 5
RPN GRADE 2 YEAR 6	\$1,235.00	\$1,289.80	\$1,328.50	\$1,371.70	\$1,534.80		RPN GRADE 2 YEAR 6
RPN GRADE 2 YEAR 7	\$1,275.10	\$1,331.10	\$1,371.00	\$1,415.60	\$1,613.20		RPN GRADE 2 YEAR 7
RPN GRADE 2 YEAR 8	\$1,306.50	\$1,363.50	\$1,404.40	\$1,450.00	\$1,678.50		RPN GRADE 2 YEAR 8
RPN GRADE 2 YEAR 9	\$1,338.00	\$1,395.90	\$1,437.80	\$1,484.50	\$1,678.50		
RPN GRADE 2 YEAR 10	\$1,369.20	\$1,428.10	\$1,470.90	\$1,518.70	\$1,678.50		

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Previous Rate	FPPOA 1 Oct 16*	FFPPOA 1 Apr 17	FFPPOA 1 Apr 18	FFPPOA 1 Apr 19		Final Classification^
Increase		Roll in CPD (however titled) plus 3%	3%	3.25%	Various		
RPN GRADE 2 ADVANCED	\$1,409.30	\$1,469.40	\$1,513.50	\$1,562.70	\$1,746.70		RPN GRADE 2 ADVANCED
PSYCH CLIN NURSE SPEC	\$1,409.30	\$1,469.40	\$1,513.50	\$1,562.70	\$1,746.70		PSYCH CLIN NURSE SPEC
RPN GRADE 3 YEAR 1	\$1,426.00	\$1,486.60	\$1,531.20	\$1,581.00	\$1,750.00		RPN GRADE 3 YEAR 1
RPN GRADE 3 YEAR 2	\$1,440.20	\$1,501.20	\$1,546.20	\$1,596.50	\$1,750.00		
RPN GRADE 3 YEAR 3	\$1,463.00	\$1,524.70	\$1,570.40	\$1,621.40	\$1,800.00		RPN GRADE 3 YEAR 2
RPN GRADE 3 YEAR 4/ ANUM Year 1	\$1,491.00	\$1,553.50	\$1,600.10	\$1,652.10	\$1,880.20		RPN GRADE 3 YEAR 3 / ANUM Year 1
RPN GRADE 3 YEAR 5 ANUM Year 2	\$1,523.60	\$1,587.10	\$1,634.70	\$1,687.80	\$1,943.40		RPN GRADE 3 YEAR 4 / ANUM Year 2
RPN GRADE 4 YEAR 1	\$1,561.30	\$1,625.90	\$1,674.70	\$1,729.10	\$1,900.00		RPN GRADE 4 YEAR 1
RPN GRADE 4 YEAR 2	\$1,592.60	\$1,658.20	\$1,707.90	\$1,763.40	\$1,900.00		
RPN GRADE 4 YEAR 3	\$1,630.10	\$1,696.80	\$1,747.70	\$1,804.50	\$2,000.00		RPN GRADE 4 YEAR 2

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Previous Rate	FPPOA 1 Oct 16*	FFPPOA 1 Apr 17	FFPPOA 1 Apr 18	FFPPOA 1 Apr 19		Final Classification^
Increase		Roll in CPD (however titled) plus 3%	3%	3.25%	Various		
RPN GRADE 4 YEAR 4	\$1,662.90	\$1,730.60	\$1,782.50	\$1,840.40	\$2,000.00		
RPN GRADE 4 YEAR 5	\$1,682.80	\$1,751.10	\$1,803.60	\$1,862.20	\$2,100.00		RPN GRADE 4 YEAR 3
RPN G4 Y1 UNIT MGR	\$1,744.90	\$1,815.00	\$1,869.50	\$1,930.30	\$2,218.70		RPN G4 UNIT MGR
RPN G4 Y2 UNIT MGR	\$1,787.70	\$1,859.10	\$1,914.90	\$1,977.10	\$2,218.70		
RPN G4 Y3 UNIT MGR	\$1,829.90	\$1,902.60	\$1,959.70	\$2,023.40	\$2,218.70		
RPN GRADE 5	\$1,848.30	\$1,921.50	\$1,979.10	\$2,043.40	\$2,200.00		RPN GRADE 5
RPN GRADE 6	\$1,986.90	\$2,064.30	\$2,126.20	\$2,195.30	\$2,500.00		RPN GRADE 6
RPN GRADE 7 YEAR 1	\$2,072.00	\$2,151.90	\$2,216.50	\$2,288.50	\$3,483.60		RPN GRADE 7
RPN GRADE 7 YEAR 2	\$2,295.80	\$2,382.50	\$2,454.00	\$2,533.80	\$3,483.60		
RPN GRADE 7 YEAR 3	\$2,542.00	\$2,636.00	\$2,715.10	\$2,803.30	\$3,483.60		
* Includes 'roll-in' of \$900 PD Allowance							

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Psychiatric Enrolled Nurses

Current Classification	Previous Weekly Rate	FFPPOA 1 Oct 16*	FFPPOA 1 Apr 17	FFPPOA 1 Apr 18	FFPPOA 1 Apr 19		Final Classification^
Increase		Roll in CPD (however titled) plus 3%	3%	3.25%	4%		
PSEN LEVEL 1 YEAR 1	\$903.30	\$948.20	\$976.60	\$1,008.30	\$1,048.60		PSEN LEVEL 1 YEAR 1
PSEN LEVEL 1 YEAR 2	\$922.10	\$967.50	\$996.50	\$1,028.90	\$1,070.10		PSEN LEVEL 1 YEAR 2
PSEN LEVEL 1 YEAR 3	\$940.80	\$986.80	\$1,016.40	\$1,049.40	\$1,091.40		PSEN LEVEL 1 YEAR 3
PSEN LEVEL 1 YEAR 4	\$959.80	\$1,006.40	\$1,036.60	\$1,070.30	\$1,113.10		PSEN LEVEL 1 YEAR 4
PSEN LEVEL 1 YEAR 5	\$971.40	\$1,018.30	\$1,048.80	\$1,082.90	\$1,126.20		PSEN LEVEL 1 YEAR 5
PSEN LEVEL 1 YEAR 6	\$997.20	\$1,044.90	\$1,076.20	\$1,111.20	\$1,155.60		PSEN LEVEL 1 YEAR 6
PSEN LEVEL 1 YEAR 7	\$1,015.60	\$1,063.80	\$1,095.70	\$1,131.30	\$1,176.60		PSEN LEVEL 1 YEAR 7
PSEN LEVEL 1 YEAR 8	\$1,037.60	\$1,086.50	\$1,119.10	\$1,155.50	\$1,201.70		PSEN LEVEL 1 YEAR 8
PSEN LEVEL 2 YEAR 1	\$1,059.70	\$1,109.30	\$1,142.60	\$1,179.70	\$1,226.90		PSEN LEVEL 2 YEAR 1
PSEN LEVEL 2 YEAR 2	\$1,070.80	\$1,120.70	\$1,154.30	\$1,191.80	\$1,239.50		PSEN LEVEL 2 YEAR 2
PSEN LEVEL 2 YEAR 3	\$1,081.70	\$1,131.90	\$1,165.90	\$1,203.80	\$1,252.00		PSEN LEVEL 2 YEAR 3

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Previous Weekly Rate	FFPPOA 1 Oct 16*	FFPPOA 1 Apr 17	FFPPOA 1 Apr 18	FFPPOA 1 Apr 19		Final Classification^
Increase		Roll in CPD (however titled) plus 3%	3%	3.25%	4%		
PSEN LEVEL 2 YEAR 4	\$1,107.40	\$1,158.40	\$1,193.20	\$1,232.00	\$1,281.30		PSEN LEVEL 2 YEAR 4
PEN LEVEL 3 YEAR 1	\$1,136.80	\$1,188.70	\$1,224.40	\$1,264.20	\$1,314.80		PEN LEVEL 3 YEAR 1
PEN LEVEL 3 YEAR 2	\$1,178.20	\$1,231.30	\$1,268.20	\$1,309.40	\$1,361.80		PEN LEVEL 3 YEAR 2
PEN LEVEL 3 YEAR 3	\$1,197.60	\$1,251.30	\$1,288.80	\$1,330.70	\$1,383.90		PEN LEVEL 3 YEAR 3
PEN LEVEL 3 YEAR 4	\$1,213.90	\$1,268.10	\$1,306.10	\$1,348.50	\$1,402.40		PEN LEVEL 3 YEAR 4
PEN LEVEL 4 (Educator)	-	\$1,469.40	\$1,513.50	\$1,562.70	\$1,746.70		PEN LEVEL 4 (Educator)
* Includes 'roll-in' of \$900 PD Allowance							

Psychiatric Services Officers

Current Classification	Previous Weekly Rate	FFPPOA 1 Oct 16*	FFPOA 1 Apr 17	FFPOA 1 Apr 18	FFPPOA 1 Apr 19		Final Classification^
Increase		Roll in CPD (however titled) plus 3%	3%	3.25%	4%		
PSO LEVEL 1 YEAR 1	\$814.80	\$857.00	\$882.70	\$911.40	\$947.90		PSO LEVEL 1 YEAR 1

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Previous Weekly Rate	FFPPOA 1 Oct 16*	FFPOA 1 Apr 17	FFPOA 1 Apr 18	FFPPOA 1 Apr 19		Final Classification^
Increase		Roll in CPD (however titled) plus 3%	3%	3.25%	4%		
PSO LEVEL 1 YEAR 2	\$837.30	\$880.20	\$906.60	\$936.10	\$973.50		PSO LEVEL 1 YEAR 2
PSO LEVEL 1 YEAR 3	\$869.40	\$913.30	\$940.70	\$971.30	\$1,010.20		PSO LEVEL 1 YEAR 3
PSO LEVEL 1 YEAR 4	\$891.90	\$936.40	\$964.50	\$995.80	\$1,035.60		PSO LEVEL 1 YEAR 4
PSO LEVEL 1 YEAR 5	\$914.60	\$959.80	\$988.60	\$1,020.70	\$1,061.50		PSO LEVEL 1 YEAR 5
PSO LEVEL 1 YEAR 6	\$937.20	\$983.10	\$1,012.60	\$1,045.50	\$1,087.30		PSO LEVEL 1 YEAR 6
PSO LEVEL 1 YEAR 7	\$955.70	\$1,002.20	\$1,032.30	\$1,065.80	\$1,108.40		PSO LEVEL 1 YEAR 7
PSO LEVEL 1 YEAR 8	\$974.40	\$1,021.40	\$1,052.00	\$1,086.20	\$1,129.60		PSO LEVEL 1 YEAR 8
PSO LEVEL 2 YEAR 1	\$978.40	\$1,025.50	\$1,056.30	\$1,090.60	\$1,134.20		PSO LEVEL 2 YEAR 1
PSO LEVEL 2 YEAR 2	\$1,007.10	\$1,055.10	\$1,086.80	\$1,122.10	\$1,167.00		PSO LEVEL 2 YEAR 2
PSO LEVEL 2 YEAR 3	\$1,023.80	\$1,072.30	\$1,104.50	\$1,140.40	\$1,186.00		PSO LEVEL 2 YEAR 3
PSO LEVEL 2 YEAR 4	\$1,046.20	\$1,095.40	\$1,128.30	\$1,165.00	\$1,211.60		PSO LEVEL 2 YEAR 4
PSO LEVEL 2 YEAR 5	\$1,064.70	\$1,114.40	\$1,147.80	\$1,185.10	\$1,232.50		PSO LEVEL 2 YEAR 5

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Previous Weekly Rate	FFPPOA 1 Oct 16*	FFPOA 1 Apr 17	FFPOA 1 Apr 18	FFPPOA 1 Apr 19		Final Classification^
Increase		Roll in CPD (however titled) plus 3%	3%	3.25%	4%		
PSO LEVEL 3 YEAR 1	\$1,092.50	\$1,143.10	\$1,177.40	\$1,215.70	\$1,264.30		PSO LEVEL 3 YEAR 1
PSO LEVEL 3 YEAR 2	\$1,116.20	\$1,167.50	\$1,202.50	\$1,241.60	\$1,291.30		PSO LEVEL 3 YEAR 2
PSO LEVEL 3 YEAR 3	\$1,140.70	\$1,192.70	\$1,228.50	\$1,268.40	\$1,319.10		PSO LEVEL 3 YEAR 3
PSO LEVEL 3 YEAR 4	\$1,159.50	\$1,212.10	\$1,248.50	\$1,289.10	\$1,340.70		PSO LEVEL 3 YEAR 4
* Includes 'roll-in' of \$900 Retention Allowance							

Commutated Allowance Wage Rates

Registered Psychiatric Nurses

Current Classification	Previous Weekly Rate	Comm.	FFPPOA 1 Oct 16*	Comm	FFPPOA 1 Apr 17	Comm.	FFPPOA 1 Apr 18	Comm	FFPPOA 1 Apr 19	Comm	Final Classification^
Increase			Roll in CPD (however titled) plus 3%		3%		3.25%	\$	Various		
RPN GRADE 2 YEAR 1	1021.70	183.90	1070.10	192.60	1102.20	198.40	1138.10	204.90	1174.10	221.30	RPN GRADE 2 YEAR 1

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Previous Weekly Rate	Comm.	FFPPOA 1 Oct 16*	Comm	FFPPOA 1 Apr 17	Comm.	FFPPOA 1 Apr 18	Comm	FFPPOA 1 Apr 19	Comm	Final Classification^
Increase			Roll in CPD (however titled) plus 3%		3%		3.25%	\$	Various		
RPN GRADE 2 YEAR 2	1079.40	194.30	1129.60	203.30	1163.40	209.40	1201.30	216.20	1261.20	227.00	RPN GRADE 2 YEAR 2
RPN GRADE 2 YEAR 3	1114.40	200.60	1165.60	209.80	1200.60	216.10	1239.60	223.10	1322.00	238.00	RPN GRADE 2 YEAR 3
RPN GRADE 2 YEAR 4	1148.50	206.70	1200.70	216.10	1236.80	222.60	1277.00	229.90	1386.50	250.00	RPN GRADE 2 YEAR 4
RPN GRADE 2 YEAR 5	1180.10	212.40	1233.30	222.00	1270.30	228.70	1311.60	236.10	1447.40	260.60	RPN GRADE 2 YEAR 5
RPN GRADE 2 YEAR 6	1210.90	218.00	1265.00	227.70	1303.00	234.50	1345.30	242.20	1505.30	270.90	RPN GRADE 2 YEAR 6
RPN GRADE 2 YEAR 7	1242.50	223.70	1297.60	233.60	1336.50	240.60	1379.90	248.40	1572.60	283.10	RPN GRADE 2 YEAR 7
RPN GRADE 2 YEAR 8	1274.20	229.40	1330.20	239.40	1370.10	246.60	1414.60	254.60	1639.40	295.10	RPN GRADE 2 YEAR 8
RPN GRADE 2 YEAR 9	1305.50	235.00	1362.40	245.20	1403.30	252.60	1448.90	260.80	1639.40	295.10	
RPN GRADE 2 YEAR 10	1336.90	240.60	1394.80	251.10	1436.60	258.60	1483.30	267.00	1639.40	295.10	
RPN GRADE 2 ADVANCED	1409.30	253.70	1469.40	264.50	1513.40	272.40	1562.60	281.30	1746.50	314.40	RPN GRADE 2 ADVANCED
PSYCH CLIN NURSE SPEC	1409.30	253.70	1469.40	264.50	1513.40	272.40	1562.60	281.30	1746.50	314.40	PSYCH CLIN NURSE SPEC

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Previous Weekly Rate	Comm.	FFPPOA 1 Oct 16*	Comm	FFPPOA 1 Apr 17	Comm.	FFPPOA 1 Apr 18	Comm	FFPPOA 1 Apr 19	Comm	Final Classification^
Increase			Roll in CPD (however titled) plus 3%		3%		3.25%	\$	Various		
RPN GRADE 3 YEAR 1	1354.80	243.90	1413.20	254.40	1455.60	262.00	1502.90	270.50	1674.10	301.30	RPN GRADE 3 YEAR 1
RPN GRADE 3 YEAR 2	1377.10	247.90	1436.20	258.50	1479.30	266.30	1527.40	274.90	1674.10	301.30	
RPN GRADE 3 YEAR 3	1398.10	251.70	1457.80	262.40	1501.60	270.30	1550.40	279.10	1721.20	309.80	RPN GRADE 3 YEAR 2
RPN GRADE 3 YEAR 4/ ANUM Year 1	1423.80	256.30	1484.30	267.20	1528.80	275.20	1578.50	284.10	1796.50	323.40	RPN GRADE 3 YEAR 3 / ANUM Year 1
RPN GRADE 3 YEAR 5 ANUM Year 2	1456.60	262.20	1518.10	273.30	1563.60	281.50	1614.40	290.60	1858.90	334.60	RPN GRADE 3 YEAR 4 / ANUM Year 2
RPN GRADE 4 YEAR 1	1510.50	271.90	1573.60	283.20	1620.80	291.70	1673.50	301.20	1838.80	331.00	RPN GRADE 4 YEAR 1
RPN GRADE 4 YEAR 2	1535.20	276.30	1599.00	287.80	1647.00	296.50	1700.50	306.10	1838.80	331.00	
RPN GRADE 4 YEAR 3	1570.00	282.60	1634.90	294.30	1683.90	303.10	1738.70	313.00	1926.90	346.90	RPN GRADE 4 YEAR 2
RPN GRADE 4 YEAR 4	1595.30	287.20	1660.90	299.00	1710.80	307.90	1766.40	317.990	1919.50	345.50	

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Previous Weekly Rate	Comm.	FFPPOA 1 Oct 16*	Comm	FFPPOA 1 Apr 17	Comm.	FFPPOA 1 Apr 18	Comm	FFPPOA 1 Apr 19	Comm	Final Classification^
Increase			Roll in CPD (however titled) plus 3%		3%		3.25%	\$	Various		
RPN GRADE 4 YEAR 5	1665.30	299.80	1733.00	311.90	1785.00	321.30	1843.00	331.70	2078.40	374.10	RPN GRADE 4 YEAR 3
RPN G4 Y1 UNIT MGR	1682.90	302.90	1751.20	315.20	1803.70	324.70	1862.30	335.20	2140.60	385.30	RPN G4 UNIT MGR
RPN G4 Y2 UNIT MGR	1718.40	309.30	1787.70	321.80	1841.40	331.40	1901.20	342.20	2140.60	385.30	
RPN G4 Y3 UNIT MGR	1760.70	316.90	1831.30	329.60	1886.20	339.50	1947.50	350.60	2140.60	385.30	
RPN GRADE 5	1799.80	324.00	1871.60	336.90	1927.70	347.00	1990.40	358.30	2142.80	385.70	RPN GRADE 5
RPN GRADE 6	1920.60	345.70	1996.00	359.30	2055.90	370.10	2122.70	382.10	2417.30	435.10	RPN GRADE 6
RPN GRADE 7 YEAR 1	2056.90	370.20	2136.40	384.50	2200.50	396.10	2272.00	409.00	3458.40	622.50	RPN GRADE 7
RPN GRADE 7 YEAR 2	2215.20	398.70	2299.40	413.90	2368.40	426.30	2445.40	440.10	3458.40	622.50	
RPN GRADE 7 YEAR 3	2451.00	441.20	2542.30	457.60	2618.60	471.30	2703.70	486.70	3458.40	622.50	

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Previous Weekly Rate	Comm.	FFPPOA 1 Oct 16*	Comm	FFPPOA 1 Apr 17	Comm.	FFPPOA 1 Apr 18	Comm	FFPPOA 1 Apr 19	Comm	Final Classification^
Increase			Roll in CPD (however titled) plus 3%		3%		3.25%	\$	Various		
* Includes 'roll-in' of \$900 PD Allowance											

