

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

*Industrial Relations Act 1999* – s. 156 – certifying an agreement

**Queensland Health; Health Quality and Complaints Commission and  
Office of Health Practitioner Registration Boards**

AND

**Australian Municipal, Administrative, Clerical and Services Union, Central and Southern  
Queensland, Clerical and Administrative Branch, Union of Employees;  
Federated Clerks Union of Australia, North Queensland Branch; Union of Employees;  
and  
the Queensland Public Sector Union of Employees  
(No. CA 310\_ of 2006)**

ADMINISTRATIVE STREAM EMPLOYEES (QUEENSLAND HEALTH)  
CERTIFIED AGREEMENT 2006

APPLICATION FOR CERTIFICATION OF AGREEMENT

This Agreement, made under the *Industrial Relations Act 1999* on 28 November 2006 between Queensland Health; Office of Health Practitioner Registration Boards; Health Quality and Complaints Commission; and Australian Municipal, Administrative, Clerical and Services Union, Central and Southern Queensland, Clerical and Administrative Branch, Union of Employees; Federated Clerks Union of Australia, North Queensland Branch, Union of Employees; and the Queensland Public Sector Union of Employees, witnesses that the parties mutually agree as follows:

**PART 1 – APPLICATION AND OPERATION OF AGREEMENT**

**1 AGREEMENT TITLE**

1.1 This Agreement is entitled the *Administrative Stream Employees (Queensland Health) Certified Agreement 2006*.

**1.2 ARRANGEMENT OF AGREEMENT**

**PART 1 APPLICATION AND OPERATION OF AGREEMENT**

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- 1.2 Arrangement of Agreement
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- 1.4 Relationship with Other Awards and Certified Agreements
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- 1.6 Parties to Agreement and Persons Bound
- 1.7 Application of Agreement
- 1.8 Purpose of Agreement
- 1.9 Establishment of Administrative Interest Based Bargaining Committee (AIBB)

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- 2.2. Base Grade Appointments - Administrative Employees aged under 21 years of age
- 2.3 Mental Health Allowance
- 2.4 Equitable Process for Higher Duties
- 2.5 Performance Appraisal & Development
- 2.6 Uniforms
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- 5.1 Workload Project
- 5.2 Administrative Relief Pools

## **PART 6 NO FURTHER CLAIMS**

### **SCHEDULES**

- Schedule 1: Implementation of University Based Qualification provision – Targeted Training
- Schedule 2: Implementation of Articulation/Mapping Strategy of AQF qualifications
- Schedule 3: Classification Reviews
- Schedule 4: IRMs Related to this Agreement

### **1.3. Date and Period of Operation**

This Agreement will operate from the 12 January 2007 and have a nominal expiry date of 31 August 2008.

### **1.4. Relationship with Other Awards and Certified Agreements**

1.4.1 This Agreement applies to all administrative stream employees employed by Queensland Health, the Health Quality and Complaints Commission and the Office of Health Practitioner Registration Boards who are employed under the *District Health Services Employees' Award - State 2003* and the *Queensland Public Service Award - State 2003*.

1.4.2 This Agreement is to be read in conjunction with the *District Health Services Employees' Award - State 2003* or the *Queensland Public Service Award - State 2003* (the Award) and the *Queensland Public Health Sector Certified Agreement (No.6) 2005* (the Parent Agreement).

1.4.3 Where there is an inconsistency between the provisions of this Agreement and the provisions of the Award or Parent Agreement, this Agreement will prevail to the extent of any inconsistency.

### **1.5 Prevention and Settlement of Disputes Relating to the Interpretation, Application or Operation of this Agreement.**

1.5.1 The parties will use their best endeavours to co-operate in order to avoid grievances arising between the parties or between an employer and individual employees. The emphasis will be on negotiating a settlement at the earliest possible stage in the process. Two or more current grievances made by the same employee about related matters, or a grievance from more than one employee about related matters, may be dealt with as one grievance.

