

T13647 of 2010

17 FEB 2010

Tasmanian Industrial Commission Section 55 – Industrial Agreement

Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010

Between the

Minister Administering the *State Service Act 2000*

And the

Community and Public Sector Union (State Public Services Federation, Tasmania)
Inc.,

Health Services Union of Australia, Tasmania No. 1 Branch,

Australian Education Union (Tasmanian Branch)



1. TITLE

The Agreement shall be referred to as the "Allied Health Professionals (Tasmanian Public Sector) Industrial Agreement 2010".

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3. PARTIES AND PERSONS BOUND

This Agreement is between the Minister administering the *State Service Act 2000*, the Community and Public Sector Union (State Public Services Federation Tasmania) Inc, the Health Services Union of Australia, Tasmania No 1 Branch and the Australian Education Union, Tasmanian Branch.



4. DATE AND PERIOD OF OPERATION

This Agreement shall take effect from the date of registration and remain in force until 28 February 2012 or until replaced by a further Agreement. The agreement and conditions matters will operate from the date of registration, however, the first salary increases will be effective from the first full pay period commencing on or after 1 December 2009.

5. APPLICATION

This Agreement is made in respect of all persons employed as Allied Health Professionals (as specified in Schedule 1 of this Agreement) in the Department of Health and Human Services and all persons employed as Allied Health Professionals (as specified in Schedule 2 of this Agreement) in the Department of Education, the Department of Justice and the Department of Police & Emergency Management.

6. RELATIONSHIP TO AWARDS AND AGREEMENTS

6.1 Employees covered by Schedule 1

Where there is an inconsistency between this Agreement and the *Health and Human Services (Tasmanian Public Sector) Award* or any Agreement having application to Allied Health Professionals employed in the Department of Health and Human Services this Agreement shall prevail to the extent of the inconsistency.

However, the specific arrangements contained within the Department of Health and Human Services Public and Environmental Health Services Staff On Call and Call Back Agreement 2000 will continue to apply.

6.2 Employees covered by Schedule 2.

Where there is an inconsistency between this Agreement and the *Tasmanian State Service Award* or any Agreement having application to Allied Health Professionals employed in the Department of Education, the Department of Justice or Department of Police and Emergency Management this Agreement shall prevail to the extent of the inconsistency.

7. GRIEVANCE AND DISPUTE SETTLING PROCEDURE

- (a) In the first instance, grievances and disputes will usually be dealt with at the workplace by appropriate employer and employee representatives. In circumstances where discussions at that level fail to resolve the grievance or dispute, the issue may be referred to appropriate union and management representatives. If still unresolved, the matter will be referred to the Tasmanian Industrial Commission for conciliation and/or arbitration where required. Where a grievance or dispute is being dealt with under this process, normal work will continue.



- (b) This grievance and dispute procedure does not take away an employee's rights to seek redress of a grievance under the *State Service Act 2000* or the *Industrial Relations Act 1984*, or any other relevant legislation.

8. NO EXTRA CLAIMS

The parties to this Agreement undertake that, for the life of this Agreement, they will not make any additional claims relating to any matter included in this Agreement, except leave Reserve matters identified at Clause 30.

9. WORK VALUE CLAIMS

Any future work value claim increases will be taken into account and be offset by additional increases for productivities and Market Based Relativities contained in the Agreement.

10. CLASSIFICATION STRUCTURE

Employees subject to this Agreement will be classified in accordance with the classification structure as detailed in Schedule 3 for all Allied Health Professionals with the exception of Forensic Scientists Level 1 to 4 who will be classified in accordance with the classification structure as detailed in Schedule 4.

Schedule 1 employees will be paid in accordance with Schedule 5 salary rates.

Schedule 2 employees will be paid in accordance with Schedule 6 or Schedule 7 salary rates.

The parties agree that on or before 1 February 2011, they will jointly undertake to review the current Classification Standards and Classification Definitions applying with the view to including any agreed Classification Standards and Definitions in any subsequent agreement. The Terms of Reference for this review will be negotiated between the parties prior to 1 February 2011.

11. SALARY INCREASES

The following salary increases will apply during the life of this Agreement and will satisfy the criteria outlined in the Heads of Agreement signed between the parties:

- 1% from the first full pay period on or after 1 December 2009
- 1% from the first full pay period on or after 1 July 2010
- 1% from the first full pay period on or after 1 December 2010
- 1.5% from the first full pay period on or after 1 July 2011
- 2.5% from the first full pay period on or after 1 December 2011



12. RETENTION PAYMENT

A one off payment of \$500 will be payable to all Allied Health Professionals covered by this Agreement who were employed on and prior to 1 December 2009 and is not payable to those employees who ceased employment prior to 1 December 2009.

Provided this payment will be on a pro – rata basis for:

- (i) part time employees based on their part time hours as at 1 December 2009,
- (ii) employees who commenced employment as an Allied Health Professional after 1 July 2009 and prior to 1 December 2009.

It is not payable to employees who commence after 1 December 2009.

13. MARKET ALLOWANCE

The employer may determine to pay a market allowance of up to 10% of salary above the maximum salary attendant to a specified classification level for an employee or occupational group consistent with the terms as specified in the Health and Human Services (Tasmanian State Service) Award or the Tasmanian State Service Award as appropriate.

14. COMPETENCY PROGRESSION BARRIER (LEVEL 1 - 2)

14.1 Competency Progression Barrier for Allied Health Professionals covered by Schedule 1 and Schedule 2 excluding Forensic Scientists

14.1.1 Competency Progression

An Allied Health Professional may, after reaching the classification Level 1 Year 5, apply to their Manager for personal progression to Level 2, Year 1. This application must address the criteria as stipulated in Clause 14.1.3. A panel consisting of the Manager and a relevant Allied Health professional will assess the application. If the Allied Health Professional demonstrates they meet the requirements as stipulated in Clause 14.1.3, they will be progressed to Grade 2 Year 1 on their next anniversary.

14.1.2 Accelerated Competency Progression

An Allied Health Professional may, after reaching Level 1, Year 4 apply to their Manager for accelerated progression to the classification of Level 2, Year 1. This application must address the criteria as stipulated in Clause 14.1.3 and must be supported in writing by a senior Allied Health Professional. A panel consisting of their Manager and a relevant senior Allied Health professional will assess the application. This panel will make a recommendation to the delegated Manager who may approve this accelerated progression.

14.1.3 Competency Criteria



The Allied Health Professional concerned must demonstrate detailed knowledge of standard professional tasks and professional expertise in one or more areas of the profession as shown by (for example):

- (a) modifications to standard procedures and practices and contributions to the development of new techniques and methodologies
- (b) professional contribution relevant to the profession at a local level
- (c) evidence of recognition by peers, industry or other client groups for knowledge and skill in a specific clinical area, which may be demonstrated by:
 - a. original in-service presentations; or
 - b. active involvement in conferences or seminars; or
 - c. recognition as a resource person.

14.2 Competency Progression Barrier for Forensic Scientists

14.2.1 Competency Progression

A Forensic Scientist may, after reaching the classification Level 1 Year5, apply to their Manager for personal progression to Level 2, Year 1. This application must address the criteria as stipulated in clause 14.2.3. A panel consisting of the Director, Forensic Scientists Services Tasmania and a representative as nominated by the Secretary, Department of Police and Emergency Management, will assess the application. If the Forensic Scientist demonstrates they meet the requirements stipulated in Clause 14.2.3, they will, on confirmation from the controlling authority, be progresses to Level 2, Year 1 on their next anniversary.

14.2.2 Accelerated Competency Progression

A Forensic Scientist may, after reaching the classification Level 1, Year 4, apply to their Manager for accelerated progression to the classification of Level 2, Year 1. This application must address the criteria as stipulated in Clause 14.2.3 and must be supported in writing by a relevant senior Forensic Scientist. A panel consisting of the Director, Forensic Scientists Services Tasmania and a representative as nominated by the Secretary, Department of Police and Emergency Management, will assess the application. This panel will make a recommendation to the controlling authority, which may approve this accelerated progression.

14.2.3 Competency Criteria

The Forensic Scientist concerned must demonstrate detailed knowledge of standard professional tasks and professional expertise in one or more areas of the profession which demonstrates their ability to perform at Level 2 as demonstrated by:



- (a) analytical proficiency through consistently satisfactory completion of assigned case work, internal and/or external proficiency tests, or other devised test of proficiency;
- (b) demonstrated proficiency in the consistent satisfactory operation of appropriate analytical equipment and instrumentation routinely used by the work unit;
- (c) demonstrated understanding of the principles and techniques routinely applied in the work unit;

The claim may be further supported by:

- (d) modifications to standard procedures and practices and contribution to the development of new techniques and methodologies in forensics;
- (e) professional contribution relevant to their work unit;
- (f) evidence of recognition by peers, industry or other client groups for knowledge and skill in forensics, which may be demonstrated by:
 - (i) original in-service presentations; or
 - (ii) recognition as a resource person.