Psychiatric Enrolled Nurses

Current Classification	Previous Weekly Rate	Comm	FFPPOA 1 Oct 16*	Comm	FFPPOA 1 Apr 17	Comm	FFPPOA 1 Apr 18	Comm	FFPPOA 1 Apr 19	Comm	Final Classification^
Increase			Roll in CPD (however titled) plus 3%		3%		3.25%		4%		
PSEN LEVEL 1 YEAR 1	874.90	157.50	918.90	165.40	946.50	170.40	977.30	1009.00	181.60		PSEN LEVEL 1 YEAR 1
PSEN LEVEL 1 YEAR 2	898.50	161.70	943.20	169.80	971.50	174.90	1003.10	1035.70	186.40		PSEN LEVEL 1 YEAR 2
PSEN LEVEL 1 YEAR 3	922.00	166.00	967.40	174.10	996.50	179.40	1028.80	1062.30	191.20		PSEN LEVEL 1 YEAR 3
PSEN LEVEL 1 YEAR 4	943.30	169.80	989.40	178.10	1019.10	183.40	1052.20	1086.40	195.50		PSEN LEVEL 1 YEAR 4
PSEN LEVEL 1 YEAR 5	971.40	174.80	1018.30	183.30	1048.90	188.80	1083.00	1118.20	201.30		PSEN LEVEL 1 YEAR 5
PSEN LEVEL 1 YEAR 6	997.20	179.50	1044.90	188.10	1076.20	193.70	1111.20	1147.30	206.50		PSEN LEVEL 1 YEAR 6

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Previous Weekly Rate	Comm	FFPPOA 1 Oct 16*	Comm	FFPPOA 1 Apr 17	Comm	FFPPOA 1 Apr 18	Comm	FFPPOA 1 Apr 19	Comm	Final Classification^
Increase			Roll in CPD (however titled) plus 3%		3%		3.25%		4%		
PSEN LEVEL 1 YEAR 7	1016.30	182.90	1064.60	191.60	1096.50	197.40	1132.10	1168.90	210.40		PSEN LEVEL 1 YEAR 7
PSEN LEVEL 1 YEAR 8	1037.60	186.80	1086.50	195.60	1119.10	201.40	1155.50	1193.00	214.70		PSEN LEVEL 1 YEAR 8
PSEN LEVEL 2 YEAR 1	1059.70	190.70	1109.30	199.70	1142.50	205.70	1179.70	1218.00	219.20		PSEN LEVEL 2 YEAR 1
PSEN LEVEL 2 YEAR 2	1070.80	192.70	1120.70	201.70	1154.30	207.80	1191.80	1230.60	221.50		PSEN LEVEL 2 YEAR 2
PSEN LEVEL 2 YEAR 3	1078.10	194.10	1128.20	203.10	1162.10	209.20	1199.80	1238.80	223.00		PSEN LEVEL 2 YEAR 3
PSEN LEVEL 2 YEAR 4	1107.40	199.30	1158.40	208.50	1193.20	214.80	1231.90	1272.00	229.00		PSEN LEVEL 2 YEAR 4
PEN LEVEL 3 YEAR 1	1136.70	204.60	1188.60	213.90	1224.20	220.40	1264.00	1305.10	234.90		PEN LEVEL 3 YEAR 1
PEN LEVEL 3 YEAR 2	1178.20	212.10	1231.30	221.60	1268.30	228.30	1309.50	1352.00	243.40		PEN LEVEL 3 YEAR 2
PEN LEVEL 3 YEAR 3	1197.60	215.60	1251.30	225.20	1288.80	232.00	1330.70	1374.00	247.30		PEN LEVEL 3 YEAR 3
PEN LEVEL 3 YEAR 4	1213.90	218.50	1268.10	228.30	1306.10	235.10	1348.60	1392.40	250.60		PEN LEVEL 3 YEAR 4

SCHEDULE 2: SALARIES AND ALLOWANCES

Psychiatric Services Officers

Current Classification	Previous Weekly Rate	Comm	FFPPOA 1 Oct 16*	Comm	FFPPOA 1 Apr 17	Comm	FFPPOA 1 Apr 18	Comm	FFPPOA 1 Apr 19	Comm	Final Classification^
Increase			Roll in CPD (however titled) plus 3%		3%		3.25%		4%		
PSO LEVEL 1 YEAR 1	\$814.80	146.70	\$857.00	\$154.30	\$882.70	\$158.90	\$911.40	\$164.10	\$947.90	\$170.60	PSO LEVEL 1 YEAR 1
PSO LEVEL 1 YEAR 2	\$837.30	150.70	\$880.20	\$158.40	\$906.60	\$163.20	\$936.10	\$168.50	\$973.50	\$175.30	PSO LEVEL 1 YEAR 2
PSO LEVEL 1 YEAR 3	\$869.40	156.50	\$913.30	\$164.40	\$940.70	\$169.30	\$971.30	\$174.80	\$1,010.20	\$181.80	PSO LEVEL 1 YEAR 3
PSO LEVEL 1 YEAR 4	\$891.90	160.50	\$936.40	\$168.60	\$964.50	\$173.60	\$995.80	\$179.20	\$1,035.60	\$186.40	PSO LEVEL 1 YEAR 4
PSO LEVEL 1 YEAR 5	\$914.60	164.60	\$959.80	\$172.80	\$988.60	\$178.00	\$1,020.70	\$183.70	\$1,061.50	\$191.10	PSO LEVEL 1 YEAR 5
PSO LEVEL 1 YEAR 6	\$937.20	168.70	\$983.10	\$177.00	\$1,012.60	\$182.30	\$1,045.50	\$188.20	\$1,087.30	\$195.70	PSO LEVEL 1 YEAR 6
PSO LEVEL 1 YEAR 7	\$955.70	172.00	\$1,002.20	\$180.40	\$1,032.30	\$185.80	\$1,065.80	\$191.80	\$1,108.40	\$199.50	PSO LEVEL 1 YEAR 7
PSO LEVEL 1 YEAR 8	\$974.40	175.40	\$1,021.40	\$183.90	\$1,052.00	\$189.40	\$1,086.20	\$195.50	\$1,129.60	\$203.30	PSO LEVEL 1 YEAR 8
PSO LEVEL 2 YEAR 1	\$978.40	176.10	\$1,025.50	\$184.60	\$1,056.30	\$190.10	\$1,090.60	\$196.30	\$1,134.20	\$204.20	PSO LEVEL 2 YEAR 1
PSO LEVEL 2 YEAR 2	\$1,007.10	181.30	\$1,055.10	\$189.90	\$1,086.80	\$195.60	\$1,122.10	\$202.00	\$1,167.00	\$210.10	PSO LEVEL 2 YEAR 2

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Previous Weekly Rate	Comm	FFPPOA 1 Oct 16*	Comm	FFPPOA 1 Apr 17	Comm	FFPPOA 1 Apr 18	Comm	FFPPOA 1 Apr 19	Comm	Final Classification^
Increase			Roll in CPD (however titled) plus 3%		3%		3.25%		4%		
PSO LEVEL 2 YEAR 3	\$1,023.80	184.30	\$1,072.30	\$193.00	\$1,104.50	\$198.80	\$1,140.40	\$205.30	\$1,186.00	\$213.50	PSO LEVEL 2 YEAR 3
PSO LEVEL 2 YEAR 4	\$1,046.20	188.30	\$1,095.40	\$197.20	\$1,128.30	\$203.10	\$1,165.00	\$209.80	\$1,211.60	\$218.10	PSO LEVEL 2 YEAR 4
PSO LEVEL 2 YEAR 5	\$1,064.70	191.60	\$1,114.40	\$200.60	\$1,147.80	\$206.60	\$1,185.10	\$213.30	\$1,232.50	\$221.90	PSO LEVEL 2 YEAR 5
PSO LEVEL 3 YEAR 1	\$1,092.50	196.70	\$1,143.10	\$205.80	\$1,177.40	\$211.90	\$1,215.70	\$218.80	\$1,264.30	\$227.60	PSO LEVEL 3 YEAR 1
PSO LEVEL 3 YEAR 2	\$1,116.20	200.90	\$1,167.50	\$210.20	\$1,202.50	\$216.50	\$1,241.60	\$223.50	\$1,291.30	\$232.40	PSO LEVEL 3 YEAR 2
PSO LEVEL 3 YEAR 3	\$1,140.70	205.30	\$1,192.70	\$214.70	\$1,228.50	\$221.10	\$1,268.40	\$228.30	\$1,319.10	\$237.40	PSO LEVEL 3 YEAR 3
PSO LEVEL 3 YEAR 4	\$1,159.50	208.70	\$1,212.10	\$218.20	\$1,248.50	\$224.70	\$1,289.10	\$232.00	\$1,340.70	\$241.30	PSO LEVEL 3 YEAR 4
* Includes 'roll-in' of \$900 Retention Allowance											

Allowances – RPN, PEN and PSO

	Current	FFPPOA 1 Oct 16*	FFPPOA 1 Apr 17	FFPPOA 1 Apr 18	FFPPOA 1 Apr 19
Shift					

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

	Current	FFPPOA 1 Oct 16*	FFPPOA 1 Apr 17	FFPPOA 1 Apr 18	FFPPOA 1 Apr 19
Morning shift	\$27.90	\$29.10	\$30.00	\$31.00	\$33.10
Afternoon Shift	\$27.90	\$29.10	\$30.00	\$31.00	\$33.10
Night Shift	\$69.40	\$71.50	\$73.60	\$76.00	\$79.00
Change of Roster	\$27.90	\$29.10	\$30.00	\$31.00	\$33.10
On Call					
Non CATT	\$55.70	\$57.40	\$59.10	\$61.00	\$63.40
CATT	\$129.30	\$133.20	\$137.20	\$141.70	\$147.40
Uniform					
Daily	\$1.54	\$1.59	\$1.64	\$1.69	\$1.76
Weekly	\$7.61	\$7.84	\$8.08	\$8.34	\$8.67
Laundry					
Daily	\$0.41`	\$0.42	\$0.43	\$0.45	\$0.46
Weekly	\$2.07	\$2.13	\$2.19	\$2.26	\$2.35
Meal					
Allowance A	\$11.50	\$11.80	\$12.20	\$12.60	\$13.10
Allowance B	\$9.10	\$9.40	\$9.70	\$10.00	\$10.40
Maximum Leave Loading					

SCHEDULE 2: SALARIES AND ALLOWANCES

	Current	FFPPOA 1 Oct 16*	FFPPOA 1 Apr 17	FFPPOA 1 Apr 18	FFPPOA 1 Apr 19
Weekly Salary Exceeds	\$1787.70	\$1859.10	\$1914.90	\$1977.10	\$2218.70
Maximum Loading Amount	\$1251.40	\$1301.40	\$1340.40	\$1384	\$1553.10
Telephone Allowance	\$15.60	\$16.10	\$16.60	\$17.10	\$17.80
Change of Shift for Eligible Employees					
PEN	\$36.10	\$37.90	\$39.10	\$40.30	\$41.90
PSO	\$32.60	\$34.30	\$35.30	\$36.50	\$37.90
Qualification Allowance					
RPN					
Hospital/Grad Certificate	\$44.60	\$46.60	\$48.00	\$49.60	\$52.90
Post Grad Dip or Degree	\$72.50	\$75.80	\$78.10	\$80.60	\$85.90
Masters	\$83.60	\$87.40	\$90.10	\$93.00	\$99.20
Phd	\$83.60-	\$116.60	\$120.10	\$124.00	\$132.20
PEN					

SCHEDULE 2: SALARIES AND ALLOWANCES

	Current	FFPPOA 1 Oct 16*	FFPPOA 1 Apr 17	FFPPOA 1 Apr 18	FFPPOA 1 Apr 19
Level 1					
6 month course	\$41.50	\$43.50	\$44.80	\$46.20	\$48.10
12 month course	\$77.80	\$81.50	\$83.90	\$86.70	\$90.10
Level 2					
6 month course	\$42.80	\$44.80	\$46.20	\$47.70	\$49.60
12 month course	\$80.30	\$84.10	\$86.60	\$89.40	\$93.00
Level 3					
6 month course	\$42.80	\$44.80	\$46.20	\$47.70	\$49.60
12 month course	\$80.30	\$84.10	\$86.60	\$89.40	\$93.00

Mental Health Professionals Classifications

The following apply to UG1 classifications (Music Therapy, Occupational Therapy, Physiotherapy, Play Therapist, Recreation Therapy, Social Work, Speech Pathology).

Current Classification	Current Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Nov 17	FFPPOA 1 Nov 18	FFPPOA 1 Nov 19		Final Classification^
Increase		Align with Public Sector (CPD however titled rolled in)~	3.25%	3%	3%		
GRADE 1 YEAR 1	\$1,017.50	\$1,050.60	\$1,084.70	\$1,117.20	\$1,150.70		GRADE 1 YEAR 1
GRADE 1 YEAR 2	\$1,081.80	\$1,117.00	\$1,153.30	\$1,187.90	\$1,223.50		GRADE 1 YEAR 2

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Current Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Nov 17	FFPPOA 1 Nov 18	FFPPOA 1 Nov 19		Final Classification^
Increase		Align with Public Sector (CPD however titled rolled in)~	3.25%	3%	3%		
GRADE 1 YEAR 3	\$1,136.80	\$1,173.70	\$1,211.80	\$1,248.20	\$1,285.60		GRADE 1 YEAR 3
GRADE 1 YEAR 4	\$1,206.30	\$1,245.50	\$1,286.00	\$1,324.60	\$1,364.30		GRADE 1 YEAR 4
GRADE 1 YEAR 5	\$1,258.70	\$1,299.60	\$1,341.80	\$1,382.10	\$1,423.60		GRADE 1 YEAR 5
GRADE 1 YEAR 6	\$1,316.00	\$1,358.80	\$1,403.00	\$1,445.10	\$1,488.50		GRADE 1 YEAR 6
GRADE 1 YEAR 7	\$1,348.90	\$1,410.20	\$1,473.50	\$1,517.70	\$1,563.20		GRADE 1 YEAR 7
GRADE 2 YEAR 1	\$1,316.00						GRADE 2 YEAR 1
GRADE 2 YEAR 2	\$1,382.90	\$1,427.80	\$1,474.20	\$1,518.40	\$1,564.00		
GRADE 2 YEAR 3	\$1,446.40	\$1,493.40	\$1,541.90	\$1,588.20	\$1,635.80		GRADE 2 YEAR 2
GRADE 2 YEAR 4	\$1,535.25	\$1,585.10	\$1,636.60	\$1,685.70	\$1,736.30		GRADE 2 YEAR 3
		\$1,624.40	\$1,694.70	\$1,745.50	\$1,797.90		GRADE 2 YEAR 4
GRADE 3 YEAR 1*	\$1,595.95	\$1,647.80	\$1,701.40	\$1,752.40	\$1,805.00		GRADE 3 YEAR 1*
GRADE 3	\$1,652.15	\$1,705.80	\$1,761.20	\$1,814.00	\$1,868.40		GRADE 3 YEAR 2*

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Current Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Nov 17	FFPPOA 1 Nov 18	FFPPOA 1 Nov 19		Final Classification^
Increase		Align with Public Sector (CPD however titled rolled in)~	3.25%	3%	3%		
YEAR 2*							
GRADE 3 YEAR 3*	\$1,696.20	\$1,751.40	\$1,808.30	\$1,862.50	\$1,918.40		GRADE 3 YEAR 3*
GRADE 3 YEAR 4*	\$1,789.95	\$1,865.70	\$1,943.80	\$2,002.10	\$2,062.20		GRADE 3 YEAR 4*
GRADE 4/CLINICAL EDUCATOR*	\$2,016.75	\$2,082.30	\$2,150.00	\$2,214.50	\$2,280.90		GRADE 4/CLINICAL EDUCATOR*
GRADE 4 YEAR 1	\$1932.30	1995.10	2059.90	2121.70	2185.40		GRADE 4 YEAR 1
GRADE 4 YEAR 2	1997.40	2062.30	2129.30	2193.20	2259.00		GRADE 4 YEAR 2
GRADE 4 YEAR 3	2063.00	2130.00	2199.20	2265.20	2333.20		GRADE 4 YEAR 3
GRADE 4 YEAR 4	2129.10	2198.30	2269.70	2337.80	2407.90		GRADE 4 YEAR 4
DEP CHIEF	\$1,595.95	\$1,647.80	\$1,701.40	\$1,752.40	\$1,805.00		DEP CHIEF GRADE 1

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Current Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Nov 17	FFPPOA 1 Nov 18	FFPPOA 1 Nov 19		Final Classification^
Increase		Align with Public Sector (CPD however titled rolled in)~	3.25%	3%	3%		
Year 1							
DEP CHIEF Year 2	\$1,652.15	\$1,705.80	\$1,761.20	\$1,814.00	\$1,868.40		DEP CHIEF GRADE 2
DEP CHIEF Year 3	\$1,696.20	\$1,751.30	\$1,808.20	\$1,862.40	\$1,918.30		DEP CHIEF GRADE 3
CHIEF GRADE 1 YEAR 1	\$1,595.95	\$1,647.80	\$1,701.40	\$1,752.40	\$1,805.00		CHIEF GRADE 1 YEAR 1
CHIEF GRADE 1 YEAR 2	\$1,652.15	\$1,705.80	\$1,761.20	\$1,814.00	\$1,868.40		CHIEF GRADE 1 YEAR 2
CHIEF GRADE 1 YEAR 3	\$1,696.20	\$1,751.30	\$1,808.20	\$1,862.40	\$1,918.30		CHIEF GRADE 1 YEAR 3
CHIEF GRADE 2 YEAR 1	\$1,789.95	\$1,848.10	\$1,908.20	\$1,965.40	\$2,024.40		CHIEF GRADE 2 YEAR 1
CHIEF GRADE 2 YEAR 2	\$1,871.00	\$1,931.80	\$1,994.60	\$2,054.40	\$2,116.00		CHIEF GRADE 2 YEAR 2

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Current Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Nov 17	FFPPOA 1 Nov 18	FFPPOA 1 Nov 19		Final Classification^
Increase		Align with Public Sector (CPD however titled rolled in)~	3.25%	3%	3%		
CHIEF GRADE 3	\$2,016.75	\$2,082.30	\$2,150.00	\$2,214.50	\$2,280.90		CHIEF GRADE 3
CHIEF GRADE 4	\$2,177.60	\$2,248.40	\$2,321.50	\$2,391.10	\$2,462.80		CHIEF GRADE 4
CHIEF GRADE 5	\$2,402.40	\$2,480.50	\$2,561.10	\$2,637.90	\$2,717.00		CHIEF GRADE 5
~ Align with rates from 'In-Principle' public health settlement of 2016 Enterprise Bargaining – includes partial roll-in of Public Health PD Allowance as per additional annual leave provision plus 3.25%							
^ Assumes no other classification changes beyond those included above							
* As relevant to the particular classification structure only							

SCHEDULE 2: SALARIES AND ALLOWANCES

Health Professional Wages – Other (Child Psychotherapists, Welfare Workers, Youth Workers)