1.5.2 In the event of any disagreement between the parties as to the interpretation, application or implementation of this Agreement, the following procedures shall be followed:

- (i) A grievance is identified at the local level by an accredited union representative, the employee/s concerned or a management representative and an initial discussion should take place at this level. This stage shall take no longer than 7 days.
- (ii) If the parties at the local level cannot resolve the matter, it should be referred to either the relevant union official for the enterprise in the case of employees or to the District management (or equivalent) in the case of management, for resolution. This stage shall take no longer than 14 days.
- (iii) a) If the matter cannot be resolved, then either party shall refer the matter to the Administrative Interest Based Bargaining committee (AIBB) for resolution. If the matter cannot be resolved at the AIBB, either party shall refer the matter to SBU.

- b) Where the SBU forms a unanimous view on the resolution of the grievance, this is the position that must be accepted and implemented by the parties and shall be given effect by the Chief Executive Officer.
- (iv) Where a bona fide safety issue is involved the Health Service District (or equivalent) shall ensure that:
- the status quo prior to the existence of the grievance or dispute is to continue while the procedure is being followed; and/or
  - the employee shall not work in an unsafe environment. Where appropriate the employee shall accept reassignment to alternative suitable work/work environment in the meantime;
  - the employer/management in conjunction with the Occupational Health and Safety Committee will promptly ensure that the problem/s is/are resolved having regard to occupational health and safety standards.
- (v) Provided that maintenance of the status quo shall not apply in an unsafe environment.
- (vi) If the matter identified in subclause (iii) remains unresolved then either party may refer the matter to the Queensland Industrial Relations Commission.

Without limiting an employee's right to pursue a grievance, no party shall use the grievance procedure to prevent introduction of the outcomes of organisational change or restructuring or to limit matters agreed between the parties in accordance with Award provisions.

For the purposes of this Clause of the Agreement status quo shall mean:

“Whilst the grievance is being followed, work shall continue as it was prior to the grievance occurring except in cases of safety, sexual harassment, or conflict between a religious or other similar belief and the performance of a specific authorised work activity.”

## **1.6 Parties to Agreement and Persons Bound**

1.6.1 The parties to this Agreement are:

- Australian Municipal, Administrative, Clerical and Services Union, Central and Southern Queensland, Clerical and Administrative Branch, Union of Employees (ASU);
- Federated Clerks Union of Australia, North Queensland Branch, Union of Employees (FCU);
- the Queensland Public Sector Union of Employees (QPSU);
- the Queensland Department of Health on behalf of the State of Queensland (“Queensland Health”);
- Health Quality and Complaints Commission; and
- Office of Health Practitioner Registration Boards.

1.6.2 This Agreement is binding upon the parties, their officers and employees, and upon persons who are members of the ASU, FCU, QPSU and employed by Queensland Health, the Health Quality and Complaints Commission and the Office of Health Practitioner Registration Boards.

## **1.7. Application of Agreement**

This Agreement shall apply to administrative stream employees employed by Queensland Health; the Health Quality and Complaints Commission and Office of Health Practitioner Registration Boards.

## **1.8 Purpose of Agreement**

1.8.1 The parties agree that the provisions of this Agreement are full and final settlement of the leave reserved matters identified in Part 12 of the *Parent Agreement* in relation to administrative stream employees employed by Queensland Health; the Health Quality and Complaints Commission and Office of Health Practitioner Registration Boards.

1.8.2 The parties agree that interest based bargaining (mutual gains bargaining) during the life of this Agreement is the preferred process to deal with specific provisions outlined in this Agreement.

## **1.9 Establishment of Administrative Interest Based Bargaining Committee (AIBB)**

The parties agree to the formal establishment of AIBB committee as the forum for addressing issues arising from the implementation of the subsidiary agreement and EB6 as applying to Administrative Stream Employees. The AIBB will report to the State Bargaining Unit (SBU).