15. QUALIFICATIONS RECOGNITION

- (a) Employees at Level 3 who obtain a relevant Graduate Diploma qualification (or equivalent) and who work in an area relevant to that qualification will be entitled to a "one off" advancement of 2 (two) increment levels and thereafter be entitled to progress, by annual increments, to the Level 3.5 qualified increment point.
- (b) Employees at Level 4 who obtain a relevant Masters qualification (or equivalent) and who work in an area relevant to that qualification will be entitled to a "one off" advancement of 2 (two) increment levels and thereafter be entitled to progress, by annual increments, to the Level 4.4 qualified increment point.

16. CORRECTIONS ALLOWANCE

- (a) In addition to the base salary rates paid under this Agreement, an allowance of 6.5% will be paid to all employees covered under this Agreement who are employed to work at Risdon Prison Complex (all facilities), the Remand Centres, Forensic Mental Health, Hayes, the Ashley Youth Detention Centre and the Secure Mental Health Unit (however titled).



- (b) This allowance will be payable for all base hours worked as well as for all paid absences i.e. sick leave, long service leave and annual leave. This allowance will not be payable on shift penalties.

17. NIGHT SHIFT ALLOWANCE

In substitution for the night shift allowance provision contained within Part VIII Clause 1 of the *Health and Human Services (Public Sector) Award* and Part VII Clause 2 of the *Tasmanian State Service Award*, a shift worker, whilst on night shift, shall be paid 22.5% more than the ordinary rate for such shift. Current provisions regarding shift payments contained within the Award will continue to apply.

18. ON CALL ALLOWANCE

An employee who is rostered to remain on call (that is, on call for duty at short notice and allowed to leave his/her place of employment) shall be paid an allowance of \$3.50 per hour for each hour the employee is required to be available, with a minimum payment of \$28.00 per day.

19. AVAILABILITY ALLOWANCE

- (a) The employer may require an employee to perform work on an out of hours basis, where they are not actually recalled to work but rather provide a telephone or PC service from home.
- (b) An employee shall be paid an allowance of \$2.00 per hour each hour the employee is required to be available.
- (c) If an employee is required to undertake work from their home during this period of availability, the employee shall be remunerated time for time at the rate payable to that particular employee and rounded to the nearest hour with a minimum payment of (1) one hour.

20. ADJUSTMENT OF ALLOWANCE RATES

The allowances in this agreement will be adjusted automatically each year in accordance with the process for adjusting allowances determined by the Tasmanian Industrial Commission.

21. HOURS OF WORK

The ordinary hours of work for all employees covered by the Agreement will be 38 hours per week.

22. PROFESSIONAL DEVELOPMENT/TRAINING FUND

- (a) Commencing on 1 July 2010 a Professional Development/Training Fund of \$500,000 for the Department of Health and Human Services, \$50,000 for the



Department of Education, \$15,000 for Forensic Science Service Tasmania in the Department of Police and Emergency Management and sufficient funds in DOJ to provide \$1,000 for each Allied Health professional covered by this Agreement will be established to provide Allied Health Professionals with the assistance to develop clinical knowledge and skills and for the imparting of the knowledge and skills to others.

- (b) An Allied Health Professional is able to apply for reimbursement for expenditure related to professional development/training including but not limited to:
 - (i) Professional practice and recognition requirements
 - (ii) Specific accredited training courses relevant to the Operational needs of the Agency
 - (iii) Exchange programs and other training initiatives established within the Agreement
 - (iv) Training and development requirements of the Health professionals National Registration and Accreditation Scheme
- (c) The test to be applied to determine eligibility is based on whether the expense has been incurred to support professional development/training and prior approval has been obtained.
- (d) A cap at an individual level of \$1,000 every two years applies. However an Allied Health Professional may by application seek approval for the accumulation cap to be increased, providing funds are available from the total amount detailed in clause 22(a).
- (e) Agencies will implement a simple draft claim form to be completed by claimants and determine a revised process for application and approval and specify in further detail the types of expenditure that is eligible for claiming.
- (f) Claims with original receipts for reimbursement will be submitted through the appropriate processes within three months of the event. Reimbursement of approved claims is to be made not later than 28 days after lodging the claim.
- (g) It is acknowledged that administration of the Fund should be undertaken at an appropriate management level (and as close to operational level as reasonable) to encourage equitable access and maximise relevance and efficiency.

23. SAFE WORKING and FATIGUE MANAGEMENT

- (a) Disruption to an employee's normal sleep routines as a consequence of a call out [extended hours of work] results in a loss of adequate, high quality, restorative sleep.



- (b) Fatigue is tiredness that results from physical or mental exertion. In a hospital environment the need to concentrate over a sustained period of time may cause fatigue.
- (c) Both lack of sleep and fatigue, individually and in combination, can affect task performance levels, individual health and safety and the safety of others.
- (d) In the management of sleep disruption and fatigue the employer is to ensure that the working arrangements of employees who are required to perform call outs is undertaken as part of normal business planning and is reviewed regularly.
- (e) Within a period of extended hours as a result of attending to a call out a sufficient break should be taken for the employee to recover from the application of applying a further intensive period of concentration.
- (f) Where recall to duty is necessary particular attention should be given to the employee's current and recent work pattern to minimise sleep disruption and fatigue with the consequential loss of reduced work performance and with the object of addressing health and safety concerns of the individual.
- (g) In matters associated with sleep and fatigue management the employee has a responsibility in meeting health and safety obligations and to take reasonable care not to put themselves or others at risk.
 - (i) Where an employee is recalled to work in accordance with Part VII Clause 6 of the *Health and Human Services (Tasmanian State Service) Award* or Part VI of the *Tasmanian State Service Award* to undertake duties and that work becomes continuous with the commencement of the ordinary hours of work such time is counted towards the ordinary hours of work on that day.
 - (ii) Where an employee has been subject to significant intermittent call outs over the previous 24 hour period, upon the request or initiative of the employee, arrangements for alternative duties or a period of time from the workplace without loss of pay to maximise service delivery and employee safety will be available.

24. SALARY PACKAGING

The DHHS will consider the extension of salary packaging options to Allied Health Professionals working in Area Health Services connected with the provision of health services in public hospitals. Any extension of this provision will be predicated upon further advice from the Australian Taxation Office and further relevant discussions between the parties.



25. CLINICAL MIXED FUNCTION ALLOWANCE

- (a) A clinical mixed fixed allowance will be paid to Allied Health Professionals who are required to perform higher level clinical functions for periods of 5 days or more. This rate is not payable for supervisory or management higher duties. The allowance quantum will be the difference between the actual salary and base level of the next highest classification level. If an employee undertakes those duties for a period of greater than 12 months incremental progression will occur, subject to satisfactory performance.
- (b) Provided that the introduction of this allowance will not effect the operation of Part II Clauses 11 and 12 (More Responsible Duties Allowance or the Higher Duties Allowance) of the Health and Human Services (Tasmanian State Services) Award or Part II Clauses 10 and 11 (More Responsible Duties Allowance or the Higher Duties Allowance) of the Tasmanian State Service Award.

26. APPOINTMENT SALARIES

- (a) The appointment and entry classification salary for the following is:

- Clinical Psychologists Level 3 Year 1 (DHHS only)

- (b) The minimum salary on appointment for the following:

- 3 Year degree Level 1 Year 1
- 4 year degree Level 1 Year 2

The application of this clause is not intended to restrict the ability of Agencies to appoint employees to salary points above those outlines in this clause and within the salary range in appropriate circumstances.

- (c) Current employees at Level 1 with 4 year degree qualifications appointed after 1 January 2008 who were not appointed consistent with this clause will be advanced one level within the salary range effective from 1 December 2009 on application by the employee before 31 March 2010.

27. AHP 3 PERSONAL UPGRADE

- (a) An AHP Personal Upgrade scheme will be implemented in DHHS as set out in Schedule 8 of this Agreement. The implementation of this scheme will be from 1 July 2010.
- (b) The DoE, DoJ and DPEM will consult with unions in relation to the feasibility of introducing flexible arrangements to recognise the achievement of excellence, in line with clause (a) above, at AHP Level 3.



