

that any employer shall not be required to disclose confidential information the disclosure of which would be inimical to the employer's interests.

2. Transfer to Lower Paid Duties

Where an employee is transferred to lower duties for reasons set out in sub-clause 1 (a) hereof the employee shall be entitled to the same period of notice of transfer as he/she would have been entitled to if his/her employment had been terminated, and the employer may at the employer's option, make payment in lieu thereof of an amount equal to the difference between the former ordinary time rate of pay and the new lower ordinary time rates for the number of weeks of notice still owing.

3. Severance Pay

In addition to the period of notice prescribed for ordinary termination in clause 42 (Termination of Employment) and subject to further award of the Board, an employee whose employment is terminated for reasons set out in sub-clause 1 (a) hereof shall be entitled to the following amount of severance pay in respect of a continuous period of service:

Period of Continuous Service	Severance Pay
Less than one year	nil
1 year but less than two years	4 weeks' pay
2 years but less than three years	6 weeks' pay
3 years but less than four years	7 weeks' pay
4 years and over	8 weeks' pay

Provided that the severance payments shall not exceed the amount which the employee would have earned if employment with the employer had proceeded to the employee's normal retirement date.

"Weeks' pay" means the ordinary time rate of pay for the employee concerned.

For the purpose of this clause, continuity of service shall be calculated in the manner prescribed by clause 15C (3) of this Award.

4. Employee Leaving During Notice Period

An employee whose employment is terminated for reasons set out in sub-clause 1 (a) hereof may terminate his/her employment during the period of notice and, if so, shall be entitled to the same benefits and payments under this clause had he/she remained with the employer until the expiry of such notice. Provided that in such circumstances the employee shall not be entitled to payment in lieu of notice.

5. Alternative Employment

An employer, in a particular redundancy case, may make application to the Commission to have the general severance pay prescription varied if the employer obtains acceptable alternative employment for an employee.

6. Time Off During Notice Period

- (a) During the period of notice of termination given by the employer an employee shall be allowed up to one day's time off without loss of pay during each week of notice for the purpose of seeking other employment.
- (b) If the employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, the employee shall, at the request of the employer, be required to produce proof of attendance at an interview or he/she shall not receive payment for the time absent.

For this purpose a statutory declaration will be sufficient.

7. Notice to Commonwealth Employment Service

Where a decision has been made to terminate employees in the circumstances outlined in sub-clause 1 (a) hereof, the employer shall notify the Commonwealth Employment Service thereof as soon as possible giving relevant information including the number and categories of the employees likely to be affected and the period over which the terminations are intended to be carried out.

8. Employees with Less than One Year's Continuous Service

This clause shall not apply to employees with less than one year's continuous service.

9. Employers Exempted

Subject to an Award of the Board, in a particular redundancy case, this clause shall not apply to employers who employ less than 15 employees, whether under this Award and/or otherwise.

10. Employees Exempted

This clause shall not apply where employment is terminated because the conduct of an employee justifies instant dismissal, or in the case of casual employees, apprentices, or employees engaged for a specific period of time or for a specified task or tasks.

11. Superannuation Benefits

Subject to further Award by the Board, where an employee who is terminated received a benefit from a superannuation scheme, he/she shall only receive under sub-clause 3 hereof the difference between the

severance pay specified in that clause and the amount of the superannuation benefit he/she receives which is attributable to employer contributions only.

If this superannuation benefit is greater than the amount due under sub-clause 3 then he/she shall receive no payment under that clause.

12. Transmission of Business

- (a) (i) Where a business is before, on or after the date of this Award, transmitted from an employer (in this sub-clause called "the transmittor") to another employer (in this sub-clause called "the transmittee") and an employee who at the time of such transmission was an employee of the transmittor in that business becomes an employee of the transmittee: service shall be deemed not to have been broken by reasons of such transmissions; and
- (ii) the period of employment which the employee has had with the transmittor or any prior transmittor shall be deemed to be service of the employee with the transmittee.
- (b) In this sub-clause "business" includes trade, process, business or occupation and includes part of any such business and "transmission" includes transfer, conveyance, assignment or succession whether by agreement or by operation of law and "transmitted" has a corresponding meaning.

13. Incapacity to Pay

An employer, in a particular redundancy case, may make application to the Commission to have the general severance pay prescription varied on the basis of the employer's incapacity to pay.

44. TECHNOLOGICAL CHANGE

Definitions

- (a) For the purpose of this Clause—

"Technological Change" means the introduction, alteration or replacement of computers (including word processing machines), or work practices ancillary to the use of such equipment, which change, if implemented by an employer, may have material effects in or on the employment of persons to which this award applies.

"Computer" means an electronic device (including word processing machines) which is capable of receiving facts or data, processing or performing calculations on that data and delivering answers or information in the required format for use by a person, or to control the operations of another machine or computer.

"Material Effects" means the termination of employment, the elimination or diminution of job opportunities, promotional opportunities, job tenure or the use of skills, the alteration of hours of work and the need for re-training or transfer of employees to other work or locations.

Notification

- (b) When the employer instructs or commissions employees, computer consultants or suppliers or any other persons to carry out an investigation of the feasibility of technological change or where she/he personally commences such an investigation she/he shall notify—

- (i) the Secretary of the Health Services Union of Australia ("The Union"); and
- (ii) in any case where the employer is able to identify the employees who may be materially affected in their employment by the change, those employees—

that the investigation is being undertaken and specify the employer's principal objective or objectives of such investigation.

Consultation during Feasibility Investigation

- (c) During the course of any feasibility investigation the employer shall—

- (i) keep the Union and the employees who have been notified informed of; and
- (ii) when requested in writing by the Union or by such employees or any of them to do so, consult with them about any technological change being considered, any material effect which might ensue and alternative proposals which might eliminate or lessen such effects.

Decision to Implement

- (d) (i) If an employer decides to implement technological change she/he shall notify the Union and the employees, who may be materially affected in their employment by the change, as soon as possible thereafter.
- (ii) After notifying the decision the employer will inform the Union, and the employees who have been notified of the nature and extent of likely material effects, will consult with them about the proposed change, the reasons for it and any alternative proposals which, if implemented might eliminate or lessen likely material effects.

Information

- (e) In providing information to the employees and the Union, the employer will indicate the source thereof and provide such technical data as will allow evaluation of the likely material effects of any proposal for technological change. The information provided pursuant to this clause shall not be divulged to any other employer nor be used for any purpose other than the making of the said evaluation.

Method of Notification

- (f) (i) All notifications and information to the Union will be addressed in writing to the Secretary of the Union or to such other official thereof as is designated by the said secretary.
- (ii) All notification and information to employees shall be in writing.

Consultations

- (g) All consultations between the Union and the employer will take place at the employer's place of business during usual office hours at such time or times as are agreed upon or, in the absence of agreement, as specified by the employer.

Dispute Settlement Procedures

- (h) The parties shall use their best endeavours to ensure that the introduction of technological changes into the work place are achieved with the minimum disruption to the workforce. If the matters arise out of proposed changes which the parties cannot resolve the parties reserve their rights to refer the issue to the Commission for resolution.

