

**TASMANIAN INDUSTRIAL COMMISSION**

**Industrial Relations Act 1984**

s23 application for award or variation of award

**Minister administering the State Service Act 2000**

(T13228 of 2008)

**FULL BENCH:**

PRESIDENT P L LEARY

DEPUTY PRESIDENT P C SHELLEY

COMMISSIONER J MACALPINE

**Award variations - insertion of a new scope clause - new classification descriptors – new career structures – adjustments to allowances – renaming of awards – new conditions clauses – operative date 27 November 2008 except for salary increases, which operate ffpp 27 November 2008.**

**COMMUNITY AND HEALTH SERVICES (PUBLIC SECTOR) AWARD**

**ORDER BY CONSENT -**

**No. 5 of 2008  
(Consolidated)**

AMEND AND RETITLE THE **COMMUNITY AND HEALTH SERVICES (PUBLIC SECTOR) AWARD** BY DELETING ALL CLAUSES CONTAINED THEREIN AND INSERTING IN LIEU THEREOF THE FOLLOWING; AND THE AWARD IS CONSOLIDATED:

## PART I – APPLICATION AND OPERATION OF THE AWARD

### 1. TITLE

This award is to be known as the "Health and Human Services (Tasmanian State Service) Award".

### 2. INDEX

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### **3. SCOPE**

This award is to apply to all persons employed under the *State Service Act 2000* who are employed in the Department of Health and Human Services and for whom a classification is contained in this award, except for employees for whom a classification is contained in another award of the Tasmanian Industrial Commission.

### **4. DATE OF OPERATION**

This award comes into operation on and from 30 November 2008:

except for Clause 3 – Salaries, of Part II – Salaries and Related Matters, which is effective from the first full pay period commencing on or after the 30 November 2008.

## **5. AWARD INTEREST**

- (a) The following employee organisations have an interest in this award pursuant to section 63(10) of the *Industrial Relations Act 1984*:
- (i) the Health Services Union of Australia, Tasmania No. 1 Branch;
  - (ii) The Community and Public Sector Union (State Public Services Federation Tasmania) Inc.
- (b) The employer deemed to be an employer organization having an interest in this award pursuant to section 62(4) of the *Industrial Relations Act 1984*:

The Minister administering the *State Service Act 2000*.

## **6. SUPERSESSION**

This award supersedes the Community and Health Services (Public Sector) Award No 4 of 2008 (Consolidated).

**PROVIDED** that no entitlement accrued or obligation incurred is to be affected by the supersession.

## **7. DEFINITIONS**

**'Afternoon shift'** means a shift terminating after 6.00pm and at or before midnight.

**'Day shift'** means a shift commencing at or after 6.00am and terminating at or before 6.00pm and is worked in accordance with a roster and includes Saturdays and Sundays.

**'Employer'** means the Minister administering the *State Service Act 2000* and their delegated representative.

**'Head of Agency'** means the Secretary of the Department of Health and Human Services and their delegated representative.

**'Night shift'** means a shift commencing at or after 4.00pm and before 6.00am.

**'Relevant award rate'** means the ordinary rate specified for the appropriate classification, the appropriate band and the appropriate level of employment applicable to an employee as specified in Part II - Salaries and Related Matters of this award.

**'Roster'** means a work pattern designed for a specific work area for all work performed outside the spread of ordinary hours contained in Part VII – Hours of Work and Overtime for Day Work excluding work performed outside the spread of hours and paid in accordance with the overtime provisions of Part VII – Hours of Work and Overtime for Day Work.

**'Rostered shift'** means a shift of which the employee concerned has at least 48 hours notice.

**'Shift work'** means work performed in accordance with a roster and may include day shift, afternoon shift, night shift and Saturdays and Sundays.

**'Shift worker'** means an employee who works in accordance with a roster.

**'Year of service'** means 12 months of employment including rostered days off, holidays with pay, paid annual recreation leave and paid personal leave.

## **8. EMPLOYMENT CATEGORIES**

In this award, unless the contrary intention appears:

**'Permanent full-time employee'** means a person who is appointed to work the full ordinary hours of work each week (as defined) and who is appointed as such in accordance with section 37(3)(a) of the *State Service Act 2000*.

**'Permanent part-time employee'** means a person who is appointed to work hours that are less in number than a full-time employee and who is appointed as such in accordance with section 37(3)(a) of the *State Service Act 2000*.

**'Fixed term employee'** means a person who is engaged for a specified term or for the duration of a specified task in accordance with section 37(3)(b) of the *State Service Act 2000*.

**'Casual employee'** means a person engaged on an irregular basis and at short notice and where the offered engagement may be accepted or rejected on each and every occasion, thus excluding a casual employee from being placed on a regular employment roster, and is paid a loading of 20% in addition to the normal salary rate in lieu of paid leave entitlements and Holidays with Pay as prescribed by Part IX – Leave and Holidays with Pay of this award and is to be paid penalty payments over and above the 20 per cent loading.

## **9. CONTRACT OF EMPLOYMENT**

- (a) Except as otherwise provided by the *State Service Act 2000*, employment is by the fortnight. Any employee not specifically engaged as a casual employee is deemed to be employed by the fortnight.
- (b) An employee (other than a casual employee) who is willing to work his or her normal ordinary hours of work, is entitled to be paid a full fortnight's salary at a rate fixed by this award or relevant industrial agreement.
- (c) Employment is terminated by two weeks notice given by either side or by the

payment or forfeiture of two weeks wages as the case may be. This does not affect the right of the employer to dismiss an employee for serious misconduct or serious neglect of duty, in which case wages are to be paid up to the time of dismissal only.

- (d) A casual employee is to be given a minimum of two hours work or pay on each occasion they are required to attend work unless otherwise mutually agreed by the employee, employer and relevant union.

## **10. ABANDONMENT OF EMPLOYMENT**

An employee who is absent from work without justifiable cause for more than 14 days without notifying the employer of the reason for the absence, is to be considered on face value to have abandoned their employment. Service is deemed to have ceased from that time (that is, 14 days from the first day of absence).



## PART II – SALARIES AND RELATED MATTERS

### 1. CALCULATION FOR THE PAYMENT OF SALARY

(a) Calculation of Fortnightly Salary

The formula to be used in calculating an employee's fortnightly salary is:

$$1 \div 26 \times \text{'Annual Salary'} \times 10 \div \text{'Working Days in Relevant Financial Year'} \times 26$$

**'Annual Salary'** means the salary given under this Part.

**'Working Days in Relevant Financial Year'** means the total number of working days (excluding Saturdays and Sundays) in the relevant financial year. The total number of days to be used in any one financial year is 260, 261 or 262 in accordance with the actual calendar for that financial year.

The formula is consistent with the provisions of the Financial Management and Audit Regulations 2003.

(b) Calculation of Hourly Rate for Part-time Employees

Subject to subclause (a) of this clause, the hourly rate of pay to be paid to a part-time employee is to be calculated as 1/76 of the salary calculated above.

### 2. PAYMENT OF SALARY

(a) Wages, including overtime, are to be paid during working hours, at intervals of not more than two weeks and not later than Thursday.

When a holiday with pay, as prescribed in Part IX – Leave and Holidays with Pay, falls on a normal pay day wages are to be paid on the last working day prior to the holiday with pay.

(b) Payment is to be by direct deposit into a credit institution nominated by the employee.

The present pay day and time of payment, or method of payment are not to be varied, except after consultation with the appropriate union concerned and an agreed phasing-in period.

(c) Pay Advice

(i) On or prior to pay day the employer is to provide to the employee, particulars in writing, setting out full details of the wages to which the employee is entitled to, the statement is to at least include the following information:

- (1) date of payment;
  - (2) period covered by payment;
  - (3) the total amount of wages;
  - (4) the amount of wages at ordinary rate, including the hourly rate;
  - (5) the amount of wages paid as overtime, at the rate of time and one half, including the rate;
  - (6) the amount of wages paid as overtime, at the rate of double time, including the rate;
  - (7) the amount paid as shift or other allowances, with sufficient information to allow the employee to identify each payment;
  - (8) the amount paid as penalty rates for rostered shifts, with sufficient information to allow the employee to identify each payment;
  - (9) any payment for annual recreation leave, personal leave, workers compensation, back pay or any other payment not usually included in the employee's wages, in sufficient detail so as to inform an employee how each amount has been calculated;
  - (10) employees classification;
  - (11) the amount deducted for taxation purposes;
  - (12) the amount of any other deduction is to be listed individually and identified;
  - (13) the net amount of wages.
- (ii) Pay advice details may be provided by way of an electronic employee self-service system (ESS), where appropriate.
- (d) An employee kept waiting for their wages on a normal pay day for more than a quarter of an hour after the usual time for ceasing work is to be paid at overtime rates after that quarter of an hour, with a minimum of a quarter of an hour.

### **3. SALARIES**

An employee appointed or promoted to a classification band prescribed by this award is to, subject to satisfying the prescribed requirements, be paid the salary rate determined for the relevant classification.

- (a) Salaries for the General Stream (except for Health Services Officers)
- (i) The salary increases for employees translating to the new General Stream under this award are:
- (1) Increase of 4.0% effective the first full pay period commencing on or after 30 November 2008, comprising:
    - (A) Annual Increase of 3.5%; and
    - (B) Structural Realignment Increase of 0.5%.
  - (2) Structural Adjustment Increase of 1.5% effective the first full pay period commencing on or after 8 March 2009.
  - (3) Annual Increase of 3.5% effective the first full pay period commencing on or after 29 November 2009.
  - (4) Annual Increase of 3.5% effective the first full pay period commencing on or after 28 November 2010.
  - (5) Structural Adjustment Increase of 2.0% effective the first full pay period commencing on or after 6 March 2011.
- (ii) The following tables show the application of the increases set out in paragraph (i) above to salaries for employees in the General Stream (except for Health Services Officers):

General Stream for Band 1 to Band 3 (except for Health Services Officers):

|                                      | <u>Salary</u><br>1/12/07 | <u>Salary</u><br>30/11/08                       | <u>Salary</u><br>8/03/09                        | <u>Salary</u><br>29/11/09                       | <u>Salary</u><br>28/11/10                       | <u>Salary</u><br>6/03/11                        |
|--------------------------------------|--------------------------|---|---|---|---|---|
| <u>Band</u>                          |                          | <u>Increase</u><br><u>4.0%</u><br><u>(ffpp)</u> | <u>Increase</u><br><u>1.5%</u><br><u>(ffpp)</u> | <u>Increase</u><br><u>3.5%</u><br><u>(ffpp)</u> | <u>Increase</u><br><u>3.5%</u><br><u>(ffpp)</u> | <u>Increase</u><br><u>2.0%</u><br><u>(ffpp)</u> |
| B1-R1-A                              | \$29,218                 | ~   | ~   | ~   | ~   | ~   |
| B1-R1-1                              | \$30,488                 | \$31,708  | \$32,183  | \$33,310  | \$34,475  | \$35,165  |
| B1-R1-B                              | \$31,249                 | ~   | ~   | ~   | ~   | ~   |
| B1-R1-2                              | \$31,758                 | \$33,028  | \$33,524  | \$34,697  | \$35,911  | \$36,630  |
| B1-R1-C                              | \$32,655                 | ~   | ~   | ~   | ~   | ~   |
| B1-R1-3                              | \$33,027                 | \$34,348  | \$34,863  | \$36,084  | \$37,346  | \$38,093  |
| B1-R1-4                              | \$33,194                 | \$34,522  | \$35,040  | \$36,266  | \$37,535  | \$38,286  |
| Advancement Assessment Point / Entry |                          |   |   |   |   |   |
| B1-R2-A                              | \$33,360                 | ~   | ~   | ~   | ~   | ~   |
| B1-R2-1                              | \$34,295                 | \$35,667  | \$36,202  | \$37,469  | \$38,780  | \$39,556  |
| B1-R2-B                              | \$34,929                 | ~   | ~   | ~   | ~   | ~   |
| B1-R2-2                              | \$35,563                 | \$36,986  | \$37,540  | \$38,854  | \$40,214  | \$41,018  |
| B1-R2-3                              | \$36,936                 | \$38,413  | \$38,990  | \$40,354  | \$41,767  | \$42,602  |
| B1-R2-4                              |                          |   | \$40,003  | \$41,403  | \$42,853  | \$43,710  |
| Promotion                            |                          |   |   |   |   |   |
| B2-R1-A                              | \$38,464                 | ~   | ~   | ~   | ~   | ~   |
| B2-R1-1                              | \$39,245                 | \$40,815  | \$41,427  | \$42,877  | \$44,378  | \$45,265  |
| B2-R1-2                              | \$40,041                 | \$41,643  | \$42,267  | \$43,747  | \$45,278  | \$46,183  |
| B2-R1-3                              | \$40,847                 | \$42,481  | \$43,118  | \$44,627  | \$46,189  | \$47,113  |
| B2-R1-4                              | \$41,681                 | \$43,348  | \$43,998  | \$45,538  | \$47,132  | \$48,075  |
| B2-R1-5                              |                          |   | \$45,142  | \$46,722  | \$48,358  | \$49,325  |
| Promotion                            |                          |   |   |   |   |   |
| B3-R1-A                              | \$43,431                 | ~   | ~   | ~   | ~   | ~   |
| B3-R1-1                              | \$44,336                 | \$46,109  | \$46,801  | \$48,439  | \$50,134  | \$51,137  |
| B3-R1-2                              | \$45,244                 | \$47,054  | \$47,760  | \$49,431  | \$51,161  | \$52,184  |
| B3-R1-3                              | \$46,146                 | \$47,992  | \$48,712  | \$50,417  | \$52,181  | \$53,225  |
| B3-R1-4                              | \$47,038                 | \$48,920  | \$49,653  | \$51,391  | \$53,190  | \$54,254  |
| B3-R1-5                              |                          |   | \$50,944  | \$52,727  | \$54,573  | \$55,664  |
| Promotion                            |                          |   |   |   |   |   |

General Stream for Band 4 to Band 6 (except for Health Services Officers):

|                                      | <u>Salary</u><br>1/12/07 | <u>Salary</u><br>30/11/08         | <u>Salary</u><br>8/03/09          | <u>Salary</u><br>29/11/09         | <u>Salary</u><br>28/11/10         | <u>Salary</u><br>6/03/11          |
|--------------------------------------|--------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <u>Band</u>                          |                          | <u>Increase</u><br>4.0%<br>(ffpp) | <u>Increase</u><br>1.5%<br>(ffpp) | <u>Increase</u><br>3.5%<br>(ffpp) | <u>Increase</u><br>3.5%<br>(ffpp) | <u>Increase</u><br>2.0%<br>(ffpp) |
| B4-R1-A                              | \$47,038                 | ~                                 | ~                                 | ~                                 | ~                                 | ~                                 |
| B4-R1-B                              | \$48,862                 | \$50,816                          | \$51,579                          | \$53,384                          | ~                                 | ~                                 |
| B4-R1-1                              | \$49,767                 | \$51,758                          | \$52,534                          | \$54,373                          | \$56,276                          | \$57,401                          |
| B4-R1-2                              | \$50,672                 | \$52,699                          | \$53,489                          | \$55,361                          | \$57,299                          | \$58,445                          |
| B4-R1-3                              |                          |                                   | \$54,880                          | \$56,801                          | \$58,789                          | \$59,965                          |
| Advancement Assessment Point / Entry |                          |                                   |                                   |                                   |                                   |                                   |
| B4-R2-A                              | \$52,481                 | \$54,580                          | \$55,399                          | \$57,338                          | ~                                 | ~                                 |
| B4-R2-1                              | \$53,387                 | \$55,522                          | \$56,355                          | \$58,328                          | \$60,369                          | \$61,577                          |
| B4-R2-2                              | \$54,291                 | \$56,463                          | \$57,310                          | \$59,315                          | \$61,391                          | \$62,619                          |
| B4-R2-3                              |                          |                                   | \$58,800                          | \$60,858                          | \$62,988                          | \$64,247                          |
| B4-R2-4                              |                          |                                   | \$60,746                          | \$62,872                          | \$65,073                          | \$66,374                          |
| Promotion                            |                          |                                   |                                   |                                   |                                   |                                   |
| B5-R1-A                              | \$56,101                 | ~                                 | ~                                 | ~                                 | ~                                 | ~                                 |
| B5-R1-B                              | \$57,911                 | \$60,227                          | ~                                 | ~                                 | ~                                 | ~                                 |
| B5-R1-1                              | \$59,721                 | \$62,110                          | \$63,041                          | \$65,248                          | \$67,532                          | \$68,882                          |
| B5-R1-2                              |                          |                                   | \$64,302                          | \$66,553                          | \$68,882                          | \$70,260                          |
| B5-R1-3                              |                          |                                   | \$65,916                          | \$68,223                          | \$70,611                          | \$72,023                          |
| Promotion                            |                          |                                   |                                   |                                   |                                   |                                   |
| B6-R1-A                              | \$61,532                 | ~                                 | ~                                 | ~                                 | ~                                 | ~                                 |
| B6-R1-B                              | \$63,340                 | \$65,874                          | \$66,862                          | \$69,202                          | \$71,624                          | ~                                 |
| B6-R1-1                              | \$65,151                 | \$67,757                          | \$68,773                          | \$71,180                          | \$73,672                          | \$75,145                          |
| B6-R1-2                              | \$66,962                 | \$69,640                          | \$70,685                          | \$73,159                          | \$75,720                          | \$77,234                          |
| B6-R1-3                              |                          |                                   | \$72,099                          | \$74,622                          | \$77,234                          | \$78,779                          |
| Advancement Assessment Point         |                          |                                   |                                   |                                   |                                   |                                   |
| B6-R2-1                              | \$70,573                 | \$73,396                          | \$74,497                          | \$77,104                          | \$79,803                          | \$81,399                          |
| B6-R2-2                              | \$72,385                 | \$75,280                          | \$76,410                          | \$79,084                          | \$81,852                          | \$83,489                          |
| B6-R2-3                              |                          |                                   | \$77,793                          | \$80,516                          | \$83,334                          | \$85,000                          |
| B6-R2-4                              |                          |                                   | \$79,193                          | \$81,965                          | \$84,834                          | \$86,530                          |
| Promotion                            |                          |                                   |                                   |                                   |                                   |                                   |

General Stream for Band 7 to Band 10 (except for Health Services Officers):

|                              | <u>Salary</u><br><u>1/12/07</u> | <u>Salary</u><br><u>30/11/08</u>                | <u>Salary</u><br><u>8/03/09</u>                 | <u>Salary</u><br><u>29/11/09</u>                | <u>Salary</u><br><u>28/11/10</u>                | <u>Salary</u><br><u>6/03/11</u>                 |
|------------------------------|---------------------------------|---|---|---|---|---|
| <u>Band</u>                  |                                 | <u>Increase</u><br><u>4.0%</u><br><u>(ffpp)</u> | <u>Increase</u><br><u>1.5%</u><br><u>(ffpp)</u> | <u>Increase</u><br><u>3.5%</u><br><u>(ffpp)</u> | <u>Increase</u><br><u>3.5%</u><br><u>(ffpp)</u> | <u>Increase</u><br><u>2.0%</u><br><u>(ffpp)</u> |
| B7-R1-A                      | \$76,007                        | \$79,047  | \$80,233  | \$83,041  | ~   | ~   |
| B7-R1-1                      |                                 |   | \$81,838  | \$84,702  | \$87,667  | \$89,420  |
| B7-R1-2                      | \$79,629                        | \$82,814  | \$84,056  | \$86,998  | \$90,043  | \$91,844  |
| Advancement Assessment Point |                                 |   |   |   |   |   |
| B7-R2-1                      |                                 |   | \$85,737  | \$88,738  | \$91,844  | \$93,681  |
| B7-R2-2                      |                                 |   |   | \$90,513  | \$93,681  | \$95,555  |
| Promotion                    |                                 |   |   |   |   |   |
| B8-R1-A                      | ~                               | ~   | ~   | ~   | ~   | ~   |
| B8-R1-B                      | ~                               | ~   | ~   | ~   | ~   | ~   |
| B8-R1-1                      | \$85,057                        | \$88,459  | \$89,786  | \$92,929  | \$96,181  | \$98,105  |
| B8-R1-2                      |                                 |   | \$91,582  | \$94,787  | \$98,105  | \$100,067                                       |
| Advancement Assessment Point |                                 |   |   |   |   |   |
| B8-R2-1                      |                                 |   | \$93,414  | \$96,683  | \$100,067                                       | \$102,068                                       |
| B8-R2-2                      |                                 |   | \$96,692  | \$100,076                                       | \$103,579                                       | \$105,650                                       |
| Promotion                    |                                 |   |   |   |   |   |
| B9-R1-A                      | \$93,075                        | \$96,798  | \$101,638                                       | ~   | ~   | ~   |
| B9-R1-1                      | \$97,729                        | \$101,638                                       | \$106,720                                       | \$110,455                                       | \$114,321                                       | \$116,608                                       |
| B9-R1-2                      | \$102,383                       | \$106,478                                       | \$111,802                                       | \$115,978                                       | \$120,037                                       | \$122,438                                       |
| B9-R1-3                      |                                 |   |   | \$121,501                                       | \$125,753                                       | \$128,268                                       |
| B9-R1-4                      |                                 |   |   | \$127,024                                       | \$131,469                                       | \$134,099                                       |
| Promotion                    |                                 |   |   |   |   |   |
| B10-R1-A                     | \$109,776                       | \$114,167                                       | \$119,876                                       | ~   | ~   | ~   |
| B10-R1-1                     | \$115,265                       | \$119,876                                       | \$125,869                                       | \$130,275                                       | \$134,834                                       | \$137,531                                       |
| B10-R1-2                     | \$120,754                       | \$125,584                                       | \$131,863                                       | \$136,789                                       | \$141,576                                       | \$144,408                                       |
| B10-R1-3                     |                                 |   |   | \$143,302                                       | \$148,318                                       | \$151,284                                       |
| B10-R1-4                     |                                 |   |   | \$149,816                                       | \$155,060                                       | \$158,161                                       |

(b) Salaries for Health Services Officers

(i) The salary increases for employees translating to the new General Stream as a Health Services Officer under this award are:

- (1) Increase of 4.0% effective the first full pay period commencing on or after 30 November 2008, comprising:

- (A) Annual Increase of 3.5%; and
- (B) Structural Realignment Increase of 0.5%.
- (2) Structural Adjustment Increase of 1.5% effective the first full pay period commencing on or after 8 March 2009.
- (3) Annual Increase of 3.5% effective the first full pay period commencing on or after 29 November 2009.
- (4) Annual Increase of 3.5% effective the first full pay period commencing on or after 28 November 2010.
- (5) Structural Adjustment Increase of 2.0% effective the first full pay period commencing on or after 6 March 2011.
- (ii) The following tables show the application of the increases set out in paragraph (i) above to salaries for employees in the General Stream for Health Services Officers:

Health Services Officer Bands 1 to Band 2:

|  | <u>Salary</u><br>1/12/07 | <u>Salary</u><br>30/11/08         | <u>Salary</u><br>8/03/09          | <u>Salary</u><br>29/11/09         | <u>Salary</u><br>28/11/10         | <u>Salary</u><br>6/03/11          |
|--|--------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <u>Band</u>                                      |                          | <u>Increase</u><br>4.0%<br>(ffpp) | <u>Increase</u><br>1.5%<br>(ffpp) | <u>Increase</u><br>3.5%<br>(ffpp) | <u>Increase</u><br>3.5%<br>(ffpp) | <u>Increase</u><br>2.0%<br>(ffpp) |
| HSO Level 1-1<br>(traineeship)                   | \$30,488                 | \$31,708                          | \$32,183                          | \$33,310                          | \$34,475                          | \$35,165                          |
|  | \$31,249                 |                                   |                                   |                                   |                                   |                                   |
| HSO Level 1-2<br>(traineeship)                   | \$31,711                 | \$32,979                          | \$33,474                          | \$34,646                          | \$35,858                          | \$36,575                          |
|  | \$32,190                 |                                   |                                   |                                   |                                   |                                   |
| HSO Level 1-3<br>(traineeship)                   | \$32,655                 | \$33,961                          | \$34,471                          | \$35,677                          | \$36,926                          | \$37,664                          |
| Advancement to level dependent on qualifications |                          |                                   |                                   |                                   |                                   |                                   |
| HSO Level 2-A                                    | \$32,898                 | \$34,214                          | ~                                 | ~                                 | ~                                 | ~                                 |
| HSO Level 2-1                                    | \$33,194                 | \$34,522                          | \$35,040                          | \$36,266                          | \$37,535                          | \$38,286                          |
| HSO Level 2-2                                    | \$33,620                 | \$34,965                          | \$35,489                          | \$36,731                          | \$38,017                          | \$38,777                          |
| HSO Level 2-3                                    |                          |                                   | \$35,956                          | \$37,214                          | \$38,517                          | \$39,287                          |
| HSO Level 2-4                                    |                          |                                   |                                   | \$37,915                          | \$39,242                          | \$40,027                          |

Health Services Officer Bands 2 to Band 5:

|  | Salary<br>1/12/07 | Salary<br>30/11/08         | Salary<br>8/03/09          | Salary<br>29/11/09         | Salary<br>28/11/10         | Salary<br>6/03/11          |
|--|-------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| Band   |                   | Increase<br>4.0%<br>(ffpp) | Increase<br>1.5%<br>(ffpp) | Increase<br>3.5%<br>(ffpp) | Increase<br>3.5%<br>(ffpp) | Increase<br>2.0%<br>(ffpp) |
| Promotion  |                   |                            |                            |                            |                            |                            |
| HSO Level 3-A                                      | \$34,059          | \$35,421                   | ~                          | ~                          | ~                          | ~                          |
| HSO Level 3-B                                      | \$34,381          | \$35,756                   | \$36,293                   | ~                          | ~                          | ~                          |
| HSO Level 3-C                                      | \$34,606          | \$35,990                   | \$36,530                   | \$37,809                   | \$39,132                   | ~                          |
| HSO Level 3-1                                      |                   |                            | \$37,180                   | \$38,481                   | \$39,828                   | \$40,625                   |
| HSO Level 3-2                                      |                   |                            |                            | \$38,933                   | \$40,296                   | \$41,102                   |
| HSO Level 3-3                                      |                   |                            |                            |                            | \$40,785                   | \$41,601                   |
| Promotion  |                   |                            |                            |                            |                            |                            |
| HSO Level 4-A                                      | \$34,812          | \$36,204                   | \$36,748                   | ~                          | ~                          | ~                          |
| HSO Level 4-B                                      | \$35,023          | \$36,424                   | \$36,970                   | \$38,264                   | ~                          | ~                          |
| HSO Level 4-C                                      | \$35,533          | \$36,954                   | \$37,509                   | \$38,821                   | ~                          | ~                          |
| HSO Level 4-1                                      | \$36,936          | \$38,413                   | \$38,990                   | \$40,354                   | \$41,767                   | \$42,602                   |
| HSO Level 4-2                                      | \$37,478          | \$38,977                   | \$39,562                   | \$40,946                   | \$42,380                   | \$43,227                   |
| HSO Level 4-3                                      |                   |                            | \$40,884                   | \$42,315                   | \$43,796                   | \$44,672                   |
| Promotion  |                   |                            |                            |                            |                            |                            |
| HSO Level 5-A                                      |                   |                            | \$41,427                   | \$42,877                   | \$44,378                   | ~                          |
| HSO Level 5-1                                      |                   |                            | \$42,267                   | \$43,746                   | \$45,277                   | \$46,183                   |
| HSO Level 5-2                                      |                   |                            | \$43,118                   | \$44,627                   | \$46,189                   | \$47,113                   |
| HSO Level 5-3                                      |                   |                            | \$43,998                   | \$45,538                   | \$47,132                   | \$48,074                   |
| HSO Level 5-4                                      |                   |                            | \$45,142                   | \$46,722                   | \$48,357                   | \$49,324                   |
| SEE GENERAL STREAM FOR PROMOTION BEYOND THIS POINT |                   |                            |                            |                            |                            |                            |

**4. ADVANCEMENT ASSESSMENT AND SALARY PROGRESSION**

(a) Classification and Progression

(i) For the purposes of this clause:

**‘Advancement assessment point’** means a salary increase available without promotion subject to assessment for advancement.

**‘B1’** means to Band 1, and so forth, and **‘R1’** means to Range 1, and so forth.

**‘B1-R1-1’** means level 1 in Range 1 of Band 1, and so forth.

**‘B1-R1-A’** means level A in Range 1 of Band 1, and so forth. However, the use of the letter indicates the salary level is transitional and it will cease by



March 2011.

**'Increment'** means an annual salary increase prescribed by a previous award.

**'Progression'** means a salary increase within a band subject to assessment.

- (ii) Subject to this award, progression from one band to another is via promotion. Progression from one range to another is via Advancement Assessment. Progression within a range is via progression criteria. An employee may advance through more than one salary level within the same band on the same date, as determined by the employer.
  - (iii) The new level of salary is payable immediately an advancement or progression has effect.
  - (iv) Appointment or promotion may be to any level within a band, as determined by the employer.
- (b) Application of Advancement Assessment and Progression Guidelines
- (i) For those employees whose anniversary occurs between 30 November 2008 and 8 March 2009, and who would have been entitled to an increment under previous classification arrangements will progress to the next salary point on the anniversary date of their appointment or promotion to their previous classification level.
  - (ii) For those employees who are not at the maximum salary point of their previous classification level or who have been at the maximum salary increment for less than 12 months at 8 March 2009, access to their next salary progression point will occur on the anniversary date of their appointment or promotion to their previous classification level after these dates.
  - (iii) For those employees who have been at maximum salary point of their former classification level as at 8 March 2009 for 12 months or more, access to the next salary point of the new classification band occurs at 8 March 2009.
- (c) Advancement Assessment and Progression Guidelines
- The following components will apply to the introduction of the changes to the advancement assessment and progression points:
- (i) Until agreed guidelines have been issued and implemented by an Agency, normal salary progression (increments) applies.
  - (ii) Agreed guidelines on salary progression points to be published with the target date of 9 March 2009.

- (iii) Agreed guidelines on advancement assessment points to be published with the target date of 9 March 2009.

## **5. GRADUATES, CADETS, APPRENTICES AND TRAINEES**

The salaries in this clause are those applicable in the General Stream on translation and the salaries after this date are as specified in clause 3 of this Part.

**"AQF"** means Australian Qualification Framework

**'Approved training'** means training undertaken (both on and off the job) in a traineeship involving formal instruction, both theoretical and practical and supervised practice in accordance with a traineeship scheme approved by the Tasmanian State Training Authority (the Authority).

For the purpose of this definition, the training will be accredited by and lead to qualifications being issued under the Australian Qualifications Framework (AQF) Level II, III or IV.

**'Certificate'** means a qualification or part qualification endorsed under the AQF.

**'Trainee'** means a person employed under the provisions of the State Service Act 2000 and who is bound by a traineeship Agreement made in accordance with this award.

**'Traineeship Agreement'** means an agreement made between the employer and trainee for a traineeship and which is registered with the Authority.

For the purpose of this definition, a Traineeship Agreement is to be made in accordance with the traineeship scheme and is not to operate unless this condition is met.

**'Traineeship scheme'** means an approved traineeship applicable to a group or class of employees employed under the State Service Act 2000.

For the purpose of this definition, a traineeship scheme is not to be given approval unless consultation and negotiation has occurred with the relevant union on the terms of the traineeship scheme and traineeship. An application for approval of a traineeship scheme is to identify the relevant union and demonstrate to the satisfaction of the Authority that the above-mentioned consultation and negotiation has occurred. A traineeship scheme is to include a standard format to be used for a Traineeship Agreement.

**'Year 10'** means, for the purposes of this award, any person leaving school before completing year 10 will be deemed to have completed year 10.

(a) Salaries for Certificate II, III & IV – Administrative Trainees

- (i) The salary on commencement for an employee undertaking an administrative traineeship, or equivalent, is B1-R1-1.

- (ii) The administrative trainee employee salary commences in B1-R1-1 and progresses through to B1-R2-3, subject to meeting the performance requirements of the satisfactory completion of each stage of the traineeship and satisfactory work performance.
- (iii) The trainee employee is eligible for advancement through the Advancement Assessment Points in Band 1, subject to satisfying the traineeship requirements.

| <u>YEAR 10</u> | <u>Year 11</u> | <u>Year 12</u>                       | <u>Band</u> |
|----------------|----------------|--------------------------------------|-------------|
| Entry          |                |                                      | B1-R1-1     |
|                | Entry          |                                      | B1-R1-2     |
|                |                | Entry                                | B1-R1-3     |
|                |                | Year 12 only<br>2 <sup>nd</sup> year | B1-R2-1     |
| Completion     | Completion     | Completion                           | B1-R2-3     |

(b) Salaries for Certificate III – Apprenticeship – Tradesperson

- (i) The salary of an apprentice or trainee trade employee commences at B1-R1-1 and progresses through to B3-R1-1 without the requirement for promotion, subject to meeting the performance requirements of the satisfactory completion of each stage of the training qualification and satisfactory work performance. They are then eligible to advance through other progression points in Band 3.

| <u>Year 10<br/>Entry</u> | <u>Year 11<br/>Entry</u> | <u>Year 12<br/>Entry</u> | <u>Adult<br/>Apprentice</u> | <u>Band</u> |
|--------------------------|--------------------------|--------------------------|-----------------------------|-------------|
| Stage 1                  |                          |                          |                             | B1-R1-1     |
|                          | Stage 1                  |                          |                             | B1-R1-2     |
|                          |                          | Stage 1                  | Stage 1                     | B1-R1-3     |
| Stage 2                  | Stage 2                  |                          |                             | B1-R2-1     |
|                          |                          | Stage 2                  | Stage 2                     | B1-R2-3     |
| Stage 3                  | Stage 3                  | Stage 3                  | Stage 3                     | B2-R1-1     |
| Stage 4                  | Stage 4                  | Stage 4                  | Stage 4                     | B2-R1-4     |
| On<br>completion         | On<br>completion         | On<br>completion         | On<br>completion            | B3-R1-1     |

- (ii) The minimum salary on commencement for an employee undertaking trade value work requiring an essential trade qualification and for which a trade qualification of AQF Certificate III (that is Trades Certificate requiring a nominal 960 hours of training or equivalent delivered by a Registered Training Organisation) is required, is B3-R1-1.

