

Health Employment Directive No. 04/23

Effective Date:
31 October 2023

Supersedes:
n/a

Aboriginal and Torres Strait Islander Health Workforce classification structure and entitlements

1. Compliance

Compliance with this Health Employment Directive is mandatory.

2. Purpose

To provide employees with a new classification structure, professional development entitlements and higher education incentive as a result of the *Aboriginal and Torres Strait Islander Health Workforce (Queensland Health) Certified Agreement (No. 1) 2019 (EB1)* clause 26 Phase 2 Career and Classification review. A HR policy will be created for the Aboriginal and Torres Strait Islander Health Workforce Education Scheme.

These provisions give effect to clause 8.1 of EB1:

“The purpose of this Agreement is to create a new and specific Queensland Health Aboriginal and Torres Strait Islander Health Workforce classification and remuneration stream and associated entitlements that:

- (a) Clearly affirm the pivotal roles of the Aboriginal and Torres Strait Islander Health Workforce, in collaboration with other health professions, to improve health outcomes for Queenslanders;*
- (b) Recognise the unique skills, cultural expertise and community focus the Aboriginal and Torres Strait Islander Health Workforce brings to their roles;*
- (c) Reflect contemporary qualifications, service and workforce models that is adaptive to future change;*
- (d) Ensure the Aboriginal and Torres Strait Islander Health Workforce has the recognition, resources and support to thrive in their workplace, stretch professionally, and participate in governance; and*
- (e) Provide participation and growth in health, future and current workforces under one stream classification, and provide pathways to other health professional careers.”*

3. Legislative provision

Section 51A of the *Hospital and Health Boards Act 2011*.

4. Application

- (a) This Health Employment Directive applies to the following roles employed under EB1:
- (i) Aboriginal and Torres Strait Islander Health Practitioners;
 - (ii) Aboriginal and Torres Strait Islander Health Workers;
 - (iii) Aboriginal and Torres Strait Islander Mental Health, Alcohol and/or Other Drugs Health Workers; and
 - (iv) Aboriginal and Torres Strait Islander Hospital Liaison Officers (including Aboriginal and Torres Strait Islander Community, and Aboriginal and Torres Strait Islander Mental Health, Liaison Officers).
- (b) The terms of this Health Employment Directive apply to an eligible 'Executive Director of Aboriginal and Torres Strait Islander Health' to the extent that they provide remuneration or other benefits which are more beneficial for the employee than their contract of employment. For the purpose of application of the entitlements contained within this Health Employment Directive, this means the single lead Aboriginal and Torres Strait Islander Health role employed within a Hospital and Health Service, however titled, at classifications DSO and HES.

5. Related documents

- *Hospital and Health Boards Act 2011*
- *Public Sector Act 2022*
- *Industrial Relations Act 2016*
- *Aboriginal and Torres Strait Islander Health Workforce (Queensland Health) Certified Agreement (No. 1) 2019 (EB1)*
- *Hospital and Health Services General Employees (Queensland Health) Award – State 2015*
- Public Sector Commission Directive 07/23 Recruitment and Selection
- HR Policy B1 Recruitment and Selection
- HR Policy B29 Job Evaluation – Roles Covered by the Classification and Remuneration System
- HR Policy B30 Higher Duties
- HR Policy C44 Aboriginal and Torres Strait Islander Health Worker Conditional Advancement Scheme
- HR Policy C50 Seminar and Conference Leave – Within and Outside Australia
- HR Policy E12 Individual Employee Grievances
- HR Policy G13 Targeted Training for Operational Stream Employees
- HR Policy G14 Targeted Training for Administrative Officers

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[Attachment 1: Salary rates effective 1 May 2023](#)

[Attachment 2: Phase 2 translation process](#)

[Attachment 3: Phase 2 direct translation diagram](#)

[Attachment 4: Ongoing \(Phase 4\) job evaluation process](#)

[Attachment 5: Pre Phase 2 mandatory qualifications and discretionary appointment arrangement](#)

[Attachment 6: Hospital and Health Service and facility categories](#)

Directive:

6. Operation

- (a) The terms and conditions resulting from the EB1 Phase 2 review as contained within this Health Employment Directive will commence from 1 May 2023, unless otherwise specified in this Health Employment Directive.
- (b) An employee must be employed by Queensland Health on the date of approval of this Health Employment Directive to be eligible for any back pay arising from this Health Employment Directive.

7. Implementation of the Health Employment Directive

- (a) Implementation of this Health Employment Directive will occur in stages, with processes, requirements and timeframes to be communicated to Hospital and Health Services/Divisions by the Department of Health's Human Resources Branch. The completion of significant bodies of work by the Aboriginal and Torres Strait Islander Health Workforce Consultative Group, and associated payroll system configuration and scheduling by Corporate Enterprise Solutions, is required to enable implementation.
- (b) Hospital and Health Services and Divisions are to take no action in implementing changes arising from this Health Employment Directive until directed by the Department of Health's Human Resources Branch.

8. No disadvantage

No individual employee will be disadvantaged in their ordinary earnings as a result of the introduction of this Health Employment Directive.

9. Employees exempted from holding a qualification where new and/or altered mandatory qualification requirements have arisen under Phase 2

- (a) The finalised Aboriginal and Torres Strait Islander Health Workforce classification stream contains mandatory qualification requirements at all classification levels in accordance with section 11.

- (b) Except where a regulatory requirement requires otherwise, where new and/or altered mandatory qualification requirements are introduced for a profession/role as a result of this Health Employment Directive, the requirement applies only to new employees commencing after the effective date for this change, as communicated by the Department of Health's Human Resources Branch.
- (c) All employees appointed prior to the effective date will be excluded from the requirement to hold the new and/or altered mandatory qualification(s) arising from this Health Employment Directive while employed within the same profession/role type in Queensland Health.
- (d) For the avoidance of doubt, for Aboriginal and Torres Strait Islander Hospital Liaison Officers that transition to HWF3 during the Phase 2 translation process, the incrementation restriction at section 11.11(a)(ii) does not apply. Such employees may increment to paypoint HWF3.6 and above without holding an approved Diploma or higher level qualification.

10. Employees required to obtain qualification where appointed to a role with existing mandatory qualification requirements under pre Phase 2 arrangements

- (a) Queensland Health acknowledges that a number of employees are appointed to roles without meeting the mandatory qualification requirements. The pre Phase 2 mandatory qualification requirements are summarised in section 1 of Attachment 5.
- (b) In the transition process to the new classification structure, employees occupying the following roles will be required to hold the mandatory qualification for their role, unless in an exempt category outlined in section 10(f), or where granted an exemption due to exceptional circumstances in accordance with section 10(e):
 - (i) Aboriginal and Torres Strait Islander Health Workers,
 - (ii) Aboriginal and Torres Strait Islander Mental Health Alcohol and/or Other Drugs Health Workers,
 - (iii) Aboriginal and Torres Strait Islander Health Practitioners at classifications HW6 and above appointed from August 2022.
- (c) The specific qualification required to be held will be in accordance with the final Phase 2 arrangements, where this is more beneficial to the employee than the existing arrangements outlined in section 1 of Attachment 5. This means:
 - (i) With consideration of any additional mandatory qualifications that may be approved for their role in accordance with section 11.5(b),
 - (ii) Aboriginal and Torres Strait Islander Health Workers and Aboriginal and Torres Strait Islander Mental Health Alcohol and/or Other Drugs Health Workers classified at HW5 need only hold an approved Certificate IV. Such employees will however not be able to increment to paypoint HWF3.6 in accordance with section 11.11(a)(ii) until an approved Diploma or higher qualification is completed.
- (d) The employee will be required to obtain the qualification within a reasonable time relevant to their circumstances, with Queensland Health providing financial and leave support. Recognition of prior learning (RPL) processes are to be undertaken to minimise course requirements wherever practicable.

- (e) Exemptions from the requirement to obtain a specified qualification may be considered on a case-by-case basis on demonstrated exceptional grounds, in accordance with principles to be developed by the Aboriginal and Torres Strait Islander Health Workforce Consultative Group.
- (f) Employees are exempted from the requirement in this section (section 10) to obtain a qualification, in the following circumstances:
 - (i) Aboriginal and Torres Strait Islander Health Workers and Aboriginal and Torres Strait Islander Mental Health Alcohol and/or Other Drugs Health Workers with approved conditionally advanced status in accordance with HR Policy C44 Aboriginal and Torres Strait Islander Health Worker Conditional Advancement Scheme,
 - (ii) Aboriginal and Torres Strait Islander Health Workers and Aboriginal and Torres Strait Islander Mental Health Alcohol and/or Other Drugs Health Workers provided with approved grandparenting arrangements under a previous classification structure transition,
 - (iii) Aboriginal and Torres Strait Islander Health Workers and Aboriginal and Torres Strait Islander Mental Health Alcohol and/or Other Drugs Health Workers with a personal arrangement authorised in the Queensland Industrial Relations Commission.