45.

SICK LEAVE

(a) In the event of an employee becoming sick and unfit for duty and such sickness is not due to misconduct (a certificate of a legally qualified medical practitioner or a Statutory Declaration signed by the employee shall be deemed to be satisfactory evidence of sickness), he or she shall be entitled to sick leave on full pay—

- A. Provided that all sick leave entitlements will be reduced by 5% to reflect the introduction of reduced hours from the beginning of the first full pay period to commence on or after 5 December 1983 for approved nursing homes (approved under either the National Health Act or the Nursing Homes Assistance Act) and from the beginning of the first full pay period to commence on or after 24 September 1984 for all other Non Public Sector Institutions.

Full-time employees:

- (i) During the first year of service—7 hours and 36 minutes for each month of service.
- (ii) During the second, third and fourth year of service—106 hours and 24 minutes in each year.
- (iii) Thereafter—159 hours and 36 minutes in each year.

B. PART-TIME EMPLOYEES

On a pro rata basis corresponding to their year of service, and weekly hours vis-a-vis full-time employees.

Provided that an employee may be absent through sickness for one day without furnishing evidence of such sickness as provided in sub-clause (a) hereof on not more than three occasions in any one year of service. An employee shall not be entitled to the benefit should she/he fail to notify the employer two hours before the time rostered to commence duty on the day of such absence: Provided that employees rostered for duty prior to 11 a.m. on the day of such absence shall not be required to give such notice before 9 a.m.

Provided further that an employee's entitlement to payment for sick leave upon production of a Statutory Declaration shall be limited to not more than three occasions in each year in respect to absences not exceeding three consecutive working days' duration.

(b) If the full period of sick leave as prescribed in sub-clause (a) hereof is not taken in any year such portion as is not taken shall, where an employee remains in the service of the same employer or any successor(s) of that employer, be cumulative from year to year; provided that, where the business of an employer is transferred on or after 2 September 1980 to a successor(s) and an employee of the employer becomes an employee of the successor(s) the amount of accumulated sick leave which exceeds 212 hours and 48 minutes shall be disregarded.

For the purpose of this sub-clause, service prior to 1 July 1948 shall be disregarded, providing that any accumulated sick leave (not exceeding 504 hours) standing to the credit of the employee on 1 July 1951, shall not be reduced by virtue of the provisions of this sub-clause.

Provided that the accumulated entitlement of a casual employee as at 24 November 1968, shall not be affected by the operation of Clause 7 and in using this entitlement after that date such casual employee shall be paid at the ordinary rate plus 10 per cent.

No employer shall terminate the service of an employee during the currency of any period of sick leave with the object of avoiding her/his obligations under this sub-clause.

(c) Where the "one day" absences referred to in the proviso in sub-clause (a) are not taken for a period of 5 years, an additional 38 hours' sick leave shall be added to the employee's accrued entitlement.

(d) Where an employee is and has been in the service of an institution registered and subsidised under the Hospital and Charities Act or of the Fairfield Hospital Board or of the Cancer Institute Board or of the Victorian Bush Nursing Association (Incorporated) and transfers to another institution registered and subsidised under the Hospital and Charities Act of the Fairfield Hospital Board or the Cancer Institute Board or the Victorian Bush Nursing Association (Incorporated), accumulated sick leave to his or her credit up to a maximum of 180 days shall be credited to such employee in his or her new employment. The institution may require the employee to produce a written statement from his or her previous employing institution specifying the amount of accumulated sick leave standing to the credit of such employee at the time of leaving that previous employment.

Provided that in respect of any period of absence from employment between engagement with one institution and another or re-engagement with the same institution, continuity of employment shall be deemed to be unbroken provided such period of absence does not exceed 5 weeks in addition to the total period of paid annual, long service and/or sick leave which the employee actually receives on termination or for which she/he is paid in lieu.

Provided further that where any employee for the sole purpose of undertaking a course of study related to his or her employment, is, with the written approval of his or her employer, absent without pay for up to but not exceeding 52 weeks, such absences shall not be deemed to have broken continuity of service but shall not be counted in aggregating service for the purpose of establishing entitlement to sick leave portability.

(e) Sick Leave either side of a Public Holiday

Employees who are absent on sick leave either side of a public holiday without providing a medical certificate, Statutory Declaration or other evidence satisfactory to the employer within 10 working days after their return to work shall not be entitled to be paid for that day absent.

Within two days of the employee's return to work the employer shall notify the employee of his/her/its requirement that the employee provide a Statutory Declaration, medical certificate or other acceptable evidence.

(f) Notice of Absence

Employees shall not be eligible for payment of sick leave or part thereof, unless where they are in a position to do so, they take all reasonable steps to advise their employer of their absence from duty as near as practicable to, but no later than one hour after their normal commencement time or in the case of shifts commencing prior to 7 AM, one hour before the commencement of the shift.

Such advice shall, as far as is practicable, state the nature of the injury or illness, and the estimated duration of the absence.

Provided that, if it is not practicable to inform the employer within the times specified above employees shall inform their employer as soon as practicable thereafter.

Payment for sick leave shall not be withheld by an employer until all reasonable steps have been undertaken to investigate the employee's lack of advice regarding absence from duty. Such an investigation must provide the employee with the opportunity to give reason as to why notification was not given.

The employer must provide and inform employees of a procedure for the notification by employees of their inability to attend work due to illness or injury. All such notifications shall be registered, detailing the time and name of the employee.

46. HIGHER DUTIES

An employee engaged in any duties carrying a higher rate than the classification in which he or she is ordinarily employed in any one day or shift shall be paid at the higher rate for:

- (i) the time so worked for two hours or less; or
- (ii) the full day or shift where the time so worked exceeds two hours.

47. PAYMENT OF WAGES

(a) Wages shall be paid during working hours not later than Thursday following the end of the weekly or fortnightly pay period provided that—

- (i) when a public holiday occurs on a Thursday or a Friday payment shall be made on the Wednesday;
- (ii) an employee who is rostered off on the Thursday pay day but who works anytime after 9 a.m. on the Tuesday or any time on the Wednesday immediately preceding the Thursday, payment shall be made on the Tuesday or Wednesday as the case may be. This applies only where employees are paid by means other than Direct Bank Transfer.