(c) Salaries for Certificate IV – Apprenticeship – Special Class Tradesperson

- (i) The salary of an apprentice or trainee special class trade employee commences at B1-R1-1 and progresses through to B3-R1-1 without the requirement for promotion, subject to meeting the performance requirements of the satisfactory completion of each stage of the training qualification and satisfactory work performance. They are then eligible to advance through other progression points in Band 3.
- (ii)\_ The minimum salary on commencement for an employee undertaking trade technical work and for which a trade qualification of Certificate IV (Special Class/Higher), or equivalent, is essential is B3-R1-2.

| <u>Stage</u>  | <u>Band</u> |
|---------------|-------------|
| Stage 1       | B1-R1-3     |
| Stage 2       | B1-R2-3     |
| Stage 3       | B2-R1-1     |
| Stage 4       | B3-R1-1     |
| On completion | B3-R1-2     |

- (iii) The salary on completion of the trade's qualification of Certificate IV (Special Class) at a minimum is that of B3-R1-2, otherwise the salary continues at the rate for the classification of the work undertaken by the employee.
- (d) Salaries for Diploma – Apprenticeship – Advanced Tradesperson, Diploma for Technical Trainee
  - (i) The salary of an apprentice/technical trainee commences in B1-R1-3 and progresses through to B3-R1-2 without the requirement for promotion, subject to meeting the performance requirements of the satisfactory completion of each stage of the qualification and satisfactory work performance. They are then eligible to advance through other progression points in Band 3.
  - (ii) The technical trainee is eligible for advancement through the Advanced Assessment Points in Band 1 subject to satisfying the performance requirements stated above.

| <u>Stage</u>  | <u>Band</u> |
|---------------|-------------|
| Stage 1       | B1-R1-3     |
| Stage 2       | B1-R2-3     |
| Stage 3       | B2-R1-1     |
| Stage 4       | B3-R1-1     |
| On completion | B3-R1-2     |

- (iii) The minimum salary on commencement for an employee undertaking technical work and for which a technical qualification of Diploma, or equivalent, is an essential qualification is B3-R1-2.
- (e) Salaries for Advanced Diploma – Technical Trainee
  - (i) The salary on commencement for an employee undertaking technical work for which a technical qualification of Advanced Diploma, or equivalent, which involves a minimum of 1200 hours training delivered by a Registered Training Organisation, is B3-R1-4.
  - (ii) The technical trainee salary commences in B1-R1-3 and progresses through to B3-R1-4 without the requirement for promotion, subject to satisfactory completion of each stage of the qualification and satisfactory work performance. They are then eligible to advance through other progression points in Band 3.

| <u>Stage</u>  | <u>Band</u> |
|---------------|-------------|
| Stage 1       | B1-R1-3     |
| Stage 2       | B1-R2-3     |
| Stage 3       | B2-R1-4     |
| Stage 4       | B3-R1-2     |
| On completion | B3-R1-4     |

(f) Minimum Adult Wage Rates – Adult Apprenticeships

- (i) When a person, employed in the State Service, enters into a contract of training as an adult apprentice pursuant to the provisions of the *Vocational Education and Training Act 1994*, the employee is not to suffer a reduction in salary as a consequence of entering into a contact of training, unless the salary exceeds B2-R1-1 (Stage 3).
- (ii) The rate of salary the adult apprentice is to receive is that of the classification of work in which the adult apprentice was engaged immediately prior to entering into the contract of training, subject to a maximum of the salary specified for B2-R1-1. A salary in excess of B2-R1-1 may continue to be paid at the discretion of the relevant Head of Agency.

(g) Salaries for School Based Apprenticeships

(i) Definition

This subclause applies to school based apprentices. A school-based apprentice is a person who is undertaking an apprenticeship in accordance with this clause while also undertaking a course of secondary education.

(ii) Wage Rates

The hourly rates for full-time apprentices as set out in this award apply to school based apprentices for total hours worked including time deemed to be spent in off-the-job training.

For the purposes of the above paragraph, where a school-based apprentice is a full time school student, the time spent in off-the-job training for which the apprentice is paid is deemed to be 25 per cent of the actual hours each week worked on-the-job. The wages paid for training time may be averaged over the semester or year.

(iii) Off-The-Job Training

A school-based apprentice is allowed, over the duration of the apprenticeship, the same amount of time to attend off-the-job training as an equivalent full-time apprentice.

For the purposes of this subclause, off-the-job training is structured training delivered by a Registered Training Organisation separate from normal work duties or general supervised practice undertaken on-the-job.

(iv) Duration of Apprenticeship

The duration of the apprenticeship is to be as specified in the training agreement or contract for each apprentice. The period so specified to which the apprentice wage rates apply is not to exceed six years.

(v) Progression Through Wage Structure

School-based apprentices progress through the wage scale at the rate of 12 months' progression for each two years of employment as an apprentice.

The rates of pay are based on a standard apprenticeship of four years. The rate of progression reflects the average rate of skill acquisition expected from the typical combination of work and training for a school-based apprentice undertaking the applicable apprenticeship.

(vi) Conversion from a School Based to Full Time Apprenticeship

Where an apprentice converts from a school based to a full-time apprenticeship, all time spent as a full-time apprentice counts for the purposes of progression through the wage scale. This progression applies in addition to the progression achieved as a school-based apprentice.

(vii) Award Entitlements

School based apprentices are entitled to pro rata entitlements available to employees covered by this award.

(h) Salaries for Cadets – Bachelor Degree

(i) The salary on commencement for an employee undertaking a cadetship, or equivalent, is B1-R1-3.

(ii) The salary for an employee undertaking a cadetship commences in B1-R1-3 and progresses through to B4-R2-1 without the requirement for promotion, subject to meeting the performance requirements of the satisfactory completion of each stage of the cadetship and satisfactory work performance. They are then eligible to advance through other progression points in Band 4.

| <u>Stage</u>                                      | <u>Band</u> |
|---|-------------|
| Year 1 - 1 <sup>st</sup> year of degree           | B1-R1-3     |
| Year 2 - 1 <sup>st</sup> year of degree           | B1-R2-3     |
| Year 3 - 2 <sup>nd</sup> year of degree           | B2-R1-4     |
| Year 4 - 2 <sup>nd</sup> year of degree           | B3-R1-1     |
| Year 5 - 3 <sup>rd</sup> year of degree           | B3-R1-4     |
| Year 6 - 3 <sup>rd</sup> year of degree           | B4-R1-2     |
| Salary of next progression point after Graduation | B4-R2-1     |

(iii) The salary of B4-R2-1 is the minimum salary for a cadet graduate with 12 months work experience.

(i) Salaries for Graduate Development Program – Bachelor Degree

(i) A Graduate Development Program employs graduates for formal career development based on the relevance of qualifications for specific Agency occupations.

(ii) The salary on commencement of a graduate officer is B3-R1-1 and progresses through to B4-R2-1 without the requirement for promotion, subject to satisfactory work performance. They are then eligible to advance through other progression points in Band 4.

| <u>Stage</u>               | <u>Band</u> |
|----------------------------|-------------|
| 1 <sup>st</sup> year (min) | B3-R1-1     |
| 2 <sup>nd</sup> year (min) | B3-R1-4     |
| 3 <sup>rd</sup> year (min) | B4-R1-2     |
| 4 <sup>th</sup> year (min) | B4-R2-1     |



(iii) Minimum Salary Point:

The salary progression outlined above for this group of employees represents the minimum salary steps required according to these salary arrangements. Agencies may accelerate the progress of employees, subject to performance requirements and competency assessment. The entry level may be advanced in cases where the qualification requirements have already been satisfactorily completed.

## **6. TERMS OF APPRENTICESHIPS/TRAINEESHIPS**

(a) Competency Based Training

(i) Apprenticeships/traineeships under this award are competency based.

The actual time taken to complete an apprenticeship/traineeship will therefore vary depending upon factors such as the intensity of training and the variety of work experience.

(ii) The nominal period of the apprenticeship/traineeship is to be four years, however, this period may be varied as follows:

(1) With the approval of the Office of Post Compulsory Education & Training, to recognise prior learning including vocational education and training in school, pre-apprenticeship programs and other prior learning, the nominal period of the contract may be shortened to reflect the proportion of the competencies already acquired.

(2) It may be extended to enable the apprentice/trainee to complete the competencies.

(iii) Notwithstanding the nominal period, the apprenticeship/traineeship is to be completed in shorter period when:

(1) The qualification specified in the Training Agreement is successfully completed; and

(2) The apprentice/trainee has the necessary practical experience to achieve competency in the skills covered by the Training Agreement. The determination as to whether this condition has been met is to be by agreement between the Registered Training Organisation, the employer and the apprentice. Where there is a disagreement concerning this matter the matter may be referred to the Tasmanian State Training Authority for determination; and

(3) The requirements of the Office of Post Compulsory Education & Training and any requirements of the relevant National Industry Skills Council in respect to demonstration of competency and any minimum necessary

work experience requirements are met; and

- (4) In respect to trades where there are additional licensing or regulatory requirements under Tasmanian State legislation, when these requirements are met.
  - (iv) The salary rates applying to apprenticeships and traineeships are based on competency based training progression are set out in Clause 5 of this Part.
- (b) Terms of Trades Apprenticeship/Traineeship

| <u>Stage</u> | <u>Entry and Progression Requirements</u>  |
|--------------|--|
| Stage 1      | Entry Level  |
| Stage 2      | An apprentice/trainee enters Stage 2 and on attainment of 25% of the total competency units for the relevant Certificate qualification specified in the training agreement or 12 months after commencing the apprenticeship /traineeship whichever is earlier. |
| Stage 3      | An apprentice/trainee enters Stage 3 and on attainment of 50% of the total competency units for the relevant Certificate qualification specified in the training agreement or 12 months after commencing the apprenticeship /traineeship whichever is earlier. |
| Stage 4      | An apprentice/trainee enters Stage 4 and on attainment of 75% of the total competency units for the relevant Certificate qualification specified in the training agreement or 12 months after commencing the apprenticeship /traineeship whichever is earlier. |

Upon the attainment of 100% of the total competency units for the relevant Certificate qualification specified in the training agreement and subject to subclause (b) of this clause an apprentice/trainee will exit with the relevant Certificate qualification

- (c) Apprentices who are attending approved education training institutions and who present reports of satisfactory conduct is to be reimbursed all fees paid by them.

## **7. SUPPORTED WAGE SYSTEM FOR PERSONS WITH DISABILITIES**

- (a) Eligibility Criteria
  - (i) Subject to this clause an employer may engage employees at a supported wage rate (as set out in subclause (c) of this clause) who meet the impairment criteria for receipt of a Disability Support Pension and who,

because of their disability, are unable to perform the range of duties to the competence level normally required for the class of work for which they are engaged.

(ii) This clause does not apply to:

- (1) any existing employee who has a claim against the employer which is subject to the provisions of workers' compensation legislation; or
- (2) any provision of this award relating to the rehabilitation of employees who are injured in the course of their current employment.

(iii) This clause does not apply to employers in respect of their facility, program, undertaking, service or the like which receives funding under the *Disability Services Act 1986* and fulfils the dual role of service provider and sheltered employer to people with disabilities who are in receipt of or are eligible for a disability support pension, except with respect to an organisation which has received recognition under section 10 or under section 12A of the above Act, or if a part only has received recognition, that part.

(b) Definitions

For the purposes of this subclause:

**'Supported Wage System'** means the Commonwealth government system to promote employment for people who cannot work at full award wages because of a disability.

**'Accredited Assessor'** means a person accredited by the management unit established by the Commonwealth under the Supported Wage System to perform assessments of an individual's productive capacity within the Supported Wage System.

**'Disability Support Pension'** means the pension available under the Commonwealth pension scheme to provide income security for persons with a disability as provided under the *Social Security Act 1991*, as amended from time to time, or any successor to that scheme.

**'Assessment instrument'** means the form provided for under the Supported Wage System that records the assessment of the productive capacity of the person to be employed under the Supported Wage System.

(c) Supported Wage Rates

Employees to whom this subclause applies are to be paid the applicable percentage of the minimum rate of pay including any incremental wage adjustment as may be prescribed by this award applicable to the class of work for which the person is performing according to the following schedule:

| <u>Assessed capacity<br/>(subclause (d))</u> | <u>% of prescribed<br/>award rate</u> |
|--|---------------------------------------|
| 10%  | 10                                    |
| 20%  | 20                                    |
| 30%  | 30                                    |
| 40%  | 40                                    |
| 50%  | 50                                    |
| 60%  | 60                                    |
| 70%  | 70                                    |
| 80%  | 80                                    |
| 90%  | 90                                    |

**PROVIDED** that the minimum amount payable is to be not less than \$66 per week.

(d) Assessment of Capacity

For the purpose of establishing the percentage of the award rate to be paid to a supported wage employee under this award, the productive capacity of the employee is to be assessed in accordance with the Supported Wage System and documented in an assessment instrument by either:

- (i) the employer and a union party to the award, in consultation with the employee or, if desired by any of these;
- (ii) the employer and an accredited Assessor from a panel agreed by the parties to the award and the employee.

(e) Lodgment of Assessment Instrument

- (i) All assessment instruments under the conditions of this subclause, including the appropriate percentage of the award wage to be paid to the employee, are to be lodged by the employer with the Registrar of the Tasmanian Industrial Commission.
- (ii) All assessment instruments are to be agreed and signed by the parties to the assessment, provided that where a union which is party to the award, is not a party to the assessment, it is to be referred by the Registrar of the Tasmanian Industrial Commission to the union by certified mail and is to take effect unless an objection is notified to the Registrar of the Tasmanian Industrial Commission within 10 working days.

(f) Review of Assessment

The assessment of the applicable percentage is to be subject to annual review or earlier on the basis of a reasonable request for such a review. The process of review is to be in accordance with the procedures for assessing capacity under the Supported Wage System.

(g) Other Terms and Conditions of Employment

Where an assessment has been made, the applicable percentage is to apply to the wage rate only. Employees covered by the supported wage provisions of this clause are to be entitled to the same terms and conditions of employment as all other workers covered by this award who are paid on a pro rata basis.

(h) Workplace Adjustment

An employer wishing to employ a person under the provisions of this clause is to take reasonable steps to make changes in the workplace to enhance the employee's capacity to do the job. Changes may involve re-design of job duties, working time arrangements and work organisation in consultation with other workers in the area.

(i) Trial Period

- (i) In order for an adequate assessment of the employee's capacity to be made, an employer may employ a person under the provisions of this clause for a trial period not exceeding 12 weeks, except that in some cases additional work adjustment time (not exceeding four weeks) may be needed.
- (ii) During that trial period the assessment of capacity is to be undertaken and the proposed wage rate for a continuing employment relationship is to be determined in accordance with subclauses (d) and (e).
- (iii) The minimum amount payable to the employee during the trial period is to be no less than \$66.00 per week or such greater amount as is agreed from time to time between the parties.
- (iv) Work trials should include induction or training as appropriate to the job being trialed.
- (v) Where the employer and employee wish to establish a continuing employment relationship following the completion of the trial period, a further contract of employment is to be entered into based on the outcome of assessment under subclause (c) hereof.

## **8. SALARY SACRIFICE BY EMPLOYEES**

(a) Superannuation

- (i) An employee may elect to salary sacrifice a proportion of their award salary to a complying superannuation scheme of their choice, as defined in the *Public Sector Superannuation Reform Act 1999*, subject to compliance with any Tasmanian or Commonwealth government directive and legislation.
- (ii) Administrative costs incurred as a result of an employee entering into or amending a salary sacrifice agreement will be met by the employee.

- (iii) Salary for all purposes, including superannuation for employees entering into salary sacrifice agreement, will be determined as if a salary sacrifice agreement did not exist.
  - (iv) Salary sacrifice agreements will be annual with employees being able to renew, amend or withdraw. An employee may withdraw at any time from a salary sacrifice agreement.
- (b) Other Benefits
- (i) An employee may elect to sacrifice a proportion of their award salary for non-salary (excluding novated lease of vehicles) and superannuation benefits subject to compliance with any Tasmanian or Commonwealth government directive and legislation.
  - (ii) Any Fringe Benefit Tax or direct administrative costs incurred as a result of a salary sacrifice arrangement will be met by the employee.
  - (iii) Salary for all purposes, for employees entering into a salary sacrifice arrangement, will be calculated as if the salary sacrifice arrangement did not exist.
  - (iv) Salary sacrifice arrangements will be annual based on the Fringe Benefit Reporting Year with employees being able to renew, amend or withdraw. An employee may withdraw from a salary sacrifice arrangement at any time.

## **9. SALARY PACKAGING**

- (a) An employee who is employed to work in a public hospital or public ambulance service, as defined by the Australian Taxation Office, may elect, up to the amount allowed under relevant legislation, to take a proportion of their award salary in a form selected from a list of options offered by the employer.
- (b) Fringe Benefit Tax and any administrative costs incurred as a result of an employee entering into or amending a salary packaging arrangement will be met by the employee.
- (c) Salary for all purposes, including superannuation, for employees entering into a salary packaging arrangement will be calculated as if the salary packaging arrangement did not exist.
- (d) Salary packaging arrangements will be annual and based on the Fringe Benefit Reporting Year. The employee will be able to renew or amend the arrangement annually. An employee may withdraw from a salary packaging arrangement at any time.

- (e) Where the an employee ceases to be employed in a public hospital or public ambulance service, as defined by the Australian Taxation Office, any salary packaging arrangements will cease to apply from the date of cessation of employment.

#### **10. MARKET ALLOWANCE**

On receipt of an application from a State Service Agency the employer may determine to pay a market allowance up to 10% of salary above the maximum salary of the specified band where it can be demonstrated to the satisfaction of the employer the following applies to a specific group and/or role:

- (a) Highly specialist skills for the work value level;
- (b) Scarce skills compared to other similar roles at the work value level;
- (c) Critical impact of the responsibilities and duties of that work value level; and
- (d) High paying market for the particular role and at the work value level.

The employer is to provide directions on procedures, monitoring and reporting requirements for submissions for establishing a market allowance relevant to a specific group and/or role.

#### **11. HIGHER DUTIES ALLOWANCE**

For the purposes of this clause reference to an employee does not include an employee employed for a fixed term or on a casual basis.

- (a) An employee is entitled to a higher duties allowance only when the employee is directed to perform duties that are classified higher than the employee's substantive band for a period of five or more consecutive working days. The employee is to be paid an allowance equal to the difference between the employee's normal salary level and the minimum salary level of the duties being undertaken at the higher classification band.
- (b) An employee who performs duties at the same higher classification band, as prescribed in subclause (a), for a continuous period of 12 months is eligible for salary progression, if provided for and eligible for advancement in accordance with the advancement progression assessment in the higher classification band.
- (c) An employee who performs duties at the same higher classification band, as prescribed in subclause (a), for broken periods that aggregate 12 months in a period of three years is eligible for salary progression, if provided for and subject to advancement progression assessment in the higher classification band.

- (d) An employee promoted to a higher classification band is to have a period of continuous higher duties immediately prior to this promotion, for which an allowance is payable, according to subclause (a), taken into account in establishing the applicable salary level and date of eligibility of future salary progression.
- (e) An employee promoted to a higher classification band is to have a period of broken higher duties prior to this promotion, for which an allowance is payable, according to subclauses (a) and (c), taken into account in establishing the applicable salary level and date of eligibility of future salary progression.
- (f) An employee in receipt of an allowance according to this clause is to continue to be paid the allowance while on approved paid leave, except long service leave, provided that the duties would have been continuous but for the period of the paid leave, and are resumed immediately on the completion of the period of paid leave.
- (g) Payment for overtime undertaken while in receipt of a higher duties allowance is to include the higher duties allowance prescribed by this clause, subject to the overtime provisions in Part VII – Hours of Work and Overtime for Day Work.

## **12. MORE RESPONSIBILITY DUTIES ALLOWANCE**

For the purposes of this clause reference to an employee does not include an employee employed for a fixed term or on a casual basis.

- (a) An employee is entitled to a more responsible duties allowance when the employee is directed to perform duties that are in excess of the duties of the employee's classification band or consist of partial higher duties for a period of five or more consecutive working days.
- (b) The more responsible duties allowance payable is to be in proportion to the more responsible duties undertaken compared to the employee's normal duties and by reference to the employee's salary and the work value of the more responsible duties undertaken.
- (c) An employee in receipt of an allowance according to this clause is to continue to be paid the allowance while on approved paid leave, except long service leave, provided that the more responsible duties would have been continuous but for the period of the paid leave and are resumed immediately on the completion of the period of paid leave.
- (d) Payment for overtime undertaken while in receipt of a more responsible duties allowance is to include the allowance prescribed by this clause subject to the overtime provisions in Part VII – Hours of Work and Overtime for Day Work.



### **13. MIXED FUNCTIONS ALLOWANCE**

Notwithstanding Clause 11 or 12 of this Part, Health Services Officers and those performing duties requiring a trade qualification engaged continuously for two hours or more on duties carrying a higher rate than that employee's ordinary classification band and salary level, are to be paid the higher rate for such day or shift. If for less than two hours, the employee is to be paid the higher rate for the time worked.

**PROVIDED** that where an employee is required to work to relieve a person assigned supervisory duties where that person is absent on their nominated day off or a day in lieu thereof, this allowance does not apply.

**PROVIDED FURTHER** that where an employee would have been eligible to receive this allowance under the Community and Health Services (Public Sector) Award (No.4 of 2008) and is no longer eligible as a result of the implementation of this award, they should be entitled to receive the allowance.

## PART III – CLASSIFICATION AND RELATED MATTERS

### 1. CLASSIFICATION DESCRIPTORS

#### (a) Introduction

##### (i) Purpose:

The purpose of classification descriptors is to categorise the wide range of occupations and different types of work across the Tasmanian State Service into distinct work value levels, to which salaries are aligned.

The classification standards are broad and describe the core features of work at each band from seven perspectives called job components. The classification descriptors determine the appropriate classification for the duties assigned to employees.

##### (ii) “Best Fit”:

The job components have equal weight or effect and no description within a component has more importance than another. Some descriptors, however, are more relevant in describing different types of work than others, and therefore will have more influence in classifying that work. Naturally, not each and every descriptor applies to any individual job. These descriptors are appropriately used when particular descriptors of job components and the overall theme or “feel” of a particular band provides the “best fit” to an employee’s duties.

In using the descriptors it is important to consider particular organisational arrangements, such as the reporting relationships above and below specifically assigned duties.

##### (iii) Similarity of Descriptors:

The descriptors of some job components at different bands are similar because of shared requirements which mean the key differences in different work value levels lie in other features of the work.

#### (b) Qualifications and Essential Requirements

##### (i) Qualifications:

The employer may determine that a qualification is essential according to the nature of the work to be undertaken. The qualification may be provided by a university, a vocational education organisation or a registered and accredited training provider.

(ii) Essential Requirements:

The employer may determine that certain requirements need to be met according to the nature of the work to be undertaken.

(c) Features

The following are the key features of the Classification Model:

(i) There are ten bands with an Advancement Assessment Point in Bands 1, 4, 6, 7 and 8 which provide for two ranges within those bands.

(ii) Work is described in seven job components for each band.

The components are:

(1) Focus:

The primary purpose of work at each band, including the range of objectives and activities.

(2) Context and Framework:

The operating environment and decision-making framework for work at each band.

(3) Expertise:

The qualifications, knowledge and experience required for work at a particular band.

(4) Interpersonal Skills:

Oral and written communication skills and the ability to lead people and manage relationships.

(5) Judgement:

Critical thinking, problem solving and decision-making requirements of each band.

(6) Influence of Outcomes:

The influence and effect that work of a satisfactory standard would have on the outcomes required of each band.

(7) Responsibility for Outcomes:

The principal responsibilities of work at each band.

(iv) The General Stream descriptors define work in 4 broad levels according to the focus of the work and the framework in which it is performed. These are as follows:

(1) Bands 1, 2 and 3

Work involves the application of practices, methods and standards according to existing guidelines, systems and processes.

(2) Bands 4, 5 and 6

Work involves the maintenance and modification of guidelines, systems and processes according to a defined policy and regulatory operating environment. The operating environment is Agency-specific in terms of organisational design, planning, structures and interpretation of government objectives.

(3) Bands 7 and 8

Work involves the interpretation and modification of policy and regulatory settings according to operational requirements (internal – how we work) and service delivery (external - what we do) demands. A broader whole-of-Agency and/or whole-of-government perspective.

(4) Bands 9 and 10

Work involves significant new strategic, policy and decision-making frameworks that apply to specific areas of specialisation of extremely high sensitivity or wide strategic importance, or which have far reaching implications for government or beyond and whole-of-government and whole-of-community and whole-of-discipline perspective.

## **2. REFERENCE FRAMEWORK**

The following definitions have been adopted to complement the classification descriptors. They reflect the hierarchical nature of the work undertaken in complex State Service organisations. The work performed by individuals in these organisations may range across one or more aspects of this reference framework. Invariably, however, the principal objective of the work of an individual employee aligns more closely with one aspect than another.

(a) Task

A defined piece of work which forms part of a unit of activity.

(b) Discipline

A branch of instruction. For example: botany, accountancy, journalism, information science, underwater diving, carpentry.

(c) Field

An area or sphere of operation or activities. For example: Occupational Health and Safety, Training and Development, Expenditure Control.

(d) Activities

Work and actions of related fields that typically combine within a functional (Branch) or program area.

(e) Program

A program may stand alone or located within a functional unit. Typically involves related disciplines within a function of an Agency or related fields that range across functional areas. May have a defined life span and/or includes a project.

(f) Function

A related and aligned area of activities combined to form a unit (typically a Branch) within the structure of a Division.

(g) Policy

Create, design, develop, model, trial, test, modify, adopt or implement a course of action.

(h) Strategy

Policy implementation – what, how, by whom, when and where.

### **3. SUMMARY OF DIFFERENCES BETWEEN GENERAL STREAM BANDS**

(a) Band 1

Work involves routine tasks requiring the application of precise practices according to existing processes with strictly limited scope and discretion.

(b) Difference Between Band 1 and Band 2

Band 2 undertakes multiple and diverse tasks which require some independent judgement in how they are performed. Performance is assessed by the satisfactory completion of tasks consistent with an increasing degree of independent management of work.

(c) Difference Between Band 2 and Band 3

Band 3 tasks are complex and involve intricate and unrelated techniques that require may require qualified and specialised skills. The exercise of independent judgement is integral to the work and non-standard requirements require considerable creativity and initiative. Assistance is provided to a supervisor.

(d) Difference Between Band 3 and Band 4

Band 4 work is directed at coordinating and integrating the operational functions to be undertaken, or towards understanding and interpreting the decision-making framework within which the work activity occurs, or aspects of both, depending upon range of the activities of the work area.

(e) Difference Between Band 4 and Band 5

Band 5 work is directed at coordinating and integrating the operational procedures to be undertaken, that is, the systems and processes for program and service delivery within which a multitude of tasks are performed. High level specialised skill and expertise in a particular discipline or field of activity.

(f) Difference Between Band 5 and Band 6

Band 6 work applies the decision-making framework (policies, rules and regulations) in support of program or service delivery of a defined field of activity, which may involve more than one discipline. Considerable autonomy of approach in delivering outcomes and the advice and recommendations provided are regarded as definitive for that activity.

(g) Difference Between Band 6 and Band 7

Band 7 work leads a complex activity or program unit requiring the development and/or determination of the operational methodology according to the decision-making framework and service delivery requirements.

(h) Difference Between Band 7 and Band 8

Band 8 work leads a complex functional or program unit and develops program strategies, policies and operational approach. The outcomes of the functional or program activities have a direct and significant effect on the achievement of organisational objectives.

(i) Difference Between Band 8 and Band 9

Band 9 work leads a multi-functional or multi-disciplinary program where operational policies and precedents are not definitive and outcomes are of critical strategic importance across Agencies or at government level.

(j) Difference Between Band 9 and Band 10

Band 10 work leads a multi-functional or multi-disciplinary program which may influence government policy and involve a high degree of sensitivity or risk and where outcomes can influence national debate in the field of expertise.

Bands 9 and 10 cater for work requiring high level specialist expertise, as demonstrated by associated attraction and retention issues, in excess of Band 8 but which does not have the management and/or corporate focus required of Senior Executive Service work. These duties and responsibilities will continue to be required to satisfy Senior Executive Service criteria and work value considerations.

The difference between Bands 9 and 10 will also often result from market forces, the impact on government, the significance of outcomes and reporting arrangements.