11. Classification stream

11.1 General

- (a) The finalised Aboriginal and Torres Strait Islander Health Workforce (HWF) classification stream commences from 1 May 2023, with the structure and salaries prescribed in Attachment 1.
- (b) The acronym 'HWF' is to be used to describe the new Aboriginal and Torres Strait Islander Health Workforce classifications, to ensure differentiation from the interim Phase 1 Aboriginal and Torres Strait Islander Health Workforce (HW) stream created under EB1.
- (c) There is no equivalency of classification level numbering between the interim Phase 1 stream and the finalised Phase 2 stream, with the finalised stream having new work value and associated remuneration (for example, HW3 has no equivalency to the new HWF3 classification).

11.2 Phased approach to implementation of classification stream

- (a) The Aboriginal and Torres Strait Islander Health Workforce classification stream is being implemented in four phases:
 - (i) **Phase 1:** The arrangements contained at clauses 19 and 20 of EB1. The interim Aboriginal and Torres Strait Islander Health Workforce (HW) classification stream commenced with effect from 1 September 2019.
 - (ii) **Phase 2:** Employees classified in the interim Aboriginal and Torres Strait Islander Health Workforce (HW) classification stream, and interim EB1 Administration Officer (AO) stream, translated to the finalised Aboriginal and Torres Strait Islander Health Workforce (HWF) classification stream with effect from 1 May 2023. The process for the Phase 2 translation is set out in Attachments 2 and 3.

Wage increases resulting from Phase 2 translations will be back-dated to 1 May 2023 for eligible employees.

- (iii) **Phase 3:** A process will be developed and conducted to confirm roles are correctly classified under the new classification arrangements in accordance with the interim generic level statements and work level statements. This process must be supported by evidence. The process will not be a personal evaluation or progression process. Should the Phase 3 process result in reclassification of a position, the substantively appointed incumbent will be directly appointed to the reclassified position.

Wage increases for positions reclassified as a result of Phase 3 will be back-dated to 1 May 2023 for eligible employees.

The section 8 no disadvantage provision applies to the Phase 3 process. That is, an employee will not be reclassified to a lower classification level as part of this process.

- (iv) **Phase 4 (ongoing):** The process for standard job evaluations is contained in Attachment 4, and will commence after the completion of Phase 3. A HR policy will be created.

11.3 Generic level statements, work level statements and job evaluation methodology

- (a) Interim generic level statements for the Aboriginal and Torres Strait Islander Health Workforce classification stream will be developed by agreement by 31 December 2023.
- (b) To enable the section 11.2(a)(iii) Phase 3 process to commence, the parties will agree by 31 December 2023 on a timetable of work to develop interim work level statements, the job evaluation methodology and select model role descriptions.
- (c) During Phase 3, changes to the interim generic level statements and interim work level statements will be subject to agreement between the parties.
- (d) At the conclusion of Phase 3, the parties agree to undertake a joint review to finalise the generic level statements and work level statements.

11.4 Interim job evaluation process

- (a) From the date of publication of this Health Employment Directive, job evaluations in the Aboriginal and Torres Strait Islander Health Workforce classification stream conducted outside of the section 11.2(a)(iii) Phase 3 process will be:
 - (i) limited to newly created positions only, except where demonstrated exceptional circumstances are approved by the Department of Health's Workforce Relations and Policy Team, and
 - (ii) conducted centrally by the Department of Health's Central Job Evaluation Team.
- (b) Instructions will be provided to Hospital and Health Services/Divisions on this interim job evaluation process.
- (c) A JEMS evaluation process commenced by a Hospital and Health Service/Division under HR Policy B29 Job Evaluation - Roles Covered by the Classification and Remuneration System prior to the date of publication of this Health Employment Directive must be concluded at the local level, in accordance with the process and timeframes specified in HR Policy 29.

11.5 Mandatory qualification and other requirements

- (a) The table at section 11.5(d) outlines the minimum mandatory Australian Qualification Framework (AQF) qualification requirements applying to the classification stream.
- (b) The specific qualification(s) and/or registration requirements applying to an individual profession/role type in accordance with the classification level requirements will vary, and may include requirements to complete specified units of competency or skill sets for certain roles. The mandatory qualifications for the finalised Aboriginal and Torres Strait Islander Health Workforce stream will be published in due course.
- (c) Hospital and Health Services and Divisions must comply with all mandatory qualification and/or registration requirements applicable to roles classified under the Aboriginal and Torres Strait Islander Health Workforce classification stream. Except where expressly permitted for a particular role, a Hospital and Health Service/Division may not determine equivalence of a mandated qualification.
- (d) A special recruitment arrangement to enable the appointment of suitable applicants without the required mandatory qualification(s) to roles classified at HWF3 and above is provided at section 11.7(d).
- (e)

| Classification | Minimum qualification requirement |
|----------------|---|
| HWF1 | Employees to be enrolled in an approved Certificate III (AQF level 3), Certificate IV (AQF level 4) or Diploma (AQF level 5) qualification in an eligible Aboriginal and Torres Strait Islander Health Workforce stream profession/role, and continuing to meet all course requirements. |
| HWF2 | Employees to hold at least an approved Certificate III (AQF level 3) qualification in an eligible Aboriginal and Torres Strait Islander Health Workforce stream profession/role. |
| HWF3 | The minimum entry arrangements are prescribed at section 11.7(b), and the incrementation arrangements prescribed at section 11.11(a)(ii). Employees holding an approved Certificate IV (AQF level 4) qualification in an eligible Aboriginal and Torres Strait Islander Health Workforce stream profession/role, may access up to paypoint HWF3.5 only. Employees holding at least an approved Diploma (AQF level 5) qualification in an eligible Aboriginal and Torres Strait Islander Health Workforce stream profession/role may access all paypoints up to HWF3.7, including HWF3.8 where the requirements of section 11.8 have been met. |
| HWF4 | Employees to hold at least an approved Diploma (AQF level 5) qualification in an eligible Aboriginal and Torres Strait Islander Health Workforce Stream profession/role. |
| HWF5 | Employees to hold at least an approved Diploma (AQF level 5) qualification in an eligible Aboriginal and Torres Strait Islander Health Workforce stream profession/role. |
| HWF6 | Employees to hold at least an approved Diploma (AQF level 5) qualification in an eligible Aboriginal and Torres Strait Islander Health Workforce stream profession/role. |

| Classification | Minimum qualification requirement |
|----------------|--|
| HWF7 | Employees to hold at least an approved tertiary degree (AQF level 7) qualification in an eligible Aboriginal and Torres Strait Islander Health Workforce stream profession/role. |
| HWF8 | Employees to hold at least an approved tertiary degree (AQF level 7) qualification in an eligible Aboriginal and Torres Strait Islander Health Workforce stream profession/role. |
| HWF9 | Employees to hold at least an approved tertiary degree (AQF level 7) qualification in an eligible Aboriginal and Torres Strait Islander Health Workforce stream profession/role. |

- (i) The new HWF7 classification is limited to Aboriginal and Torres Strait Islander Health Practitioner roles only, and
- (ii) The new HWF8 and HWF9 classifications are limited to Executive Director of Aboriginal and Torres Strait Islander Health roles only.

11.6 Allocation to stream and classification levels

- (a) Allocation of positions to the Aboriginal and Torres Strait Islander Health Workforce classification stream shall be in accordance with section 4.
- (b) Notwithstanding anything contained elsewhere in this Health Employment Directive, prior to engagement, an applicant who is employed in a position may, at the discretion of the relevant employer, be offered and employed at any eligible paypoint within a level based on recognition of skills, knowledge and abilities.

11.7 Employment at classification levels

- (a) Employment at a classification level will be based on employment of the eligible applicant best suited to the advertised vacant position.
- (b) The following entry levels for Aboriginal and Torres Strait Islander Health Workforce classification stream positions will apply as a minimum:
 - (i) an employee employed in a HWF2 classified position holding an approved Certificate III (AQF level 3) qualification will commence at level HWF2.1;
 - (ii) excepting Aboriginal and Torres Strait Islander Health Practitioner roles, an employee employed in a HWF3 classified position holding an approved Certificate IV (AQF level 4) qualification will commence at level HWF3.1;
 - (iii) excepting Aboriginal and Torres Strait Islander Health Practitioner roles, an employee employed in a HWF3 classified position holding an approved Diploma (AQF level 5) or higher qualification will commence at level HWF3.2;
 - (iv) an employee employed in a HWF3 classified Aboriginal and Torres Strait Islander Health Practitioner position holding an approved Certificate IV (AFQ level 4) qualification will commence at level HWF3.2;
 - (v) an employee employed in a HWF3 classified Aboriginal and Torres Strait Islander Health Practitioner position holding an approved Diploma (AFQ level 5) or higher qualification will commence at level HWF3.3.