28. CHANGE MANAGEMENT – CONSULTATION and CHANGE

- (a) Where an Agency proposes major changes in work arrangements in work arrangements and practices that are likely to have significant effects on employees the Agency is to notify the employees who may be effected by the proposed changes and the relevant union(s) prior to the implementation of any changes.
- (b) Major changes in work arrangements and practices that are likely to have significant on employees include those matters that may be directly linked to public sector restructuring processes including the amalgamation and the implementation of new technologies, systems and workplace practices that improve productivity and efficiency and the quality and quantity of organisational outcomes.
- (c) The employer is to consult with the relevant employees and relevant union(s) to discuss the introduction of any changes referred to in subclause (b) and the effects the changes are likely to have on employees and measures proposed to avoid or reduce the adverse effects of such changes on employees.
- (d) For the purposes of this clause, consultation is not simply advice on what is about to happen. Consultation is providing the employee(s), union(s) or other relevant persons, with genuine opportunity to influence the decision or the decision maker consultation is not joint decision making or a barrier to the prerogative of management to make decisions. The employee(s), union(s), or other relevant persons must be given reasonable opportunity to suggest alternative proposals in a timely manner. The employer is to give proper consideration to any alternative proposals, and communicate these considerations to the proposer(s).
- (e) A register of changes made by the Agency following the processes of this clause is to be maintained by the employer.

29. WORKPLACE FLEXIBILITY

29.1 Workload Management

- (a) The employer is to ensure that supervisors and managers are aware that the tasks allocated to employees must not exceed what can reasonably be performed in the hours for which they are employed.
- (b) The employer is to ensure that supervisors and managers implement procedures to monitor the hours worked of the employees they supervise and where employees regularly work hours in excess of the hours which they are employed to perform their jobs, changes (technology, responsibility and extra resources) will be implemented.
- (c) To minimise workload issues the employer is to make every effort to ensure vacancies are filled within three months. If it appears likely this period will be



exceeded supervisors and/or managers will consult effected employees, giving the reasons why the vacancy will not be filled and advising how the workloads will be managed having regard to (a) and (b) above.

- (d) In most circumstances temporary vacancies will be filled as they arise. Where a vacancy is not to be filled supervisors and managers will consult effected employees, giving the reasons why the vacancy will not be filled and advising how the workload will be managed having regard to (a) and (b) above

29.2 Work/Life Balance

- (a) Flexible working arrangements assist employees to balance work and non-work commitments. The adoption or extension of work-life balance arrangements may require innovation in respect of supervision, scheduling of meetings, training opportunities, hours of work, how, where and when work is performed.
- (b) Without limiting the kind of arrangements that may be suitable in any individual instance, work-life balance arrangements could include non-standard and variable starting and/or finishing times, part-time work, job sharing and a 19 day month.
- (c) In considering an employee's request for flexible work arrangements, the employer is to take into account the employee's family and other relevant commitments.
- (d) Such request are to be considered in the light of the operational needs of the employer but will not be unreasonably refused. Employees are to be given the reasons if requests for flexible working arrangements are not approved.

29.3 Workplace Flexibility Arrangements

- (a) An individual employee, or group of employees, and Head of Agency (or delegate) may agree to vary the application of certain terms of this Agreement to meet the genuine needs of individual employee(s) and/or an Agency's business requirements. This may also be used to implement a 19 day month again subject to divisional/branch requirements.
- (b) An employer and employee, or group of employees, may enter into an arrangement that allows for ordinary hours to be performed at any time without payment for overtime or penalty allowances that would otherwise apply.
- (c) In any negotiations concerning the alteration of hours of work or the spread of hours the employer and the employee are to consider the following matters:
- (i) The maximum efficiency of the Agency;
 - (ii) The retention of normal productivity levels within the Agency;



- (iii) Any flexibility in an agreement that enables part or full days to be taken off may include, but not limited to Monday or Friday and may be limited to the same recurring day of the week.

(d) In utilising these provisions regarding hours of work the parties should consider all relevant issues such as:

- (i) The span of hours;
- (ii) Maximum hours that can be worked in specified periods;
- (iii) The rate and applicability of overtime penalty rates;
- (iv) The provision for a rostered or accrued days off;
- (v) Record keeping.

(e) Entering and Terminating Workplace Flexibility Arrangements

- (i) Each individual employee and the Agency must genuinely reach agreement without coercion or duress.
- (ii) The terms of the employee(s) and the Agency may agree to vary are those relating to:
 - hours of work and arrangements for when work is performed;
 - overtime rates;
 - shift and penalty rates;
 - allowances;
 - availability and recall provisions; and
 - substituting another day for holiday with pay.
- (iii) The agreement may be terminated:
 - by the employee(s) or the Agency by giving a minimum of four weeks' notice of termination in writing, to the employer; or
 - at any time, by written agreement between the Agency and the employee(s).

(f) Administration of Workplace Flexibility Arrangements

- (i) The agreement between the employee(s) and the Agency is to:
 - be confined to vary only one or more of the terms listed in the paragraph below of this sub clause;
 - be in writing detailing the relevant award clause(s) that are proposed to be excluded or modified by the operation of



the agreement and how the relevant award clause(s) are to be applied;

- record with the name and signature of the employee(s) (if the employee is under 18 years of age, the employee's parent or guardian) and the Head of Agency or delegate;
- detail how the agreement does not disadvantage each individual employee in relation to the individual employee's overall terms and conditions of employment;
- state the date the agreement commences and the period for which it operates;
- state the date by which this arrangement is to be reviewed but in case be no longer than two years from commencement;
- notwithstanding paragraph (5), the agreement is to continue in effect the date of expiry unless withdrawn from by either party in writing.

(ii) The Agency must provide a copy of the agreement to the following and retain a copy of the agreement in accordance with Section 75 of the *Industrial Relations Act 1984* and on the individual's personal file:

- the employee;
- Director, Public Sector Management Office; and
- any union with relevant industrial coverage.

(g) Union Participation in Negotiating a Workplace Flexibility Agreement

(i) If an employee is a member of a union which has an interest in the relevant award pursuant to section 63 (10) of the *Industrial Relations Act 1984* the employee may choose to be represented by that union to meet and confer with the Agency about the implementation of a Workplace Flexibility Agreement.

(ii) The union must be given reasonable opportunity to participate in negotiations regarding the proposed implementation of flexibility provisions under this clause.

(iv) Union involvement does not mean that the consent of the union is required prior to the introduction of agreed flexibility arrangements.

30. LEAVE RESERVE MATTERS

(a) The following Department of Education specific matters will be dealt with outside an Industrial Agreement:-



- (i) Workload and workload Management;
- (ii) Workplace Safety;
- (iii) Provision of accommodation and professional resources;
- (iv) Structure of profession.




31. SIGNATORIES

This Agreement is made in Hobart on this 16 of Feb 2010.

SIGNED FOR AND ON BEHALF OF

Minister administering the State Service Act 2000

.....  DPSMO.

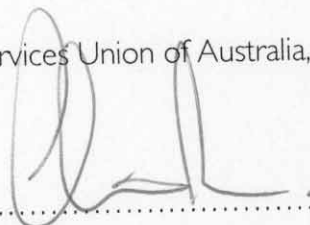
SIGNED FOR AND ON BEHALF OF

The Community and Public Sector Union (State Public Services Federation Tasmania)
Inc.

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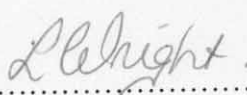
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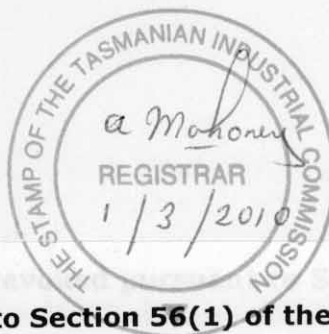
Health Services Union of Australia, Tasmania No.1 Branch

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SIGNED FOR AND ON BEHALF OF

Australian Education Union, Tasmanian Branch

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This Agreement is registered pursuant to Section 56(1) of the Industrial Relations Act 1984.

SCHEDULE I – DHHS Allied Health Professionals

The following is a list* of the occupational groups defined as Allied Health Professionals in the Department of Health and Human Services for the purposes of this Agreement.

Aboriginal Health Worker	Epidemiologist	Perfusionist
ACAT Assessor	Health/Medical Librarian	Pharmacist
Alcohol and Other Drug Worker	Health/Medical Physicist	Physiotherapist
Audiologist	Health Professional Project/Management Roles	Podiatrist
Cardiology/Health Professional	Hospital/Medical Scientist	Psychologist
Case Manager	Microbiologist	Radiation Therapists**
Children and Families/Youth Justice Health Professional	Nuclear Medicine Health Professional	Radiographer
Counsellor	Occupational Therapist	Respiratory Scientists Scientific/Research Officer
Dental Therapist	Optometrist	Social Worker
Dietician	Orthoptist	Sonographer/Ultrasonographer
Environmental/Public Health Officer	Orthotist/Prosthetist	Speech Pathologist
Dental Prosthetist ***		

* Includes positions required to coordinate, manage or advise in relation to any of the above professions.