Issues to be dealt with by the AIBB may include but not be limited to:-

- the development of the Administrative Training Framework
- the implementation of Reclassification Review Project
- Workload Management
- Recruitment and selection
- review of JEMs processes
- Study And Research Assistance Scheme (SARAS)
- Temporary and casual employment
  - Preference of employment opportunities
- Transfer at level arrangements
- Development of Administrative Services – Classification Level Manual

The committee will consist of Queensland Health management nominees and representatives from each of the Union parties and may include officials and workplace delegates as relevant to the issues under discussion from time to time.

The AIBB will operate under an agreed Terms of Reference.

## **PART 2 EMPLOYMENT CONDITIONS AND RELATED MATTERS**

### **2.1. Equitable Access to Conditions**

The parties agree that the Relationship Interest Based Bargaining group and the State Bargaining Unit are responsible for addressing equitable access to conditions of employment. The parties also agree that any outcomes pertaining to administrative stream employees will be advised to the AIBB for consideration.

## **2.2 Base Grade Appointments - Administrative Employees aged under 21 years of age**

Employees engaged at the base level of the Administrative Stream, aged under 21 years of age, who possess or attain a relevant AQF qualification at level III, IV, Diploma or Advanced Diploma, will be entitled to be remunerated at a minimum of A02 pay-point 1.

These arrangements shall apply from 1 March 2006.

Any existing employee under age 21 possessing the relevant competency based qualification as at 1 March 2006 will be entitled to be reclassified to A02(1) from 1 March 2006. Any existing employee under age 21 who attains the relevant competency based qualification after 1 March 2006, will be entitled to be reclassified to A02(1) from date of attainment of the qualification.

Relevant AQF qualifications will be as per the list approved for the purposes of the Administrative Targeted Training Allowance.

Where an employee holds a qualification which is not on the list approved for the purposes of the Administrative Targeted Training Allowance, the employee may make application for the qualification to be recognised by the Administrative Training Committee.

## **2.3 Mental Health Allowance – Administrative and Operational Stream**

The parties agree that any increase or amendment to the Mental Health Allowance policy (IRM 2.1-15) as agreed from time to time will be applied to eligible administrative stream employees.

The parties agree that all relevant stakeholders will be included in the consultation process should a review of the scope of the allowance be considered in the future.

## **2.4 Equitable Process for Higher Duties**

The existing Queensland Health policy, IRM 4.5-1 *In House Relief Process for Administrative Staff at classification AO3 and above* has been reviewed to clarify the agreed process for management of in-house relief opportunities and to provide equitable access to higher duties opportunities for administrative employees. The policy applies to the filling of temporary vacancies at A03 and above for periods of less than 12 months duration. Queensland Health will take appropriate action to ensure that managers and supervisors are aware of the obligation to utilise the provisions of the policy prior to appointments being made.

## **2.5 Performance Appraisal and Development**

Queensland Health has agreed to undertake a review of the Performance Appraisal and Development process. The review will be completed during the life of this agreement.

The parties agree that the AIBB will be engaged as a key stakeholder from the commencement of the review process, with the ability to influence and make comment on the process and project outcomes. Initiatives arising from this review process will be implemented through an open and consultative process.

## **2.6 Uniforms**

Queensland Health acknowledges that in certain circumstances the provision of protective clothing will be appropriate for administrative stream employees.

The parties agree to amend IRM 2.7-36 to include guidelines for administrative stream employees to access protective clothing. The parties further agree that a submission will be prepared by the AIBB for presentation to the SBU in relation to a review of IRM 3.8-1 *Compensation for Loss of or Damage to Private Property and Personal Effects of Health Service District Employees and for Damage to Visitor's Vehicles*"

## **2.7 Flexible Work Arrangements**

Queensland Health will implement flexible work arrangements for Administrative Staff in accordance with ER Circular 73/06 pending discussion and consultation as part of the broader review of the Variable Working Hours Arrangements within Queensland Health.

## **2.8 Permanent Employment of Long Term Temporary and Casual Employees to Tenured Status**

Queensland Health is committed to maximising permanent employment opportunities for long term temporary and casual employees. The parties agree to develop a policy through the State Bargaining Unit (SBU) on permanent employment opportunities for long term temporary and casual employees to tenured status.