**4. GENERAL STREAM BAND DESCRIPTORS**

| <b>Band 1</b>         |  |
|-----------------------|--|
| Focus                 | <p>Entry level work requiring the application of precise practices, methods and standards where the focus is on learning, developing and refining non-trade/trade/technical/administrative skills to apply within existing operational guidelines, systems and processes.</p> <p>Routine task focussed work which initially is strictly limited in scope. Exposure to a wider range and complexity of tasks increases with knowledge and experience.</p> <p>The scope of work assigned varies according to specific entry level qualifications, the nature of the role and experience.</p> |
| Context and Framework | <p>Clear and detailed instructions on techniques, methods, priorities and timeframes are provided and work is performed under close supervision. Work is routinely reviewed and checked for task completion.</p>   |
| Expertise             | <p>Knowledge and expertise is consistent with entry level work and work with defined and limited functions. Qualifications and experience vary at this level and the work undertaken is consistent with that knowledge.</p> <p>Knowledge and experience may be gained through relevant courses of study and/or competency assessment.</p>  |

| <b>Band 1</b>               |   |
|-----------------------------|---|
| Interpersonal Skills        | <p>Receives instruction, advice and feedback relevant to gaining knowledge, applying skills and completing tasks.</p> <p>Maintains open communication to learn and understand operational context and to improve efficiency and effectiveness.</p> <p>Provides explanations of standard and routine processes and procedures to team members, clients and members of the public.</p> <p>As expertise increases is expected to suggest improvement in the application of techniques, practices and methods, to provide feedback on instructions received and procedures to be followed and to assume more responsibility for how skills are applied and tasks are completed.</p> |
| Judgement                   | <p>Initially choices are limited to following clear and specific instructions according to existing standards.</p> <p>As familiarity develops increasing judgement is expected in selecting the most appropriate means of completing the task while deviations, problems or unfamiliar situations not covered by instructions would be referred to the supervisor.</p>  |
| Influence of Outcomes       | <p>The influence of this work is limited to undertaking tasks that provide routine and standard information, support and assistance to the work team, clients and members of the public.</p> <p>Contributes to team and client satisfaction by correct and appropriate use of skills.</p>   |
| Responsibility for Outcomes | <p>Responsible for the satisfactory completion of tasks consistent with learning and developing skills and applying them correctly in the operational context.</p> <p>Responsible for appropriate use of tools, equipment and resources and for establishing co-operative relationships with team members, clients and members of the public.</p>   |



| <b>Band 2</b>         |  |
|-----------------------|--|
| Focus                 | <p>Work requiring the application of conventional non-trade or administrative practices methods and standards according to existing operational guidelines, systems and processes.</p> <p>The work consists of multiple, diverse tasks to be performed to achieve specified outcomes.</p> <p>The work provides routine advice, support and assistance to a work team.</p>  |
| Context and Framework | <p>Initially detailed instructions are provided on established techniques, methods, priorities and timeframes.</p> <p>Consistent with increasing experience detailed instructions are limited to unusual requirements which do not have clear guidelines or precedents.</p> <p>Some interpretation, modification or adjustment of accepted practices, methods or standards may be required to achieve specified outcomes.</p> <p>Performance is assessed by task completion in meeting specified outcomes.</p> |
| Expertise             | <p>Knowledge and expertise consistent with qualifications recognised at Certificate III or equivalent level.</p> <p>Some conventional practices, methods and standards are known. As knowledge and experience is gained in understanding relevant systems and procedures independent management of work load increases.</p>  |
| Interpersonal Skills  | <p>Receives instructions and guidance on work practices and processes and in meeting unusual requirements.</p> <p>Actively participates in reviewing and explaining operational procedures and in providing information and liaising with clients, stakeholders and members of the public.</p> <p>Displays good communication and interpersonal skills in gaining the co-operation of others and deals effectively with challenging behaviour.</p>   |

| <b>Band 2</b>               |   |
|-----------------------------|---|
| Judgement                   | <p>Increasingly required to exercise judgement in the choice of work methods, in prioritising tasks and in the application of skill in selecting the appropriate course of action.</p> <p>Independent decision-making and initiative regarding the planning and completion of tasks and achievement of outcomes is expected to increase with experience.</p> <p>Proposes alternative approaches in the work area.</p> |
| Influence of Outcomes       | <p>The work contributes to the effective operation of the work unit including on client, stakeholder and public perception.</p> <p>Maintains established standards, systems and procedures and proposes improvements to practices, methods and processes.</p>   |
| Responsibility for Outcomes | <p>Responsible for the satisfactory completion of tasks that are significant for the operational effectiveness of the work unit.</p> <p>Responsible for ensuring work methods and processes meet required standards with some independence to modify or adapt existing approaches for more effective service delivery for client and stakeholder.</p>   |

| <b>Band 3</b>         |  |
|-----------------------|--|
| Focus                 | <p>Work requiring qualified trade/technical or specialised administrative and clerical skills for the application and adjustment of conventional practices, methods and standards according to established guidelines, systems and processes.</p> <p>The work consists of a trade/technical practitioner or specialised administrative and clerical focus on complex, multiple, diverse tasks to be performed to achieve specified outcomes. Tasks involve precise, intricate and unrelated methods and processes.</p> <p>May assist a team leader to supervise less experienced staff engaged in performing similar less demanding tasks.</p> |
| Context and Framework | <p>General instructions are provided, other than for more complex and unusual requirements which do not have clear guidelines or precedents.</p> <p>Interpretation, modification or adjustment of accepted practices, methods or standards is routinely required to achieve specified outcomes.</p> <p>Uses initiative to resolve issues and satisfy client and stakeholder requirements.</p>  |
| Expertise             | <p>Knowledge and expertise consistent with qualifications recognised at Certificate III and IV or equivalent level.</p> <p>Trade/Technical practitioner or specialist administrative and clerical subject matter knowledge and experience in the application of practices, methods and standards to meet the requirements of the operational area.</p> <p>Recognised trade/technical practitioner and specialised administrative and clerical skills in applying precise, intricate and unrelated practices and methods to resolve operational issues and to meet specified outcomes.</p>  |

| <b>Band 3</b>               |   |
|-----------------------------|---|
| Interpersonal Skills        | <p>Well developed interpersonal and communication skills.</p> <p>A leadership role in reviewing and explaining operational procedures and in providing information to and liaison with clients, stakeholders and members of the public.</p> <p>Assistance may be provided to a supervisor in reviewing and evaluating practices and standards and providing recommendations.</p> <p>Effective instruction, guidance and feedback is provided to less qualified or experienced staff.</p>                  |
| Judgement                   | <p>Exercises independent judgment in the practices, methods and standards to be applied, and the planning and timing required to complete complex, diverse tasks.</p> <p>Creativity and initiative required to provide options, recommendations and solutions to satisfy non-standard requirements.</p>   |
| Influence of Outcomes       | <p>The work has a significant influence on the effective operation of the work unit including client, stakeholder and public perception regarding program or service delivery.</p> <p>A trade/technical employee or specialist administrative or clerical employee proposes and develops options to modify practices, methods and approach to meet specified needs while maintaining quality standards.</p> <p>Assists a supervisor regarding the development of less qualified or experienced staff.</p> |
| Responsibility for Outcomes | <p>Responsible for maintaining practices, methods and standards and their modification as appropriate to provide satisfactory solutions for complex operational issues.</p> <p>Responsible for maintaining quality control of outcomes.</p> <p>Responsible for assisting a supervisor to ensure less qualified or experienced staff receive appropriate instruction, guidance, and performance feedback.</p>  |

| <b>Band 4</b>         |   |
|-----------------------|---|
| Focus                 | <p>Work within a defined field requiring the evaluation/co-ordination and/or integration of complex tasks within a defined field.</p> <p>The work includes one or more components of planning, organising, directing, controlling or coordinating resources and related activities.</p> <p>The work includes one or more components of research, analysis, investigation, evaluation and providing options and recommendations.</p> <p>Interprets and modifies guidelines, systems and processes to ensure conformity with specified outcomes and/or to provide alternative approaches to resolve operational problems.</p> <p>Makes decisions on the proposals and recommendations of lower level employees.</p>             |
| Context and Framework | <p>General direction is provided to achieve the required outcomes as operational guidelines, systems and processes are well understood.</p> <p>Policies, rules and regulations provide a framework for decision-making in undertaking and integrating the relevant activities of the work area.</p> <p>Flexibility, innovation and initiative expected in providing alternative solutions to complex operational issues within the field of work.</p>   |
| Expertise             | <p>Knowledge and expertise consistent with qualifications recognised at Diploma and Advanced Diploma or equivalent level.</p> <p>Well developed knowledge and expertise in the application of policies, rules and regulations to guidelines, systems and processes.</p> <p>Trade work requires specialised knowledge and expertise which may require solutions to complicated, difficult, intricate and unrelated problems with existing infrastructure, equipment, systems and processes.</p> <p>Well developed expertise in managing and applying information and specialised knowledge to the range of related activities of the work area.</p> <p>Develops expertise in controlling and managing allocated resources.</p> |

| <b>Band 4</b>               |  |
|-----------------------------|--|
| Interpersonal Skills        | <p>Work at this level may involve a supervisory role.</p> <p>Highly regarded communication and interpersonal skills. This involves instructing, guiding and mentoring less experienced staff and making decisions on operational performance and activities.</p> <p>Informs and guides to gain the acceptance of others regarding the practices, systems and processes required to achieve program and service delivery outcomes.</p> <p>Interprets and explains complex operational procedures and provides advice and detailed information to clients, stakeholders and members of the public.</p> |
| Judgement                   | <p>Exercises judgement in applying policies, rules and regulations to practices, methods, systems and processes.</p> <p>Applies specialised expertise to resolve complex operational issues with existing systems, procedures, infrastructure and equipment.</p> <p>Compiles, analyses and evaluates complex and unrelated information to maintain and modify operational performance and service delivery.</p>  |
| Influence of Outcomes       | <p>The work has a significant influence on service delivery performance and outcomes for the work unit.</p> <p>Uses specialised expertise to advise, develop and recommend alternative approaches to achieve the work unit's objectives.</p> <p>Instruction, guidance and mentoring have a significant influence on the development of less qualified or experienced employees.</p>  |
| Responsibility for Outcomes | <p>Responsible for ensuring guidelines, systems and processes are applied appropriately to integrate related activities to meet specified objectives.</p> <p>Responsible for providing options and recommendations to resolve complex operational issues and/or improve operational effectiveness.</p> <p>Where supervision is involved, responsible for ensuring advice, recommendations and decisions support specified service delivery and program outcomes.</p>   |

| <b>Band 5</b>         |  |
|-----------------------|--|
| Focus                 | <p>Work within a defined field requiring the evaluation/co-ordination and/or integration of diverse and varied operational procedures and practices.</p> <p>The work requires detailed planning, organising, directing, controlling and coordinating of resources and related activities.</p> <p>The work requires in-depth research, analysis, investigation and evaluation to develop and implement complex practices, systems and processes to meet difficult operational and service delivery requirements.</p> <p>Specialised work in a particular discipline and provides authoritative advice and expertise to support a range of complex activities.</p>   |
| Context and Framework | <p>Applies specialised technical knowledge of a particular discipline to provide effective practical solutions in a complex operational environment.</p> <p>Work is undertaken within established guidelines, systems and processes with limited guidance required in applying specialised expertise to complex and challenging activities.</p> <p>Considerable independence in interpreting and evaluating the requirements and effectiveness of operational program and service delivery according to the decision-making framework and in providing solutions to meet service delivery requirements.</p> <p>Establishes new operational guidelines and/or precedents within the area of expertise consistent with operational policy.</p> |
| Expertise             | <p>Highly proficient in the area of expertise with extensive skill in a specific discipline or in a particular field.</p> <p>In-depth knowledge and experience of the decision-making and operational framework, specific guidelines, systems and processes and their effects on stakeholders, clients, other employees and members of the public.</p> <p>Supervisory and specialised roles provide leadership, instruction and guidance in the specific discipline or area of expertise in implementing and modifying existing methods, systems, processes, infrastructure and equipment to resolve operational problems.</p>   |

| <b>Band 5</b>                |   |
|------------------------------|---|
| <p>Interpersonal Skills</p>  | <p>Informs and guides to gain the acceptance of others regarding the maintenance and modification of intricate and unrelated methods, systems and processes for effective service and program delivery outcomes.</p> <p>Provides clear and authoritative advice and recommendations for complex activities that are understood and accepted by others as resolving program and service delivery challenges.</p> <p>May represent the organisation with the authority to negotiate outcomes that meet the specified requirements and objectives of the program or service delivery unit.</p> <p>A supervisor mentors and evaluates the performance of less qualified or experienced staff.</p> |
| <p>Judgement</p>             | <p>Exercises initiative, flexibility and creativity in applying specialised expertise to meet complex operational challenges.</p> <p>Makes informed decisions, recommendations and/or implements alternative methods of approach to provide operational solutions for program and service delivery requirements.</p> <p>Identifies, assesses and responds to changes to guidelines, systems, methods and processes in applying appropriate solutions.</p>   |
| <p>Influence of Outcomes</p> | <p>The work provides significant specialised support in meeting the work area's objectives.</p> <p>Influences the skill development and performance of less experienced employees.</p> <p>Influences the effective use of infrastructure, systems and processes and their modification in response to changes to operational procedures and the decision-making framework.</p>  |



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| <b>Band 5</b>               |  |
| Responsibility for Outcomes | <p>Responsible for ensuring specialised expertise is effectively applied to provide program and service delivery outcomes consistent with the operational framework.</p> <p>Responsible for providing leadership, instruction and guidance to less qualified or experienced employees in the specific discipline or area of expertise.</p> |

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| <b>Band 6</b> |   |
| Focus         | <p>Roles support the operational activities of a defined field of activity by managing or providing specialised advice. These are complex activities of significance for the delivery of outcomes for the functional or program unit.</p> <p>A management role interprets policies, regulations and guidelines and designs and implements plans, systems and procedures to deliver services consistent with program objectives.</p> <p>Specialists identify and define issues according to the established decision-making and operational framework to develop operational solutions, guidelines and recommendations for improved service delivery outcomes.</p> <p>This involves a highly detailed focus on the activities of the field and may involve more than one discipline.</p> <p>This includes investigation, review, research, analysis and integration of varied and diverse policies, rules, systems and processes for effective operational outcomes.</p> |

| <b>Band 6</b>         |   |
|-----------------------|---|
| Context and Framework | <p>The work area unit or program activities have a direct and significant effect on outcomes for the functional unit or program activity.</p> <p>The role operates with considerable independence in determining priorities, procedures and approach in implementing policies, plans, systems and procedures in a complex specialised environment</p> <p>Guidance and instruction may on occasion be received on the implementation of modifications consistent with policy, regulatory and/or technological requirements and developments.</p> <p>Work of a highly technically complex nature or with a varied range of activities may receive instruction and /or provide innovative solutions to meet program or service delivery outcomes.</p>  |
| Expertise             | <p>Significant expertise in the relevant discipline(s) and associated field of activity gained through in-depth experience.</p> <p>Highly developed and detailed understanding of the operational framework including regulations, policies, systems and processes for effective program and service delivery.</p> <p>Management roles require significant management skills and expertise to lead a complex activity or program unit to support the operations of functional area.</p> <p>Roles providing specialised advice require highly developed detailed subject-matter knowledge.</p> <p>Incorporates knowledge of relevant associated activities within the functional area to improve operational effectiveness and service delivery.</p> |

| <b>Band 6</b>         |  |
|-----------------------|--|
| Interpersonal Skills  | <p>Informs and negotiates to gain the acceptance of others regarding the application of policies, plans and processes in providing defined service and program delivery outcomes.</p> <p>Provides authoritative advice, recommendations and solutions in implementing complex rules, regulations, guidelines, systems, and processes within the field of activity.</p> <p>May represent the organisation with the authority to negotiate and conclude outcomes that meet the specified requirements and objectives of the program or service delivery unit.</p>        |
| Judgement             | <p>Clarifies and interprets the decision-making framework and operational systems and procedures to provide outcomes consistent with program objectives.</p> <p>Initiative, flexibility and creativity in developing options and recommendations to resolve problems and improve service delivery outcomes.</p> <p>Highly developed conceptual and reasoning skills to research, investigate, analyse, evaluate and integrate relevant solutions from diverse disciplines or fields into area of activity.</p>   |
| Influence of Outcomes | <p>Advice and recommendations are provided directly to the manager of the function or program area in relation to implementation of policies, plans and processes.</p> <p>Service delivery or program outcomes may be altered as a result.</p> <p>There is a clear and direct effect on effective and efficient operation of the function or program activities.</p> <p>Advice provided is regarded as authoritative, specialised, consultative and/or management advice. There may be a strong influence on associated program activities in the functional area.</p> |

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| <b>Band 6</b>               |  |
| Responsibility for Outcomes | <p>Responsible for the implementation of policies, regulations and plans to provide efficient and effective program or service delivery outcomes.</p> <p>This includes developing guidelines and performance options, planning future activities, negotiating for appropriate resources and determining measures for accountability.</p> <p>Management and/or quality control of outcomes, processes, systems, resources, assets and infrastructure. This includes managing the performance of sub-ordinate staff.</p> <p>Provides advice on the application of policy to systems and processes in meeting specified program objectives.</p> |

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| <b>Band 7</b> |  |
| Focus         | <p>Work within a specialised program or engaged in complex activities within a functional area. The work usually integrates varied and diverse organisational policies and rules with support systems and processes for effective operational outcomes.</p> <p>Roles with a management focus, or specialists involved with a specialised program, lead an activity or program unit within a functional area.</p> <p>A management role interprets policies, regulations and guidelines to determine milestones, objectives, methods and priorities to support complex activities within a specified program.</p> <p>Specialists develop operational rules, guidelines and systems to achieve program objectives. This may modify the approach to established processes within a defined policy, regulatory and operational framework.</p> |

| <b>Band 7</b>         |   |
|-----------------------|---|
| Context and Framework | <p>The work area unit or program activities have a direct and significant effect on organisational outcomes and the achievement of corporate objectives.</p> <p>Established decision-making and operational frameworks may require considerable interpretation and initiative to provide effective program and service delivery outcomes.</p> <p>A complex specialised environment implementing conventional plans, systems and procedures. These evolve and are modified according to policy, regulatory and/or technological requirements and developments.</p> <p>Guidance and instruction may on occasion be received on the implementation of highly technically complex modifications that provide solutions consistent with policy, regulatory and/or technological requirements and developments.</p> <p>Operates with considerable autonomy and is required to provide leadership regarding the design, development and operation of function and/or program activities.</p> <p>Defines core program and service delivery issues to develop options and recommendations for operational change and/or for new research projects.</p> |
| Expertise             | <p>High level specialised expertise in the relevant discipline and associated field of activity gained through extensive experience.</p> <p>High level knowledge of the operational and service delivery processes of government, the relevant technical, administrative and/or clerical discipline, field and program area, the relevant industry sector and the employing Agency and of the interaction between them.</p> <p>Management roles require highly developed management skills and expertise to lead a defined complex activity or program within a functional area.</p> <p>Roles providing technical or policy advice require highly developed expertise based on specialised subject matter knowledge.</p>  |

**Band 7**

**Interpersonal Skills**

Leads and motivates to gain the co-operation of others in the achievement of difficult and sometimes conflicting objectives, which may include incompatible processes, in developing or implementing improvements to established plans, systems and procedures.

Manages staff and stakeholders and promote co-operation, teamwork and understanding in undertaking specialised processes.

Develops productive relationships with specialists and stakeholders with similar levels of skill and experience in related field or program area to share ideas and to resolve problems.

Clearly articulates complex and difficult issues to staff and stakeholders in terms which are understandable by the audience.

Represents the organisation with the authority to conduct and commit to a negotiated outcome regarding operational processes for the area of responsibility and which may have operational implications beyond the functional area or program activity.

Models a high standard of ethical behaviour and promotes values and a workplace culture to support this standard.

| <b>Band 7</b>         |  |
|-----------------------|--|
| Judgement             | <p>Identifies, defines and develops options and recommendations to implement and improve the delivery of complex specialised programs and/or services within a functional area which may include responding to new and emerging developments.</p> <p>Solutions are constrained by the existing policy and regulatory framework, budget and resource considerations and established program delivery methodologies.</p> <p>Highly developed conceptual and reasoning skills to research, investigate, analyse evaluate and integrate relevant solutions from related disciplines or fields into area of activity.</p> <p>Flexibility, creativity and innovation associated with research, investigative, analytical and appraisal skills.</p> <p>Options provided and solutions recommended may require the development of new operational systems and methods for improved service delivery outcomes.</p> <p>Alternative sources of advice may be limited within the Agency.</p> |
| Influence of Outcomes | <p>Advice and recommendations are provided directly to the manager of the function or program area and/or indirectly to the Head of Agency in relation to the management of the activity or program unit and the development and/or implementation of new plans, systems or procedures. Service delivery or program outcomes are altered.</p> <p>There is a clear and direct effect on the effective and efficient operation of the function or program and on the implementation of government policy through program and service delivery outcomes.</p> <p>Advice provided is authoritative, specialised. consultative and/or management advice to a particular program or range of activities</p>   |

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| <b>Band 7</b>               |   |
| Responsibility for Outcomes | <p>Responsible for efficient and effective program or service delivery including budget management, optimal use of resources and maintaining and/or modifying policy, administrative processes and research projects. This includes planning future activities, negotiating for appropriate resources and determining measures for accountability.</p> <p>Managers are accountable for managing the performance and development of staff. Technical, administrative and/or clerical specialists are accountable for mentoring and role-modelling less qualified or experienced staff.</p> <p>Considerable independence in determining priorities and approach to managing the activities of the program or unit.</p> <p>Specialists are required to remain abreast of contemporary developments in the discipline or field and related subject matter.</p> <p>Responsibility may be shared with relevant specialists and executive management for the development of strategy, policy or program implementation especially with regard to new developments.</p> |

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| <b>Band 8</b> |   |
| Focus         | <p>Roles with a management focus lead a function or program unit to deliver outcomes that are of significant strategic importance for the Agency.</p> <p>Technical, administrative and/or clerical specialists responsible or involved with a highly specialised program contribute to the strategic planning and decision-making process. This involves developing and/or modifying operational program strategies, policies and rules and supporting systems and procedures to achieve specified outcomes.</p> <p>Determines appropriate milestones, priorities and approach to program delivery.</p> |



| <b>Band 8</b>         |  |
|-----------------------|--|
| Context and Framework | <p>The function or program activities have a direct and significant effect on organisational outcomes and the achievement of corporate objectives.</p> <p>Considerable operational autonomy with operational direction according to government policy and broad corporate objectives.</p> <p>A complex specialised environment which requires the development, implementation and modification of program-specific strategy, policy, principles, systems and processes that reflect corporate strategy, policy, regulatory or technological developments.</p> <p>Established precedents and policies may require interpretation for operational effectiveness. Emerging issues can be due to significant operational concerns and can anticipate regulatory change.</p> <p>Shares the determination of program-specific policy and processes to meet core organisational objectives and strategies. This can include broadly based operational policies, professional programs, organisation-wide policies and specialised projects.</p> |
| Expertise             | <p>High level and/or specialist knowledge and expertise through extensive experience.</p> <p>High level understanding of the structures and processes of government, the relevant technical, administrative and/or clerical discipline, field and program area, the relevant industry sector and the employing Agency and of the interaction between them.</p> <p>Management roles require highly developed management skills and expertise to manage and lead a functional unit or program.</p>   |

| <b>Band 8</b>        |   |
|----------------------|---|
| Interpersonal Skills | <p>Leads and motivates to gains the co-operation of others in the achievement of challenging, difficult and sometimes conflicting objectives, which may include incompatible processes, in developing or implementing improvements to established principles, precedents and procedures.</p> <p>Manages staff and stakeholders and promotes co-operation, teamwork and understanding in undertaking demanding and complex work.</p> <p>Develops productive relationships with specialists and stakeholders with similar levels of skill and experience in various fields to share ideas and to resolve problems.</p> <p>Clearly articulates highly complex and difficult issues to staff and stakeholders in terms that are understandable by the audience.</p> <p>Represents the organisation with the authority to conduct and commit to a negotiated outcome regarding strategies, policies, programs and objectives for the area of responsibility and which have implications for the Agency.</p> <p>Models a high standard of ethical behaviour and promotes values and a workplace culture to support this standard.</p> |
| Judgement            | <p>Identifies, defines and develops options for complex policy and program delivery within a functional area and recommends solutions to unusual or emerging problems.</p> <p>Solutions are constrained by the existing policy and regulatory framework, budget and resource considerations and established program delivery methodologies.</p> <p>Highly developed conceptual and reasoning skills. Flexibility, creativity and innovation regarding the implementation of government and organisational strategy and policy and the integration of relevant solutions from diverse disciplines or fields.</p> <p>Options provided and solutions recommended may require the development of new program strategies, policies, plans and procedures with significantly altered organisational outcomes.</p> <p>Alternative sources of advice may be limited within the Agency.</p>  |

| <b>Band 8</b>                      |   |
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| <p>Influence of Outcomes</p>       | <p>Advice and recommendations are provided to the Head of Agency in relation to the effectiveness of functional or program activity and service delivery.</p> <p>There is a strong influence on other functional areas within the Agency and occasionally on related functions in other Agencies.</p> <p>The nature of the response required to address emerging trends may alter the way work is organised and /or performed within the function or program area.</p> <p>Developments may improve program functions and organisational efficiency and performance and result in a better alignment and integration of activities within the functional area.</p> <p>Community, client and stakeholder regard for the implementation of government policy through program or service delivery outcomes may be affected.</p>   |
| <p>Responsibility for Outcomes</p> | <p>Responsible for the efficient and effective operation of the function or program requiring budget management, optimal use of resources and maintaining and/or modifying strategy and policy, administrative processes and research projects. This includes planning future activities, negotiating for appropriate resources and determining measures for accountability.</p> <p>Managers are accountable for the performance and development of staff. Technical, administrative and/or clerical specialists are accountable for mentoring and role-modelling less qualified or experienced staff.</p> <p>Specialists are required to remain abreast of contemporary developments, to identify emerging trends and to maintain a network of peers and specialists in the subject area.</p> <p>Responsibility may be shared with relevant specialists and executive management for the development of program strategy, policy or implementation especially with regard to new developments.</p> |

| <b>Band 9</b>         |  |
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| Focus                 | <p>Roles with a management focus lead a multi-functional or multi-disciplinary program that delivers outcomes of critical strategic importance for the Agency.</p> <p>Specialists develop policies, programs and initiatives for implementation in major functional and/or multi-disciplinary programs within and/or across Agencies.</p> <p>Operational policies and precedents are not definitive which requires interpretation of general strategic and policy framework for direction.</p>   |
| Context and Framework | <p>The function or program has a direct and critical effect on organisational outcomes.</p> <p>Autonomy for initiatives is consistent with government policy, the principles of public administration and/or the relevant technical discipline or field and broad corporate objectives.</p> <p>This is a highly complex specialised environment which regularly requires the development and/or implementation of strategic corporate initiatives according to technological, conceptual and/or legal developments.</p> <p>Precedents and policies are lacking and considerable innovation and interpretation is required. These roles define core issues and the decision-making framework for fundamental organisational strategic, policy or operational development. This can range across government.</p> <p>Emerging issues can be due to significant community and professional concerns and can anticipate legislative change.</p> |

| <b>Band 9</b>        |   |
|----------------------|---|
| Expertise            | <p>High level expertise in the program activity or in a discipline or field that is critical to the program or Agency.</p> <p>High level understanding of the operational cultures of government, the relevant technical, administrative and/or clerical discipline, field or program area, the relevant industry sector and the employing Agency and of the interaction between them.</p> <p>High level management expertise to manage and lead a complex multi-functional unit or multi-disciplinary program.</p> <p>Specialists apply expertise and complex concepts which may be drawn from non-related fields, which define the capability to deliver program requirements.</p>  |
| Interpersonal Skills | <p>Leads and motivates to gain the co-operation of others in achieving difficult and sometimes conflicting objectives in developing or implementing options which may lie outside established precedents and parameters.</p> <p>Manages networks of staff and stakeholders and promotes co-operation, teamwork and understanding in addressing demanding and complex challenges.</p> <p>Develops productive relationships with specialists and stakeholders with similar levels of expertise in diverse fields or program areas to share ideas and to resolve problems.</p> <p>Clearly articulates highly complex concepts to diverse stakeholders in terms that are understandable by the audience.</p> <p>Represents the organisation with the authority to conduct and commit to a negotiated outcome regarding objectives, concepts, strategies and policies for the area of responsibility and which have implications beyond the functional area or program activity.</p> <p>Models a high standard of professional and ethical behaviour and promotes values and a workplace culture to support these standards.</p> |

| <b>Band 9</b>         |   |
|-----------------------|---|
| Judgement             | <p>Identifies, defines and develops options for complex strategic, policy and program delivery to implement government policy.</p> <p>Recommends solutions for unusual or emerging strategic issues which impact on the operating environment.</p> <p>Solutions are constrained by the policy and regulatory framework, budget and resource considerations and established program delivery methodologies.</p> <p>Advanced conceptual and reasoning skills. Flexibility, innovation, creativity and long-term strategic vision associated with high level research, investigative, analytical and appraisal skills. Alternative sources of advice are limited.</p> <p>Options provided and solutions recommended may require the development of novel strategies, policies and approaches and the outcomes produced may be original, innovative or unprecedented.</p> |
| Influence of Outcomes | <p>Advice and recommendations are provided directly to the Head of Agency and indirectly to government.</p> <p>The outcomes have critical Agency corporate effect and directly influence strategy, policy, planning and decision-making options across Agencies..</p> <p>Outcomes may lead to the adoption of new program delivery systems or methods.</p> <p>Outcomes may improve community benefits and may have significant and far reaching implications across government within the field of endeavour.</p> <p>The model of service delivery and/or way work is performed may be altered as a result.</p>   |

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| <b>Band 9</b>               |  |
| Responsibility for Outcomes | <p>Responsible for the development and/or implementation of important strategic corporate initiatives in response to emerging challenges and which may include complex specialised service delivery models.</p> <p>Responsible for meeting specified financial, quality and time related objectives and the optimal use of resources.</p> <p>Managers are accountable for the performance and development of staff. Technical, administrative and/or clerical specialists are accountable for mentoring and role-modelling less qualified or experienced staff.</p> <p>Specialists are required to remain abreast of contemporary knowledge, to identify emerging trends and developments and to maintain a network of peers and specialists in and beyond the subject area.</p> <p>Responsibility may be shared with relevant specialists and executive management for the development of strategy and policy or program implementation especially with regard to more significant, challenging and unusually complex developments or activities.</p> |

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| <b>Band 10</b> |  |
| Focus          | <p>Leads a highly specialised major program or field of research.</p> <p>Leads a multi-function or multi-disciplinary program of critical strategic importance for the Agency and/or government.</p> <p>Policy or research outcomes may change Agency and/or government policy or have a major influence within or across Agency programs.</p> <p>High level professional advice provided across Agencies.</p> |

| <b>Band 10</b>        |  |
|-----------------------|--|
| Context and Framework | <p>The function or program activities have a state-wide and critical effect on organisational outcomes and for the implementation of government policy.</p> <p>Limited frameworks, precedents and guidelines are available beyond broad government policy and professional principles and standards.</p> <p>A highly complex specialised environment which requires the development of strategic directions, policy frameworks and technical and/or administrative programs according to technological, conceptual, environmental and/or legal developments.</p> <p>Issues frequently involve a high degree of sensitivity or risk for industry sector or field of endeavour.</p> <p>Emerging issues can be due to significant industry, community and professional concerns and outcomes can influence national debate in the field of expertise.</p> |
| Expertise             | <p>Nationally recognised as an expert and/or specialist in the particular discipline or area of expertise.</p> <p>Demonstrates significant achievements and experience in the field of endeavour.</p> <p>Authoritative advice and excellence of work enhances the reputation of the Agency.</p> <p>Writes, researches, publishes and presents to peers, stakeholders and senior management.</p> <p>High level expertise to lead a complex multi-functional unit or multi-disciplinary program.</p>   |



| <b>Band 10</b>              |   |
|-----------------------------|---|
| <p>Interpersonal Skills</p> | <p>Leads and inspires others in work that presents fundamental challenges and which lies outside established precedents and parameters.</p> <p>Manages networks of other experts, professionals, executive management and stakeholders to develop and implement initiatives appropriate to meet government priorities.</p> <p>Clearly articulates highly complex and challenging concepts, proposals and results to a diverse audience.</p> <p>Represents the organisation with expert authority regarding objectives, concepts, strategies and policies for the area of expertise and which have implications for government.</p> <p>Models high standards of professional and ethical behaviour and promotes values and influence and shape workplace culture to support these standards.</p>   |
| <p>Judgement</p>            | <p>Identifies, defines and develops options for complex and challenging strategic, policy and program delivery to meet government priorities.</p> <p>Research and recommendations provided for programs and options regarding challenging and emerging strategic issues which impact on the operating environment and/or wider community/industry.</p> <p>Solutions are constrained by the existing conceptual and/or policy framework, budget and resource considerations and established program delivery methodologies, influential stakeholders and community expectation.</p> <p>Advanced conceptual and reasoning skills. Highly innovative and creative with strategic vision regarding long term implications for the state. Alternative sources of advice are only available external to government.</p> <p>Options provided and solutions recommended require the development of novel strategies, policies and approaches and the outcomes produced are original, innovative or unprecedented.</p> |

| <b>Band 10</b>                     |   |
|------------------------------------|---|
| <p>Influence of Outcomes</p>       | <p>Advice and recommendations are provided directly to the Head of Agency and government ministers.</p> <p>The outcomes directly influence the implementation of new strategic policy, planning, program and decision-making options within and/or across Agencies and have critical Agency/government effect.</p> <p>Outcomes lead to the adoption of new strategies, policies and/or research methodologies.</p> <p>Outcomes improve existing parameters, standards and benefits to the community and have significant and far reaching implications across government within the field of endeavour.</p> <p>The model of service delivery and/or way work is performed alter as a result.</p> <p>These outcomes influence community regard of the implementation of government policy.</p> |
| <p>Responsibility for Outcomes</p> | <p>Responsible for the research, development and/or implementation of highly complex programs in response to emerging challenges which may lie outside existing parameters.</p> <p>Responsible for meeting specified financial, quality and time related objectives and for the optimal use of resources.</p> <p>Responsible for the performance and professional development of staff and other specialists.</p> <p>Specialists are required to remain abreast of contemporary knowledge, to identify emerging trends and developments and to maintain a national network of peers and specialists in and/or beyond the subject area.</p>  |

## **5. GENERAL STREAM – HEALTH SERVICE OFFICERS BAND DESCRIPTORS**

For the purpose of this clause:

**'Operational area'** means a work unit providing a distinct service that may include one of the following areas: domestic services, food services, laundry/linen services and the work of aides and orderlies and similar operational work

**'Regular supervision'** means employees exercise limited judgement on how to complete tasks and priorities. Supervision is generally provided at the commencement and at the completion of tasks. Employees are capable of working alone.

**'General supervision'** means that general instructions are given and tasks are undertaken to achieve the required outcomes or objectives. Discretion and choice in selecting the most appropriate method for completing the allotted tasks is expected and encouraged.