** The following clauses have no application to Radiation Therapists:



- Clause 10 – Classification Structure
- Clause 11 – Wage Increases
- Clause 12 – Retention Payment
- Clause 14 – Competency Progression Barrier
- Clause 15 – Qualifications Recognition
- Clause 27 – AHP 3 Personal Upgrade

*** Translation arrangements for Dental Prosthetists are contained in Schedule 9.



SCHEDULE 2 – DOE, DPEM and DOJ Allied Health Professionals

The following is a list of the Occupational Groups defined as Allied Health Professionals in Agencies other than the Department of Health and Human Services for the purpose of this Agreement.

Department of Education.

Speech & Language Pathologist

Social Worker.

Department of Justice.

Prison Service's Psychologist

Department of Police and Emergency Management.

Psychologist

Forensic Scientist (FSST)



SCHEDULE 3 – Classification Structures and Standards for Allied Health Professionals (except Forensic Scientists classified from Level 1 to Level 4))

(a) Definitions

For the purposes of this Agreement, unless the contrary intention appears:

'complex professional work' means work which includes various tasks involving different and unrelated processes and methods. It depends on analysis of the subject, phase or issues involved in each assignment and the appropriate course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analysed to discern interrelationships.

'corporate impact' means a measure of the effect of decisions made or advice required in a position on Agency policies and operations and the achievement of program objectives. Corporate impact is direct in the case of decisions taken, e.g. in determining policy or committing resources, or indirect where advice or recommendations are involved. The effect of advice or recommendations is a measure of the influence of the advice or recommendations upon the decision-maker and the consequences for the organisation of the decision made. Recommendations of a highly technical or specialised nature, for example, may influence the work of a major function or area of the Agency's operations or have an effect beyond the Agency.

'critical professional work' is a term used in the sense commonly accepted in technological areas in relation to a critical component, critical issue or critical decision. It means a cornerstone, or fundamental decision, requiring the exercise of sound professional judgement of the effects of a decision within a particular professional discipline or field of work.

'general professional guidance' means direction and guidance given by a senior professional employee on a range of professional assignments. There is discretion in selecting the most appropriate method of completing these, and conformity with directions is measured by satisfactory completion of allocated professional assignments.

'general supervision' means the supervision given by a professional employee to technical and other staff. It consists of the allocation, direction, oversight and co-ordination of the work of subordinate staff. Professional employees may receive supervision on non-technical administrative matters from non-professional staff.

'managerial complexity' is one of a number of factors which can be used in determining the appropriate grading of Professional Managers, including Department Heads, at Level 5 of this Agreement. Managerial complexity is largely a qualitative measure and as such would typically be used when quantitative measures indicate a particular position is at the margin between one grade and another. The level of managerial complexity might then be used to determine which grade the position most appropriately fits. Exceptions to this rule might include some positions which, although not large in terms of budget



and staff numbers, have state-wide responsibility and may be the ultimate authority/adviser to Government.

The factors which together determine managerial complexity are:

- scope of authority and responsibility;
- geographical spread of staff/services to be delivered;
- span of control (numbers of staff reporting directly to the Manager);
- functional dispersion within the area managed (the number of separate and distinct areas/disciplines managed);
- level of autonomy/discretion in decision making. This includes the extent to which managerial direction is proved and the extent to which management decisions can be made without reference to a higher authority;
- professional caseload. The amount of time spent on caseload and the degree of complexity of that caseload;
- professional responsibility including involvement in activities such as teaching, research, or policy development.

'normal professional work' includes ongoing professional duties performed in accordance with conventional established professional practice, methods and standards, but excludes professional work of a novel, complex or critical nature.

'novel professional work' encompasses work requiring a degree of creativity, originality, ingenuity and initiative and of a type not normally undertaken in a department or significant organisational unit within a department. The term may refer to the introduction of a new technology or process used elsewhere.

'professional discipline' means a branch of a profession.

'professional field of work' means a major subdivision of a professional discipline.

'professional judgement' means the application of professional knowledge and experience in defining objectives, solving problems, establishing guidelines, reviewing the work of others, interpreting results and providing and assessing advice or recommendations and other matters which have an element of latitude in decision-making.

'professional knowledge' includes knowledge of principles and techniques applicable to the profession. It is obtained during the acquisition of professional qualifications and relevant experience.

'Professional Manager' is a person required to have a sound knowledge of the relevant principles, practices and procedures applicable to a professional discipline or field of work. Professional Managers are responsible for the achievement of particular objectives



or completion of a project. This responsibility includes accountability for material, human and financial resources allocated to that objective or project.

'Professional Practitioner' means an individual, team member or team leader. In their initial years at Professional Employee Level 1 they apply professional judgement across a limited range of activities. Professionals may perform normal professional work under different types of supervision and guidance. Professional supervision is required, but it may not need to be continuous. As they gain experience at Level 1 and at the higher Levels they carry out a broad range of activities or functions using relevant practices or procedures within a professional discipline or field of work. This role can provide advice to others on aspects of the discipline or field and can be expected to contribute in an original and innovative manner to activities of the work area. This role includes the supervision of subordinate professional staff and staff from other fields of work.

'Professional Specialist' means a person who has an in-depth knowledge of, and is acknowledged as an authority both by senior management and by professional peers in a professional discipline, field of work or a range of disciplines or fields. An original and continuing contribution to the discipline(s) or field(s) is an essential element of this role.

'professional supervision' means supervision given to subordinate professional officers which requires the exercise of professional judgement and consists of:

- setting guidelines for the work of professional employees;
- suggesting approaches to the conduct of professional work
- solving technical problems raised by subordinate professional employees;
- giving decisions on technical solutions proposed by subordinate professional employees;
- reviewing and sometimes checking the work of other professional employees.

'work of a professional nature' means the application of professional knowledge initially gained by satisfactorily completing an appropriate course of study at a recognised tertiary institution, experience and judgement in the development, management and use of technology; investigation; survey; analysis; testing; observation; evaluation; applied research; planning; provision and maintenance of facilities and services; diagnosis/prognosis; remediation/treatment; liaison; administration of safety regulations; and education in laboratory, field or other situations.



(b) Classification Structure

Allied Health Professional Employees

Level 1-2 (P1-2)

A Professional Practitioner, initially under close professional supervision as to method of approach and requirements, performs normal professional work under general professional guidance, and with professional development may perform novel, complex or critical professional work under professional supervision.

The work involves any or all of the following:

- the normal professional work of an organisational unit, or of a specialised professional field encompassed by the work of the unit;
- normal professional work where it is isolated from immediate professional supervision, for example, because of remoteness of the functional work area;
- difficult or novel, complex or critical professional work under professional supervision;
- research carried out under professional supervision and which may be expected to contribute to advances in the techniques used; and/or
- professional supervision of less experienced professional employees together with general supervision over technical and other personnel.

Initially the work of a new graduate is subject to professional supervision. As experience is gained, the contribution and the level of professional judgment increases and professional supervision decreases, until a wide range of professional tasks is capable of being performed under general professional guidance. It is expected that independent professional judgment will be exercised, when required, particularly in recognising and solving problems and managing cases where principles, procedures, techniques and methods require expansion, adaptation or modification.

Persons initially are required to have sound theoretical professional knowledge gained through satisfactory completion of an appropriate course of study at a recognised tertiary institution.

COMPETENCY PROGRESSION BARRIER (LEVEL 1 - 2)

Competency Progression

An Allied Health Professional may, after reaching the classification Level 1 Year 5, apply to their Manager for personal progression to Level 2, Year 1. This application must address the criteria as stipulated in Clause 13.3. A panel consisting of their Manager



and a relevant senior Allied Health Professional will assess the application. If the Allied Health Professional demonstrates they meet the requirements as stipulated in Clause 13.3, they will be progressed to Grade 2 Year 1 on their next anniversary.

Accelerated Competency Progression

A Health Professional may, after reaching Level 1, Year 4, apply to their Manager for accelerated progression to the classification of Level 2, Year 1. This application must address the criteria as stipulated in Clause 13.3 and must be supported in writing by a relevant senior Health Professional. A panel consisting of their Manager and a relevant senior Health Professional will assess the application. This panel will make a recommendation to the delegated Manager who may approve this accelerated progression.

