

**DENTAL HEALTH SERVICES – DENTAL TECHNICIANS –
CSA INDUSTRIAL AGREEMENT 2022**

PART 1: APPLICATION OF THE AGREEMENT

1. TITLE

This Agreement will be known as the Dental Health Services – Dental Technicians – CSA Industrial Agreement 2022 which cancels and replaces the Dental Health Services - Dental Technicians – CSA Industrial Agreement 2020.

2. ARRANGEMENT

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3. DEFINITIONS

3.1 For the purposes of this Agreement the following definitions will apply:

- (a) “Agency” means Dental Health Services.
- (b) “Agreement” means the Dental Health Services – Dental Technicians – CSA Industrial Agreement 2022.
- (c) “Casual Employee” means an Employee engaged hourly, for a period of up to one (1) calendar month in each engagement, or any Employee employed as a casual on an hourly rate of pay by agreement between the Union and the Employer.
- (d) “Child” and “grandchild” includes children of a multiple birth or adoption.
- (e) “Chrome Technician” means a Dental Technician (as defined) who, after having satisfied all the requirements at each level, would be able to complete basic cast partial framework construction:
 - (i) Level 1 - At this level, a Chrome Technician would be required to successfully complete Pontics and Backings.
 - (ii) Level 2 - At this level, a Chrome Technician would be required to successfully complete Onlays double cast technique for split bar.
 - (iii) Level 3 - At this level, a Chrome Technician would be required to successfully complete Anatomical articulation overlays, full quadrant.
 - (iv) Level 4 - At this level, a Chrome Technician would be competent in completing all the above duties with minimal supervision.
- (f) “Crown and Bridge Technician” means a Dental Technician (as defined) who, after having satisfied all the requirements at each level, would be able to perform all metal constructions, full gold crowns, post and core etc:
 - (i) Level 1 - At this level, a Crown and Bridge Technician would be required to successfully complete basic ceramic work.
 - (ii) Level 2 - At this level, a Crown and Bridge Technician would be required to successfully complete Bridges, Veneers and Onlays.
 - (iii) Level 3 - At this level, a Crown and Bridge Technician would be required to successfully complete Implant retaining systems and precision attachments.
 - (iv) Level 4 - At this level, a Crown and Bridge Technician would be competent in completing all the above duties with minimal supervision.

- (g) “Dental Technician” means a person employed within the government health industry who is involved in the construction of dentures, bridges, crowns and other dental appliances and the repair and modification of these appliances and possesses an approved qualification in Dental Technology to Level 5 within the Australian Qualification Framework i.e. the Diploma of Dental Technology or equivalent.
- (h) “Dental Technician Advanced Level 1” means a Dental Technician (as defined) who:
 - (i) has satisfied all the requirements as a Dental Technician Level 4, or who has had equivalent training according to the Employer;
 - (ii) is engaged in all aspects of crown and bridge work, or cast metal dentures, or orthodontics or advanced complete and partial denture construction; and
 - (iii) has satisfied the Employer by a practical trade test that they possess a particular skill in which they seek advancement.
- (i) “Dental Technician Advanced Level 2” means a Dental Technician (as defined); who in addition to meeting the requirements for a Dental Technician Advanced Level One, has satisfied the Employer by a theoretical trade test that they possess a particular skill in which he/she seeks advancement.
- (j) “Employee” means an Employee to whom this Agreement applies as prescribed in subclause 4.1 of this Agreement.
- (k) “Employer” means the Employer as defined in subclause 4.2.
- (l) "Fixed term Employee" means an Employee who is employed on a full time or part time basis on a contract of service of specified duration.
- (m) "Headquarters" means the place in which the principal work of an Employee is carried out, as defined by the Employer.
- (n) "Metropolitan area" means that area within a radius of 50 kilometres from the Perth city railway station.
- (o) “Orthodontic Technician” means a Dental Technician (as defined) who, after having satisfied all the requirements at each level, would be able to perform simple Upper Removable Appliance (“URA”) construction;
 - (i) Level 1 - At this level, an Orthodontic Technician will also be required to successfully complete simple fixed appliance construction.
 - (ii) Level 2 - At this level, an Orthodontic Technician would be required to successfully complete complex removable appliance construction.

- (iii) Level 3 - At this level, an Orthodontic Technician would be required to successfully complete functional appliance construction.
 - (iv) Level 4 - At this level, an Orthodontic Technician would be competent in completing all the above duties with minimal supervision.
- (p) "Partner" means a person who is a spouse or de facto partner.
- (q) "Part time employment" means regular and continuing employment of less than 38 hours per week.
- (r) "Prosthetic Technician" means a Dental Technician (as defined) who after having satisfied all the requirements at each level, will be able to perform basic full and partial denture construction:
- (i) Level 1 - At this level, a Prosthetic Technician would be required to successfully complete Immediates and Templates.
 - (ii) Level 2 - At this level, a Prosthetic Technician would be required to successfully complete Acrylic Overlays for restoration of vertical dimension.
 - (iii) Level 3 - At this level, a Prosthetic Technician would be competent in the use of an anatomical articulator and basic neutral splint construction.
 - (iv) Level 4 - At this level, a Prosthetic Technician would be competent in completing all the above duties with minimal supervision.
- (s) "Redeployment period" means the redeployment period as defined by regulation 28 of the *Public Sector Management (Redeployment and Redundancy) Regulations 2014*.
- (t) "Registered Employee" means a registered Employee as defined by section 94(1A) of the *Public Sector Management Act 1994 (WA)*.
- (u) "Registrable Employee" means a registrable Employee as defined by section 94(1A) of the *Public Sector Management Act 1994 (WA)*.
- (v) "Skills Acquisition": A Dental Technician may be employed to work in a particular skill area either as a Prosthetic Technician, a Chrome Technician, a Crown and Bridge Technician or an Orthodontic Technician. A Dental Technician in their chosen field will continue to develop skills, knowledge and expertise over time but will be required to have attained the following skills at each incremental level to an acceptable standard. Attainment of these skills will be assessed annually via an appropriate Performance Assessment procedure.
- (w) "Suitability" means suitable office, post or position or suitable employment as defined by section 94(6) of the *Public Sector Management Act 1994 (WA)* as read with regulation 7 of the *Public Sector Management (Redeployment and Redundancy) Regulations 2014*.

- (x) “Suitable office, post or position”, and “Suitable employment” have the meaning given in section 94(6) of the *Public Sector Management Act 1994 (WA)* as read with regulation 7 of the *Public Sector Management (Redeployment and Redundancy) Regulations 2014*.
- (y) “Surplus Employee” means either a Registrable Employee or a Registered Employee.
- (z) “Suspend” means to suspend the continuance of an Employee’s Redeployment period in accordance with regulation 29 of the *Public Sector Management (Redeployment and Redundancy) Regulations 2014*.
- (aa) “Trade Test” means a test set by Dental Health Services comprising practical and/or theoretical components.
- (bb) “Union” means The Civil Service Association of Western Australia Incorporated.
- (cc) “WAIRC” means the Western Australian Industrial Relations Commission.

4. APPLICATION AND PARTIES BOUND

- 4.1 This Agreement applies throughout the State of Western Australia to Employees employed by the Employer in the classifications prescribed in “Schedule 2 – Salaries” within Dental Health Services as constituted at the date of registration of this Agreement who are members of, or eligible to be members of, the Union.
- 4.2 The Employer party to and bound by this Agreement is the North Metropolitan Health Service established pursuant to section 32(1)(b) of the *Health Services Act 2016 (WA)*.
- 4.3 The Union party to and bound by this Agreement is The Civil Service Association of Western Australia Incorporated.
- 4.4 The estimated number of Employees bound by this Agreement at the time of registration is 22.
- 4.5 This Agreement is comprehensive and applies to the exclusion of the *WA Health CSA Dental Technicians (Dental Health Services) Award 2016*.

5. TERM OF AGREEMENT

- 5.1 This Agreement will operate from the beginning of the first pay period on or after the date of registration and will expire on 19 March 2024.
- 5.2 The parties to this Agreement agree to open negotiations for a replacement Agreement six (6) months prior to the expiry of this Agreement.

6. NO FURTHER CLAIMS

- 6.1 The parties to this Agreement undertake that for the term of this Agreement there will be no salary increases sought or granted other than those provided under the terms of this Agreement.
- 6.2 The parties to this Agreement undertake that for the term of this Agreement there will be no further claims.

7. COMMITMENTS ARISING FROM THE PUBLIC SECTOR CSA AGREEMENT 2022

- 7.1 The parties recognise the commitments contained in the following Public Sector CSA Agreement 2022 clauses:
- (a) clause 57 – Review of Common Use Agreements and Contracts;
 - (b) clause 58 – Review into a Discounted Public Transport Scheme; and
 - (c) clause 60 – Reserved Matters/Liberty to Apply.

PART 2: SALARY RELATED MATTERS

8. SALARIES

- 8.1 The annual salaries provided for by this Agreement will be those contained in “Schedule 2 – Salaries” of this Agreement.
- 8.2 Salaries will be paid:
- (a) fortnightly but where the usual day falls on a Public Holiday payment will be made on the previous working day;
 - (b) calculated to four (4) decimal points;
 - (c) rounded to the nearest one (1) cent;
 - (d) by direct funds transfer to the credit of an account nominated by the Employee at a bank, building society or credit union approved by the Under Treasurer; and
 - (e) this is provided that where such form of payment is impracticable or where some exceptional circumstances exist, and by agreement between the Employer and the Union, payment may be made by cheque.
- 8.3 The fortnightly rate will be calculated by dividing the annual salary by 313 and multiplying the result by 12 for the fortnightly amount.
- 8.4 The hourly rate will be calculated as one (1) seventy-sixth of the fortnight's salary.

- 8.5 The hourly rate referred to in subclause 8.4 will only be applied to an average of no more than 38 hours per week worked as ordinary hours.
- 8.6 An Employee who resigns or retires or whose employment is otherwise terminated prior to the registration of this Agreement is not entitled to the payment of salaries and allowances prescribed by this Agreement.
- 8.7 The salary increases provided in this Agreement are in full and final settlement of productivity improvements up to the date of commencement of the Agreement.

9. SALARY PACKAGING

- 9.1 For the purposes of this Agreement, salary packaging will mean an arrangement where the salary or salary benefit arising under a contract of employment is reduced, with another or other benefits to the value of the replaced salary being substituted and due to the Employee.
- 9.2 An Employee may, by agreement with the Employer, enter into a salary packaging arrangement.
- 9.3 The Employer will not unreasonably withhold agreement to salary packaging on request from an Employee.
- 9.4 The Employer will not require an Employee to enter into a salary packaging arrangement, provided this clause will not impinge on any additional Employer provided benefits.
- 9.5 A salary packaging arrangement will be formulated and operate on the basis that, on balance, there will be no material disadvantage to the Employee concerned, and will be cost neutral in relation to the total employment cost to the Employer.
- 9.6 A salary packaging arrangement must comply with relevant taxation laws and the Employer will not be liable for additional tax, penalties or other costs payable or which may become payable by the Employee.
- 9.7 In the event of any increase or additional payments of tax or penalties associated with the employment of the Employee, or the provision of Employer benefits under the salary packaging agreement, such tax, penalties and any other costs will be borne by the Employee.
- 9.8 An Employee may elect to cancel any salary packaging arrangement by giving a minimum of four (4) weeks' notice.
- 9.9 The Employer may elect to cancel any salary packaging arrangement by giving a minimum of four (4) weeks' notice if the Employer incurs a liability to pay fringe benefits tax or any other tax in respect of the non-cash benefits provided, provided the Employer cannot retrospectively cancel any salary packaging arrangement.
- 9.10 Notwithstanding subclauses 9.8 and 9.9, the Employer and the Employee may agree to forgo the notice period.

- 9.11 The cancellation of salary packaging will not cancel or otherwise effect the operation of this Agreement.
- 9.12 For the purposes of this provision, any penalty rate, loading or other salary related allowances which would ordinarily be calculated on the basis of the salary rates expressed in Schedule 2 - Salaries will continue to be so calculated despite an election to participate in any salary packaging arrangement.
- 9.13 For the purposes of this provision, Employer contributions to a complying superannuation fund will be made on the basis of pre-packaging salary rates. To avoid doubt, Employer contributions will not be reduced as a result of an Employee participating in salary packaging pursuant to this provision.
- 9.14 The Employer may at any time vary the range of benefits provided or the conditions under which benefits are provided however the Employer will not differentiate between different class of Employees across the WA health system in terms or range of benefits or the conditions under which benefits are provided.
- 9.15 If an Employee is found to have committed misconduct in the claiming of a salary packaging benefit, without limiting any other action the Employer may take in respect of the misconduct, the Employer is entitled to prospectively cease to provide some or all salary packaging benefits either indefinitely or for any period determined by the Employer.

10. RECOVERY OF UNDERPAYMENTS

- 10.1 Where an Employee is underpaid in any manner:
- (a) the Employer will, once the Employer is aware of the underpayment, rectify the error as soon as practicable;
 - (b) where possible the underpayment will be rectified no later than in the pay period immediately following the date on which the Employer is aware that an underpayment has occurred; and
 - (c) where an Employee can demonstrate an underpayment has created serious financial hardship, the Employee will be paid by way of a special payment as soon as practicable.
- 10.2 An Employer will compensate an Employee for costs resulting directly from an underpayment, where it is proven that the costs resulted directly from the underpayment. This includes compensation for overdraft fees, dishonoured cheque costs, and dishonour fees related to routine deductions from a bank account into which an Employee's salaries are paid.
- 10.3 Nothing in this clause will be taken as precluding the Employee's legal right to pursue recovery of underpayments.