**'Task'** means a defined piece of work which forms part of a unit of activity.

**'Routine'** means a regular practice or procedure.

**'Routine task'** means a defined piece of work which forms part of a regular procedure.

**'Specialised Work'** means work undertaken in a particular discipline or field requiring the application of advanced knowledge and skills acquired either through formal training or significant on the job experience

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| <b>Health Services Officer 1 (Trainee)</b>  |
| An employee appointed as a trainee will be initially appointed to the applicable HSO classification level for the particular role. However, while undertaking training, the employee will be paid in accordance with the salary rates at HSO level 1. Upon successful completion of training, the employee will be paid at their substantive rate, starting from the first increment. |
| A trainee is an employee undertaking a formally recognised course of study to competently perform the work of the particular HSO role.  |

| <b>Health Services Officer 2</b> |   |
|----------------------------------|---|
| Focus                            | <p>Work requiring the application of specified practices, methods and standards in undertaking routine tasks which are strictly limited in scope and within clearly defined guidelines.</p> <p>Performs a range of tasks in one operational area.</p>   |
| Context and Framework            | <p>Clear and detailed instructions on methods, priorities and timeframes are provided.</p> <p>Employees exercise limited judgement on how to complete tasks and priorities.</p> <p>Supervision is generally provided at the commencement and at the completion of tasks.</p> <p>Employees are capable of working alone.</p> |
| Expertise                        | <p>Knowledge and skill is consistent with routine task focused work which may require the operation of equipment.</p>   |
| Interpersonal Skills             | <p>Receive instructions, advice and feedback relevant to applying skills and completing tasks.</p> <p>Exercises communication skills consistent with undertaking routine task focused work.</p>   |
| Judgement                        | <p>Choices are limited to following clear and specific instructions according to defined methods and guidelines and/or standards.</p> <p>Problems or unfamiliar situations not covered by instructions would be referred to the supervisor.</p>   |
| Influence of Outcomes            | <p>The influence of this work is limited to undertaking specific tasks that provide routine support and assistance in service delivery.</p>   |

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| <b>Health Services Officer 2</b> |  |
| Responsibility for Outcomes      | Responsible for the satisfactory completion of allocated tasks to a prescribed standard. |

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| <b>Health Services Officer 3</b> |  |
| Focus                            | <p>Work requiring the application of specified practices, methods and standards in undertaking routine tasks which may span no more than three operational areas.</p> <p>And/or work requiring the application of a diverse range of skills and tasks in one operational area.</p>           |
| Context and Framework            | <p>General instructions on methods, priorities and timeframes are provided and tasks are undertaken to achieve the required outcomes or objectives.</p> <p>Discretion and choice in selecting the most appropriate method for completing the allocated tasks is expected and encouraged.</p> |
| Expertise                        | Knowledge and skill is consistent with performing multiple standard tasks in accordance with established guidelines which may include the operation of equipment.  |
| Interpersonal Skills             | <p>Receive instructions, advice and feedback relevant to applying skills and completing tasks.</p> <p>Exercise communication skills appropriate to interaction with clients and the public in the service delivery setting.</p>  |
| Judgement                        | <p>Judgement and/or initiative is expected in selecting the most appropriate means of completing the task and prioritising work.</p> <p>Most situations are covered by guidelines. Unusual or complex situations are referred to a supervisor.</p>   |

| <b>Health Services Officer 3</b> |  |
|----------------------------------|--|
| Influence of Outcomes            | The influence of this work is limited to undertaking specific tasks across up to three operational areas and/or a diverse range of skills that provide routine support and assistance in service delivery. |
| Responsibility for Outcomes      | Responsible for the satisfactory completion of allocated tasks to a prescribed standard.   |

| <b>Health Services Officer 4</b> |  |
|----------------------------------|--|
| Focus                            | Work requiring the application of high level operational practices, methods and standards in the delivery of patient/client services.  |
| Context and Framework            | <p>General instructions on techniques, methods, priorities and timeframes are provided and tasks are undertaken to achieve the required outcomes or objectives.</p> <p>Discretion and choice in selecting the most appropriate techniques, method for completing the allocated tasks is expected and encouraged.</p> <p>Work at this level may be undertaken independently with access to general supervision.</p> |
| Expertise                        | Knowledge and skill is consistent with experience and/or formal training in order to perform high level operational work in the delivery of patient/client services, this may include operating vehicles, equipment and machinery.   |
| Interpersonal Skills             | <p>Exercises communication skills consistent with developing a rapport with patients, health professionals and/or other members of the health care team and support staff.</p> <p>Work at this level may include oral and written reporting on the progress of tasks undertaken and client observations.</p>   |

| <b>Health Services Officer 4</b> |  |
|----------------------------------|--|
| Judgement                        | <p>Problem solving may be required, especially when working away from supervision.</p> <p>Discretion over techniques, methods and priorities for routine tasks within established guidelines and practices.</p> <p>More complex and unusual situations would be referred to the manager or supervisor for further instruction.</p> |
| Influence of Outcomes            | The influence of this work is to undertake high level operational duties in the delivery of patient/client services.   |
| Responsibility for Outcomes      | <p>Responsible for the satisfactory completion of high level operational duties to a prescribed standard.</p> <p>Responsible for the effective operation of vehicles, equipment and machinery.</p>   |

| <b>Health Services Officer 5</b> |  |
|----------------------------------|--|
| Focus                            | <p>Work requiring the application of specialised practices, methods and standards to support client/patient care in a specialist service or field.</p> <p>May work with health professional(s) to assist in the delivery of care for clients/patients.</p>   |
| Context and Framework            | <p>Specialised work requiring the application of multiple skills acquired either through formal or significant on the job training.</p> <p>General instructions on techniques, methods, priorities and timeframes are provided and tasks are undertaken to achieve the required outcomes or objectives.</p> <p>Discretion and choice in selecting the most appropriate techniques, method for completing the allocated tasks is expected and encouraged.</p> <p>Work at this level may be undertaken independently with access to general supervision.</p> |
| Expertise                        | <p>Work undertaken in a particular discipline or field requiring the application of advanced knowledge and skills acquired either formal training or significant on the job experience.</p>  |
| Interpersonal Skills             | <p>Exercises communication skills consistent with developing a rapport with patients, health professionals and/or other members of the health care team and support staff.</p> <p>Work at this level may include oral and written reporting on the progress of tasks undertaken and client observations.</p>   |



| <b>Health Services Officer 5</b> |  |
|----------------------------------|--|
| Judgement                        | <p>Problem solving may be required, especially when working away from supervision.</p> <p>Independent decision making and initiative regarding the planning and completion of tasks and achievement of outcomes within established standards, guidelines and practices.</p> <p>Complex and unusual situations beyond the scope of training or experience would be referred to the manager or supervisor for further instruction.</p> |
| Influence of Outcomes            | The influence of this work is to undertake specialised operational duties in the delivery of patient/client services.  |
| Responsibility for Outcomes      | Responsible for contributing to health and/or care outcomes by performing specialised operational duties consistent with established standards, guidelines and practices.  |

## **PART IV – MISCELLANEOUS CONDITIONS OF EMPLOYMENT**

### **1. ACCOMMODATION AND OTHER REQUIREMENTS**

- (a) Suitable comfortable accommodation is to be provided for resident employees, and where practicable, single bedrooms.
- (b) Linen, cutlery, crockery and blankets are to be provided by the employer free of cost to the employee.
- (c) Dressing rooms, luncheon rooms and conveniences are to be provided for all non-resident employees.

### **2. WORK ABOVE FLOOR LEVEL**

In no circumstances are appliances other than a suitable platform or ladder to be used for carrying out work above floor level. Employees engaged on such work are required to comply with the manufacturer's specifications regarding the use of such equipment and safety policies and similar instructions available in the workplace.

Work above floor level is defined as that which requires an employee to work on a platform or ladder which raises the employee to a height at least one metre above normal floor height.

### **3. WORK AWAY FROM NORMAL PLACE OF DUTY**

Starting time is to be at the usual place of employment and transport is to be provided to and from distant jobs, except where, having regard to the employee's usual place of residence in relation to the distant job, it is, in the opinion of the employer, more convenient for the employee to commence work at the distant job rather than at their usual place of employment, in which case starting time is to be at the distant job.

## PART V – EXPENSE AND OTHER ALLOWANCES

### 1. LOCATION ALLOWANCES

(a) District

- (i) The purpose of this General Allowance is to compensate for excess costs necessarily incurred by an employee living in an 'isolated area' and without limiting the foregoing includes partial reimbursement for STD, freight, fuel and depreciation costs.
- (ii) 'Isolated area' means any area, centre, district or location, embraced by the Commonwealth Taxation Zone B prescription, together with such other areas, centres, districts or locations as may be approved by the Tasmanian Industrial Commission, including the following: King Island, Flinders Island, Cape Barren Island, Maria Island and Bruny Island.
- (iii) Where an employee is stationed in one or other of the following districts, the employee is to be paid an allowance in accordance with the following rates:

|   | <u>Rate per Annum</u> |
|---|-----------------------|
| (1) <u>Category R</u>   | \$                    |
| Remote locations approved as such by the Tasmanian Industrial Commission including Bass Strait Islands, Maria Island, Bruny Island: |                       |
| Employee with dependent relatives residing with them  | 3364.00               |
| Other (no dependents)   | 1681.00               |
| (2) <u>Category B</u>   |                       |
| Locations under the Commonwealth Taxation Zone B prescription:  |                       |
| Employee with dependent relatives living with them  | 1681.00               |
| Others (no dependents)  | 841.00                |
| (3) <u>Category S</u>   |                       |
| Special locations as may be approved by the Tasmanian Industrial Commission:  |                       |
| Employee with dependent relatives residing with them  | 841.00                |
| Others (no dependants)  | 420.00                |

**PROVIDED** that an employee who has dependants residing with the employee is to be regarded as an employee without dependants if their partner or spouse, of entitlement arising from employment, is in receipt of a district allowance.

**PROVIDED FURTHER** that a part-time employee working in more than one part-time role is not to receive an allowance in excess of that paid to a full-time employee.

(b) Air Fares from Bass Strait Islands

Where an employee is stationed on the Bass Strait Islands and enters upon leave of absence the employee is to, three times in every year, be paid the return fare reasonably incurred by the employee for themselves or for any dependent member of their family resident on the Bass Strait Islands, travelling from their station to the nearest seaport or airport on the mainland of this State. Such travel is to include travel via Melbourne when such indirect travel is the most expedient means of travelling to or returning from the nearest seaport or airport on the mainland of this State.

**PROVIDED** that:

- (i) an employee may in substitution for travel to the nearest seaport or airport in this State, travel to any other seaport or airport in this State or to Melbourne;
- (ii) for the purpose of obtaining emergency medical or dental treatment for an employee or dependent member of their family resident on the Bass Strait Islands an employee is to, by way of reimbursement, be paid the return fare reasonably incurred for travel from the employee's station to the nearest centre in this State, or to Melbourne, whereat such treatment can be obtained. Such reimbursement is to be in substitution for one or both of the return fares for the person concerned, more particularly set forth in this paragraph;
- (iii) the above entitlement is not cumulative, each year standing alone;
- (iv) no employee is to be eligible to receive payment for the return fares as set forth above unless such employee has first completed three months continuous service on one or other of the Bass Strait Islands.

(c) District Allowance – Part-Time Employees

Part-time employees are entitled to the conditions prescribed by this award, except where such conditions are in conflict with those set out below, in which case this subclause will apply.

The district allowance payable to full-time employees under the provisions of this award is to be paid to part-time employees on the following basis:

|  |   |
|--|---|
| Less than 10 hours per week              | ¼ of the rates prescribed for similar full-time employees               |
| 10 hours but less than 20 hours per week | ½ of the rates prescribed for similar full-time employees               |
| 20 hours but less than 30 hours per week | ¾ of the rates prescribed for similar full-time employees               |
| 30 hours or more per week                | The full amount of the rates prescribed for similar full-time employees |

## **2. MEAL ALLOWANCES**

### (a) Meals on Duty

Where, on the determination of the Head of Agency, the nature of an employee's duties are such as to warrant free meals on duty, or where in the Head of Agency's opinion other good reason exists for the provision to an employee of free meals on duty, such meals are to be provided free of charge.

### (b) Meal Allowance – Day Travel

An employee required by their employer to undertake duties more than 60 kilometres from the employee's normal work location and who is required to purchase breakfast or an evening meal is entitled to payment of the meal allowances prescribed in subclause (d) of this clause if:

- (i) in respect of breakfast, duties are commenced not less than one and a half hours before employee's normal starting time; and
- (ii) in the case of dinner, duties are performed for not less than one and a half hours after the employee's normal finishing time.

(c) Meal Allowance – Overtime

Where an employee is required to commence duty at their headquarters not less than one and a half hours before, or to remain on duty for not less than one and a half hours after, the normal hours of duty, and that requirement necessitates the employee obtaining a meal away from home, that employee shall, subject to this paragraph, be paid a meal allowance at the rates prescribed in subclause (d) of this clause:

**PROVIDED** that where an employee who is required to work overtime on a Saturday, Sunday or holiday with pay, has been given prior notice the previous day or earlier, the employee shall not be entitled to the meal allowance BUT where such prior notice has not been given the employee shall attract such payment.

(d) Meal Allowance – Rates

| <u>Meal</u> | <u>Rate of Allowance</u> |
|-------------|--------------------------|
|             | \$                       |
| Breakfast   | 10.55                    |
| Lunch       | 11.85                    |
| Dinner      | 20.35                    |

The rates contained above are derived from the Australian Taxation Office (ATO) Taxation Determination TD2008/18, Table 1. These rates are to be adjusted from 1 July each year by taking 50% of the appropriate ATO determination for meals in Table 1 of that determination, rounded to the nearest 5 cents.

### **3. TRAVEL ALLOWANCES**

(a) Travelling

The object of this clause is to ensure that an employee who is required to undertake work related travel and who is required to remain away from home overnight is to be provided with accommodation, meals and incidental expenses without incurring out of pocket expenses.

(i) Travel Allowance Expense for Overnight Accommodation, Meal Allowances and Incidental Expenses

- (1) An employee who is required to undertake work related travel requiring overnight accommodation is to be paid a travel allowance for expenses incurred calculated in accordance with the following tables:

Overnight Accommodation

| <u>Accommodation</u><br><u>Venue</u> | <u>Overnight Accommodation</u><br><u>Rate</u><br>\$ |
|--------------------------------------|---|
| Adelaide                             | 145.00  |
| Brisbane                             | 198.00  |
| Canberra                             | 133.00  |
| Darwin                               | 159.00  |
| Melbourne                            | 162.00  |
| Perth                                | 148.00  |
| Sydney                               | 183.00  |
| Tasmania                             | 117.00  |

Meal Allowances

(Preceding or following an overnight absence)

|           |                               |       |
|-----------|-------------------------------|-------|
| Breakfast | Applicable<br>7.00am – 8.30am | 21.10 |
| Lunch     | Applicable<br>12.30 – 2.00pm  | 23.65 |
| Dinner    | Applicable<br>6.00pm – 7.30pm | 40.65 |

Incidental Expenses

Payable per overnight stay: 15.90

- (2) The rates contained in the tables above are derived from the Australian Taxation Office Taxation (ATO) Determination TD2008/18, Table 1. These rates are to be adjusted from 1 July each year in accordance with the appropriate ATO determination. The accommodation component of the allowance is derived from the capital city rate for each State within that Determination.

(ii) Pre-Booking and Payment of Accommodation

- (1) The employer may enter into an arrangement with a commercial provider (hotel, motel or serviced apartment) for the provision and payment of accommodation on behalf of an employee.
- (2) In such cases the accommodation component of the Travel Allowance Expense will not be paid.

(iii) Payment of Actual Travel Expense

- (1) The employer and an employee may enter in an arrangement whereby it is agreed that the actual cost of accommodation and expenditure on meals, incidentals and all out of pocket expenses incurred in the course of business are to be paid upon the verification of such receipts as may be tendered in support of the claim.
- (2) In such cases the accommodation and/or meal allowances prescribed in paragraph (a)(i) of this clause of this clause are not to be paid but the actual expenses incurred in the course of business travel are to be reimbursed to the employee along with the incidental allowance.
- (3) The employer may provide alternative methods of payment of travel expenses, such as through use of a corporate credit card.

(iv) Payment for Employee Choice

- (1) An employee may choose not to stay in accommodation for which the employer has a commercial arrangement in which case the employee is to be paid the rates prescribed in paragraph (a)(i) of this clause of this clause.
- (2) The employer may require the employee to provide evidence by way of receipt that a commercial accommodation (hotel, motel or serviced apartment) expense was incurred.
- (3) An employee may chose not to stay overnight in commercial accommodation (hotel, motel or serviced apartment) in which case the accommodation component of the travel allowance is not payable to the employee.

(v) Advance Payment of Travel Allowance Expense

If requested by an employee an advance payment is to be made of the estimated travelling allowance expenses payable for the period of the work related travel.



(vi) Additional Transport Costs Incurred On Work Related Travel

An employee required to undertake work related travel who incurs additional costs through the use of public transport, taxis or hire cars is to be reimbursed those costs by substantiating the actual expenses to the employer.

(vii) Conference and Training Course Incidental Allowance

An employee required to attend a training course or conference where accommodation and all meals are provided is to be paid the Incidental Allowance as prescribed in paragraph (a)(i) of this clause of this clause.

(viii) Temporary Assignment of Duties at an Alternate Location

An employee required to undertake work related duties that involve travel to a location which requires accommodation for a period up to and /or exceeding three weeks, is to be paid a travelling allowance expense at the following rates:

- (1) for the first three weeks, travelling allowances in accordance with the rates prescribed in paragraph (a)(i) of this clause; and
- (2) after three weeks travelling allowances at a rate determined by the employer.

(ix) Systematic Travelling

An employee required to undertake systematic travel is to be paid a rate within the limits set out in paragraph (a)(i) of this clause as determined by the employer.

(x) Overseas Travel Allowance Expense

An employee required to undertake work related duties outside of Australia the employee is to be paid travel allowances at a rate determined and published by the Australian Taxation Office that is applicable to overseas locations, as amended from time to time.

(b) Excess Fares

An employee who in the normal course of employment is not required to travel to different locations for the performance of their duties, but with the knowledge and approval of the employer, is required for short periods to attend work at a location other than their regular place of employment is to be paid such reasonable additional fares necessarily incurred.

**PROVIDED** that no employee is to be entitled to the benefits of this subclause for more than three months in any one continuous period.

(c) Private Vehicle Use

(i) Required User

Where an employee is required in writing by the employer to have available on a regular basis a private motor vehicle which the employee is to be required to use for official purposes, and the employee agrees in writing so to do an allowance is to be paid for such use in accordance with the following rates:

| <u>Annual Kilometres Travelled<br/>On Duty in a Financial Year</u> | <u>Cents per Kilometre</u>           |                                      |
|--|--------------------------------------|--------------------------------------|
|  | <u>Rate 1<br/>2 litres and above</u> | <u>Rate 2<br/>Less than 2 litres</u> |
| First 10,000 kilometres  | 71.81(100%)                          | 61.76 (86%)                          |
| Any additional kilometres  | 38.06 (53%)                          | 33.03 (46%)                          |

**PROVIDED** that where the employer wishes to withdraw the requirement to provide a private motor vehicle then, except where special circumstances exist, at least one year's notice in writing is to be given, and the notice period is to be specified to end on 30 June.

(ii) Occasional User

Where an employee is not required to provide a private motor vehicle for official use as prescribed in subclause (c)(i) of this clause, but otherwise receives approval from the employer to use a private motor vehicle for official purposes on an occasional basis, an allowance is to be paid in accordance with the following rates:

| <u>Annual Kilometre Travelled on<br/>Duty in a Financial Year</u> | <u>Cents per Kilometre</u>           |                                      |
|---|--------------------------------------|--------------------------------------|
|   | <u>Rate 3<br/>2 litres and above</u> | <u>Rate 4<br/>Less than 2 litres</u> |
| First 10,000 kilometres   | 47.87 (100%)                         | 41.17 (86%)                          |
| Any additional kilometres   | 25.37 (53%)                          | 22.02 (46%)                          |

(iii) For the purposes of subclauses (c)(i) and (c)(ii) of this clause, the rates specified therein are to apply as follows:

RATES 1 and 3 Apply to motor vehicles generally recognised as having an engine capacity of 2:0 litres or more and include rotary engines.

RATES 2 and 4 Apply to motor vehicles generally recognised as having an engine capacity of less than 2:0 litres.

- (iv) The rates specified in subclauses (c)(i) and (c)(ii) of this clause, are not to be varied as a consequence of National Wage Case decisions. The rates are to be varied upon application subsequent to 30 March and 30 September of each year after the Hobart Transportation, Private Motoring subgroup, Consumer Price Index Numbers for the quarters ending 30 March and 30 September respectively, become available. The Rate 1 and Rate 3 variations for the first 10,000 kilometres travelled are to be calculated in accordance with the formula specified in decision T.33 of 1985 dated 13 June 1985.

Variations to the other rates specified in the tables in subclauses (c)(i) and (c)(ii) of this clause, are to be calculated by applying the percentage shown in brackets to the relevant first 10,000 kilometres rate (as varied) shown as 100 percent.

- (v) An employee is not to receive an allowance for kilometres travelled in excess of 16,000 kilometres in any one financial year unless authorised by the employer concerned on the recommendation of the Head of Agency, to travel a greater distance in that year.
- (vi) In addition the following allowances are to be paid to employees:
- (1) Where stationed in Category R as provided in Part V – Expense and Other Allowances, Clause 1 - Location Allowances, subclause (a)(iii)(1) thereof - \$24.70 per month plus \$9.90 per 1,600 kms travelled on duty.
  - (2) Where stationed in Category B as provided in Part V - Expense and Other Allowances, Clause 1 - Location Allowances, subclause (a)(iii)(2) thereof - \$16.40 per month plus \$9.90 per 1,600 kms travelled on duty.
  - (3) Where authorised to use a utility, four-wheel drive motor vehicle or any other special type of motor vehicle approved by the employer concerned - \$9.90 per month.
  - (4) Where authorised to use a trailer attached to the motor vehicle 2.97 cents for each kilometre travelled on duty with the trailer attached.
  - (5) Where authorised to use a motor vehicle on work involving the regular carrying of heavy equipment - \$9.90 per month.
  - (6) Where authorised to use a motor cycle - 9.67 cents for each kilometre travelled on duty.
- (vii) Where an employee is required to provide a private motor vehicle in accordance with subclause (c)(i) of this clause, and the distance travelled on duty in any financial year does not exceed 4,000 kilometres, the employee is

to be paid an allowance calculated by multiplying the appropriate rate per kilometre by the difference between the actual number of kilometres travelled on duty during that year and 4,000 kilometres.

- (viii) Where a part-time employee is eligible for any payment under subclause (c)(vii) of this clause, such allowance is to be calculated on the proportion of the total hours worked in that year by the part-time employee to the annual standard hours for a full-time employee of the same classification.
- (ix) Unless otherwise directed by the employer, kilometres travelled on duty is to be the distance travelled from an employee's place of employment to their destination and return to their place of employment.
- (x) A kilometres travelled allowance in excess of or at variance with the rates set forth in subclauses (c)(i) and (c)(ii) of this clause, may be paid if, on the determination of the employer concerned, special circumstances exist which justify such excess or variation.

#### **4. FIRST AID CERTIFICATE ALLOWANCE**

- (a) An employee nominated by the employer to perform first aid duties and who is the current holder of a St John Ambulance First Aid Certificate, or an equivalent certificate, is to be paid an allowance of \$613.00 per annum.
- (b) Where the employer requires an employee to obtain a first aid qualification, the employer is to pay all associated costs, and where necessary, is to provide paid time off for the purpose of undertaking first aid training leading to an appropriate first aid qualification such as a certificate from St John Ambulance.
- (c) An employee nominated to perform first aid duties is to be allowed to undertake refresher courses as in paragraph (b) of this subclause providing the employer still requires the employee to perform such duties.

#### **5. TESTING AND TAGGING ALLOWANCE**

An employee who is required to undertake the testing and tagging of electrical appliances and extension cords to ensure compliance with current Australian Standards is to be paid an allowance of \$570.00 per annum. An employee is required to successfully complete the Testing and Tagging course conducted by TAFE Tasmania or by an accredited training provider as a prerequisite to undertaking the duties as prescribed by this clause.

#### **6. SPECIAL RATES**

Subject to subclause (a) of this clause in addition to the salary rates prescribed by clause 2 (Salaries) of Part II – Salaries and Related Matters – of this award the following special rates are to be paid to employees including apprentices and trainees:

- (a) Cold Places

An employee working for an aggregate of more than one hour per shift in places where the temperature is reduced by artificial means below 0 degrees Celsius is to be paid \$0.45 per hour extra for the time so worked. Where the work continues for more than two hours, employees are entitled to a rest period of 20 minutes every two hours without loss of pay.

- (b) Confined Spaces

An employee working in a confined space that is a compartment, space or place the dimensions of which necessitate such employee working in a stooped or otherwise cramped position or without proper ventilation, is to be paid \$0.55 per hour extra.

(c) Dirty Work

An employee required to perform work which an authorised representative for the employer and the employee are to agree, is of an unusually dirty or offensive nature is to be paid \$0.45 per hour extra. In case of a disagreement between the representative and the employee, the employee is entitled within 24 hours to ask for a decision on their claim by a representative responsible for the management or supervision of the work concerned. In such a case a decision is to be given on the employee's claim within 48 hours of it being asked for (unless that time expires on a non working day) or else the allowance is to be paid. Any dispute arising under this subclause as to whether the work is of an unusually dirty or offensive nature is to be determined by the employer.

(d) Hot Places

An employee working for more than one hour in the shade in places where the temperature is raised by artificial means to between 46 and 54 degrees Celsius, is to be paid \$0.45 per hour extra. The temperature is to be decided by a representative of the employer of the hospital concerned after consultation with the employees who claim the extra rate.

(e) Rates not Subject to Penalty Additions

The special rates herein prescribed are to be paid irrespective of the times at which the work is performed and are not subject to any premium or penalty additions.

## **PART VI – WORKPLACE FLEXIBILITY**

### **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 for 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 affected 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 affected 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.

### **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, and 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, and job sharing.
- (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 requests are to be considered in 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.

### **3. WORKPLACE FLEXIBILITY ARRANGEMENTS**

#### (a) Workplace Flexibility Arrangements

- (i) An individual employee, or group of employees, and a Head of Agency (or delegate) may agree to vary the application of certain terms of this award to meet the genuine needs of individual employee/s and/or an Agency's business requirements.
- (ii) 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 the payment of overtime or penalty allowances that would otherwise apply.
- (iii) In any negotiations concerning an alteration of the hours of work or the spread of hours the employer and the employee are to consider the following matters:
  - (1) The maximum efficiency of the operation of the Agency;
  - (2) The retention of normal productivity levels within the Agency;
  - (3) Any flexibility in an agreement that enables part or full days to be taken off may include, but are not limited to Monday or Friday and may not be limited to the same recurring day of the week
- (iv) In utilising these provisions regarding hours of work the parties should consider all relevant issues such as:
  - (1) The span of hours;
  - (2) Maximum hours that can be worked in specified periods;
  - (3) The rate and applicability of overtime penalty rates;
  - (4) The provision of a rostered or accrued days off;
  - (5) Record keeping.

#### (b) Entering and Terminating Workplace Flexibility Arrangements

- (i) Each individual employee and the Agency must genuinely reach agreement without coercion or duress.
- (ii) The terms the employee/s and the Agency may agree to vary are those relating to:
  - (1) hours of work and arrangements for when work is performed;



- (2) overtime rates;
  - (3) shift and penalty rates;
  - (4) allowances;
  - (5) availability and recall provisions; and
  - (6) substituting another day for holiday with pay.
- (iii) The agreement may be terminated:
- (1) by the employee/s or the Agency by giving a minimum of four weeks' notice of termination, in writing, to the other party; or
  - (2) at any time, by written agreement between the Agency and the employee/s.
- (c) Administration of Workplace Flexibility Arrangements
- (i) The agreement between the employee/s and the Agency is to:
- (1) be confined to vary only one or more of the terms listed in paragraph (ii) of subclause (b) of this clause;
  - (2) 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;
  - (3) record with the name and signature of the employee/s and, if the employee is under 18 years of age, the employee's parent or guardian and Head of Agency or delegate;
  - (4) detail how the agreement does not disadvantage each individual employee in relation to the individual employee's overall terms and conditions of employment;
  - (5) state the date the agreement commences and the period for which it operates;
  - (6) state the date by which this arrangement is to be reviewed but in any case be no longer than two years from commencement;
  - (7) notwithstanding paragraph (5), the agreement is to continue in effect after that 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* on the individual's personal file:
  - (1) the employee;
  - (2) Director, Public Sector Management Office; and
  - (3) a union with relevant industrial coverage.
  
- (d) 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 a reasonable opportunity to participate in negotiations regarding the proposed implementation of flexibility provisions under this clause.
  - (iii) Union involvement does not mean that the consent of the union is required prior to the introduction of agreed flexibility arrangements.

## PART VII – HOURS OF WORK AND OVERTIME FOR DAY WORK

### 1. HOURS OF WORK – DAY WORKER

- (a) The ordinary hours of work for a day worker are 38 hours per week to be worked five days, Monday to Friday inclusive, in continuous periods of seven hours 36 minutes per day respectively between the hours of 7.00am and 5:30pm except for a meal break of no more than one hour.

**PROVIDED** that work performed by day workers prior to 7.00am and after 5.30pm, is to be paid for at overtime rates, but is deemed for the purpose of this subclause to be part of the employees ordinary hours of work where their ordinary hours of work within the period 7.00am to 5.30pm in any week, have been less than 38, or whichever is applicable.

**PROVIDED ALWAYS** that no employee is to be required to work more than five hours without a meal break.

- (b) A day worker employed as an operational employee within a hospital who is directed to work during their recognised meal break is, for all work performed during such period and thereafter until a meal break is allowed, to be paid at the rate of double that employee's normal salary rate.
- (c) Notwithstanding the provisions of this subclause, the spread of hours may be altered between 6.00am and 7.00pm to all or a section of employees by mutual agreement between the employer, the relevant union and the majority of the employees affected, but not so as to require any employee to work more than nine hours in any day or more than 152 hours in any two consecutive fortnightly pay periods.

### 2. HOURS OF WORK – PART-TIME EMPLOYEES

Part-time employees are to be entitled to the conditions prescribed by this award, except where such conditions are in conflict with those set out below, in which case this clause will apply.

- (a) A part-time employee is to be provided with minimum of two hours work or pay on each occasion they are required to attend for work unless otherwise mutually agreed by the employee, employer and the appropriate union.
- (b) A part-time employee, engaged as a day worker, who is required to work outside the spread of hours as prescribed in Part VII – Hours of Work and Overtime for Day Work, Clause 1 – Hours of Work – Day Worker is to be paid penalty rates as follows:
- (i) Monday to Saturday - time and a half for the first two hours, double time thereafter;

- (ii) Sunday - double time;
  - (iii) Holidays with Pay - double time and a half.
- (c) A part-time employee who is required to work on Saturdays, Sundays and holidays with pay is to be paid for all time worked on those days, the penalty rates prescribed for those days in Part VII – Hours of Work and Overtime for Day Work, Clause 3 - Overtime - Other Than Shiftworkers, paragraph (a)(ii).

**PROVIDED** that a part-time employee who receives a loading in lieu of annual leave, personal leave and holidays with pay, is to be paid at the rate of 1.7 times the relevant award rate for work on a holiday with pay.

### **3. OVERTIME – OTHER THAN SHIFTWORKERS**

- (a) (i) The Head of Agency may require an employee to work reasonable overtime at overtime rates, and such employee is to work overtime in accordance with such requirement. No overtime is to be worked without the prior approval of the Head of Agency or a person authorised by the Head of Agency to approve overtime work.
- (ii) For all time worked in excess of the ordinary hours of work, Monday to Saturday inclusive, payment is to be made at the rate of time and a half for the first two hours, and double time thereafter. For overtime work on Sunday, payment of double time and overtime performed on a holiday with pay or such other day as may be allowed as a State Service Holiday (other than rostered shiftwork) to be paid at double time and one half.
- (b) Overtime is payable to all employees classified up to the maximum salary point of Band 8 of the General Stream at their normal salary rate, including the Higher Duties Allowance/More Responsible Duties Allowance provisions and subject to the provisions of this clause.
- (c) An employee who undertakes duties assigned a classification of Bands 7 and 8 of the General Stream is eligible for payment for overtime worked if the Head of Agency is satisfied the employee is required to:
- (i) work according to the provisions of Clause 6 (Availability and Recall) of Part VII - Hours of Work and Overtime for Day Work;
  - (ii) respond to an emergency incident or event;
  - (iii) undertake specialist work according to a planned event or program that is not able to be undertaken during normal business hours of work.

An employee who performs duties which regularly requires them to work on holidays with pay is, where mutually agreed, by the employee, employer and

the appropriate union, to be paid in addition to any paid time off in lieu granted by the employer concerned, at the rate of time and a half of their ordinary rate for the first eight hours worked during their normal spread of hours, and thereafter in accordance with the overtime rates set forth in paragraph (ii) above.

**PROVIDED ALWAYS** that no employee is to receive in the aggregate more than the equivalent of double time and a half of the employee's ordinary rate. For the purposes of computing overtime, each day's work stands alone - except in those cases where overtime is continuous from one day to the next.

- (iv) Unless the period of overtime is one and a half hours or less, an employee before starting overtime is to be allowed a meal break of twenty minutes, which is to be paid for at ordinary rates. The employer and an employee may agree to any variation of this provision to meet the circumstances of the work in hand.
- (v) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that the employee will be so required, is either to be supplied with a meal by the employer, or paid \$9.25 in lieu thereof.
- (vi) Allowances prescribed by this award other than Higher and More Responsible Duties and Mixed Functions allowance, are not to be taken into account in the compilation of overtime and penalty rates prescribed by this award.

Notwithstanding the foregoing, the 20 per cent loading payable to casual employees and part-time employees working less than 20 hours per week is to be taken into account before calculating penalty rates payable for weekend and holiday with pay shifts, but is not to be taken into account when calculating overtime payments.

(b) Rest Period after Overtime

- (i) When overtime work is necessary it is, wherever reasonably practicable, to be so arranged that employees have at least eight consecutive hours off duty between the work of successive days.
- (ii) An employee (other than a casual employee) who works so much overtime between the termination of ordinary work on one day and the commencement of ordinary work on the next day, that the employee has not had at least eight consecutive hours off duty between those times is, subject to this section, to be released after completion of such overtime until that employee has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
- (iii) If on the instructions of the employer such an employee resumes or continues work without having had eight consecutive hours off duty, the employee is to be paid at double time until the employee is released from duty for such

period and the employee is then entitled to be absent until that employee has eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

#### **4. OVERTIME – PART-TIME EMPLOYEES**

Part-time employees are entitled to the conditions prescribed by this award, except where such conditions are in conflict with those set out below, in which case this clause will apply.

The overtime rate for part-time employees is to be calculated by adding the overtime penalty prescribed in Part VII – Hours of Work and Overtime for Day Work, Clause 3 - Overtime - Other Than Shiftworkers, to the employee's normal hourly rate.

#### **5. TIME OFF IN LIEU OF PAYMENT FOR OVERTIME**

- (a) An employee may elect, with the consent of the employer, to take time off in lieu (TOIL) of payment for overtime at a time or times agreed with the employer.
- (b) Unless otherwise agreed, TOIL taken as time off during ordinary hours is to be taken at the ordinary time rate.
- (c) TOIL not taken within 28 days is to be paid at the rate(s) the TOIL was accrued as overtime, as specified in subclause (a) of Clause 3 (Overtime – Other Than Shift Workers) of this Part, unless another time to take accrued TOIL is agreed between the employee and relevant manager and is satisfactorily documented.

#### **6. AVAILABILITY AND RECALL**

- (a) For the purposes of this clause:
  - (i) Time reasonably spent in travelling to and from work is to be regarded as time worked.
  - (ii) An employee is required to maintain a record in the form of a time-sheet for all time worked.
  - (iii) Eligibility for payment according to this clause is for duties assigned a classification of up to and including the maximum salary of Band 8.
  - (iv) For an employee classified at Bands 7 and 8 to be on-call the Head of Agency is to be satisfied that specialist skills at these levels are required to be undertaken.
  - (v) An employee who returns to work for short periods to perform specific duties such as checking equipment or machinery, undertaking security or care-

taking duties or similar, as part of their normal duties, is excluded from the provisions of this clause.

(b) Availability

- (i) The employer may require an employee, by way of a roster or direction, to be available to resume duty and the employee is required to remain:
  - (1) Fit for duty; and
  - (2) Readily contactable while so rostered or directed; and
  - (3) Able to resume duty.
- (ii) An employee required to be available is to be paid \$2.77 per hour for each hour the employee is required to be available, with a minimum payment for eight hours.
- (iii) An employee required to return to the workplace to resume duty is to be remunerated in accordance with the Recall provisions of this clause.
- (iv) An employee required to undertake duties without returning to the workplace is to be paid at the appropriate overtime rate for a minimum payment of one hour.
  - (1) Remuneration is to be calculated on the cumulative hours worked and be rounded up to the nearest hour with a minimum payment of one hour.
  - (2) For the purposes of this calculation each day of availability stands alone.