- (iii) when an employee is paid by means other than direct bank transfer and that employee is not rostered to work at any time between 9 a.m. on Monday and midnight on the Thursday, payment may be postponed upon such employee's next rostered period of duty following the Thursday but, should the employee so desire, he or she may attend and collect his or her pay on the pay day.
- (b) (i) An employee shall be supplied at the time of receiving their pay, with a statement in writing, showing or from which may be calculated the amount of ordinary pay, overtime, penalty rates and allowances and the amount of deductions for any purposes in respect of the amount paid.
- (ii) When notice of termination of employment has been given by an employer, payment of all wages and other monies owing to an employee shall be made to the employee.
If an employee is kept waiting for more than twenty-four (24) hours such employee shall be paid overtime rates for the duration of the period until such monies owing are paid with a minimum payment of 2 hours and a maximum payment of seven hours and 36 minutes per day.
- (iii) Notwithstanding the above, this sub-clause will not come into affect if the payment of wages or other monies owed falls on a Bank Holiday or declared public holiday. This clause will come into effect upon the expiration of such a Bank Holiday or declared public holiday.
- (iv) This sub clause will not come into effect if any unforeseen event outside the control of the employer frustrates the employer's ability to meet the requirements of this sub-clause.
- (c) On or prior to the pay day the employer shall state to each employee, in writing:
 - (i) the amount of wages to which he or she is entitled,
 - (ii) the amount and nature of deductions therefrom,
 - (iii) the nett amount being paid.
- (d) Where the system of working provides for the taking of ADOs and an employee's employment is terminated:
 - (i) and one or more ADOs have been granted in advance; or
an ADO has been taken during the work cycle during which the employee is terminated, the wages due to that employee shall be reduced by the total of the ADOs taken in advance, and/or the total un-accrued portion of the ADO granted in that work cycle as the case may be.
 - (ii) and an employee has not worked a complete four week or 5 week cycle as the case may be, he/she shall receive pro rata accrued entitlements for each day worked or regarded as having been worked in such cycle payable for the accrued day off.

48.

OCCUPATIONAL SUPERANNUATION

(a) This clause shall be binding on the employers listed in Schedule A and Schedule B insofar as those employers are not contributors to the Hospitals Superannuation Board Fund in respect to all employees.

(b) Definitions

For the purpose of this clause the following definitions shall apply:

- (i) "The approved fund". For the purposes of this Award all reference to "the approved fund" shall mean:
 - (1) The Health Employees' Superannuation Trust Australia (H.E.S.T.A.) established and governed by a Trust Deed dated 30 July 1987 as may be amended from time to time, and includes any superannuation scheme which may be made in succession thereto.
 - (2) Any other fund as agreed between the parties provided such fund is approved by the Occupational Superannuation Commissioner as conforming to the Commonwealth Government's Operational Standards for Occupational Superannuation Funds.
- (ii) "Employer" means a hospital, nursing home or other body appearing in Schedule A or B.
- (iii) "Employee" means a person employed by a hospital, nursing home or other body set out in Schedule A or B, and who is covered by the jurisdiction of this Award excluding those persons for whom an employer is making a 3 per cent productivity contribution to the Hospital Superannuation Board Fund.
- (iv) "Contractor" means a body supplying labour and/or other services which fulfil all or part of the practices usually performed by hospitals, nursing homes or other bodies whose employees are engaged on the hospital, nursing home or other body's premises in accordance with a contract, the term of which exceeds the qualifying period (as defined).
- (v) "Agency" is a registered body employing labour which is supplied to a hospital, nursing home or other body on a short-term basis, that is, a period less than the qualifying period as defined.

- (vi) "Intermittent employee" means an employee who is engaged on a recurring basis in relieving work or work of a casual nature and whose continuous employment does not exceed the qualifying period (as defined) in any such engagement.
- (vii) "Ordinary pay" means remuneration for a worker's weekly number of hours of work calculated at the ordinary time rate of pay and in addition shall include:
 - (a) The cash value of any deduction for board and lodging.
 - (b) Overaward payments for ordinary hours of work.
 - (c) Shift work premiums.
 - (d) Saturday and Sunday premiums, where they are part of regular work.
 - (e) Leading Hand Allowance.
 - (f) Supplementary payment.
 - (g) Service grant.
 - (h) Tool allowance (where it is paid as part of regular work).
- (viii) "Qualifying period" means four consecutive weeks of time worked from the date of engagement in any period of employment.

(c) Contributions—(Schedule A Employers)

With effect from the first full pay period commencing on or after 1 July 1988 the employer shall pay at least monthly to the trustees of the approved fund on behalf of each employee who is a member of the approved fund a contribution at the rate of 1.5 per cent of ordinary pay and with effect from the first full pay period commencing on or after 1 January 1989 the employer shall pay at least monthly to the trustees of the approved fund on behalf of each employee who is a member of the approved fund a contribution at the rate of 3 per cent of ordinary pay.

Where an employee employed by an employer listed in Schedule A indicates to the employer in writing that the employee will not apply for membership of the approved fund, the employer shall—

- (i) inform the employee of the Commission's decision in Case No. 242/1987; and
- (ii) give to the employee a copy of the Application for Membership of the approved fund.

In the event that the employee still refuses to join the approved fund, the employer shall advise the ACTU and the employer organisation of which the employer is a member, and the employer organisation and the ACTU shall refer to matter to the monitoring committee established under sub-clause (g) of the Award. The employer's obligation under sub-clause (c) is suspended until such time as a determination is made under sub-clause (g).

Such contributions shall be calculated on the ordinary pay received by the employee during the preceding month, provided however the employer shall not be required to contribute in respect to any agency or contractor's employees, and that no contribution shall be payable in respect of the period prior to 1 July 1988.

Contributions are to be made whilst on WorkCare or workers compensation provided that the employee is receiving "accident make-up pay" under the provisions of the relevant award.

Provided always that the employer shall not be required to contribute in respect to any period where an employee is absent from his or her employment on leave without pay.

(d) That in respect to the employers listed in Schedule B the provisions of this sub-clause shall apply with the exception that sub-clause (c) shall have no effect and the following will apply in lieu:

Contributions—(Schedule B Employers)

- (i) With effect from the first full pay period commencing on or after 1 October 1988 the employer shall pay at least monthly to the trustees of the approved fund on behalf of each employee who is a member of the approved fund a contribution at the rate of 3 per cent of ordinary pay.

Such contribution shall be calculated on the ordinary pay received by the employee during the preceding month, provided however the employer shall not be required to contribute in respect to any agency or contractor's employees, and that no contributions shall be payable in respect of the period prior to 1 October 1988.

Contributions are to be made whilst on WorkCare or workers compensation provided that the employee is receiving "accident make-up pay" under the provisions of the relevant award.

Provided always that the employer shall not be required to contribute in respect to any period where an employee is absent from his or her employment on leave without pay.

All references to Schedule A shall be read as a reference to Schedule B.

- (ii) Where an employee employed by an employer listed in Schedule B indicates to the employer in writing that the employee will not apply for membership of the approved fund, the employer shall—
 - (i) inform the employee of the Commission's decision in Case No. 242/1987; and
 - (ii) give to the employee a copy of the Application for Membership of the approved fund.

In the event that the employee still refuses to join the approved fund, the employer shall advise the ACTU and the employer organisation of which the employer is a member, and the employer organisation and the ACTU shall refer the matter to the monitoring committee established under sub-clause (g) of the Award. The employer's obligation under sub-clause (d) is suspended until such time as a determination is made under sub-clause (g).

(e) Intermittent Employees

Intermittent employees are exempt from the provisions of this clause.

Provided that where such employee receives from a single employer an aggregate annual payment, calculated to 30 June each year, exceeding \$3000 gross ordinary pay an annual contribution, based on sub-clause (c) or (d) of this clause as the case may be, contributions shall be paid to the approved fund. Such contributions shall be calculated on their gross ordinary pay calculated to 30 June each year.