11. RECOVERY OF OVERPAYMENTS

- 11.1 The Employer has an obligation under the *Financial Management Act 2006* (WA) to account for public monies. This requires the Employer to recover overpayments made to an Employee.
- 11.2 Any overpayment will be repaid to the Employer within a reasonable period of time.
- 11.3 Where an overpayment is identified and proven, the Employer will provide the Employee with the written details of the overpayment and notify the Employee of their intent to recover the overpayment.
- 11.4 Where the Employee accepts there has been an overpayment, arrangements for the recovery of the overpayment will be negotiated between the Employer and Employee.
- 11.5 If agreement on a repayment schedule cannot be reached within a reasonable period of time, the Employer may deduct the amount of the overpayment over the same period of time that the overpayment occurred provided:
- (a) the Employer may not deduct or require an Employee to repay an amount exceeding 10% of the Employee's net pay in any one (1) pay period without the Employee's agreement;
 - (b) where necessary, an Employer may deduct money over a period of time greater than the period of time over which the overpayment occurred.
- 11.6 If the Employee disputes the existence of an overpayment and the matter is not resolved within a reasonable period of time, the matter should be dealt with in accordance with "Clause 73 - Dispute Settlement Procedure". No deductions relating to the overpayment will be made from the Employee's pay while the matter is being dealt with in accordance with the Dispute Settlement Procedure.
- 11.7 Nothing in this clause will be taken as precluding the Employer's legal right to pursue recovery of overpayments.
- 11.8 Where the Employer alters the pay cycle or pay day, any consequential variations to an Employee's fortnightly salary and/or payments to compensate will not be considered an overpayment for the purposes of this clause.

12. ANNUAL INCREMENTS

- 12.1 Employees will proceed to the maximum of their salary range by annual increments, after 12 months' continuous service at each increment point, unless there is an adverse report on the Employee's performance or conduct which recommends the non-payment of an annual increment.
- 12.2 The following process will apply where a report on an Employee's performance or conduct recommends the non-payment of an annual increment:
- (a) The Employee will be shown the report prior to completing 12 months' continuous service since their last incremental advance;

- (b) The Employee will be provided with an opportunity to comment in writing;
 - (c) The Employee's comments will be considered immediately by the Employer and a decision made as to whether to approve the payment of the increment or withhold payment for a specific period; and
 - (d) Where the increment is withheld, the Employer before the expiry of the specified period will complete a further report and the above provisions will apply.
- 12.3 The non-payment of an increment will not change the normal anniversary date of any further increment payments.
- 12.4 For the purposes of this clause "continuous service", except where an increment is payable according to age, will not include any period:
- (a) exceeding 14 calendar days during which an Employee is absent on Leave Without Pay. In the case of leave without pay which exceeds 14 calendar days the entire period of such Leave Without Pay is excised in full;
 - (b) which exceeds six (6) months in one continuous period during which an Employee is absent on workers' compensation. Provided that only that portion of such continuous absence which exceeds six (6) months will not count as "continuous service"; and
 - (c) which exceeds three (3) months in one (1) continuous period during which an Employee is absent on Personal Leave without pay. Provided that only that portion of such continuous absence which exceeds three (3) months will not count as "continuous service".

PART 3: CONTRACT OF EMPLOYMENT

13. CERTIFICATE OF SERVICE

- 13.1 On request, the Employer will issue a Certificate of Service containing full information as to the period of service, and nature of duties performed by the Employee on redundancy, retirement, resignation or where contracts of service expire through the effluxion of time.

14. CONTRACT OF SERVICE

Probation

- 14.1 Every Employee appointed by the Employer will be on probation for a period not exceeding six (6) months, unless otherwise determined by the Employer. However, Employees appointed from the Public Sector who have at least six (6) months' continuous satisfactory service immediately prior to their permanent appointment will not be required to serve a probationary period.

- 14.2 At any time during the period of probation the Employer may annul the appointment and terminate the services of the Employee by the giving of two (2) weeks' notice by either party or payment in lieu thereof, by either party.
- 14.3 As soon as possible following the expiry of the period of probation the Employer will:
- (a) confirm the appointment; or
 - (b) extend the period of probation for up to three (3) months; or
 - (c) allow the probationary employment to lapse.
- 14.4 Where the Employer extends the period of probationary employment the contract of employment may be terminated as set out in subclause 14.2.
- 14.5 The Employer may summarily dismiss an Employee deemed guilty of gross misconduct or neglect of duty and the Employee will not be entitled to any notice or payment in lieu of notice.

Termination

- 14.6 No Employee will leave the employment of an Employer until the expiration of one (1) month's written notice of the Employee's intention to do so, without the approval of the Employer. An Employee who fails to give the required notice will forfeit a sum of \$500.00. Such monies may be withheld from monies due on termination.
- 14.7
- (a) One (1) months' notice will be given by the Employer to an Employee whose services are no longer required.
 - (b) In the case of an Employee who is over 45 years old and who has completed at least two (2) years of continuous service, the notice will be five (5) weeks.
 - (c) Provided the Employer may pay the Employee salary in lieu of the notice in subclauses 14.7(a) and 14.7(b).
- 14.8 Notwithstanding any of the other provisions contained in this clause a lesser period of notice may be negotiated between the Employer and the Employee.
- 14.9 The Employer may summarily dismiss an Employee deemed guilty of gross misconduct or neglect of duty and the Employee will not be entitled to any notice or payment in lieu of notice.

Retirement

- 14.10 An Employee, having attained the age of 55 years will be entitled to retire from the employment of the Employer.

14.11 Part time Employees

- (a) A part time Employee will be entitled to the same salary, leave and other conditions prescribed in this Agreement for full time Employees, with payment for paid leave being in the proportion to which the Employee's weekly hours bear to the weekly hours of an Employee engaged full time in that class of work.
- (b) The provisions of subclauses 14.6 to 14.10 of this clause will also apply in respect to part time Employees.

14.12 Fixed Term Employees

- (a) Notwithstanding the other provisions contained in this clause an Employer may employ Employees for a fixed term.
- (b) Employees appointed for a fixed term will be advised in writing of the terms of the appointment and such advice will specify the dates of commencement and termination of employment.
- (c) The provisions of subclauses 14.6 to 14.9 will also apply in respect to fixed term Employees.

15. DIRECT AND PERMANENT EMPLOYMENT

Statements of Government Preference

15.1 The Western Australian Government recognises that:

- (a) direct employment is the preferred form of engagement, noting this may not be practicable or financially achievable in all circumstances; and
- (b) permanent employment is the preferred mode of employment for Employees covered by this Agreement.

15.2 The Employer recognises that Casual employment, labour hire and other contract for service arrangements are not the preferred methods for delivery of services, and the Employer will work towards minimising the use of casual employment, labour hire and other contract for service arrangements.

Joint Consultative Committee Access to Information

15.3 Within 60 days of a request being made in writing, the Employer will provide to the Joint Consultative Committee the names of the labour hire business used; the functions undertaken; the headcount number of labour hire employees performing the work; and the amount of money paid to each labour hire business.

Surplus Employees

15.4 Prior to engaging or extending the engagement of, a labour hire employee, or otherwise entering into a new or extended labour hire arrangement, the Employer must first consider

whether any permanent Surplus Employees can undertake the role or duties required. All duties undertaken by labour hire employees will be assessed every three (3) months for the possibility of a Surplus Employee instead undertaking the role or duties. If a permanent Surplus Employee can undertake the role or duties, they will be offered the employment.

- 15.5 Where more than one appropriate permanent Surplus Employee exists, the following hierarchy will apply for access to a Dental Technician role:
- (a) internal Surplus Employees will be considered first;
 - (b) if there are no suitable internal Surplus Employees, Registered Employees from other employing authorities will be considered; and
 - (c) if there are no suitable Registered Employees, Registerable Employees from other employing authorities will be considered.

16. PUBLIC SECTOR DELIVERY OF SERVICES

- 16.1 The Government and Dental Health Services prefer the delivery of public services to be undertaken by Employees.
- 16.2 Only in exceptional circumstances, and following Government having considered the public interest, will work or functions currently undertaken by Employees be privatised or outsourced. Meaningful consultation will occur with the Union and affected Employees at the earliest possible opportunity.
- 16.3 If Government identifies work carried out by persons external to the Public Sector which can be returned to the Public Sector in line with its stated preference the Union will be consulted at the earliest opportunity.

17. PART TIME EMPLOYMENT

- 17.1 Each permanent part time arrangement will be confirmed by the Employer in writing and should include the following specifications:
- (a) the agreed period of the arrangement; and
 - (b) the hours to be worked daily and weekly by the Employee, including starting and finishing times, which will hereinafter be referred to as "ordinary working hours".
- 17.2 The Employer will give an Employee one (1) months' notice of any proposed variation to that Employee's ordinary working hours, provided the Employer will not vary the Employee's total weekly hours of duty without the Employee's prior written consent, a copy of which will be forwarded to the Union.
- 17.3 An Employee may request the Employer to permit the Employee to work on a modified basis in their current position; or in a position equivalent in pay, conditions and status to their current position and commensurate with the Employee's skills and abilities.

- 17.4 An Employee may seek to work on a modified basis that involves the Employee working on different days or at different times or both; or on fewer days or for fewer hours or both, than the Employee currently works.
- 17.5 The Employer:
- (a) must give reasonable consideration to an Employee’s request to work on a modified basis, particularly where the request relates to an Employee’s caring responsibilities or phasing into retirement;
 - (b) may only refuse an Employee’s request to work on a modified basis if there are grounds to refuse relating to the adverse effect that agreeing to the request would have on the conduct of operations or business of the Employer and those grounds would satisfy a reasonable person; and
 - (c) has the onus for demonstrating there are grounds to refuse the Employee’s request that would satisfy a reasonable person.
- 17.6 The Employer is to give the Employee written notice of the Employer’s decision on a request to work on a modified basis. If the request is refused, the notice must set out the reasons for the refusal.
- 17.7 Where agreement is reached to vary a part time Employee’s ordinary working hours and the Employee works additional hours, up to 7.6 hours on any day, or additional days, up to a total of five (5) days per week, without receiving overtime payments; the additional hours and/or days worked will be considered part of the Employee’s ordinary working hours. These hours are therefore included in calculations for leave entitlements.
- 17.8 The provisions of “Clause 24 – Overtime” of this Agreement will apply to all time worked outside the ordinary working hours prescribed by subclause 17.1(b) unless an arrangement pursuant to subclause 17.7 is in place.
- 17.9 Nothing in this clause prevents the Employer and the Employee agreeing to other such arrangements as is approved by the Employer, in accordance with subclause 22.1 of this Agreement.
- 17.10 An Employee who is employed on a part time basis will be paid in proportion to the appropriate full time salary dependent upon time worked. The salary will be calculated in accordance with the following formula:
- $$\frac{\text{Hours Worked per Fortnight}}{76} \quad \times \quad \frac{\text{Full time Fortnightly Salary}}{1}$$
- 17.11 An Employee will be entitled to annual increments as prescribed in “Clause 12 - Annual Increments” of this Agreement.
- 17.12 Employees are entitled to the holidays prescribed in “Clause 36 - Public Holidays” of this Agreement without variation of the Employee's fortnightly salary provided the holidays occur on a day which is normally worked.

17.13 An Employee will be granted leave in accordance with “Clause 26 - Annual Leave” of this Agreement. Payment to an Employee proceeding on Annual Leave will be calculated having regard for any variations to the Employee’s ordinary working hours during the accrual period. Payment in such instances will be calculated as follows:

- (a) Where accrued Annual Leave only is being taken, the ordinary hours worked by the Employee over the accrual period will be averaged to achieve the average hours worked per fortnight. This average is then applied to the following formula to achieve an average fortnightly rate of pay:

$$\frac{\text{Average Fortnightly Hours Worked}}{76} \quad \times \quad \frac{\text{Fortnightly Salary}}{1}$$

- (b) Subject to subclause 17.13(d), Annual Leave taken entirely in advance will be paid according to the salary the Employee would have received had the Employee not proceeded on leave.
- (c) Subject to subclause 17.13(d), Annual Leave which combines both accrued and leave taken in advance, will be calculated as follows:
 - (i) the accrued portion of leave will be paid at the rate achieved by averaging the hours worked during the accrual period; and
 - (ii) the portion of leave which is being taken in advance will be paid according to the salary the Employee would have received had the Employee not proceeded on leave.
- (d) Payment for Annual Leave taken in advance pursuant to subclauses 17.13(b) and 17.13(c), will be subject to financial reconciliation either at the end of the calendar year or when the Employee ceases employment to take account of any variations in the hours worked by the Employee subsequent to the Employee proceeding on Annual Leave. This may require further payment by the Employer to the Employee, or repayment by the Employee to the Employer. In all instances the reconciliation should be based on the appropriate fortnightly salary at the time the leave was taken. An Employee taking Annual Leave in advance will be advised of the requirements of this section prior to the Employee proceeding on such leave.

17.14 For the purpose of subclause 26.7, travelling time for part time Employees will be calculated on a pro rata basis according to the number of hours normally worked per week.