(c) Recall

- (i) An employee recalled to work overtime without receiving prior notice and which is not continuous with normal rostered duty is to be paid as follows:
  - (1) For the first recall, a minimum payment of four hours at the appropriate overtime rate.
  - (2) If a second recall occurs within 30 minutes of the employee finishing the initial recall, the recall is considered to be part of the first recall. If a second recall occurs after 30 minutes of the employee finishing the initial recall, a minimum payment of two hours at the appropriate overtime rate.
  - (3) Any further recalls are to be paid at appropriate overtime rates as prescribed by Clause 3 (Overtime – Other Than Shift Work) of Part VII – Hours of Work and Overtime for Day Work of this award for all actual time worked.

- (ii) For the purposes of determining the first recall period each continuous availability period stands alone and where a continuous availability period exceeds 24 hours each 24 hour availability period is to stand alone.
- (iii) An employee recalled to work within four hours of commencing normal duty, is to be paid at the appropriate overtime rate for that period up until the commencement time of the normal duty, but the employee is not to be obliged to work for the full period if the work for which the employee was recalled is completed satisfactorily in less time.



## PART VIII – PROVISIONS FOR SHIFT WORK

### 1. SHIFT WORK

#### (a) Afternoon Shift and Night Shift Allowances

Subject to existing customs and practices:

- (i) Shiftworkers, whilst on afternoon shift and night shift are to be paid 15 per cent more than the ordinary rate for such shifts.
- (ii) A shiftworker who works on any afternoon shift or night shift which does not continue for at least five successive afternoons or nights is to be paid for each shift 50 per cent more than their ordinary rate.

#### (b) Broken Shifts

Subject to the proviso hereto broken shifts are not to be worked.

**PROVIDED** that in an emergency situation a broken shift may be worked by mutual agreement between the employer, the employee(s) and the appropriate union. All work performed in excess of a spread of nine hours is to be paid at the rate of double time.

#### (c) Daylight Saving

In accordance with the *Daylight Saving Act 2007*:

- (i) An employee is not to be penalised for time not worked because of the commencement of Daylight Saving;
- (ii) An employee who works the extra time at the end of Daylight Saving is not to be paid for such time worked.

#### (d) 48 Hours Notice of Transfer in Emergencies

To enable the services of a hospital to be carried on in cases of illness or emergency situations an employee working or likely to work as a shiftworker may be transferred from a day worker, or vice versa, subject to a minimum period of 48 hours notice. Payment of the appropriate overtime rates is to be made in lieu of such notice.

#### (e) Hours

- (i) The ordinary hours of work for shift workers are not to exceed:
  - (1) eight in any one day; nor

- (2) 48 in any one week; nor
- (3) 88 in any 14 consecutive days; nor
- (4) 152 in the 28 day accounting period.

**PROVIDED** that an employee may be rostered to work 160 hours in an accounting period but is to be paid for only 152 hours plus all additional payments due under subclause (a) - Afternoon Shift and Night Shift Allowances and subclause (h) - Saturdays, Sundays and Holidays with Pay of this clause. The employee is to be given a day off in lieu of the additional eight hours worked at a mutually convenient time and receive eight hours pay.

(ii) Subject to the following conditions shift workers are to work such time as the employer may require:

- (1) a shift is to consist of not more than eight hours, inclusive of a meal break;
- (2) except at the regular change-over of shifts an employee is not to be required to work more than one shift in each 24 hours;
- (3) 25 minutes is to be allowed to shift workers each shift for a meal break which is to be counted as time worked.

**PROVIDED** that subject to mutual agreement between the employer, the employees and the appropriate union, day shift employees are to be allowed to extend their paid 25 minute meal break up to one hour each day, which does not count as time worked and is to be unpaid.

(f) Overtime

Work performed by a shiftworker outside the ordinary hours of their shift, or on a shift other than a rostered shift, is to be paid at the rate of double time. But such payment does not apply in those cases where arrangements have been made between the employees themselves or, in cases due to rotation of shifts, or, when the relieving employee does not attend for duty at the proper time. Where an employee has finished that employee's ordinary shift, such unrelieved employee is to be paid time and a half for the first eight hours, and double time thereafter.

**PROVIDED** that in cases where the employer has been given at least eight hours notice that an employee rostered to relieve a shiftworker will not attend at the proper time, all time spent on duty by the unrelieved shiftworker after completion of their normal shift, is to be paid at the rate of double time.

(g) Rosters

There is to be a roster for shifts which is to:

- (i) provide for rotation unless all the employees concerned desire otherwise;
- (ii) provide for not more than eight shifts to be worked in any nine consecutive days;
- (iii) not be changed until after four weeks notice.

**PROVIDED** that an employee's place on such roster is not to be changed, except on one week's notice of such change or, payment of the penalty rates set or provided for. So far as employees present themselves for work in accordance therewith, shifts are to be worked according to the roster, which is to:

- (iv) provide for a minimum of two consecutive days off duty except where by mutual agreement between the employer, the employee(s) concerned, and the appropriate union alternative arrangements are made;
- (v) clearly stipulate a 28 day accounting period which is to include a nominated day off in addition to eight rostered days off. Such day off will not be nominated where an employee is required to work 160 hours in the accounting period in accordance with the proviso to subclause (e) - Hours, paragraph (i) of this clause.

The nominated day off is to be rostered to fall on a day of the week other than Saturday or Sunday.

**PROVIDED FURTHER** that staff engaged to provide relief on nominated days off pursuant to paragraph (ii) above while engaged in such capacity are to be regarded as shift workers for all purposes of the award (except additional annual leave). Rosters covering such relief employees are not required to rotate.

(h) Saturday, Sunday and Holidays With Pay

- (i) Where the major portion of a shift falls on a Saturday, the employee is to be paid at the rate of time and one half of the employee's normal salary rate.
- (ii) Where the major portion of which falls on a Sunday or holiday with pay, as prescribed in Part IX – Leave and Holidays With Pay, Clause 1 Holidays with Pay, the employee is to be paid at the rate of double time.

**PROVIDED** that such rates are to be in substitution for and not cumulative upon the shift allowances more particularly set out in subclause (f) - Overtime of this clause. The provisions of this subclause does not prejudice any right of an employee to obtain alternatively any higher rate in respect of that work by

virtue of any provision of this award.

- (iii) Where a shiftworker is required to work on a holiday with pay and is granted time off in lieu thereof, the above penalty rate do not apply.

## **2. SHIFTWORK - PART-TIME EMPLOYEES**

Part-time employees are entitled to the conditions prescribed by this award, except where such conditions are in conflict with those set out below, in which case this clause will apply.

Part-time shiftworkers are entitled to the provisions of Part VIII – Provisions for Shift Work, Clause 1 - Shift Work with the following exceptions:

- (a) Hours - the maximum hours in any one fortnight is to be 80.
- (b) The maximum hours in any one day are to be eight, (except where such hours are worked in accordance with the provisions of Part VIII - Provisions for Shift Work, Clause 1 - Shift Work, paragraph (a)(i), any time worked outside of these hours is to be paid at the rate of double time.
- (c) Rosters - the provisions of Part VIII - Provisions for Shift Work, Clause 1 - Shift Work in this respect apply but work by choice or mutual agreement by the employee, employer or appropriate union outside rostered shifts is not subject to penalty (other than shift, Saturday, Sunday and holiday with pay penalties).

**PROVIDED** that any time worked in excess of eight hours per day is to be paid at the rate of double time.

Where an employee is instructed to work shifts other than in accordance with Part VIII - Provisions for Shift Work, Clause 1 - Shift Work the employee are entitled to the penalty payments prescribed by that clause.

- (d) Meal breaks - the paid meal break prescribed by Part VIII - Provisions for Shift Work, Clause 1 - Shift Work are to be given to all employees who work in excess of four hours.

**PROVIDED** that in determining the amount of leave to which an employee is entitled at any time (other than leave which has been accumulated) the average hours worked per week in the preceding three months is to be used except that where an employee has less than three months' service, the period per week for which the employee was engaged is to be used.

**PROVIDED FURTHER** that in determining the amount of leave to be accumulated for the purposes of Part IX – Leave and Holidays With Pay, Clause 2 – Personal Leave, subclause (d) the entitlement is to be based on the average number of hours worked in 12 months (less the period of personal leave taken).

### **3. AVAILABILITY AND RECALL**

Clause 6 (Availability and Recall) of Part VII - Hours of Work and Overtime for Day Work also applies to employees performing shift work.

## PART IX – LEAVE AND HOLIDAYS WITH PAY

### 1. HOLIDAYS WITH PAY

**'Cup Day'** means not more than one full day or less than one-half day holiday which is to be observed on the days specified in accordance with the proclamation of the local 'Cup Day' holidays in accordance with the provisions of the *Statutory Holidays Act 2000* having regard to the municipalities declared therein and the period of observance of the holiday within such declared municipalities.

**'Show Day'** means not more than one local show day observed on an employee's ordinary working day, other than a Saturday or a Sunday, in the city, town or district in which the employee is employed; or such other day which, in the absence of such a local show day, is agreed on by the employee and the employer.

- (a) All employees, other than shift workers, casual employees and part-time employees engaged to work more than 20 hours per week, are entitled to the following holidays without deduction from their wages:

Christmas Day, Boxing Day, New Year's Day, Australia Day, Cup Day, Hobart Regatta Day (south of Oatlands, including Oatlands), Eight Hours Day, Good Friday, Easter Monday, Easter Tuesday, ANZAC Day, Queen's Birthday, Show Day and the first Monday in November in those districts where Hobart Regatta Day is not observed, or such other day as may be observed in the locality in lieu of any of the aforementioned holidays.

In addition, such other day or days declared from time to time to be State Service holidays, having regard to the declared location of such day or days.

- (b) Payment for the holidays mentioned in subclause (a) of this clause which are taken and not worked, is at the normal rate of pay which would have applied to the employee concerned, when if it were not for such holiday, he or she would have had been at work.
- (c) Where an employee who is entitled to holidays in accordance with subclause (a) of this clause is required to work on any of the holidays mentioned in that subclause, either for part or the whole of such day the employee is to, in the case of a shift worker be paid at the rate prescribed in Part VIII - Provisions for Shift Work, Clause 1 – Provisions for Shift Work, subclause (h) - Saturday, Sunday and Holiday with Pay shifts, and in the case of a day worker be paid at the overtime rate prescribed in Part VII – Hours of Work and Overtime for Day Work, Clause 3 - Overtime - Other than Shiftworkers.
- (d) An employee required to work on any of the holidays mentioned in subclause (a) of this clause, where such holiday applies at their normal place of work but because their duties require the employee to work at a place where the holiday does not apply, is to have the time in lieu of such holiday added to the employee's annual recreation leave entitlement.

**PROVIDED** that ordinarily no employee is entitled to observe more than one full day or one half day (as the case may be) Cup Day holiday in any one year.

## **2. PARENTAL LEAVE**

Subject to the terms of this clause employees are entitled to maternity, paternity and adoption leave and to work part-time in connection with the birth or adoption of a child.

### (a) Definitions

For the purposes of this clause:

- (i) **'Child'** means a child of the employee under the age of one year except for adoption of a child where 'child' means a person under the age of five years who is placed with the employee for the purposes of adoption other than a child or step child of the employee or of the spouse or a child who has previously lived continuously with the employee for a period of six months.
- (ii) For the purposes of this clause, **'continuous service'** is work for an employer on a regular and systematic basis including any period of authorised leave or absence.
- (iii) **'Eligible casual employee'** means a casual employee employed during a period of at least 12 months, either:
  - (1) on a regular and systematic basis for several periods of employment; or
  - (2) on a regular and systematic basis for an ongoing period of employment, and who has, but for the pregnancy or the decision to adopt, a reasonable expectation of ongoing employment.
- (iv) **'Employee'** includes full time, part time, permanent, fixed term and "eligible" casual employees.
- (v) **'Expected date of birth'** means the day certified by a medical practitioner to be the day on which the medical practitioner expects the employee or the employee's spouse, as the case may be, to give birth to a child.
- (vi) Normal rate of pay means an employee's rate of salary and includes allowances (excluding shift or weekend allowances, overtime or penalties) which would have continued to be paid but for taking parental leave.

The normal rate of pay for a part-time employee with variable hours of work is calculated as the greater of the following:

- (1) the average of the hours worked by the employee over the preceding 12 months or;

- (2) the actual hours of work at the time of commencement of leave.
- (vii) **'Parental Leave'** means adoption leave, maternity leave, special maternity leave and paternity leave, as appropriate.
- (viii) **'Personal Leave'** for the purposes of this clause means absence due to personal illness or injury.
- (ix) **'Spouse'** means a person who is married or a person who is in a significant relationship within the meaning of the *Relationships Act 2003*.

A **'significant relationship'** is a relationship between two adult persons who:

- (1) have a relationship as a couple; and
  - (2) are not married to one another or related by family.
- (x) **'Primary Care Giver'** means a person who assumes the principal role of providing care and attention to a child. The employer may require confirmation of primary care giver status.
  - (xi) **'State Service'** means an organisation listed in Schedule 1 of the *State Service Act 2000*

(b) Entitlement

- (i) After 12 months continuous service parents are entitled to a combined period of up to 52 weeks unpaid parental leave on a shared basis in relation to the birth or adoption of a child. For females, maternity leave may be taken and for males paternity leave may be taken. Adoption leave may be taken in the case of adoption.
- (ii) Parental leave is only available to one parent at a time in a single unbroken period, except both parents are entitled to access simultaneous parental leave in the following circumstances:
  - (1) for maternity and paternity leave an unbroken period of up to one week at the time of the birth of the child which includes one day of paid leave for the partner to attend the birth of the child;
  - (2) for adoption leave an unbroken period of up to three weeks at the time of placement of the child.
- (iii) Right to request
  - (1) An employee entitled to parental leave pursuant to the provisions of this clause may request the employer to allow the employee:



- (A) to extend the period of simultaneous unpaid parental leave provided for in this clause up to a maximum of eight weeks; and/or
- (B) to extend the period of unpaid parental leave provided for in this clause by a further continuous period of leave not exceeding 12 months;

to assist the employee in reconciling work and parental responsibilities.

- (2) The employer is to consider a request, according to this clause and having regard to the employee's circumstances and, provided the request is genuinely based on the employee's parental responsibilities, may only refuse the request on reasonable grounds related to the effect on the workplace or the employer's business. Such grounds might include cost, lack of adequate replacement staff, loss of efficiency and the impact on customer service.
- (iv) An employee is eligible, without resuming duty, for subsequent periods of parental leave in accordance with the provisions of this clause.
- (v) An employee employed for a fixed term contract has the same entitlement to parental leave, however the period of leave granted is not to extend beyond the term of that contract.

(c) Maternity Leave

- (i) After twelve months continuous service an employee is entitled to 12 weeks paid maternity leave which forms part of the 52 week entitlement provided in clause (b)(i).
- (ii) The rate of pay for the period of paid absence is the normal rate of pay, as defined, for that employee.
- (iii) An employee is to provide written notice to the employer in advance of the expected date of commencement of parental leave. The notice requirements are:
  - (1) at least ten weeks notice of the expected date of birth in a certificate from a registered medical practitioner stating that the employee is pregnant;
  - (2) at least four weeks notice of the date on which the employee proposes to commence maternity leave and the period of leave to be taken.
  - (3) particulars of any period of paternity leave sought or taken by her spouse.

- (iv) An employee is not in breach of this clause if failure to give the required notice is due to confinement occurring earlier than the presumed date.
- (v) Subject to sub-clause(c)(i) and unless agreed otherwise between the employer and employee, an employee may commence maternity leave at any time within six weeks immediately prior to the expected date of birth.
- (vi) An employee who continues to work within the six week period immediately prior to the expected date of birth, or an employee who elects to return to work within six weeks after the birth of the child is required to provide a medical certificate to the employer stating that she is fit to work on her normal duties.

(d) Special Maternity Leave

- (i) An employee who has not yet commenced maternity leave and who suffers an illness related to her pregnancy or is required to undergo a pregnancy related medical procedure is to be granted any paid personal leave to which she is entitled and such further unpaid special maternity leave as a registered medical practitioner certifies as necessary before her return to work.
- (ii) Where a pregnancy related illness or medical procedure is continuous with the commencement of maternity leave the aggregate of paid personal leave, special maternity leave and parental leave, including parental leave taken by a spouse, is not to exceed 52 weeks.
- (iii) Where the pregnancy of an employee terminates other than by the birth of a living child, not earlier than 20 weeks before the expected date of birth the employee is entitled to up to 52 weeks parental leave, including 12 weeks paid maternity leave, certified as necessary by a registered medical practitioner.

(e) Paternity Leave

An employee is to provide to the employer at least ten weeks notice prior to each proposed period of paternity leave, with:

- (i) a certificate from a registered medical practitioner which names the other parent, states that she is pregnant and the expected date of confinement, or states the date on which the birth took place; and
- (ii) An employee is to provide written notice to the employer in advance of the expected date of commencement of parental leave. The notice requirements are:
  - (1) the proposed dates to start and finish the period of paternity leave; and
  - (2) that the period of paternity leave will be taken to become the primary care-giver of a child; and

- (3) particulars of any period of parental leave sought or taken by the other parent.

An employee is not in breach of sub-clause (e) if the failure to give the required period of notice is due to the birth occurring earlier than expected, or due to the death of the mother of the child, or other compelling circumstances.

(f) Adoption Leave

- (i) After twelve months continuous service an employee identified as the primary care giver is entitled to 12 weeks paid adoption leave, which forms part of the 52 week entitlement.
- (ii) An employee is to notify the employer at least ten weeks in advance of the date of commencement of adoption leave and the period of leave to be taken. An employee may commence adoption leave prior to providing such notice where, through circumstances beyond the control of the employee, the adoption of a child takes place earlier than expected.
- (iii) Before commencing adoption leave, an employee is to provide the employer with a statutory declaration stating:
  - (1) the employee is seeking adoption leave to become the primary care-giver of the child; and
  - (2) particulars of any period of adoption leave sought or taken by the employee's spouse.
- (iv) An employer may require an employee to provide confirmation of the placement from the appropriate government authority.
- (v) Where the placement of a child for adoption with an employee does not proceed or continue, the employee is to notify the employer immediately and the employer is to nominate a time not exceeding four weeks from receipt of notification for the employee's return to work.
- (vi) An employee is not in breach of this clause as a consequence of failure to give the required periods of notice if the failure is due to a requirement of an adoption agency to accept earlier or later placement of a child, or due to the death of a spouse, or other compelling circumstances.
- (vii) An employee seeking to adopt a child is entitled to unpaid leave to attend any compulsory interviews or examinations that are necessarily part of the adoption procedure. The employee and the employer are to agree on the length of the unpaid leave. Where agreement cannot be reached, the employee is entitled to take up to two days unpaid leave. If available paid leave, other than personal leave, may be taken instead.

(viii) Adoption leave with pay may be granted in cases where a child is over 5 years of age and special circumstances exist.

(g) Variation of Period of Parental Leave

With the agreement of the employer an employee may shorten or extend the period of parental leave, provided the maximum of 52 weeks is not exceeded. Any such change is to be notified at least four weeks prior to the commencement of the requested changed arrangements.

(h) Parental leave and other entitlements

(i) An employee may, in lieu of or in conjunction with parental leave, access any accrued annual leave or long service leave entitlements subject to the total amount of leave not exceeding 52 weeks.

(ii) Unpaid leave

(1) A period of unpaid leave is available according to this clause and may form part of an employee's parental leave entitlement.

(2) Any period of parental leave without pay in excess of 20 working days is regarded as leave without pay for accrual purposes, including for annual leave, personal leave and long service leave but does not break an employee's continuity of service.

(i) Transfer to a Safe Job

(i) Where an employee is pregnant and, in the opinion of a registered medical practitioner, illness or risks arising out of the pregnancy or hazards connected with the work assigned to the employee make it inadvisable for the employee to continue at her present work, the employee is to be transferred to a safe job, if the employer deems it practicable, until maternity leave commences.

(ii) If the transfer to a safe job is not practicable, the employee may elect, or the employer may require the employee to commence parental leave for such time as is certified necessary by a registered medical practitioner.

(j) Returning to Work After a Period of Parental Leave

(i) An employee is to notify of their intention to return to work after a period of parental leave at least four weeks prior to the expiration of the leave.

(ii) An employee is to notify of their intention to return to work on a part-time basis after a period of parental leave at least 8 weeks prior to the expiration of leave to enable the employer to satisfy the requirements of these provisions.

- (iii) When an employee returns to work after a period of parental leave an employee is entitled to undertake the duties allocated to them immediately before proceeding on parental leave and which the employee would have continued to undertake but for taking parental leave:
    - (1) if the female employee was moved to safe duties because of the pregnancy – immediately before the move; or
    - (2) if the female employee began working part-time because of the pregnancy – immediately before the part-time work began; or
    - (3) otherwise – immediately before the employee commenced maternity leave, except duties for which the employee was in receipt of a higher or more responsible duties allowances, unless the employee resumes those duties upon returning to work.
  - (iv) If those duties no longer exist, the employer is to assign similar duties at the same classification, as appropriate, to the employee.
- (k) Right to request
- (i) An employee entitled to parental leave pursuant to the provisions of clause (b)(i) may request the employer to allow the employee to return from a period of parental leave on a part-time basis until the child reaches school age to assist the employee in reconciling work and parental responsibilities.
  - (ii) The employer is to consider the request having regard to the employee's circumstances and, provided the request is genuinely based on the employee's parental responsibilities, may only refuse the request on reasonable grounds related to the effect on the workplace or the employer's business. Such grounds might include cost, lack of suitable replacement staff, loss of efficiency and effectiveness, the specialised nature of the work and the impact on customer service.
  - (iii) An employee may return to work on a modified basis that may involve the employee:
    - (1) working on different days or at different times, or both; and/or
    - (2) working on fewer days or for fewer hours or both, and/or
    - (3) undertaking different duties at the same classification;
 than the employee worked immediately before commencing parental leave, other than for an employee to whom subclause (i) applied.

(l) Replacement Employees

- (i) A replacement employee is an employee specifically engaged or promoted or transferred for a fixed-term as a result of another employee proceeding on parental leave.
- (ii) Prior to engagement, a replacement employee is to be informed of the fixed-term nature of the employment and of the rights of the employee who is being replaced, including that the engagement may be subject to variation according to subclause (g) and the right to request provisions of subclause (b)(iii).
- (iii) Nothing in this subclause is to be construed as requiring an employer to engage a replacement employee.

(m) Communication During Parental Leave

- (i) Where an employee is on parental leave and a definite decision has been made to introduce significant change at the workplace, the employer is to take reasonable steps to:
  - (1) make information available in relation to any significant effect the change is to have on the status or responsibility level of the duties assigned to the employee prior to commencing parental leave; and
  - (2) provide an opportunity for the employee to discuss any significant effect the change is to have on the status or responsibility level of the duties assigned to the employee prior to commencing parental leave.
- (ii) The employee is to take reasonable steps to inform the employer about any significant matter that will affect the employee's decision regarding the duration of parental leave to be taken, whether the employee intends to return to work and whether the employee intends to request to return to work on a part-time basis.
- (iii) The employee is to also notify the employer of changes of address or other contact details which might affect the employer's capacity to comply with (m)(i) above.

**3. PERSONAL LEAVE**

The provisions of subclauses (a) to (m) and (o) apply to permanent and fixed-term employees but do not apply to casuals, unless otherwise specified. The entitlements of casual employees are set out in subclause (n).

(a) Definitions

- (i) **'Health Practitioner'** means a registered health practitioner registered or licensed as a health practitioner under an appropriate law of the State of Tasmania.
- (ii) **'Household'** in respect of an employee means any person or persons who usually reside with the employee.
- (iii) **'Immediate family'** in respect of an employee includes:
  - (1) spouse (including a former spouse) of the employee. Spouse means a person who is married or a person who is in a significant relationship within the meaning of the *Relationships Act 2003*.  
  
A significant relationship is a relationship between two adult persons who:
    - (A) have a relationship as a couple; and
    - (B) are not married to one another or related by family.
  - (2) child or an adult child (including an adopted child, a step child or an exnuptial child), parent (including foster parent step parent or legal guardian), grandparent, grandchild, sibling or step sibling, of the employee or employee's spouse.
- (iv) **'Medical Certificate'** issued by a registered health practitioner is taken to be a medical certificate for the purpose of this clause if it is issued in respect of the area of practice in which the practitioner is registered or licensed under an appropriate law of the State of Tasmania that provides for the registration or licensing of health practitioners.
- (v) **'Personal Leave'** means leave provided for:
  - (1) personal illness or injury; or
  - (2) to care for members of their immediate family or household who are sick and require care and support; or
  - (3) to care for members of their immediate family or household who require care due to an unexpected emergency.

(b) Amount of Personal Leave

- (i) Personal leave is available to an employee, when the employee is absent:
  - (1) due to personal illness or injury; or

- (2) for the purposes of caring for an immediate family or household member who is sick and requires the employee's care and support or who requires care due to an unexpected emergency.
  - (ii) Personal leave accrues according to length of service. Part time employees are entitled to the same personal leave credits as a full time employee but on a pro-rata basis according to the number of hours worked compared to full time employees. Payment for personal leave will only be made for those hours that would normally have been worked had the employee not been on personal leave.
  - (iii) An employee is entitled to a maximum accrual of 152 hours in each personal leave year except as prescribed in subclause (c) of this clause. In the first year of service an employee is entitled to a maximum of 12 hours and 40 minutes for each completed month of service.
  - (iv) An employee is entitled to leave on full pay (excluding shift or weekend allowances, overtime or penalties).
- (c) Accumulation of personal leave
- If the full period of personal leave as prescribed in subclause (b) (iii) of this clause is not taken in any personal leave year, the proportion that is not taken is cumulative from year to year without limitation.
- (d) The effect of workers compensation
- An employee is not entitled to take paid personal leave for a period during which the employee is receiving workers' compensation.
- (e) Personal Leave for Personal Injury or Sickness
- An employee is entitled to use the full amount of their personal leave entitlement including accrued leave for the purposes of personal illness or injury, subject to the conditions set out in this clause.
- (f) Personal Leave to Care for an Immediate Family or Household Member
- (i) An employee is entitled to use up to 76 hours personal leave, including accrued personal leave, each year 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, subject to the conditions set out in this clause.
  - (ii) Leave may be taken for part of a single day.
  - (iii) By agreement between an employer and an individual employee, the employee may access an additional amount of their accrued personal leave for the purposes set out in subclause (f)(i), beyond the limit set out in subclause



(f)(i). In such circumstances, the employer and the employee will agree upon the additional amount that may be accessed.

(g) Sole Person Accessing Leave

In normal circumstances an employee is not to take leave for caring purposes where another person has taken leave to care for the same person.

(h) Employee Must Give Notice

An employee is required to provide notice in writing for leave to be approved.

(i) An employee absent on personal leave for personal injury or illness (except in exceptional circumstances) must inform the employer of the employee's inability to attend for duty within two hours of commencement time of normal duty on the day of the personal leave absence.

As far as practicable the employee is to state:

- the nature of the injury or illness and;
- the estimated duration of the absence.

(ii) As far as practicable an employee taking personal leave 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 is to give the employer:

- notice prior to the absence of the intention to take leave;
- the name of the person requiring care and their relationship to the employee;
- the reasons for taking such leave; and the estimated length of absence.

(iii) If it is not practicable for the employee to give prior notice of the absence, the employee is to notify the employer at the earliest opportunity on any day leave is required and provide an estimation of the length of leave required.

(i) Evidence Supporting Claim

Subject to subclause (j) when taking personal leave the employee is to prove to the satisfaction of the employer that the employee was unable to attend duty on the day or days on which personal leave is claimed.

(i) Where evidence is required and where reasonably practicable to do so;

- (1) An employee absent on account of personal injury or illness is to provide a medical certificate from a registered health practitioner
- (2) Where taking leave to care for members of immediate family or household who are sick and require care and support the employee is to

provide a medical certificate from a registered health practitioner stating the illness of the person concerned and that such illness requires care by the employee

- (3) Where taking leave to care for members of immediate family or household who require care due to an unexpected emergency, the employee is to provide documentation acceptable to the employer stating the nature of the emergency and that such emergency resulted in the person concerned requiring care by the employee.
  - (ii) If it is not reasonably practicable for the employee to give the employer a medical certificate a statutory declaration made by the employee, stating the illness of the person concerned and where applicable that such illness requires care by the employee.
- (j) Days Without Medical Certificate for Personal Injury or Illness
- (i) Where leave is granted under this clause for personal leave for personal illness or injury for a period of three or more consecutive working days, the third and subsequent days are without pay unless the leave is supported by a certificate from a registered health practitioner.
  - (ii) A medical certificate from a registered health practitioner is required for each personal leave absence for personal illness or injury after the employee has taken an aggregate of 38 hours without a medical certificate in any personal leave year.
- (k) Calculation of Personal Leave Year
- (i) A personal leave year for the purposes of this clause means 12 months of continuous paid employment from the commencement of employment including periods of paid leave.
  - (ii) For any period of leave without pay, including personal leave without pay, taken by an employee of more than 20 working days in aggregate in any personal leave year the whole of that period is not to count as service for the purpose of calculating the personal leave accrual date.
- (l) Verification of Illness

Personal leave on account of personal illness or injury is not to be granted to an employee who is suspected of being absent from duty without sufficient cause, and in order to satisfy the employer that there was or was not sufficient cause, the employer may direct an employee to undergo a medical examination by a registered health practitioner selected and paid for by the employer at any reasonable time and place and with reasonable notice.

(m) Unpaid Personal Leave

Where an employee has exhausted all paid personal leave entitlements, they are entitled to take unpaid personal leave 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 expected emergency. The employer and the employee are to agree on the period. In the absence of agreement, the employee is entitled to take up to two working days per occasion, provided the requirements of subclauses (h) and (i) are met.

(n) Casual Employees – Caring Responsibilities

- (i) Subject to the evidentiary and notice requirements in subclauses (h) and (i) casual employees are entitled to not be available to attend work, or to leave work 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.
- (ii) The employer and the employee are to 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 two working days per occasion. The casual employee is not entitled to any payment for the period of non-attendance.
- (iii) An employer must not fail to re-engage a casual employee because the employee accessed the entitlement provided for in this clause. The rights of an employer to engage or not to engage a casual employee are otherwise not affected.

(o) Personal Leave for Part-Time Employees

Part-time employees shall be entitled to the conditions prescribed by this award, except where such conditions are in conflict with those set out below, in which case this subclause will apply.

Part-time employees who work in excess of 20 hours per week shall, in any one year, be entitled to the following personal leave entitlements:

- 20 hours to less than 30 hours per week 114 hours pa
- 30 hours and above 152 hours pa

**4. BEREAVEMENT LEAVE**

The provisions of subclauses (a) to (f) apply to permanent and fixed-term employees but do not apply to casuals, unless otherwise specified. The entitlements of casual employees are set out in subclause (g).

(a) Definitions

(i) **'Household'** in respect of an employee means any person or persons who usually reside with the employee.

(ii) **'Immediate family'** in respect of an employee includes:

(1) spouse (including a former spouse) of the employee. Spouse means a person who is married or a person who is in a significant relationship within the meaning of the *Relationships Act 2003*.

A significant relationship is a relationship between two adult persons who:

(A) have a relationship as a couple; and

(B) are not married to one another or related by family.

(2) child or an adult child (including an adopted child, a step child or an exnuptial child), parent (including foster parent step parent or legal guardian), grandparent, grandchild, sibling or step sibling, of the employee or employee's spouse.

(b) Paid Leave Entitlement

In the event of the death of a member of the employee's immediate family or household an employee will be granted bereavement leave upon application being made to and approved by the employer without loss of pay or entitlement to continuous service for a period of up to ten days with the discretion of the employer to grant additional paid leave.

(c) This clause has no application while the period of entitlement to leave under it coincides with any other period of entitlement to leave.

(d) Provided that no payment will be made in respect of the employee's rostered days off.

(e) Evidence Requirements

The employer may request evidence of death in the form of a death notice, or other written evidence furnished by the employee to the satisfaction of the employer.

(f) Unpaid Bereavement Leave

An employee may take unpaid bereavement leave by agreement with the employer.

(g) Casual Employees

(i) Subject to the evidentiary requirements in subclause (e), casual employees

are entitled to not be available to attend work, or to leave work upon the death in Australia of an immediate family or household member.

- (ii) The employer and the employee will agree on the period for which the employee is 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 two days per occasion. The casual employee is not entitled to any payment for the period of non-attendance.

An employer must not fail to re-engage a casual employee because the employee accessed the entitlement provided for in this clause. The rights of an employer to engage or not engage a casual employee are otherwise not affected.

## **5. RECREATION LEAVE**

### (a) Period of Leave

- (i) Employees other than those who receive a 20 per cent loading in lieu of annual recreation leave, personal leave and holidays with pay are to be allowed annually and after 12 month of continuous service, 152 hours leave in the case of employees working 38 hours per week.

### (ii) Shiftworkers

- (1) In addition to the leave prescribed in paragraph (a)(i) of this clause shiftworkers are to be allowed 38 hours leave to be taken in seven consecutive days including non-working days. Where an employee with 12 months' continuous service is engaged for part of the 12 monthly period as a shiftworker, that employee is entitled to have the period of annual recreation leave prescribed in paragraph (a)(i) of this clause increased by 3.16 hours for each month the employee is continuously engaged.
- (2) To qualify as a shift worker for the purposes of annual recreation leave, an employee is to be rostered to perform work on not less than 10 Saturdays and 10 Sundays during any one leave year.

### (iii) Part-time Employees

Part-time employees (excluding employees who receive the 20 per cent loading in lieu of annual recreation leave, personal leave and holidays with pay) are entitled to annual recreation leave based on the number of ordinary hours worked in the leave year.

The leave entitlement is to be calculated as follows:

$$\text{part-time hours} \div \text{full-time hours} \times \text{full-time leave entitlement}$$

**'Part-time hours'** means the hours worked by the employee in the relevant leave year (including any periods of paid leave).