Child Psychotherapists

Current Classification	Previous Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Nov 17	FFPPOA 1 Nov 18	FFPPOA 1 Nov 19		Final Classification^
Increase		Align with Public Sector (CPD however titled rolled in)~	3.25%	3%	3%		
LEVEL 1 YEAR 1	\$1,007.20	\$1,039.90	\$1,073.70	\$1,105.90	\$1,139.10		LEVEL 1 YEAR 1
LEVEL 1 YEAR 2	\$1,051.20	\$1,085.40	\$1,120.70	\$1,154.30	\$1,188.90		LEVEL 1 YEAR 2
LEVEL 1 YEAR 3	\$1,104.50	\$1,140.40	\$1,177.50	\$1,212.80	\$1,249.20		LEVEL 1 YEAR 3
LEVEL 1 YEAR 4	\$1,155.10	\$1,192.60	\$1,231.40	\$1,268.30	\$1,306.30		LEVEL 1 YEAR 4
LEVEL 1 YEAR 5	\$1,208.70	\$1,248.00	\$1,288.60	\$1,327.30	\$1,367.10		LEVEL 1 YEAR 5
LEVEL 1 YEAR 6	\$1,259.50	\$1,300.40	\$1,342.70	\$1,383.00	\$1,424.50		LEVEL 1 YEAR 6
LEVEL 1 YEAR 7	\$1,320.30	\$1,380.70	\$1,443.10	\$1,486.40	\$1,531.00		LEVEL 1 YEAR 7
LEVEL 2 YEAR 1	\$1,401.10	\$1,446.60	\$1,493.60	\$1,538.40	\$1,584.60		LEVEL 2 YEAR 1
LEVEL 2 YEAR 2	\$1,419.20	\$1,465.30	\$1,512.90	\$1,558.30	\$1,605.00		LEVEL 2 YEAR 2
LEVEL 2 YEAR 3	\$1,479.65	\$1,527.70	\$1,577.40	\$1,624.70	\$1,673.40		LEVEL 2 YEAR 3
LEVEL 2	\$1,524.85	\$1,591.90	\$1,661.10	\$1,710.90	\$1,762.20		LEVEL 2 YEAR 4

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Previous Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Nov 17	FFPPOA 1 Nov 18	FFPPOA 1 Nov 19		Final Classification^
Increase		Align with Public Sector (CPD however titled rolled in)~	3.25%	3%	3%		
YEAR 4							
LEVEL 3 YEAR 1	\$1,606.55	\$1,658.80	\$1,712.70	\$1,764.10	\$1,817.00		LEVEL 3 YEAR 1
LEVEL 3 YEAR 2	\$1,665.40	\$1,719.50	\$1,775.40	\$1,828.70	\$1,883.60		LEVEL 3 YEAR 2
LEVEL 3 YEAR 3	\$1,726.00	\$1,799.60	\$1,875.60	\$1,931.90	\$1,989.90		LEVEL 3 YEAR 3
LEVEL 4 YEAR 1	\$1,793.90	\$1,852.20	\$1,912.40	\$1,969.80	\$2,028.90		LEVEL 4 YEAR 1
LEVEL 4 YEAR 2	\$1,859.85	\$1,920.30	\$1,982.70	\$2,042.20	\$2,103.50		LEVEL 4 YEAR 2
LEVEL 4 YEAR 3	\$1,947.70	\$2,011.00	\$2,076.40	\$2,138.70	\$2,202.90		LEVEL 4 YEAR 3
~ Align with rates from 'In-Principle' public health settlement of 2016 Enterprise Bargaining – includes partial roll-in of Public Health PD Allowance as per additional annual leave provision plus 3.25%							

SCHEDULE 2: SALARIES AND ALLOWANCES

Community Development Workers

Current Classification	Previous Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Nov 17	FFPPOA 1 Nov 18	FFPPOA 1 Nov 19		Final Classification^
Increase		Align with Public Sector (CPD however titled rolled in)~	3.25%	3%	3%		
COMM DEV WKR CL 1 YR 1	\$963.10	\$994.40	\$1,026.70	\$1,057.50	\$1,089.20		COMM DEV WKR CL 1 YR 1
COMM DEV WKR CL 1 YR 2	\$1,001.30	\$1,033.80	\$1,067.40	\$1,099.40	\$1,132.40		COMM DEV WKR CL 1 YR 2
COMM DEV WKR CL 1 YR 3	\$1,039.50	\$1,073.30	\$1,108.20	\$1,141.40	\$1,175.60		COMM DEV WKR CL 1 YR 3
COMM DEV WKR CL 1 YR 4	\$1,077.80	\$1,130.30	\$1,184.50	\$1,220.00	\$1,256.60		COMM DEV WKR CL 1 YR 4
COMM DEV WKR CL 2A YR 1	\$1,035.00	\$1,068.60	\$1,103.30	\$1,136.40	\$1,170.50		COMM DEV WKR CL 2A YR 1
COMM DEV WKR CL 2A YR 2	\$1,039.50	\$1,073.30	\$1,108.20	\$1,141.40	\$1,175.60		COMM DEV WKR CL 2A YR 2
COMM DEV WKR CL 2A YR 3	\$1,077.80	\$1,112.80	\$1,149.00	\$1,183.50	\$1,219.00		COMM DEV WKR CL 2A YR 3
COMM DEV WKR CL 2A YR 4	\$1,116.50	\$1,152.80	\$1,190.30	\$1,226.00	\$1,262.80		COMM DEV WKR CL 2A YR 4

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Previous Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Nov 17	FFPPOA 1 Nov 18	FFPPOA 1 Nov 19		Final Classification^
Increase		Align with Public Sector (CPD however titled rolled in)~	3.25%	3%	3%		
COMM DEV WKR CL 2A YR 5	\$1,158.70	\$1,196.40	\$1,235.30	\$1,272.40	\$1,310.60		COMM DEV WKR CL 2A YR 5
COMM DEV WKR CL 2A YR 6	\$1,199.30	\$1,238.30	\$1,278.50	\$1,316.90	\$1,356.40		COMM DEV WKR CL 2A YR 6
COMM DEV WKR CL 2A YR 7	\$1,216.70	\$1,256.20	\$1,297.00	\$1,335.90	\$1,376.00		COMM DEV WKR CL 2A YR 7
COMM DEV WKR CL 2A YR 8	\$1,278.70	\$1,320.30	\$1,363.20	\$1,404.10	\$1,446.20		COMM DEV WKR CL 2A YR 8
COMM DEV WKR CL 2A YR 9	\$1,319.10	\$1,362.00	\$1,406.30	\$1,448.50	\$1,492.00		COMM DEV WKR CL 2A YR 9
COMM DEV WKR CL 2A YR 10	\$1,359.70	\$1,403.90	\$1,449.50	\$1,493.00	\$1,537.80		COMM DEV WKR CL 2A YR 10
COMM DEV WKR CL 2B YR 1	\$1,278.70	\$1,320.30	\$1,363.20	\$1,404.10	\$1,446.20		COMM DEV WKR CL 2B YR 1
COMM DEV WKR CL 2B YR 2	\$1,319.10	\$1,362.00	\$1,406.30	\$1,448.50	\$1,492.00		COMM DEV WKR CL 2B YR 2
COMM DEV	\$1,359.70	\$1,403.90	\$1,449.50	\$1,493.00	\$1,537.80		COMM DEV WKR CL 2B

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Previous Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Nov 17	FFPPOA 1 Nov 18	FFPPOA 1 Nov 19		Final Classification^
Increase		Align with Public Sector (CPD however titled rolled in)~	3.25%	3%	3%		
WKR CL 2B YR 3							YR 3
COMM DEV WKR CL 2B YR 4	\$1,400.60	\$1,446.10	\$1,493.10	\$1,537.90	\$1,584.00		COMM DEV WKR CL 2B YR 4
COMM DEV WKR CL 2B YR 5	\$1,439.10	\$1,485.90	\$1,534.20	\$1,580.20	\$1,627.60		COMM DEV WKR CL 2B YR 5
COMM DEV WKR CL 2B YR 6	\$1,481.40	\$1,529.50	\$1,579.20	\$1,626.60	\$1,675.40		COMM DEV WKR CL 2B YR 6
COMM DEV WKR CL 3 YR 1	\$1,400.60	\$1,446.10	\$1,493.10	\$1,537.90	\$1,584.00		COMM DEV WKR CL 3 YR 1
COMM DEV WKR CL 3 YR 2	\$1,439.10	\$1,485.90	\$1,534.20	\$1,580.20	\$1,627.60		COMM DEV WKR CL 3 YR 2
COMM DEV WKR CL 3 YR 3	\$1,481.40	\$1,529.50	\$1,579.20	\$1,626.60	\$1,675.40		COMM DEV WKR CL 3 YR 3

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Previous Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Nov 17	FFPPOA 1 Nov 18	FFPPOA 1 Nov 19		Final Classification^
Increase		Align with Public Sector (CPD however titled rolled in)~	3.25%	3%	3%		
COMM DEV WKR CL3 YR 4	\$1502.40	\$1568.70	\$1637.20	\$1686.30	1736.90		COMM DEV WKR CL 3 YR 4
Align with rates from 'In-Principle' public health settlement of 2016 Enterprise Bargaining – includes partial roll-in of Public Health PD Allowance as per additional annual leave provision plus 3.25%							

Welfare Workers

Current Classification	Current Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Nov 17	FFPPOA 1 Nov 18	FFPPOA 1 Nov 19		Final Classification^
Increase		Align with Public Sector (CPD however titled rolled in)~	3.25%	3%	3%		
WELFARE WORKER CLASS 1 YEAR 1	\$887.60	\$916.40	\$946.20	\$974.60	\$1,003.80		WELFARE WORKER CLASS 1 YEAR 1
WELFARE WORKER CLASS 1 YEAR 2	\$935.30	\$965.70	\$997.10	\$1,027.00	\$1,057.80		WELFARE WORKER CLASS 1 YEAR 2
WELFARE WORKER CLASS 1 YEAR 3	\$955.70	\$986.80	\$1,018.90	\$1,049.50	\$1,081.00		WELFARE WORKER CLASS 1 YEAR 3

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Current Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Nov 17	FFPPOA 1 Nov 18	FFPPOA 1 Nov 19		Final Classification^
Increase		Align with Public Sector (CPD however titled rolled in)~	3.25%	3%	3%		
WELFARE WORKER CLASS 1 YEAR 4	\$990.40	\$1,022.60	\$1,055.80	\$1,087.50	\$1,120.10		WELFARE WORKER CLASS 1 YEAR 4
WELFARE WORKER CLASS 1 YEAR 5	\$1,017.50	\$1,050.60	\$1,084.70	\$1,117.20	\$1,150.70		WELFARE WORKER CLASS 1 YEAR 5
WELFARE WORKER CLASS 1 YEAR 6	\$1,055.80	\$1,090.10	\$1,125.50	\$1,159.30	\$1,194.10		WELFARE WORKER CLASS 1 YEAR 6
WELFARE WORKER CLASS 1 YEAR 7	\$1,085.60	\$1,138.40	\$1,192.90	\$1,228.70	\$1,265.60		WELFARE WORKER CLASS 1 YEAR 7
WELFARE WORKER CLASS 2 YEAR 1	\$1,017.50	\$1,050.60	\$1,084.70	\$1,117.20	\$1,150.70		WELFARE WORKER CLASS 2 YEAR 1
WELFARE WORKER CLASS 2 YEAR 2	\$1,055.80	\$1,090.10	\$1,125.50	\$1,159.30	\$1,194.10		WELFARE WORKER CLASS 2 YEAR 2
WELFARE WORKER CLASS 2	\$1,084.70	\$1,120.00	\$1,156.40	\$1,191.10	\$1,226.80		WELFARE WORKER CLASS 2 YEAR 3

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Current Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Nov 17	FFPPOA 1 Nov 18	FFPPOA 1 Nov 19		Final Classification^
Increase		Align with Public Sector (CPD however titled rolled in)~	3.25%	3%	3%		
YEAR 3							
WELFARE WORKER CLASS 2 YEAR 4	\$1,122.70	\$1,159.20	\$1,214.40	\$1,250.80	\$1,288.30		WELFARE WORKER CLASS 2 YEAR 4
WELFARE WORKER CLASS 3 YEAR 1	\$1,122.70	\$1,159.20	\$1,196.90	\$1,232.80	\$1,269.80		WELFARE WORKER CLASS 3 YEAR 1
WELFARE WORKER CLASS 3 YEAR 2	\$1,160.60	\$1,198.30	\$1,237.20	\$1,274.30	\$1,312.50		WELFARE WORKER CLASS 3 YEAR 2
WELFARE WORKER CLASS 3 YEAR 3	\$1,192.20	\$1,248.40	\$1,306.50	\$1,345.70	\$1,386.10		WELFARE WORKER CLASS 3 YEAR 3
WELFARE WORKER CLASS 4 YEAR 1	\$1,222.30	\$1,262.00	\$1,303.00	\$1,342.10	\$1,382.40		WELFARE WORKER CLASS 4 YEAR 1
WELFARE WORKER CLASS 4	\$1,257.10	\$1,298.00	\$1,340.20	\$1,380.40	\$1,421.80		WELFARE WORKER CLASS 4 YEAR 2

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Current Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Nov 17	FFPPOA 1 Nov 18	FFPPOA 1 Nov 19		Final Classification^
Increase		Align with Public Sector (CPD however titled rolled in)~	3.25%	3%	3%		
YEAR 2							
WELFARE WORKER CLASS 4 YEAR 3	\$1,289.30	\$1,348.70	\$1,392.50	\$1,434.30	\$1,477.30		WELFARE WORKER CLASS 4 YEAR 3
Align with rates from 'In-Principle' public health settlement of 2016 Enterprise Bargaining – includes partial roll-in of Public Health PD Allowance as per additional annual leave provision plus 3.25%							

Youth Workers

Current Classification	Current Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Nov 17	FFPPOA 1 Nov 18	FFPPOA 1 Nov 19		Final Classification^
Increase		Align with Public Sector (CPD however titled rolled in)~	3.25%	3%	3%		
YOUTH WORKER CLASS 1 YEAR 1	\$932.45	\$962.80	\$994.10	\$1,023.90	\$1,054.60		YOUTH WORKER CLASS 1 YEAR 1
YOUTH WORKER CLASS 1 YEAR 2	\$983.10	\$1,015.10	\$1,048.10	\$1,079.50	\$1,111.90		YOUTH WORKER CLASS 1 YEAR 2
YOUTH WORKER	\$1,004.55	\$1,037.20	\$1,070.90	\$1,103.00	\$1,136.10		YOUTH WORKER CLASS 1 YEAR 3

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Current Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Nov 17	FFPPOA 1 Nov 18	FFPPOA 1 Nov 19		Final Classification^
Increase		Align with Public Sector (CPD however titled rolled in)~	3.25%	3%	3%		
CLASS 1 YEAR 3							
YOUTH WORKER CLASS 1 YEAR 4	\$1,041.40	\$1,075.20	\$1,110.10	\$1,143.40	\$1,177.70		YOUTH WORKER CLASS 1 YEAR 4
YOUTH WORKER CLASS 1 YEAR 5	\$1,070.05	\$1,104.80	\$1,140.70	\$1,174.90	\$1,210.10		YOUTH WORKER CLASS 1 YEAR 5
YOUTH WORKER CLASS 1 YEAR 6	\$1,110.75	\$1,146.80	\$1,184.10	\$1,219.60	\$1,256.20		YOUTH WORKER CLASS 1 YEAR 6
YOUTH WORKER CLASS 1 YEAR 7	\$1,151.85	\$1,206.80	\$1,263.50	\$1,301.40	\$1,340.40		YOUTH WORKER CLASS 1 YEAR 7
YOUTH WORKER CLASS 2 YEAR 1	\$1,070.05	\$1,104.80	\$1,140.70	\$1,174.90	\$1,210.10		YOUTH WORKER CLASS 2 YEAR 1
YOUTH WORKER CLASS 2 YEAR 2	\$1,110.75	\$1,146.80	\$1,184.10	\$1,219.60	\$1,256.20		YOUTH WORKER CLASS 2 YEAR 2

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Current Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Nov 17	FFPPOA 1 Nov 18	FFPPOA 1 Nov 19		Final Classification^
Increase		Align with Public Sector (CPD however titled rolled in)~	3.25%	3%	3%		
YOUTH WORKER CLASS 2 YEAR 3	\$1,150.90	\$1,188.30	\$1,226.90	\$1,263.70	\$1,301.60		YOUTH WORKER CLASS 2 YEAR 3
YOUTH WORKER CLASS 2 YEAR 4	\$1,191.45	\$1,230.20	\$1,287.70	\$1,326.30	\$1,366.10		YOUTH WORKER CLASS 2 YEAR 4
YOUTH WORKER CLASS 3 YEAR 1	\$1,191.45	\$1,230.20	\$1,270.20	\$1,308.30	\$1,347.50		YOUTH WORKER CLASS 3 YEAR 1
YOUTH WORKER CLASS 3 YEAR 2	\$1,232.05	\$1,272.10	\$1,313.40	\$1,352.80	\$1,393.40		YOUTH WORKER CLASS 3 YEAR 2
YOUTH WORKER CLASS 3 YEAR 3	\$1,265.90	\$1,324.50	\$1,385.00	\$1,426.60	\$1,469.40		YOUTH WORKER CLASS 3 YEAR 3
YOUTH WORKER CLASS 4 YEAR 1	\$1,298.05	\$1,340.20	\$1,383.80	\$1,425.30	\$1,468.10		YOUTH WORKER CLASS 4 YEAR 1

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Current Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Nov 17	FFPPOA 1 Nov 18	FFPPOA 1 Nov 19		Final Classification^
Increase		Align with Public Sector (CPD however titled rolled in)~	3.25%	3%	3%		
YOUTH WORKER CLASS 4 YEAR 2	\$1,335.15	\$1,378.50	\$1,423.30	\$1,466.00	\$1,510.00		YOUTH WORKER CLASS 4 YEAR 2
YOUTH WORKER CLASS 4 YEAR 3	\$1,369.75	\$1,431.80	\$1,478.30	\$1,522.60	\$1,568.30		YOUTH WORKER CLASS 4 YEAR 3
Align with rates from 'In-Principle' public health settlement of 2016 Enterprise Bargaining – includes partial roll-in of Public Health PD Allowance as per additional annual leave provision plus 3.25%							

Health Professionals Allowances

	Previous Weekly Rate	FFPPOA 1 Apr 16*	FFPPOA 1 Apr 17	FFPPOA 1 Apr 18	FFPPOA 1 Apr 19
Higher Qualification Allowance					
Post Grad Certificate	N/A	\$46.90	\$48.50	\$49.90	\$51.40
Post Grad Diploma	N/A	\$76.30	\$78.80	\$81.10	\$83.60
Masters	\$82.50	\$88.00	\$90.90	\$93.60	\$96.40
PHd	\$110.05	\$117.40	\$121.20	\$124.80	\$128.60
Oncall Allowance					
Weekday	\$26.00	\$27.90	\$28.80	\$29.70	\$30.60

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

	Previous Weekly Rate	FFPPOA 1 Apr 16*	FFPPOA 1 Apr 17	FFPPOA 1 Apr 18	FFPPOA 1 Apr 19
Public Holiday	\$52.05	\$55.90	\$57.70	\$59.40	\$61.20
CATT on-call allowance	\$129.30	\$133.50	\$137.80	\$141.90	\$146.20
Sole Allowance	\$48.45	\$52.50	\$54.20	\$55.90	\$57.50
Shift Allowance		4% of the rate applicable to the 1 st year of experience for that Employee			
UG1 Classification					
Morning Shift	\$24.25	\$26.30	\$27.15	\$27.95	\$28.80
Afternoon Shift	\$24.25	\$26.30	\$27.15	\$27.95	\$28.80
Night Shift	\$57.85	\$59.75	\$61.70	\$63.60	\$65.55
Permanent Night	\$68.45	\$70.70	\$73.00	\$75.20	\$77.50
Change of Shift	\$38.75	\$42.05	\$43.40	\$44.70	\$46.05
Child Psychotherapists					
Morning Shift	\$23.90	\$26.00	\$26.85	\$27.65	\$28.50
Afternoon Shift	\$23.90	\$26.00	\$26.85	\$27.65	\$28.50
Night Shift	\$57.85	\$59.75	\$61.70	\$63.60	\$65.55
Permanent Night	\$68.45	\$70.70	\$73.00	\$75.20	\$77.50
Change of Shift	\$38.30	\$41.60	\$42.95	\$44.25	\$45.60

SCHEDULE 2: SALARIES AND ALLOWANCES

	Previous Weekly Rate	FFPPOA 1 Apr 16*	FFPPOA 1 Apr 17	FFPPOA 1 Apr 18	FFPPOA 1 Apr 19
Uniform Allowance					
Per Day	\$1.59	\$1.64	\$1.70	\$1.75	\$1.80
Per Week	\$7.99	\$8.25	\$8.52	\$8.77	\$9.04
Laundry Allowance					
Per Day	\$0.38	\$0.39	\$0.41	\$0.42	\$0.43
Per Week	\$1.90	\$1.96	\$2.03	\$2.09	\$2.15
Maximum Leave Loading					
Weekly Salary Exceeds	\$1595.45	\$1647.80	\$1701.40	\$1752.40	\$1805.00
Loading Amount	\$1116.90	\$1153.60	\$1191.00	\$1226.70	\$1263.50
Meal allowance	\$13.18	\$13.61	\$14.05	\$14.47	\$14.91

Management and Administrative Officers

Does not apply to Management and Administrative Officers at the Royal Children's Hospital.