Competency Criteria

The Health Professional concerned must demonstrate detailed knowledge of standard professional tasks and professional expertise in one or more areas of the profession as shown by (for example):

- o modifications to standard procedures and practices and contributions to the development of new techniques and methodologies;
- o professional contribution relevant to the Profession at a local level;
- o evidence of recognition by peers, industry or other client groups for knowledge and skill in a specific clinical area, which may be demonstrated by:
 - original in-service presentations; or
 - active involvement in conferences or seminars; or
 - recognition as a resource person.

Level 3

Under broad policy control and direction is a senior Professional Practitioner who performs novel, complex or critical professional work, or performs a limited range of the duties of Professional Manager or Professional Specialist with general professional guidance.

The work includes the formulation of professional or policy advice for senior management and may involve provision of such advice to senior executives in other Departments, the private sector and the wider community.

Normally there is limited corporate impact at this level as technical advice is often reviewed by higher authority.

The work includes the role of team/project leader requiring the co-ordination of the work of a number of professionals and/or other staff. The staff co-ordinated need not



necessarily be in the same discipline as the leader. Persons at this Level may oversee the operations of a section comprising professional and/or technical staff engaged in field, laboratory, clinical, production or operational work and which may be organised on a geographical or functional basis.

Persons at this Level are expected to have wide experience in their professional field. They perform a variety of tasks of a novel, complex or critical nature, either individually or as a leader or member of a team. Direction is provided in terms of a clear statement of overall objectives with limited direction as to work priorities.

Where a professional at this Level works as a member of a team he/she should have skills and the experience necessary to perform all the tasks undertaken by the team or to have knowledge and professional judgment to seek and utilise specialist advice when it is required.

Specialists require substantial or higher knowledge in a particular professional discipline or field and the exercise of independent professional judgment to resolve complex problems or issues.

Level 4

Under broad policy control and direction is

- a Senior Professional Practitioner ; or
- a Professional Specialist; or
- a Deputy Head of Department

The work contributes to the formulation of Agency policies for the work area. It requires an understanding of the wider policy and strategic context. Technical or professional advice generally has consequences beyond the immediate work area and is normally only reviewed for policy and general approach. The work has moderate corporate impact.

The work is performed under broad direction in terms of objectives, policies and priorities. Programs, projects, assignments or other work are generally decided by higher level management but at this Level authority is given to decide on how to achieve end results within limits of available resources. Decisions at this Level have direct consequences on the achievement of results for the function or group of activities for which the person is responsible.

Persons at this Level are expected to have extensive experience in their professional field and to perform a range of tasks in the absence of general professional guidance.

A Senior Professional Practitioner at this Level operates in the absence of general professional guidance and is expected to apply significant professional knowledge and professional judgment in one or more professional disciplines or fields in relation to



more novel, complex and critical work. The Senior Professional Practitioner need not necessarily be supported by other professionals.

A Deputy Head of Department occupies a position which is specifically designated as such and provides support and assistance to the Professional Manager including a Head of Department and is responsible for the management of an organisational element in the absence of the Professional Manager including a Head of Department. Such positions would generally be established only in large more complex organisational elements.

Professional Specialists at this level exercise a high degree of independent professional judgment in the resolution of more novel, complex and critical problems or issues. They are required to provide authoritative technical or policy advice which draws on in-depth knowledge in a professional or technical field or discipline. Analysis, design and interpretation of results of research or investigations represent authoritative and final professional conclusions. An original continuing contribution to the knowledge in the relevant discipline(s) or field(s) and the application of that advance in knowledge to the organisation's work would be expected.

Level 5

Under broad policy control and direction is

- a Senior Professional Practitioner; or
- a Senior Professional Manager; or
- a Senior Professional Specialist.

The work requires the exercise of a high degree of independence in the determination of overall strategies, priorities, work standards and the allocation of resources. Judgments made at this level form the basis of advice to senior levels within a department and are often critical to the achievement of overall objectives of a departmental program or organisational unit. Work is monitored against broad objectives and has a high corporate impact. Administrative direction is given on the Agency's policies and objectives and to ensure co-ordination with other major work units.

A Senior Professional Practitioner at this level operates in accordance with broad objectives and is expected to apply unusually significant professional knowledge and professional judgment in one or more disciplines or fields directly relevant to the work area and in relation to most novel, complex or critical work.

A Senior Professional Manager position at this level will be graded in accordance with the following managerial standards:



Grade 1

A Professional Manager including a Head of Department at this Level leads and directs an organisational element or team or professionals and other staff requiring co-ordination, and is responsible for human, physical and financial resources under the control of the position. The management role may require professional leadership over subordinate staff including supervisors. This involves setting standards for and evaluation of performance; interpreting policy relevant to the work area; and may involve resolving more complex technical or professional problems.

Guidelines

Typical features of positions classified at this level include:

- responsibility for human, physical and financial resources;
- responsibility (usually) for less than 10 staff, who are predominantly professional but may include some technical, clerical or operational staff;
- responsibility for managing a budget which is generally less than \$0.7m (This figure is at 1 October 2005, and the salary component of which is to be adjusted in accordance with any future salary increases);
- managerial complexity (as defined) is usually moderate.

Grade 2

Professional Manager including a Head of Department at this Level leads and directs a medium sized organisational element or team of professionals and other staff requiring considerable co-ordination, and is responsible for human, physical and financial resources under the control of the position. The management role may require professional leadership over subordinate staff including supervisors. This involves setting standards for and evaluating performance, interpreting policy relevant to the work area; and may involve resolving more complex technical or professional problems.

Guidelines

Typical features of positions classified at this level include:

- responsibility for human, physical and financial resources;
- responsibility (usually) for 10-19 staff, who are predominantly professional but may include some technical, clerical or operational staff;
- responsibility for managing a budget which is generally between \$0.7m and \$1.4m. (This figure is at 1 October 2005 and the salary component of which is to be adjusted in accordance with any future salary increases);
- managerial complexity (as defined) is usually considerable.



Grade 3

A Professional Manager including a Head of Department at this Level leads and directs a large sized organisational element or team or professionals and other staff requiring considerable co-ordination, and has significant responsibility for human, physical and financial resources under the control of the position. The management role may require professional leadership over subordinate staff including supervisors. This involves setting standards for and evaluating performance, interpreting policy relevant to the work area; and may involve resolving more complex technical or professional problems.

Guidelines

Typical features of positions classified at this level include:

- responsibility for human, physical and financial resources;
- responsible (usually) for 20-29 staff, who are predominantly professional but may include some technical, clerical or operational staff;
- significant budget responsibility which is generally in excess of \$1.4m (This figure is at 1 October 2005 and the salary component of which is to be adjusted in accordance with any future salary increases);
- managerial complexity (as defined) is usually significant.

Grade 4

A Senior Professional Manager including a Head of Department at this Level directs and co-ordinates a major function or work area involving a considerable variety of activities and organised on a geographical (including state-wide) or functional basis. Relative to other senior professional employee positions, Senior Professional Managers at this Level have unusually significant responsibility for the human, physical and financial resources under their control and the work may also include extensive co-ordination of projects involving unusually large numbers of professional and other staff engaged in field, laboratory, clinical, production or construction work. They direct professional and technical staff working in different fields.

Guidelines

Typical features of positions classified at this level include:

- responsibility for human, physical and financial resources;
- usually responsible for more than 30 staff, who are predominantly professional but may include some technical, clerical or operational staff;
- significant budget responsibility which is generally greater than \$2.1m (This figure is at 1 October 2005 and the salary component of which is to be adjusted in accordance with any future salary increases);



- managerial complexity (as defined) is usually extensive.

A Senior Professional Specialist at this Level is expected to have a depth of knowledge in his/her discipline or field of significance to the Department. Persons at this Level often have a national reputation. There is a requirement for a high degree of originality and analytical and conceptual skills in the resolution of particularly complex technical or policy issues. The work requires expert knowledge in a professional or technical field or range of fields and in most cases a comprehensive knowledge of relevant legislation and policies. In some circumstances, Senior Professional Specialists also have a management and/or co-ordination role. The work requires constant adaptation of existing principles to new and unusual problems and involves frequent changes in policy, program or technological requirements.

Peer Review Panel

Upon receipt of an application from an employee who occupies a position classified as a Level 5 Senior Professional Specialist, a recommendation on the appropriate grade within Level 5 will be made by a Peer Review Panel. This Peer Review Panel will consist of five members: two management nominees, a nominee from the CPSU, a nominee from the HACSU and a nominee from the Tasmanian Health Professional Council.

The Peer Review Panel will forward recommendations to the Head of Agency, or delegate, for approval.

Employees who are unsuccessful in achieving placement at a higher grade through this process may reapply after 12 months.