# **PART 3 TRAINING & DEVELOPMENT**

## **3.1. Administrative Training Committee**

An Administrative Training Committee will be established and be responsible for:

- determining and maintaining a list of relevant qualifications for the purposes of the Administrative Targeted Training Allowance provisions;
- management of the Mapping program; and
- participation in the development of the Administrative Stream Training Framework

as defined in the clauses 3.2, 3.3 and 3.6 below.

The Administrative Training Committee will operate under an agreed Terms of Reference and shall consist of representatives of Queensland Health and the Union parties.

## **3.2 University Based Qualifications**

The existing Administrative Stream targeted training provisions require an employee to possess the nominated base level qualification and a higher qualification, in order to receive the targeted training allowance.

Queensland Health has agreed that, effective from 1 March 2006, a relevant university based qualification will be deemed to satisfy the "higher qualification" criteria under the targeted training provisions. Specific criteria for application and operation of this initiative are referenced in Schedule 1.

The Administrative Training Committee will be responsible for determining and maintaining a listing of relevant university based qualifications.

IRM 3.7-8 will be amended to reflect these commitments.

### **3.3 AQF Qualifications – Articulation - Mapping Strategy**

Queensland Health has agreed to implement a strategy to identify the relationship between AQF qualifications from AQF II through to the Diploma level certificate as relevant to the administrative stream. The mapping exercise will identify lower level AQF qualifications subsumed in a higher qualification within the AQF framework.

This strategy will enable employees with a single higher qualification to be deemed to possess the equivalent of the lower level qualification and therefore satisfy the current criteria required of the targeted training provisions.

Two Mapping Guides have been developed in accordance with the commitments under the Administrative Stream Employees Certified Agreement to identify the relationships of higher and lower level units of competency contained within identified qualification pathways in the BSB01 Business Services Training Package and the PSP99 Public Services Training Package.

Where an employee holds a higher qualification which is not mapped within the above named training packages, the employee may make an application for the qualification to be considered by the Administration Training Committee.

Schedule 2 of this Agreement details the process for application of the Mapping Strategy for the purposes of the Targeted Training Allowance provisions.

IRM 3.7-8 will be amended to reflect these commitments.

### **3.4 Recognition of Prior Learning process**

Queensland Health agrees to undertake a review of the current Recognition of Prior Learning processes used by the agency.

The parties agree that the AIBB will be consulted on the development of a Terms of Reference and acknowledged as a key stakeholder from the commencement of and throughout the review process, with the ability to influence and make comment on the process and project outcomes. Initiatives arising from this review process will be implemented through an open and consultative process.

### **3.5 Study And Research Assistance Scheme (SARAS)**

Queensland Health agrees to a review of the Study and Research Assistance Scheme (SARAS) to be completed during the life of the Agreement.

The review will address the modernisation of the SARAS package, redesign of the eligibility criteria and enhancing the access to SARAS for career development and training opportunities for administrative employees. The review will also have regard to similar packages in other public sector agencies.

The parties agree that the AIBB will be consulted on the development of any Terms of Reference and acknowledged and engaged as a key stakeholder throughout the review process with the ability to influence and make comment on the process and project outcomes.

Initiatives arising from this review process will be implemented through an open and consultative process.

### **3.6 Administrative Training**

#### **3.6.1 Administrative Stream Training Framework**

Training specifically targeted at Administrative employees has been identified as an essential element in providing quality health services to Queensland residents.

Queensland Health is committed to the implementation of an organisational development framework to address training and development needs across the public health workforce. The needs of administrative stream employees will be recognized through the establishment of an Administrative Stream Training Framework. The Training Framework will include the recognition of appropriate, competent and skilled staff to provide defined in-house training.

The parties agree that the AIBB will be consulted on the development of the Terms of Reference and engaged as a key stakeholder throughout the development and implementation of the framework with the ability to influence and make comment on the process and outcomes.