17.15 Credits provided in “Clause 27 - Personal Leave” of this Agreement will accrue to the Employee provided that where an Employee is employed for less than 76 hours per fortnight, the credits will be pro-rated according to the number of hours worked each fortnight. Payment made for Personal Leave granted in respect of part time service will be calculated in accordance with the formula set out in subclause 17.13(a).

17.16 An Employee will be entitled to proceed on Long Service Leave for 13 weeks after 10 years continuous service. Payment made for Long Service Leave granted to an Employee

in respect of such part time service will be adjusted according to the hours worked by the Employee during that part time service, subject to the following:

- (a) If an Employee consistently worked on a part time basis for a regular number of hours during the whole of the Employee's qualifying service, the Employee will continue to be paid the salary determined on that basis during the Long Service Leave.
- (b) If an Employee has worked a varying number of weekly hours during the period of qualifying service, the payment for Long Service Leave granted in respect of part time service should be calculated on the salary which bears to the full time salary of the position occupied by the Employee when taking leave the same proportion that the hours worked when employed part time bears to the normal weekly hours of a full time Employee.

17.17 Subject to "Clause 65 - Trade Union Training Leave" and "Clause 48 - Defence Force Reserves Leave" of this Agreement, part time Employees will receive the same entitlement as full time Employees, but payment will only be made for those hours that would normally have been worked but for the leave.

17.18 Subject to "Clause 49 - Study Assistance" of this Agreement, part time Employees are entitled to study leave on the same basis as full time Employees.

17.19 The provisions of this clause do not prevent an Employee from accessing provisions contained in the "Clause 33 – Parental and Related Leave" of this Agreement concerning return to work on a modified basis.

17.20 Right of reversion of Employees

- (a) Where a full time Employee is permitted to work part time for a period of no greater than 12 months, the Employee has a right, upon four (4) weeks' written notice, to revert to full time hours in the position previously occupied before becoming part time or a position of equal classification as soon as deemed practicable by the Employer, but no later than the expiry of the agreed period.
- (b) Where a full time Employee is permitted to work part time for a period greater than 12 months, the Employee may apply to revert to full time hours in the position previously occupied before becoming part time or a position of equal classification, but only as soon as is deemed practicable by the Employer. This should not prevent the transfer of the Employee to another full time position with a salary commensurable to their previous full time position.

18. CASUAL EMPLOYMENT

18.1 An Employer may only engage a person as a Casual Employee if the following circumstances are met:

- (a) if the hours and patterns of work fluctuate substantially and are not regular and systematic; and

(b) the Employee is engaged hourly, for a period of up to one (1) calendar month in each engagement.

18.2 A Casual Employee will be engaged for a minimum period of three (3) hours on each engagement.

18.3 A Casual Employee will be paid for each hour worked at the appropriate classification contained in “Schedule 2 – Salaries” of this Agreement in accordance with the following formula:

Fortnightly Salary

76

With the addition of 25% casual loading in lieu of Annual Leave, Personal Leave, and payment for Public Holidays.

18.4 Conditions of employment, leave and allowances provided under the provisions of this Agreement will not apply to a Casual Employee with the exception of Bereavement Leave, Long Service Leave and Family and Domestic Violence Leave. However, where expenses are directly and necessarily incurred by a Casual Employee in the ordinary performance of their duties, the Employee will be entitled to reimbursement in accordance with the provisions of this Agreement.

18.5 The Employer will determine the appropriate classification year for Casual Employees by taking into consideration prior experience as a Dental Technician within the public sector.

18.6 Nothing in this clause will confer "permanent" or "fixed term contract" employment status.

18.7 The employment of a Casual Employee may be terminated at any time by the Casual Employee or the Employer giving to the other, one (1) hour's prior notice. In the event of an Employer or Casual Employee failing to give the required notice, one (1) hour's salary will be paid or forfeited.

18.8 The provisions of “Clause 24 – Overtime” of this Agreement do not apply to Casual Employees who are paid by the hour for each hour worked. Additional hours are paid at the normal casual rate.

18.9 A Casual Employee will be informed that their employment is casual and they have no entitlement to paid leave, with the exception of Bereavement Leave, Long Service Leave, and Family and Domestic Violence Leave before they are engaged.

18.10 Subject to the evidentiary and notice requirements in “Clause 27 – Personal Leave”, a Casual Employee will be entitled to not be available to attend work or to leave work if they need to care for members of their immediate family or household who are sick and require care and support, or who require care due to an unexpected emergency, or the birth of a child.

- 18.11 The Employer and the Casual Employee will agree on the period for which the Casual Employee will be entitled to not be available to attend work. In the absence of agreement, the Employee is entitled to not be available to attend work for up to 48 hours (i.e. two (2) days) per occasion. The Casual Employee is not entitled to any payment for the period of non-attendance.
- 18.12 An Employer must not fail to re-engage a Casual Employee because the Casual Employee accessed the entitlements provided for in this clause. The rights of an Employer to engage or not engage a Casual Employee are otherwise not affected.

Conversion and Appointment to Permanency for Casual Employees

18.13 For the purposes of this subclause:

- (a) an ‘eligible casual employee’ is an employee described as a Casual Employee who:
- (i) has completed two (2) or more years of service with the Employer or a different employer due to a machinery of government change, in the same or a similar role without a break in service; and
 - (ii) does not have a documented record of unsatisfactory performance in their role.
- (b) a ‘**break in service**’ is a period of more than 30 days during which a person is not engaged by the Employer to perform work, attributable to fluctuating demand or business need or taken at the request of the employee.

If a question arises in a dispute under this Agreement as to whether a break between contracts constitutes a break in service, it is the responsibility of the Employer to demonstrate the break was attributable to fluctuating demand or business need, or in response to an employee request, and was not imposed to avoid an obligation to review or permanently appoint an employee.

18.14 The Employer must review the circumstances of an eligible casual employee’s employment to determine whether or not they meet a circumstance described in subclause 18.1 no later than three (3) months after:

- (a) the date on which the employee becomes an eligible casual employee;
- (b) for an employee who is an eligible casual employee on the date of registration of this Agreement – that date; and
- (c) for an employee who has continued to be engaged as a Casual Employee without a break in service – each second anniversary of the date referred to in subclause (a) or (b).

18.15 If, after completing a review referred to in subclause 18.14, the Employer determines an employee’s employment does not meet a circumstance listed in subclause 18.1, the Employer must:

- (a) establish a new permanent position reflecting the duties of the casual role at the FTE equivalent to the average hours worked by the employee for the preceding six (6) months, or the proportion of FTE worked regularly and systematically without substantial fluctuation, unless the Chief Executive (CE) (or delegate) of the Employer certifies in writing that the role performed by the employee:
 - (i) has been wholly or substantially externally funded and the funding source will no longer be available; or
 - (ii) can no longer be funded from within the Employer's approved salary expense limits.

Relevant notification and consultation obligations will already have been complied with prior to this certification unless new information is identified as part of this review process; and

- (b) no later than two (2) weeks after the date of the review:
 - (i) advise the new employee in writing of the review outcome and the detailed reasons for it; and
 - (ii) if the Employer has established a new position, and unless a circumstance in subclause 18.16 applies, offer the employee permanent employment to the newly established position. The offer must provide sufficient detail for the employee to consider the implication of the decision to accept or reject permanent employment.

18.16 The employee whose employment is the subject of a review resulting in the establishment of a new position is entitled to be appointed permanently to the position unless the employee is in Australia on a visa with a fixed duration or a suitable surplus Employee is able to undertake the role.

18.17 If, after carrying out a review referred to in subclause 18.14, the Employer determines the casual employment meets a circumstance described in subclause 18.1, the Employer must give the employee in writing no later than two (2) weeks after the date of completing the review:

- (a) a statement of the review outcome and the detailed reasons for it; and
- (b) a plain-language summary of the Employer's obligations under this clause to establish permanent positions where employees have been working regular and systematic hours over a qualifying two (2) year period, and the actions the employee can take if they disagree with the review outcome.

18.18 If an employee does not accept an offer of permanent employment, the Employer may (at the Employer's discretion) continue to engage the employee as a Casual Employee in a different position, subject to the requirements of subclause 18.1.

18.19 The review mechanisms and processes detailed in subclauses 18.13 to 18.18 are to be reviewed over the life of this Agreement.

19. FIXED TERM CONTRACT EMPLOYMENT

19.1 The Employer may employ Employees on a fixed term contract in accordance with “Clause 14 – Contract of Service” of the Agreement.

19.2 Before employing a person as a fixed term contract Employee, or providing a new or extended fixed term contract to an Employee, the Employer must first consider whether any permanent Surplus Employees can undertake the role or duties required. If a permanent Surplus Employee can undertake the role or duties, they will be offered the employment.

19.3 Notwithstanding subclause 19.2 the Employer will have discretion to renew an existing fixed term contract if the Employee has been in the same or similar role for more than two (2) years and the arrangements are being reviewed for possible conversion under the process provided for at subclauses 19.9-19.14.

19.4 Where more than one (1) appropriate permanent Surplus Employee exists, the following hierarchy will apply for access to a Dental Technician role:

- (a) internal Surplus Employees will be considered first;
- (b) if there are no suitable internal Surplus Employees, Registered Employees from other employing authorities will be considered; and
- (c) if there are no suitable Registered Employees, Registrable Employees from other employing authorities will be considered.

19.5 In exercising their employing authority, Employers may only employ a person as a fixed term contract Employee in the following circumstances:

- (a) covering one-off periods of relief;
- (b) work on a project with a finite life:
 - (i) where a project is substantially externally funded including multiple external funding, the Employer must present a business case supporting the use of fixed term contract Employees in such position to the Joint Consultative Committee;
 - (ii) where external funding has been consistent on an historical basis and it can be reasonably expected to continue the Employer will assess the percentage of positions for which permanent appointment can be made;
- (c) work that is seasonal in nature;
- (d) where an Employee with specific skills which are not readily available is required for a finite period; or

- (e) in any other situation as is agreed between the parties to this Agreement.
- 19.6 Employees appointed for a fixed term will be advised in writing of the terms of the appointment, including the circumstances for the appointment as provided for at subclause 19.5 and such advice will specify the dates of commencement and termination of employment.
- 19.7 The Employer will provide the Union the names and work location of Employees on fixed term contracts within 28 days of a request being made in writing.
- 19.8 The Government commits to a review of employment practices in the Public Sector as governed by Commissioner’s Instruction No. 2 – Filling a Public Sector Vacancy (CI 2). The CI 2 review will examine, among other things, the question of long term acting in vacant roles within the Public Sector, secondments, appointment pools, suitability lists and other recruitment practices. The review will be carried out in consultation with stakeholders, including the Union and other Public Sector unions.

Conversion to Permanency for Fixed Term Employees

19.9 For the purposes of this subclause:

- (a) an **“eligible fixed term employee”** is a fixed term employee who:
 - (i) has completed two or more years of service;
 - (aa) in the same or a similar role;
 - (bb) under one or more fixed term contracts;
 - (cc) with the same Employer or a different employer due to a machinery of government change; and
 - (dd) without a break in service; and
 - (ii) does not have a documented record of unsatisfactory performance in their role.
- (b) a **“break in service”** is a break between contracts of more than 30 days, attributable to fluctuating demand or business need, or taken at the request of the employee.

Any period between contracts for which payment in lieu of leave has been made by the Employer does not count towards calculating the 30 day period.

If a question arises in a dispute under this Agreement as to whether a break in contracts constitutes a break in service, it is the responsibility of the Employer to demonstrate the break in service was attributable to fluctuating demand or business need, or in response to the employee’s request, and was not imposed to avoid an obligation to review or permanently appoint an employee.

- 19.10 The Employer must, no later than three (3) months after:
- (a) the date on which an employee became an eligible fixed term employee;
 - (b) for an employee who is an eligible fixed term employee on the date of registration of this Agreement – that date; and
 - (c) for an employee who continues to be employed on a fixed term contract, which may include consecutive fixed term contracts with the same Employer or a different employer due to a machinery of government change, in the same or a similar role – each further two (2) years without a break in service from the date referred to in subclause (a) or (b);
- review the contract and the actual circumstances of the work being performed by the employee at the time of the review to determine whether the fixed term employment meets a circumstance listed in subclause 19.5.
- 19.11 If, after carrying out a review referred to in subclause 19.10, the Employer determines the fixed term employment does not meet a circumstance listed in subclause 19.5, the Employer must appoint the employee permanently to the same position at their current FTE.
- 19.12 The requirement at subclause 19.11 does not apply if the Chief Executive (CE) (or delegate) certifies in writing that the role performed by the fixed term employee can no longer be funded from within the Employer’s approved salary expense limits. Relevant notification and consultation obligations will already have been complied with prior to this certification unless new information is identified as part of this review process.
- 19.13 If, after carrying out a review referred to in subclause 19.10, the Employer determines the fixed term contract meets a circumstance listed in subclause 19.5, the Employer must give the employee in writing no later than two (2) weeks after the date of completing the review:
- (a) a statement of the review outcome and the detailed reasons for it; and
 - (b) a plain-language summary of the Employer’s obligations under this subclause to appoint eligible fixed term employees to permanent employment in accordance with this clause, and the actions the employee can take if they disagree with the review outcome.
- 19.14 For the purposes of subclause 19.10, if an eligible fixed term employee is employed under multiple, concurrent fixed term contracts with the Employer, each contract and the circumstances of the work being performed under it is to be reviewed individually.
- 19.15 The review mechanisms and processes detailed in subclauses 19.9 to 19.14 are to be reviewed over the life of this Agreement.