- (c) An employee 21 years of age or over employed in the HWF1 classification level must be paid at no less than the HWF1.3 paypoint.
- (d) For roles classified at HWF3 and above, a suitable employee who does not hold the mandatory qualification(s) required for the role may at the discretion of the delegate be employed at the applicable 'no qualification' paypoint of that classification level, until such time as the qualification(s) are completed, in accordance with the prescribed arrangements.

NOTE: The prescribed arrangements for appointing employees using the section 11.7(d) 'no qualification' paypoints are currently being developed. No appointments may occur pursuant to the 'no qualification' paypoint arrangement' in section 11.7(d) until such time as the Department of Health's Human Resources Branch advises this may occur. In the interim, the discretionary appointment of suitable applicants without the required mandatory qualifications must continue to occur in accordance with the existing 2008 interim recruitment arrangement, as outlined in section 2 of Attachment 5.

- (e)
 - (i) All employment at the HWF9 classification level will be by advertisement and merit selection processes. The Director-General will determine the salary level for HWF9 positions having regard for the context of the position and the responsibilities required.
 - (ii) Movements between all paypoints of the HWF9 level are not incremental. However, the Director-General may, upon application, review an employee's paypoint to take into account changed circumstances, responsibilities and/or duties of the position.

Note: Where a directive about recognition of previous service and employment covers an employee, the provisions of the directive apply to the employee to the extent it provides a more generous entitlement.

11.8 HWF3.8 transitional paypoint

The HWF3.8 paypoint will only be available for employees employed under EB1 as at the date of approval of this Health Employment Directive in accordance with the requirements of clause 12.9 of the *Hospital and Health Service General Employees (Queensland Health) Award – State 2015*, and section 11.11(a)(ii) of this Health Employment Directive

11.9 Movement between classification levels

An employee who moves between classification levels HWF1 and HWF2, or HWF3 and HWF4, will be employed at a paypoint in the higher classification level that is the next highest to that which the employee was paid under the lower classification level.

11.10 HWF2 to HWF3 progression

- (a) Movement of employees from classification level HWF2 to HWF3 will be subject to:
 - (i) the employee concerned having served at least 12 months on the maximum salary prescribed for a HWF2 employee; and
 - (ii) the employee having completed an approved Certificate IV or higher qualification required for the HWF3 classified role of their profession/role type; and

- (iii) a recommendation from a selection panel that the applicant is suitable for promotion. The suitability of the applicant is to be evaluated in relation to the prescribed criteria through:
 - (A) an assessment of a written application from the applicant; and
 - (B) an interview of the applicant; and
 - (C) a certificate addressing the prescribed criteria, from the director of the division or service in which the employee is working or a senior employee knowledgeable in the employee's capabilities, that the employee is suitable for promotion based on assessment of the employee.

11.11 Movement within classification levels - increments

This section operates to the exclusion of clause 12.9(b) of the *Hospital and Health Service General Employees (Queensland Health) Award – State 2015*.

- (a) Notwithstanding anything contained elsewhere in this Health Employment Directive or the Award, an employee is not entitled to move to the next salary increment level by virtue of the Award unless:
 - (i) in the case of employees in classification level HWF1, the conduct, diligence and efficiency of the employee has been certified by the employer to have been and to be satisfactory;
 - (ii) in the case of employees in classification level HWF3, there will be no progression to paypoint HWF3.6 until an approved Diploma (or higher qualification) has been completed;
 - (iii) in the case of employees employed in 'no qualification' paypoints in accordance with the recruitment arrangement at section 11.7(d), all required mandatory qualification(s) for the role have been completed;
 - (iv) in the case of employees in all other classification levels, performance objectives have been achieved as certified by the employer.

12. Higher education incentive

12.1 Implementation arrangements

- (a) The Aboriginal and Torres Strait Islander Health Workforce higher education incentive will commence from 1 May 2023.
- (b) The Aboriginal and Torres Strait Islander Health Workforce Consultative Group will develop a HR policy for this incentive, which will include the qualifications and equivalent credentials that are relevant for the purposes of section 12.2.
- (c) For the purpose of the Phase 2 implementation activity, the following will apply for current employees holding an eligible qualification in accordance with section 12.2, that has been approved by the delegate as relevant to their role/profession:
 - (i) Where the employee is not yet at the maximum paypoint in the HWF classification, immediate advancement of one paypoint (maintaining the employee's increment date); or

- (ii) Where the employee is at the maximum paypoint in the HWF classification, commencement of the applicable higher education incentive allowance.
- (iii) For the purposes of the higher education incentive, the maximum paypoint in a classification is defined in section 12.5(b).

12.2 Higher education incentive

- (a) The Aboriginal and Torres Strait Islander Health Workforce stream higher education incentive (HEI) acknowledges and recognises Aboriginal and Torres Strait Islander Health Workforce employees at eligible classification levels who obtain additional and/or higher education qualification(s), providing a highly skilled workforce and improved service delivery.
- (b) The higher education qualification must be relevant to the employee's profession/role type or their current position and is to be additional to all minimum mandatory qualification requirements of their role.
- (c) The Aboriginal and Torres Strait Islander Health Workforce stream higher education incentive applies to the following relevant qualifications, for employees classified at the specified eligible classification levels only:

| Classification level | Eligible qualification | AQF level | HEI level |
|----------------------|---|-------------|-----------|
| HWF2 | Certificate IV | AQF 4 | 1 |
| | Diploma | AQF 5 | 2 |
| | Advanced diploma or associate degree | AQF 6 | 3 |
| | Bachelor degree, post graduate certificate, or post graduate diploma - first | AQF 7/AQF 8 | 4 |
| | Bachelor degree(s), post graduate certificate(s), and/or post graduate diploma(s) – second | AQF 7/AQF 8 | 5 |
| | Masters | AQF 9 | 6 |
| | PhD | AQF 10 | 7 |
| HWF3 | Certificate IV – second <i>Eligibility is strictly limited to employees at paypoints HWF3.1 to HWF3.5 in accordance with the requirements of sections 12.2.1(a)(i) and 12.2.1(a)(ii)</i> | AQF 4 | 1 |
| | Diploma – first <i>Eligibility is strictly limited to employees at paypoints HWF3.1 to HWF3.4 in accordance with the requirements of sections 12.2.1(a)(iii) and 12.2.1(a)(iv)</i> | AQF 5 | 2 |
| | Diploma - second | AQF 5 | 2 |
| | Advanced diploma or associate degree | AQF 6 | 3 |
| | Bachelor degree, post graduate certificate, or post graduate diploma - one | AQF 7/AQF 8 | 4 |
| | Bachelor degree(s), post graduate certificate(s), and/or post graduate diploma(s) – second | AQF 7/AQF 8 | 5 |
| | Masters | AQF 9 | 6 |
| | PhD | AQF 10 | 7 |

| Classification level | Eligible qualification | AQF level | HEI level |
|----------------------|--|-------------|-----------|
| HWF4 | Diploma - second | AQF 5 | 2 |
| | Advanced diploma or associate degree | AQF 6 | 3 |
| | Bachelor degree, post graduate certificate, or post graduate diploma - first | AQF 7/AQF 8 | 4 |
| | Bachelor degree(s), post graduate certificate(s), and/or post graduate diploma(s) – second | AQF 7/AQF 8 | 5 |
| | Masters | AQF 9 | 6 |
| | PhD | AQF 10 | 7 |
| HWF5 | Advanced diploma or associate degree | AQF 6 | 3 |
| | Bachelor degree, post graduate certificate, or post graduate diploma - first | AQF 7/AQF 8 | 4 |
| | Bachelor degree(s), post graduate certificate(s), and/or post graduate diploma(s) – second | AQF 7/AQF 8 | 5 |
| | Masters | AQF 9 | 6 |
| | PhD | AQF 10 | 7 |
| HWF6 | Bachelor degree, post graduate certificate, or post graduate diploma - first | AQF 7/AQF 8 | 4 |
| | Bachelor degree(s), post graduate certificate(s), and/or post graduate diploma(s) – second | AQF 7/AQF 8 | 5 |
| | Masters | AQF 9 | 6 |
| | PhD | AQF 10 | 7 |
| HWF7 | Bachelor degree(s), post graduate certificate(s), and/or post graduate diploma(s) – second | AQF 7/AQF 8 | 5 |
| | Masters | AQF 9 | 6 |
| | PhD | AQF 10 | 7 |

- (d) The higher education incentive does not apply to employees appointed to no qualification paypoints in accordance with section 11.7(d).
- (e) The term ‘second’ qualification has been used to confirm circumstances where the employee holds at least two of that particular qualification to be eligible. An example is included below. To clarify, the term ‘second’ does not relate to the order in which the qualifications are completed.
- Example : For a HWF4 employee, as a Diploma is the minimum mandatory requirement for the role, the employee must hold a second relevant Diploma qualification to be eligible for the Level 2 higher education incentive.*
- (f) A nested Graduate Certificate and Graduate Diploma from the same course are counted as one qualification for the purposes of the higher education incentive, and attract a Level 4 higher education incentive only.