**'Full-time hours'** means 1976 hours in the relevant leave year.

**'Full-time leave entitlement'** means 152 hours (for day workers).

(iv) Where the employer determines to close offices during the period commencing on Christmas Day and ending on New Year's Day (or any other days as may be deemed to be publicly observed as these State Service Holidays by the application of the *Statutory Holidays Act 2000*), such hours not being Holidays with pay will be deducted from the employee's recreation leave accrual.

(b) Annual Recreation Leave Exclusive of Holidays With Pay

Subject to this subclause the annual recreation leave prescribed by this clause is to be exclusive of any of the holidays prescribed by Part IX – Leave and Holidays with Pay, and if any such holiday falls within an employee's period of annual recreation leave and is observed on a day which in the case of that employee would have been an ordinary working day, there is to be added to the period of annual recreation leave time equivalent to the ordinary time which the employee would have worked if such day had not been a holiday.

Notwithstanding the foregoing provisions, a shift worker is to have added to their period of annual recreation leave one day for each statutory holiday mentioned in Part IX – Leave and Holidays with Pay, whether or not such holiday is observed on a day which, for that employee would have been a rostered day off. This does not apply to a Statutory holiday which is observed on a Saturday or on a Sunday.

(c) Broken Leave

Leave allowed under the provisions of this clause is to be given and taken in not more than two separate periods unless the Head of Agency and the employee otherwise agree.

(d) Time of Taking Leave

Annual recreation leave is to be given at a time fixed by the Head of Agency within a period not exceeding six months from the date when the right to annual recreation leave accrued and after not less than two weeks notice to the employee.

(e) Payment in Lieu Prohibited

Except as provided in subclause (g) and subclause (l) of this clause payment is not to be made or accepted in lieu of annual recreation leave.

(f) Payment for Period of Leave

The rate of salary for an employee during a period of recreation is the normal rate of salary the employee would have received for the ordinary hours of duty during the relevant period.

An employee before going on leave may elect to be paid the amount of wages that employee would have received in respect of the ordinary time which the employee would have worked had that employee not been on leave during the relevant period. Payment calculated in accordance with the provisions of this clause should be made for the full weeks of leave at the time, unless otherwise specified by the employee.

**PROVIDED** that a shiftworker who is normally rostered to work 160 hours in an accounting period, in accordance with the proviso to Part VIII – Provisions for Shift Work, Clause 1 - Shift Work, subclause (e) - Hours, paragraph (i) of this award, is to be paid the amount of wages they would have received in respect of the ordinary time they would have worked had they been rostered to work the standard 152 hours had they not been on leave during the relevant period and no deduction is to be made for board and lodging and no day in lieu is to accrue.

(g) Proportionate Leave on Ending Service

If after one month of continuous service in any qualifying 12 month period an employee lawfully leaves their employment or their employment is terminated by the employer through no fault of the employee, the employee is to be paid at that employee's ordinary rate of wages as follows:

- (i) Day Worker - 8.33 per cent of annual recreation leave entitlement for that category of employee for each completed month of continuous service.
- (ii) Shift Worker who is entitled to five weeks leave in a full year - 8.33 per cent of annual recreation leave entitlement for that category of employee for each completed month of continuous service in addition such entitlements established under the provisions of subclause (b) - Annual recreation leave Exclusive of Holidays with Pay of this clause.
- (iii) Part-time Employees not attracting a 20 per cent loading:
  - (1) Shift Worker – 8.33 percent of normal hours worked in each completed month of continuous service in addition to such entitlements established under the provisions of subclause (b) - Annual Recreation leave Exclusive of Holidays with Pay of this clause.
  - (2) Day Worker – 8.33 percent of annual recreation leave entitlement for that category of employee for each completed month of continuous service.

Service is deemed to be continuous if the employee was engaged as a part-time employee during the relevant period.

(h) Calculation of Continuous Service

For the purpose of this clause, service is deemed to be continuous notwithstanding any absence from work on account of any approved leave with pay.

In calculating the period of 12 months continuous service, leave without pay is not to be calculated as continuous service after a cumulative period of 91 calendar days in any 12 month period.

(i) Employer Instigated Cancellation of Leave by the Head of Agency

- (i) Where the Head of Agency cancels approved annual recreation leave (whether agreed or otherwise by the employee, and irrespective of when such cancellation notification is given) an employee incurs a monetary loss directly associated with pre-established annual recreation leave holiday arrangements, and such loss is deemed to be unrecoverable, the employee is entitled to recover such otherwise unrecoverable costs from the employer.

**PROVIDED** that such claims must be verified by the production of receipts or other form of documentation indicating the prior expenditure incurred associated with pre-holiday arrangements. This information is to be accompanied by written notification, from the person or organisation with whom or which the payment was made, stating the amount which is not recoverable.

**PROVIDED FURTHER** that the employer is only liable to pay that portion of the payment declared unrecoverable, which is not subject to an insurance claim or payment.

- (ii) An employee who, during a period of annual recreation leave, responds to an employer instigated request to return to work during such a period of annual recreation leave is entitled to redeem from the employer any travel and other associated costs incurred in returning to work and the subsequent resumption of annual recreation leave. Such costs are deemed to be those in excess of costs normally incurred by the employee in travelling daily to and from work.

The reimbursement of costs associated with the resumption of annual recreation leave would only apply when the period of leave was deemed to be continuous, save only for the interruption occasioned by the return to work.

Claims for reimbursement of travel and other associated costs must be accompanied by receipts and any other form of documentation which would be appropriate to the circumstances of the claim.

- (iii) An employee, on returning to work in response to an employer instigated request, is to be recredited with one day's annual recreation leave for each



day or part thereof the employee is deemed to be at work. The employee is entitled to observe such additional recredited day or days in addition to that unused portion of approved annual recreation leave (which the employee would have observed but for the interruption occasioned by their return to work) immediately upon the expiration of the period of duty for which the employer recalled the employee.

**PROVIDED** that an employee may elect to take the balance of unused leave and recredited days at a later date.

(j) Personal Leave Requirements During Recreation Leave

- (i) An employee who is injured or ill, or is required to care for a member of the employee's immediate family or household while absent on recreation leave may, on written application to the employer, be credited with a period of annual leave equal to the number of working days for which the employee was injured or ill, or required to care for a member of the employee's immediate family or household.
- (ii) Where, in accordance with subclause (j)(i) above, the employer re-credits an employee with recreation leave, a deduction of that number of days will be made from any personal leave credit to which the employee is entitled.
- (iii) An application made under subclause (j)(i) of this clause is to be accompanied with a certificate from a registered health practitioner.

(k) Recreation Leave - Part-Time Shiftworkers

A part-time employee engaged as a shift worker is entitled to the conditions prescribed by this award, except where such conditions are in conflict with those set out below, in which case this clause will apply.

- (i) To qualify as a shiftworker for the purposes of receiving an additional week's annual recreation leave a part-time employee is to be rostered to perform work on not less than 10 Saturdays and not less than 10 Sundays during any one year.
- (ii) A part-time shiftworker is to have their period of annual recreation leave extended by the addition of one day for each holiday with pay as prescribed in Part IX – Leave and Holidays with Pay, whether or not such holiday is observed on a day which for that employee would have been a rostered day off.

This does not apply in respect to a statutory holiday which is observed on a Saturday or a Sunday.

- (iii) A part-time shiftworker whose place upon a roster does not rotate (by agreement between the relevant parties and persons bound by this award and

the employees concerned) is to only have their period of annual recreation leave extended by the addition of one day for each holiday prescribed in Part IX – Leave and Holidays with Pay, upon which the employee is rostered to work.

The provisions of paragraphs (ii) and (iii) of this subclause do not apply in respect to a statutory holiday which is observed on a Saturday or a Sunday.

(l) Loading in Lieu of Paid Leave

Part-time employees are entitled to the conditions prescribed by this award, except where such conditions are in conflict with those set out below, in which case this clause will apply.

- (i) Part-time employees working less than 20 hours per week are to receive payment for annual leave, personal leave and holidays with pay.

**PROVIDED** that part-time employees employed before 17 January 2005 working less than 20 hours per week who are receiving payments in lieu of leave may elect to receive a 20 percent loading in lieu of annual recreation leave, personal leave and holidays with pay. An employee who makes such an election cannot revert to the loaded rate.

- (ii) A part-time employee working less than 20 hours per week who receives a loading in lieu of annual recreation leave, personal leave and holidays with pay, is entitled to elect to take up to four weeks leave without pay in any one leave year. Leave under this provision is not to be cumulative.

- (iii) Leave allowed under this provision may be taken by mutual agreement by the employee, employer and the appropriate union.

A casual employee is to receive a 20 per cent loading at the appropriate rate to compensate for annual leave, personal leave and holidays with pay as prescribed in lieu of paid leave entitlements and Holidays with Pay as prescribed by Part IX – Leave and Holidays with Pay of this award.

## **6. RECREATION LEAVE LOADING**

During a period of annual recreation leave an employee is to be paid a loading by way of additional salary, calculated at the rate of salary prescribed for the relevant classification in Part II – Salaries and Related Matters, Clause 3 - Salaries of this award, as follows:

(a) Day Worker

A day worker (excluding employees who receive the 20 per cent loading in lieu of annual recreation leave, personal leave and holidays with pay) who proceeds on annual recreation leave for a period of 10 or more days is to be paid a loading calculated at the rate of 17.5 per cent of the employee's normal salary, including any higher and more responsible duties allowance or all purpose payments payable to the employee concerned.

(b) Shiftworker

An employee who, but for the period of annual recreation leave, would have worked shiftwork, is to receive a loading calculated at the rate of 17.5 per cent of the employee's normal salary including any higher and more responsible duties allowance.

**PROVIDED** that an employee who would have received shift payments as prescribed by Part VIII – Provisions for Shift Work, Clause 1 - Shift Work of this award had the employee not been on annual recreation leave during the relevant period, and where such shift payments would have entitled to the employee a greater monetary amount than a loading of 17.5 per cent of the employee's normal salary, the employees annual recreation leave loading is to be calculated as an amount equivalent to the shift payment the employee would have received in accordance with their projected shift roster.

**PROVIDED FURTHER** that such loading is to:

- (i) be calculated on the basis of a maximum period in any one leave year as follows:
  - (1) in the case of a shiftworker a period of five weeks annual recreation leave; and
  - (2) in all other cases a period of four weeks annual recreation leave.

Where, in the case of a shiftworker, more than five weeks annual recreation leave accrues per annum the excess above five weeks is to be paid only as per projected shift roster;

- (ii) in no case where the loading is calculated on the basis of 17.5 per cent of normal salary, is it to exceed the loading which would be payable in respect of the classification of B5-R1-1 in the General Stream of this award, on and from the employees anniversary date, in respect of all annual recreation leave

accrued during the previous 12 months;

- (iii) not apply to proportionate annual recreation leave accrued by an employee in the leave year of the year of termination of service where such employee voluntarily resigns or whose services are terminated for disciplinary or other good reason;
- (iv) be calculated in the case of:
  - (1) a non-shiftworker, at the salary rate applicable to the employee concerned, on the day of annual recreation leave accrual in the year in which the annual recreation leave is credited; and
  - (2) a shiftworker, where the loading is calculated as to projected shift roster, at the salary rate applicable to the employee concerned as at the date of commencement of annual recreation leave; or
  - (3) a shiftworker, where the loading is calculated at 17.5 per cent of the employee's normal salary, at the salary rate applicable to the employee concerned on the day of annual recreation leave accrual in the year in which the annual recreation leave is credited.
- (v) not be cumulative. Any balance of such loading due to an employee at the expiration of a period of one year following the date upon which the annual recreation leave was credited is to be paid to such employee as soon as is practicable after the date of the expiration of such period.

## **7. STATE SERVICE ACCUMULATED LEAVE SCHEME**

An employee is to be entitled to participate in the State Service Accumulated Leave Scheme under the terms and conditions specified in this clause.

The scheme is to be known as the State Service Accumulated Leave Scheme (SSALS).

### (a) Summary of Scheme

The SSALS allows the employer to approve Plans under which participating employees will, by taking a reduction in normal salary for a given period, become entitled at the end of that period to a pre-determined amount of special ("accumulated") leave during which they will be paid salary at the same reduced rate.

### (b) Interpretation

The conditions and administrative arrangements in the SSALS are to be administered in conjunction with the *State Service Act 2000* and the State Service Regulations 2001.

**'Accumulated leave'** means the period of time that is accumulated under the Plan as leave during a work period.

**'Leave period'** means the period specified in a Plan when a participating employee is absent from work on accumulated leave.

**'Normal salary'** means the salary that would be paid to a participating employee if that person was not participating in a Plan and includes salary expressed as an annual rate, fortnightly rate, weekly rate, daily rate or hourly rate. It includes all allowances that are paid as an annual rate, fortnightly rate, weekly rate, daily rate or hourly rate but not overtime payments and shift work penalty rates unless they are paid as a component of an annualised rate.

**'Operational requirements'** means the need to ensure that the Agency is to be operated as effectively, efficiently and economically as possible.

**'Participating employee'** means an employee whose election to participate in a Plan has been approved by the employer.

**'Plan'** means an arrangement in the SSALS consisting of a specified work period followed by a specified leave period.

**'Work period'** means the period specified in a Plan when an employee is at work.

(c) Plans

The SSALS consists of arrangements known as Plans. For example:

| <u>Work Period</u> | <u>Percentage of Normal Salary payable during the period of the Plan</u> | <u>Leave Period</u> |
|--------------------|--|---------------------|
| Four Years         | 80%<br>"The Four over Five Year Plan"                                    | One Year            |
| Three Years        | 75%<br>"The Three over Four Year Plan"                                   | One Year            |
| Twenty Months      | 83.3%<br>"The 20 over 24 Month Plan"                                     | Four Months         |
| Eighteen Months    | 75%<br>"The 18 over 24 Month Plan"                                       | Six Months          |
| Forty Eight Weeks  | 92.3%<br>"The 48 over 52 Week Plan"                                      | Four Weeks          |

| <u>Work Period</u>         | <u>Percentage of Normal Salary payable<br/>during the period of the Plan</u> | <u>Leave<br/>Period</u>    |
|----------------------------|--|----------------------------|
| Forty Weeks                | 76.9%<br>"The 40 over 52 Week Plan"  | Twelve Weeks               |
| (Other Plan)<br><b>"A"</b> | $\frac{A}{A+B} \times 100 = \dots\%$<br>(to one decimal place)<br>Year       | (Other Plan)<br><b>"B"</b> |
| ..... Years                | The ..... over.....  | ..... Year                 |
| ..... Months               | Week   | ..... Months               |
| ..... Weeks                | Month Plan"  | ..... Weeks                |

(d) Application of SSALS

- (i) The employer, after considering the operational requirements of the Agency, determines whether any Plan or Plans are to be available to employees in the Agency.
- (ii) The employer may make any Plan or Plans available to employees in an Agency or an employee or employees can request the employer that a Plan be made available to them.
- (iii) A Plan may be made available to any permanent employee (full or part-time) including an employee who works shifts. A Plan may be made available to any temporary employee the term of whose contract of employment is sufficient to cover the period of the Plan.
- (iv) The Head of Agency determines:
  - (1) whether one or more Plans will be made available to all or only some of the employees;
  - (2) whether particular Plans will be made available to particular categories of employees;
  - (3) whether quotas will apply to the number of employees who may participate in a Plan, and whether quotas will apply to any category of employees;
  - (4) the selection arrangements where quotas are imposed; and
  - (5) the commencement date of any Plan.
- (v) Where an employee participating in a Plan is promoted, transferred, seconded or otherwise moved either into another Agency or within their own Agency the Head of the Agency in which the employee is thereafter employed will, after consultation with the employee and taking into account the operational requirements of the Agency, determine whether or not the employee is able

to continue on their Plan.

- (vi) If the Head of Agency determines under subclause (d)(v) that the employee is not able to continue on their Plan, the Head of Agency may forthwith terminate the employee's Plan whereupon the employee becomes entitled to a period of accumulated leave which bears the same proportion to the total leave period of the Plan as the period worked under the Plan bears to the total work period, to be remunerated at the percentage of normal salary payable during the period of the Plan. The employee may apply to the Head of Agency at any time to take that leave, and it is to be granted as soon as can be, consistent with the operational requirements of the Agency.

(e) How to Participate in SSALS

- (i) Where the Head of an Agency offers a Plan to an employee the employee may elect to participate in the Plan by lodging an election in writing with the Head of Agency in any form which the Head of Agency may approve.
- (ii) The Head of the Agency may accept or reject an election to participate made in accordance with subclause (e)(i).
- (iii) The Head of Agency will notify the employee in writing if the employee's election has been disapproved.
- (iv) Where the employee's election is approved, the Head of Agency will endorse approval on the form of election which was lodged by the employee, and will provide the employee with a copy of that endorsed form.
- (v) An employee's election under subclause (e)(i) does not entitle the employee to participate in a Plan until it is approved by the Head of Agency in accordance with subclause (e)(iv).
- (vi) A participating employee wishing to withdraw from a Plan must apply in writing to their Head of Agency who may refuse the application if he or she considers such refusal to be reasonably required to meet the operational requirements of the Agency.

(f) Conditions and Administrative Arrangements

- (i) Work Period to be completed prior to Period of Leave

The work period specified in a Plan must be completed before a participating employee can commence the leave period specified in that Plan.

- (ii) Suspension of Plan

The Head of Agency on the application of the employee or otherwise can in writing suspend a Plan.

In deciding to suspend a Plan, either on application of the employee or otherwise, the Head of Agency will take into account the employee's circumstances and response to any proposal to suspend, and what is reasonably required to meet the operational requirements of the Agency. Suspension may occur either during the work period or the leave period of the Plan, and will be for such period as may be specified by the Head of Agency in the instrument by which the Plan is suspended.

Where the total period of the Plan comprises five years or more (for example a four over five Plan) the Plan may only be suspended with the agreement of the employee.

An employee is entitled to compensation for reasonable expenses incurred by the employee, but not otherwise recoverable, as a result of the Head of Agency's decision to suspend the Plan otherwise than on the application of the employee.

(iii) Accumulated Leave

Accumulated leave is to be managed in accordance with any legislative requirements and with any guidelines which may be issued by the relevant Head of Agency which are not inconsistent with the SSALS.

A record is to be kept to show at all times the exact amount of the accumulated leave for each participating employee.

On withdrawal from a Plan, the accumulated leave is to be taken immediately or either wholly or in part at a later time approved by the Head of Agency, at the percentage of normal salary payable during the period of the Plan. It is not to be paid out unless the participating employee's employment ends.

Where a participating employee moves to another Agency the exact amount of the accumulated leave and salary for that employee is to be transferred to that Agency not later than twenty working days after the date of movement.

(iv) Payment during the Leave Period

During the leave period the participating employee is to receive salary at the percentage of normal salary payable during the period of the Plan. Normal employment conditions will apply as if the employee was on annual leave. An employee may, on request, receive a lump sum payment in either one or two installments.

(v) Salary Progression

Salary Progression will continue throughout the period of a Plan.



(vi) Superannuation

Superannuation contributions are to be paid throughout the period of a Plan and in accordance with the rate of salary applicable under the Plan.

It is the responsibility of a participating employee to obtain any personal superannuation advice from the Retirement Benefits Fund Board or from the employee's own adviser(s).

A participating employee's superannuation contributions (where the employee is a contributor to a superannuation scheme other than Retirement Benefits Fund) and entitlements depend upon the employment arrangements for that employee.

An Agency's superannuation responsibilities and financial obligations for participating employees depend upon the nature of the employment arrangements for each participating employee.

(vii) Other Compulsory Deductions from Pay

Compulsory deductions from pay will be made throughout the period of a Plan.

('Compulsory deductions' include garnishees, salary attachments, court orders, etc.)

(viii) Voluntary Deductions from Pay

Voluntary deductions from pay (including life insurance premiums, private health fund premiums, union membership fees etc) made by the Agency at the request of an employee is to continue throughout the period of the Plan.

(ix) Administrative Records

An Agency administering a Plan must maintain proper separate records of accruals based upon that Plan.

(x) Recreation Leave

Recreation leave entitlements accrue throughout the period of the Plan and will be taken otherwise than during the leave period of a Plan at the percentage of normal salary payable during the period of the Plan. Whenever taken, entitlements will be deducted from credits in the normal manner.

(xi) Personal Leave

Personal leave entitlements taken during the period of a Plan will be taken at the rate of salary applicable under the Plan and will be deducted from credits in the normal manner.

Personal leave entitlements will accrue throughout the period of the Plan and access to those entitlements will be in accordance with the Tasmanian State Service Regulations and any relevant Award provisions.

(xii) Parental Leave

Where a participating employee is absent on parental leave, either within the work period of a Plan or during the leave period, the employee's participation in the Plan is not affected by that parental leave. Salary arrangements established by the Plan apply during parental leave.

(xiii) Other Leave

Payment of all other leave entitlements (including leave on account of special circumstances, bereavement leave, leave of absence with or without pay, Defence Force leave, leave for jury service, leave in lieu of overtime, etc) taken during the currency of a Plan will be at the rate of salary applicable under the Plan. Such entitlements will when taken be deducted from credits in the normal manner, and are to be taken otherwise than during the leave period of a Plan.

(xiv) Long Service Leave

Long service leave is provided for in the *Long Service Leave (State Employees) Act 1994*.

Long service leave entitlements accrue throughout the work period of a Plan. The leave period is not to be regarded as a period of employment in calculating length of employment for the purposes of the Act, but is not to be taken as interrupting the continuous employment of a participating employee. Long service leave entitlements are to be taken otherwise than during the leave period of a Plan.

Where a participating employee is absent on long service leave in the work period of a Plan the employee's participation in the Plan is not postponed for the duration of that long service leave, and salary is to be paid at the rate of salary applicable under the Plan.

(xv) State Service Holidays (Public Holidays)

The leave period of a Plan is to be extended by the number of State Service holidays (public holidays) falling within it.

(xvi) Workers Compensation

A Plan is to be suspended during any period of incapacity for which the worker is entitled to compensation under the provisions of the *Workers Rehabilitation and Compensation Act 1988*, effective from the day before the

commencement of the period of incapacity and terminating upon the last day of the incapacity. Upon suspension of a Plan in accordance with this provision, the employee reverts to normal salary entitlement.

(xvii) Cessation of Employment

Where a participating employee ceases to be employed in the Tasmanian State Service, the Plan will thereupon terminate and the Head of the Agency will pay in one lump sum to that former employee, or to that person's estate, the exact amount of that former participating employee's accumulated leave entitlement less the prescribed income tax and any other compulsory deductions not later than twenty working days after termination.

## **8. JURY SERVICE**

- (a) An employee who is required for jury service is to be granted the necessary leave of absence on full pay, and is not permitted to claim jury fees but only those out of pocket expenses (e.g.: parking fees) as determined by the Crown.
- (b) An employee must advise the employer as soon as the notification is received for the requirement to undertake jury service.
- (c) When an employee is required for jury service and is on recreation leave the employee is to be credited with the time occupied with the jury service. The employee is to be permitted to take such recredited recreation leave at the end of the original period of leave or at a later date according to the work demands of the employer.

## **PART X – UNIFORMS, PROTECTIVE CLOTHING AND EQUIPMENT**

### **1. UNIFORM**

- (a) An employee required to wear a uniform in undertaking duties is to be supplied with a sufficient, suitable and serviceable uniform free of cost.
- (b) An employee supplied with a uniform is to return it prior to ceasing employment if required to do so.
- (c) An employee supplied with a uniform is to have it replaced on a "fair wear and tear" basis or such other arrangement as may be determined by the employer.

### **2. PROTECTIVE CLOTHING AND EQUIPMENT**

- (a) The employer is to maintain at its own expense full and sufficient supplies of safety appliances, such as rubber gloves, disinfectants, etc. for the use of employees.
- (b) The employer is to provide where necessary, suitable protective clothing for the employees. An employee who is supplied with protective clothing, is to wear such clothing in such a way as to achieve the purpose for which it is supplied.
- (c) Reimbursement for the cost to the extent of the damage sustained is to be made where, in the course of the work, an employee's clothing is damaged or destroyed by fire or the use of corrosive substances.

### **3. LIFTING OF PATIENTS**

No employee is to be required or permitted to lift or carry by hand any patient who is unable to provide reasonable assistance and weighs over 25 kg without the assistance of another person.

**PROVIDED** that where any patient, who is unable to provide reasonable assistance, weighs over 76 kg, no employee who is of the opinion that additional assistance is necessary is to be required or permitted to lift or carry by hand such patient without the assistance of two other persons.

The expression 'lift' includes the following:

- (a) Raising a patient in bed;
- (b) Raising or moving a patient who has fallen;
- (c) Removing a patient from a bed to a chair, wheelchair, commode, trolley, bath or other conveyance or receptacle;
- (d) Removing a patient from a chair, wheelchair, commode, trolley, bath or other conveyance or receptacle to a bed or other place.

## PART XI – AWARD COMPLIANCE AND UNION MATTERS

### **1. RIGHT OF ENTRY FOR UNION OFFICIALS**

Right of entry for union officials is in accordance with the provisions of section 77 of the *Industrial Relations Act 1984* (as amended).

### **2. WORKPLACE DELEGATES**

- (a) Workplace union delegates will have recognition by the employer through:
- (i) the right to be treated fairly and to perform the role as workplace delegates without any discrimination in employment, and the right to be treated with respect and without victimisation by management representatives.
  - (ii) The right to formal recognition by the employer that endorsed union delegates speak on behalf of union members in their workplaces and that issues raised by delegates will be dealt with promptly and appropriately.
  - (iii) The right to have workplace union structures, such as delegates' and worksite committees, recognised and respected.
  - (iv) The right to represent members on workplace issues.
  - (v) The right to representation on consultative committees, genuine consultation and reasonable access to information about the workplace.
  - (vi) The right to reasonable paid time:
    - (1) to represent the interests of members to the employer;
    - (2) to represent the interests of members in industrial tribunals;
    - (3) to consult with union members;
    - (4) to participate in the operation of the union;
    - (5) to research and prepare prior to all negotiations with management;
    - (6) an opportunity to explain the benefits of union membership to employees including new employees at the time they enter into employment.
  - (vii) The right to call meetings of members and invite non-members to discuss union business.

- (b) Workplace delegates are to have access to facilities, including:
  - (i) where practicable, access to a private room to meet with individual members and perform union business.
  - (ii) reasonable access to telephone, facsimile, post, photocopying, internet and e-mail facilities for the purpose of carrying out work as a delegate and consulting with workplace colleagues and the union.
  - (iii) the right to place union information on an appropriate notice board in a prominent location in the workplace.
  - (iv) access to information relevant to the workplace and/or workplace issues, including appropriate awards, agreements, statements of duty, departmental and governmental policies and, where available, staff lists.
- (c) Workplace delegates are to have:
  - (i) An entitlement to five days paid training leave in any one calendar year to attend union-endorsed union courses and attendance at union conferences.
  - (ii) Recognition that the time associated with travel for country delegates may require additional time to paragraph (i) above.
  - (iii) The skills acquired by an employee undertaking the role of a workplace delegate form part of the evaluation criteria for performance management, salary progression and overall career advancement wherever those identified skills are also required by the classification band of that delegate.
  - (iv) The employee is to notify the employer of the skills acquired and their relevance for the evaluation of performance and for salary progression
- (d) Workplace delegates' roles may extend beyond the workplace and the delegates are to have access to reasonable time:
  - (i) To promote union issues, for participation on committees, and to assist delegate development, including paid work in the union office negotiated between the union and the employer on a case by case basis;
  - (ii) For participation in internal union forums and committees (e.g. branch or national conferences). Generally, members are elected to these roles under the registered union rules.
  - (iii) In dispersed or remote workplaces the delegate structure may require coordinating delegates and that these delegates may require a greater amount of time to perform their duties.

- (iv) Delegates will have access to leave without pay for the purposes of working for a union. Any such period of leave will be considered as service for salary increment purposes and is not to constitute a break in service for other purposes. Delegates will be entitled to undertake the duties which they undertook immediately before taking up such positions with the union.

### **3. NOTICE BOARD**

The employer is to permit a notice board of suitable size to be erected in its offices, workshops and/laboratories to facilitate communication on work place issue between employees and/or their unions.

### **4. RECORDS OF EMPLOYMENT**

The employer is to maintain records of employment as required by section 75 of the *Industrial Relations Act 1984*.

## **PART XII – CONSULTATION AND CHANGE: GRIEVANCE AND DISPUTE RESOLUTION**

### **1. CONSULTATION AND CHANGE**

- (a) Where an Agency proposes major changes in work arrangements and practices that are likely to have significant effects on employees the Agency is to notify the employees who may be affected by the proposed changes and the relevant union/s prior to the implementation of any changes.
- (b) Major change in work arrangements and practices that are likely to have significant impact on employees include those matters that may be directly linked to public sector restructuring processes including amalgamations 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 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 a 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 agencies following the processes of this clause is to be maintained by the employer.

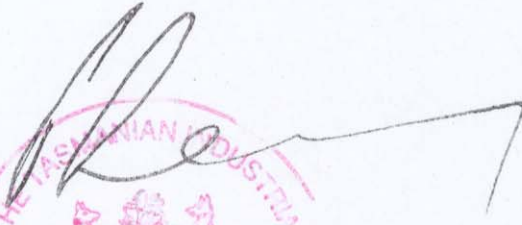
### **2. NO DISADVANTAGE**

It is a term of this Award that no employee is to be disadvantaged by the implementation of the new classification structure and any associated review process including salary levels that employees were expected to progress to under the previous employment arrangements. This guarantee will be subject to normal satisfactory performance as required in the previous arrangements to access salary progression points.



### **3. GRIEVANCE AND DISPUTE SETTLING PROCEDURE**

- (a) When a possible dispute or grievance arises the employee(s) should in the first instance discuss the issue(s) with their immediate supervisor.
- (b) The employee(s) may choose to be represented or assisted with the issue(s) by a workplace union delegate or by another person.
- (c) Should discussions fail to resolve the grievance/dispute, the issue(s) may be referred to the appropriate union (if applicable) and to management representatives.
- (d) If the issue(s) remains unresolved, either party may refer the dispute /grievance to the Tasmanian Industrial Commission for conciliation /arbitration and settlement.
- (e) Whilst a dispute /grievance is being dealt with through this process the status quo will remain and work will continue without disruption.
- (f) However where a safety issue is involved immediate priority will be given to the resolution of it having regard to recognised safety standards and relevant legislation. This may involve the cessation of work where an employee's safety is at risk.
- (g) Further the operation of this clause does not remove or lessen the right of an employee to seek redress through the provisions of the State Service Act 2000 of any other applicable legislation.



P Leary  
**PRESIDENT**  
1 December 2008

## APPENDIX 1 – TRANSLATION ARRANGEMENTS

### 1. TRANSLATION OF CLASSIFICATIONS FROM THE COMMUNITY AND HEALTH SERVICES (PUBLIC SECTOR) AWARD

(a) General Information about Translation from the Previous Four Streams under the Community and Health Services (Public Sector) Award.

(i) In this clause, '**translation**' refers the process of moving from the previous classification structure under the Administrative and Clerical, Operational and the Technical streams, to the new classification structure under this award.

(ii) Initial movement to new streams is on a point-to-point basis effective from 30 November 2008.

(iii) Reclassification of a substantive level as a result of the Review Process is regarded as a translation change and the employee is translated accordingly with effect from the first full pay period commencing on or after 8 March 2009.

**PROVIDED** that arrangements for targeted occupational groups under clause 2 of this Appendix may result in an employee being classified at a different band level.

(iv) All salary increases due to translation under this clause are effective from the first full pay period on or after the translation date.

(v) Where an employee is to progress to a higher level within a band, in accordance with Clause 4 - Advancement Assessment and Progression - in Part II – Salaries and Related Matters on a date that coincides with a scheduled translation date, the progression is deemed to have occurred first and then translation may occur, if indicated.

Salary increases due to normal progression (not translation) are effective immediately.

(vi) The actual salary payable to an employee will depend on a number of factors, including:

(1) Whether or not the employee was an employee at 30 November 2008;

(2) The previous classification of the employee, including personal classification, at 30 November 2008;

(3) The salary increment level for the employee at 30 November 2008;

(4) Whether or not the employee's salary was at the highest increment level at 30 November 2008, for 12 months or more;

- (5) The employee's anniversary date;
- (6) Advancement assessment and progression processes; and
- (7) Other relevant factors.

(b) Translation from the Administrative and Clerical Stream

- (i) The table at Appendix 2 shows current salaries, translation, progression and advancement, salary increases and structural adjustments for previous Administrative and Clerical classifications to the new General Stream of this award.
- (ii) The table at Appendix 4 isolates the translation arrangements for Administrative and Clerical classifications to the new General Stream of this award, subject to (a)(vi) of this Appendix.
- (iii) Translation of employees previously engaged under the Community and Health Services (Public Sector) Award will be subject to the no disadvantage provisions of Clause 2 of Part XII – Consultation and Change: Grievance and Dispute Resolution.