20. APPRENTICES

- 20.1 Apprentices may be taken in the ratio of one (1) apprentice for every two (2) or fraction of two (2) (the fraction being not less than one) Dental Technicians and will not be taken in excess of that ratio unless:
- (a) the Union agrees; or
 - (b) the WAIRC so determines.
- 20.2 Where an apprentice has a rostered day off duty as prescribed in “Clause 22 – Hours” and that day falls within a period of block release an alternative rostered day off will be arranged at a mutually convenient time.
- 20.3 If, through no fault of their own, an apprentice fails to attend a period of training in any week, fortnight or year as prescribed that period will be made up during the final year of the apprenticeship if the Employer and the training authority so arrange.
- 20.4 An apprentice will be released to attend vocational classes or classes of instruction in accordance with the *Vocational Education and Training Act 1996* (WA) or the Apprenticeship Agreement as the case requires. Apprentices will be paid the ordinary salary they would otherwise have been paid during the period they are released from work.
- 20.5 The provisions of this Agreement will be read in conjunction with the *Vocational Education and Training Act 1996* (WA).

21. WORKING WITH CHILDREN CHECKS

- 21.1 Where an Employee is obliged to obtain a working with children check in accordance with the *Working With Children (Criminal Record Checking) Act 2004* (WA), payment for the check will be as follows:
- (a) The Employer must pay the cost for an Employee obliged to obtain a working with children check after their employment has commenced.
 - (b) A new Employee must pay for their initial working with children check. The Employer has the discretion to reimburse a new Employee who commenced employment after 1 January 2006 and has paid for their initial working with children check.
 - (c) The Employer must pay the cost for an Employee’s working with children check renewals.
- 21.2 The provisions of this clause apply to all Employees, including fixed term contract and Casual Employees.

PART 4: HOURS OF WORK

22. HOURS

Prescribed Hours

- 22.1 The prescribed hours of duty will be 152 hours per four (4) week settlement period, to be worked between 7.00am and 6.00pm, Monday to Friday, as determined by the Employer, with a lunch interval of not less than 30 minutes.
- 22.2 Subject to the lunch interval, prescribed hours are to be worked as one (1) continuous period. However, Employees will not be required to work more than five (5) hours continuously without a break.
- 22.3 This does not preclude the Employer requiring or agreeing to the working of standard hours of 7.6 hours per day with a lunch interval to be taken between 12.00 noon and 2.00pm. Where working of standard hours is required by the Employer, the requirement must be consistent with operational needs and customer service requirements.
- 22.4 (a) The Employer may vary the prescribed hours of duty, consistent with a 152 hour, four (4) week settlement period, so as to provide for the:
- (i) attendance of Employees for duty on a Saturday, Sunday or Public Holiday;
 - (ii) performance of shift work including work on Saturdays, Sundays or Public Holidays; and
 - (iii) nature of the duties of an Employee or class of Employees in fulfilling the responsibilities of their office;
- provided that where the hours of duty are so varied an Employee will not be required to work more than five (5) hours continuously without a break.
- (b) The Employer will give Employees one (1) months' notice in writing if the prescribed hours of duty to be observed are to be varied.

Ordinary Hours

- (c) Employees working during their prescribed hours of duty on a Saturday, Sunday or Public Holiday will attract the following payment for all ordinary hours worked:
- (i) Saturdays - time and a half.
 - (ii) Sundays - time and three quarters.
 - (iii) Public holidays - double time and a half.

Provided that subject to agreement between the Employer and the Employee, work performed during ordinary rostered hours on a Public Holiday will be paid for at the rate of time and one-half and the Employee may, in addition, be allowed a day's leave with pay to be added to Annual Leave or to be taken at some other time within a period of one (1) year.

Overtime

- (d) An Employee required to work overtime on any day will be paid the appropriate rates as set out in "Clause 24 – Overtime" of the Agreement for the time worked.

Flexible Working Arrangements

22.5 Flexible working arrangements provide for Employees to be compensated for additional hours required to be worked to meet operational and customer service requirements. It is not intended that flexible working arrangements be used to accrue periods of leave. Subject to the prior approval of the Employer, an Employee may, however, take flexi leave in conjunction with periods of paid leave.

22.6 Application

- (a) Within the parameters of subclause 22.1, Flexible Working Arrangements will apply unless the Employer otherwise specifies.
- (b) The Employer may limit access to and the operation of flexible working arrangements to ensure operational needs and customer service requirements of Dental Health Services are met. The Employer will not unreasonably limit access to flexible working arrangements, including the banking of credit hours.
- (c) The Employer will give Employees one (1) months' notice in writing if the flexible working hours arrangement to be observed is to be varied.
- (d) Flexible working arrangements are available to part time, full time and fixed term contract Employees. Flexible working arrangements are available to part time Employees on a pro rata basis.
- (e) The Employer may approve alternative flexible working arrangements, provided that an average of no more than 38 hours per week is worked as ordinary hours.

22.7 Hours of Duty

- (a) The prescribed hours of duty may be worked with flexible commencement and finishing times in accordance with the provisions of this clause.
- (b) For the purpose of leave, Public Holidays and days in lieu of the repealed public service holidays, a day will be credited as 7.6 hours.

22.8 Flexitime Roster

- (a) Where a flexitime roster is required, the authorisation of the roster will be the responsibility of the Employer. The roster will indicate the minimum staffing and any other requirements in respect to starting and finishing times, lunch break coverage and flexi leave.
- (b) The roster will cover a settlement period of four (4) weeks and will be made available to all affected Employees no later than three (3) days prior to the settlement period commencing.
- (c) The roster will be prepared in consultation with Employees, subject to the Employer retaining the right to determine arrangements to suit the operational needs of the agency.
- (d) Subject to four (4) weeks' notice being given to Employees, the Employer may withdraw authorisation of a flexitime roster.

22.9 Settlement Period

- (a) For recording time worked, there will be a settlement period of four (4) weeks.
- (b) The settlement period will commence at the beginning of a pay period.

22.10 Credit and Banked Hours

- (a) Credit hours in excess of the prescribed hours of 152 hours per settlement period to a maximum of 15.2 hours can be carried forward to the next settlement period.
- (b) During a settlement period, the maximum number of credit hours cannot exceed 38 hours.
- (c) An additional maximum of 38 hours can be banked in any calendar year. Banked hours can be carried over into a new calendar year but cannot exceed 38 hours at any time. At the end of each settlement period hours worked in excess of the maximum 53.2 hours credit and banked hours, will be lost.
- (d) On termination, resignation or transfer to another agency, unused credit or banked hours will not be paid out and will be lost. However, the Employer will provide the opportunity for credit and banked hours to be cleared.

22.11 Debit Hours

- (a) Debit hours below the prescribed hours of 152 hours per settlement period to a maximum of four (4) hours are permitted at the end of each settlement period. Such debit hours will be carried forward to the next settlement period.
- (b) For debit hours in excess of four (4) hours, an Employee will be required to take Leave Without Pay for the period necessary to reduce debit hours to those specified in subclause 22.11(a).

- (c) Employees having excessive debit hours may be placed on standard working hours in addition to being required to take Leave Without Pay.

22.12 Maximum Daily Working Hours

A maximum of 10 ordinary hours may be worked in any one (1) day, between the hours of 7.00am and 6.00pm, except where an Employee and Employer have agreed to a different span of hours under subclause 22.16, in which case a maximum of 10 ordinary hours may be worked in any one (1) day between the agreed span of hours.

22.13 Flexi Leave

- (a) Flexi leave, including both credit and banked hours, must be taken consistent with the prepared roster, where it exists, and/or subject to the prior approval of the Employer.
- (b) In any settlement period an Employee may be allowed a maximum of two (2) days leave taken from credit hours.
- (c) In exceptional circumstances and with the approval of the Employer, flexi leave may be taken before accrual of sufficient credit hours subject to such conditions as the Employer may impose. Banked hours may not be taken in advance of accrual.
- (d) In any settlement period a maximum of three (3) days flexi leave may be taken from a combination of credit and banked hours. Subject to operational need and customer service requirements, the Employer may approve alternative arrangements to enable Employees to clear banked and/or credit hours up to the maximum of 53.2 hours.
- (e) Flexi leave may be taken in any combination of half days and full days.

22.14 Study Leave

Where study leave has been approved by the Employer pursuant to the provisions of “Clause 49 - Study Assistance”, credits will be given for education commitments falling within the prescribed hours of duty and for which “time off” is necessary to allow for attendance at formal classes.

22.15 Overtime

- (a) Where Employees are directed by the Employer to work more than 7.6 hours in any one day, overtime applies. The parties acknowledge that the flexible working arrangement provides for the working of hours in excess of 7.6 hours per day as normal hours if the Employer and Employee agree.
- (b) For the purpose of “Clause 24 – Overtime”, Employees receiving at least one (1) day's prior notice to work overtime, the prescribed hours of duty on the day that overtime is performed will be 7.6 hours.

- (c) Where an Employee is required to work overtime at the conclusion of a day with less than one (1) days' notice, and where the Employee has:
- (i) at the commencement of that day two (2) hours or more flexi leave credits, the Employee will be paid overtime after five (5) hours work on that day, or for time worked after 3.30pm, whichever is the later; or
 - (ii) commenced duty prior to 8.30am and has, at the commencement of that day, less than two (2) hours flexi leave credits, the Employee will be paid overtime, for time worked after the completion of 7.6 hours on that day; or
 - (iii) commenced work after 8.30am and has, at the commencement of that day, less than two (2) hours flexi leave credits, the Employee will be paid overtime for time worked after 5.30pm or after working 7.6 hours on that day, whichever is the earlier.
- (d) Where an Employee is required to work overtime at the beginning of a day with less than one (1) days' notice, that Employee will be paid overtime for any time worked prior to the commencing time for prescribed hours of duty determined by the Employer under subclause 22.1, or prior to the commencement time agreed between the Employee and the Employer under subclause 22.16.

Employee Initiated Span of Working Hours

- 22.16 Notwithstanding subclause 22.1, where the Employee requests and the Employer approves, an Employee may work their ordinary hours outside the span of 7.00am to 6.00pm. The working of ordinary hours outside the span of 7.00am to 6.00pm may only be implemented at an Employee's request.
- 22.17 Agreements under subclause 22.16 are to be in writing and must specify the duration of the agreement, and the times during which ordinary hours may be worked.
- 22.18 On receipt of a written request from the union, the Employer will provide the union with details of agreements made under subclause 22.16 including the work location, the duration of the agreement/s, and the times during which ordinary hours may be worked.
- 22.19 Where written agreement is reached between the Employer and an Employee for the Employee to work their ordinary hours outside the span of 7.00am to 6.00pm, no overtime or shift work penalties will be applied to those hours.
- 22.20 The Employer will not require an Employee to work outside the span of 7.00am to 6.00pm without the payment of overtime as per "Clause 24 – Overtime", or the payment of shift penalties as per "Clause 25 – Shift Work Allowance", whichever may apply.

Nine Day Fortnight

- 22.21 Notwithstanding subclause 22.1, where the Employee requests and the Employer approves, an Employee may work a nine (9) day fortnight.

(a) Hours of Duty

- (i) Prescribed hours of duty of 76 hours a fortnight are worked over nine (9) days of the fortnight, exclusive of work performed on Saturday, Sunday and the special rostered day off, with each day consisting of eight (8) hours and 27 minutes.
- (ii) The Employer will determine Employees' commencing and finishing times between the spread of 7.00am and 6.00pm, in order to ensure operational requirements are met on each day.

(b) Lunch Break

- (i) Employees will be allowed 45 minutes for a meal break between 12.00 noon and 2.00pm to meet agency requirements.
- (ii) Meal breaks will be arranged so adequate Employees are on duty between 12.00 noon and 2.00pm to meet operational requirements.

(c) Special Rostered Day Off

- (i) Each Employee who works a nine (9) day fortnight is entitled to one (1) special rostered day off per fortnight. This special rostered day off will be taken by the Employee in accordance with a roster prepared by the Employer showing days and hours of duty and special rostered days off for each Employee.
- (ii) Where an Employee regularly takes their special rostered day off on a particular day of the week, the Employer will give the Employee one (1) month's written notice of any variation to the day of the week on which an Employee is to take that special rostered day off.
- (iii) Before making the decision to vary the day on which an Employee regularly takes their special rostered day off, the Employer will give reasonable consideration to an Employee's family circumstances and caring responsibilities.

(d) Leave

For the purposes of paid leave, a day will be credited as eight (8) hours 27 minutes notwithstanding the following:

- (i) When a Public Holiday falls on an Employee's special rostered day off the Employee will be granted a day in lieu of the holiday prior to the conclusion of the current fortnight.
- (ii) For a Public Holiday occurring during a period of Annual Leave, an additional day will be added to the period of leave irrespective of whether it falls on a rostered work day or a special rostered day off.

(iii) A four (4) week Annual Leave entitlement is equivalent to 152 hours, the equivalent to 18 rostered working days of eight (8) hours 27 minutes, and two (2) special rostered days off.

(iv) An Employee who is sick on a special rostered day off will not be granted sick leave for that day, and will not be credited with an additional day off in lieu.

(e) Overtime

The provisions of "Clause 24 – Overtime" will apply for work performed prior to an Employee's nominated starting time and after an Employee's nominated ceasing time in accordance with subclause 22.21(a)(ii), and on an Employee's special rostered day off.

(f) Study Leave

Credits for study leave will be given for educational commitments falling due between an Employee's nominated starting and finishing times.