Where a business is transmitted from one employer (the transmittor) to another employer (the transmittee) an employee who worked with the transmittor shall be entitled to count such service with the transmittor as service with the transmittee for the purposes of this clause provided that the service occurred in the relevant twelve month period.

(f) Qualifying period

Existing employees who have been employed for at least the qualifying period shall have the contributions paid on their behalf in accordance with the provisions of this clause.

Existing employees who have not completed the qualifying period of employment shall have superannuation contributions paid on their behalf with effect from the commencement of their employment at the expiration of the qualifying period provided that no contributions shall be payable in respect of any period prior to the dates specified in sub-clause (c) or (d) of this clause as the case may be.

All employees engaged by the employer after the date of introduction of superannuation payments shall have superannuation contributions paid to the approved fund from the commencement of employment after the expiration of the qualifying period.

(g) Monitoring

The parties shall establish a Monitoring Committee for the implementation of this clause. The committee shall consider any matter raised with reference to this clause. The monitoring committee shall consist of one representative nominated by the A.C.T.U. and one representative nominated by the A.C.M. or the V.E.F.

Where agreement can not be reached, the matter may be referred to the Industrial Relations Commission.

(h) No Additional Claims

Additional superannuation benefits payable under this agreement will not be reviewed and the Unions will not make any claims which would have additional cost impact on any employer unless consistent with the National/State Wage Principles and Decisions.

(i) Leave Reserved

Bank or emergency list.
Minimum contributions.
Agencies (Labour brokers).

Schedule "A"

Ainslie Private Hospital	Mountain District Private Hospital
Allendale Private Hospital	Alencon Private Hospital
Baronor Private Hospital	Evancourt Private Hospital
Beleura Private Hospital	Trentwood Private Hospital
Bellbird Private Hospital	Bellarine Private Hospital
Bryson Private Hospital	Mildura Private Hospital
Cedar Court Private Hospital	The Melbourne Clinic
Chadswood Private Hospital	Peninsula Private Hospital
Cliveden Hill Private Hospital	The Avenue Private Hospital
Coonil Private Hospital	Bethesda Private Hospital
Dandenong Day Surgicentre	Diamond Valley Private Hospital
Dandenong Pinelodge Clinic	Epworth Hospital
Donvale Private Hospital	Freemasons Hospital
Florence Nightingale Private Hospital	Hastings and District Hospital
Hopetoun Private Hospital	Mercy Private Hospital
Melbourne Endoscopy Centre	Moreland Hall Private Hospital
Mont Albert and Surrey Hills Private Hospital	Mornington Bush Nursing Hospital
Montclair Private Hospital	Mount Alvernia Hospital (Inc.)
Nenagh Private Hospital	Sacred Heart Hospital
Olympia Private Hospital	St. Frances Xavier Cabrini Hospital
Reservoir Private Hospital	St. John of God Hospital (Ballarat)

Sherbourne Private Hospital
 Trethowan Private Hospital
 Vaucluse Private Hospital
 Victoria House Private Hospital
 Waverley Private Hospital
 Batman Private Hospital
 Camberwell Private Hospital
 Croydon and District Private Hospital
 Glenrest Private Hospital
 Hartwell Private Hospital
 Malvern Private Hospital
 Melton Private Hospital

St. John of God Hospital (Brighton)
 St. John of God Hospital (Geelong)
 St. John of God Hospital (Warrnambool)
 St. Vincent's Private Hospital
 Windermere Hospital Foundation Ltd.
 Preston Private Hospital
 St. Elmo Private Hospital
 Strathmore Private Hospital
 Sunbury Private Hospital
 Sunshine Private Hospital
 Wellington Private Hospital
 Winston Private Hospital

Schedule "B"

"Bethany" Private Nursing Home
 "Bodalla" Private Nursing Home
 "Coronella" Retirement Village
 "Weeroona" Private Nursing Home
 Abalene Private Nursing Home
 Acacia House Private Nursing Home
 Alexander Private Nursing Home
 Alice Berry Private Nursing Home
 Alimar Private Nursing Home
 Allanvale Private Nursing Home
 Allora Private Nursing Home
 Amaroo Nursing Home
 Argyll Private Nursing Home
 Arthur Preston Centre
 Ashleigh Lodge Private Nursing Home
 Balwyn Private Nursing Home
 Bamba House Private Nursing Home
 Banksia Court Private Nursing Home
 Baptist Village Baxter Ltd.
 Barkly Private Nursing Home
 Bayview Private Nursing Home
 Belvedere Private Nursing Home
 Benlyne Private Nursing Home
 Bethlehem Home for the Aged Inc.
 Blyth-Lea Private Nursing Home
 Boronia Private Nursing Home
 Brentwood Private Nursing Home
 Brighton Private Nursing Home
 Broughton Hall Private Nursing Home
 Camberlea
 Cambrai
 Canterbury Private Nursing Home
 Carinya Nursing Home
 Carnsworth-Garopna
 Carrum Private Nursing Home
 Charlton Bush Nursing Hospital
 Chelsea and District Hospital Inc.
 Chelsea Park
 Chelsea Private Nursing Home
 Chelton Private Nursing Home
 Christian Guest Home
 Church of Christ Nursing Home
 City of Doncaster/Templestowe Nursing Homes
 City of Mordialloc Nursing Home
 Claverley Private Nursing Home
 Coburg Private Nursing Home
 Colton Close
 Cranbourne
 Creedon Lodge
 Croydon Park Private Nursing Home
 Culroy
 Dalriada Private Nursing Home
 Dandenong Private Nursing Home

Evangelia Private Nursing Home
 Findon Private Nursing Home
 Footscray Private Nursing Home
 Footscray Society for the Aged
 Fred Cambridge House
 Garthowen Private Nursing Home
 Geelong and District Private Nursing Home
 George Vowell Centre
 Girrawheen Community
 Glenalwyn
 Gleneagles
 Glenfield House
 Glenfollan Village for Aged People
 Glenwood Private Nursing Home
 Good Shepherd Nursing Home
 Gracedale Private Nursing Home
 Graceton
 Greenways Private Nursing Home
 Harcourt Nursing Home
 Harold McCracken Nursing Home
 Hawthorn
 Heatherleigh Private Nursing Home
 Hedley Sutton
 Holmwood Private Nursing Home
 Hurlingham
 Inala Village
 Jedasa House
 Jedesa House Private Nursing Home
 Judge Book Retirement Village
 Kalimna House Private Nursing Home
 Kalonga Private Nursing Home
 Kambermere
 Kanella
 Karana
 Karinya Nursing Home
 Keilor Downs Private Nursing Home
 Keith House
 Kelaston
 Kenilworth
 Keswick Private Nursing Home
 Kiama
 Kiandra
 Kinkora Court
 Kirkbrae Presbyterian Homes
 Kiverton Park
 Kulki House
 Lakes Entrance Private Nursing Home
 Leighton Private Nursing Home
 Lilley Lodge
 Linacre Private Hospital
 Little Sister of the Poor
 Loreto Abbey Private Nursing Home
 Lumeah Home for the Aged