(c) Translation from the Technical Stream

- (i) The table at Appendix 2 shows current salaries, translation, progression and advancement, salary increases and structural adjustments for previous Technical classifications to the new General Stream of this award.
- (ii) The tables at Appendix 7 isolates the translation arrangements for Technical classifications to the new General Stream of this award, subject to (a)(vi) of this Appendix.
- (iii) The following table highlights the special translation arrangements for technical classifications under the Community and Health Services (Public Sector) Award, to the band levels under the General Stream of this award:

| <u>Classification Level</u> | <u>Salary 1/12/07</u> | <u>Point-to-Point</u> | <u>Salary 30/11/08 (ffpp)</u> | <u>Salary 8/03/09 (ffpp)</u> |
|-----------------------------|-----------------------|-----------------------|-------------------------------|------------------------------|
| Technical 2 Year 1          | \$38,464 (B2-R1-A)    | \$38,464 (B2-R1-A)    | \$40,815 (B2-R1-1)            | \$46,801 (B3-R1-1)           |
| Technical 2 Year 2          | \$40,041 (B2-R1-2)    | \$40,041 (B2-R1-2)    | \$41,643 (B2-R1-2)            | \$46,801 (B3-R1-1)           |
| Technical 2 Year 3          | \$41,681 (B2-R-1-4)   | \$41,681 (B2-R-1-4)   | \$43,348 (B2-R1-4)            | \$46,801 (B3-R1-1)           |
| Technical 2 Year 4          | \$43,431 (B3-R1-A)    | \$43,431 (B3-R1-A)    | \$46,109 (B3-R1-1)            | \$46,801 (B3-R1-1)           |
| Technical 2 Year 5          | \$45,244 (B3-R1-2)    | \$45,244 (B3-R1-2)    | \$47,054 (B3-R1-2)            | \$47,760 (B3-R1-2)           |
| Technical 4 Year 1          | \$52,481 (B4-R2-A)    | \$52,481 (B4-R2-A)    | \$54,580 (B4-R2-A)            | \$63,041 (B5-R1-1)           |
| Technical 4 Year 2          | \$54,291 (B4-R2-2)    | \$54,291 (B4-R2-2)    | \$56,463 (B4-R2-2)            | \$63,041 (B5-R1-1)           |
| Technical 4 Year 3          | \$56,101 (B5-R1-A)    | \$56,101 (B5-R1-A)    | \$60,227 (B5-R1-B)            | \$63,041 (B5-R1-1)           |

- (iv) Translation of employees previously engaged under the Community and Health Services (Public Sector) Award will be subject to the no disadvantage provisions of Clause 2 of Part XII.
  - (v) The table at paragraph (iii) of this subclause does not take into account Advancement Assessment and Progression.
- (d) Translation from the Operational Stream
- (i) The table at Appendix 2 shows current salaries, translation, progression and advancement, salary increases and structural adjustments for previous Operational classifications to the new General Stream of this award (except for Health Services Officers).
  - (ii) The table at Appendix 5 isolates the translation arrangements for Operational classifications to the new General Stream of this award, subject to (a)(vi) of this Appendix.
  - (iii) Translation of employees previously engaged under the Community and Health Services (Public Sector) Award will be subject to the no disadvantage provisions of clause 2 of Part XII - Consultation and Change: Grievance and Dispute Resolution.

- (iv) The following table highlights the special translation arrangements for Operational classifications under the Community and Health Services (Public Sector) Award to the General Stream under this award:

| <u>Classification Level</u>                       | <u>Salary 1/12/07</u> | <u>Point-to-Point</u> | <u>Salary 30/11/08 (ffpp)</u> | <u>Salary 8/03/09 (ffpp)</u> |
|---|-----------------------|-----------------------|-------------------------------|------------------------------|
| Operational 7 (Non-Supervisor)                    | \$38,464 (B2-R1-A)    | \$38,464 (B2-R1-A)    | \$40,815 (B2-R1-1)            | \$42,267 (HSO Level 5-1)     |
| Operational 7 (Supervisor)                        | \$38,464 (B2-R1-A)    | \$38,464 (B2-R1-A)    | \$40,815 (B2-R1-1)            | \$46,801 (B3-R1-1)           |
| Operational 7 (Trade)                             | \$38,464 (B2-R1-A)    | \$38,464 (B2-R1-A)    | \$40,815 (B2-R1-1)            | \$46,801 (B3-R1-1)           |
| Operational 8 (Trades & Equivalent)               | \$41,681 (B2-R1-4)    | \$41,681 (B2-R1-4)    | \$43,348 (B2-R1-4)            | \$46,801 (B3-R1-1)           |
| Operational 9 (Special Class Trades & Equivalent) | \$45,244 (B3-R1-2)    | \$45,244 (B3-R1-2)    | \$47,054 (B3-R1-2)            | \$51,579 (B4-R1-B)           |

- (v) The above does not take into account Advancement Assessment and Progression.
- (e) Translation for Health Services Officers
- (i) The table at Appendix 3 shows current salaries, translation, progression and advancement, salary increases and structural adjustments for previous Health Services Officers to the new General Stream of this award.
- (ii) The table at Appendix 6 isolates the translation arrangements for Health Services Officers to the new General Stream of this award, subject to (a)(vi) of this Appendix.
- (iii) Translation of employees previously engaged under the Community and Health Services (Public Sector) Award will be subject to the no disadvantage provisions of Clause 2 of Part XII - Consultation and Change: Grievance and Dispute Resolution.

## **2. TRANSLATION AND TARGETED OCCUPATIONAL GROUPS (TOGS)**

- (a) Initial movement to new streams on a point-to-point basis effective from 30 November 2008.
- (b) The parties commit to a complete review as per the list of targeted occupational groups (TOGs) prior to 30 November 2008. Agencies will consult with relevant unions prior to the relevant date.
- (c) Translation to new classifications resulting from outcome of TOGs reviews, review process and determinations by Agencies on assessment against new standards will be effective from the first full pay period commencing on or after 8 March 2009.
- (d) Direct translation arrangements do not apply to Band 9 and 10. A merit selection process is to occur in line with normal arrangements. The employer will prescribe procedures and requirements for Agency submissions to create duties for these classification bands.
- (e) Arrangements to be made for joint reviews (between government and unions) to accommodate new occupational groups that evolve, or further TOGs that are identified and agreed, however, date of effect of any new classifications outside review process is the date of approval after 8 March 2009.
- (f) Translation arrangements for specific groups as at the first full pay period commencing on or after 8 March 2009 are notified in a separate table for Technical 2 and 4 and Operational 7 and 8.

Present List of Targeted Occupational Groups for the Department of Health and Human Services:

- Residential Care Worker (Ashley)
- Dental Prosthetists
- Rostered Carers
- Day Centre Co-ordinators
- Diversional Therapy Assistant
- Theatre Support Officer (Launceston)

## **3. REVIEW PROCESS**

- (a) Introduction
  - (i) Agencies are to develop a plan for identifying and implementing translation to the new structure as early as is practical up to 8 March 2009.
  - (ii) Timeframes indicated below should be met by the parties. However, where extenuating circumstances can be demonstrated the parties can agree to an extension of time.

(b) Employee Notification (Initial)

- (i) Employees in Targeted Occupational Groups to be notified of the translation outcome of the review and the classification band and salary levels of translation prior to 30 November 2008.
- (ii) Other employees to be notified of the classification band to which they are to be translated and the translated salary level, or of the timeframe for this advice, prior to 30 November 2008. Notification of the translation outcome is to be provided no later than 8 March 2009.
- (iii) Where necessary Statements of Duties are to be reviewed and assessed by 8 March 2009.
- (iv) Employees are to be notified if the timelines of 8 March 2009 will not be achieved in relation to Statements of Duties review and timelines for completion.
- (v) The date of effect will be the first full pay period commencing on or after 8 March 2009 for outcome from any review, review process and translation to new classification structure.

(c) Review Application Process

- (i) Where an employee has issues or grievances with their duties and responsibilities or translation classification band, they have 14 calendar days to initiate a discussion at a local level with their manager, with reference by the manager to the Agency translation team.
- (ii) To initiate this discussion an agreed template to record key details of the role, responsibilities and duties is to be used. Outcomes to be notified to the individual employee based on the template and reasons for this outcome by the Agency within 14 calendar days.
- (iii) If dissatisfied, an application for review may be lodged by the employee within 28 calendar days of receipt of notification of the outcome under subclause (b)(ii) above.
- (iv) The application for review is to be in accordance with the agreed template and is to specify the grounds for review, either:
  - Actual duties and responsibilities were not agreed; or
  - Disagreement with the assessment of classification band.
- (v) Application for review to be submitted to Director/Manager HR for registration.

(d) Internal Agency Review Process

- (i) Internal Agency review is to be undertaken and signed off by Director/Manger HR, providing recommendations to Head of Agency or delegate.
- (ii) The employee is to be notified of the outcome of internal review within 28 calendar days of receipt of review application.
- (iii) If the 28 calendar days timeframe is not achieved the employee is to be advised of the timeframe.

(e) External Review (If Dissatisfied With Internal Review)

- (i) Reviews in relation to disputes relating to actual duties and responsibilities to be referred to the State Service Commissioner (SSC) within 14 calendar days of the notification of the outcome under(c)(ii) above.
- (ii) Initial employee application and Agency internal review report to be supplied to the SSC.
- (iii) After the SSC decision/outcome is notified, employee may seek review of the classification band to the Tasmanian Industrial Commission within 14 calendar days of the notification of the outcome under subclause (d)(i) above.
- (iv) Reviews in relation to disputes about the assigned classification to be referred to the Tasmanian Industrial Commission within 14 calendar days of the notification of the outcome under subclause (d)(ii) and e(iii) above.

(f) Date of Effect

The date of effect for changes to classification in this process is to be the first full pay period commencing on or after 8 March 2009.

(g) Translation

Reclassification of a substantive level as a result of the Review Process is regarded as a translation change and the employee is translated accordingly with effect from the first full pay period commencing on or after 8 March 2009. Translation does not apply for duties assessed at the new Bands 9 and 10.



**APPENDIX 2 – THE GENERAL STREAM FOR PREVIOUS ADMINISTRATIVE AND CLERICAL, TECHNICAL AND OPERATIONAL STREAMS (EXCLUDING HEALTH SERVICES OFFICERS)**

|        | <u>Band Structure</u> | <u>Classification level under the previous award</u> |             |  | <u>Salary 1/12/07</u> | <u>Point-to-Point</u>                | <u>Annual &amp; Structural Adjustment Increase 30/11/08 (ffpp)</u> | <u>Structural Adjustment Increase 8/03/09 (ffpp)</u> | <u>Annual Increase 29/11/09 (ffpp)</u> | <u>Annual Increase 28/11/10 (ffpp)</u> | <u>Structural Adjustment Increase 6/03/11 (ffpp)</u> |          |
|--------|-----------------------|--|-------------|--|-----------------------|--------------------------------------|--|--|--|--|--|----------|
|        |                       | A&C  | Technical   | Operational  |                       |                                      |  |  |  |  |  |          |
| BAND 1 | B1-R1-A               | A&C 1-1  |             | See Appendix 3 – Health Services Officers for the Operational Stream within this this Band | \$29,218              | \$29,218                             | ~  | ~  | ~                                      | ~                                      | ~  |          |
|        | B1-R1-1               | A&C 1-2  |             |  | \$30,488              | \$30,488                             | \$31,708   | \$32,183   | \$33,310                               | \$34,475                               | \$35,165   |          |
|        | B1-R1-B               |  |             |  | \$31,249              | \$31,249                             | ~  | ~  | ~                                      | ~                                      | ~  |          |
|        | B1-R1-2               | A&C 1-3  |             |  | \$31,758              | \$31,758                             | \$33,028   | \$33,524   | \$34,697                               | \$35,911                               | \$36,630   |          |
|        | B1-R1-C               |  |             |  | \$32,655              | \$32,655                             | ~  | ~  | ~                                      | ~                                      | ~  |          |
|        | B1-R1-3               | A&C 1-4  |             |  | \$33,027              | \$33,027                             | \$34,348   | \$34,863   | \$36,084                               | \$37,346                               | \$38,093   |          |
|        | B1-R1-4               |  |             |  | \$33,194              | \$33,194                             | \$34,522   | \$35,040   | \$36,266                               | \$37,535                               | \$38,286   |          |
|        |                       |  |             |  |                       | Advancement Assessment Point / Entry |  |  |  |  |  |          |
|        | B1-R2-A               |  | Tech 1-1    |  |                       | \$33,360                             | \$33,360   | ~  | ~                                      | ~                                      | ~  | ~        |
|        | B1-R2-1               | A&C 2-1  | Tech 1-2    |  |                       | \$34,295                             | \$34,295   | \$35,667   | \$36,202                               | \$37,469                               | \$38,780   | \$39,556 |
|        | B1-R2-B               |  | Tech 1-3    |  |                       | \$34,929                             | \$34,929   | ~  | ~                                      | ~                                      | ~  | ~        |
|        | B1-R2-2               | A&C 2-2  | Tech 1-4    |  |                       | \$35,563                             | \$35,563   | \$36,986   | \$37,540                               | \$38,854                               | \$40,214   | \$41,018 |
|        | B1-R2-3               | A&C 2-3  | Tech 1-5    |  |                       | \$36,936                             | \$36,936   | \$38,413   | \$38,990                               | \$40,354                               | \$41,767   | \$42,602 |
|        | B1-R2-4               |  |             |  |                       |                                      |  |  | \$40,003                               | \$41,403                               | \$42,853   | \$43,710 |
|        |                       |  |             | Promotion  |                       |                                      |  |  |  |  |  |          |
| BAND 2 | B2-R1-A               | A&C 3-1  | (Tech 2-1)* | Op 7*  | \$38,464              | \$38,464                             | ~  | ~  | ~                                      | ~                                      | ~  |          |
|        | B2-R1-1               | A&C 3-2  |             |  | \$39,245              | \$39,245                             | \$40,815   | \$41,427   | \$42,877                               | \$44,378                               | \$45,265   |          |
|        | B2-R1-2               | A&C 3-3  | (Tech 2-2)* |  | \$40,041              | \$40,041                             | \$41,643   | \$42,267   | \$43,747                               | \$45,278                               | \$46,183   |          |
|        | B2-R1-3               | A&C 3-4  |             |  | \$40,847              | \$40,847                             | \$42,481   | \$43,118   | \$44,627                               | \$46,189                               | \$47,113   |          |
|        | B2-R1-4               | A&C 3-5  | (Tech 2-3)* | (Op 8)*  | \$41,681              | \$41,681                             | \$43,348   | \$43,998   | \$45,538                               | \$47,132                               | \$48,075   |          |
|        | B2-R1-5               |  |             |  |                       |                                      |  | \$45,142   | \$46,722                               | \$48,358                               | \$49,325   |          |
|        |                       |  |             | Promotion  |                       |                                      |  |  |  |  |  |          |

|           | Band Structure                       | Classification level under the previous award |             |             | Salary 1/12/07 | Point-to-Point | Annual & Structural Adjustment Increase 30/11/08 (ffpp) | Structural Adjustment Increase 8/03/09 (ffpp) | Annual Increase 29/11/09 (ffpp) | Annual Increase 28/11/10 (ffpp) | Structural Adjustment Increase 6/03/11 (ffpp) |  |
|-----------|--------------------------------------|---|-------------|-------------|----------------|----------------|---|---|---------------------------------|---------------------------------|---|--|
|           |                                      | A&C   | Technical   | Operational |                |                |   |   |                                 |                                 |   |  |
| BAND 3    | B3-R1-A                              | A&C 4-1                                       | (Tech 2-4)* |             | \$43,431       | \$43,431       | ~   | ~   | ~                               | ~                               | ~   |  |
|           | B3-R1-1                              | A&C 4-2                                       |             |             | \$44,336       | \$44,336       | \$46,109  | \$46,801                                      | \$48,439                        | \$50,134                        | \$51,137                                      |  |
|           | B3-R1-2                              | A&C 4-3                                       | (Tech 2-5)* | (Op 9)*     | \$45,244       | \$45,244       | \$47,054  | \$47,760                                      | \$49,431                        | \$51,161                        | \$52,184                                      |  |
|           | B3-R1-3                              | A&C 4-4                                       |             |             | \$46,146       | \$46,146       | \$47,992  | \$48,712                                      | \$50,417                        | \$52,181                        | \$53,225                                      |  |
|           | B3-R1-4                              | A&C 4-5                                       |             |             | \$47,038       | \$47,038       | \$48,920  | \$49,653                                      | \$51,391                        | \$53,190                        | \$54,254                                      |  |
|           | B3-R1-5                              |   |             |             |                |                |   | \$50,944                                      | \$52,727                        | \$54,573                        | \$55,664                                      |  |
| Promotion |                                      |   |             |             |                |                |   |   |                                 |                                 |   |  |
| BAND 4    | B4-R1-A                              |   | Tech 3-1    |             | \$47,038       | \$47,038       | ~   | ~   | ~                               | ~                               | ~   |  |
|           | B4-R1-B                              | A&C 5-1                                       | Tech 3-2    | Op 10       | \$48,862       | \$48,862       | \$50,816  | \$51,579                                      | \$53,384                        | ~                               | ~   |  |
|           | B4-R1-1                              | A&C 5-2                                       |             |             | \$49,767       | \$49,767       | \$51,758  | \$52,534                                      | \$54,373                        | \$56,276                        | \$57,401                                      |  |
|           | B4-R1-2                              | A&C 5-3                                       | Tech 3-3    |             | \$50,672       | \$50,672       | \$52,699  | \$53,489                                      | \$55,361                        | \$57,299                        | \$58,445                                      |  |
|           | B4-R1-3                              |   |             |             |                |                |   | \$54,880                                      | \$56,801                        | \$58,789                        | \$59,965                                      |  |
|           | Advancement Assessment Point / Entry |   |             |             |                |                |   |   |                                 |                                 |   |  |
|           | B4-R2-A                              | A&C 6-1                                       | (Tech 4-1)* |             | \$52,481       | \$52,481       | \$54,580  | \$55,399                                      | \$57,338                        | ~                               | ~   |  |
|           | B4-R2-1                              | A&C 6-2                                       |             |             | \$53,387       | \$53,387       | \$55,522  | \$56,355                                      | \$58,328                        | \$60,369                        | \$61,577                                      |  |
|           | B4-R2-2                              | A&C 6-3                                       | (Tech 4-2)* |             | \$54,291       | \$54,291       | \$56,463  | \$57,310                                      | \$59,315                        | \$61,391                        | \$62,619                                      |  |
|           | B4-R2-3                              |   |             |             |                |                |   | \$58,800                                      | \$60,858                        | \$62,988                        | \$64,247                                      |  |
| B4-R2-4   |                                      |   |             |             |                |                | \$60,746  | \$62,872                                      | \$65,073                        | \$66,374                        |   |  |
| Promotion |                                      |   |             |             |                |                |   |   |                                 |                                 |   |  |

|           | Band Structure               | Classification level under the previous award |             |             | Salary 1/12/07 | Point-to-Point | Annual & Structural Adjustment Increase 30/11/08 (ffpp) | Structural Adjustment Increase 8/03/09 (ffpp) | Annual Increase 29/11/09 (ffpp) | Annual Increase 28/11/10 (ffpp) | Structural Adjustment Increase 6/03/11 (ffpp) |  |
|-----------|------------------------------|---|-------------|-------------|----------------|----------------|---|---|---------------------------------|---------------------------------|---|--|
|           |                              | A&C   | Technical   | Operational |                |                |   |   |                                 |                                 |   |  |
| BAND 5    | B5-R1-A                      | A&C 7-1                                       | (Tech 4-3)* |             | \$56,101       | \$56,101       | ~   | ~   | ~                               | ~                               | ~   |  |
|           | B5-R1-B                      | A&C 7-2                                       |             |             | \$57,911       | \$57,911       | \$60,227  | ~   | ~                               | ~                               | ~   |  |
|           | B5-R1-1                      | A&C 7-3                                       |             |             | \$59,721       | \$59,721       | \$62,110  | \$63,041                                      | \$65,248                        | \$67,532                        | \$68,882                                      |  |
|           | B5-R1-2                      |   |             |             |                |                |   | \$64,302                                      | \$66,553                        | \$68,882                        | \$70,260                                      |  |
|           | B5-R1-3                      |   |             |             |                |                |   | \$65,916                                      | \$68,223                        | \$70,611                        | \$72,023                                      |  |
| Promotion |                              |   |             |             |                |                |   |   |                                 |                                 |   |  |
| BAND 6    | B6-R1-A                      |   | Tech 5      |             | \$61,532       | \$61,532       | ~   | ~   | ~                               | ~                               | ~   |  |
|           | B6-R1-B                      | A&C 8-1                                       |             |             | \$63,340       | \$63,340       | \$65,874  | \$66,862                                      | \$69,202                        | \$71,624                        | ~   |  |
|           | B6-R1-1                      | A&C 8-2                                       | Tech 6      |             | \$65,151       | \$65,151       | \$67,757  | \$68,773                                      | \$71,180                        | \$73,672                        | \$75,145                                      |  |
|           | B6-R1-2                      | A&C 8-3                                       |             |             | \$66,962       | \$66,962       | \$69,640  | \$70,685                                      | \$73,159                        | \$75,720                        | \$77,234                                      |  |
|           | B6-R1-3                      |   |             |             |                |                |   | \$72,099                                      | \$74,622                        | \$77,234                        | \$78,779                                      |  |
|           | Advancement Assessment Point |   |             |             |                |                |   |   |                                 |                                 |   |  |
|           | B6-R2-1                      | A&C 9-1                                       |             |             | \$70,573       | \$70,573       | \$73,396  | \$74,497                                      | \$77,104                        | \$79,803                        | \$81,399                                      |  |
|           | B6-R2-2                      | A&C 9-2                                       |             |             | \$72,385       | \$72,385       | \$75,280  | \$76,410                                      | \$79,084                        | \$81,852                        | \$83,489                                      |  |
|           | B6-R2-3                      |   |             |             |                |                |   | \$77,793                                      | \$80,516                        | \$83,334                        | \$85,000                                      |  |
|           | B6-R2-4                      |   |             |             |                |                |   | \$79,193                                      | \$81,965                        | \$84,834                        | \$86,530                                      |  |
| Promotion |                              |   |             |             |                |                |   |   |                                 |                                 |   |  |
| BAND 7    | B7-R1-A                      | A&C 10  |             |             | \$76,007       | \$76,007       | \$79,047  | \$80,233                                      | \$83,041                        | ~                               | ~   |  |
|           | B7-R1-1                      |   |             |             |                |                |   | \$81,838                                      | \$84,702                        | \$87,667                        | \$89,420                                      |  |
|           | B7-R1-2                      | A&C 11  |             |             | \$79,629       | \$79,629       | \$82,814  | \$84,056                                      | \$86,998                        | \$90,043                        | \$91,844                                      |  |
|           | Advancement Assessment Point |   |             |             |                |                |   |   |                                 |                                 |   |  |
|           | B7-R2-1                      |   |             |             |                |                |   | \$85,737                                      | \$88,738                        | \$91,844                        | \$93,681                                      |  |
| B7-R2-2   |                              |   |             |             |                |                |   | \$90,513                                      | \$93,681                        | \$95,555                        |   |  |
| Promotion |                              |   |             |             |                |                |   |   |                                 |                                 |   |  |

|   | Band Structure               | Classification level under the previous award |           |             | Salary 1/12/07 | Point-to-Point | Annual & Structural Adjustment Increase 30/11/08 (ffpp) | Structural Adjustment Increase 8/03/09 (ffpp) | Annual Increase 29/11/09 (ffpp) | Annual Increase 28/11/10 (ffpp) | Structural Adjustment Increase 6/03/11 (ffpp) |
|---|------------------------------|---|-----------|-------------|----------------|----------------|---|---|---------------------------------|---------------------------------|---|
|   |                              | A&C   | Technical | Operational |                |                |   |   |                                 |                                 |   |
| BAND 8  | B8-R1-A                      |   |           |             | ~              | ~              | ~   | ~   | ~                               | ~                               | ~   |
|   | B8-R1-B                      |   |           |             | ~              | ~              | ~   | ~   | ~                               | ~                               | ~   |
|   | B8-R1-1                      | A&C 12  |           |             | \$85,057       | \$85,057       | \$88,459  | \$89,786                                      | \$92,929                        | \$96,181                        | \$98,105                                      |
|   | B8-R1-2                      |   |           |             |                |                |   | \$91,582                                      | \$94,787                        | \$98,105                        | \$100,067                                     |
|   | Advancement Assessment Point |   |           |             |                |                |   |   |                                 |                                 |   |
|   | B8-R2-1                      |   |           |             |                |                |   | \$93,414                                      | \$96,683                        | \$100,067                       | \$102,068                                     |
|   | B8-R2-2                      |   |           |             |                |                |   | \$96,692                                      | \$100,076                       | \$103,579                       | \$105,650                                     |
| SEE GENERAL STREAM BANDS 9 & 10 FOR PROMOTION BEYOND THIS POINT |                              |   |           |             |                |                |   |   |                                 |                                 |   |

\* For Operational 7, 8 and 9 see special translation table in Appendix 1

**APPENDIX 3 – THE GENERAL STREAM FOR HEALTH SERVICES OFFICERS**

| <u>Band Structure</u>                            | <u>Classification level under the previous award</u> | <u>Salary 1/12/07</u> | <u>Point-to-Point</u> | <u>Annual &amp; Structural Adjustment Increase 30/11/08 (ffpp)</u> | <u>Structural Adjustment Increase 8/03/09 (ffpp)</u> | <u>Annual Increase 29/11/09 (ffpp)</u> | <u>Annual Increase 28/11/10 (ffpp)</u> | <u>Structural Adjustment Increase 6/03/11 (ffpp)</u> |
|--|--|-----------------------|-----------------------|--|--|--|--|--|
| HSO Level 1-1 (traineeship)                      | Op 1-1   | \$30,488              | \$30,488              | \$31,708   | \$32,183   | \$33,310                               | \$34,475                               | \$35,165   |
|  | Op 1-2   | \$31,249              | \$31,249              |  |  |  |  |  |
| HSO Level 1-2 (traineeship)                      | Op 2-1   | \$31,711              | \$31,711              | \$32,979   | \$33,474   | \$34,646                               | \$35,858                               | \$36,575   |
|  | Op 2-2   | \$32,190              | \$32,190              |  |  |  |  |  |
| HSO Level 1-3 (traineeship)                      | Op 2-3   | \$32,655              | \$32,655              | \$33,961   | \$34,471   | \$35,677                               | \$36,926                               | \$37,664   |
| Advancement to level dependent on qualifications |  |                       |                       |  |  |  |  |  |
| HSO Level 2-A                                    | Op 3-1   | \$32,898              | \$32,898              | \$34,214   | ~  | ~                                      | ~                                      | ~  |
| HSO Level 2-1                                    | Op 3-2   | \$33,194              | \$33,194              | \$34,522   | \$35,040   | \$36,266                               | \$37,535                               | \$38,286   |
| HSO Level 2-2                                    | Op 3-3   | \$33,620              | \$33,620              | \$34,965   | \$35,489   | \$36,731                               | \$38,017                               | \$38,777   |
| HSO Level 2-3                                    |  |                       |                       |  | \$35,956   | \$37,214                               | \$38,517                               | \$39,287   |
| HSO Level 2-4                                    |  |                       |                       |  |  | \$37,915                               | \$39,242                               | \$40,027   |
| Promotion  |  |                       |                       |  |  |  |  |  |
| HSO Level 3-A                                    | Op 4-1   | \$34,059              | \$34,059              | \$35,421   | ~  | ~                                      | ~                                      | ~  |
| HSO Level 3-B                                    | Op 4-2   | \$34,381              | \$34,381              | \$35,756   | \$36,293   | ~                                      | ~                                      | ~  |
| HSO Level 3-C                                    | Op 4-3   | \$34,606              | \$34,606              | \$35,990   | \$36,530   | \$37,809                               | \$39,132                               | ~  |
| HSO Level 3-1                                    |  |                       |                       |  | \$37,180   | \$38,481                               | \$39,828                               | \$40,625   |
| HSO Level 3-2                                    |  |                       |                       |  |  | \$38,933                               | \$40,296                               | \$41,102   |
| HSO Level 3-3                                    |  |                       |                       |  |  |  | \$40,785                               | \$41,601   |

| <u>Band Structure</u>                              | <u>Classification level under the previous award</u> | <u>Salary 1/12/07</u> | <u>Point-to-Point</u> | <u>Annual &amp; Structural Adjustment Increase 30/11/08 (ffpp)</u> | <u>Structural Adjustment Increase 8/03/09 (ffpp)</u> | <u>Annual Increase 29/11/09 (ffpp)</u> | <u>Annual Increase 28/11/10 (ffpp)</u> | <u>Structural Adjustment Increase 6/03/11 (ffpp)</u> |
|--|--|-----------------------|-----------------------|--|--|--|--|--|
| Promotion  |  |                       |                       |  |  |  |  |  |
| HSO Level 4-A                                      | Op 5-1   | \$34,812              | \$34,812              | \$36,204   | \$36,748   | ~                                      | ~                                      | ~  |
| HSO Level 4-B                                      | Op 5-2   | \$35,023              | \$35,023              | \$36,424   | \$36,970   | \$38,264                               | ~                                      | ~  |
| HSO Level 4-C                                      | Op 5-3   | \$35,533              | \$35,533              | \$36,954   | \$37,509   | \$38,821                               | ~                                      | ~  |
| HSO Level 4-1                                      | Op 6-1   | \$36,936              | \$36,936              | \$38,413   | \$38,990   | \$40,354                               | \$41,767                               | \$42,602   |
| HSO Level 4-2                                      | Op 6-2   | \$37,478              | \$37,478              | \$38,977   | \$39,562   | \$40,946                               | \$42,380                               | \$43,227   |
| HSO Level 4-3                                      |  |                       |                       |  | \$40,884   | \$42,315                               | \$43,796                               | \$44,672   |
| Promotion  |  |                       |                       |  |  |  |  |  |
| HSO Level 5-A                                      |  |                       |                       |  | \$41,427   | \$42,877                               | \$44,378                               | ~  |
| HSO Level 5-1                                      |  |                       |                       |  | \$42,267   | \$43,746                               | \$45,277                               | \$46,183   |
| HSO Level 5-2                                      |  |                       |                       |  | \$43,118   | \$44,627                               | \$46,189                               | \$47,113   |
| HSO Level 5-3                                      |  |                       |                       |  | \$43,998   | \$45,538                               | \$47,132                               | \$48,074   |
| HSO Level 5-4                                      |  |                       |                       |  | \$45,142   | \$46,722                               | \$48,357                               | \$49,324   |
| SEE GENERAL STREAM FOR PROMOTION BEYOND THIS POINT |  |                       |                       |  |  |  |  |  |