Current Classification	Previous Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Oct 17	FFPPOA 1 Oct 18	FFPPOA 1 Oct 19		Final Classification^
Increase		5.00%	3.00%	3.00%	3.00%		
Grade 1A		\$919.10	\$946.70	\$975.10	\$1,004.40		Grade 1A
Grade 1	\$979.50	\$1,028.50	\$1,059.40	\$1,091.20	\$1,123.90		Grade 1
Grade 2	\$1,119.05	\$1,175.00	\$1,210.30	\$1,246.60	\$1,284.00		Grade 2

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Previous Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Oct 17	FFPPOA 1 Oct 18	FFPPOA 1 Oct 19		Final Classification^
Increase		5.00%	3.00%	3.00%	3.00%		
Grade 3	\$1,247.80	\$1,310.20	\$1,349.50	\$1,390.00	\$1,431.70		Grade 3
Grade 4	\$1,402.05	\$1,472.20	\$1,516.40	\$1,561.90	\$1,608.80		Grade 4
Grade 5	\$1,556.40	\$1,634.20	\$1,683.20	\$1,733.70	\$1,785.70		Grade 5
Grade 6	\$1,710.65	\$1,796.20	\$1,850.10	\$1,905.60	\$1,962.80		Grade 6
Grade 7	\$1,890.75	\$1,985.30	\$2,044.90	\$2,106.20	\$2,169.40		Grade 7
Grade 8	\$2,115.90	\$2,221.70	\$2,288.40	\$2,357.10	\$2,427.80		Grade 8
Grade 9	\$2,299.85	\$2,414.80	\$2,487.20	\$2,561.80	\$2,638.70		Grade 9
Grade 10	\$2,496.60	\$2,621.40	\$2,700.00	\$2,781.00	\$2,864.40		Grade 10

^ Assumes no other classification changes beyond those included above

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Management and Administrative Officers Allowances

Allowance Rate	Current Weekly Rate	FFPPOA 1 Oct 16*	FFPPOA 1 Oct 17	FFPPOA 1 Oct 18	FFPPOA 1 Oct 19
Shift Allowance					
Morning shift	\$24.40	\$24.90	\$25.40	\$25.90	\$26.40
Afternoon shift	\$24.40	\$24.90	\$25.40	\$25.90	\$26.40
Night shift	\$38.80	\$41.10	\$42.40	\$43.60	\$45.00
Permanent night shift	\$48.60	\$51.40	\$53.00	\$54.60	\$56.20
Change of shift	\$38.80	\$41.10	\$42.40	\$43.60	\$45.00

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Allowance Rate	Current Weekly Rate	FFPPOA 1 Oct 16*	FFPPOA 1 Oct 17	FFPPOA 1 Oct 18	FFPPOA 1 Oct 19
On Call – Mon to Fri	\$18.00	\$18.90	\$19.50	\$20.10	\$20.70
On Call – Public Holidays and all other times	\$36.30	\$38.10	\$39.20	\$40.40	\$41.60
Meal Allowance					
After 1 hour of shift	\$9.30	\$9.80	\$10.10	\$10.40	\$10.70
After 4 hours of shift	\$7.60	\$8.00	\$8.20	\$8.40	\$8.70
After 5 hours on a Sat, Sun or RDO	\$9.30	\$9.80	\$10.10	\$10.40	\$10.70
After 9 hours on a Sat, Sun or RDO	\$7.60	\$8.00	\$8.20	\$8.40	\$8.70
Leave Loading Cap					
Leave Loading Cap (weekly salary exceeds)	\$1686.10	\$1770.40	\$1823.50	\$1878.20	\$1934.60
Leave Loading Amount (on 4 weeks annual leave)	\$1180.30	\$1239.30	\$1276.50	\$1314.70	\$1354.20

SCHEDULE 2: SALARIES AND ALLOWANCES

Management and Administrative Officers – Royal Children's Hospital only

Current Classification	Current Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Oct 17	FFPPOA 1 Oct 18	FFPPOA 1 Oct 19		Final Classification^
Increase		5.00%	3.00%	3.00%	3.00%		
Grade 1 Level 1	1030.50	1082.05	1114.50	1147.90	1182.35		
Grade 1 Level 2	1072.70	1126.35	1160.15	1194.95	1230.80		
Grade 2 Level 1	1030.50	1082.05	1114.50	1147.90	1182.35		
Grade 2 Level 2	1072.70	1126.35	1160.15	1194.95	1230.80		
Grade 2 Level 3	1103.95	1159.15	1193.90	1229.75	1266.65		
Grade 2 Level 4	1137.05	1193.90	1229.70	1266.60	1304.60		
Grade 2 Level 5	1182.80	1241.95	1279.20	1317.55	1357.10		
Grade 3 Level 1	1137.05	1193.90	1229.70	1266.60	1304.60		
Grade 3 Level 2	1182.80	1241.95	1279.20	1317.55	1357.10		
Grade 3 Level 3	1218.25	1279.15	1317.55	1357.05	1397.80		
Grade 3 Level 4	1254.85	1317.60	1357.10	1397.85	1439.75		
Grade 3 Level 5	1272.45	1336.10	1376.15	1417.45	1459.95		
Grade 4 Level 1	1254.85	1317.60	1357.10	1397.85	1439.75		
Grade 4 Level 2	1272.45	1336.10	1376.15	1417.45	1459.75		
Grade 4 Level 3	1310.65	1376.20	1417.45	1460.00	1503.80		
Grade 4 Level 4	1349.95	1417.45	1459.95	1503.75	1548.90		
Grade 4 Level 5	1410.20	1480.70	1525.15	1570.90	1618.00		
Grade 5 Level 1	1410.20	1480.70	1525.15	1570.90	1618.00		
Grade 5 Level 2	1470.55	1544.10	1590.40	1638.10	1687.25		
Grade 5 Level 3	1514.65	1590.40	1638.10	1687.25	1737.85		
Grade 5 Level 4	1560.10	1638.10	1687.25	1737.85	1790.00		

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Current Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Oct 17	FFPPOA 1 Oct 18	FFPPOA 1 Oct 19		Final Classification^
Increase		5.00%	3.00%	3.00%	3.00%		
Grade 5 Level 5	1582.35	1661.45	1711.30	1762.65	1815.55		
Grade 6 Level 1	1582.35	1661.45	1711.30	1762.65	1815.55		
Grade 6 Level 2	1621.50	1702.60	1753.65	1806.25	1860.45		
Grade 6 Level 3	1671.05	1754.60	1807.25	1861.45	1917.30		
Grade 6 Level 4	1720.25	1806.25	1860.45	1916.25	1973.75		
Grade 6 Level 5	1744.95	1832.20	1887.15	1943.75	2002.10		
Grade 7 Level 1	1720.25	1806.25	1860.45	1916.25	1973.75		
Grade 7 Level 2	1744.95	1832.20	1887.15	1943.80	2002.10		
Grade 7 Level 3	1797.30	1887.15	1943.80	2002.10	2062.15		
Grade 7 Level 4	1851.15	1943.70	2002.00	2062.05	2123.95		
Grade 7 Year 5	1877.85	1971.75	2030.90	2091.80	2154.60		
Grade 8 Year 1	1877.85	1971.75	2030.90	2091.80	2154.60		
Grade 8 Year 2	1924.35	2020.55	2081.20	2143.60	2207.95		
Grade 8 Year 3	1982.10	2081.20	2143.65	2207.95	2274.20		
Grade 8 Year 4	2041.60	2143.70	2208.00	2274.25	2342.45		
Grade 8 Year 5	2072.35	2175.95	2241.25	2308.50	2377.75		

Management and Administrative Officers Allowances

Allowance Rate	Current Weekly Rate	FFPPOA 1 Oct 16*	FFPPOA 1 Oct 17	FFPPOA 1 Oct 18	FFPPOA 1 Oct 19
Shift Allowance					
Morning shift	\$21.20	\$21.60	\$22.30	\$23.00	\$23.60

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Allowance Rate	Current Weekly Rate	FFPPOA 1 Oct 16*	FFPPOA 1 Oct 17	FFPPOA 1 Oct 18	FFPPOA 1 Oct 19
Afternoon shift	\$21.20	\$21.60	\$22.30	\$23.00	\$23.60
Night shift	\$42.40	\$43.30	\$44.60	\$45.90	\$47.30
Permanent night shift	\$53.00	\$54.10	\$55.70	\$57.40	\$59.10
Change of shift	\$42.40	\$43.30	\$44.60	\$45.90	\$47.30
On Call – Mon to Fri	\$18.00	\$18.90	\$19.50	\$20.10	\$20.70
On Call – Public Holidays and all other times	\$36.30	\$38.10	\$39.20	\$40.40	\$41.60
Meal Allowance					
After 1 hour of shift	\$9.30	\$9.80	\$10.10	\$10.40	\$10.70
After 4 hours of shift	\$7.60	\$8.00	\$8.20	\$8.40	\$8.70
After 5 hours on a Sat, Sun or RDO	\$9.30	\$9.80	\$10.10	\$10.40	\$10.70
After 9 hours on a Sat, Sun or RDO	\$7.60	\$8.00	\$8.20	\$8.40	\$8.70
Leave Loading Cap					

SCHEDULE 2: SALARIES AND ALLOWANCES

Allowance Rate	Current Weekly Rate	FFPPOA 1 Oct 16*	FFPPOA 1 Oct 17	FFPPOA 1 Oct 18	FFPPOA 1 Oct 19
Leave Loading Cap (weekly salary exceeds)	\$1686.10	\$1770.50	\$1823.60	\$1878.30	\$1934.60
Leave Loading Amount (on 4 weeks annual leave)	\$1180.30	\$1,239.30	\$1,276.50	\$1,314.70	\$1,354.20

Allied Services Staff

Current Classification	Previous Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Oct 17	FFPPOA 1 Oct 18	FFPPOA 1 Oct 19		Final Classification^
Increase		5.00%	3.00%	3.00%	3.00%		
Cook Employed Alone	\$828.50	\$869.90	\$896.00	\$922.90	\$950.60		Cook Employed Alone
Diet Cook	\$828.50	\$869.90	\$896.00	\$922.90	\$950.60		Diet Cook
Dietary Supervisor	\$828.50	\$869.90	\$896.00	\$922.90	\$950.60		Dietary Supervisor
Food and Domestic Assistant	\$785.00	\$824.30	\$849.00	\$874.50	\$900.70		Food and Domestic Assistant
Food Monitor	\$836.90	\$878.70	\$905.10	\$932.30	\$960.30		Food Monitor
Food Services Supervisor	\$1,011.00	\$1,061.60	\$1,093.40	\$1,126.20	\$1,160.00		Food Services Supervisor
Other Cook	\$785.00	\$824.30	\$849.00	\$874.50	\$900.70		Other Cook
All other Employees	\$785.00	\$824.30	\$849.00	\$874.50	\$900.70		All other Employees

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Previous Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Oct 17	FFPPOA 1 Oct 18	FFPPOA 1 Oct 19		Final Classification^
Increase		5.00%	3.00%	3.00%	3.00%		
Gardener (Non-Trade)	\$811.00	\$851.60	\$877.10	\$903.40	\$930.50		Gardener (Non-Trade)
Gardener Trade	\$882.60	\$926.70	\$954.50	\$983.10	\$1,012.60		Gardener Trade
General Services Supervisor	\$1,011.00	\$1,061.60	\$1,093.40	\$1,126.20	\$1,160.00		General Services Supervisor
Handyperson (Unqualified)	\$785.00	\$824.30	\$849.00	\$874.50	\$900.70		Handyperson (Unqualified)
Handyperson Advanced	\$919.10	\$965.10	\$994.10	\$1,023.90	\$1,054.60		Handyperson Advanced
Hospital Attendant	\$828.50	\$869.90	\$896.00	\$922.90	\$950.60		Hospital Attendant
Housekeeper	\$811.00	\$851.60	\$877.10	\$903.40	\$930.50		Housekeeper
Orderly/Cleaner	\$785.00	\$824.30	\$849.00	\$874.50	\$900.70		Orderly/Cleaner
Security Officer Grade 1	\$857.70	\$900.60	\$927.60	\$955.40	\$984.10		Security Officer Grade 1
Security Officer Grade 2	\$882.60	\$926.70	\$954.50	\$983.10	\$1,012.60		Security Officer Grade 2

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Previous Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Oct 17	FFPPOA 1 Oct 18	FFPPOA 1 Oct 19		Final Classification^
Increase		5.00%	3.00%	3.00%	3.00%		
Patient Services Assistant Level 1	\$828.50	\$869.90	\$896.00	\$922.90	\$950.60		Patient Services Assistant Level 1
Patient Services Assistant Level 2	\$854.70	\$897.40	\$924.30	\$952.00	\$980.60		Patient Services Assistant Level 2
^ Assumes no other classification changes beyond those included above							

Clerical Workers

Current Classification	Current Weekly Rate	New Rate 1 Oct 16	New Rate 1 Apr 17	New Rate 1 Apr 18	New Rate 1 Apr 19	
Increase		5.00%	3.00%	3.00%	3.00%	
Clerical Wkr C Y 1	\$893.10	\$937.76	\$965.89	\$994.86	\$1,024.71	
Clerical Wkr C Y 2	\$898.90	\$943.85	\$972.16	\$1,001.33	\$1,031.36	
Clerical Wkr C Y 3	\$904.50	\$949.73	\$978.22	\$1,007.56	\$1,037.79	
Clerical Wkr C Y 4	\$911.30	\$956.87	\$985.57	\$1,015.14	\$1,045.59	
Clerical Wkr C Y 5+	\$912.50	\$958.13	\$986.87	\$1,016.47	\$1,046.97	

SCHEDULE 2: SALARIES AND ALLOWANCES

SCHEDULE 2: SALARIES AND ALLOWANCES

Current Classification	Current Weekly Rate	New Rate 1 Oct 16	New Rate 1 Apr 17	New Rate 1 Apr 18	New Rate 1 Apr 19	
Increase		5.00%	3.00%	3.00%	3.00%	
Clerical Wkr B Y 1	\$919.10	\$965.06	\$994.01	\$1,023.83	\$1,054.54	
Clerical Wkr B Y 2	\$924.90	\$971.15	\$1,000.28	\$1,030.29	\$1,061.20	
Clerical Wkr B Y 3	\$930.50	\$977.03	\$1,006.34	\$1,036.53	\$1,067.62	
Clerical Wkr B Y 4	\$937.30	\$984.17	\$1,013.69	\$1,044.10	\$1,075.42	
Clerical Wkr B Y 5+	\$938.50	\$985.43	\$1,014.99	\$1,045.44	\$1,076.80	
Clerical Wkr A Y 1	\$1,011.00	\$1,061.55	\$1,093.40	\$1,126.20	\$1,159.98	
Clerical Wkr A Y 2	\$1,016.85	\$1,067.69	\$1,099.72	\$1,132.71	\$1,166.70	
Clerical Wkr A Y 3	\$1,022.50	\$1,073.63	\$1,105.83	\$1,139.01	\$1,173.18	
Clerical Wkr A Y 4	\$1,029.45	\$1,080.92	\$1,113.35	\$1,146.75	\$1,181.15	
Clerical Wkr A Y 5+	\$1,030.70	\$1,082.24	\$1,114.70	\$1,148.14	\$1,182.59	
^ Assumes no other classification changes beyond those included above						

SCHEDULE 2: SALARIES AND ALLOWANCES

Consumer/Carer Consultants

Current Classification	Previous Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Oct 17	FFPPOA 1 Oct 18	FFPPOA 1 Oct 19		Final Classification^
Increase		5.00%	3.00%	3.00%	3.00%		
Level 1 Year 1	\$961.30	\$1,009.40	\$1,039.70	\$1,070.90	\$1,103.00		Level 1 Year 1
Level 1 Year 2	\$987.30	\$1,036.70	\$1,067.80	\$1,099.80	\$1,132.80		Level 1 Year 2
Level 1 Year 3	\$1,002.40	\$1,052.50	\$1,084.10	\$1,116.60	\$1,150.10		Level 1 Year 3
Level 1 Year 4	\$1,022.90	\$1,074.00	\$1,106.20	\$1,139.40	\$1,173.60		Level 1 Year 4
Level 1 Year 5	\$1,040.20	\$1,092.20	\$1,125.00	\$1,158.80	\$1,193.60		Level 1 Year 5
Level 2 Year 1	\$1,066.50	\$1,119.80	\$1,153.40	\$1,188.00	\$1,223.60		Level 2 Year 1
Level 2 Year 2	\$1,089.30	\$1,143.80	\$1,178.10	\$1,213.40	\$1,249.80		Level 2 Year 2
Level 2 Year 3	\$1,113.30	\$1,169.00	\$1,204.10	\$1,240.20	\$1,277.40		Level 2 Year 3
Level 2 Year 4	\$1,131.40	\$1,188.00	\$1,223.60	\$1,260.30	\$1,298.10		Level 2 Year 4
Level 3 Year 1	\$1,136.80	\$1,193.60	\$1,229.40	\$1,266.30	\$1,304.30		Level 3 Year 1
Level 3 Year 2	\$1,178.20	\$1,237.10	\$1,274.20	\$1,312.40	\$1,351.80		Level 3 Year 2
Level 3 Year 3	\$1,197.60	\$1,257.50	\$1,295.20	\$1,334.10	\$1,374.10		Level 3 Year 3
Level 3 Year 4	\$1,213.90	\$1,274.60	\$1,312.80	\$1,352.20	\$1,392.80		Level 3 Year 4
^ Assumes no other classification changes beyond those included above							

SCHEDULE 2: SALARIES AND ALLOWANCES

Peer Workers

Current Classification	Current Weekly Rate	FFPPOA 1 Oct 16	FFPPOA 1 Oct 17	FFPPOA 1 Oct 18	FFPPOA 1 Oct 19		Final Classification^
Increase		5.00%	3.00%	3.00%	3.00%		
Level 1 Year 1	927.40	973.80	1003.00	1033.10	1064.10		Level 1 Year 1
Level 1 Year 2	947.80	995.20	1025.10	1055.90	1087.60		Level 1 Year 2
Level 2 Year 1	\$987.30	\$1,036.70	\$1,067.80	\$1,099.80	\$1,132.80		Level 1 Year 2
Level 2 Year 2	\$1,002.40	\$1,052.50	\$1,084.10	\$1,116.60	\$1,150.10		Level 1 Year 3
Level 2 Year 3	\$1,022.90	\$1,074.00	\$1,106.20	\$1,139.40	\$1,173.60		Level 1 Year 4
Level 2 Year 4	\$1,040.20	\$1,092.20	\$1,125.00	\$1,158.80	\$1,193.60		Level 1 Year 5
Level 3 Year 1	\$1,066.50	\$1,119.80	\$1,153.40	\$1,188.00	\$1,223.60		Level 2 Year 1
Level 3 Year 2	\$1,089.30	\$1,143.80	\$1,178.10	\$1,213.40	\$1,249.80		Level 2 Year 2
Level 3 Year 3	\$1,113.30	\$1,169.00	\$1,204.10	\$1,240.20	\$1,277.40		Level 2 Year 3
Level 3 Year 4	\$1,131.40	\$1,188.00	\$1,223.60	\$1,260.30	\$1,298.10		Level 2 Year 4