12.2.1 Special arrangements applying to the HWF3 classification

- (a) In order to achieve Queensland Health workforce and service delivery objectives for the HWF3 classification, which is a unique broadbanded classification with both Certificate IV and Diploma minimum mandatory qualification requirements, the following special arrangements for the higher education incentive apply:
- (i) Strictly limited to HWF3 employees who hold an eligible second Certificate IV qualification, paypoint HWF3.5 is the maximum paypoint of the eligible for payment of the Certificate IV higher education incentive allowance, and only where the employee does not yet hold the approved Diploma or higher qualification that provides eligibility to increment to paypoint HWF3.6 in accordance with section 11.11(a)(ii).
 - (ii) For a HWF3.5 employee in receipt of a higher education incentive allowance for a second Certificate IV in accordance with section 12.2.1(a)(i), eligibility for payment of the higher education allowance for a second Certificate IV qualification ceases when an approved Diploma or higher qualification is obtained to satisfy section 11.11(a)(ii), and increment progression to paypoint HWF3.6 occurs.
 - (iii) Strictly limited to employees at paypoints HWF3.1 to HWF3.4, advancement of one increment may occur where:
 - (A) After appointment to the HWF3 level, the Diploma (or higher) qualification that provides eligibility to access paypoint HWF3.6 in accordance with section 11.11(a)(ii) is obtained, and
 - (B) The employee has not already been advanced one paypoint for an eligible qualification under the higher education incentive.
 - (iv) For the avoidance of doubt, where an employee commences at the HWF3 classification with an approved Diploma or higher qualification that provides eligibility to access paypoints HWF3.6 and above, that Diploma or higher qualification will not be recognised for the higher education incentive.

12.3 Application process following the Phase 2 implementation

Following the Phase 2 implementation of this new incentive, employees must make application for accelerated paypoint advancement or the higher education allowance in accordance with the applicable payroll form. Applications must be completed even where an employee has provided a qualification as part of a recruitment process.

12.4 Employee commencement date following the Phase 2 implementation

- (a) Following the Phase 2 implementation of the higher education incentive, accelerated paypoint advancement, or the payment of the applicable higher education incentive allowance, will apply from:
- (i) the date an employee commences in the position; or
 - (ii) the date the qualification is obtained,

whichever is the later.

- (b) The commencement date will be dependent on:
- (i) the employer accepting that the qualification is relevant to the employee's position; and
 - (ii) the employee making an application to receive the entitlement and providing evidence of the qualification, within three months of either commencing in the position or receiving the qualification.
- (c) Where an employee does not make an application within three months of commencing in a position or obtaining a qualification, the date of the commencement of this entitlement will be the date the application is submitted to their line manager.
- (d) Where an employee moves to another eligible Aboriginal and Torres Strait Islander Health Workforce stream position, subject to eligibility, the accelerated paypoint advancement or the payment of higher education incentive allowances continues to apply unless it is determined to not be relevant to the new position and the employee is advised of this in writing.

12.5 Accelerated paypoint advancement

- (a) An employee who obtains an eligible qualification for this incentive, and who is not at the maximum paypoint of their classification, will be advanced by one paypoint from a date in accordance with sections 12.4(a) to 12.4(c) above, but will retain their existing increment date.
- (b) The 'maximum paypoint of a classification' means:
- (i) The highest paypoint of a classification level.
 - (ii) HWF3.7, for a HWF3 employee not eligible to access paypoint HWF3.8 in accordance with section 11.8.
 - (iii) Strictly limited to application of the higher education incentive, paypoint HWF3.5, for a HWF3 employee who holds an eligible second Certificate IV qualification, but who does not yet hold the approved Diploma or higher qualification that provides eligibility to increment to paypoint HWF3.6 in accordance with section 11.11(a)(ii).

12.6 Higher education incentive allowance

- (a) The applicable higher education incentive allowance is a prescribed percentage of the HWF3.7 paypoint, in accordance with the below table:

| HEI level | Rate of HWF3.7 |
|-----------|----------------|
| 1 | 1% |
| 2 | 2% |
| 3 | 3% |
| 4 | 5% |
| 5 | 6% |
| 6 | 8% |
| 7 | 10% |

- (b) The higher education incentive allowance is an all purpose allowance.

12.7 When the higher education incentive allowance is payable

(a) Employees at the maximum paypoint

- (i) An employee who qualifies for an allowance in accordance with section 12.2 and who is at the maximum paypoint of their classification is entitled to receive the relevant allowance from the date in accordance with sections 12.4(a) to 12.4(c) above.
- (ii) There is no requirement for such employee to be at the maximum paypoint of their classification for 12 months before receiving the allowance.

(b) Employees at the second last paypoint

Where an employee is on the second last paypoint at the time of receiving the accelerated advancement in paypoint, in accordance with sections 12.4(a) to 12.4(c) above, which would place them on the maximum paypoint, the relevant allowance is payable from their next increment date and not upon completion of 12 months service at the maximum paypoint.

(c) Employees not at the second last or maximum payment

An employee who qualifies for an allowance under section 12.2 and who is not at the second last or the maximum paypoint of their classification is entitled to the relevant allowance upon the completion of 12 months at the maximum paypoint.

12.8 Entitlement upon higher duties

- (a) When an employee who is in receipt of the higher education incentive incremental advancement or the allowance subsequently undertakes higher duties, and the qualification remains eligible for the incentive at the higher classification level in accordance with section 12.2, the employee becomes eligible for the incremental advancement (one paypoint) at the higher classification level, on condition the qualification remains relevant to the higher level position. The incremental advancement is payable irrespective of whether the employee is in receipt of the allowance at their lower classification level. The higher duties qualifying period is to be in accordance with the approved eligibility requirements in HR Policy B30 Higher Duties.
- (b) An employee who is in receipt of the higher education incentive incremental advancement or the allowance subsequently undertakes higher duties, and the qualification remains eligible for the incentive at the higher classification level in accordance with section 12.2, the employee becomes eligible to access the higher education incentive allowance once they have satisfied section 12.2 for the higher classification level.
- (c) Employees who are in receipt of a higher education incentive are not entitled to retain the higher education incentive allowance or the incremental advancement when relieving in positions classified at a level for which the qualification does not provide eligibility in accordance with section 12.2. These employees resume receiving the higher education incentive when they revert to their position at the eligible lower classification level.

12.9 Entitlement upon promotion

- (a) When an employee who is in receipt of the higher education incentive is subsequently promoted to a higher classification level, and the qualification provides eligibility for the incentive at the higher classification in accordance with section 12.2, they become eligible to be advanced one increment level, on condition the qualification remains relevant to the higher level position.
- (b) The employee becomes eligible to access the higher education incentive allowance once they have satisfied section 12.2 for the higher classification level.
- (c) Employees are not entitled to the higher education incentive when promoted to positions for which their qualification(s) are not eligible for the incentive, as prescribed at section 12.2.

12.10 Entitlement on higher duties or promotion where allowance exceeds eligible commencing paypoint

An employee in receipt of a higher education incentive allowance, who relieves in a position at a higher classification within the Aboriginal and Torres Strait Islander Health Workforce classification stream, will be placed on the paypoint within the higher classification which ensures the employee's current rate of pay is not reduced (including the relevant qualification allowance received at the lower classification level but excluding penalty rates).

12.11 Entitlement where more than one eligible qualification

- (a) An Aboriginal and Torres Strait Islander Health Workforce stream employee who has advanced one paypoint within a classification level under the above provisions is not eligible for any further advancement. This applies to classification level HWF3, inclusive of application of the special arrangements at section 12.2(a).

Example: If a HWF3 employee receives a paypoint advancement for a second Certificate IV, or the Diploma that enables access to paypoints HWF3.6 and above, no further paypoint advancements may occur if the employee obtains additional qualifications, such as a second Diploma or Bachelor degree, while remaining classified at HWF3.

- (b) An employee who holds one eligible qualification, and subsequently obtains a further eligible qualification that attracts a higher value allowance in accordance with section 12.2, may apply for recognition of the applicable higher value allowance in lieu of the lower value higher education incentive allowance, thus changing the employee's entitlement from the lower to the higher rate of the incentive.
- (c) Only one higher education incentive allowance is to be paid at any one time.

12.12 Qualification no longer relevant

When an employee's qualification is no longer relevant to their current position, any allowance payable under the above provisions will cease from the date the employer formally advises the employee of such situation in writing.