23. OUT OF HOURS CONTACT

23.1 The following terms will have the following meanings.

"Out of hours contact" will include the following:

(a) (i) 'Standby' will mean a written instruction or other authorised direction by the Employer or a duly authorised officer to an Employee to remain at the Employee's place of employment during any period outside the Employee's normal hours of duty, and to perform certain designated tasks periodically or on an impromptu basis. Such an Employee will be provided with appropriate facilities for sleeping if attendance is overnight, and other personal needs, where practicable.

(ii) Other than in extraordinary circumstances, Employees will not be required to perform more than two (2) periods of standby in any rostered week.

(iii) This provision will not replace normal overtime or shift work requirements.

(b) 'On call' will mean a written instruction or other authorised direction by the Employer or a duly authorised officer to an Employee rostered to remain at the Employee's residence or to otherwise be immediately contactable by telephone or other means outside the Employee's normal hours of duty in case of a call out requiring an immediate return to duty. The nature of the duties to be performed requires an Employee to be in a state of readiness for immediate return to duty.

(c) (i) 'Availability' means a written instruction or other authorised direction by the Employer or a duly authorised officer to an Employee to remain contactable, but not necessarily immediately contactable by telephone or

other means, outside the Employee's normal hours of duty and be available and in a fit state at all such times for recall to duty.

(ii) 'Availability' will not include situations in which Employees carry telephones or other means or make their telephone numbers or other contact details available only in the event that they may be needed for casual contact or recall to work. Subject to "Clause 24 – Overtime", recall to work under such circumstances would constitute emergency duty in accordance with subclause 24.13.

(d) 'Return to duty' will also include, but is not limited to, situations where an Employee, if recalled to duty, can perform such duty outside the usual headquarters where the Employee performs ordinary rostered hours.

23.2 Where out of hours contact is a usual feature of the duties for which Employees are regularly rostered, the issue of a roster is deemed to be a written instruction.

23.3 Except as otherwise agreed between the Employer and the Union, an Employee who is required by the Employer or a duly authorised officer to be on out of hours contact during periods off duty will be paid the following allowance for each hour or part thereof the Employee is on out of hours contact:

	On and from Date of Registration
Standby	\$14.90
On Call	\$7.46
Availability	\$3.72

23.4 Provided that payment in accordance with this clause will not be made with respect to any period for which payment is made in accordance with the provisions of subclause 24.4 when the Employee is recalled to work.

23.5 When an Employee is required to be on call or available the Employer will provide the Employee with the means of contact free of charge for the purposes of work related activity.

23.6 Where the means of contact is to be by land line or satellite telephone fixed at the Employee's residence the Employer will:

(a) Where the telephone is not already installed, pay the cost of such installation.

(b) Where an Employee pays or contributes towards the payment of the rental of a telephone, pay the Employee 1/52nd of the annual rental paid by the Employee for each seven (7) days or part thereof on which an Employee is rostered to be on call or available.

(c) Provided that where as a usual feature of the duties an Employee is regularly rostered to be on call or available, pay the full amount of the telephone rental.

- 23.7 An Employee will be reimbursed the cost of all telephone calls made on behalf of the Employer as a result of being on out of hours contact.
- 23.8 Where an Employee rostered for on call or availability is recalled to duty during the period for which the Employee is on out of hours contact, the Employee will receive payment for hours worked in accordance with subclause 24.4.
- 23.9 Where an Employee rostered for on call or availability is recalled to duty, the time spent travelling to and from the place at which duty is to be performed, will be included with actual duty for the purposes of overtime payment.
- 23.10 Minimum payment provisions do not apply to an Employee rostered for out of hours contact duty.
- 23.11 An Employee in receipt of an out of hours contact allowance and who is recalled to duty will not be regarded as having performed emergency duty in accordance with subclause 24.13.
- 23.12 Employees subject to this clause will, where practicable, be periodically relieved from any requirement to hold themselves on standby, on call or availability.
- 23.13 No Employee will be on out of hours contact after the last working day preceding a period of Annual Leave or Long Service Leave.

24. OVERTIME

- 24.1 In this clause the following expressions will have the following meaning:
- (a) "prescribed hours of duty" means the Employee's normal working hours as prescribed in "Clause 22 – Hours" or written instruction issued out of that clause.
 - (b) "Public Holiday" means the days prescribed in "Clause 36 - Public Holidays".
 - (c) "ordinary travelling time" means the time which an Employee would ordinarily spend in travelling by public transport once daily from the Employee's home to the Employee's usual headquarters and home again. It is the time elapsing between the time of departure from home and the official time of commencement of duty and the official time of cessation of duty and arrival at home. Where an Employee has a continuing approval to use a vehicle for official business, ordinary travelling time means the time spent in travelling by that vehicle from home to headquarters and home again each day.
 - (d) "a day" will mean from midnight to midnight.
- 24.2 When and as often as it is necessary to overcome arrears of work or to meet pressure of business, any Employee may be required by the Employer to perform overtime duty at times other than the ordinary hours of attendance applicable to that Employee.

Reasonable Hours of Overtime

- (a) An Employer may require an Employee to work reasonable overtime at overtime rates.
 - (b) An Employee may refuse to work overtime in circumstances where the working of such overtime would result in the Employee working hours which are unreasonable having regard to:
 - (i) any risk to Employee health and safety;
 - (ii) the Employee's personal circumstances including any family responsibilities;
 - (iii) the needs of the workplace or enterprise;
 - (iv) the notice, if any, given by the Employer of the overtime and by the Employee of his or her intention to refuse it; and
 - (v) any other relevant matter.
- 24.3 All work performed by an Employee whose hours of attendance are determined in accordance with subclause 22.1 by direction of the Employer:
- (a) before or after the prescribed hours of duty on a weekday; and
 - (b) on a Saturday, Sunday or Public Holiday, will be classed as overtime and, subject to the provisions of this clause, will be paid for at the hourly rate prescribed by subclause 24.4 of this clause.
- 24.4 Payment for overtime will be calculated on an hourly basis in accordance with the following for overtime worked on:
- (a) Weekdays, payment will be made at the rate of time and a half for the first three (3) hours and double time thereafter.
 - (b) Saturday, payment will be made at the rate of:
 - (i) time and a half for the first three (3) hours; and
 - (ii) double time after the first three (3) hours, or after 12 noon, whichever is the earlier.
 - (c) Sunday, payment will be made at the rate of double time.
 - (d) Public Holidays, payment will be made at the rate of:
 - (i) time and a half during prescribed hours of duty in addition to the normal day's pay; and

- (ii) double time and a half during hours outside of prescribed hours of duty.

For the purposes of this clause the allowances will be calculated on the ordinary hourly rate which will not include any personal allowances, service allowances, special allowances or Higher Duties Allowance, unless otherwise approved by the Employer.

Provided that a special allowance or Higher Duties Allowance will be included when overtime is worked on duties for which these allowances are specifically paid.

24.5 Subject to prior agreement in writing, time off in lieu of payment may be granted by the Employer.

- (a) Such time off in lieu is to be determined on an hourly basis by dividing the normal hourly rate of pay into the amount to which the Employee would otherwise have been entitled at the prescribed rate in accordance with subclause 24.4 of this clause.

- (b) The Employee will be required to clear accumulated time off in lieu within two (2) months of the overtime being performed. If the Employer is unable to release the Employee to clear such leave, then the Employee will be paid for the overtime worked.

- (c) Provided that by agreement between the Employer and the Employee, time off in lieu of overtime may be able to be accumulated beyond two (2) months from the time the overtime is performed so as to be taken in conjunction with periods of leave.

24.6 Any commuted allowance and/or time off in lieu of overtime, other than that provided in subclause 24.5 will be only negotiated between the Employer and the Union.

24.7 No claim for payment of overtime or time off in lieu under the provisions of this clause will be allowed in respect of any day on which the additional time worked amounts to 30 minutes or less.

24.8 (a) Where an Employee having received prior notice, is required to return to duty –

- (i) On a Saturday, Sunday or Public Holiday otherwise than during prescribed hours of duty the Employee will be entitled to payment at the rate in accordance with subclause 24.4 of this clause for a minimum period of three (3) hours.

- (ii) Before or after the prescribed hours of duty on a weekday the Employee will be entitled to payment at the rate in accordance with subclause 24.4 of this clause for a minimum period of one (1) hour 30 minutes.

- (b) For the purposes of this subclause, where an Employee is required to return to duty more than once, each duty period will stand alone in respect to the application of minimum period payment except where the second or subsequent return to duty is within any such minimum period.

- (c) The provisions of this subclause will not apply in cases where it is customary for an Employee to return to the Employee's place of employment to perform a specific job outside the Employee's prescribed hours of duty or where the overtime is continuous (subject to a meal break) with the completion or commencement of prescribed hours of duty.
- 24.9 When an Employee is directed to work overtime at a place other than the usual headquarters, and provided that place where the overtime is to be worked is situated in the area within a radius of 50 kilometres from the usual headquarters, and the time spent in travelling to and from that place is in excess of the time which an Employee would ordinarily spend in travelling to and from the usual headquarters, and provided such travel is undertaken on the same day as the overtime is worked, then such excess time will be deemed to form part of the overtime worked.
- 24.10 Except as provided in subclause 24.13(d) of this clause when an Employee is directed to work overtime at a place other than the usual headquarters and provided that place where the overtime is to be worked is situated outside the area within the radius of 50 kilometres from the usual headquarters and the time spent in travelling to and from that place is in excess of the time which an Employee would ordinarily spend in travelling to and from the usual headquarters, then the Employee will be granted time off in lieu of such excess time spent in actual travel in accordance with subclause 24.14.
- 24.11 (a) Where an Employee performs overtime duty after the time at which the Employee's normal hours of duty end on one (1) day and before the time at which the Employee's normal hours of duty are to commence on the next succeeding day which results in the Employee not being off duty between these times for a continuous period of not less than 10 hours, the Employee is entitled to be absent from duty without loss of wages from the time of ceasing overtime duty, until the Employee has been off duty for a continuous period of 10 hours.
- (b) Provided that where an Employee is required to return to or continue work without the break provided in subclause 24.11(a) then the Employee will be paid at double the ordinary rate until released from duty or until the Employee has had 10 consecutive hours off duty without loss of wages for ordinary working time occurring during such absence.
- (c) The provisions of this subclause will not apply to Employees on standby, on call, availability or emergency duty.
- 24.12 Where an Employee is required to work a continuous period of overtime which extends past midnight into the succeeding day the time worked after midnight will be included with that worked before midnight for the purpose of calculation of payment provided for in subclause 24.4.
- 24.13 Where an Employee is called on duty to meet an emergency at a time when the Employee would not ordinarily have been on duty and no notice of such call was given prior to completion of usual duty on the last day of work prior to the day on which the Employee is called on duty, then, if called to duty:

- (a) on a Saturday, Sunday or Public Holiday otherwise than during the prescribed hours of duty the Employee will be entitled to payment at the rate in accordance with subclause 24.4 for a minimum period of three (3) hours;
- (b) before or after the prescribed hours of duty on a weekday the Employee will be entitled to payment at the rate in accordance with subclause 24.4 for a minimum period of two (2) hours 30 minutes;
- (c) for the purpose of this subclause, where an Employee is recalled more than once, each period of emergency duty will stand alone in respect to the application of the minimum period payment, subject to subclause 24.13(e);
- (d) time spent in travelling to and from the place of duty where the Employee is actually recalled to perform emergency duty will be included with actual duty performed for the purposes of overtime payment;
- (e) an Employee recalled to work to perform emergency duty will not be obliged to work for the minimum period if the work is completed in less time, provided an Employee called out more than once within any such minimum period will not be entitled to any further payment for the time worked within that minimum period.

24.14 An Employee eligible for payment of overtime, who is required to travel on official business outside of the Employee's normal working hours and away from the Employee's usual headquarters, will be granted time off in lieu of such actual time spent in travelling at equivalent or ordinary rates on weekdays and at time and one (1) half rates on Saturdays, Sundays, and Public Holidays, provided:

- (a) The travel is undertaken at the direction of the Employer.
- (b) The travel will not include time spent in travelling:
 - (i) by an Employee on duty at a temporary headquarters to the Employee's home for weekends for the Employee's own convenience;
 - (ii) by plane between the hours of 11.00pm and 6.00am;
 - (iii) by train or coach between the hours of 11.00pm and 6.00am;
 - (iv) by ship when meals and accommodation are provided;
 - (v) resulting from the permanent transfer or promotion of an Employee to a new location; or
 - (vi) in which an Employee is required by the Employer to drive, outside ordinary hours of duty, an Employer's vehicle or to drive the Employee's own motor vehicle involving the payment of motor vehicle allowance but such time will be deemed to be overtime and paid in accordance with subclause 24.4.
- (c) Time off in lieu will not be granted for periods of less than 30 minutes.

- (d) Where such travel is undertaken on a normal working day, time off in lieu is granted only for such time spent in travelling before and/or after the usual hours of duty, and where an Employee is required to travel during the Employee's usual lunch interval such additional travelling time is not to be taken into account in computing the number of hours of travelling time due.
- (e) Where such travel is undertaken on a normal working day, time off in lieu is granted only for such time spent in travelling before and/or after the usual hours of duty which is in excess of the Employee's ordinary travelling time.
- (f) Except as provided in subclause 24.13(b), all time spent in actual travel on Saturdays, Sundays, and Public Holidays provided in "Clause 36 - Public Holidays", will be deemed to be excess travelling time.