Dandenong Valley Private Hospital
 Darvall Lodge
 Daughters of Charity of St. Vincent de Paul
 Dawnville Private Nursing Home
 Denbies Private Nursing Home
 Duretta Private Nursing Home
 Elanora
 Elgar Private Nursing Home
 Elizabeth House
 McKinnon Private Nursing Home
 Mentone and District Private Nursing Home
 Merlynston
 Mildura Homes for the Aged
 Miranda Private Nursing Home
 Mirridong
 Mon Repos
 Montefiore Homes
 Moonee Ponds
 Moorfields Community for Adult Care
 Moreland
 Mowbray House
 Myola
 Nazareth House (Ballarat)
 Nazareth House (Camberwell)
 Neerim District Soldiers Memorial Hospital Inc.
 Newcomb
 North Western Districts
 Old Colonists Association of Victoria
 Olivet Aged Persons Home
 Osburn Lodge Private Nursing Home
 Pembridge
 Perpetua
 Pine Dene
 Pinedene Private Nursing Home
 Portland
 Preston and District Private Nursing Home
 Princeton Private Nursing Home
 Queenscliff Private Nursing Home
 Rainbow Bush Nursing Hospital Inc.
 Rangeview
 Regent
 Riverside
 Rosehill Private Nursing Home
 Rowena
 Royal Freemasons Homes of Victoria
 Rumbalara Nursing Home
 Sampford
 Sheraton
 Siesta
 Sorrento House Private Nursing Home
 South Port Community Nursing Home Inc.
 Southern Cross Homes Inc.
 Lynn
 Lynwood
 MacLeod
 Mahogany Lodge
 Maidstone Private Nursing Home
 Manchester Unity I.O.O.F.
 Marian House
 Marillac House
 Mayflower
 Springfield Private Nursing Home
 Springvale
 St. Aidans
 St. Anne's Nursing Home
 St. John of Kronstadt Nursing Home
 St. Joseph's Private Nursing Home
 St. Joseph's Tower
 St. Judes Private Nursing Home
 St. Lawrence Private Nursing Home
 St. Leeor
 St. Marks
 St. Michaels Private Nursing Home
 St. Peters
 St. Raphael's Nursing Home
 St. Vincent de Paul
 St. Winnifreds Private Nursing Home
 Stanleigh Lodge
 Star of the Sea Nursing Home
 Strathalan
 Strathdon Community
 Sunrise Private Nursing Home
 Surrey Hills Private Nursing Home
 Tabulan Nursing Home
 Tara
 Toora Nursing Home
 Trewint Nursing Home
 Villa Franca Private Nursing Home
 Villa Madonna
 Villa Maria Centre
 Villa O'Neill
 Violet Town Memorial Bush Nursing Home Inc.
 Wahroonga Private Nursing Home
 Warley Nursing Home Annex
 Warringal Private Hospital
 Wattle Glen
 West Gate
 Western Private Nursing Home
 Westhaven
 Wynnstay
 Wyuna
 Yarra Junction Hospital Inc.
 Yasma

49. UNION INTERVIEWS

Employees of any establishment subject to this Award may, with the consent of the person in charge of such establishment (which consent shall not be unreasonably withheld) be interviewed by the Secretary or another accredited representative of the Health Services Union of Australia, or have their Union contributions collected by the steward of the said organisation.

50. AWARD MODERNISATION

(a) It is open to employers and employees covered by this Award to reach agreement at the level of individual enterprises to provide for more flexible working arrangements improved quality of working life, enhanced skills and job satisfaction. Such enterprise agreements may involve a variation in the application of Award provisions in order to meet the requirements of individual enterprises and their employees. Agreements may be negotiated and consequential Award variations processed in accordance with the provisions of sub-clause (b).

(b) The Health Services Union of Australia is prepared to discuss all matters raised by employers and employees within an enterprise. Enterprise agreements may be concluded, subject to the following conditions:

- (i) The employees must genuinely agree;
- (ii) No employee will lose income as a result of the change i.e. no negative offset;
- (iii) Any agreement must be approved by the Health Services Union of Australia. Where enterprise level discussions are considering matters requiring any Award variation the Union must be invited to participate;
- (iv) The Health Services Union of Australia shall not withhold such approval unreasonably;
- (v) Agreements involving variations to Award standards shall come into effect upon approval by the Health and Allied Services Board and shall be referred to in a schedule to this Award after such approval.

51. **EXISTING FLEXIBILITY**

It is a term of this Award that nothing arising from the Structural Efficiency Principle or consequential Award variations shall operate so as to decrease, inhibit, detract from or restrict work practices and flexibility already existing within the private sector/private hospitals.

**PART FIVE
PORT OF MELBOURNE AUTHORITY**

Note: This Part applies to mobile first aid officers in the employ of the Port of Melbourne Authority.

52. **WAGES**

Classification	Weekly wage \$
Mobile first-aid officer	
First year of service	551.70
Second year of service	556.80
Third year of service	560.90

The "Weekly Wage" prescribed by this clause includes an amount to compensate for weekend work and shift work.

53. **HOURS OF WORK**

(a) Day Work

The ordinary hours for a week's work shall be 40 to be worked in shifts of not more than 8 hours from Monday to Friday inclusive.

(b) Shift Work

The roster of hours for shift workers shall be as follows:

10/14 ROSTER SYSTEM

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
A Shift hours					D	D	N	N					D	D	N	N							
B Shift hours			D	D	N	N			D	D	N	N			D	D	N	N			D	D	
C Shift hours	D	D	N	N				D	D	N	N			D	D	N	N			D	D	N	N
D Shift hours	N	N					D	D	N	N			D	D	N	N			D	D	N	N	

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
A Shift hours	D	D	N	N	D	D	N	N					D	D	N	N			D	D	N	N
B Shift hours	N	N					D	D	N	N			D	D	N	N			D	D	N	N
C Shift hours					D	D	N	N					D	D	N	N			D	D	N	N
D Shift hours			D	D	N	N			D	D	N	N			D	D	N	N			D	D

Shifts:

D—8.00 a.m. to 6.00 p.m.

N—6.00 p.m. to 8.00 a.m.

54. **CONDITIONS OF WORK—SHIFT WORKERS**

The following conditions shall apply in respect of employees working in accordance with the 10/14 roster prescribed by Clause 53 (b):

- (a) The roster when compiled shall not be departed from except to meet an emergency due to sickness or other unexpected or unavoidable cause or by personal agreement between the employer and the employee.

(b) Employees on night duty shall be permitted between the hours of 10 p.m. and 6 a.m. to recline and sleep provided that the efficient running of the first aid service is not affected, subject to the following conditions:

- (i) Sufficient beds, mattresses and covers, pillows and covers shall be supplied at each station to accommodate the number of employees on night shift at each station;
- (ii) The employee shall be responsible for the cleanliness of such sleeping articles as are used by him/her;
- (iii) The employee prior to going off duty shall store out of sight such sleeping articles as are used by him/her. The employer shall provide facilities solely for the storing of employee's sleeping articles;
- (iv) The employee shall recline and sleep only when there is no work to be performed by her/him.

55.