12.13 Grievance process

Standard grievance procedures apply to section 12 of this Health Employment Directive. For further information please refer to HR Policy E12 Individual Employee Grievances.

13. Professional development entitlements

13.1 Implementation arrangements

- (a) The Aboriginal and Torres Strait Islander Health Workforce stream professional development allowance and leave entitlements as contained within this Health Employment Directive will commence from 1 May 2023, except for the enhanced Category D entitlements, as outlined at section 13.1(d). The Hospital and Health Service and locality categories for this entitlement are recorded in Attachment 6.
- (b) Section 13 and Attachment 6 of this Health Employment Directive operate to the exclusion of the Phase 1 interim professional development entitlements contained at clause 24 and Schedule 3 of EB1.
- (c) The Aboriginal and Torres Strait Islander Health Workforce Consultative Group will develop a HR policy and Guidelines for professional development entitlements. A Professional Development Working Group will be formed to jointly identify and address potential barriers or issues in order to ensure eligible Aboriginal and Torres Strait Islander Health Workforce employees access continuing professional development as intended, including supporting the commencement of professional development requirements for Aboriginal and Torres Strait Islander Hospital Liaison Officers.
- (d) For employees working in the Category D locations in Attachment 6, the enhanced entitlements applying to Category D will commence from the first day of the payroll period in which payroll system implementation is effected. Until the payroll system implementation occurs, eligible Category D employees will continue to receive the Category B professional development allowance paid fortnightly.

13.2 Professional development entitlements

Queensland Health expects all Aboriginal and Torres Strait Islander Health Workforce stream employees to use their professional development allowance for professional development activities. Approval for further professional development funding and leave is at the line manager's discretion and is dependent on proof of expenditure of the employee's professional development allowance on approved professional development activities.

Managers should use the performance and development (PAD) process to discuss appropriate professional development requirements and plan opportunities in consultation with the employee. It is recommended that employees and line managers document and review a summary of professional development expenditure on an annual basis. Managers are encouraged to undertake this review.

13.3 Professional development allowance

13.3.1 HWF2 and above - Category A, B and C employees

- (a) Subject to section 13.3.2(c), a permanent HWF2 and above classified employee, or a HWF2 and above fixed term temporary employee with greater than 12 months' continuous service, working 15.2 hours or more a fortnight, is entitled to be paid the following professional development allowance on a *pro rata* basis in accordance with the categories of Hospital and Health Service facilities recorded in Attachment 6:

| Category | Fortnightly rate |
|------------|------------------|
| Category A | \$107.71 |
| Category B | \$134.61 |
| Category C | \$80.76 |

- (b) The allowance is payable in respect of periods of paid leave, but is not payable for any other purpose of the Award (such as calculation of overtime, penalty payments, superannuation etc.).
- (c) The allowance shall be paid directly to employees on a fortnightly basis via the payroll system.
- (d) The allowance is paid out on termination from employment, including resignation and retirement, on a pro-rata basis. The rate for calculating payment of the allowance upon termination will be the rate applicable as at date of termination.

13.3.2 HWF2 and above – Category D employee

- (a) In lieu of the allowance at section 13.3.1(a) a permanent HWF2 and above Category D employee, or a HWF2 and above Category D fixed term temporary employee with greater than 12 months' continuous service, is entitled to travel as required, and enrolment and conference costs for approved courses and conferences.
- (b) Part-time employees are entitled to the same provisions for professional development as full-time employees on a pro rata basis.
- (c) Without limiting this provision, if a Category D employee does not receive a financial benefit under section 13.3.2(a) equivalent to the Category B annual rate prescribed in section 13.3.1(a) prior to the last pay period of September each year, the employer is to pay the difference between any amount received by the employee and the Category B annual rate.
- (d) This payment will be made in the last pay period of September each year. This will ensure the Category D employee is not overall disadvantaged with respect to any Category D professional development entitlement and the professional development allowance available to other employees.
- (e) For the purpose of calculating the allowance, employees engaged after 30 September in any calendar year will receive a pro rata entitlement for the period from the date of engagement to the last pay period of the following September.
- (f) The Category D allowance is paid out on termination from employment, including resignation and retirement, on a pro-rata basis.

13.4 Professional development leave

13.4.1 HWF2 and above – Category A, B and C employees

- (a) Subject to section 13.4.2, a permanent HWF2 and above classified employee, or a HWF2 and above fixed term temporary employee with greater than six months' continuous service, working 15.2 hours or more per fortnight, may be granted three days paid leave, pro rata for part time, to attend approved professional development activities relevant to the role/profession which may include:
 - (i) study support;
 - (ii) short courses; and
 - (iii) professional association events.
- (b) The leave will be paid at single time.
- (c) Where a fixed term employee meets the requirements of section 13.4.1(a), the employer will meet reasonable professional development activity costs until such time as eligibility for the professional development allowance is satisfied in accordance with section 13.3.1(a).
- (d) In order to allow employees to use their leave entitlements from the date of commencement, employees are allowed to have a negative balance of no more than 24 hours (or a projection of 12 hours for a part-time employee). At the end of the respective year for that employee, the employee is expected to have a nil or positive balance. If an employee has a negative balance at their respective anniversary date, the leave taken in the upcoming year is adjusted accordingly.
- (e) Professional development leave may be accumulated for two years.
- (f) Any component of the leave entitlement not accessed after two years will be waived. The leave is not paid out on termination from employment, including resignation and retirement.
- (g) All reasonable travel time associated with accessing professional development leave is paid work time. Employees will not be disadvantaged by the requirement to travel to attend professional development. Travel to attend professional development will be paid at the ordinary rate for the day or days of travel.
- (h) Paid professional development leave is an entitlement over and above all current entitlements, assistance or obligations. That is, this leave will not be used as a substitute for mandatory training, maintenance of ongoing professional skills necessary for an employee to perform the normal duties and functions of their position or other training required by the employer.
- (i) Professional development leave is not a substitute for the assistance provided by the Aboriginal and Torres Strait Islander Health Workforce Education Scheme, or Study and Research Assistance Scheme (SARAS).
- (j) Despite anything in this clause, HR Policy C50 Seminar and Conference Leave - Within and Outside Australia as amended or replaced from time to time still applies.

13.4.2 HWF2 and above - Category D employees

- (a) In lieu of the entitlement in section 13.4.1, a permanent HWF2 and above Category D employee, or a HWF2 and above Category D fixed term temporary employee with greater than six months' continuous service, working 15.2 hours or more per fortnight, is entitled to a minimum of two weeks of paid leave per year to attend, and travel to and from, approved professional development activities.
- (b) A part-time Category D employee is entitled to the same period of leave as a full-time employee. Leave will be paid on the basis of the employee's ordinary hours of work.
- (c) Leave is to be taken at a time mutually agreed between the Category D employee and the employer.
- (d) Professional development leave may be taken prior to the completion of each 12 months' service.
- (e) Leave does not accumulate from year to year and must be taken within each 12 month period.
- (f) In special circumstances the Director-General, a Hospital and Health Service Chief Executive, or their delegate, may allow accumulation up to a maximum of two years' entitlement.
- (g) Leave is not paid out on termination from employment, including resignation, retirement or transfer out of a remote area.
- (h) When possible, attendance at courses or seminars organised within Queensland Health is to be encouraged as these are generally recognised as being more cost effective than commercial events.

13.4.3 Accessing professional development leave

- (a) Queensland Health and unions recognise the importance of professional development leave in supporting the participation of employees in professional development and encourage employees to use their entitlement.
- (b) As part of the education package at clause 27 of EB1, employees will be provided with education on taking professional development leave, and adequately recording activities that qualify for continuing professional development points, where required for registration and/or professional association purposes. Education will also be provided to line managers on the purpose of professional development leave and when it should be approved.
- (c) The employer will provide quarterly reports to the Aboriginal and Torres Strait Islander Health Workforce Consultative Group providing details of the uptake of professional development leave pursuant to section 13 of this Health Employment Directive by employees. Reporting will be by classification.

13.5 Continuity of service for professional development allowance and leave

- (a) For the purpose of eligibility for the professional development allowance and professional development leave provided under this Health Employment Directive, service is not broken so long as there is no period of more than three months between permanent or temporary engagement including where an employee is:
 - (i) on a period of casual employment; or
 - (ii) is not employed by Queensland Health.
- (b) Continuous service is not broken in circumstances where an employee moves between streams or takes on a period of temporary employment within any stream.
- (c) When an employee moves temporarily to a classification stream other than the Aboriginal and Torres Strait Islander Health Workforce stream, their professional development leave entitlement will be held in reserve for a two year period. Such employees will not accrue nor have access to professional development leave entitlement pursuant to this Health Employment Directive until they return to the Aboriginal and Torres Strait Islander Health Workforce stream.