24.15 A break of 30 minutes will be made for meals between 12.00 noon and 2.00pm and between 5.00pm and 7.00pm when overtime duty is being performed.

- (a) Except in the case of emergency, an Employee will not be compelled to work more than five (5) hours' overtime duty without a meal break. At the conclusion of a meal break the calculation of the five (5) hours limit recommences.
- (b) An Employee required to work overtime who purchases a meal will be reimbursed for each meal purchased at the rate in the following table:

Breakfast	\$12.05 per meal
Lunch	\$14.85 per meal
Evening Meal	\$17.80 per meal

The allowances in this table will be varied in accordance with movements in the equivalent rates in Part 2 of Schedule I of the *Government Officers Salaries Allowances and Conditions Award 1989*.

Provided that the overtime worked when such a meal is purchased totals not less than two (2) hours, such reimbursement will be in addition to any payment for overtime to which the Employee is entitled.

- (c) If an Employee, having received prior notification of a requirement to work overtime, is no longer required, then the Employee will be entitled, in addition to any other penalty, to reimbursement for a meal previously purchased.

24.16 Any group of Employees whose duties necessarily entail special conditions of employment will not be subject to the prescribed hours of duty as defined in subclause 24.1(a) of this clause if the Employer and the Union so agree.

25. SHIFT WORK ALLOWANCE

25.1 In this clause the following expressions will have the following meaning:

- (a) "Day shift" means a shift commencing at or after 6.00am and before 12.00 noon.

- (b) "Afternoon shift" means a shift commencing at or after 12.00 noon and before 6.00pm.
- (c) "Night shift" means a shift commencing at or after 6.00pm and at or before 5.59am.
- (d) "Public Holiday" will mean a holiday provided in Clause 36 - Public Holidays of this Agreement.

25.2 (a) In addition to the ordinary rate of salary payable an allowance of:

- (i) 15% will be paid to an Employee required to work a weekday afternoon shift; and
- (ii) 20% will be paid to an Employee required to work a weekday night shift.
- (iii) Notwithstanding the above, the minimum amount payable per 7.6 hour shift to an Employee required to work afternoon or night shift will be in accordance with the following table:

	On and from Date of Registration
Afternoon Shift	\$36.21
Night Shift	\$48.27

- (iv) For the purposes of this subclause, the ordinary rate of salary payable is as prescribed in "Schedule 2 – Salaries".
- (b) Work performed during ordinary rostered hours on the following days will be paid for at the following rates, in lieu of the allowance prescribed in subclause 25.2(a):
 - (i) Saturdays - time and one (1) half;
 - (ii) Sundays - time and three (3) quarters; and
 - (iii) Public Holidays – double time and one (1) half.

Provided that in lieu of the provisions of subclause 25.2(b)(iii) and subject to agreement between the Employer and the Employee, work performed during ordinary rostered hours on a Public Holidays will be paid for at the rate of time and one-half and the Employee may, in addition be allowed a day's leave with pay to be added to Annual Leave to be taken at some other time within a period on one (1) year.

- (c) Weekend Penalty Rates for Casual Employees
 - (i) Notwithstanding the provisions of "Clause 18 – Casual Employment", Casual Employees are entitled to weekend shift penalties. Work

performed during ordinary rostered hours on the following days will be paid for at the following rates:

- (aa) Saturdays and Public Holidays - time and one-half (casuals are already paid a loading in lieu of Public Holidays); and
- (bb) Sundays - time and three (3) quarters.
- (ii) These rates are paid in addition to but not compounded on the casual loading provided for "Clause 18 – Casual Employment".
- (d) An Employee rostered off duty on a Public Holiday will be paid at ordinary rates for such day or, subject to agreement between the Employer and the Employee, be allowed a day's leave with pay in lieu of the holiday to be added to the Employee's next Annual Leave entitlement or taken at a mutually convenient time within a period of one (1) year.
- (e) Pro Rata Additional Annual Leave for Shift Workers
 - (i) An Employee engaged on shift work who is rostered to work regularly on Sundays and/or Public Holidays will be entitled to five (5) days' leave in addition to the Employee's normal entitlement to Annual Leave.
 - (ii) For the purposes of this clause, 'regularly rostered' means the Employee is rostered to and works on at least 11 Sundays and/or Public Holidays in a period of up to 12 months' continuous service.
 - (iii) This entitlement accrues according to the following table, provided the maximum accrual will not exceed five (5) days (38 hours) for each completed 12 month period of continuous service:

Number of Sundays and/or Public Holidays rostered and worked within a 12 month period	Additional leave entitlement (accrual portion)
3	1 day
5	2 days
7	3 days
9	4 days
11	5 days

- (iv) Where an Employee is no longer rostered to work regularly on Sundays and/or Public Holidays they will cease to accrue the additional leave provided by this clause.
- (v) The additional leave provided by this clause may be carried from one (1) 12 month period of continuous service to another 12 month period.
- (vi) The 12 month period of continuous service will not include any period of Leave Without Pay exceeding 14 continuous calendar days.

- (vii) A part time Employee is entitled to pro rata additional leave, to be calculated according to the hours the Employee worked on the Sundays and/or Public Holidays required for each accrual portion. Where these vary, the entitlement will be determined according to an average of the hours worked on the Sundays and/or Public Holidays required for each accrual portion.
- (f) Additional leave provided by subclause 25.2(e) will not be subject to the Annual Leave loading prescribed by subclause 26.13.
- (g) Work performed by an Employee in excess of the ordinary hours of the Employee's shift or on a rostered day off will be paid for in accordance with the overtime provisions of "Clause 24 – Overtime".
- (h) (i) When an Employee begins or ceases a shift between the hours of 11.00pm and 7.00am and no public transport is available, reimbursement at the appropriate rate of hire prescribed by "Clause 54 - Motor Vehicle Allowance" will be made if the Employee's private motor vehicle or cycle is used for the journey between the Employee's residence and headquarters and the return journey.

Provided however, that any Employee who elects to be permanently retained on a fixed or non rotating shift that begins or ceases between or on the hours of 11.00pm and 7.00am will not be eligible to claim this reimbursement.
- (ii) The provisions of this subclause will only be applied to Employees living and working within a radius of 50km of the Perth City Railway Station.

25.3 Hours of Duty and Rosters

- (a) An Employee engaged on shifts will work a 76 hour fortnight, exclusive of meal intervals, on the basis of not more than 10 shifts per fortnight of not more than seven (7) hours and 36 minutes duration. Provided that where agreement is reached between the Employer and the Union, the length and/or number of shifts worked per fortnight may be altered.

When the agreed length of a shift is extended past seven (7) hours and 36 minutes, overtime will be payable only for time worked in excess of the rostered shift.

Whenever an agreed alteration to the number of hours per shift has occurred then the allowance per shift will be varied on a pro rata basis to reflect any variation to other than seven (7) hours and 36 minutes hours.
- (b) Meal breaks will be for a period of at least 30 minutes, but not greater than one (1) hour for each meal.

- (c) Employees may be rostered to work on any of the seven (7) days of the week provided that no Employee will be rostered for more than six (6) consecutive days.

Where agreement is reached between the Employer and the Union, shift workers may be exempted from this provision.

- (d) The roster period will commence at the beginning of a pay period and continue for 14 consecutive days. Rosters will be available to Employees at least five (5) clear working days prior to the commencement of the roster.
- (e) A roster may only be altered on account of a contingency, which the Employer could not have been reasonably expected to foresee. When a roster is altered, the Employee concerned will be notified of the changed shift 24 hours before the changed shift commences. Where such notice is not given, the Employee will be paid overtime in accordance with "Clause 24 - Overtime" for the duration of the changed shift. This provision will not apply to an Employee who was absent from duty on the Employee's last rostered shift.
- (f) An Employee will not be rostered for duty until at least 10 hours have elapsed from the time the Employee's previous rostered shift ended. Where agreement is reached between the Union and the Employer the 10 hour break may be reduced to accommodate special shift arrangements, except that under no circumstances will such an agreement provide for a break of less than eight (8) hours.
- (g) An Employee will not be retained permanently on one (1) shift unless the Employee elects in writing.
- (h) Employees will be allowed to exchange shifts or days off with other Employees provided the approval of the Employer has been obtained and provided that any excess hours worked will not involve the payment of overtime.

PART 5: LEAVE

26. ANNUAL LEAVE

- 26.1 (a) Each Employee is entitled to four (4) weeks' leave on full pay for each year of service. Annual Leave will be calculated on a calendar year basis commencing on 1 January in each year.
- (b) An Employee may take Annual Leave during the calendar year in which it accrues, but the time during which the leave may be taken is subject to the approval of the Employer.
- (c) An Employee who is first appointed after 1 January is entitled to pro-rata annual leave for that year in accordance with the formula contained in subclause 26.2.
- (d) To assist Employees in balancing their work and family responsibilities, an Employee may elect, with the consent of the Employer, to accrue and carry

forward a maximum of two (2) years' Annual Leave from the date of the entitlement.

26.2 Entitlement

- (a) An Employee employed after 1 January in any year is entitled to pro rata Annual Leave for that year calculated on a daily basis. At the end of each calendar day of the year the Employee will accrue 0.411 hours of paid Annual Leave provided the maximum accrual will not exceed 152 hours for each completed calendar year of service.
- (b) Where the Employer has systems in place which record and report pro rata accrual of Annual Leave entitlements in a manner other than prescribed by this clause, that method of accrual may continue provided the system provides the same accrual over a full year. The Employer must ensure that on the cessation of employment, all pro rata Annual Leave entitlements accrued are equivalent to the pro rata Annual Leave entitlement provided by subclause 26.2(a).

26.3 Annual Leave will be taken in one (1) period unless otherwise approved by the Employer.

26.4 On written application, an Employee will be paid salary in advance when proceeding on Annual Leave.

26.5 (a) The Employer may approve the deferment of the commencing date for taking Annual Leave, but approval will only remain in force for a period of one (1) year.

(b) The Employer may renew the approval referred to in subclause 26.5(a) for a further period of a year or further periods of a year but an Employee will not at any time accumulate more than three (3) years' entitlement.

(c) Where the convenience of the Employer is served, the Employer may approve the deferment of the commencement date for taking leave so an Employee accumulates more than three (3) years' entitlement, subject to any condition which the Employer may determine.

(d) When an Employee who has received approval to defer the commencement date for taking Annual Leave under subclauses 26.5 (a), (b) and (c) next proceeds on Annual Leave, the Annual Leave first accrued will be the first leave taken.

26.6 An Employee who, during an accrual period was subject to variations in ordinary working hours or whose ordinary working hours during the accrual period are less than the Employee's ordinary working hours at the time of commencement of Annual Leave, may elect to take a lesser period of Annual Leave calculated by converting the average ordinary working hours during the accrual period to the equivalent ordinary hours at the time of commencement of Annual Leave.

26.7 Subject to subclause 17.14, Employees whose headquarters are situated 240 kilometres or more from the Perth General Post Office and who travel to Perth for their Annual

Leave may be granted reasonable travelling time to enable them to complete the return journey.

- 26.8 On application to the Employer, a lump sum payment for the money equivalent of any:
- (a) accrued Annual Leave as prescribed by subclause 26.1 or subclause 26.6 will be made to an Employee who resigns, retires, is retired or in respect of an Employee who dies. The provisions of this subclause will also apply to an Employee who is dismissed unless the misconduct for which the Employee has been dismissed occurred prior to the completion of the qualifying period; and
 - (b) pro rata Annual Leave will be made to an Employee who resigns, retires, is retired or in respect of an Employee who dies but not to an Employee who is dismissed.
- 26.9 An Employee who has been permitted to proceed on Annual Leave and who ceases duty before completing the required continuous service to accrue the leave must refund the value of the unearned pro rata portion calculated at the salary rate at the date the leave was taken, but no refund is required in the event of the death of an Employee.
- 26.10 When computing the Annual Leave due, no deduction will be made from such leave in respect of the period an Employee is on Annual Leave, observing a Public Holiday prescribed by this Agreement, absence through sickness with or without pay. This provision applies except for that portion of an absence exceeding three (3) months, absence on workers' compensation except for that portion of an absence that exceeds six (6) months, or any period exceeding two (2) weeks during which the Employee is absent on Leave Without Pay.
- 26.11 Every Employee, other than an Employee referred to in subclause 26.6, to whom the Employer has granted Annual Leave in excess of four (4) weeks because of special circumstances will be credited with such additional leave on a pro rata basis.
- 26.12 Notwithstanding the foregoing, but subject to subclause 26.3, the Employer may direct an Employee to take Annual Leave and determine the date which leave will commence. Should the Employee not comply with the direction, disciplinary action may be taken against the Employee.

Annual Leave Loading - Employees Other Than Shift Workers

- 26.13 A loading of 17.5% calculated on the ordinary rate of salary for a maximum of four (4) weeks Annual Leave will be paid to Employees, other than those engaged on shift or commuted arrangement that incorporate leave loading, on the first pay period in December in the calendar year in which the leave accrues.
- 26.14 The leave loading to be paid to Employees who are engaged by the Employer prior to or engaged after 1 January in each year will be the leave loading anticipated to be due on 23 December of that year.
- 26.15 The maximum payment for the loading provided for in clause 26.13 will be the equivalent to 17.5% of four (4) weeks' salary of a level 8.1 Employee as per Schedule 2

– General Division Salaries under the Public Sector CSA Agreement 2022 or its replacement as at 1 January in the calendar year in which the leave accrues.