The following criteria are to be used by the Peer Review Panel in determining the appropriate grade for professional staff classified as Level 5 Senior Professional Specialists in accordance with the Level 5 Classification standards prescribed in this clause.

The grades specified within Level 5 represent the salary range for Senior Professional Specialists classified at this Level.

Specialist Level 5: Grade 1-2

The Senior Professional Specialist has a requirement for developing and advancing the knowledge and professional skills of other staff within the team.

The work requires the exercise of a high degree of independence in the determination of overall priorities and strategies and has a significant corporate impact.

Judgements made form the basis of conclusive and authoritative advice to regional or statewide management and are often critical to the achievement of regional or state-



wide objectives. Persons at this level will often have a national reputation in their specialty.

The work requires constant adaptation of existing principals to new and unusual problems and involves frequent changes in policy, program or technological requirements. As such, a person at this level should:

- possess appropriate analytical, conceptual and problem solving skills demonstrated by a high degree of originality in resolving particularly complex issues arising from:
- new policies, initiatives, systems and techniques; major research projects; and/or the
- performance of highly complex clinical activities;
- have completed a post graduate qualification(s) and could be expected to have at least eight years of relevant post qualification experience;
- contribute to the development and mentoring of other health professionals.

A Senior Professional Specialist appointed will be recognised at regional and on a state-wide basis as an expert in the field of work or discipline. This would be recognised through consideration of some or all of the following:

- invitations to lead at recognised statewide forums and conferences;
- preparation and review of authoritative publications;
- participation in approved working parties and consultancies;
- teaching and lecturing in their specialty;
- recognised as a point of reference by peers;
- acknowledgment of expertise in legal and regulatory aspects of the specialty.

Specialist Level 5: Grade 3-4

The Senior Professional Specialist has a requirement for developing and advancing the knowledge and professional skills of other staff within the team. The work requires the exercise of a high degree of independence in the determination of overall priorities and strategies and has a critical corporate impact. Judgements made at this Level may be significant to the achievement of Government objectives. Persons at this Level will often have a national reputation in their speciality.

The work requires constant adaptation of existing principals to new and unusual problems and involves frequent changes in policy, program or technological requirements. As such, a person at this Level should:

- possess outstanding analytical, conceptual and problem solving skills demonstrated by a high degree of originality in resolving particularly complex



issues arising from new policies, initiatives, systems and techniques; major research projects and/or the performance of highly complex clinical activities;

- have completed a post graduate qualification(s) and could be expected to have
- extensive relevant post qualification experience, beyond that required for Level 5 Grade 1-2;
- contribute to the development and mentoring of other health professionals.

A Senior Professional Specialist at this Level will be recognised on a national basis as an acknowledged expert based on an extensive and enduring contribution to that field of work or discipline. This would be recognised through consideration of some or all of the following:

- invitations to lead or present at national or international forums and conferences;
- preparation of authoritative national or international publications;
- participation in national or international working parties and consultancies;
- teaching and lecturing nationally or internationally in their specialty;
- recognised nationally as a point of reference by peers;
- acknowledgement of expertise in legal and regulatory aspects of the specialty.

Level 6

Under broad policy control is an Executive Professional Manager.

The work involves executive management of several major work areas in an agency involving a very wide variety of activities associated with the development, co-ordination and implementation of state-wide policies.

Only broad Government objectives govern the position within which total flexibility exists for developing policies, strategies and tactics to achieve objectives.

Direction would be an exception and limited only to issues which have impact upon other external operational policy areas. Work at this level has the higher corporate impact.



SCHEDULE 4 – Classification Structures and Standards for Allied Health Professionals Employed as Forensic Scientists (only)

(a) Definitions

For the purposes of this Agreement, unless the contrary intention appears:

'complex forensic work' means work which includes various tasks involving different and unrelated processes and methods. It depends on analysis of the subject, phase or issues involved in each assignment and the appropriate course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analysed to discern interrelationships.

'critical forensic work' is a term used in the sense commonly accepted in technological areas in relation to a critical component, critical issue or critical decision. It means a cornerstone, or fundamental decision, requiring the exercise of sound professional judgement of the effects of a decision within a particular forensic discipline or field of work.

'general professional guidance' means direction and guidance given by a senior professional employee on a range of professional assignments. There is discretion in selecting the most appropriate method of completing these, and conformity with directions is measured by satisfactory completion of allocated professional assignments.

'general supervision' means the supervision given by a professional employee to technical and other staff. It consists of the allocation, direction, oversight and co-ordination of the work of subordinate staff. Professional employees may receive supervision on non-technical administrative matters from non-professional staff.

'normal professional work' includes ongoing professional duties performed in accordance with conventional established forensic practice, methods and standards, but excludes forensic work of a novel, complex or critical nature.

'novel professional work' encompasses work requiring a degree of creativity, originality, ingenuity and initiative and of a type not normally undertaken in Forensic Science Service Tasmania. The term may refer to the introduction of a new technology or process used elsewhere.

'professional discipline' means Forensic Science.

'professional field of work' means a major subdivision of Forensic Science.

'professional judgement' means the application of professional knowledge and experience in defining objectives, solving problems, establishing guidelines, reviewing the work of others, interpreting results and providing and assessing advice or



recommendations and other matters which have an element of latitude in decision-making.

'professional knowledge' includes knowledge of principles and techniques applicable to Forensic Science. It is obtained during the acquisition of professional qualifications and relevant experience.

'Professional Specialist Manager' is a person who has an in-depth knowledge of, and is acknowledged as an authority both by senior management and by professional peers in Forensic Science. The person is required to have a sound knowledge of the relevant principles, practices and procedures applicable to Forensic Science or field of work. Professional Specialist Managers are responsible for the achievement of particular objectives or completion of a project. This responsibility includes accountability for material, human and financial resources allocated to that objective or project.

Professional Practitioner' means an individual, team member or team leader. In their initial years at Professional Employee Level 1 they apply professional judgement across a limited range of activities. Professionals may perform normal forensic work under different types of supervision and guidance. Professional supervision is required, but it may not need to be continuous. As they gain experience at Level 1 and at the higher Levels they carry out a broad range of activities or functions using relevant practices or procedures within Forensic Science. This role can provide advice to others on aspects of Forensic Science and can be expected to contribute in an original and innovative manner to activities of the work area. This role includes the supervision of subordinate professional staff and staff from other fields of work.

'professional supervision' means supervision given to subordinate professional officers which requires the exercise of professional judgement and consists of:

- setting guidelines for the work of professional employees;
- suggesting approaches to the conduct of professional work;
- solving technical problems raised by subordinate professional employees;
- giving decisions on technical solutions proposed by subordinate professional employees;
- reviewing and sometimes checking the work of other professional employees.

'work of a professional nature' means the application of professional knowledge initially gained by satisfactorily completing an appropriate course of study at a recognised tertiary institution; experience and judgement in the development, management and use of technology; investigation; survey; analysis; testing; observation; evaluation; applied research; planning; provision and maintenance of facilities and services; diagnosis/prognosis; remediation/treatment; liaison; administration of safety regulations; and education in laboratory, field or other situations.



(b) Classification Structure
Forensic Scientist

Level 1

A graduate with relevant qualifications but without prior practical experience in forensic science. Persons are required to have a sound theoretical knowledge in a relevant science gained through satisfactory completion of an appropriate course of study at a recognised tertiary institution. A practitioner at this level is expected to be analytically proficient in routine methodologies relevant to their work unit and operate under general supervision and/or professional supervision.

The work involves any or all of the following under administrative, policy and procedural control and direction:

- the routine forensic work of an organisational unit as assigned.
- routine forensic work where it is isolated from immediate professional supervision, for example, because of remoteness of the functional work area;
- complex or critical forensic work under professional supervision if suitably proficient; and/ or
- the issuing of general reports and the drafting of court reports.

Level 2

A practitioner at this level will have at least 3 years prior practical experience in one or more areas relevant to forensic science. The practitioner is analytically proficient in routine methodologies relevant to forensic science and able to competently collate and interpret results of analyses. Under general supervision and/or professional supervision as to method of approach and requirements, this person performs routine forensic work relevant to their work unit. With appropriate professional development may perform novel, complex or critical professional work under professional supervision.

The work involves any or all of the following under administrative, policy and procedural control and direction:

- the routine forensic work of an organisational unit.
- routine forensic work where it is isolated from immediate professional supervision, for example, because of remoteness of the functional work area;
- difficult or novel, complex or critical forensic work under professional supervision;
- forensic research carried out under professional supervision and which may be expected to contribute to advances in the techniques used; and/or
- professional supervision of less experienced professional employees together with general supervision over technical and other personnel.