Where training is provided by existing administrative stream employees, remuneration for such employees will be at no less than A03 classification level.

Initiatives arising from this review process will be implemented through an open and consultative process.

#### **3.6.2 Interim Arrangements for A02's providing training**

The parties have agreed that A02 employees are not expected to provide defined training to other staff. However, pending the implementation of an Administrative Stream Training Framework, an interim strategy has been agreed between the parties.

In all circumstances, a training plan must be developed, in consultation with the supervisor, which will outline skills to be developed and the estimated time required.

Where a District or equivalent does not have a dedicated trainer or an employee classified at A03 or higher to perform any required training, the supervisor is to seek approval from the District Manager or equivalent to either source a suitable trainer, access other formal training options from another location or to approve the payment of higher duties, in accordance with the District Health Services Employees Award State or the Public Service Award provisions, as relevant, for a suitably skilled A02 employee who has agreed to provide such training.

The higher duties payments will be equivalent to the A03 classification level in recognition of the higher level work being completed when providing the defined

training. (See definition below) Upon the implementation of the Administrative Stream Training Frame-work, the interim strategy will no longer apply.

For the purposes of this interim arrangement

Training is defined as:

- Orientation programs
- the allocation of dedicated time to complete the training and not for a few hours intermittently
- the development of capability of other staff in critical skills or systems required for a position

Training will not include:

- Handover in a workplace
- Describing processes specific to a unit or workplace which do not require training in critical skills or systems required for a position

## **PART 4 CLASSIFICATION REVIEWS AND RELATED PROJECTS**

### **4.1 Priority and Review Listing**

Queensland Health is committed to a process of evaluation and assessment of nominated administrative stream positions to determine classification levels. .

The parties agree that the AIBB will be engaged as a key stakeholder throughout the implementation of the Priority Listing classification reviews outcomes as well as the development and implementation of evaluation process for the categories identified under the Review Listing.

AIBB will determine Appeals arising from the application of the reclassification outcomes

Schedule 3 details the scope of the process, operative dates and the implementation strategies agreed between the parties

### **4.2 Alignment of duties for Work Value**

During the life of the Agreement, the parties agree to undertake a project to facilitate the alignment of duties to classification levels for the administrative stream. All reclassified position descriptions endorsed through the reclassification review process as detailed in Clause 4.1 of this Agreement (including any duty statements) will be documented in a Classification Level Manual for Administrative Stream positions to be developed by the AIBB, representing the agreed classification evaluations for application throughout Queensland Health.

AIBB will develop a process for the identification and agreement of evaluated Position Descriptions to be incorporated into the Classification Level Manual.

AIBB will be engaged as a key stakeholder in the proposed review of the job evaluation processes within Queensland Health.

Notwithstanding the finalisation of 4.1, the project will commence as soon as practicable.

### **4.3 A02/A03 Payroll Services Reclassification Strategy - Shared Service Provider**

Queensland Health agrees that where the implementation was not finalised by 30 June 2006 persons aligned to a position to be reclassified will be entitled to payment at the higher classification level from 30 June 2006.

## **PART 5 WORKLOAD MANAGEMENT**

### **5.1 Workloads Project**

Queensland Health acknowledges the importance of workload management and the duty of care to both staff and patients to provide a safe environment for the delivery of health services and is therefore committed to the provision appropriate staffing levels to ensure the delivery of quality health services.

Queensland Health agrees to a review of workload and workload management processes for administrative employees. The AIBB has developed terms of reference and will be engaged as a key stakeholder for an initial scoping project. The AIBB will be consulted on the information gathered and outcomes prior to finalisation of a report.

A final report will be presented to the AIBB group within 3 months of date of certification of this agreement. AIBB will examine the outcomes of the report and develop initiatives for workload management issues for administrative employees. The recommendations will be submitted to the Director General for endorsement.

### **5.2 Administrative Relief Pools**

Queensland Health recognises that the operation and management of administrative relief pools will assist in supporting the provision of high quality health care services by providing a more cost effective and efficient process for ensuring continuity of administrative services.