- Nothing in this table shall diminish a higher salary that any current Peer Worker is receiving

SCHEDULE 2: SALARIES AND ALLOWANCES

Health and Allied Services Allowances

Allowance Rate	Current Weekly Rate	FFPPOA 1 Oct 16*	FFPPOA 1 Oct 17	FFPPOA 1 Oct 18	FFPPOA 1 Oct 19
Experience Payments					
After 1 year's experience	\$6.40	\$6.70	\$6.90	\$7.10	\$7.30
After 2 year's experience	\$12.60	\$13.20	\$13.60	\$14.00	\$14.40
After 3 year's experience	\$20.20	\$21.20	\$21.80	\$22.50	\$23.20
After 4 year's experience	\$21.40	\$22.50	\$23.20	\$23.90	\$24.60
Shift Allowance					
Morning shift	\$20.90	\$21.90	\$22.60	\$23.30	\$24.00
Afternoon shift	\$20.90	\$21.90	\$22.60	\$23.30	\$24.00
Night shift	\$52.90	\$55.50	\$57.20	\$58.90	\$60.70
Permanent Night Shift	\$60.70	\$63.70	\$65.60	\$67.60	\$69.60
Change of Shift	\$33.40	\$35.10	\$36.20	\$37.30	\$38.40
Change of Roster	\$20.90	\$22.50	\$23.10	\$23.80	\$24.50
On-Call Allowance	\$20.90	\$21.90	\$22.60	\$23.30	\$24.00

SCHEDULE 2: SALARIES AND ALLOWANCES

Allowance Rate	Current Weekly Rate	FFPPOA 1 Oct 16*	FFPPOA 1 Oct 17	FFPPOA 1 Oct 18	FFPPOA 1 Oct 19
Meal Allowance					
After 1 hour of Shift	\$13.20	\$13.90	\$14.30	\$14.70	\$15.10
After 4 hours of Shift	\$10.60	\$11.10	\$11.40	\$11.70	\$12.10
After 5 hours on a Sat, Sun or RDO	\$13.20	\$13.90	\$14.30	\$14.70	\$15.10
After 9 hours on a Sat, Sun or RDO	\$10.60	\$11.10	\$11.40	\$11.70	\$12.10
Uniform Allowance					
Amount per day	\$1.78	\$1.87	\$1.93	\$1.98	\$2.04
Amount per week	\$8.99	\$9.44	\$9.72	\$10.01	\$10.31
Laundry Allowance					
Amount per day	\$0.44	\$0.46	\$0.48	\$0.49	\$0.50
Amount per week	\$2.12	\$2.23	\$2.29	\$2.36	\$2.43
Interpreter Allowance					
NAATI Accreditation					

SCHEDULE 2: SALARIES AND ALLOWANCES

Allowance Rate	Current Weekly Rate	FFPPOA 1 Oct 16*	FFPPOA 1 Oct 17	FFPPOA 1 Oct 18	FFPPOA 1 Oct 19
Level 2					
In their second year	\$9.10	\$9.60	\$9.90	\$10.20	\$10.50
In their third year	\$31.90	\$33.50	\$34.50	\$35.50	\$36.60
In their fourth year	\$55.00	\$57.80	\$59.50	\$61.30	\$63.10
NAATI Accreditation Level 1					
In their first year	\$90.70	\$95.20	\$98.10	\$101	\$104
In their second year	\$115.20	\$121	\$124.60	\$128.30	\$132.10
In their third year	\$140.50	\$147.50	\$151.90	\$156.50	\$161.20
In their fourth year	\$166.70	\$175	\$180.30	\$185.70	\$191.30
First Aid Allowance	\$9.50	\$10.00	\$10.30	\$10.60	\$10.90

SCHEDULE 3: ROLE STATEMENT – PSYCHIATRIC CLINICAL EDUCATOR

The Parties agree that this Schedule will be part of the modernisation process referred to in clause 14 of the Agreement.

1.1 **Background**

A Statewide framework for the training and development of the psychiatric nursing workforce has been agreed and implemented as part of the 2000 Psychiatric Services Enterprise Bargain Decision.

A Statewide Education Training and Development Reference Group has been established and is responsible for overseeing the implementation of a Professional Development Package.

The following role statement for a RPN4 Clinical Educator forms a key component of the professional development package. The role is expected to focus primarily on work in acute adult, acute CAMHS and acute aged inpatient services.

1.2 **Role:**

The role will provide professional supervision and support to ensure the effective delivery of quality clinical services and increased knowledge and skills of staff. The role will not carry a clinical caseload.

1.3 **Scope:**

The role will be responsible for ensuring that all psychiatric nursing staff working in acute inpatient units including child and adolescent, adult and aged have access to adequate and appropriate clinical supervision and support.

1.4 **Accountability:**

The Clinical Educator RPN4 reports to the Senior Psychiatric Nurse and is expected to work collaboratively with the inpatient unit manager. The role is ultimately accountable to the Mental Health Service Manager.

1.5 **Core Functions:**

It is intended that this role undertake the following key tasks:

- (a) Provide professional support education, training and supervision to inpatient psychiatric nursing staff.
- (b) Monitor and advise on standards of psychiatric nursing practice within an inpatient unit and develop strategies to meet identified needs.
- (c) Identify models of best practice in psychiatric inpatient nursing and assist in their implementation.
- (d) Facilitate preceptorship of student nurses, graduate and post graduate nurses on the inpatient unit.
- (e) Participate in the development and implementation of a professional psychiatric nursing development program for the inpatient unit.
- (f) Participate in the development and implementation of refresher, re-entry to practice and supervised practice programs within the inpatient unit.
- (g) Assist psychiatric nurses in the development of individual professional development plans.
- (h) Contribute to quality improvement and research activities focused on further developing best practice acute inpatient psychiatric nursing.

- (i) Participate in education and staff development committees and reference groups as required.

2. Role statement - Psychiatric Nurse Consultant RPN5

2.1 Background

A Statewide framework for the training and development of the mental psychiatric nursing workforce was agreed and implemented as part of the 2000 Psychiatric Services Enterprise Bargain Decision

A Statewide Education Training and Development Reference Group has been established and is responsible for overseeing the implementation of a Professional Development Package.

The following role statement for a RPN5 Nurse Consultant forms a key component of the professional development package.

2.2 Role

The role will be responsible for the coordination and implementation of education; training and professional development programs for psychiatric nurses. The role will not carry a clinical caseload.

2.3 Scope

The role will address psychiatric nurse education, training and development across the service.

2.4 Accountability

The Psychiatric Nurse Consultant RPN5 reports to the Senior Psychiatric Nurse for the service and is expected to work collaboratively with other senior nurses and program managers. The role is ultimately accountable to the Mental Health Service Manager.

2.5 Core Functions

This role is to undertake the following key tasks:

- (a) Provide leadership in the provision for psychiatric nursing education, training and professional development program delivery, including:
 - (i) Graduate year nursing programs, undergraduate and postgraduate psychiatric nursing;
 - (ii) Core competency training packages;
 - (iii) Specialised training packages
 - (iv) Re entry, Refresher and Supervised Practice Programs
 - (v) Clinical Supervision
- (b) Provide professional support to the RPN4 Clinical Educator.
- (c) Undertake quality improvement activities.
- (d) Be accountable for programs being conducted within the allocated psychiatric nurse training and professional development budget.
- (e) Contribute to development of a psychiatric nurse performance review system and participate in the design and delivery of staff development programs arising as a consequence.
- (f) Represent psychiatric nursing education, training and professional development issues on service wide committees.
- (g) Assist in establishment of and participate in a reference group with other RPN5 Psychiatric Nurse Consultants.

3. Role Statement - Senior psychiatric nurse RPN6/7

3.1 Background

A Statewide framework for the training and development of the psychiatric nursing workforce has been agreed and implemented as part of the 2000 Psychiatric Services Enterprise Bargain Decision.

A Statewide Education Training and Development Reference Group has been established and is responsible for overseeing the implementation of a Professional Development Package.

3.2 Role

The role will ensure the provision of professional supervision and support to psychiatric nurses to ensure the effective delivery of quality clinical services and increased knowledge and skills of staff. The role is not expected to carry a clinical caseload.

3.3 Scope

The role will address psychiatric nurse education, training and development across the service.

3.4 Accountability

The Senior Psychiatric Nurse reports to the Mental Health Service Manager.

3.5 Core Functions

This role is to undertake the following key tasks:

- (a) Provide psychiatric nursing leadership within mental health service.
- (b) Responsible for overall development and implementation of training and development strategy for psychiatric nursing workforce.
- (c) Ensure best practice standards on psychiatric nursing within the defined service.
- (d) Develop and promote quality improvement activities and research.
- (e) Develop and implement strategies addressing workforce planning and development issues in consultation with service managers and in accord with the agreed staffing plan for the service.
- (f) Represent the psychiatric nursing workforce within and to the management of the mental health service and the management of the broader health service within which psychiatric services are delivered.
- (g) Advance the utilisation of psychiatric nurse research outcomes into clinical best practice and standards.
- (h) Supervise RPN 4 Clinical Educator and RPN5 Psychiatric Nurse Consultants employed within the service.

SCHEDULE 4: PCNS AND RPN 2 ADVANCED APPLICATION PROCESS

The Parties agree that this Schedule will be part of the modernisation process referred to in clause 14 of the Agreement.

1. Application process to be classified to RPN 2 psychiatric clinical nurse specialist (PCNS) and RPN 2 advanced.

For applications for the classification of RPN 2 PCNS or RPN 2 Advanced the following is to apply:

- (a) Each Employer will arrange, at regular times and not less than four occasions per year, for the calling of applications for classification to RPN 2 PCNS or RPN 2 Advanced. This information is to be permanently available to Psychiatric Nursing staff. All applications are to be considered on merit against the criteria.
- (b) Prospective applicants are encouraged to discuss RPN 2 PCNS or RPN 2 Advanced position with their Unit Manager prior to submitting an application. Written application is to be made to the Unit Manager.
- (c) Interviews may be conducted by a Psychiatric Nursing panel of no more than three and will include the Unit Manager, Associate Nurse Unit Manager or Psychiatric Nurse Consultant and one other. The decision to conduct formal interviews or not will be at the discretion of the Employer. However, no application will be refused solely on the basis that an interview was not conducted.
- (d) Some Employers (for example, where service delivery is similar across the facility) may wish to operate with an 'umbrella' committee for the purpose of interviews.
- (e) The successful applicant will be notified in writing within seven days. The pay office will be informed of the new classification at the same time, with implementation to occur from the next pay period.
- (f) If the applicant is unsuccessful, the applicant will be notified of the outcome within seven days and an explanation will be given as to the reasons for the decision and may, at the Employee's request, also include suggestions for a professional development plan.
- (g) Each Employer will implement an appeal process. The appeal is to be lodged by the applicant with the Unit Manager within two weeks of receiving the rejection letter and heard by the Appeal Committee within four weeks.
- (h) An independent appeal panel comprised of RPNs will be convened, from any of the following or their nominees:
 - (i) The Mental Health Program Director howsoever titled;
 - (ii) The Senior Psychiatric Nurse;
 - (iii) Nurse Unit Manager;
 - (iv) An RPN 2 PCNS or RPN 2 Advanced or other nominee as appropriate. The appeal panel shall not include any person involved in the making of the original decision.

SCHEDULE 5: CLASSIFICATION DEFINITIONS APPLYING TO HEALTH PROFESSIONALS

1. Classification definitions - UG1 definitions (alphabetical order)

1.1 Music Therapy

(a) 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.

(b) Music Therapist Grade 2

A Music Therapist who is required to undertake additional responsibilities, for example:

- (i) teaching Music Therapy students;
- (ii) being required to take charge of a Music Therapy section of the therapy department; or
- (iii) holding an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

1.2 Occupational Therapy

(a) 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.

(b) Occupational Therapist Grade 2

An Occupational Therapist who is required to undertake additional responsibilities, for example:

- (i) teaching Occupational Therapy students; or
- (ii) is required to take charge of a section of the Occupational Therapy Department; or
- (iii) holds an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

1.3 Physiotherapy

(a) Physiotherapist Grade 1 (Qualified)

An Employee employed as such holding a Degree or Diploma approved by the Physiotherapy Registration Board of Victoria for registration.

(b) Physiotherapist Grade 2

A Physiotherapist who is required to undertake additional responsibilities, for example:

- (i) teaching Physiotherapy students; or
- (ii) 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
- (iii) is required to take charge of a section of the Physiotherapy Department; or

- (iv) holds an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

1.4 **Play Therapist**

(a) **Play Therapist Grade 1 (qualified)**

Any person who holds a Bachelor's degree in Early Childhood Studies, Bachelor of Teaching (Primary) or other Bachelor qualification as recognised by the Australasian Association of Hospital Play Therapists.

(b) **Play Therapist Grade 2**

A Play Therapist appointed to the grade with additional responsibilities, including:

- (i) supervising Play Therapy staff (qualified and/or unqualified);
- (ii) supervising/teaching of play therapist students;
- (iii) 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;
- (iv) performs work which requires special knowledge and depth of experience;
- (v) client and group program supervision and/or evaluation;
- (vi) research/case studies;

1.5 **Recreation Therapy**

(a) **Recreation Therapist Grade 1 (Qualified)**

An Employee employed as such with a degree or equivalent in Recreation or Physical Education or equivalent.

(b) **Recreation Therapist Grade 2**

A Recreation Therapist required to undertake additional responsibilities, for example:

- (i) teaching Recreation Therapy students; or
- (ii) required to take charge of a recreation therapy section of the therapy department; or
- (iii) holds an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

1.6 **Social Work**

(a) **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.

(b) **Social Worker Grade 2**

A Social Worker who is required to undertake additional responsibilities, for example:

- (i) teaching Social Work students; or
- (ii) is required to perform work which requires special knowledge and depth of experience in any one or more of the following:
 - A. individual and family and/or group practice; or
 - B. program development and management; or
 - C. research evaluation;

(iii) is required to take charge of a section of the Social Work Department.

1.7 Speech Pathology

(a) 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.

(b) Speech Pathologist Grade 2

A Speech Pathologist who is required to undertake additional responsibilities, for example:

- (i) supervising Speech Pathology students; or
- (ii) is required to take charge of a section of the Speech Pathology Department; or
- (iii) holds an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

1.8 General Definitions

(a) Senior Clinician (Grade 3)

A Physiotherapist, Occupational Therapist, Speech Pathologist, Social Worker, Music 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.

(b) Grade 4 Allied Health

A Physiotherapist, 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.

(c) Allied Health Grade 4/Clinical Educator (Department of 25 or more)

A Physiotherapist, 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.

(d) **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.

(e) **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).

(f) **Chief Grade 1**

An Employee in charge of 1-5 full-time professionals and/or other Employees totalling at least 6 in number.

(g) **Chief Grade 2**

An Employee in charge of 6-14 full-time professionals and/or other Employees totalling at least 15 in number.

(h) **Chief Grade 3**

An Employee in charge of 15-24 full-time professionals and/or other Employees totalling at least 26 in number.

(i) **Chief Grade 4**

An Employee in charge of 25-39 full-time professionals and/or other Employees totalling at least 28 in number.

(j) **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 - Other definitions

2.1 Child Psychotherapy

An Employee employed as such with a relevant tertiary qualification and eligible for membership of the Victorian Child Psychotherapists Association Inc.

(a) **Level 1 - Child Psychotherapist**

- (i) 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.

- (ii) Is undertaking a recognised post-graduate study as a Psychotherapist.
 - (iii) 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.
- (b) **Level 2 - Qualified Child Psychotherapist**
 - (i) Has completed a post-graduate course of study in Psychotherapy.
 - (ii) Provides a clinical service.
- (c) **Level 3 - Senior Child Psychotherapist**

An Employee who is required to:

 - (i) provide a specialist clinical service;
 - (ii) teach and supervise Employees on a recognised Psychotherapy training program;
 - (iii) provide a Psychotherapy component to the Child and Family Psychiatry Department's Continuing Education Program;
 - (iv) accept responsibility for a clinical consultation service to professional staff within and external to the hospital.
- (d) **Level 4 - Principal Child Psychotherapist**
 - (i) Holds a basic bachelor degree in an appropriate field.
 - (ii) Has at least 5 - 6 years' clinical experience since completing a post-graduate course in Psychotherapy.
 - (iii) Is expected to ensure and maintain the provision of a high professional standard of specialised psychotherapy service delivery.
 - (iv) Is responsible and accountable for the administration of a psychotherapy unit within an organisation.
 - (v) 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.
 - (vi) Is responsible for the clinical supervision of qualified psychotherapy staff.
 - (vii) Holds major training responsibilities in one or more of the Psychotherapy Training Schools.
 - (viii) Is responsible for initiating and conducting relevant research.

2.2 **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.

(a) **Qualified Welfare Worker**

- (i) 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.
- (ii) 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.

(b) **Welfare Worker Class I**

- (i) All qualified Welfare Workers, who are required to perform their duties under supervision.
- (ii) 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.

(c) **Welfare Worker Class II**

All qualified Welfare Workers, who are required to undertake some administrative responsibility, including:

- (i) 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 Determination, or with a staff of at least one worker covered by the Determination 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;
- (ii) 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);
- (iii) a Welfare Worker who is required to be responsible for a major activity or group of activities within an Agency or department; or
- (iv) a Welfare Worker appointed as a Deputy to a Welfare Worker Class III.

(d) **Welfare Worker Class III**

All qualified Welfare Workers who are required to:

- (i) take charge of an Agency or Department with a staff of more than 3 and up to 7 workers, covered by the Determination, or with a staff of at least two workers covered by the Determination, 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;
- (ii) a Welfare Worker who acts as a Deputy to a Welfare Worker Class IV;
- (iii) 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.

(e) **Welfare Worker Class IV**

All qualified Welfare Workers who are required to undertake senior administrative responsibilities including:

- (i) a Welfare Worker in charge of an Agency or Department with a staff of 8 or more Employees, covered by the Determination, or with a staff of at least 6 Employees covered by the Determination, 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;

- (ii) 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.
- (f) Provided that where an Employee under clause 91.3 is reclassified by his or her existing Employer from class I to class II or class II to class III, the following shall apply:
 - (i) 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;
 - (ii) A Welfare Worker (qualified) class I, year 6 appointed to class II shall be paid at the class III, year 3 rate;
 - (iii) A Welfare Worker (qualified) class I, year 5 appointed to class II shall be paid at the class II, 2nd year rate;
 - (iv) A Welfare Worker (qualified) class II, year 4 and thereafter appointed to class III shall be paid at the class III, year 2 rate.
- (g) For the purposes of Schedule 5, clause 2.2, yearly increments are based on years of full-time practical experience or service or part-time equivalent service in the performance of welfare work.

2.3 **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.

(a) **Community Development Worker**

Any person (however titled) carrying out Community Development Work in:

- (i) community or neighbourhood houses and learning centres;
- (ii) community housing or tenant's rights services or projects;
- (iii) equal opportunity or affirmative action projects;
- (iv) women's service or projects;
- (v) disabilities rights projects and services for people with disabilities;
- (vi) community financial counselling services, community legal services, social justice services or projects, community health and occupational health and safety projects;
- (vii) self-help groups or projects;
- (viii) environmental action groups or projects;
- (ix) community information projects or services;
- (x) community arts, writing, theatre or other cultural projects;
- (xi) international aid agencies or projects; or
- (xii) any agency, group, project or service including the following;
 - A. aboriginal community workers, including Aboriginal Health Liaison Officers;
 - B. ethnic community workers (however titled), including Ethnic health workers; or
 - C. community education officers.