13.6 Mandatory training

- (a) For the purposes of section 13.4.1(h), mandatory training means:
 - (i) Compulsory training required to be delivered to all employees regardless of role or location. The training is mandated by relevant legislation, code of practice or regulation linked to legislation, Directives, Queensland Health Polices or Service Level Agreements; and
 - (ii) Training deemed compulsory for specific groups of employees when relevant to their location, occupation, speciality requirements of their position or work unit or when based upon risk assessment processes.
- (b) Mandatory training is to be completed by employees during ordinary rostered hours. Employees will not be required to undertake mandatory training in unpaid time.

13.7 Grievance process

Standard grievance procedures apply to section 13 of this Health Employment Directive. For further information please refer to HR Policy E12 Individual Employee Grievances.

14. Definitions

| | |
|--|---|
| Aboriginal and Torres Strait Islander Health Workforce Consultative Group | The joint Queensland Health, Together Queensland and The Australian Workers' Union consultative group established under clause 12 of EB1 to oversee the operation and implementation of the Agreement. |
| Career and Classification review | Clause 26 of EB1 required a Phase 2 review be undertaken to examine career structures and classification levels of roles, the management models within Aboriginal and Torres Strait Islander health workforce structures, governance for workers in these roles, and career pathways within the stream. The Phase 2 review examined roles remuneration, qualifications, education, training and experience, role descriptions, and professional development and professional supervision needs. |

15. History

| | |
|--|---|
| HED No. 04/23 31 October 2023 | Issued under section 51A of the <i>Hospital and Health Boards Act 2011</i> as a condition of employment for health service employees. |
|--|---|

16. Approval and implementation

Directive custodian

Chief Human Resources Officer

Approval by Chief Executive

Michael Walsh
A/Director-General

Approval date: 31 October 2023

Attachment 1: Salary rates effective 1 May 2023

| Classification | Paypoint | Per annum | Per fortnight | Hourly rate | Casual rate per hour |
|----------------|------------------------------------|-----------|---------------|-------------|----------------------|
| HWF1 | HWF1.1 | \$58,988 | \$2,261.00 | \$29.7500 | \$36.5925 |
| | HWF1.2 | \$60,697 | \$2,326.50 | \$30.6118 | \$37.6525 |
| | HWF1.3 ¹ | \$62,432 | \$2,393.00 | \$31.4868 | \$38.7288 |
| | HWF1.4 | \$64,088 | \$2,456.50 | \$32.3224 | \$39.7566 |
| | HWF1.5 | \$65,662 | \$2,516.80 | \$33.1158 | \$40.7324 |
| | HWF1.6 | \$67,396 | \$2,583.30 | \$33.9908 | \$41.8087 |
| HWF2 | HWF2.1 | \$65,662 | \$2,516.80 | \$33.1158 | \$40.7324 |
| | HWF2.2 | \$67,396 | \$2,583.30 | \$33.9908 | \$41.8087 |
| | HWF2.3 | \$69,550 | \$2,665.80 | \$35.0763 | \$43.1438 |
| HWF3 | HWF3 No qualification ² | \$70,100 | \$2,686.90 | \$35.3539 | \$43.4853 |
| | HWF3.1 | \$72,700 | \$2,786.60 | \$36.6658 | \$45.0989 |
| | HWF3.2 | \$74,320 | \$2,848.70 | \$37.4829 | \$46.1040 |
| | HWF3.3 | \$77,292 | \$2,962.60 | \$38.9816 | \$47.9474 |
| | HWF3.4 | \$80,851 | \$3,099.00 | \$40.7763 | \$50.1548 |
| | HWF3.5 | \$85,711 | \$3,285.30 | \$43.2276 | \$53.1699 |
| | HWF3.6 ³ | \$91,305 | \$3,499.70 | \$46.0487 | \$56.6399 |
| | HWF3.7 ³ | \$93,564 | \$3,586.30 | \$47.1882 | \$58.0415 |
| HWF4 | HWF4 No qualification ² | \$92,003 | \$3,526.50 | \$46.4013 | \$57.0736 |
| | HWF4.1 | \$94,848 | \$3,635.50 | \$47.8355 | \$58.8377 |
| | HWF4.2 | \$99,092 | \$3,798.20 | \$49.9763 | \$61.4708 |
| | HWF4.3 | \$103,332 | \$3,960.70 | \$52.1145 | \$64.1008 |
| | HWF4.4 | \$108,466 | \$4,157.50 | \$54.7039 | \$67.2858 |
| HWF5 | HWF5 No qualification ² | \$116,061 | \$4,448.60 | \$58.5342 | \$71.9971 |
| | HWF5.1 | \$119,651 | \$4,586.20 | \$60.3447 | \$74.2240 |
| | HWF5.2 | \$122,145 | \$4,681.80 | \$61.6026 | \$75.7712 |
| | HWF5.3 | \$125,336 | \$4,804.10 | \$63.2118 | \$77.7505 |
| | HWF5.4 | \$128,751 | \$4,935.00 | \$64.9342 | \$79.8691 |
| HWF6 | HWF6 No qualification ² | \$131,294 | \$5,032.50 | \$66.2171 | \$81.4470 |
| | HWF6.1 | \$135,354 | \$5,188.10 | \$68.2645 | \$83.9653 |
| | HWF6.2 | \$141,234 | \$5,413.50 | \$71.2303 | \$87.6133 |
| HWF7 | HWF7 No qualification ² | \$146,280 | \$5,606.90 | \$73.7750 | \$90.7433 |
| | HWF7.1 | \$150,804 | \$5,780.30 | \$76.0566 | \$93.5496 |
| | HWF7.2 | \$156,103 | \$5,983.40 | \$78.7289 | \$96.8365 |

| Classification | Paypoint | Per annum | Per fortnight | Hourly rate | Casual rate per hour |
|----------------|------------------------------------|-----------|---------------|-------------|----------------------|
| HWF8 | HWF8 No qualification ² | \$166,633 | \$6,387.00 | \$84.0395 | \$103.3686 |
| | HWF8.1 | \$171,788 | \$6,584.60 | \$86.6395 | \$106.5666 |
| | HWF8.2 | \$184,096 | \$7,056.40 | \$92.8474 | \$114.2023 |
| HWF9 | HWF9 No qualification ² | \$185,048 | \$7,092.90 | \$93.3276 | \$114.7929 |
| | HWF9.1 ⁵ | \$190,770 | \$7,312.20 | \$96.2132 | \$118.3422 |
| | HWF9.2 ⁵ | \$198,785 | \$7,619.40 | \$100.2553 | \$123.3140 |
| | HWF9.3 ⁵ | \$207,822 | \$7,965.80 | \$104.8132 | \$128.9202 |
| | HWF9.4 ⁵ | \$223,940 | \$8,583.60 | \$112.9421 | \$138.9188 |
| | HWF9.5 ⁵ | \$233,324 | \$8,943.30 | \$117.6750 | \$144.7403 |

Notes

- ¹ Paypoint HWF1.3 is the minimum paypoint for employees aged 21 years or over.
- ² 'No qualification' paypoints may be used to appoint suitable applicants without the required mandatory qualification(s) in accordance with section 11.7(d) and the prescribed employment arrangements. Appointments of employees to the 'no qualification' payments may not commence until authorised by the Department of Health.
- ³ Approved Diploma required to access paypoints HWF3.6 and above.
- ⁴ Access to paypoint HWF3.8 is limited to employees employed under EB1 at the date of approval of Health Employment Directive 04/23 in accordance with section 11.8.
- ⁵ HWF9 paypoints do not increment, and are determined by the Director-General based on the requirements of the role.

Attachment 2: Phase 2 translation process

1. Initial translation process

- (a) All eligible employees covered by this Health Employment Directive will translate to the finalised Aboriginal and Torres Strait Islander Health Workforce classification stream as set out in the diagram in Attachment 3.
- (b) The following additional transitional arrangements are provided for specified employee cohorts only:
 - (i) The operational and administration officer stream targeted training allowances ceased to apply to employees covered by EB1 as of 30 April 2023. As shown in the diagram in Attachment 3, employees who were in receipt of a targeted training allowance, approved in accordance with HR Policy G13 Targeted Training for Operational Stream Employees or HR Policy G14 Targeted Training for Administrative Officers, as applicable, will translate as follows:
 - (ii)
 - (A) HW3.4 with an allowance for a Certificate III allowance to HWF2.3
 - (B) HW3.4 with an allowance for a Certificate IV (or higher) to HWF2.3
 - (C) HW4.4 with an allowance for a Certificate IV to HWF3.3
 - (D) HW4.4 with an allowance for a Diploma (or higher) to HWF3.4
 - (E) AO3.4 with an allowance for a Certificate IV (or higher) to HWF3.5
 - (F) AO4.4 with an allowance for a Diploma (or higher) to HWF3.8.
 - (iii) An employee aged 21 years or over that was classified at HW2.1 or HW2.2 will translate to HWF1.3.
 - (iv) An employee occupying an Aboriginal and Torres Strait Islander Hospital Liaison Officer position that was classified at HW3, HW4 or AO3 will translate to HWF3.5.
 - (v) An employee appointed under the 2008 recruitment arrangement (refer section 2 of Attachment 5) to complete a required qualification for an Aboriginal and Torres Strait Islander Health Worker or Aboriginal and Torres Strait Islander Health Practitioner role will translate in accordance with the below principles:
 - (A) to the applicable no qualification paypoint for the role they are intended to be appointed to, subject to completion of the required qualification, or
 - (B) if the applicable no qualification paypoint is less beneficial to the employee, in accordance with Attachment 3.