The parties have agreed to a new IRM .....*Relief Pools – Administrative Stream – Guidelines* outlining arrangements for operation and management of relief pools. Queensland Health is committed to working with Districts to implement relief pools in accordance with the guidelines.

Health Service Districts and state-wide services will be required to report periodically in line with the schedule contained in the IRM.

The AIBB will review the relief pool arrangements by 30 June 2007 for the purposes of evaluating the effectiveness of the implementation of the IRM. By 28 May 2007 Health Service Districts and state-wide services are to submit a report to the AIBB detailing the status, operations and effectiveness of the local relief pool arrangements.

## **PART 6 NO FURTHER CLAIMS**

This Agreement is a closed agreement and settles all leave reserved matters contained within the Parent Agreement for administrative stream employees employed by Queensland Health.

**Implementation of University Based Qualification provision – Targeted Training (Clause 3.2)**

To enhance the provisions of the EB6 Agreement in relation to targeted training, Queensland Health has agreed to the recognition of relevant tertiary sector qualifications for purposes of eligibility for the targeted training allowance.

The enhanced provisions will enable:-

- Eligible employees possessing a university based qualification relevant to the administrative stream to seek recognition of their qualification through an application process;
- Relevant university based qualifications to be deemed to satisfy the current criteria for the possession of a higher qualification.

Note: Employees possessing a university based qualification will still be required to satisfy the other criteria for the Targeted Training Allowance eligibility as defined in IRM 3.7-8.

The Administrative Training Committee will be responsible for determining and maintaining a list of relevant university qualifications for the purposes of the targeted training allowance.

**Effective Dates – Eligibility under the Targeted Training Allowance Provisions**

Existing employees, who possess a relevant university based qualification as at 1 March 2006

- Applications submitted within 4 months of the date of certification of the subsidiary agreement - 1 March 2006

Existing employees who attain a relevant university based qualification after 1 March 2006 but before date of certification of the subsidiary agreement

- Applications submitted within 4 months of the date of certification of the subsidiary agreement - Date of certification of the agreement

All employees

- Applications submitted after 4 months from the date of certification of the subsidiary agreement Date of application

### **Implementation of Articulation/Mapping Strategy of AQF qualifications (Clause 3.3)**

Two Mapping Guides have been developed in accordance with the commitments under the Administrative Stream Employees Certified Agreement to identify the relationships of higher and lower level units of competency contained within identified qualification pathways in the BSB01 Business Services Training Package and the PSP99 Public Services Training Package.

These guides will streamline the recognition of prior learning (RPL) or the recognition of current competencies (RCC) processes by providing a benchmark to inform the assessment decision. The units selected for these Mapping Guides are considered to be the most commonly offered in the vocational education and training sector.

Through the application of these guides, eligible employees will be deemed to possess the required lower qualifications and thereby satisfy the current criteria required of the targeted training allowance provisions.

The Administrative Training Committee will be responsible for maintaining the AQF mapping guides for the purposes of the targeted training allowance.

#### **Implementation process**

- Any existing A02 employee who possesses a single higher competency based qualification will be entitled to seek assessment against the Mapped qualifications.
- Where an employee holds a higher qualification which is not mapped on the list of endorsed qualifications, an application may be made for the qualification to be considered by the Administration Training Committee.
- The assessment process will be coordinated through the local Training coordinator or HR Department. Upon confirmation that the required competency based qualification is “mapped” the employee will submit documentation to the HR Department for processing.

#### **Effective Dates – Eligibility under the Targeted Training Allowance Provisions**

Existing employees who possess a single higher competency based qualification as at 1 March 2006

- Applications submitted within 4 months of the date of certification of the subsidiary agreement - 1 March 2006.

Existing employees who attain a higher qualification after 1 March 2006, but before date of certification of this agreement

- Applications submitted within 4 months from the date of certification of the subsidiary agreement - date of certification of subsidiary agreement.