(b) **Qualified Community Development Worker**

- (i) 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.
- (ii) For the purposes of this clause 2.3, post-secondary qualifications in Social Work, Welfare Work and Youth Work (however titled) are recognised as relevant qualifications.
- (iii) 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.
- (iv) 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'.

(c) **Indigenous Community Development Worker**

An Employee who has:

- (i) 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;
- (ii) knowledge, skills and experience of the culture in which she or he belongs;
- (iii) fluency in the community language/s (where relevant).

(d) 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. Community Development Worker Class I

- (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.
- (ii) 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.
- (iii) 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.

(e) **Community Development Worker Class II**

- (i) 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.
- (ii) 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).
- (iii) A qualified Welfare Worker (as defined) performing community development work without direct supervision shall commence at not less than class II(a), year 3.
- (iv) 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.
- (v) A qualified Youth Worker (as defined) performing community development work without direct supervision shall commence at not less than class II(a), year 5.

- (vi) 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.
- (vii) 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.
- (viii) 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.
- (ix) 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.
- (x) 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).
- (xi) A Community Development Worker engaged in policy development or policy advice shall commence at not less than class II(b), year 1.
- (xii) A Community Development Worker engaged in community education or community training programs shall commence at not less than class II(b), year 1.
- (xiii) A qualified Social Worker shall commence at not less than class II(b), year 1.
- (xiv) A qualified Community Development Worker with a post-graduate qualification shall commence at not less than class II(b), year 2.

(f) **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 this clause 2.3, yearly increments are based on years of full-time practical experience or service or part-time equivalent in the performance of community development work.

2.4 **Health Information Management**

(a) **Health Information Manager Grade 1 (Qualified)**

An Employee employed as such who has passed examinations qualifying him/her for admission as a full graduate of the Health Information Management Association of Australia.

(b) **Health Information Manager Grade 2**

A Health Information Manager who is required to undertake additional responsibilities, for example:

- (i) responsibility for clinical trial/data management at recognised trials including national and international trials; or
- (ii) being required to take charge of a department where no other Health Information Manager is employed; or
- (iii) being required to perform work which requires special knowledge and depth of experience; or
- (iv) holding an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

(c) **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.

2.5 **Health Information Manager Chief Positions**

(a) **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.

(b) **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.

(c) **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.

(d) **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.

(e) **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.

2.6 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.

(a) Qualified youth worker

- (i) 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.
- (ii) 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.

SCHEDULE 6: MANAGEMENT AND ADMINISTRATIVE OFFICERS CLASSIFICATIONS

Part 1

1. This classification structure applies to Management and Administrative Officers other than where expressly excluded below.
2. This classification structure does not apply to:
 - (a) Management and Administrative Officers who are employed by the Royal Children's Hospital. Such Employees shall be classified pursuant to **Part 2** of this **Schedule**.
 - (b) Positions as classified under Section 2 and/or Section 3 of this Agreement.
 - (c) 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.
3. **GRADE 1**
- 3.1 **Description**
4. **Positions at the Grade 1 level are regarded as base grade administrators or operators within a defined activity.**
- 4.1 **Work Level Standard**
 - (a) 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.
 - (b) 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.
 - (c) 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.
- 4.2 **Typical Role/Duties**
 - (a) Prepare statistical reports and summaries and monitor and check accuracy of reports;
 - (b) Monitor daily billings and collections by cashiers and banking;
 - (c) Process standard claim forms, ensuring that all legislated procedural requirements are met;
 - (d) Train new Employees in basic clerical or administrative functions;

- (e) Follow progress of invoices, orders or payments to ensure action occurs as specified in these documents;
- (f) Undertake enquiries related to work area; for example the availability of ordered stock, the best available price for ordered items, overdue accounts;
- (g) Maintain accurate and effective filing systems;
- (h) Communicate with external organisations such as health insurance funds, Accident Compensation Commission, Veterans' Affairs, and WorkCover claims administration agents regarding payment of accounts;
- (i) Prepare minutes and agendas, and coordinate meeting dates for committee meetings.

5. GRADE 2

5.1 Description

- (a) Positions at this level are regarded as supervisory positions coordinating a small work group; or
- (b) as an entry level specialist role within a particular technical or professional area; or
- (c) experienced operators within a specific activity.

5.2 Work Level Standard

- (a) 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.
- (b) 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.
- (c) 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

- (a) 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);
- (b) Liaise with immediate supervisor and middle management level positions to seek and provide information;
- (c) Establish and maintain appropriate work patterns and procedures for the function supervised;
- (d) Administer the function to ensure current policy and procedures are understood and adhered to;
- (e) Prepare reports for use by management;

- (f) Liaise and consult with external agencies (e.g. Medicare, Health Insurance Funds, Transport Accident Commission, WorkCover) with regard to routine transactions;
- (g) Liaise with patients/clients to obtain information and discuss problems in relation to routine transactions;
- (h) Liaise with suppliers for the routine purchase and delivery of health service supplies.

6. GRADE 3

6.1 Description

- (a) 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
- (b) a specialist role within a particular technical or professional position; or
- (c) administrators responsible for a specified activity recognised across the health service.

6.2 Work Level Standard

- (a) 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.
- (b) 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.
- (c) 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

- (a) Recruit and select permanent and temporary staff for general positions;
- (b) Coordinate and submit consolidated reports;
- (c) Implement controls and systems to ensure resources are fully utilised and health service policies are implemented;
- (d) Develop and present training programs;
- (e) Liaise with senior staff to obtain and present information;
- (f) Allocate and control staff and resources to ensure activities of the work area are carried out efficiently and effectively;
- (g) Monitor safe work practices and security standards to maintain a safe and secure environment;
- (h) Assist staff with problems, and recommend action to be taken.

7. GRADE 4

7.1 Description

- (a) Positions at this level are regarded as middle management in control of a medium workforce; or
- (b) administrators managing a function, or an experienced specialist role within a particular technical or professional discipline.

7.2 Work Level Standard

- (a) 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.
- (b) 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.
- (c) 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

- (a) Provide advice on techniques and procedures for occupational health and safety matters;
- (b) Undertake quality and risk management programs to ensure the achievement of required standards;
- (c) Develop rosters for the cleaning of all wards and presentation of gardens involving up to 100 staff;
- (d) Prepare reports on service delivery development and undertake special projects for the health service and Department of Human Services/Department of Health;
- (e) 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;
- (f) Oversee and contribute to the formulation, implementation and ongoing review of staff induction and training programs;
- (g) Collaborate with senior management, Medical Officers, injured Employees, unions and rehabilitation providers to devise, plan and implement rehabilitation programs;
- (h) Review existing computer software effectiveness with a view to enhancing its functionality and develop software to meet new requirements; (to be re-visited)
- (i) Prepare and interpret financial budgets, annual returns and comparative monthly statements.

8. GRADE 5

8.1 Description

- (a) 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

- (b) multi-function manager of smaller health services providing a range of services across the agency.

8.2 **Work Level Standard**

- (a) 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.
- (b) 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.
- (c) 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**

- (a) Plan operating budgets and resource requirements to accommodate expanded facilities and services;
- (b) Develop menus, oversee food preparation and presentation and manage food supply within budget limits for a medium health service;
- (c) Manage a range of services within a small health service covering patient services, finance, personnel, gardening, building maintenance and community relations;
- (d) Establish, manage and oversee consultative mechanisms and advise health service management on developing industrial and Employee-related issues;
- (e) Represent and advocate on behalf of the health service at industrial relations tribunals and in labour negotiations;
- (f) Conduct programmed audits into operational and financial procedures and the safeguarding of assets;
- (g) 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**

- (a) Positions at this level are senior managers of large divisions; or
- (b) expert managers of complex/advanced functions with agency-wide application; or
- (c) executives of smaller or district health services providing a range of services across the agency; or
- (d) senior managers of a number of varied functions across the health service.

9.2 Work Level Standard

- (a) 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.
- (b) 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.
- (c) 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

- (a) Prepare economic and demographic forecasts as part of an overall planning process to determine the future growth and services of the health service;
- (b) 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;
- (c) Direct and control a significant service function in a medium to large health service, determining staffing, training, supply and expenditure needs for the division;
- (d) 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;
- (e) 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

- (a) Positions at this level are executives of small health services administered with the assistance of a central or regional organisation; or
- (b) the executive managing a number of smaller health services annexed to a medium to large regional health service; or
- (c) manager in charge of a principal division/department of a medium to large health service.

10.2 Work Level Standard

- (a) 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.

- (b) 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.
- (c) 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**

- (a) 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;
- (b) 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;
- (c) 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;
- (d) 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;
- (e) 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**

- (a) Typically positions at this level operate at the executive level; or
- (b) Managers in control of a substantial division/department or facility in a large health service; or
- (c) Chief Executives of small hospitals or community health centres.

11.2 **Work level standards**

- (a) 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.

- (b) 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.
- (c) 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**

- (a) Develop and implement plans for future expansion of services and facilities to meet emerging community health needs and operating efficiency constraints;
- (b) 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;
- (c) Represent the health service in meetings with external professional organisations and the Department in order to facilitate improved service standards and achievement of budget constraints;
- (d) Authorise statutory and other reports as required by the Department in relation to service delivery standards and budget status;
- (e) 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;
- (f) 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;
- (g) 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**

- (a) Positions at this level are Chief Executives of district hospitals or Community Health Centres or equivalent; or
- (b) An executive managing the principal functions in a major, multi-faceted, multi-campus institution.

12.2 **Work Level Standards**

- (a) 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.

- (b) 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, the Department representatives and expert consultants in specialist fields.
- (c) 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**

- (a) Undertake major special projects that substantially reshape the future health care service for a major health service;
- (b) 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;
- (c) 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;
- (d) 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;
- (e) Liaise and negotiate with the Department on health service-wide policy matters; including resources, health care delivery, capital works and other matters;
- (f) Direct the health service's planning activities and provide leadership and overall guidance in both the administration and operation of a district hospital;
- (g) 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**

Positions at this level are senior executives of a major health service or equivalent.

13.2 **Work Level Standards**

- (a) 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 and all levels of government plus community representation.

- (b) A requirement at this level is to develop short, strategic plans to meet the requirements of the local community, match the 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.
- (c) Broad operating policies are provided from the Executive and the Board and/or the Department 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**

- (a) Develop, negotiate and implement budgets covering all aspects of the health service's activities;
- (b) Set policy and procedures for the effective and efficient running of the health service and delivery of health care;
- (c) 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;
- (d) Develop and implement policies, programs and procedures for the health service;
- (e) 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**

- (a) Positions at this level are Chief Executives of large, regional health services or of a comparable specialist function health service OR
- (b) a senior executive of a major multifaceted, multi-campus health service.

14.2 **Work Level Standard**

- (a) 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 and government representation.
- (b) At this level, positions are likely to be required to identify major health care trends and develop strategic plans to meet the community requirements, the Department 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.

- (c) CEO positions at this level manage large health services, and are accountable for the full range of operations. The Board and/or the Department provide broad operating policies, and positions would exercise judgement to achieve planned results.
- (d) 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

- (a) Develop, negotiate and implement budgets covering all aspects of the health service's activities.
- (b) 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.
- (c) Initiate, develop and implement plans, policies and procedures designed to achieve high quality health and patient care.
- (d) Develop short, medium and long term capital, resource and service delivery development plans and direction.
- (e) Negotiate the Health Service's Funding Agreement with the.

15. GRADE 12

15.1 Description

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

- (a) 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 the Department and government representation.
- (b) 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.
- (c) 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

- (a) Develop and implement service delivery plans and meet changing health care needs.
- (b) Establish corporate structure and formal delegation of responsibilities.
- (c) Ensure that the financial management requirements are met.

16. GRADE 13

16.1 Description

- (a) 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.
- (b) 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.
- (c) The services include public hospital services; aged in-patient, community and home care services; and in-patient and community mental health services.
- (d) 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

- (a) 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 the Department and government representation.
- (b) 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.
- (c) 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

1. This classification structure applies only to Management and Administrative Officers who are employed by the Royal Children's Hospital. All other Management and Administrative Officers shall be classified pursuant to Part 1 of this Schedule.
 - 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 202, 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**

Positions at the Grade 2 level are regarded as base grade administrators or operators within a defined activity.
 - 2.2 **Work Level Standard**
 - (a) 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.
 - (b) 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.

- (c) 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

- (a) Prepare statistical reports and summaries and monitor and check accuracy of reports;
- (b) Monitor daily billings and collections by cashiers and banking;
- (c) Process standard claim forms, ensuring that all legislated procedural requirements are met;
- (d) Train new Employees in basic clerical or administrative functions;
- (e) Follow progress of invoices, orders or payments to ensure action occurs as specified in these documents;
- (f) Undertake enquiries related to work area; for example the availability of ordered stock, the best available price for ordered items, overdue accounts;
- (g) Maintain accurate and effective filing systems;

Administration	Office Co-ordinator, responsible for coordinating 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.

- (h) Communicate with external organisations such as health insurance funds, Accident Compensation Commission, Veterans' Affairs, and WorkCover claims administration agents regarding payment of accounts;
- (i) Prepare minutes and agendas, and co-ordinate meeting dates for committee meetings.

2.4 Benchmark Descriptors:

3. GRADE 3

3.1 Description

- (a) Positions at this level are regarded as supervisory positions coordinating a small specialised clerical work group; or

- (b) as an entry level specialist role within a particular technical or professional area;
or
- (c) experienced operators within a specific activity.

3.2 Work Level Standard

- (a) 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.
- (b) 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.
- (c) 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

- (a) Supervise the day to day activities of a small group of staff within a specified function (e.g. payroll, patient accounts);
- (b) Liaise with immediate supervisor and middle management level positions to seek and provide information;
- (c) Establish and maintain appropriate work patterns and procedures for the function supervised;
- (d) Administer the function to ensure current legislation are understood and adhered to;
- (e) Prepare accounts and reports for use by middle management;
- (f) Liaise and consult with external agencies (e.g. Medicare, Health Insurance Funds, Transport Accident Commission, WorkCover) with regard to problem accounts and compensable claims;
- (g) Negotiate with patients to obtain information and discuss problems in paying accounts and arrange payment procedures;
- (h) 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

- (a) Positions at this level are regarded as senior supervisory positions overseeing a small to medium sized work group; or
- (b) administrators responsible for a specified activity recognised across the health service; or
- (c) a specialist role within a particular technical or professional position.

4.2 Work Level Standard

- (a) 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.
- (b) 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.

- (c) 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

- (a) Recruit and select permanent and temporary staff for general positions;
- (b) Coordinate and prepare accounting, payroll or statistical records and submit consolidated reports;
- (c) Implement controls and systems to ensure resources are fully utilised and health service policies are implemented;
- (d) Liaise with hospital staff up to department head to obtain and present information;
- (e) Allocate and control staff and resources to ensure activities of the work area are carried out efficiently and effectively;
- (f) Monitor safe work practices and security standards to maintain a safe and secure environment;
- (g) 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

Positions at this level are regarded as an experienced specialist role within a particular technical or professional discipline.

5.2 Work Level Standard

- (a) 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.
- (b) 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.
- (c) 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

- (a) Provide advice on techniques and procedures for infection control and safety matters;
- (b) Carry out a quality assurance program to ensure the achievement of required standards of presentation, hygiene and cost of delivery;
- (c) Prepare reports on service delivery development and undertake special projects for the health service and Department of Health;
- (d) 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;
- (e) Oversee and contribute to the formulation, implementation and ongoing review of staff induction and training programs;

- (f) Collaborate with Department Heads, Medical Officers, injured Employees, unions and rehabilitation providers to devise, plan and implement rehabilitation programs;
- (g) Review existing computer software effectiveness with a view to enhancing its functionality and develop software to meet new requirements;
- (h) 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

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

- (a) 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.
- (b) 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.
- (c) 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

- (a) Plan operating budgets and resource requirements;
- (b) 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;
- (c) Inspect suppliers, manufacturing and wholesale operations to ensure the achievement of minimum standards of hygiene, product quality, distribution and storage standards;
- (d) Develop menus, oversee food preparation and presentation and manage food supply within budget limits for a medium institution;
- (e) Represent and advocate on behalf of the health service at industrial relations tribunals and in labour negotiations;
- (f) Conduct programmed audits into operational and financial procedures and the safeguarding of assets;
- (g) 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

- (a) Positions at this level are senior heads of large divisions; or
- (b) expert managers of complex/advanced sections with agency-wide application; or
- (c) junior executives of small or distribute institutions providing a range of services across the agency; or
- (d) senior managers of a number of varied functions across the agency.

7.2 Work Level Standard

- (a) 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.
- (b) 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.
- (c) 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

- (a) Prepare economic and demographic forecasts as part of an overall planning process to determine the future growth and services of the health service;
- (b) 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;
- (c) 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;
- (d) Direct and control a significant service function determining staffing, training, supply and expenditure needs;

- (e) 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.

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1. SKILL LEVELS

1.1 Level 1

(a) An Employee at this level:

- (i) works within established routines, methods and procedures;
- (ii) has minimal responsibility, accountability or discretion;
- (iii) works under direct or routine supervision, either individually or in a team;
and
- (iv) no previous experience or training is required.

(b) 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; basic maintenance work; General Orderly/Porterage/Courier functions in hospitals or other health services. - Orderly or Cleaner - Maintenance/Handyperson (Unqualified) - All other Employees not elsewhere provided for

1.2 Level 2

(a) An Employee at this level:

- (i) works within established routines, methods and procedures;
- (ii) has limited responsibility, accountability or discretion;
- (iii) may work under limited supervision, either individually or in a team;
- (iv) possesses communication skills and
- (v) requires on-the-job training and/or specific skills training or experience.

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(b) Indicative tasks performed and indicative classifications at this level are:

Classification Group	Indicative Tasks Performed and Indicative Classifications
General Services	gardening work requiring no formal qualifications; general housekeeping functions; basic stores work; - Housekeeper - Gardener (non-trade)

1.3 Level 3

(a) An Employee at this level:

- (i) is capable of prioritising work within established routines, methods and procedures;
- (ii) is responsible for work performed with a limited level of accountability or discretion;
- (iii) works under limited supervision, either individually or in a team;
- (iv) possesses sound communication skills; and
- (v) requires specific on-the-job training and/or relevant skills training or experience.

(b) 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
General Services	Hospital Attendant work, including patrol functions; Hospital Attendant

1.4 Level 4

(a) An Employee at this level:

- (i) is capable of prioritising work within established routines, methods and procedures;
- (ii) is responsible for work performed with a medium level of accountability or discretion;
- (iii) works under limited supervision, either individually or in a team;
- (iv) possesses sound communication and/or arithmetic skills; and
- (v) requires specific on-the-job training and/or relevant skills training or experience.

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- (b) 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

1.5 Level 5

- (a) An Employee at this level:

- (i) is capable of prioritising work within established policies, guidelines and procedures;
- (ii) is responsible for work performed with a medium level of accountability or discretion;
- (iii) works under limited supervision, either individually or in a team;
- (iv) possesses good communication, interpersonal and/or arithmetic skills; and
- (v) requires specific on-the-job training, may require formal qualifications and/or relevant skills training or experience.

- (b) 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;. - Security Officer Grade 1

1.6 Level 6

- (a) An Employee at this level:

- (i) is capable of prioritising work and exercising discretion within established policies, guidelines and procedures;
- (ii) is responsible for work performed with a medium level of accountability;
- (iii) works under limited supervision, either individually or in a team;
- (iv) possesses well developed communication, interpersonal and/or arithmetic skills; and
- (v) requires substantial on-the-job training, may require formal qualifications and/or relevant skills training or experience.