OVERTIME**(a) Shift Workers**

All time worked by a shift worker on the 10/14 roster in excess of the days rostered shift or for more than four shifts in any one period shall be paid for at the rate of double time provided that all overtime worked on a public holiday by shift workers shall be paid at the rate of double time and one-half.

(b) Overtime Day Workers

All time worked by a day worker in excess of the ordinary hours prescribed shall be paid at the rate of time and a half for the first three hours and double time thereafter except that on Sundays he/she shall be paid at the rate of double time and on public holidays at the rate of double time and a half.

56.

CALL-BACK

For a call-back taking place three hours or more before a rostered shift, or on reaching home after a shift, the appropriate overtime rate shall be paid with a minimum payment of 3 hours.

57.

ANNUAL LEAVE

(a) A shift worker performing duty in accordance with the 10/14 roster shall be entitled to 45 days annual leave to be taken in periods of 28 days each 32 weeks. Such leave shall be payable at the rate prescribed by Clause 52 of this Part plus the additional amount for the designated overtime day if applicable under the 10/14 roster system in each annual leave period.

(b) Where a shift worker leaves his employment before the completion of a full qualifying period for annual leave in any year of service, she/he shall be entitled to pro rata payment in lieu of annual leave for such broken period of service calculated on the basis of 5.4 hours ordinary pay for each completed week of service.

(c) A day worker shall be entitled to four weeks annual leave exclusive of public holidays in respect of each completed year of service provided that if any public holiday as prescribed in Clause 58 of this Part occurs during a period of annual leave an additional day shall be added for each such holiday so occurring.

(d) Where a day worker leaves her/his employment before the completion of a full qualifying period for annual leave in any year of service, he/she shall be entitled to pro rata payment in lieu of annual leave for such broken period of service calculated on the basis of four forty-eighths of the ordinary wage payments received by him/her during such period.

(e) Where a day worker during a year of service is rostered for shift work for portion of such year, he/she shall be entitled to pro rata annual leave under sub-clause (a) of this clause in respect of that portion of the year when he was rostered for shift work and to pro rata annual leave under sub-clause (c) of this clause in respect of that portion of the year during which she/he was not rostered for shift work.

(f) Where a day worker leaves her/his employment before the completion of a full qualifying period for annual leave in any year of service and he/she has been rostered for shift work for portion of such broken period of service and has not been rostered for shift work for the balance of such period of broken service he/she shall be entitled to pro rata payment in lieu of annual leave under sub-clause (b) of this clause in respect of that period when he was rostered for shift work and under sub-clause (d) of this clause in respect of the period when she/he was not rostered for shift work.

58.

PUBLIC HOLIDAYS—DAY WORKERS

Day workers shall be entitled to public holidays in accordance with the provisions of Clause 17 of Part 2 of this Award.

59.

OTHER CONDITIONS

With the exception of Clauses 3 (a), 3 (b), 3 (c), 3 (e), 4 (a), 4 (j), 7, 8, 9, 11, 15, 17, 20, 23, and 25 all conditions of employment shall be as prescribed in Parts 1, 2 and 3 of this Award.

APPENDIX A
HOSPITAL AND OTHER EXTENDED CARE
SKILL LEVEL DESCRIPTIONS

LEVEL 1

An employee at this level:

- * Works within established routines, methods and procedures.
- * Has minimal responsibility, accountability or discretion.
- * Works under direct or routine supervision, either individually or in a team.
- * No previous experience or training is required.

Indicative tasks performed at this level are:

General Services

Cleaning; attending to a lift, car park or incinerator; basic laundry work and the sorting and packing of linen. Assisting a gardener; basic maintenance work; basic sewing; General Orderly/Porterage/Courier functions in hospitals or other health services.

Laundryhand

Incinerator Attendant

Carpark Attendant

Sorter/Packer of Linen

Lift Attendant

Hospital Orderly or Cleaner

Seamsperson

Assistant Gardener

Maintenance/Handyperson (Unqualified)

All other employees not elsewhere provided for

Technical, Clinical and Personal Care

The operation of automatic photographic processing machines; the cleaning, washing and preparation of equipment and chemicals within a laboratory and the cleaning and washing of surgical equipment within a Central or Theatre Sterilising Unit. The feeding and basic care of animals within animal houses.

Direct assistance with Technical, Clinical and Personal Care duties under supervision and direction. A Recording Technician operating a ECG/EEG or similar recording equipment. The handling, transporting of client/patients and the preparation of beds. Communication and liaison with clients/patients and directly assisting social work/welfare workers. An Orthotic Technician involved in the manufacture and fitting of orthotic devices in his/her first year of employment as such.

CSSD Attendant (as defined)

Laboratory Assistant Grade 1 (as defined)

Darkroom Processor

Animal House Attendant

Orthotic Technician 1 (as defined)

Nursing Attendant (as defined)

Theatre Attendant

Recording Attendant (including EEG & ECG)

Social Work/Welfare Aide

Food Services

Basic food preparation; the cooking of basic meals; cleaning of food preparation and consumption areas and cooking equipment and utensils and the serving and delivery of meals.

Food and Domestic Services Assistant

Other Cook (as defined)

LEVEL 2

An employee at this level:

- * Works within established routines, methods and procedures.
- * Has limited responsibility, accountability or discretion.
- * May work under limited supervision, either individually or in a team.
- * Possesses communication skills
- * Requires on-the-job training and/or specific skills training or experience.

Indicative tasks performed at this level are:

General Services

A window or other specialist cleaner; a laundry worker performing work on his or her own; gardening work requiring no formal qualifications; general housekeeping functions; basic stores work; sewing of a more advanced nature requiring the cutting and fitting of garments.

Cleaner cleaning windows (as defined)

Housekeeper

Storeperson

Laundry Operator

Gardener (non-trade) (as defined)

Seamstress who cuts and fits

Technical, Clinical and Personal Care

An unqualified Instrument Technician within a Central or Theatre Sterilising Unit involved in the packaging or sterilisation of medical instruments. Assistant to a Allied Health Assistant (Qualified), therapist or physiotherapist or similar. An Orthotic Technician involved in the manufacture and fitting of orthotic devices in his/her second year of employment as such.

Instrument Technician Grade 1 (as defined)

Orthotic Technician 2

Allied Health Assistant (Unqualified) (as defined)

Red Cross Aide (Public Sector Only)

LEVEL 3

An employee at this level:

- * Is capable of prioritising work within established routines, methods and procedures.
- * Is responsible for work performed with a limited level of accountability or discretion.
- * Works under limited supervision, either individually or in a team.
- * Possesses sound communication skills
- * Requires specific on-the-job training and/or relevant skills training or experience.

Indicative tasks performed at this level are:

General Services

Hospital Attendant work, including patrol functions; stores work by a storeperson working alone; driving small vehicles (1.25 tonnes or less) within and between establishments.

Hospital Attendant (as defined)

Storeperson employed alone

Driver 1.25 Tonne or less

Food Services

A person responsible for the conduct of a diet kitchen; an unqualified (non-trade) cook employed as a sole cook in a kitchen or an unqualified (non-trade) cook providing specialist cooking functions.