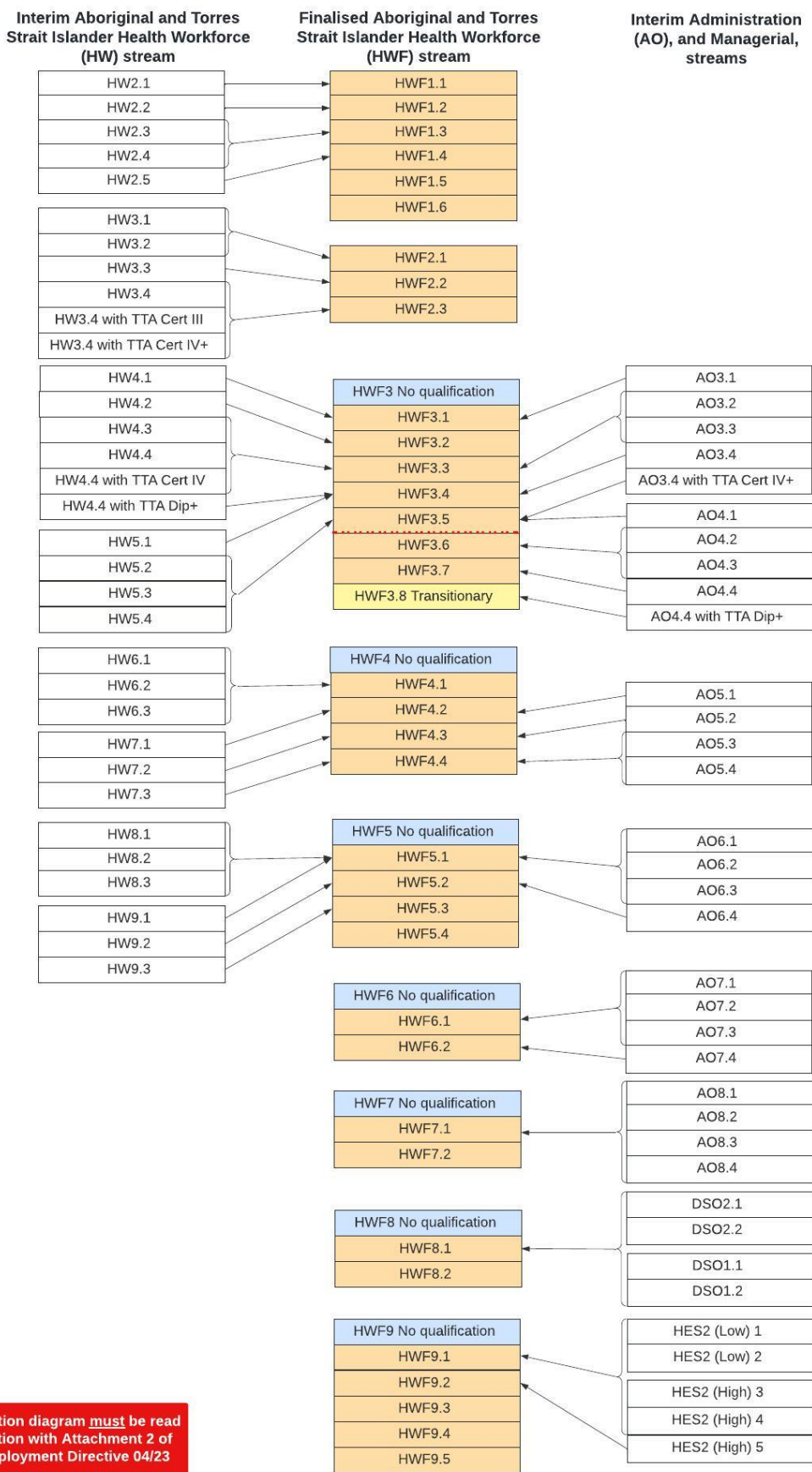
The Department of Health's Human Resources Branch will confirm the individual translations of all employees in this circumstance.
 - (vi) Aboriginal and Torres Strait Islander Health Workers (inclusive of Aboriginal and Torres Strait Islander Mental Health Alcohol and Other Drugs Health Workers) who had been personally progressed to HW4, HW5 or HW6 (IPA), or conditionally advanced under the Aboriginal and Torres Strait Islander Health Worker Conditional Advancement

Scheme, and continue to meet the requirements of the HR Policy at the time of translation, will translate to the finalised Aboriginal and Torres Strait Islander Health Workforce classification stream at their progressed or conditionally advanced classification level, and this will become their substantive classification level.

2. Increment dates

- (a) All employees will maintain their previous increment date, and be eligible for their next increment on that date, except those listed in section 2(b) of this Attachment.
- (b) Employees who were classified as DSO2 and DSO1 will have an increment date of 1 May.

Attachment 3: Phase 2 direct translation diagram



This translation diagram must be read in conjunction with Attachment 2 of Health Employment Directive 04/23

Attachment 4: Ongoing (Phase 4) job evaluation process

1. Implementation

- (a) Following the completion of Phase 3, job evaluations will commence in accordance with the process outlined in this schedule.
- (b) The Aboriginal and Torres Strait Islander Health Workforce Consultative Group will develop a HR Policy to support this process.

2. Centralised job evaluation function and process

- (a) Queensland Health will establish a centralised job evaluation function and process for the evaluation of all Aboriginal and Torres Strait Islander Health Workforce stream positions.
- (b) This function and process will be established as part of the implementation of the classification stream.

3. Job evaluation

- (a) Classification levels will be determined in accordance with the HR policy, using the work level statements, the Work Level Evaluation Manual and the Aboriginal and Torres Strait Islander Health Workforce work level evaluation methodology. Changes to the work level statements, Manual and methodology will be by agreement of the parties.
- (b) The Aboriginal and Torres Strait Islander Health Workforce stream evaluation process will apply where:
 - (i) a new position is created; or
 - (ii) if there is a substantial change in the role and the work value of an existing position which warrants a work level evaluation.
- (c) Applications for evaluations may be made by an Aboriginal and Torres Strait Islander Health Workforce stream employee or work unit.
- (d) Applications for evaluations must be made to the responsible officer as determined by the employer and must include the following details:
 - (i) the relationship of the Aboriginal and Torres Strait Islander Health Workforce stream position within the organisational structure;
 - (ii) the role description, or proposed role description, with details of additional duties and responsibilities if applicable; and
 - (iii) the benefits of the position to service delivery.

4. Evaluation of roles

- (a) The HR policy will contain the process to be followed for the evaluation of Aboriginal and Torres Strait Islander Health Workforce stream roles.
- (b) In accordance with the HR policy, the appointed Aboriginal and Torres Strait Islander Health Workforce stream job evaluators will:
 - (i) consider the application;
 - (ii) conduct an evaluation using the Aboriginal and Torres Strait Islander Health Workforce stream Work Level Evaluation Manual and work level statements;
 - (iii) make a recommendation of the appropriate classification level for that position;
 - (iv) report the recommended classification level for Aboriginal and Torres Strait Islander Health Workforce stream positions to the incumbent (where applicable), and line manager.
- (c) For level HWF7 to level HWF9, the Health Service Chief Executive (or delegate) will also be informed of the outcome.
- (d) Roles evaluated at the HWF9 level must be approved by the Director-General or authorised delegate. HWF9 paypoints are not incremental. Only the Director-General or authorised delegate may approve a paypoint above HWF9.1 prior to the role being advertised.

5. Implementation of classification level

- (a) The employer will implement the approved Aboriginal and Torres Strait Islander Health Workforce stream classification levels.
- (b) The operative date of a new classification level will be the date the evaluation is completed, provided this date can be no later than two months after the application for reclassification was received.
- (c) Appointment of existing Aboriginal and Torres Strait Islander Health Workforce stream employees to reclassified positions may include direct appointment in accordance with HR Policy B1 Recruitment and Selection.
- (d) Disputes will be managed in accordance with the dispute resolution process at clause 13 of EB1.