26.16 Part time Employees will be paid a proportion of the Annual Leave loading at the salary rate applicable, provided that the maximum loading payable will be calculated in accordance with the following:

$$\frac{\text{Average hours of work per fortnight in the calendar year in which the leave accrues}}{76} \times \frac{\text{Maximum loading in accordance with subclause 26.15}}{1}$$

26.17 (a) The loading is calculated on the rate of the normal fortnightly salary, including any allowances which are paid as a regular fortnightly or annual amount.

(b) Any allowance paid to an Employee for undertaking higher duties is only included if the allowance is payable during any period of leave taken during the calendar year as provided for under “Clause 52 - Higher Duties Allowance”.

26.18 An Employee must refund any leave loading paid in December if the Employee resigns, or ceases employment, or where an Employee is dismissed prior to 23 December of that year. This provision does not apply in the event of death of an Employee or if the Employee retires.

26.19 Where payment in lieu of accrued or pro rata Annual Leave is made on the death or retirement of an Employee, a loading calculated in accordance with the terms of this clause is to be paid on accrued and pro rata Annual Leave.

26.20 When an Employee resigns, or ceases employment, or where an Employee is dismissed, an Annual Leave loading will be paid as follows:

(a) Accrued entitlements to Annual Leave – a loading calculated in accordance with the terms of this clause for accrued leave is to be paid.

(b) Pro rata Annual Leave – no loading is to be paid.

Transitional Arrangements

26.21 Transitional arrangements for leave loading on Annual Leave accrued prior to 1 January 2011:

(a) When an Employee proceeds on accrued Annual Leave, the oldest leave accrued will be taken first.

(b) When an Employee proceeds on accrued Annual Leave, they will continue to be paid the 17.5% Annual Leave loading.

(c) The loading payable on accrued Annual Leave will be at the rate applicable at the date the leave is commenced.

- (d) The maximum payment for the loading provided for in clause 26.21(b) will not exceed a rate equivalent to 17.5% of four (4) weeks' salary of a level 8.1 Employee as per Schedule 2 – General Division Salaries under the Public Sector CSA Agreement 2022 or its replacement as at 1 January in the calendar year in which the leave commences.
- (e) The maximum payment is in addition to the loading paid in accordance with subclause 26.13.
- (f) Where an Employee resigns, or ceases employment, or where an Employee is dismissed, Annual Leave loading will be paid for accrued Annual Leave, calculated in accordance with the provisions of "Clause 26 – Annual Leave" of this Agreement.

26.22 Annual Leave Loading – Shift Workers

- (a) Subject to the provisions of subclauses 26.4 and 25.2(e) inclusive, shift workers who are granted an additional week's penalty leave when proceeding on Annual leave including accumulated Annual Leave will be paid:
 - (i) shift and weekend penalties the Employee would have received had the Employee not proceeded on Annual Leave; or
 - (ii) loading equivalent to 20% of normal salary for five (5) weeks' leave;
 whichever is greater.
- (b)
 - (i) Subject to the provisions of subclause 26.6 the loading is paid on a maximum of four (4) weeks' Annual Leave, or five (5) weeks in the case of shift workers who are granted an additional week's penalty leave. Payment of the loading is not made on additional leave granted for any other purpose.
 - (ii) Maximum payment will not exceed a rate equivalent to 17.5% of four (4) weeks' salary of a level 8.1 Employee as per Schedule 2 – General Division Salaries under the Public Sector CSA Agreement 2019 or its replacement as at 1 January in the calendar year in which the leave commences.
 - (iii) Maximum payment to shift workers who are granted an additional week's penalty leave will not exceed five fourths of the rate equivalent to 17.5% of five (5) weeks' salary of a level 8.1 Employee as per Schedule 2 – General Division Salaries under the Public Sector CSA Agreement 2019 or its replacement as at 1 January in the calendar year in which the leave commences.
- (c) Annual Leave commencing in any year and extending without a break into the following year attracts the loading calculated on the salary applicable on the day the leave commenced. The maximum loading payable will be that applicable on the day the leave is commenced.

- (d) The loading payable on approved accumulated Annual Leave will be at the rate applicable at the date the leave is commenced. Under these circumstances an Employee can receive up to the maximum loading for the approved accumulated Annual Leave in addition to the loading for the current year's entitlement.
- (e) A pro rata loading is payable on periods of approved Annual Leave less than four (4) weeks.
- (f)
 - (i) The loading is calculated on the rate of the normal fortnightly salary including any allowances, which are paid as a regular fortnightly or annual amount the Employee receives at the commencement of leave under "Schedule 2 – Salaries".
 - (ii) Any allowance paid to an Employee for undertaking additional or higher level duties is only included if the allowance is payable during that period of normal Annual Leave as provided for under "Clause 52 - Higher Duties Allowance".
- (g) Where payment in lieu of accrued or pro rata Annual Leave is made on the death, dismissal, resignation or retirement of an Employee, a loading calculated in accordance with the terms of this clause is to be paid. Provided that no loading will be payable in respect of pro rata Annual Leave paid on resignation or where an employee is dismissed for misconduct.
- (h) Part time Employees will be paid a pro rata loading at the salary rate applicable.
- (i) An Employee who has been permitted to proceed on Annual Leave and who ceases duty before completing the required continuous service to accrue the leave must refund the value of the unearned pro rata portion. Provided no refund will be necessary in the event of the death of an Employee.

26.23 Employee Initiated Cash Out of Accrued Annual Leave

- (a) The parties agree on the importance of Employees taking Annual Leave for the purposes of rest and recreation.
- (b) This subclause, however, recognises that notwithstanding the importance of leave referred to in subclause 26.23(a) some Employees may have excess and overdue Annual Leave. This clause at the initiative of the Employee provides for Employees to receive payment in lieu of some of their unutilised accrued Annual Leave.
- (c)
 - (i) Subject to subclause 26.23(d), the Employer and Employee may agree that the Employee forego part of the Employee's entitlement to accrued Annual Leave in exchange for equivalent payment at the rate which would have applied had the leave been taken at the time the agreement is made.
 - (ii) The payment includes applicable Annual Leave loading.

- (d) The following criteria will apply to the cashing out of accrued Annual Leave:
 - (i) the Employee initiates a written request, to their Employer, to cash out accrued Annual Leave; and
 - (ii) the Employer agrees in writing to the request by the Employee; and
 - (iii) there is an Annual Leave entitlement that has accrued in previous years; and
 - (iv) no more than 50% of the Employee's total accrued Annual Leave entitlement can be cashed out; and
 - (v) the remaining entitlements are not less than two (2) weeks' accrued Annual Leave; and
 - (vi) each instance of cashing out of Annual Leave must be a separate written agreement between the Employer and Employee; and
 - (vii) Annual Leave accruing in the year the request for cashing out is made cannot be cashed out in that year.
- (e) It is the Employee's responsibility to seek information on any taxation implications arising from the payout of Annual Leave.

27. PERSONAL LEAVE

Introduction

- 27.1 The intention of Personal Leave is to give Employees and Employers greater flexibility by providing leave on full pay for a variety of personal purposes. Personal Leave replaces sick, paid carer's leave and short leave.
- 27.2 Personal Leave is not for circumstances normally met by other forms of leave.
- 27.3 This clause does not apply to Casual Employees.
- 27.4 An Employee employed on a fixed term contract for a period of 12 months or more will be credited with the same entitlement as a permanent Employee. An Employee on a fixed term contract for a period less than 12 months will be credited on a pro rata basis for the period of the contract.
- 27.5 A part time Employee will be entitled to the same Personal Leave credits as a full time Employee but on a pro rata basis according to the number of hours worked each fortnight. Payment for personal leave will only be made for those hours that would normally have been worked had the Employee not been on Personal Leave.
- 27.6 References to illness in this clause include physical and psychological ill health.

Entitlement

- 27.7 The Employer will credit each permanent, full time Employee with 114 Personal Leave credits for each year of continuous service as follows:

	Personal Leave: Cumulative
On the day of initial appointment	64.6 hours
On completion of 6 months' continuous service	49.4 hours
On the completion of 12 months' continuous service	114 hours
On the completion of each further period of 12 months' continuous service	114 hours

- 27.8 In the year of accrual the 114 hours Personal Leave entitlement may be accessed for illness or injury, carer's leave, unanticipated matters or planned matters in accordance with the provisions of this clause. On completion of each year of accrual, unused Personal Leave from that year up to a maximum of 98.8 hours will be cumulative and added to personal leave accumulated from previous years.
- 27.9 Personal Leave will not be debited for Public Holidays the Employee would have observed.
- 27.10 Personal Leave may be taken on an hourly basis.
- 27.11 War caused illnesses
- (a) An Employee who produces a certificate from the Department of Veterans' Affairs stating the Employee suffers from war caused illness may be granted special personal leave credits of 114 hours (15 standard hour days) per annum on full pay in respect of that war caused illness. These credits will accumulate up to a maximum credit of 342 hours (45 standard hour days), and will be recorded separately to the Employee's normal personal leave credit.
 - (b) Every application for Personal Leave for war caused illness will be supported by a certificate from a registered medical practitioner as to the nature of the illness.

Mental Health

- 27.12 The Employer is committed to providing mentally healthy workplaces. This includes working to eliminate stigma associated with mental health issues in the workplace and provide support and assistance to Employees (e.g. through employee assistance program services and training) to manage mental health.
- 27.13 The Employer must do what is reasonably practicable to eliminate or minimise risks to psychological health and safety in the workplace. In consultation with the Work Health and Safety (WHS) Committee, the Employer must assess and implement suitable control measures to eliminate or minimise workplace contributory risks in accordance with legislative requirements. The WHS Committee updates the JCC on progress as appropriate.

- 27.14 The Employer must ensure that managers and supervisors undertake appropriate training to effectively prevent and manage harm from psychosocial risks identified in the workplace. The Employer must provide the JCC with data on completed training.

Variation of Ordinary Working Hours

- 27.15 When an Employee's ordinary working hours change during an anniversary year, Personal Leave credits will be adjusted to reflect the pro rata portion for that anniversary year.
- 27.16 At the time ordinary working hours change, Personal Leave credits will be adjusted to reflect ordinary working hours up to that point in time as a proportion of the total ordinary working hours for the anniversary year.
- 27.17 Personal Leave is credited pro rata on a weekly basis from the time ordinary working hours change until the next anniversary date such that total hours credited for that anniversary year is on a pro rata basis according to the number of ordinary working hours for the period.

Reconciliation

- 27.18 At the completion of an anniversary year, where an Employee has taken Personal Leave in excess of their current and accrued entitlement the unearned leave must be debited at the commencement of the following anniversary year/s.
- 27.19 The maximum number of hours debited pursuant to clause 27.18 cannot exceed one third of the employee's annual entitlement. The remaining portion of unearned personal leave is to be debited at the commencement of the subsequent anniversary year/s.
- 27.20 Where an Employee ceases duty and has taken Personal Leave that exceeds the leave credited for that anniversary year, the Employee must refund the value of the unearned leave, calculated at the salary rate as at the date the leave was taken. No refund is required in the event of the death of the Employee.

Access

- 27.21 An Employee is unable to access personal leave while on any period of Leave Without Pay; Parental Leave, or Annual Leave or Long Service Leave, except as provided in subclauses 27.34 and 27.35 (re-crediting leave).
- 27.22 If an Employee has exhausted all accrued Personal Leave the Employer may allow the Employee who has at least 12 months' service to anticipate up to 38 hours' Personal Leave from next year's credit. If the Employee ceases duty before accruing the leave, the value of the unearned portion must be refunded to the Employer, calculated at the salary rate as at the date the leave was taken, but no refund is required in the event of the death of the Employee.
- 27.23 In exceptional circumstances the Employer may approve the conversion of an Employee's Personal Leave credits to half pay to cover an absence on Personal Leave due to illness.

Application for Personal Leave

- 27.24 Reasonable and legitimate requests for Personal Leave will be approved subject to available credits. Subject to subclause 27.7 the Employer may grant Personal Leave in the following circumstances:
- (a) where the Employee is ill or injured;
 - (b) to provide care or support to a member of the Employee's family or household who requires care or support because of an illness or injury to the member; or an unexpected emergency affecting the member; or
 - (c) for unanticipated matters of a compassionate or pressing nature which arise without notice and require immediate attention;
 - (d) for planned matters that cannot be organised outside of normal working hours, or accommodated by flexible working arrangements or other leave and which are either:
 - (i) of a one-off nature; or
 - (ii) of a regular on-going nature in relation to the management of an injury or illness affecting the Employee or a member of the Employee's family or household.
- 27.25 The Employer may grant two (2) days' unpaid Personal Leave per occasion to an Employee to provide care and support to a member of the Employee's family or household due to the birth of a child to the member. This entitlement does not of itself limit an Employee's access to paid Personal Leave as provided by subclause 27.24 or Partner Leave as provided for by subclause 33(6)(d) – Concurrent Parental Leave of this Agreement. This leave may also be substituted with accrued Annual Leave, Long Service Leave, time off in lieu of overtime, flexi leave and/or banked hours to which the Employee is entitled.
- 27.26 Employees must complete the necessary application and clearly identify which of the above circumstances apply to their Personal Leave request.
- 27.27 The definition of family will be the definition contained in the *Equal Opportunity Act 1984* (WA) for "relative". That is, a person who is related to the Employee by blood, marriage, affinity or adoption and includes a person who is wholly or mainly dependent on, or is a member of the household of, the Employee.
- 27.28 Where practicable, the Employee must give reasonable notice prior to taking leave. Where prior notice cannot be given, notice must be provided as early as possible on the day of absence. Where possible, an estimate of the period of absence from work will be provided.