Dietary Supervisor (as defined)

Cook Employed Alone (as defined)

Diet Cook (as defined)

Sweets Cook (as defined)

Pastry Cook (Other)

Technical, Clinical and Personal Care

Skilled work within a laboratory, including the taking of blood samples. An Orthotic Technician involved in the manufacture and fitting of orthotic devices in his/her third year of employment as such. A person employed to provide personal care for Aged or disabled persons in the (non public) extended care sector.

Laboratory Assistant Grade 2 (as defined)

Orthotic Technician 3

Personal Care Worker Grade I (as defined) (non-public sector) (Extended Care Sector Only)

LEVEL 4

An employee at this level:

- * Is capable of prioritising work within established routines, methods and procedures. (non admin/clerical)
- * Is responsible for work performed with a medium level of accountability or discretion. (non admin/clerical)

- * Works under limited supervision, either individually or in a team. (non admin/clerical)
- * Possesses sound communication and/or arithmetic skills. (non admin/clerical)
- * Requires specific on-the-job training and/or relevant skills training or experience. (non admin/clerical)
- * An admin/clerical employee who undertakes a range of basic clerical functions within established routines, methods and procedures. No or limited experience and training are required.

Indicative tasks performed at this level are:

Technical, Clinical and Personal Care

Work in all facets of a multi-sectional laboratory, including the taking of blood samples. An employee under general supervision who is involved in the setting up, cleaning of and maintenance of equipment in theatre and the positioning of patients in theatre.

Theatre Technician Grade 1 (as defined)

Laboratory Assistant Grade 3 (as defined)

Admin/Clerical Services

Filing, collating, sorting, basic copy typing (non computer), in-house courier work (non-vehicular). A person performing admin/clerical duties under the supervision and direction of a library technician or librarian.

General Clerk

Typist

Library Clerk (as defined)

Food Services

An employee whose primary function is to liaise with patients and staff to obtain appropriate meal requirements of patients, and to tally and collate the overall results.

Food Monitor (as defined)

LEVEL 5

An employee at this level:

- * Is capable of prioritising work within established policies, guidelines and procedures.
- * Is responsible for work performed with a medium level of accountability or discretion.
- * Works under limited supervision, either individually or in a team.
- * Possesses good communication, interpersonal and/or arithmetic skills
- * Requires specific on-the-job training, may require formal qualifications and/or relevant skills training or experience.

Indicative tasks performed at this level are:

Technical, Clinical and Personal Care

A Senior Red Cross Aide who assists in the taking of blood samples for diagnostic purposes with relevant training; a qualified Allied Health Assistant or unqualified Trades Instructor involved in the care, instruction or development and rehabilitation of clients.

Allied Health Assistant (Qualified) (as defined)

Senior Red Cross Aide (Public Sector Only)

Instructor Trades (Unqualified) (as defined)

General Services

An employee performing dedicated security functions; an employee performing transport related functions, including drivers of intermediate sized vehicles (1.25 tonnes to 3 tonnes); ambulance drivers or assistants without first aid certificates or similar relevant training.

Security Officer Grade 1 (as defined)

Driver 1.25 Tonne to 3 Tonne

Other Motor Ambulance Driver or Assistant

LEVEL 6

An employee at this level:

- * Is capable of prioritising work and exercising discretion within established policies, guidelines and procedures.
- * Is responsible for work performed with a medium level of accountability.
- * Works under limited supervision, either individually or in a team.
- * Requires a basic knowledge of medical terminology and/or a working knowledge of health insurance schemes. (admin/clerical)

- * Possesses well developed communication, interpersonal and/or arithmetic skills
- * Requires substantial on-the-job training, may require formal qualifications and/or relevant skills training or experience.

Indicative tasks performed at this level are:

Technical, Clinical and Personal Care

A State Enrolled Nurse providing routine nursing care to clients/patients according to established procedures and who is not required to exercise advanced skills and knowledge; an Orthotic Technician involved in the manufacture and fitting of orthotic devices in his/her fourth year of employment as such; a first aid attendant employed in commercial or industrial undertakings; an Instrument Technician with a minimum of one year's experience employed within a CSSD/TSSU section having successfully completed the CSSD Certificate course conducted by the Mayfield Centre or equivalent; a Pathology Technician (not working solely as such) assisting the Pathologist, including the preparation of equipment and work involved in the post mortem of patients.

State Enrolled Nurse

Orthotic Technician 4

Pathology Technician Grade 1

First Aid Attendant (in commercial or industrial undertakings)

Instrument Technician Grade 2 (as defined)

Admin/Clerical Services

Clerical work associated with the admission and discharge of clients/patients, scheduling of appointments, completion of pro-forma letters; updating statistics; answering telephones; visitor and patient's inquiries; production of receipts; cashiering; basic switchboard operation and the use of overhead paging systems; audio typing and stenography (non medical); calculation of time sheets and payments to staff.

Switchboard Operator

Receptionist

Ward Clerk

In/Out Patient Clerk

Stenographer (Other)

Casualty Clerk

Medical Records Clerk

Audio Typist (Other)

Business Machine Operator

Patient Fees Clerk

Pay Clerk (as defined)

General Services

An employee performing transport related functions, including drivers of non-articulated vehicles over 3 tonnes; ambulance drivers or assistants possessing first aid certificates or similar relevant training.

Driver over 3 Tonne

Motor Ambulance Driver or Assistant who is required to hold a St John First Aid Certificate.

LEVEL 7

An employee at this level:

- * Is capable of prioritising work and exercising discretion within established policies, guidelines and procedures.
- * Is responsible for work performed with a substantial level of accountability.
- * Works either individually or in a team.
- * Requires a basic knowledge of medical terminology and/or a working knowledge of health insurance schemes. (admin/clerical)
- * May require regular computer related duties, where those duties are an essential part of the function of the position and where the level of skill involved is "multi-function administrative" or "batch processing".
- * Possesses well developed communication, interpersonal and/or arithmetic skills
- * Requires substantial on-the-job training, may require formal qualifications at trade or certificate level and/or relevant skills training or experience.

Indicative tasks performed at this level are:

Technical, Clinical and Personal Care

A Theatre Technician having successfully completed the Theatre Attendants course conducted by the Mayfield Centre or equivalent qualifications who is required to perform duties under minimum supervision and guidance; an Instrument Technician with a minimum of three years' experience employed within a CSSD/TSSU section having successfully completed the CSSD Certificate course conducted by the Mayfield Centre or equivalent and is competent in all facets of a CSSD/TSSU Department or unit and who assists in the supervision and/or training of new staff. A qualified Radiotherapy Technician directly assisting the radiographer.

Theatre Technician 2 (as defined)

Radiotherapy Technician

Instrument Technician Grade 3 (as defined)

Admin/Clerical

An admin/clerical employee whose duties involve regular computer related duties of a "multi-functional" or "batch processing" nature. A person employed within a library who is undertaking studies to qualify as a library technician.

All classifications as per admin/clerical grades 1 & 2 (wage levels 4 & 6) with computer use.