- may be required to issue court reports and provide expert evidence in court.
- may be required to peer review the court reports of others.

Level 3

Under broad administrative, policy and procedural control and direction is an experienced Practitioner who performs routine and/or novel, complex or critical forensic work.

The work may include the formulation of professional or policy advice for senior management and may involve provision of such advice to senior executives in other Departments, the private sector and the wider community.

The work includes the role of team/project leader requiring the co-ordination of the work of a number of professionals and/or other staff within their work unit and sometimes, the staff co-ordinated may be outside the leader's work unit. Persons at this Level may oversee the operations of a team comprising professional and/or technical staff engaged in field, laboratory, clinical, production or operational work and which may be organised on a geographical or functional basis.

Persons at this Level are highly competent in the practice of one or more fields of Forensic Science. They perform a variety of tasks of a novel, complex or critical nature, either individually or as a leader or member of a team. Direction is provided in terms of a clear statement of overall objectives with limited direction as to work priorities. Programs, projects, assignments or other work are generally decided by higher level management but, if assigned, at this Level authority is given to decide on how to achieve end results within limits of available resources.

Where a professional at this Level works as a member of a team he/she should have skills and the experience necessary to perform all the tasks undertaken by the team or to have knowledge and professional judgment to seek and utilise specialist advice when it is required.

Persons at this Level will issue court reports, peer review the court reports of others as directed by the work unit Manager and are required to give expert evidence in court.

Level 4

Under broad policy control and direction is a Professional Specialist or a Senior Professional Practitioner and is most often managing a discrete work unit within FSST. The Professional Specialist or Senior Professional Practitioner is recognised at least as a State expert in a field of Forensic Science. The Professional Specialist or Senior Professional Practitioner participates in policy development in a national and/or international forum making recommendations to the Director or delegate in relation to human, physical and financial resources under the control of the position.



The work is performed under broad direction in terms of objectives, policies and priorities from the Director or Deputy Director. Programs, projects, assignments or other work are generally decided by higher level management but at this Level authority is given to decide on how to achieve end results within limits of available resources. Decisions at this Level have direct consequences on the achievement of results for the function or discrete work unit for which the person is responsible.

Persons at this Level are expected to have extensive experience in their professional field and to perform a range of tasks in the absence of general professional guidance. Persons at this level exercise a high degree of independent professional judgment in the resolution of more novel, complex and critical problems or issues. They are required to provide authoritative technical or policy advice which draws on in-depth knowledge in a field of Forensic Science. Analysis, design and interpretation of results of research or investigations represent authoritative and final professional conclusions. An original continuing contribution to the knowledge in Forensic Science and the application of that advance in knowledge to the organisation's work would be expected.

Persons at this Level prepare court reports, peer review the court reports of others and are required to give expert evidence in court.

SCHEDULE 5 – Salary Rates for Allied Health Professionals as defined in Schedule 1

Class'n	Current Salary \$	1% FFPPOOA 1 Dec 2009	1% FFPPOOA 1 July 2010	1% FFPPOOA 1 Dec 2010	1.5% FFPPOOA 1 July 2011	2.5% FFPPOOA 1 Dec 2011
L 1.1	45,535	45,990	46,450	46,914	47,618	48,809
L 1.2	48,377	48,861	49,350	49,843	50,591	51,856
L 1.3	51,448	51,962	52,482	53,006	53,802	55,147
L 1.4	54,538	55,083	55,634	56,190	57,033	58,459
L 1.5	57,623	58,199	58,781	59,369	60,259	61,766
L 2.1	60,710	61,317	61,930	62,549	63,488	65,075
L 2.2	63,796	64,434	65,078	65,729	66,715	68,383
L 2.3	66,881	67,550	68,226	68,908	69,941	71,690
L 2.4	69,974	70,674	71,381	72,095	73,176	75,005
L 2.5	73,058	73,789	74,527	75,272	76,401	78,311
L 3.1	69,974	70,674	71,381	72,095	73,176	75,005
L 3.2	73,058	73,789	74,527	75,272	76,401	78,311
L 3.3	76,149	76,910	77,679	78,456	79,633	81,624



L 3.4	78,485	79,270	80,063	80,863	82,076	84,128
L 3.5	80,262	81,065	81,876	82,694	83,935	86,033
L 4.1	80,262	81,065	81,876	82,694	83,935	86,033
L 4.2	84,380	85,224	86,076	86,937	88,241	90,447
L 4.3	86,436	87,300	88,173	89,055	90,391	92,650
L 4.4	88,771	89,659	90,556	91,461	92,833	95,154
L 5.1	98,116	99,097	100,088	101,089	102,605	105,170
L 5.2	102,233	103,255	104,288	105,330	106,910	109,583
L 5.3	105,318	106,371	107,435	108,509	110,137	112,890
L 5.4	108,408	109,492	110,587	111,693	113,368	116,202
L 6	116,639	117,805	118,983	120,173	121,975	125,025

Note: An Allied Health Professional classified at Level 2.5 who applies for and is appointed to a position at level 3 will be appointed at level 3.2 at a minimum.



**SCHEDULE 6 - Salary Rates for Allied Health Professionals as defined in Schedule 2
excluding Forensic Scientists**

Class'n	Current Salary \$	1% FFPPOOA 1 Dec 2009	1% FFPPOOA 1 July 2010	1% FFPPOOA 1 Dec 2010	1.5% FFPPOOA 1 July 2011	2.5% FFPPOOA 1 Dec 2011
L 1.1	46,148	46,609	47,075	47,546	48,259	49,465
L 1.2	49,029	49,519	50,014	50,514	51,272	52,554
L 1.3	52,142	52,663	53,190	53,722	54,528	55,891
L 1.4	55,273	55,826	56,384	56,948	57,802	59,247
L 1.5	58,399	58,983	59,573	60,169	61,072	62,599
L 2.1	61,497	62,112	62,733	63,360	64,310	65,918
L 2.2	64,584	65,230	65,882	66,541	67,539	69,227
L 2.3	67,670	68,347	69,030	69,720	70,766	72,535
L 2.4	70,762	71,470	72,185	72,907	74,001	75,851
L 2.5	73,844	74,582	75,328	76,081	77,222	79,153
L 3.1	70,762	71,470	72,185	72,907	74,001	75,851
L 3.2	73,844	74,582	75,328	76,081	77,222	79,153
L 3.3	76,935	77,704	78,481	79,266	80,455	82,466
L 3.4	79,272	80,065	80,866	81,675	82,900	84,973
L 3.5	81,050	81,861	82,680	83,507	84,760	86,879
L 4.1	81,050	81,861	82,680	83,507	84,760	86,879
L 4.2	85,167	86,019	86,879	87,748	89,064	91,291
L 4.3	87,223	88,095	88,976	89,866	91,214	93,494
L 4.4	89,558	90,454	91,359	92,273	93,657	95,998
L 5.1	98,903	99,892	100,891	101,900	103,429	106,015
L 5.2	103,019	104,049	105,089	106,140	107,732	110,425
L 5.3	106,106	107,167	108,239	109,321	110,961	113,735
L 5.4	109,195	110,287	111,390	112,504	114,192	117,047
L 6	117,426	118,600	119,786	120,984	122,799	125,869

Note: An Allied Health Professional classified at Level 2.5 who applies for and is appointed to a position at level 3 will be appointed at level 3.2 at a minimum.



SCHEDULE 7 - Salary Rates and Savings Provisions for Forensic Scientists

Class'n	Current Salary \$	1% FFPPOOA 1 Dec 2009	1% FFPPOOA 1 July 2010	1% FFPPOOA 1 Dec 2010	1.5% FFPPOOA 1 July 2011	2.5% FFPPOOA 1 Dec 2011
L 1.1	46,148	46,609	47,075	47,546	48,259	49,465
L 1.2	49,029	49,519	50,014	50,514	51,272	52,554
L 1.3	52,142	52,663	53,190	53,722	54,528	55,891
L 1.4	55,273	55,826	56,384	56,948	57,802	59,247
L 1.5	58,399	58,983	59,573	60,169	61,072	62,599
L 2.1	61,497	62,112	62,733	63,360	64,310	65,918
L 2.2	64,584	65,230	65,882	66,541	67,539	69,227
L 2.3	67,670	68,347	69,030	69,720	70,766	72,535
L 2.4	70,762	71,470	72,185	72,907	74,001	75,851
L 2.5	73,844	74,582	75,328	76,081	77,222	79,153
L 3.1	70,762	71,470	72,185	72,907	74,001	75,851
L 3.2	73,844	74,582	75,328	76,081	77,222	79,153
L 3.3	76,935	77,704	78,481	79,266	80,455	82,466
L 3.4	79,272	80,065	80,866	81,675	82,900	84,973
L 3.5	81,050	81,861	82,680	83,507	84,760	86,879
L 4.1	81,050	81,861	82,680	83,507	84,760	86,879
L 4.2	85,167	86,019	86,879	87,748	89,064	91,291
L 4.3	87,223	88,095	88,976	89,866	91,214	93,494
L 4.4	89,558	90,454	91,359	92,273	93,657	95,998
L 5.1	98,903	99,892	100,891	101,900	103,429	106,015
L 5.2	103,019	104,049	105,089	106,140	107,732	110,425
L 5.3	106,106	107,167	108,239	109,321	110,961	113,735
L 5.4	109,195	110,287	111,390	112,504	114,192	117,047

Note: A Forensic Scientist classified at Level 2.5 who applies for and is appointed to a position at level 3 will be appointed at level 3.2 at a minimum.