- (b) Indicative tasks performed and indicative classifications at this level are:

Classification Group	Indicative Tasks Performed and Indicative Classifications

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1.7 Level 7

(a) An Employee at this level:

- (i) is capable of prioritising work and exercising discretion within established policies, guidelines and procedures;
- (ii) is responsible for work performed with a substantial level of accountability;
- (iii) works either individually or in a team;
- (iv) possesses well developed communication, interpersonal and/or arithmetic skills; and
- (v) requires substantial on-the-job training, may require formal qualifications at trade or certificate level and/or relevant skills training or experience.

(b) Indicative tasks performed and indicative classifications at this level are:

Classification Group	Indicative Tasks Performed and Indicative Classifications
Food Services	- A Cook with relevant qualifications. - Trade Cook
General Services	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; - Security Officer Grade 2

1.8 Level 8

(a) An Employee at this level:

- (i) is capable of functioning semi autonomously, and prioritising his or her own work within established policies, guidelines and procedures;
- (ii) is responsible for work performed with a substantial level of accountability;
- (iii) works either individually or in a team;
- (iv) may require basic computer knowledge or be required to use a computer on a regular basis;
- (v) possesses administrative skills and problem solving abilities;
- (vi) possesses well developed communication, interpersonal and/or arithmetic skills; and
- (vii) requires substantial on-the-job training, may require formal qualifications at trade or certificate level and/or relevant skills training or experience.

(b) Indicative tasks performed and indicative classifications at this level are:

Classification Group	Indicative Tasks Performed and Indicative Classifications

1.9 Level 9

(a) An Employee at this level:

- (i) is capable of functioning with a high level of autonomy, and prioritising his or her own work within established policies, guidelines and procedures;

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- (ii) is responsible for work performed with a substantial level of accountability and responsibility;
 - (iii) works either individually or in a team;
 - (iv) may require comprehensive computer knowledge or be required to use a computer on a regular basis;
 - (v) possesses administrative skills and problem solving abilities;
 - (vi) possesses well developed communication, interpersonal and/or arithmetic skills; and
 - (vii) may require formal qualifications at post-trade or Advanced Certificate or Associate Diploma level and/or relevant skills training or experience.
- (b) Indicative tasks performed and indicative classifications at this level are:

Classification Group	Indicative Tasks Performed and Indicative Classifications

1.10 Level 10

- (a) An Employee at this level:
- (i) is capable of functioning autonomously, and prioritising his or her own work within established policies, guidelines and procedures;
 - (ii) is responsible for work performed with a substantial level of accountability and responsibility;
 - (iii) works either individually or in a team;
 - (iv) may require comprehensive computer knowledge or be required to use a computer on a regular basis;
 - (v) possesses administrative skills and problem solving abilities;
 - (vi) possesses well developed communication, interpersonal and/or arithmetic skills; and
 - (vii) will most likely require formal qualifications at trade or Advanced Certificate or Associate Diploma level and/or relevant skills training or experience.
- (b) Indicative tasks performed and indicative classifications at this level are:

Classification Group	Indicative Tasks Performed and Indicative Classifications

1.11 Level 11

- (a) An Employee at this level:
- (i) is capable of functioning autonomously, and prioritising his or her own work and the work of others within established policies, guidelines and procedures;
 - (ii) is responsible for work performed with a substantial level of accountability and responsibility;
 - (iii) may supervise the work of others, including work allocation, rostering and guidance;

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- (iv) works either individually or in a team;
 - (v) may require comprehensive computer knowledge or be required to use a computer on a regular basis;
 - (vi) possesses developed administrative skills and problem solving abilities;
 - (vii) possesses well developed communication, interpersonal and/or arithmetic skills; and
 - (viii) may require formal qualifications at trade or Advanced Certificate or Associate Diploma level and/or relevant skills training or experience.
- (b) Indicative tasks performed and indicative classifications at this level are:

Classification Group	Indicative Tasks Performed and Indicative Classifications
General Services	Supervision, work allocation, on-the-job training and rostering and/or guidance of staff. - General Services Supervisor

2. CLASSIFICATION DEFINITIONS

Food Services Classifications:

2.1 Cook Employed Alone

- (a) Means a person employed as a sole cook who does not hold trade qualifications.

2.2 Diet Cook

- (a) Means an unqualified cook who produces meals for specific dietary requirements and/or other specialist meals.

2.3 Dietary Supervisor

- (a) Means a person not being a qualified Dietician but responsible for the conduct of a Diet Kitchen.

2.4 Food and Domestic Services Assistant

- (a) Means a person employed to clean food preparation and consumption areas, cooking equipment and utensils and serve and deliver meals.

2.5 Food Monitor

- (a) 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.
- (b) Notwithstanding the provisions of clause 165 (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.

2.6 Food Services Supervisor

- (a) 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.

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2.7 **Other Cook**

- (a) Means a person who does not hold trade qualifications, who is employed as a cook by a hospital where other cooks are employed.

2.8 **Trade Cook**

- (a) Means a cook qualified as a tradesperson under the *Industrial Training Act 1975* or holding an equivalent qualification acceptable to the Employer.

2.9 **Gardener (Non Trade)**

- (a) 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.

2.10 **General Services Supervisor**

- (a) 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.

2.11 **Hospital Attendant**

- (a) Means an Employee appointed as such and who, as part of his or her ordinary duties, is required to perform a patrol function.

2.12 **Housekeeper**

- (a) Means a person employed to perform general housekeeping functions.

2.13 **Orderly/Cleaner**

- (a) Means a person employed to perform basic cleaning and orderly/porterage/courier functions in hospitals or other health services.

2.14 **Security Officer Grade 1**

- (a) Means an Employee performing a dedicated security function involving the security of patients, staff or the facilities.

2.15 **Security Officer Grade 2**

- (a) 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.

3. **PATIENT SERVICES ASSISTANT STRUCTURE**

- (a) 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.
- (b) Notwithstanding Schedule 7, clause 3(a) 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.
- (c) The functional areas covered by PSAs are as follows:

Functions:	Duties:
Cleaning and Housekeeping	Ward areas (including toilets, showers, bathrooms, lockers, shelving and infectious rooms etc.)

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Functions:	Duties:
	Handle patient laundry (including washing and drying of patient laundry) General/administrative areas (including office, cafeteria, stairs and lifts etc.) Terminal/discharge bed (re-)making (i.e. Carbolising) Equipment and instruments Damp and high dusting Vacuuming Mopping and buffing of floors Spot cleaning Rubbish removal Linen removal
Food and Beverage	Serving of meals to patients Food transportation to and from the Ward Basic food monitoring (e.g. Checking that food matches the order) Replenish refrigerator and pantry supplies
Transport and Couriering	Transporting patients between wards, departments and theatres Transporting equipment between wards, departments and theatres Couriering x-rays, specimens and patient records Movement of deceased patients to the mortuary
Ward Support	Checking of oxygen cylinders Filling, distributing and collecting of water jugs and glasses Delivery and maintenance of flowers Replenish consumables to normal stock levels Restocking of ward trolleys or cubicles 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 Message taking
Patient Support	Assist in the lifting and turning of patients (including into and out of wheel chairs and trolleys) Assist in lifting and positioning of patients in bed, including by machinery Assist with patient facial shaves and pre-operative shaves Assist in the transportation of ambulance patients

- (d) For the purposes of this definition, ward based work includes Employees providing patient support services in areas such as outpatient, x-ray, catheter

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laboratory, nuclear medicine, dialysis and other areas providing patient support services consistent with the functions and duties described in subclause (c) above.

- (e) The functions listed in Schedule 7, subclause (c) above are intended to be comprehensive. The listed duties are intended to be indicative, not comprehensive.
- (f) 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.
- (g) 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.
- (h) Not all PSAs will be expected to perform all of the functions listed in Schedule 7, clause 3(c). PSAs at the Grade 2 level will perform four or more functions, and PSAs at the Grade 1 level will perform three functions.

3.2 Patient Services Assistant Grade 1

- (a) A Patient Services Assistant at Grade 1 level:
 - (i) regularly performs duties from three functional areas;
 - (ii) is not required to hold a recognised PSA certificate;
 - (iii) is capable of prioritising work within outlined routines, methods and procedures in three functional areas;
 - (iv) is responsible for work performed with a limited level of accountability or discretion;
 - (v) works under limited supervision, either individually or in a team;
 - (vi) possesses sound communication skills; and
 - (vii) requires specific on the job training and/or relevant skills training or experience.

3.3 Patient Services Assistant Grade 2

- (a) A Patient Services Assistant at Grade 2 level:
 - (i) regularly performs duties from four or more functional areas;
 - (ii) 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).
 - (iii) requires specific on the job training and/or relevant skills training or experience;
 - (iv) is capable of prioritising work within established policies, guidelines and procedures across four or more functional areas;
 - (v) is responsible for work performed in accordance with established policies, procedures and approaches
 - (vi) works under limited supervision, either individually or in a team; and
 - (vii) possesses good communication, interpersonal and/or arithmetic skills.

4. CLERICAL/ADMINISTRATIVE SUPPORT SERVICES STRUCTURE

4.1 CLERICAL WORKER GRADE C

(a) Description

- (i) Positions at Grade C level are regarded as experienced clerical staff working within a well-defined work environment.
- (ii) 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.
- (iii) 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.

(b) Work Level Standard

- (i) 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.
- (ii) 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.
- (iii) 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.
- (iv) System content is factual, involving standard and predictable transactions. Care must be taken at all times to minimise errors.
- (v) 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.
- (vi) Employees at this level may be asked, from time to time, to provide induction training for other like Employees.
- (vii) Work outcomes for Grade C positions are either checked by a supervisor or, if a sole operator, are audited by a work system.
- (viii) Communication within the work area focuses on well established, but a limited range of routinely required information.
- (ix) 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.

4.2 CLERICAL WORKER GRADE B

(a) Description

- (i) Positions at Grade B level are regarded as experienced clerical staff working in more complex work environments or circumstances.
- (ii) 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

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manage a number of more complex information systems, balance their operation and provide routine data support to their team or manager.

- (iii) 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.

(b) Work Level Standard

- (i) Grade B level positions are responsible for using a range of data, information processes and systems, which are all supported by protocols.
- (ii) 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.
- (iii) Grade B positions are also those responsible for operating a number of more complex systems, and/or complex data integration between standard systems.
- (iv) 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.
- (v) 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.
- (vi) Grade B positions are expected to perform within formal or informal protocols under general supervision.
- (vii) 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.
- (viii) 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.
- (ix) 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.

4.3 CLERICAL WORKER GRADE A

(a) Description

- (i) 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.
- (ii) 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.
- (iii) 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.

(b) Work Level Standard

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- (i) Grade A level positions operate information, administrative and/or technical systems that require more judgement to track and manage.
- (ii) Data content and transactions at this level are varied and complex. Protocols exist, but judgement is required in the selection of the appropriate action.
- (iii) 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.
- (iv) 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.
- (v) 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.
- (vi) 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.
- (vii) 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.
- (viii) 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.

5. Consumer Consultants

5.1 Features of roles

The focus of the Consumer Consultants' work is to assist clients to be involved in their treatment, support and recovery planning and inform and enhance services responses to quality improvement initiatives and frameworks.

- (a) Consumer Consultants have:
 - (i) a lived experience of mental health services
 - (ii) have the capacity to understand the intricacies of the mental health system
 - (iii) the ability to support individuals and present consumer perspectives to mental health services.
- (b) Consumer Consultants come to these roles with an established knowledge of the impacts of mental illness on the individual. Consultants operate in a complex interpersonal, policy and programme environment and are required to use a broad range of verbal and written communication skills to support improved service planning, service delivery and evaluation. They work with and on behalf of clients with their families/cares, clinicians and mental health service staff and contribute to and advance systemic policy change within the mental health system.
- (c) Consumer Consultants operate in a complex operational environment and are required to exercise a high degree of judgement to improve service delivery. Consumer Consultants manage interpersonal relationships that may be influenced by issues including cultural and linguistic differences, numeracy/literacy challenges, drug and alcohol issues, financial stresses and challenging behaviours that can impact on others

**SCHEDULE 7: HEALTH AND ALLIED SERVICES EMPLOYEE CLASSIFICATIONS
(INCLUDING CONSUMER CONSULTANTS, CARER CONSULTANTS AND PEER WORKERS)**

- (d) Consumer Consultants are to work collaboratively with clients in team environments to achieve maximum service delivery and policy outcomes.
- (e) Operating at Level 1 Consumer Consultants deal directly with the client with a mental health illness. Consultants at this level maintain direct client contact whilst operating in a broader team environment.
- (f) Operating at Level 2 the Consumer Consultant engages in broader decision-making regarding an individual's care needs, alongside other clinicians and professionals managing the individual's care needs. At this level, Consumer Consultants contribute their knowledge and experience to programme and policy development in the area of service delivery. They advise and participate in programme and policy development with senior internal staff and management and liaise with and provide advice to external stakeholders.

5.2 CONSUMER CONSULTANTS - Level 1:

(a) Communication

- (i) Communicate Mental Health Service policies and processes to clients.
- (ii) Relied on by others to manage complex client relationships
- (iii) Is persuasive in dealing with stakeholders
- (iv) Advances alternate positions within the workplace
- (v) Communicates range of programme issues to clients

(b) Judgement

- (i) Exercises basic problem-solving skills to deal with complex needs of clients
- (ii) Judgement is confined to application of established policies and processes for individual client needs in service delivery setting
- (iii) Contributes to assisting client involvement in planning and development

(c) Knowledge and Expertise

- (i) Has a lived experience of mental health issues
- (ii) Works under direct supervision
- (iii) Collects and organises information to apply to individual issues
- (iv) Required to establish trusting relationships with clients
- (v) Understands policies and processes in area of operation
- (vi) Knowledge of applicable legislation in area of operation

(d) Service Delivery

- (i) Prioritises own work
- (ii) Plans access to programmes with client
- (iii) Uses experience to make decisions with clients regarding service options
- (iv) Participates in developing service delivery strategy selection with client
- (v) Advances alternative actions to client from range of selected options within service delivery area
- (vi) Contributes ideas to internal stakeholders regarding the development of service delivery models

(e) Technical skills

- (i) Understands the values of the programme area and applies these values to achieve programme goals

SCHEDULE 7: HEALTH AND ALLIED SERVICES EMPLOYEE CLASSIFICATIONS
(INCLUDING CONSUMER CONSULTANTS, CARER CONSULTANTS AND PEER WORKERS)

- (ii) Promotes an individual rights based approach to achieve policy and programme outcomes
 - (iii) Assess and prioritises emotional needs of clients or client support group
- (f) **Policy and Programmes**
 - (i) Contributes to policy and programme development for individual clients needs
 - (ii) Conveys learned experienced to others in relation to policy and programme development

5.3 **CONSUMER CONSULTANTS - Level 2:**

- (a) **Communication**
 - (i) Exercises problem solving skills with clients and internal stakeholders to achieve programme objectives
 - (ii) Relied on by others to manage complex client relationships
 - (iii) Is persuasive in dealing with stakeholders
 - (iv) Is relied on by others to provide communication guidance in area of operation
 - (v) Advocates for clients and clients' support groups to internal stakeholders
- (b) **Judgement**
 - (i) Autonomous in decision-making with client
 - (ii) Focal point for other Consultants to problem-solve complex individual client needs
 - (iii) Makes decisions in the absence of defined procedures and protocols
 - (iv) Authoritative in decision making for others
 - (v) Relied on by others for advice and decision making
- (c) **Knowledge and Expertise**
 - (i) Has a lived experience of mental health issues
 - (ii) Synthesises information to develop and guide client plan
 - (iii) Exercises judgement in the application of policy and programmes to client and programme needs
 - (iv) Identifies gaps in policy area
 - (v) Contributes to policy change within area of operation
 - (vi) Develops and advocates policy and programme change
- (d) **Service Delivery**
 - (i) Shares knowledge and experience with internal stakeholders to contribute to individual service delivery needs
 - (ii) Synthesises learned experiences to advance service delivery outcomes
 - (iii) Participates in collegiate discussion regarding service delivery options
 - (iv) Advises internal and external stakeholders on program service delivery requirements
 - (v) Depended on by stakeholders to provide service delivery advice
 - (vi) Responsible for programme budget including governance and auditing requirements

(e) **Technical skills**

- (i) Negotiates complex interpersonal relationships confined to clients
- (ii) Problem-solves complex interpersonal relationships for others
- (iii) Negotiates policy and programme options with client
- (iv) Authoritative in determining emotional priorities of clients
- (v) Manages complex interpersonal relationships confined to clients

(f) **Policy and Programmes**

- (g) Advises on the development of policy and programmes
- (h) Researches and advocates policy change
- (i) Authoritative in policy and programme development, implementation and evaluation
- (j) Relied on by internal and external stakeholders to respond to initiatives in policy area

5.4 **Consumer Consultant Level 3**

See 6.4.

6. Carer Consultants

6.1 **Features of roles**

The focus of the Carer Consultants' work is to assist families and carers to provide assistance and support to carer/families to be involved in their treatment, support, recovery planning and clinical decisions of the person they support.

- (a) Carer Consultants have:
 - (i) a lived experience in carers/families' needs in mental health services
 - (ii) have the capacity to understand the intricacies of the mental health system
 - (iii) the ability to support families and carers and present carer perspectives to mental health services.
- (b) Carer Consultants come to these roles with an established knowledge of the impacts of mental illness on carers and families. Consultants operate in a complex interpersonal, policy and programme environment and are required to use a broad range of verbal and written communication skills to support improved service planning, service delivery and evaluation. They work with and on behalf of families and carers with clinicians and mental health service staff and contribute to and advance systemic policy change within the mental health system.
- (c) Carer Consultants operate in a complex operational environment and are required to exercise a high degree of judgement to improve service delivery. Carer Consultants manage interpersonal relationships that may be influenced by issues including cultural and linguistic differences, numeracy/literacy challenges, drug and alcohol issues, financial stresses and challenging behaviours that can impact on others
- (d) Carer Consultants are to work collaboratively with carers/families in team environments to achieve maximum service delivery and policy outcomes.
- (e) Operating at Level 1 Carer Consultants provide advice and support to carer and family support network of a client with a mental health illness.
- (f) Operating at Level 2 the Carer Consultant engages in broader decision-making regarding an individual client's needs from a carer's/family's perspective

alongside other clinicians and professionals managing the individual's needs. At this level, Carer Consultants contribute their knowledge and experience to programme and policy development in the area of service delivery. They advise and participate in programme and policy development with senior internal staff and management and liaise with and provide advice to external stakeholders.