Computer Clerk (as defined)

Library Technician in Training (as defined)

General Services

A handyperson with Trade qualifications performing general maintenance duties; a printer with Trade qualifications performing general printing or related duties; a gardener with Trade qualifications performing general gardening duties; a storeperson who is required to regularly access computers in the course of his/her employment; a dedicated Security Officer required to regularly access computers in the course of her/his employment and/or has been provided with relevant training; an employee performing transport related functions, including drivers of articulated vehicles.

Maintenance/Handyperson (Trade) (as defined)

Printer (Trade) (as defined)

Gardener (Trade) (as defined)

Storeperson (Advanced) (as defined)

Driver articulated 12-13 Tonnes

Security Officer Grade 2 (as defined)

Food Services

A Cook or Butcher with relevant qualifications.

Second Cook Grade D (as defined)

Trade Cook (as defined)

Butcher

Pastry Cook

LEVEL 8

An employee at this level:

- * Is capable of functioning semi autonomously, and prioritising his/her own work within established policies, guidelines and procedures.
- * Is responsible for work performed with a substantial level of accountability.
- * Works either individually or in a team.
- * Requires a comprehensive knowledge of medical terminology and/or a working knowledge of health insurance schemes. (admin/clerical)
- * May require basic computer knowledge or be required to use a computer on a regular basis.
- * Possesses administrative skills and problem solving abilities.
- * Possesses well developed communication, interpersonal and/or arithmetic skills
- * Requires substantial on-the-job training, may require formal qualifications at trade or certificate level and/or relevant skills training or experience.

Indicative tasks performed at this level are:

Technical, Clinical and Personal Care

A Pharmacy Technician assisting the Pharmacist and requiring a working knowledge of pharmaceutical products; an Orthotic Technician involved in the manufacture and fitting of orthotic devices after his/her fourth year of employment as such.

Orthotic Technician 5
 Pharmacy Technician Grade 1 (as defined)
Admin/Clerical Services

A person undertaking medical audio-typing or stenography or secretarial functions. Provision of Interpreting services by an unqualified Interpreter or assisting a qualified Interpreter in the performance of his/her work.

Medical Audio Typist
 Secretary
 Medical Stenographer
 Interpreter (Unqualified) (as defined)
Food Services
 A Cook or Chef with relevant qualifications.
 Chef Grade D (as defined)
 Second Cook Grade C (as defined)

LEVEL 9

An employee at this level:

- * Is capable of functioning with a high level of autonomy, and prioritising his/her own work within established policies, guidelines and procedures.
- * Is responsible for work performed with a substantial level of accountability and responsibility.
- * Works either individually or in a team.
- * May require comprehensive computer knowledge or be required to use a computer on a regular basis.
- * Possesses administrative skills and problem solving abilities.
- * Possesses well developed communication, interpersonal and/or arithmetic skills
- * May require formal qualifications at post-trade or Advanced Certificate or Associate Diploma level and/or relevant skills training or experience.

Indicative tasks performed at this level are:

Technical, Clinical and Personal Care

A qualified Anaesthetic Technician who is responsible for the checking and general maintenance of specialist equipment used by the Anaesthetist; a Pharmacy Technician undertaking work involving a detailed knowledge of pharmaceutical products. A Pathology Technician working solely as such, assisting the Pathologist and required at times to work independently, including the preparation of equipment and work involved in the post mortem of patients. A person employed to provide Personal Care to Aged or disabled persons with appropriate qualifications or experience (Non-public Extended Care Sector Only).

Anaesthetic Technician (as defined)
 Pharmacy Technician 2 (as defined)
 Pathology Technician Grade 2 (as defined)
 Personal Care Worker Grade 2 (as defined) (non-public sector) (Extended Care Sector Only)
Admin/Clerical Services

A qualified Library Technician working under the direction of a Senior Library Technician or Librarian; a computer clerk required as a normal consequence of his/her position to perform more complex computer related duties that are outside the normal operating parameters of a dedicated software system (eg. accessing the operating system, configuring or installing programs) or required to perform more advanced, responsible or complex functions within a dedicated software system (eg. basic system maintenance or administration, security back-ups etc.); a Pay Clerk with a working knowledge of relevant industrial awards.

Computer Clerk (Advanced) (as defined)
 Library Technician (as defined)
 Pay Clerk (Advanced) (as defined)

General Services

A Maintenance/Handyperson, Printer or Gardener with post-trade qualifications or specialisation and who is required to work autonomously.

Maintenance/Handyperson (Advanced) (as defined)
 Printer (Advanced) (as defined)
 Gardener (Advanced) (as defined)

Food Services

A Cook or Chef with relevant qualifications.

Second Cook Grade B (as defined)

Chef Grade C (as defined)

LEVEL 10

An employee at this level:

- * Is capable of functioning autonomously, and prioritising her/his own work within established policies, guidelines and procedures.
- * Is responsible for work performed with a substantial level of accountability and responsibility.
- * Works either individually or in a team.
- * May require comprehensive computer knowledge or be required to use a computer on a regular basis.
- * Possesses administrative skills and problem solving abilities.
- * Possesses well developed communication, interpersonal and/or arithmetic skills
- * Will most likely require formal qualifications at trade or Advanced Certificate or Associate Diploma level and/or relevant skills training or experience.

Indicative tasks performed at this level are:

Technical, Clinical and Personal Care

An Instructor Trades (as defined) in his/her first year of employment.

Instructor Trades (Qualified) Yr 1 (as defined)

Food Services

A Cook or Chef with relevant qualifications.

Chef B (as defined)

Second Cook A (as defined)

LEVEL 11

An employee at this level:

- * Is capable of functioning autonomously, and prioritising her/his own work and the work of others within established policies, guidelines and procedures.
- * Is responsible for work performed with a substantial level of accountability and responsibility.
- * May supervise the work of others, including work allocation, rostering and guidance.
- * Works either individually or in a team.
- * May require comprehensive computer knowledge or be required to use a computer on a regular basis.
- * Possesses developed administrative skills and problem solving abilities.
- * Possesses well developed communication, interpersonal and/or arithmetic skills
- * May require formal qualifications at trade or Advanced Certificate or Associate Diploma level and/or relevant skills training or experience.

Indicative tasks performed at this level are:

Admin/Clerical Services

Provision of personal secretarial support; a qualified Interpreter with NAATI accreditation; supervision, work allocation and rostering and/or guidance of staff.

Private Secretary

Clerical Supervisor (as defined)

Interpreter (Qualified) (as defined)

General Services

Supervision, work allocation, on-the-job training and rostering and/or guidance of staff.

Gardener Superintendent (as defined)

General Services Supervisor (as defined)

Food Services

A Cook or Chef with relevant qualifications; supervision, work allocation and rostering and/or guidance of staff.

Chef Grade A (as defined)

Food Services Supervisor (as defined)

Technical, Clinical and Personal Care

An Instructor Trades (Qualified) in his/her second year of employment. Personal Care Worker undertaking additional responsibilities and duties (non-public Extended Care Sector Only).

Instructor Trades (Qualified) Yr 2 and after (as defined)

Personal Care Supervisor/Co-Ordinator (as defined) (non-public Extended Care Sector Only)

P. R. MARSH
Deputy President
(for the Commission)