SCHEDULE 8 – Allied Health Professional Level 3 Personal Up-Grade Scheme

(I) Objective

The scheme aims to recognise and reward the efforts of eligible Allied Health Professional Level 3 staff that have achieved excellence in skills and competence through study, research and/or skill acquisition relevant to their profession and service, through a process of salary advancement.

The objectives of this scheme are:

- To recognise advanced skills, clinical leadership and contribution to the workplace.
- To assist in the retention of experienced of Allied Health Professionals.
- To provide a mechanism to encourage employees to undertake desirable training to update skills, knowledge and practice in areas of organisational relief

Achievement of recognition of excellence will be assessed based on two fundamental concepts:

1. The contribution the employee has made to professional practice as well as meeting research, teaching of specialist professional needs of the workplace and hence the organisation, and
2. The extent to which the employee has contributed to the Agency's business, strategic plans and priorities.

The scheme recognises contribution to the service through:

- Professional leadership via specialist or generalist knowledge, skills and experience, as applied in their workplace.
- Further clinical study through possession of relevant e qualifications, research and publications.
- Teaching and development of others in the workplace.

The scheme envisages necessarily high standards to ensure the integrity and recognition of only those employees who are truly performing at a level of outstanding achievement and professional excellence. In saying that, it should be recognised that the scheme is not linked to length of service.

Permanently appointed eligible Allied Health Professional level 3 employees (either full-time part-time) must demonstrate to the assessment panel that they are performing at a level consistent with the assessment criteria on an ongoing basis.

Successful applicants (without post graduate qualifications) will be advanced past the current qualifications barrier to AHP3 pay point 4. Further progression to the fifth pay



point will be subject to normal incremental arrangements. Where an employee is in possession of relevant post graduate qualifications and achieve advancement in accordance with this provision further progression will occur to AHP4 Pay point 1 with normal incremental progression to AHP4 pay point 2.

Preliminary Considerations

Any individual, who believes they will satisfy the requirements of the scheme, should discuss their proposed application with their professional supervisor and or manager, and the likelihood of their achieving the personal up – grade. The assessment process is not a substitute for workplace performance management.

- Supervisors can assist aspiring applicants by:
- Assessing applications critically
- Supporting training and development opportunities to meet the chosen elective criteria, where possible.
- Proactively utilising performance management systems.
- Where previous application has been unsuccessful, discuss panel feedback with applicants and action where appropriate.

Eligibility

Applicants eligible for personal – up – grade assessment must:

- Be permanently appointed at the Allied Health Professional Level 3, and
- Not be subject to a review resulting from a negative performance management process, and
- Have served a minimum of 12 months at pay point 3, or
- Have worked for 3 years as a AHP3, or other jurisdictional equivalent.

Assessment Criteria

The criteria has been written to encompass a wide variety of professions and jobs covered by the umbrella of Allied Health Professional, and hence they are neither detailed nor specific for any one job.

Applicants must interpret each criterion in relation to their own achievements within the ambit of their particular positions in the Department. They must also provide examples of how they meet each criterion, list of achievements and outcomes, and where required provide evidence (e.g., copy of further qualification, conference papers etc).

The assessment criteria are in two parts: Part 1 and Part 2.

Part 1 comprises of two criteria every applicant must address.



Part 2 comprises four (4) criteria. Applicants must demonstrate achievement of two out these criteria. The choice of which two criteria the applicant addresses rests with the applicant.

(a) Part 1: Mandatory Criteria

Consistent with the fundamental principles underpinning the scheme, this part attempts to draw out the tangible "added" value of the applicant for the work area in which they work. This involves

- the specialist or generalist professional skills, and
- service changes and improvements as a result of the applicant's work.

(b) Part 2: Elective Criteria

1. Leadership
2. Research and Publication
3. Qualification and Development
4. Teaching and Education

Application Process

Submissions will be called for annually.

Employees wishing to apply for assessment of a personal up – grade will need to obtain a copy of the application documentation from their Departmental Human Resources.

The initiative for preparing and submitting the application rests with the individual employee.

Assessment will be made through written application. The application is critical to the success or otherwise of the applicant's case for personal up – grade. Applicants must ensure that they convince the panel, through their application, that they meet each criterion to the standards required, and support each claim with evidence.

Applicants are advised that their achievements will be assessed in terms of contribution made to the need of their particular workplace, discipline and service, and the extent which they contribute to the Agency's strategic plan and priorities.

Assessment Process

Panels

Assessment panels, endorsed by the relevant section, will comprise a Senior Allied Health Professional Manager, an Agency nominee and a representative from the relevant profession.



The Allied Senior Health Professional may be internal or external to the applicants section, and will sit on a number of different panels to assist with consistency. The profession specific representative may be internal or external to the Agency. Where possible, this representative should be external to applicant's current department.

Where there is no available representative due to a professions size a "related" representative may be considered.

Panel members must declare any past or present personal or working relationship with any applicant. Any association will be noted in the panel's documentation.

The Chair of each panel will be the Senior Allied Health Professional Manager.

All discussions of the panels will be confidential.

Assessment

The panel will be looking for evidence of performance within the current workplace, and sustained achievements. Primary examples of achievement should be from within the last 5 years. Applicants need to provide evidence of their achievements and outcomes and must be validated by their professional supervisor/manger.

Validation of Claims

An applicant must have their coversheet and their claims against each of the assessment criteria signed off by their immediate professional supervisor/manager as being true and accurate. The professional supervisor or manager is acting in the supervisory or managerial position, they must be in that position for a minimum of 6 months.

Where a manager has indicated that they do not support an application, the applicant may still submit the applicant to the panel for assessment.

In addition to having the claims validated, applicants must provide a referee's report. The referee **may not** be the same person that validates their application.

If there is an issue around location, meaning there is no suitable person from the service, the referee should be someone who can elaborate on the information contained within the application.

Referee's reports should relate directly to the information included in the application, and the referee's own independent opinion. Referee's need to be able to directly comment on the majority of the application. As such, it is recommended that referees have both a current and recent knowledge of the applicant's work. Referees should read the application prior to completing their report. Referees where possible may be of AHP3 or equivalent classification, or above.



Panels may consult with an applicant's referee and supervisor/manager if clarification/verification of an aspect of an application is required in order to make assessment or recommendation. Panels may also choose to validate information in any other way. This may involve directly approaching the applicant's workplace, with the approval of the applicant.

Applicants are assessed on their stated achievements against the assessment criteria.

There is no ranking or quotas.

Delegation and Notification

The panel will make a recommendation, based on the standard set, to the delegates. The delegation for approval will sit the Allied Health Advisor and the Section Manager (or equivalent). Both delegates must provide sign – off in order for an applicant to commence payment at the first competency point.

Payment at the higher rate will be effective from the date of close of application in the round of assessment that the applicant has chosen to apply.

Applicants will be notified in writing of the decision once the delegate has signed off on the process. This may occur panel by panel.

Feedback

Each applicant will be notified in writing of the outcome of the process, and is entitled to receive a brief written feedback summary from the panel. Other than the summary, no further feedback process will occur. Applicants are not to approach individual members of the panel for feedback, as they not permitted to breach the confidentiality of the process.

Mobility of Up – Grade

The personal up – grade will be portable within the Tasmanian Public Sector. The underpinning philosophy is that the skills and attributes that an individual has demonstrated to achieve their personal up – grade should be transferable.



SCHEDULE 9 – Translation Arrangements for Dental Prosthetists

The occupation of Dental Prosthetist has been included in this Agreement having regard to market factors, the introduction of the national Registration and Accreditation System and the attainment of professional recognition as a result of this scheme.

Specific translation arrangements will be negotiated and agreed between the parties within three (3) calendar months of registration of this agreement.

Notwithstanding the above, salary increases and conditions will be operative on the dates specified in this agreement.