**APPENDIX 4 – TRANSLATION ARRANGEMENTS FOR PREVIOUS ADMINISTRATIVE AND CLERICAL CLASSIFICATIONS**

|           | <u>Band Structure</u>                | <u>Classification Level at 30/11/08</u> | <u>Salary 1/12/07</u> | <u>Salary 30/11/08 (ffpp)</u> | <u>Salary 8/03/09 (ffpp)</u> | <u>Salary 29/11/09 (ffpp)</u> | <u>Salary 28/11/10 (ffpp)</u> | <u>Salary 6/03/11 (ffpp)</u> |  |
|-----------|--------------------------------------|---|-----------------------|-------------------------------|------------------------------|-------------------------------|-------------------------------|------------------------------|--|
| BAND 1    | B1-R1-A                              | A&C 1-1                                 | \$29,218              | ~                             | ~                            | ~                             | ~                             | ~                            |  |
|           | B1-R1-1                              | A&C 1-2                                 | \$30,488              | \$31,708                      | \$32,183                     | \$33,310                      | \$34,475                      | \$35,165                     |  |
|           | B1-R1-2                              | A&C 1-3                                 | \$31,758              | \$33,028                      | \$33,524                     | \$34,697                      | \$35,911                      | \$36,630                     |  |
|           | B1-R1-3                              | A&C 1-4                                 | \$33,027              | \$34,348                      | \$34,863                     | \$36,084                      | \$37,346                      | \$38,093                     |  |
|           | B1-R1-4                              |   | \$33,194              | \$34,522                      | \$35,040                     | \$36,266                      | \$37,535                      | \$38,286                     |  |
|           | Advancement Assessment Point / Entry |   |                       |                               |                              |                               |                               |                              |  |
|           | B1-R2-1                              | A&C 2-1                                 | \$34,295              | \$35,667                      | \$36,202                     | \$37,469                      | \$38,780                      | \$39,556                     |  |
|           | B1-R2-2                              | A&C 2-2                                 | \$35,563              | \$36,986                      | \$37,540                     | \$38,854                      | \$40,214                      | \$41,018                     |  |
|           | B1-R2-3                              | A&C 2-3                                 | \$36,936              | \$38,413                      | \$38,990                     | \$40,354                      | \$41,767                      | \$42,602                     |  |
|           | B1-R2-4                              |   |                       |                               | \$40,003                     | \$41,403                      | \$42,853                      | \$43,710                     |  |
| Promotion |                                      |   |                       |                               |                              |                               |                               |                              |  |
| BAND 2    | B2-R1-A                              | A&C 3-1                                 | \$38,464              | ~                             | ~                            | ~                             | ~                             | ~                            |  |
|           | B2-R1-1                              | A&C 3-2                                 | \$39,245              | \$40,815                      | \$41,427                     | \$42,877                      | \$44,378                      | \$45,265                     |  |
|           | B2-R1-2                              | A&C 3-3                                 | \$40,041              | \$41,643                      | \$42,267                     | \$43,747                      | \$45,278                      | \$46,183                     |  |
|           | B2-R1-3                              | A&C 3-4                                 | \$40,847              | \$42,481                      | \$43,118                     | \$44,627                      | \$46,189                      | \$47,113                     |  |
|           | B2-R1-4                              | A&C 3-5                                 | \$41,681              | \$43,348                      | \$43,998                     | \$45,538                      | \$47,132                      | \$48,075                     |  |
|           | B2-R1-5                              |   |                       |                               | \$45,142                     | \$46,722                      | \$48,358                      | \$49,325                     |  |
| Promotion |                                      |   |                       |                               |                              |                               |                               |                              |  |

|           | <u>Band Structure</u>                | <u>Classification Level at 30/11/08</u> | <u>Salary 1/12/07</u> | <u>Salary 30/11/08 (ffpp)</u> | <u>Salary 8/03/09 (ffpp)</u> | <u>Salary 29/11/09 (ffpp)</u> | <u>Salary 28/11/10 (ffpp)</u> | <u>Salary 6/03/11 (ffpp)</u> |  |
|-----------|--------------------------------------|---|-----------------------|-------------------------------|------------------------------|-------------------------------|-------------------------------|------------------------------|--|
| BAND 3    | B3-R1-A                              | A&C 4-1                                 | \$43,431              | ~                             | ~                            | ~                             | ~                             | ~                            |  |
|           | B3-R1-1                              | A&C 4-2                                 | \$44,336              | \$46,109                      | \$46,801                     | \$48,439                      | \$50,134                      | \$51,137                     |  |
|           | B3-R1-2                              | A&C 4-3                                 | \$45,244              | \$47,054                      | \$47,760                     | \$49,431                      | \$51,161                      | \$52,184                     |  |
|           | B3-R1-3                              | A&C 4-4                                 | \$46,146              | \$47,992                      | \$48,712                     | \$50,417                      | \$52,181                      | \$53,225                     |  |
|           | B3-R1-4                              | A&C 4-5                                 | \$47,038              | \$48,920                      | \$49,653                     | \$51,391                      | \$53,190                      | \$54,254                     |  |
|           | B3-R1-5                              |   |                       |                               | \$50,944                     | \$52,727                      | \$54,573                      | \$55,664                     |  |
| PROMOTION |                                      |   |                       |                               |                              |                               |                               |                              |  |
| BAND 4    | B4-R1-B                              | A&C 5-1                                 | \$48,862              | \$50,816                      | \$51,579                     | \$53,384                      | ~                             | ~                            |  |
|           | B4-R1-1                              | A&C 5-2                                 | \$49,767              | \$51,758                      | \$52,534                     | \$54,373                      | \$56,276                      | \$57,401                     |  |
|           | B4-R1-2                              | A&C 5-3                                 | \$50,672              | \$52,699                      | \$53,489                     | \$55,361                      | \$57,299                      | \$58,445                     |  |
|           | B4-R1-3                              |   |                       |                               | \$54,880                     | \$56,801                      | \$58,789                      | \$59,965                     |  |
|           | Advancement Assessment Point / Entry |   |                       |                               |                              |                               |                               |                              |  |
|           | B4-R2-A                              | A&C 6-1                                 | \$52,481              | \$54,580                      | \$55,399                     | \$57,338                      | ~                             | ~                            |  |
|           | B4-R2-1                              | A&C 6-2                                 | \$53,387              | \$55,522                      | \$56,355                     | \$58,328                      | \$60,369                      | \$61,577                     |  |
|           | B4-R2-2                              | A&C 6-3                                 | \$54,291              | \$56,463                      | \$57,310                     | \$59,315                      | \$61,391                      | \$62,619                     |  |
|           | B4-R2-3                              |   |                       |                               | \$58,800                     | \$60,858                      | \$62,988                      | \$64,247                     |  |
| B4-R2-4   |                                      |   |                       | \$60,746                      | \$62,872                     | \$65,073                      | \$66,374                      |                              |  |
| PROMOTION |                                      |   |                       |                               |                              |                               |                               |                              |  |
| BAND 5    | B5-R1-A                              | A&C 7-1                                 | \$56,101              | ~                             | ~                            | ~                             | ~                             | ~                            |  |
|           | B5-R1-B                              | A&C 7-2                                 | \$57,911              | \$60,227                      | ~                            | ~                             | ~                             | ~                            |  |
|           | B5-R1-1                              | A&C 7-3                                 | \$59,721              | \$62,110                      | \$63,041                     | \$65,248                      | \$67,532                      | \$68,882                     |  |
|           | B5-R1-2                              |   |                       |                               | \$64,302                     | \$66,553                      | \$68,882                      | \$70,260                     |  |
|           | B5-R1-3                              |   |                       |                               | \$65,916                     | \$68,223                      | \$70,611                      | \$72,023                     |  |
| PROMOTION |                                      |   |                       |                               |                              |                               |                               |                              |  |



|           | <u>Band Structure</u>        | <u>Classification Level at 30/11/08</u> | <u>Salary 1/12/07</u> | <u>Salary 30/11/08 (ffpp)</u> | <u>Salary 8/03/09 (ffpp)</u> | <u>Salary 29/11/09 (ffpp)</u> | <u>Salary 28/11/10 (ffpp)</u> | <u>Salary 6/03/11 (ffpp)</u> |  |
|-----------|------------------------------|---|-----------------------|-------------------------------|------------------------------|-------------------------------|-------------------------------|------------------------------|--|
| BAND 6    | B6-R1-B                      | A&C 8-1                                 | \$63,340              | \$65,874                      | \$66,862                     | \$69,202                      | \$71,624                      | ~                            |  |
|           | B6-R1-1                      | A&C 8-2                                 | \$65,151              | \$67,757                      | \$68,773                     | \$71,180                      | \$73,672                      | \$75,145                     |  |
|           | B6-R1-2                      | A&C 8-3                                 | \$66,962              | \$69,640                      | \$70,685                     | \$73,159                      | \$75,720                      | \$77,234                     |  |
|           | B6-R1-3                      |   |                       |                               | \$72,099                     | \$74,622                      | \$77,234                      | \$78,779                     |  |
|           | Advancement Assessment Point |   |                       |                               |                              |                               |                               |                              |  |
|           | B6-R2-1                      | A&C 9-1                                 | \$70,573              | \$73,396                      | \$74,497                     | \$77,104                      | \$79,803                      | \$81,399                     |  |
|           | B6-R2-2                      | A&C 9-2                                 | \$72,385              | \$75,280                      | \$76,410                     | \$79,084                      | \$81,852                      | \$83,489                     |  |
|           | B6-R2-3                      |   |                       |                               | \$77,793                     | \$80,516                      | \$83,334                      | \$85,000                     |  |
|           | B6-R2-4                      |   |                       |                               | \$79,193                     | \$81,965                      | \$84,834                      | \$86,530                     |  |
| Promotion |                              |   |                       |                               |                              |                               |                               |                              |  |
| BAND 7    | B7-R1-A                      | A&C 10                                  | \$76,007              | \$79,047                      | \$80,233                     | \$83,041                      | ~                             | ~                            |  |
|           | B7-R1-1                      |   |                       |                               | \$81,838                     | \$84,702                      | \$87,667                      | \$89,420                     |  |
|           | B7-R1-2                      | A&C 11                                  | \$79,629              | \$82,814                      | \$84,056                     | \$86,998                      | \$90,043                      | \$91,844                     |  |
|           | Advancement Assessment Point |   |                       |                               |                              |                               |                               |                              |  |
|           | B7-R2-1                      |   |                       |                               | \$85,737                     | \$88,738                      | \$91,844                      | \$93,681                     |  |
| B7-R2-2   |                              |   |                       |                               | \$90,513                     | \$93,681                      | \$95,555                      |                              |  |
| Promotion |                              |   |                       |                               |                              |                               |                               |                              |  |
| BAND 8    | B8-R1-1                      | A&C 12                                  | \$85,057              | \$88,459                      | \$89,786                     | \$92,929                      | \$96,181                      | \$98,105                     |  |
|           | B8-R1-2                      |   |                       |                               | \$91,582                     | \$94,787                      | \$98,105                      | \$100,067                    |  |
|           | Advancement Assessment Point |   |                       |                               |                              |                               |                               |                              |  |
|           | B8-R2-1                      |   |                       |                               | \$93,414                     | \$96,683                      | \$100,067                     | \$102,068                    |  |
| B8-R2-2   |                              |   |                       | \$96,692                      | \$100,076                    | \$103,579                     | \$105,650                     |                              |  |
| Promotion |                              |   |                       |                               |                              |                               |                               |                              |  |

**APPENDIX 5 – TRANSLATION ARRANGEMENTS FOR PREVIOUS OPERATIONAL (EXCLUDING HEALTH SERVICES OFFICERS)  
CLASSIFICATIONS**

(a) Operational 7

|           | <u>Band Structure</u> | <u>Classification Level At 30/11/08</u> | <u>Salary 1/12/07</u> | <u>Salary 30/11/08 (ffpp)</u> | <u>Salary 8/03/09 (ffpp)</u> | <u>Salary 29/11/09 (ffpp)</u> | <u>Salary 28/11/10 (ffpp)</u> | <u>Salary 6/03/11 (ffpp)</u> |
|-----------|-----------------------|---|-----------------------|-------------------------------|------------------------------|-------------------------------|-------------------------------|------------------------------|
| BAND 2    | B2-R1-A               | Op 7                                    | \$38,464              | ~                             | ~                            | ~                             | ~                             | ~                            |
|           | B2-R1-1               |   |                       | \$40,815                      | \$41,427                     | \$42,877                      | \$44,378                      | \$45,265                     |
|           | B2-R1-2               |   |                       | \$41,643                      | \$42,267                     | \$43,747                      | \$45,278                      | \$46,183                     |
|           | B2-R1-3               |   |                       | \$42,481                      | \$43,118                     | \$44,627                      | \$46,189                      | \$47,113                     |
|           | B2-R1-4               |   |                       | \$43,348                      | \$43,998                     | \$45,538                      | \$47,132                      | \$48,075                     |
|           | B2-R1-5               |   |                       |                               | \$45,142                     | \$46,722                      | \$48,358                      | \$49,325                     |
| Promotion |                       |   |                       |                               |                              |                               |                               |                              |

(b) Operational 8

|           | <u>Band Structure</u> | <u>Classification Level At 30/11/08</u> | <u>Salary 1/12/07</u> | <u>Salary 30/11/08 (ffpp)</u> | <u>Salary 8/03/09 (ffpp)</u> | <u>Salary 29/11/09 (ffpp)</u> | <u>Salary 28/11/10 (ffpp)</u> | <u>Salary 6/03/11 (ffpp)</u> |
|-----------|-----------------------|---|-----------------------|-------------------------------|------------------------------|-------------------------------|-------------------------------|------------------------------|
| B2        | B2-R1-4               | Op 8                                    | \$41,681              | \$43,348                      | ~                            | ~                             | ~                             | ~                            |
| BAND 3    | B3-R1-1               |   |                       | \$46,109                      | \$46,801                     | \$48,439                      | \$50,134                      | \$51,137                     |
|           | B3-R1-2               |   |                       | \$47,054                      | \$47,760                     | \$49,431                      | \$51,161                      | \$52,184                     |
|           | B3-R1-3               |   |                       | \$47,992                      | \$48,712                     | \$50,417                      | \$52,181                      | \$53,225                     |
|           | B3-R1-4               |   |                       | \$48,920                      | \$49,653                     | \$51,391                      | \$53,190                      | \$54,254                     |
|           | B3-R1-5               |   |                       |                               | \$50,944                     | \$52,727                      | \$54,573                      | \$55,664                     |
| Promotion |                       |   |                       |                               |                              |                               |                               |                              |

(c) Operational 9 and 10

|        | <u>Band Structure</u>                | <u>Classification Level At 30/11/08</u> | <u>Salary 1/12/07</u> | <u>Salary 30/11/08 (ffpp)</u> | <u>Salary 8/03/09 (ffpp)</u> | <u>Salary 29/11/09 (ffpp)</u> | <u>Salary 28/11/10 (ffpp)</u> | <u>Salary 6/03/11 (ffpp)</u> |  |
|--------|--------------------------------------|---|-----------------------|-------------------------------|------------------------------|-------------------------------|-------------------------------|------------------------------|--|
| B3     | B3-R1-2                              | Op 9                                    | \$45,244              | \$47,054                      | ~                            | ~                             | ~                             | ~                            |  |
| BAND 4 | B4-R1-B                              | Op 10                                   | \$48,862              | \$50,816                      | \$51,579                     | \$53,384                      | ~                             | ~                            |  |
|        | B4-R1-1                              |   |                       | \$51,758                      | \$52,534                     | \$54,373                      | \$56,276                      | \$57,401                     |  |
|        | B4-R1-2                              |   |                       | \$52,699                      | \$53,489                     | \$55,361                      | \$57,299                      | \$58,445                     |  |
|        | B4-R1-3                              |   |                       |                               | \$54,880                     | \$56,801                      | \$58,789                      | \$59,965                     |  |
|        | Advancement Assessment Point / Entry |   |                       |                               |                              |                               |                               |                              |  |
|        | B4-R2-A                              |   |                       | \$54,580                      | \$55,399                     | \$57,338                      | ~                             | ~                            |  |
|        | B4-R2-1                              |   |                       | \$55,522                      | \$56,355                     | \$58,328                      | \$60,369                      | \$61,577                     |  |
|        | B4-R2-2                              |   |                       | \$56,463                      | \$57,310                     | \$59,315                      | \$61,391                      | \$62,619                     |  |
|        | B4-R2-3                              |   |                       |                               | \$58,800                     | \$60,858                      | \$62,988                      | \$64,247                     |  |
|        | B4-R2-4                              |   |                       |                               | \$60,746                     | \$62,872                      | \$65,073                      | \$66,374                     |  |

**APPENDIX 6 – TRANSLATION ARRANGEMENTS FOR PREVIOUS OPERATIONAL (HEALTH SERVICES OFFICERS)  
CLASSIFICATIONS**

| <u>Band Structure</u>                            | <u>Classification Level At 30/11/08</u> | <u>Salary 1/12/07</u> | <u>Salary 30/11/08 (ffpp)</u> | <u>Salary 8/03/09 (ffpp)</u> | <u>Salary 29/11/09 (ffpp)</u> | <u>Salary 28/11/10 (ffpp)</u> | <u>Salary 6/03/11 (ffpp)</u> |          |
|--|---|-----------------------|-------------------------------|------------------------------|-------------------------------|-------------------------------|------------------------------|----------|
| HSO Level 1-1 (traineeship)                      | Op 1-1                                  | \$30,488              | \$31,708                      | \$32,183                     | \$33,310                      | \$34,475                      | \$35,165                     |          |
|  | Op 1-2                                  | \$31,249              | ~                             | ~                            | ~                             | ~                             | ~                            |          |
|  | HSO Level 1-2 (traineeship)             | Op 2-1                | \$31,711                      | \$32,979                     | \$33,474                      | \$34,646                      | \$35,858                     | \$36,575 |
|  |   | Op 2-2                | \$32,190                      | ~                            | ~                             | ~                             | ~                            | ~        |
| HSO Level 1-3 (traineeship)                      | Op 2-3                                  | \$32,655              | \$33,961                      | \$34,471                     | \$35,677                      | \$36,926                      | \$37,664                     |          |
| Advancement to level dependent on qualifications |   |                       |                               |                              |                               |                               |                              |          |
| HSO Level 2-A                                    | Op 3-1                                  | \$32,898              | \$34,214                      | ~                            | ~                             | ~                             | ~                            |          |
| HSO Level 2-1                                    | Op 3-2                                  | \$33,194              | \$34,522                      | \$35,040                     | \$36,266                      | \$37,535                      | \$38,286                     |          |
| HSO Level 2-2                                    | Op 3-3                                  | \$33,620              | \$34,965                      | \$35,489                     | \$36,731                      | \$38,017                      | \$38,777                     |          |
| HSO Level 2-3                                    |   |                       |                               | \$35,956                     | \$37,214                      | \$38,517                      | \$39,287                     |          |
| HSO Level 2-4                                    |   |                       |                               |                              | \$37,915                      | \$39,242                      | \$40,027                     |          |
| Promotion  |   |                       |                               |                              |                               |                               |                              |          |
| HSO Level 3-A                                    | Op 4-1                                  | \$34,059              | \$35,421                      | ~                            | ~                             | ~                             | ~                            |          |
| HSO Level 3-B                                    | Op 4-2                                  | \$34,381              | \$35,756                      | \$36,293                     | ~                             | ~                             | ~                            |          |
| HSO Level 3-C                                    | Op 4-3                                  | \$34,606              | \$35,990                      | \$36,530                     | \$37,809                      | \$39,132                      | ~                            |          |
| HSO Level 3-1                                    |   |                       |                               | \$37,180                     | \$38,481                      | \$39,828                      | \$40,625                     |          |
| HSO Level 3-2                                    |   |                       |                               |                              | \$38,933                      | \$40,296                      | \$41,102                     |          |
| HSO Level 3-3                                    |   |                       |                               |                              |                               | \$40,785                      | \$41,601                     |          |
| Promotion  |   |                       |                               |                              |                               |                               |                              |          |

|  | <u>Band Structure</u> | <u>Classification Level At 30/11/08</u> | <u>Salary 1/12/07</u> | <u>Salary 30/11/08 (ffpp)</u> | <u>Salary 8/03/09 (ffpp)</u> | <u>Salary 29/11/09 (ffpp)</u> | <u>Salary 28/11/10 (ffpp)</u> | <u>Salary 6/03/11 (ffpp)</u> |
|--|-----------------------|---|-----------------------|-------------------------------|------------------------------|-------------------------------|-------------------------------|------------------------------|
|  | HSO Level 4-A         | Op 5-1                                  | \$34,812              | \$36,204                      | \$36,748                     | ~                             | ~                             | ~                            |
|  | HSO Level 4-B         | Op 5-2                                  | \$35,023              | \$36,424                      | \$36,970                     | \$38,264                      | ~                             | ~                            |
|  | HSO Level 4-C         | Op 5-3                                  | \$35,533              | \$36,954                      | \$37,509                     | \$38,821                      | ~                             | ~                            |
|  | HSO Level 4-1         | Op 6-1                                  | \$36,936              | \$38,413                      | \$38,990                     | \$40,354                      | \$41,767                      | \$42,602                     |
|  | HSO Level 4-2         | Op 6-2                                  | \$37,478              | \$38,977                      | \$39,562                     | \$40,946                      | \$42,380                      | \$43,227                     |
|  | HSO Level 4-3         |   |                       |                               | \$40,884                     | \$42,315                      | \$43,796                      | \$44,672                     |

**APPENDIX 7 – TRANSLATION ARRANGEMENTS FOR PREVIOUS TECHNICAL CLASSIFICATIONS**

(a) Technical 1

|        | <u>Band Structure</u> | <u>Classification Level At 30/11/08</u> | <u>Salary 1/12/07</u> | <u>Salary 30/11/08 (ffpp)</u> | <u>Salary 8/03/09 (ffpp)</u> | <u>Salary 29/11/09 (ffpp)</u> | <u>Salary 28/11/10 (ffpp)</u> | <u>Salary 6/03/11 (ffpp)</u> |
|--------|-----------------------|---|-----------------------|-------------------------------|------------------------------|-------------------------------|-------------------------------|------------------------------|
| BAND 1 | B1-R2-A               | Tech 1-1                                | \$33,360              | ~                             | ~                            | ~                             | ~                             | ~                            |
|        | B1-R2-1               | Tech 1-2                                | \$34,295              | \$35,667                      | \$36,202                     | \$37,469                      | \$38,780                      | \$39,556                     |
|        | B1-R2-B               | Tech 1-3                                | \$34,929              | ~                             | ~                            | ~                             | ~                             | ~                            |
|        | B1-R2-2               | Tech 1-4                                | \$35,563              | \$36,986                      | \$37,540                     | \$38,854                      | \$40,214                      | \$41,018                     |
|        | B1-R2-3               | Tech 1-5                                | \$36,936              | \$38,413                      | \$38,990                     | \$40,354                      | \$41,767                      | \$42,602                     |
| BAND 2 | B2-R1-A               | (Tech 2-1)*                             | \$38,464              | ~                             | ~                            | ~                             | ~                             | ~                            |
|        | B2-R1-1               |   | \$39,245              | \$40,815                      | \$41,427                     | \$42,877                      | \$44,378                      | \$45,265                     |
|        | B2-R1-2               | (Tech 2-2)*                             | \$40,041              | \$41,643                      | \$42,267                     | \$43,747                      | \$45,278                      | \$46,183                     |
|        | B2-R1-4               | (Tech 2-3)*                             | \$41,681              | \$43,348                      | \$43,998                     | \$45,538                      | \$47,132                      | \$48,075                     |
| BAND 3 | B3-R1-A               | (Tech 2-4)*                             | \$43,431              | ~                             | ~                            | ~                             | ~                             | ~                            |
|        | B3-R1-1               |   | \$44,336              | \$46,109                      | \$46,801                     | \$48,439                      | \$50,134                      | \$51,137                     |
|        | B3-R1-2               | (Tech 2-5)*                             | \$45,244              | \$47,054                      | \$47,760                     | \$49,431                      | \$51,161                      | \$52,184                     |

(b) Technical 2

|        | <u>Band Structure</u> | <u>Classification Level At 30/11/08</u> | <u>Salary 1/12/07</u> | <u>Salary 30/11/08 (ffpp)</u> | <u>Salary 8/03/09 (ffpp)</u> | <u>Salary 29/11/09 (ffpp)</u> | <u>Salary 28/11/10 (ffpp)</u> | <u>Salary 6/03/11 (ffpp)</u> |
|--------|-----------------------|---|-----------------------|-------------------------------|------------------------------|-------------------------------|-------------------------------|------------------------------|
| BAND 2 | B2-R1-A               | Tech 2-1                                | \$38,464              | ~                             | ~                            | ~                             | ~                             | ~                            |
|        | B2-R1-1               |   |                       | \$40,815                      | ~                            | ~                             | ~                             | ~                            |
|        | B2-R1-2               | Tech 2-2                                | \$40,041              | \$41,643                      | ~                            | ~                             | ~                             | ~                            |
|        | B2-R1-4               | Tech 2-3                                | \$41,681              | \$43,348                      | ~                            | ~                             | ~                             | ~                            |
|        | B3-R1-A               | Tech 2-4                                | \$43,431              | ~                             | ~                            | ~                             | ~                             | ~                            |
| BAND 3 | B3-R1-1               |   |                       | \$46,109                      | \$46,801                     | \$48,439                      | \$50,134                      | \$51,137                     |
|        | B3-R1-2               | Tech 2-5                                | \$45,244              | \$47,054                      | \$47,760                     | \$49,431                      | \$51,161                      | \$52,184                     |
|        | B3-R1-3               |   |                       | \$47,992                      | \$48,712                     | \$50,417                      | \$52,181                      | \$53,225                     |
|        | B3-R1-4               |   |                       | \$48,920                      | \$49,653                     | \$51,391                      | \$53,190                      | \$54,254                     |
|        | B3-R1-5               |   |                       |                               | \$50,944                     | \$52,727                      | \$54,573                      | \$55,664                     |

(c) Technical 3

|        | <u>Band Structure</u>                | <u>Classification Level At 30/11/08</u> | <u>Salary 1/12/07</u> | <u>Salary 30/11/08 (ffpp)</u> | <u>Salary 8/03/09 (ffpp)</u> | <u>Salary 29/11/09 (ffpp)</u> | <u>Salary 28/11/10 (ffpp)</u> | <u>Salary 6/03/11 (ffpp)</u> |  |
|--------|--------------------------------------|---|-----------------------|-------------------------------|------------------------------|-------------------------------|-------------------------------|------------------------------|--|
| BAND 4 | B4-R1-A                              | Tech 3-1                                | \$47,038              | ~                             | ~                            | ~                             | ~                             | ~                            |  |
|        | B4-R1-B                              | Tech 3-2                                | \$48,862              | \$50,816                      | \$51,579                     | \$53,384                      | ~                             | ~                            |  |
|        | B4-R1-2                              | Tech 3-3                                | \$50,672              | \$52,699                      | \$53,489                     | \$55,361                      | \$57,299                      | \$58,445                     |  |
|        | B4-R1-3                              |   |                       |                               | \$54,880                     | \$56,801                      | \$58,789                      | \$59,965                     |  |
|        | Advancement Assessment Point / Entry |   |                       |                               |                              |                               |                               |                              |  |
|        | B4-R2-A                              |   |                       | \$54,580                      | \$55,399                     | \$57,338                      | ~                             | ~                            |  |
|        | B4-R2-1                              |   |                       | \$55,522                      | \$56,355                     | \$58,328                      | \$60,369                      | \$61,577                     |  |
|        | B4-R2-2                              |   |                       | \$56,463                      | \$57,310                     | \$59,315                      | \$61,391                      | \$62,619                     |  |
|        | B4-R2-3                              |   |                       |                               | \$58,800                     | \$60,858                      | \$62,988                      | \$64,247                     |  |
|        | B4-R2-4                              |   |                       |                               | \$60,746                     | \$62,872                      | \$65,073                      | \$66,374                     |  |

(d) Technical 4

|        | <u>Band Structure</u> | <u>Classification Level At 30/11/08</u> | <u>Salary 1/12/07</u> | <u>Salary 30/11/08 (ffpp)</u> | <u>Salary 8/03/09 (ffpp)</u> | <u>Salary 29/11/09 (ffpp)</u> | <u>Salary 28/11/10 (ffpp)</u> | <u>Salary 6/03/11 (ffpp)</u> |
|--------|-----------------------|---|-----------------------|-------------------------------|------------------------------|-------------------------------|-------------------------------|------------------------------|
| BAND 4 | B4-R2-A               | Tech 4-1                                | \$52,481              | \$54,580                      | ~                            | ~                             | ~                             | ~                            |
|        | B4-R2-2               | Tech 4-2                                | \$54,291              | \$56,463                      | ~                            | ~                             | ~                             | ~                            |
| BAND 5 | B5-R1-A               | Tech 4-3                                | \$56,101              | ~                             | ~                            | ~                             | ~                             | ~                            |
|        | B5-R1-B               |   |                       | \$60,227                      | ~                            | ~                             | ~                             | ~                            |
|        | B5-R1-1               |   |                       | \$62,110                      | \$63,041                     | \$65,248                      | \$67,532                      | \$68,882                     |
|        | B5-R1-2               |   |                       |                               | \$64,302                     | \$66,553                      | \$68,882                      | \$70,260                     |
|        | B5-R1-3               |   |                       |                               | \$65,916                     | \$68,223                      | \$70,611                      | \$72,023                     |

(e) Technical 5 and 6

|        | <u>Band Structure</u>        | <u>Classification Level At 30/11/08</u> | <u>Salary 1/12/07</u> | <u>Salary 30/11/08 (ffpp)</u> | <u>Salary 8/03/09 (ffpp)</u> | <u>Salary 29/11/09 (ffpp)</u> | <u>Salary 28/11/10 (ffpp)</u> | <u>Salary 6/03/11 (ffpp)</u> |          |
|--------|------------------------------|---|-----------------------|-------------------------------|------------------------------|-------------------------------|-------------------------------|------------------------------|----------|
| BAND 6 | B6-R1-A                      | Tech 5                                  | \$61,532              | ~                             | ~                            | ~                             | ~                             | ~                            |          |
|        | B6-R1-B                      |   | \$63,340              | \$65,874                      | \$66,862                     | \$69,202                      | \$71,624                      | ~                            |          |
|        | B6-R1-1                      | Tech 6                                  | \$65,151              | \$67,757                      | \$68,773                     | \$71,180                      | \$73,672                      | \$75,145                     |          |
|        | B6-R1-2                      |   |                       | \$69,640                      | \$70,685                     | \$73,159                      | \$75,720                      | \$77,234                     |          |
|        | B6-R1-3                      |   |                       |                               | \$72,099                     | \$74,622                      | \$77,234                      | \$78,779                     |          |
|        | Advancement Assessment Point |   |                       |                               |                              |                               |                               |                              |          |
|        | B6-R2-1                      |   |                       |                               | \$73,396                     | \$74,497                      | \$77,104                      | \$79,803                     | \$81,399 |
|        | B6-R2-2                      |   |                       |                               | \$75,280                     | \$76,410                      | \$79,084                      | \$81,852                     | \$83,489 |
|        | B6-R2-3                      |   |                       |                               |                              | \$77,793                      | \$80,516                      | \$83,334                     | \$85,000 |
|        | B6-R2-4                      |   |                       |                               |                              | \$79,193                      | \$81,965                      | \$84,834                     | \$86,530 |



## APPENDIX 8 – TRANSLATION OF AWARD SUBJECT MATTERS

The following table shows where the subject matter within the Community and Health Services (Public Sector) Award No 4 of 2008 (Consolidated) is found in this Health and Human Services (Tasmanian Public Sector) Award.

| <u>Subject Matter</u>  | <u>Previous Part<br/>and Clause</u> | New Part and<br>Clause                       |
|--|-------------------------------------|--|
| TITLE  | PART I – 1                          | PART I – 1                                   |
| INDEX  | PART I – 2                          | PART I – 2                                   |
| SCOPE  | PART I – 3                          | PART I – 3                                   |
| DATE OF EFFECT   | PART I – 4                          | PART I – 4                                   |
| SUPERSESION AND SAVINGS  | PART I – 5                          | PART I – 5                                   |
| AWARD INTEREST AND PARTIES BOUND   | PART I – 6                          | PART I – 6                                   |
| DEFINITIONS  | PART I – 7                          | PART I – 7                                   |
| CONTRACT OF EMPLOYMENT   | PART II – 1                         | PART I – 9                                   |
| ABANDONMENT OF EMPLOYMENT  | PART II – 2                         | PART I – 10                                  |
| CLASSIFICATION STANDARDS   | PART II – 3                         | PART III – 1                                 |
| APPRENTICES  | PART II – 4                         | PART II – 5<br>PART II – 6                   |
| CASUAL EMPLOYEES   | PART II – 5                         | PART I – 8<br>PART I – 9                     |
| LIFTING OF PATIENTS  | PART II – 6                         | PART X – 3                                   |
| PROTECTIVE CLOTHING AND SAFETY<br>APPLIANCES                             | PART II – 7                         | PART X – 2                                   |
| UNIFORMS   | PART II – 8                         | PART X – 1                                   |
| STATE SERVICE ACCUMULATED LEAVE SCHEME                                   | PART II – 9                         | PART IX – 7                                  |
| SALARIES   | PART III – 1                        | PART II – 3                                  |
| Supported Wage System  | PART III – 1(f)                     | PART II – 7                                  |
| CALCULATION OF HOURLY RATE – PART-TIME<br>EMPLOYEES                      | PART III – 2                        | PART II – 1                                  |
| SALARY INCREMENTS  | PART III – 3                        | PART II – 4                                  |
| PAYMENT OF WAGES   | PART III – 4                        | PART II – 2                                  |
| ACCOMMODATION AND OTHER REQUIREMENTS                                     | PART IV – 1                         | PART IV – 1                                  |
| DISTRICT ALLOWANCE – PART-TIME EMPLOYEES                                 | PART IV – 2                         | PART V – 1                                   |
| Annual Leave Allowance   | PART IV – 3 (a)                     | PART IX – 6                                  |
| District   | PART IV – 3 (b)                     | PART V – 1                                   |
| First Aid Allowance  | PART IV – 3 (c)                     | PART V – 4                                   |
| Higher Duties, More Responsible Duties and<br>Mixed Functions Allowances | PART IV – 3 (d)                     | PART II – 11<br>PART II – 12<br>PART II – 13 |
| Kilometrage  | PART IV – 3 (e)                     | PART V – 3                                   |
| Meal Allowance   | PART IV – 3 (f)                     | PART V – 2(c)                                |
| Training Courses and Conferences Allowance                               | PART IV – 3 (g)                     | PART V – 2                                   |
| Travelling Allowance   | PART IV – 3 (h)                     | PART V – 3                                   |
| BOARD AND LODGING  | PART IV – 4                         | Deleted                                      |
| EXCESS FARES   | PART IV – 5                         | PART V – 4                                   |
| LEAVE EXPENSES - BASS STRAIT ISLANDS                                     | PART IV – 6                         | PART V – 1                                   |
| MEALS ON DUTY  | PART IV – 7                         | PART V – 5                                   |
| SPECIAL RATES  | PART IV – 8                         | PART V – 7                                   |
| WORK ABOVE FLOOR LEVEL   | PART IV – 9                         | PART IV – 2                                  |
| WORK AWAY FROM NORMAL PLACE OF DUTY                                      | PART IV – 10                        | PART IV – 3                                  |
| HOURS OF WORK - DAY WORKER   | PART V – 1                          | PART VII – 1                                 |

| Subject Matter                          | Previous Part and Clause | New Part and Clause |
|---|--------------------------|---------------------|
| HOURS OF WORK – PART-TIME EMPLOYEES     | PART V – 2               | PART VII – 2        |
| OVERTIME - OTHER THAN SHIFTWORKERS      | PART V – 3               | PART VII – 3        |
| OVERTIME - PART-TIME EMPLOYEES          | PART V – 4               | PART VII – 4        |
| AVAILABILITY AND RECALL                 | PART V – 5               | PART VII – 6        |
|   |                          | PART VIII – 3       |
| SHIFT WORK                              | PART V – 6               | PART VIII – 1       |
| SHIFTWORK - PART-TIME EMPLOYEES         | PART V – 7               | PART VIII – 2       |
| ANNUAL LEAVE                            | PART VI – 1              | PART IX – 5         |
| ANNUAL LEAVE - PART-TIME SHIFTWORKERS   | PART VI – 2              | PART IX – 5         |
| HOLIDAYS WITH PAY                       | PART VI – 3              | PART IX – 1         |
| PERSONAL LEAVE                          | PART VI – 4              | PART IX – 3         |
| PERSONAL LEAVE FOR PART-TIME EMPLOYEES  | PART VI – 5              | PART IX – 3(o)      |
| BEREAVEMENT LEAVE                       | PART VI – 6              | PART IX – 4         |
| LEAVE WITHOUT PAY – PART-TIME EMPLOYEES | PART VI – 7              | PART IX – 5         |
| PARENTAL LEAVE                          | PART VI – 8              | PART IX – 2         |
| GRIEVANCE AND DISPUTE SETTLEMENT        | PART VII – 1             | PART XII – 3        |
| PROCEDURE                               |                          |                     |
| NOTICE BOARD                            | PART VII – 2             | PART XI – 3         |
| UNION OFFICIALS – RIGHT OF ENTRY        | PART VII – 3             | PART XI – 1         |
| UNION REPRESENTATIVES/STEWARDS          | PART VII – 4             | PART XI – 2         |