Attachment 5: Pre Phase 2 mandatory qualifications and discretionary appointment arrangement

1. Mandatory qualifications

(a) Aboriginal and Torres Strait Islander Health Practitioners

| Pre Phase 2 classification | Mandatory requirement(s) |
|----------------------------|--|
| HW2 | <ul style="list-style-type: none"> Enrolled in a Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice |
| HW4 to HW5 | <ul style="list-style-type: none"> Current registration with the Aboriginal and Torres Strait Islander Health Practice Board, including Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice |
| HW6 to HW8 | <ul style="list-style-type: none"> Current registration with the Aboriginal and Torres Strait Islander Health Practice Board, and Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care Practice, or Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care |

(b) Aboriginal and Torres Strait Islander Health Workers

| Pre Phase 2 classification | Mandatory requirement(s) |
|----------------------------|--|
| HW2 | Enrolled in one of the below approved qualifications. |
| HW3 | <ul style="list-style-type: none"> Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care |
| HW4 | <ul style="list-style-type: none"> Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care |
| HW5 to HW8 | <ul style="list-style-type: none"> Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care |
| HW9 | <ul style="list-style-type: none"> Advanced Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care |

(c) Aboriginal and Torres Strait Islander Health Workers – IPA

| Pre Phase 2 Classification | Mandatory requirement(s) |
|----------------------------|---|
| HW6 to HW7 | <ul style="list-style-type: none"> Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care Isolated Practice Authorisation* |

* Completion of all modules of the Isolated Practice Authorisation (IPA) qualification is required for HW6 and HW7 IPA positions.

(d) Aboriginal and Torres Strait Islander Mental Health Alcohol and/or Other Drugs Health Workers

This listing does not apply to Aboriginal and Torres Strait Islander Health Worker roles employed outside of Mental Health Alcohol and/or Other Drugs teams/roles.

| Pre Phase 2 Classification | Mandatory requirement(s) |
|----------------------------|---|
| HW2 | Enrolled in one of the below approved qualifications. |

| Pre Phase 2 Classification | Mandatory requirement(s) |
|----------------------------|--|
| HW3 | <ul style="list-style-type: none"> • Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care |
| HW4 | <ul style="list-style-type: none"> • Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care, or • Certificate IV in Mental Health, or • Certificate IV in Alcohol and Other Drugs, or • Certificate IV in Mental Health Peer Work. |
| HW5 to HW8 | <ul style="list-style-type: none"> • Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care, or • Diploma of Mental Health, or • Diploma of Alcohol and Other Drugs. |

2. 2008 discretionary recruitment method to appoint suitable applicants without the required qualification

The arrangement contained in the 'Indigenous Interest Based Bargaining Newsletter – September 2008' is extracted below:

“Qualifications and recruitment issues

- In relation to recruitment situations where there are no applicants who hold the required mandatory qualification, as an interim measure to address the recruitment issues this is creating, a panel may temporarily appoint an applicant assessed as suitable to the classification level below that being advertised, to enable the applicant to enrol in the required qualification (which may involve a RPL and the completion of any gap training).
- When the applicant has obtained the mandatory qualification, they can be appointed permanently to the position and classification level that was originally advertised. It must be clearly noted in the appointment documentation that the person has been appointed to the lower classification and the associated circumstances.
- QH will review this interim measure in September 2009.
- *Note: this course of action is to be used as a last resort. Applicants who have the mandatory qualifications must be considered before those who do not.*”

Attachment 6: Hospital and Health Service and facility categories

| Facility | | | |
|---|--|---|---|
| Category A | Category B | Category C | Category D |
| Cairns and Hinterland Hospital and Health Service | | | |
| <ul style="list-style-type: none"> Atherton Babinda Herberton Innisfail Malanda Mareeba Millaa Millaa Mossman Ravenshoe Tully | | <ul style="list-style-type: none"> Cairns Gordonvale Yarrabah | <ul style="list-style-type: none"> Chillagoe Cow Bay (Diwan) Croydon Dimbulah Forsyth Georgetown Mt Garnet |
| Central Queensland Hospital and Health Service | | | |
| <ul style="list-style-type: none"> Baralaba Biloela Blackwater Cracow Dingo Emerald Moura Springsure Theodore Tieri | | <ul style="list-style-type: none"> Duaringa Gladstone Marlborough Mt Morgan Rockhampton Yeppoon | <ul style="list-style-type: none"> Capella Gemfields Many Peaks Woorabinda |
| Central West Hospital and Health Service | | | |
| | <ul style="list-style-type: none"> Alpha Barcaldine Blackall Longreach Winton | | <ul style="list-style-type: none"> Aramac Bedourie Birdsville Boulia Isisford Jundah Muttaburra Tambo Windorah Yaraka |
| Children's Health Queensland Hospital and Health Service | | | |
| | | <ul style="list-style-type: none"> Queensland Children's Hospital | |
| Darling Downs Hospital and Health Service | | | |
| <ul style="list-style-type: none"> Cherbourg Chinchilla Dalby Goondiwindi Inglewood Jandowae | | <ul style="list-style-type: none"> Baillie Henderson Oakey Toowoomba | |

| Facility | | | |
|--|------------|---|---|
| Category A | Category B | Category C | Category D |
| <ul style="list-style-type: none"> • Kingaroy • Meandarra • Miles • Millmerran • Moonie • Murgon • Nanango • Stanthorpe • Tara • Taroom • Texas • Wandoan • Warwick • Wondai | | | |
| Gold Coast Hospital and Health Service | | | |
| | | <ul style="list-style-type: none"> • Gold Coast • Robina | |
| Mackay Hospital and Health Service | | | |
| <ul style="list-style-type: none"> • Bowen • Clermont • Collinsville • Dysart • Moranbah • Proserpine | | <ul style="list-style-type: none"> • Mackay • Sarina | |
| Metro North Hospital and Health Service | | | |
| | | <ul style="list-style-type: none"> • Caboolture • Kilcoy • Redcliffe • Royal Brisbane and Women's • The Prince Charles | |
| Metro South Hospital and Health Service | | | |
| | | <ul style="list-style-type: none"> • Beaudesert • Logan • Princess Alexandra • Queen Elizabeth II • Wynnum • Dunwich • Redland | |
| North West Hospital and Health Service | | | |
| | | | <ul style="list-style-type: none"> • Burketown • Camooweal • Cloncurry • Dajarra • Doomadgee |

| Facility | | | |
|---|--|--|---|
| Category A | Category B | Category C | Category D |
| | | | <ul style="list-style-type: none"> • Julia Creek • Karumba • McKinlay • Mornington Island • Mount Isa • Normanton |
| South West Hospital and Health Service | | | |
| <ul style="list-style-type: none"> • Bollon • Dirranbandi • Injune • Mitchell • Mungindi • Roma • St George • Surat | <ul style="list-style-type: none"> • Augathella • Charleville • Cunnamulla • Quilpie | | <ul style="list-style-type: none"> • Bollon • Morven • Thargomindah • Wallumbilla |
| Sunshine Coast Hospital and Health Service | | | |
| | | <ul style="list-style-type: none"> • Caloundra • Gympie • Maleny • Nambour • Sunshine Coast University Hospital | |
| Torres and Cape Hospital and Health Service | | | |
| | | | <ul style="list-style-type: none"> • Aurukun • Badu Island • Bamaga • Boigu Island • Coen • Cooktown • Dauan Island • Erub/Darnley Island • Gaidora/Seisia • Hope Vale • Iama/Yam Island • Kowanyama • Kubin • Laura • Lockhart River • Mabuiag Island • Malakoola/Napranum • Mapoon • Masig/Yorke Island • Mer/Murray Island • New Mapoon/Patha Nydje • Ngurapai/Horn Island |

| Facility | | | |
|---|---|---|---|
| Category A | Category B | Category C | Category D |
| | | | <ul style="list-style-type: none"> • Poruma/Coconut Island • Pormpuraaw • Saibai Island • St Pauls Island • Thursday Island • Ugar/Stephen Island • Umagico/Ngaachi Kuungka • Warraber/Sue Island • Weipa • Wujal Wujal |
| Townsville Hospital and Health Service | | | |
| <ul style="list-style-type: none"> • Ayr • Charters Towers • Home Hill • Ingham | <ul style="list-style-type: none"> • Hughenden | <ul style="list-style-type: none"> • Magnetic Island • Townsville | <ul style="list-style-type: none"> • Palm Island • Richmond |
| West Moreton Hospital and Health Service | | | |
| | | <ul style="list-style-type: none"> • Boonah • Esk • Gatton • Ipswich • Laidley • The Park | |
| Wide Bay Hospital and Health Service | | | |
| <ul style="list-style-type: none"> • Biggenden • Eidsvold • Gayndah • Monto • Mundubbera | | <ul style="list-style-type: none"> • Bundaberg • Childers • Gin Gin • Hervey Bay • Mt Perry • Maryborough | |