6.2 **CARER CONSULTANT Level 1:**

(a) **Communication**

- (i) Communicate Mental Health Service policies and processes to carers/families.
- (ii) Exercises problem solving skills with carers/families and internal stakeholders to achieve programme objectives
- (iii) Relied on by others to manage complex carers/families relationships
- (iv) Is persuasive in dealing with stakeholders
- (v) Advances alternate positions within the workplace
- (vi) Communicates range of programme issues to carers/families

(b) **Judgement**

- (i) Exercises basic problem-solving skills to deal with complex needs of carers/families
- (ii) Judgement is confined to application of established policies and processes for individual carers/families' needs in service delivery setting
- (iii) Contributes to assisting carers/families involvement in planning and development

(c) **Knowledge and Expertise**

- (i) Has a lived experience of carers'/families' needs in mental health services
- (ii) Works under direct supervision
- (iii) Collects and organises information to apply to individual issues
- (iv) Required to establish trusting relationships with carers/families
- (v) Understands policies and processes in area of operation
- (vi) Knowledge of applicable legislation in area of operation

(d) **Service Delivery**

- (i) Prioritises own work
- (ii) Plans access to programmes with carers/families
- (iii) Uses experience to make decisions with carers/families regarding service options
- (iv) Participates in developing service delivery strategy selection with carers/families
- (v) Advances alternative actions to carers/families from range of selected options within service delivery area
- (vi) Contributes ideas to internal stakeholders regarding the development of service delivery models

(e) **Technical skills**

- (i) Understands the values of the programme area and applies these values to achieve programme goals

SCHEDULE 7: HEALTH AND ALLIED SERVICES EMPLOYEE CLASSIFICATIONS
(INCLUDING CONSUMER CONSULTANTS, CARER CONSULTANTS AND PEER WORKERS)

- (ii) Promotes an individual rights based approach to achieve policy and programme outcomes
 - (iii) Assess and prioritises emotional needs of carers/families
 - (f) **Policy and Programmes**
 - (i) Contributes to policy and programme development for carers/families' needs
 - (ii) Conveys learned experienced to others in relation to policy and programme development
- 6.3 **CARER CONSULTANT Level 2:**
- (a) **Communication**
 - (i) Negotiates with internal and external stakeholders
 - (ii) Advises internal and external stakeholders in area of operation
 - (iii) Is relied on by others to provide communication guidance in area of operation
 - (iv) Advocates for carers/families to internal and external stakeholders
 - (b) **Judgement**
 - (i) Autonomous in decision-making with carers/families
 - (ii) Focal point for other Consultants to problem-solve complex individual carers/families' needs
 - (iii) Relied on by others for advice and decision making
 - (iv) Makes decisions in the absence of defined procedures and protocols
 - (v) Authoritative in decision making for others
 - (c) **Knowledge and Expertise**
 - (i) Has a lived experience of carers/families' needs in mental health services
 - (ii) Synthesises information to develop and guide carers/families
 - (iii) Interprets and applies policy to area of responsibility
 - (iv) Exercises judgement in the application of policy and programmes to carers/families' needs
 - (v) Identifies gaps in policy area
 - (vi) Develops and advocates policy and programme change
 - (d) **Service Delivery**
 - (i) Shares knowledge and experience with internal stakeholders to contribute to individual service delivery needs
 - (ii) Synthesises learned experiences to advance service delivery outcomes
 - (iii) Participates in collegiate discussion regarding service delivery options
 - (iv) Advises internal and external stakeholders on program service delivery requirements
 - (v) Depended on by stakeholders to provide service delivery advice
 - (vi) Responsible for programme budget including governance and auditing requirements
 - (e) **Technical skills**

SCHEDULE 7: HEALTH AND ALLIED SERVICES EMPLOYEE CLASSIFICATIONS
(INCLUDING CONSUMER CONSULTANTS, CARER CONSULTANTS AND PEER WORKERS)

- (i) Negotiates complex interpersonal relationships confined to carers/families support group
 - (ii) Problem-solves complex interpersonal relationships for others
 - (iii) Negotiates policy and programme options with carers/families
 - (iv) Authoritative in determining emotional priorities of carers/families
- (f) **Policy and Programmes**
 - (i) Advises on the development of policy and programmes
 - (ii) Researches and advocates policy change
 - (iii) Authoritative in policy and programme development, implementation and evaluation
 - (iv) Relied on by internal and external stakeholders to respond to initiatives in policy area

6.4 Carer/ Consumer Consultants Level 3

6.4.1 Description

- a. Positions at this level are regarded as senior positions within the Carer/Consumer Consultant framework that oversee a small to medium sized work group; and
- b. Has lived experience dealing with a mental health issue or illness, as well as substantial knowledge and expertise in the area.

6.4.1 Typical Role/Duties

- a. Represent the Area Mental Health Service at board level to advice on carer/consumer consultant roles and functions within the mental health service.
- b. Represent consumers at State-wide Committees set up by the Department of Health and Human Services or other Victorian Government Departments
- c. Represent consumers at a National level on any Committee or conference
- d. Liaise and consult with external agencies / programs when required
- e. Negotiate with patients to obtain required information
- f. Assist with policy development relating to carers and consumers.

7. Peer Support Workers

Peer workers Level 1

Position Summary

Level 1 is an entry level position where people with lived experience can develop knowledge and skill base, working in a multi-disciplinary team. Employees at this level will always work under the direct supervision of clinical staff within Mental Health.

The peer support workers understanding of the needs of consumers derives primarily from his/her lived experience and compliments the professional knowledge and skills of the clinical staff. This is a vital part of support and working together effectively with the consumer. The purpose of the position is to provide peer support to consumers; to be involved in their treatment and recovery planning and to participate in providing education to the consumer, family, carers and staff.

SCHEDULE 7: HEALTH AND ALLIED SERVICES EMPLOYEE CLASSIFICATIONS (INCLUDING CONSUMER CONSULTANTS, CARER CONSULTANTS AND PEER WORKERS)

The peer worker will support the consumer with a mental illness through their mental health service journey by providing individual consultations, educations and group interventions aimed at facilitating recovery principles of hope, choice, self-determination and social connectedness.

Duties

- Contribute effectively to clinical review processes and team activities
- Assist consumers and their families to be aware of their rights and responsibilities
- Contribute effectively to the ongoing use of the Strengths Model and recovery orientated practice
- Provide orientation to service users
- Assist relevant staff to provide information to consumers which is clear and accessible
- Provide informal, practical support to consumers, including listening to consumer concerns, providing information about the Public Mental Health System and assisting consumers to access appropriate supports

Peer workers Level 2

Position Summary

Peer workers at Level 2 will have lived experience, and can work independently. They will understand the policies and processes in the area that they operate. They will prioritize their own work, and use their experience to make decisions.

Level 2 is the minimum classification for people working in Community Teams.

Duties

- Guide, orientate and mentor Peer Workers Level 1.
- Assist with complex client relationships
- Communicate advance alternative views within the workplace
- Prioritize their own work
- Uses experience to make decisions with clients regarding service options
- Promotes an individual's rights based approach to achieve optimal recovery
- Negotiates complex interpersonal relationships
- Provide role modelling of alternative strategies and engagement styles to staff
- Assisting in development of skills and knowledge that can be transferred to the community.

Peer Worker Level 3

Position Summary

An Employee at a Level 3 position can manage a team of Peer Workers. The position would also include Employees who are engaged as Peer Worker Educator.

Duties

- Guide, orientate, supervise and mentor Peer Workers Level 1 and 2.
- Develop orientation and development for Peer Workers

SCHEDULE 7: HEALTH AND ALLIED SERVICES EMPLOYEE CLASSIFICATIONS
(INCLUDING CONSUMER CONSULTANTS, CARER CONSULTANTS AND PEER WORKERS)

- Community work including the organisation of community facilities to meet gaps in services or developing community interest and action in providing for social welfare needs.
- Liaise and consult with external agencies / programs when required
- Decision making with clients without assistance
- Focal point for other Peer Workers to problem solve complex individual client needs
- Relied on by internal and external stake holders to respond to issues in policy area
- Assisting and maintaining Peer Workers in obtaining optimal levels of health and wellbeing

SCHEDULE 8: LETTER OF APPOINTMENT

The letter of appointment will contain the following information:

1. Name of Employer.
2. Employee's classification, increment and job title
3. The mental health workplace/campus/location where the person is to be situated Terms and Conditions of employment will be governed by this Agreement.
4. Their mode of employment.
5. Fortnightly hours will be and for part timers (by mutual agreement) additional shifts may be added. Shifts will be worked in accordance with roster. Payment of additional shifts will not be at casual rates. If you agree to work regular additional shifts your letter of appointment will be varied accordingly.
6. Specified employment is ongoing unless a valid fixed term appointment is proposed.
7. Date of commencement.
8. Acknowledgment (where applicable) of prior service/entitlements to sick leave, long service etc.
9. Other information as required depending on the nature of the position.
10. Relevant qualifications and allowances payable.

SCHEDULE 9: CERTIFICATE OF SERVICE

Certificate of Service	
(Name of Institution)	(Date)
This is to certify that _____ (Name of Employee) was employed by this Institution/Society/Board (the Employer) for the period: From _____ To _____ During the above period, the Employee had unpaid leave or absences that impact on the accrual of Long Service Leave totalling _____ (years and days) During the above period, the Employee utilised accrued Long Service Leave totalling _____ months The Employer has recognised net additional service for Long Service Leave purposes with another employer or employers for the Employee totalling _____ (years and days) which was paid out/not paid out (strike out whichever is not applicable) by the former employer(s). The Employee had accrued personal leave totalling _____ hours as at the date of cessation of employment with the Employer The Employee's Change of Shift Allowance Cap is _____ number of shifts per pay period Tick all boxes that apply: ☐ The Employee received a payment in lieu of all unused, accrued Long Service Leave on cessation of employment with the Employer ☐ The Employee was employed by the Employer as a PEN or PSO on the date this Agreement came into operation. ☐ The Employee's Change of Shift Cap is detailed above. ☐ The Employee was employed by the Employer as an PEN at PEN Level 3 ☐ The Employer has on record a Certificate of Service from another employer covered by the <i>Victorian Public Mental Health Services Enterprise Agreement 2012-2016</i> (attach a copy)	
Position held:	Classification Held:
Signed:	(Stamp of Institution):

SCHEDULE 10: ADDITIONAL STAFFING

The additional nurse staffing set out in Parts 1 and 2 of this Schedule is in addition to the nurse staffing profiles as referred to in clause 92.3(d)

The additional staffing includes the 3 EFT of Allied Health Educators.

Schedule 10 - Part A

2012 Additional Nursing EFT Agreed Allocations

Health Service	Ward/Unit	Nursing Allocation (7 day additional shift line)
Alfred Health	Ground Floor	Night Shift
	First Floor	Night Shift
Ballarat Health <i>*(As reallocated in 2015)</i>	Adult Acute Unit (2015)	Night Shift
Barwon Health	Hilary Blakiston Oak End	Night Shift
Bendigo Health	MPU	Night Shift
	Vahland House	Night Shift
Eastern Health	Upton House	Opposite to 2007 shift (day)
	IPU 2	Day Shift
Latrobe Regional Health (LRH)	Flynn Unit	Night Shift
NWMH (Melbourne Health)	BIPU	Night Shift
	NPU 1	Night Shift
	NPU 2	Night Shift
	RMH John Cade Unit	Night Shift
	SAAPU	Night Shift
Mercy Health (Werribee Hospital)	Acute Adult IPU	Night Shift
	Mother Baby Unit (MBU)	Day Shift (Mon-Fri only)
Southern/Monash Health	Casey Ward E	Night Shift
	P Block	Night Shift
St Vincent's	Ground Floor	Night Shift
	First Floor	Night Shift
Albury Wodonga Health (Wangaratta Base)	Kerferd Unit	Night Shift
		42.5 EFT Nursing

Schedule 10 - Part B



Martin Foley MP

Minister for Housing, Disability and Ageing
Minister for Mental Health
Minister for Equality
Minister for Creative Industries

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Ms Lisa Fitzpatrick
Secretary
Australian Nursing and Midwifery Federation
540 Elizabeth Street
MELBOURNE VIC 3000

Dear Ms Fitzpatrick *Lisa*

I write in relation to the Victorian Government's commitment to addressing issues of staffing, workload and quality and safety in the Victorian public mental health sector.

The Victorian Government values the significant and important work that employees in the public mental health sector undertake; they provide important care and services that contribute to the health and well-being of the Victorian community.

I am therefore pleased to confirm that the Victorian Government will fund an increase to employee numbers in the public mental health sector to address these issues.

This increase will total an additional 128.8 equivalent full-time (EFT) roles, and it will be funded as a government policy commitment and implemented across Victorian public mental health and Forensicare. This policy commitment will span a six year funding and implementation period, commencing in 2016-2017, and be implemented in accordance with the table attached to this letter.

Should you wish to discuss these matters further, please contact Dr Margaret Grigg, Director, Mental Health Branch on 9096 7570.

Yours sincerely,

Martin Foley MP

6 / 10 / 2016



Phasing of Mental Health Staffing and Workload Outcomes (128.8 EFT of which 125.8 is allocated as Nursing and 3 EFT is allocated as Allied Health Educators)

December 2016: Phase 1 - Area Mental Health Services 25.9 Nursing EFT

Acute Inpatient Unit	AM Shift	PM Shift	Night Shift	
Sunshine (SAPPU)	1	1	-	
Eastern IPU 1	-	1	-	
Eastern IPU 2	-	1	-	
Peninsula 2 West	-	-	1	PJC gets it in Phase 3
GV – Wanyarra	-	1	-	
Northern – Unit 2	1	1	-	
Dandenong Unit 2	-	1	-	
Alfred Ground Floor	-	1	-	
Alfred First Floor	-	1	-	
Ballarat	-	1	-	
Bendigo – ABC	1	-	-	
St Vincent's Ground Floor	-	1	-	
St Vincent's First Floor	-	1	-	
Total Shift Lines	3	11	1	
Total EFT		23.8	2.1	25.9 EFT Phase 1

1 July 2017: Phase 2 – 24.6 Nursing EFT (17.8 + 6.8 = 24.6)

Forensicare – 17.8 eft

	AM	PM	night	
Casey Ward E	-	1	-	
Monash P Block	-	1	-	
Geelong Swanston Unit	-	1	-	
Werribee Mercy	-	1	-	
Total Shift Lines	-	4	-	
Total EFT		6.8 eft		

1 July 2018: Phase 3 – 2018/19 – 29.8 Nursing EFT

1 EFT Nurse Unit Manager (St Vincent's Adult Inpatient Services)

Acute Inpatient Unit	AM Shift	PM Shift	Night Shift	
PJC South Ward	-	-	1	
Northern – Unit 1	1	-	-	
Northern – Unit 2	1	-	-	
RMH – John Cade	1	1	-	
NWMH - Broadmeadows	1	-	-	
Dandenong Unit 1	-	-	1	
Dandenong Unit 2	1	-	-	
Alfred Ground Floor	1	-	-	
Alfred First Floor	1	-	-	
Ballarat	1	-	-	

St Vincent's First Floor	2	-	-	
Wangaratta – Kerferd Unit	1	-	-	
Warnambool	-	-	1	
Werribee Mercy	-	-	1	
Total Shift Lines	10	2	4	
Total EFT	20.4	-	8.4	28.8 EFT

1 July 2020: Phase 4 – 20/21 (15 + 8 = 23 (20 Nursing and 3 Allied Health Educators EFT)

Total of 15 EFT for additional Mental Health Educator Positions as follows:

- 9 CNE/RPN 4, 3 PEN 4 Educator Support roles and 3 Allied Health Educators

Further 8 Nursing EFT as below:

Acute Inpatient Unit	AM Shift	PM Shift	Night Shift	
Austin SECU	0.4	-	-	Weekends to be the same roster as weekdays
Northern – Unit 2	-	-	1	
RMH – John Cade	1	-	-	
Dandenong Unit 2	-	-	1	
St Vincent's Ground Floor	1	-	-	
Total Shift Lines	-	-	-	
Total EFT	3.8	-	4.2	8 EFT

1 July 2021: Phase 5 – 21/22 = 25.5 Nursing EFT

	TOTAL Shift Lines	AM	PM	N/D
Austin Parent Infant Unit	Perinatal	1	1	-
Mercy Mother Baby Unit	Perinatal	-	1	-
	Perinatal TOTALS	1	2	0
Alfred Baringa Assessment Unit	Mental Health Acute Aged	-	1	-
Eastern PJC South Ward	Mental Health Acute Aged	1	2	-
NWMH Sunshine Aged Acute	Mental Health Acute Aged	1	1	-
NWMH Kath Atkinson	Mental Health Acute Aged	-	1	-
NWMH Broadmeadows	Mental Health Acute Aged	1	1	-
	AGED ACUTE TOTALS	3	6	0
NWMH Merv Irvine (BECC)	Mental Health Sub-Acute Aged	-	1	-
St Vincents Auburn House	Mental Health Sub-Acute Aged	-	1	-
Ballarat Steele Haughton Unit	Mental Health Sub-Acute Aged	-	1	-
	SUB-ACUTE AGED TOTALS	-	3	-
	TOTAL Shift Lines	4	11	
	EFT Allocations (25.5 eft)	6.8	18.7	-

Schedule 10 - Part C



Martin Foley MP

Minister for Housing, Disability and Ageing
Minister for Mental Health
Minister for Equality
Minister for Creative Industries

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DX: 210081

Mr Lloyd Williams
State Secretary
Health and Community Services Union
7 Grattan Street
CARLTON VIC 3053

Dear Mr Williams *Lloyd*

I write in relation to the Victorian Government's commitment to addressing issues of staffing, workload and quality and safety in the Victorian public mental health sector.

The Victorian Government values the significant and important work that employees in the public mental health sector undertake; they provide important care and services that contribute to the health and well-being of the Victorian community.

I am therefore pleased to confirm that the Victorian Government will fund an ongoing increase to employee numbers in the public mental health sector to address these issues.

This increase will total an additional 128.8 equivalent full-time (EFT) roles, and be funded with recurrent funding as a government policy commitment and implemented across Victorian public mental health and Forensicare. This recurrent funding policy commitment will span a six year funding and implementation period, commencing in 2016-2017, and be implemented in accordance with the table attached to this letter.

Should you wish to discuss these matters further, please contact Dr Margaret Grigg, Director, Mental Health Branch on 9096 7570.

Yours sincerely

Martin Foley MP

11 / 10 / 2016



SIGNATURES

SIGNED for and on behalf of each of the EMPLOYERS referred to in Appendix 1 by the Chief Executive Officer of the Victorian Hospitals' Industrial Association, 88 Maribyrnong Street, Footscray in the presence of:



Signature

STUART MCCULLOUGH

Name (print)

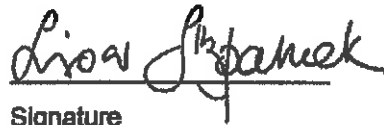


Witness

TIM NAGLE

Name of Witness (print)

SIGNED for and on behalf of AUSTRALIAN NURSING AND MIDWIFERY FEDERATION, 540 Elizabeth Street, Melbourne by its Branch Secretary in the presence of:



Signature

LISA FITZPATRICK

Name (print)



Witness

KELLIE WHITEFIELD

Name of Witness (print)

SIGNED for and on behalf of HEALTH SERVICES UNION, 7 Grattan Street, Carlton by its State Secretary in the presence of:



Signature

LLOYD WILLIAMS

Name (print)



Witness

CORINNE IANNOU

Name of Witness (print)

Schedule 2.2—Model flexibility term

(regulation 2.08)

Model flexibility term

- (1) An employer and employee covered by this enterprise agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the agreement if:
 - (a) the agreement deals with 1 or more of the following matters:
 - (i) arrangements about when work is performed;
 - (ii) overtime rates;
 - (iii) penalty rates;
 - (iv) allowances;
 - (v) leave loading; and
 - (b) the arrangement meets the genuine needs of the employer and employee in relation to 1 or more of the matters mentioned in paragraph (a); and
 - (c) the arrangement is genuinely agreed to by the employer and employee.
- (2) The employer must ensure that the terms of the individual flexibility arrangement:
 - (a) are about permitted matters under section 172 of the *Fair Work Act 2009*; and
 - (b) are not unlawful terms under section 194 of the *Fair Work Act 2009*; and
 - (c) result in the employee being better off overall than the employee would be if no arrangement was made.
- (3) The employer must ensure that the individual flexibility arrangement:
 - (a) is in writing; and
 - (b) includes the name of the employer and employee; and
 - (c) is signed by the employer and employee and if the employee is under 18 years of age, signed by a parent or guardian of the employee; and
 - (d) includes details of:

- (i) the terms of the enterprise agreement that will be varied by the arrangement; and
 - (ii) how the arrangement will vary the effect of the terms; and
 - (iii) 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
- (e) states the day on which the arrangement commences.
- (4) The employer must give the employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.
- (5) The employer or employee may terminate the individual flexibility arrangement:
 - (a) by giving no more than 28 days written notice to the other party to the arrangement; or
 - (b) if the employer and employee agree in writing—at any time.