All employees

- Applications submitted after 4 months from the date of certification of the subsidiary agreement - Date of application

### Classification Reviews (Clause 4.1)

The parties have agreed to conduct a comprehensive evaluation and assessment process to determine the existence or otherwise of classification anomalies for five (5) nominated categories of administrative stream position.

#### Priority Listing

5 categories of Administrative positions

- Medical Typists
- Medico legal admin officers
- Director Secretaries/ Executive Secretaries/etc
- Rural & Remote Admin officers
- A02/A03 Engineering, purchasing and supply clerks

The parties have further agreed to conduct an evaluation and assessment process on representative positions in the following categories.

#### Review Listing

10 categories of Administrative positions

- Billing Clerks
- Finance / Revenue / Trust
- Outliers (incl BEMS) performing remote HR payroll processes
- Theatre Booking Clerks
- Radiology/Medical Imaging
- Media/Graphic Design
- Electronic Publishing Officers
- Travel Officers including Officers in Charge
- AO roles in Private Practice Clinics
- Executive Secretaries for Directors of Medical Services

The implementation of reclassifications arising from this Review will be through a process agreed between the parties.

A process flowchart has been developed by the parties, to facilitate implementation of the classification review project. Details of the flowchart and an implementation guide will be released by Circular.

### Effective Dates – Reclassifications

Administrative stream employees successful in gaining reclassification against the benchmarks will be eligible for payment of the higher classification rate as follows:-

Existing employees appointed to a nominated position as at 1 March 2006:-

- Applications for assessment against the benchmark descriptors submitted by no later than 4 months from the date of release of endorsed benchmarks
  - Priority Listing - **1 January 2006.**
  - Review Listing - **1 April 2006**
- Applications for assessment against the benchmark descriptors submitted after 4 months from the date of release of endorsed benchmarks
  - Priority Listing - **date of application.**
  - Review Listing - **date of application**

Employees appointed to a nominated position after 1 March 2006:-

- Priority Listing - **date of application.**
- Review Listing - **date of application**

## SCHEDULE 4

This Schedule incorporates employment policies as terms of this Agreement. The relevant policies are as follows:

<b>IRM Number</b>	<b>IRM Description</b>
1.13-9	Appointment of Permanent Relief Staff to Non-Relieving Positions – Administrative Stream
1.13-10	Exemption from Open Merit for Positions Reclassified from A02-A03
2.1-15	Mental Health Allowance – Administrative & Operational Stream Employees
2.7-36	Administrative Stream Uniforms
3.7-8	Targeted Training Allowance – Administrative Stream
3.8-1	Compensation for Loss of or Damage to Private Property and Personal Effects of Health Service District Employees and for Damage to Visitor's Vehicles
3.20	Use of Volunteers
4.2-3	Commencing Rates – Administrative Stream
4.4-6	Advancement – Administrative Stream – Level 1 to Level 2
4.5	Higher Duties – District Health Services Employees Award & Public Service Award
4.5-1	In House Relief Process for Administrative Staff at classification AO3 and above
TBA	Administrative Stream Relief Pools - Guidelines

Signed for and on behalf of the Federated Clerks  
Union of Australia, North Queensland Branch  
Union of Employees:

Print Name:

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Signature

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Date

In the presence of:

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Signed for and on behalf of the Australian  
Municipal, Administrative, Clerical and Services  
Union, Central and Southern Queensland, Clerical  
and Administrative Branch, Union of Employees:

Print Name:

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Signature

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Date

In the presence of:

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Signed for and on behalf of The Queensland  
Public Sector Union of Employees:

Print Name:

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Signature

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Date

In the presence of:

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Signed for and on behalf of the  
Queensland Department of Health

Print Name:

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Signature

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Date

In the presence of:

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Signed for and on behalf of the Office of  
Health Practitioner Registration Boards:

Print Name:

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Signature

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Date

In the presence of:

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Signed for and on behalf of the Health  
Quality and Complaints Commission:

Print Name:

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Signature

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Date

In the presence of:

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