Evidence

- 27.29 An application for Personal Leave exceeding two (2) consecutive working days will be supported by evidence that would satisfy a reasonable person of the entitlement.
- 27.30 In general, supporting evidence is not required for single or two (2) consecutive day absences. Where the Employer has good reason to believe that the absence may not be reasonable or legitimate, the Employer may request evidence be provided. The Employer must provide the Employee with reasons for requesting the evidence. The leave will not be granted where the absence is not reasonable or legitimate.
- 27.31 Personal Leave will not be granted where an Employee is absent from duty because of personal illness attributable to the Employee's serious and wilful misconduct in the course of the Employee's employment.
- 27.32 Where there is doubt about the cause of an Employee's illness, the Employer may require the Employee to submit to a medical examination by a medical practitioner of the Employer's choice, which the Employee must attend. Where it is reported that the absence is because of illness caused by the Employee's serious and wilful misconduct in the course of the Employee's employment, or the Employee fails without reasonable cause to attend the medical examination, the fee for the examination must be deducted from the Employee's salary and Personal Leave will not be granted.
- 27.33 If the Employer has reason to believe that an Employee is in such a state of health as to render a danger to themselves, fellow Employees or the public, the Employee may be required to obtain and furnish a report as to the Employee's condition from a registered medical practitioner nominated by the Employer. The Employer will pay the fee for any such examination.

Re-crediting Annual Leave

- 27.34 Where an Employee is ill or injured during the period of Annual Leave and produces at the time, or as soon as practicable thereafter, medical evidence to the satisfaction of the Employer that as a result of the illness or injury the Employee was confined to their place of residence or a hospital for a period of at least seven (7) consecutive calendar days, the Employer may grant Personal Leave for the period during which the Employee was so confined and reinstate Annual Leave equivalent to the period of confinement.

Re-crediting Long Service Leave

- 27.35 Where an Employee is ill or injured during the period of Long Service Leave and produces at the time, or as soon as practicable thereafter, medical evidence to the satisfaction of the Employer that as a result of illness or injury the Employee was confined to their place of residence or a hospital for a period of at least 14 consecutive calendar days, the Employer may grant Personal Leave for the period during which the Employee was so confined and reinstate Long Service Leave equivalent to the period of confinement.

Personal Leave Without Pay While Ill or Injured

- 27.36 Employees who have exhausted all of their Personal Leave entitlements and are ill or injured may apply for Personal Leave without pay. Employees are required to complete the necessary application and provide evidence to satisfy a reasonable person. The Employer will not unreasonably withhold this leave.
- 27.37 Personal Leave without pay not exceeding a period of three (3) months in a continuous absence does not affect annual increment dates, anniversary date of sick leave credits, Long Service Leave entitlements or Annual Leave entitlements. Where a period of Personal Leave without pay exceeds three (3) months in a continuous absence, the period in excess of three (3) months is excised from qualifying service.
- 27.38 Personal Leave without pay is not available to Employees who have exhausted all of their Personal Leave entitlements and are seeking leave for circumstances outlined in subclauses 27.24(b), (c) and (d) or subclause 27.25. However, other forms of leave including unpaid carer's leave and Leave Without Pay may be available.

Other Conditions

- 27.39 Where an Employee who has been retired on medical grounds resumes duty, Personal Leave credits at the date of retirement will be reinstated. This provision does not apply to an Employee who has resigned from the WA public sector and is subsequently reappointed.
- 27.40 Unused Personal Leave will not be cashed out or paid out when an Employee ceases their employment.

Workers' Compensation

- 27.41 Where an Employee suffers a disease or injury within the meaning of section 5 of the *Workers' Compensation and Injury Management Act 1981* (WA) which necessitates that employee being absent from duty, Personal Leave with pay will be granted to the extent of Personal Leave credits. In accordance with section 80(2) of the *Workers' Compensation and Injury Management Act 1981* (WA) where the claim for workers' compensation is decided in favour of the Employee, Personal Leave credit will be reinstated and the period of absence will be granted as Leave Without Pay.
- 27.42 A period of personal leave without pay granted to an officer on account of an illness compensable under the provisions of the *Workers' Compensation and Injury Management Act 1981* (WA), does not affect salary increment dates, the anniversary date of Personal Leave credits, Long Service Leave entitlements or Annual Leave entitlements provided the period of leave granted does not exceed six (6) months in a continuous absence. Where the period of personal leave without pay granted does exceed six (6) months in a continuous absence, only the period in excess of six (6) months is excised from qualifying service.

Portability

- 27.43 The Employer will credit an Employee additional Personal Leave credits up to those held at the date the Employee ceased previous employment provided:
- (a) immediately prior to commencing employment, the Employee was employed in the service of one of the following (or their replacements):
 - (i) the Commonwealth Government of Australia;
 - (ii) any other state of Australia;
 - (iii) a department, SES organisation, or non-SES organisation as defined in the *Public Sector Management Act 1994* (WA);
 - (iv) statutory authorities listed in Schedule 1 of the *Financial Management Act 2006* (WA);
 - (v) Houses of the Parliament of the State under the separate control of the President or Speaker or under their joint control;
 - (vi) the Health Education Council; or
 - (vii) the Western Australian Board of the Nursing and Midwifery Board of Western Australia.
 - (b) the Employee's employment with the Employer commenced no later than one (1) week after ceasing previous employment; and
 - (c) the Personal Leave credited in accordance with this clause will be no greater than that which would have applied had the entitlement accumulated while employed by the previous employer.
- 27.44 The maximum break in employment permitted by subclause 27.43(b), may be varied by the approval of the Employer provided that where employment with the public authority of Western Australia commenced more than one (1) week after ceasing the previous employment, the period in excess of one (1) week does not exceed the amount of accrued and pro rata Annual Leave paid out at the date the Employee ceased with the previous Employer.

Travelling time for Regional Employees

- 27.45 Subject to the evidence requirements set out in subclauses 27.29 to 27.33, a regional Employee who requires medical attention at a medical facility in Western Australia located 240 kilometres or more from their workplace will be granted paid travel time undertaken during the Employee's ordinary working hours up to a maximum of 38 hours per annum.
- 27.46 The Employer may approve additional paid travel time to a medical facility in Western Australia where the Employee can demonstrate to the satisfaction of the Employer that

more travel time is warranted.

27.47 The provisions of subclauses 27.45 and 27.46 are not available to Employees while on Leave Without Pay or Personal Leave Without Pay.

27.48 The provisions of subclauses 27.45 and 27.46 apply as follows:

- (a) An Employee employed on a fixed term contract for a period greater than 12 months, will be credited with the same entitlement as a permanent employee for each full year of service and pro rata for any residual portion of employment.
- (b) An Employee employed on a fixed term contract for a period less than 12 months will be credited with the same entitlement on a pro rata basis for the period of employment.
- (c) A part time Employee will be entitled to the same entitlement as a full time Employee for the period of employment, but on a pro-rata basis according to the number of ordinary hours worked each fortnight.
- (d) The provisions do not apply to Casual Employees.

28. FAMILY AND DOMESTIC VIOLENCE LEAVE

28.1 The Employer recognises that Employees sometimes face situations of violence or abuse in their personal life that may affect their attendance or performance at work, the Employer is committed to providing support to Employees who experience family and domestic violence.

28.2 An Employee will not be discriminated against because of their disclosure of, experience of, or perceived experience of, family and domestic violence.

28.3 The Employer will not tolerate Employees perpetrating family and domestic violence in or from the workplace. Employees must not use work facilities to perpetrate family and domestic violence. Any such conduct may constitute a breach of discipline.

Definitions of Family and Domestic Violence

28.4 (a) The meaning of family and domestic violence is in accordance with the definition in the *Restraining Orders Act 1997* (WA) (new Section 5A) as amended by the *Restraining Orders and Related Legislation Amendment (Family Violence) Act 2016* (WA).

(b) To avoid doubt, this definition includes behaviour that:

- (i) is physically or sexually abusive;
- (ii) is emotionally or psychologically abusive;
- (iii) is economically abusive;

- (iv) is threatening;
- (v) is coercive;
- (vi) in any other way controls or dominates the family or household member and causes that person to feel fear for their safety or wellbeing or that of another person; or
- (vii) causes a child to hear or witness, or otherwise be exposed to the effects of, such behaviour.

Access to family and domestic violence leave

- 28.5 In accordance with the following subclauses, an Employee, including a Casual Employee, may apply for leave to deal with activities related to family and domestic violence. The Employer will assess each application and give consideration to the personal circumstances of the Employee seeking the leave.
- 28.6 Such activities related to family and domestic violence may include attendance at medical appointments; legal proceedings; counselling, appointments with a medical or legal practitioner; relocation or making other safety arrangements; and other matters of a compassionate or pressing nature related to the family and domestic violence which arise without notice and require immediate attention.
- 28.7 Subject to subclauses 28.5 and 28.6, an Employee experiencing family and domestic violence will have access to 10 non-cumulative days per year of paid family and domestic violence leave, in addition to their existing leave entitlements.
- 28.8 Upon exhaustion of the leave entitlement in subclause 28.7, Employees will be entitled to up to two (2) days' unpaid family and domestic violence leave on each occasion.
- 28.9 Family and domestic violence leave does not affect salary increment dates, Long Service Leave entitlements or Annual Leave entitlements.
- 28.10 Subject to the Employer's approval of the application, family and domestic violence leave may be taken as whole or part days off.
- 28.11 Application of the leave entitlement for Casual Employees will be considered by the Employer on a case by case basis.

Notice and Evidentiary Requirements

- 28.12 The Employee will give their Employer notice as soon as reasonably practicable of their request to take family and domestic violence leave:
- (a) Supporting evidence of family and domestic violence may be required to access paid leave entitlements however this should not be onerous on the Employee. Leave can be granted without supporting documentation where the Employer is satisfied it is not required.

- (b) Evidence may be in the form of a document issued by the police, a court, a legal service, a health professional, or a counsellor, or a refuge service. A statutory declaration may also be provided.
- (c) Such evidence will be dealt with in accordance with the confidentiality provisions in this clause. Only the Employee will retain a copy of the evidence and information will not be kept on an Employee's personnel file.

Access to other forms of leave

- 28.13 Subject to the leave provisions of this Agreement, an Employee experiencing family and domestic violence may use other leave entitlements.
- 28.14 Subject to the Employer's approval of the application, and sufficient leave credits being available, leave may be taken as whole or part days off.
- 28.15 Forms of other paid leave include:
- (a) Personal Leave entitlements; and/or
 - (b) Annual Leave; and/or
 - (c) accrued Long Service Leave; and/or
 - (d) purchased leave; and/or
 - (e) accrued time off in lieu of overtime, flexi leave or banked hours.
- 28.16 Approval of Leave Without Pay is subject to the provisions of this Agreement.

Confidentiality

- 28.17 The Employer will take all reasonable steps to ensure any information disclosed by Employees regarding family violence is kept strictly confidential. Disclosure will be on a need-to-know basis only and only to maintain safety. Where possible, disclosure will only occur with the express consent of the Employee.
- 28.18 The Employer will take reasonable steps to ensure any information or documentation provided by an Employee regarding family and domestic violence is kept confidential.
- 28.19 Only the Employee will retain a copy of evidence for accessing family and domestic violence leave and information will not be kept on an Employee's personnel file unless otherwise agreed. The Employer will record that any evidence produced was sighted.
- 28.20 Subsequent disclosure should be on a need-to-know basis, for example if there is a potential for workplace safety to be impacted and generally with the consent of the Employee.
- 28.21 This clause does not override any legal obligations to disclose information.

Contact person

28.22 The Employer will identify contact/s within the workplace who will be trained in family violence and associated privacy issues. The Employer will advertise the name of any Family and Domestic Violence contacts within the workplace.

Individual Support

28.23 Where there is a risk to the personal health or safety of an Employee who is experiencing or has experienced family and domestic violence, the Employer, where appropriate, may:

- (a) facilitate flexible working arrangements, such as changes to hours/days worked, working different days or length of days, changed shift/rostering arrangements, in accordance with the provisions of this Agreement; and/or
- (b) make workplace modifications including changes to the Employee's telephone number and email address and, where appropriate/practicable, the Employee's work location.

28.24 An Employee who is experiencing or has experienced family and domestic violence may access confidential counselling support via the Employer's employee assistance program.

Workplace Safety

28.25 Where an Employee raises issues of family and domestic violence the Employer should establish with the Employee the level of risk and seek advice from their human resource/safety specialist to review and implement specific safety and emergency management systems and plans.

28.26 With the exception of access to the Employer's employee assistance program which is available to all Employees, the provisions of this clause are only applicable to Employees who are subject to family and domestic violence.

29. LONG SERVICE LEAVE

29.1 Subject to subclause 29.4 an Employee who has completed 10 years' continuous service with the Employer will be entitled to 13 weeks' Long Service Leave on full pay.

29.2 For each subsequent period of seven (7) years' service an Employee will be entitled to an additional 13 weeks' long service leave on full pay.

29.3 A Long Service Leave entitlement which fell due prior to 16 March 1988 amounted to three (3) months. A Long Service Leave entitlement which falls due on or after that date will amount to 13 weeks.

29.4 The Employer may approve an Employee's application to take a complete entitlement of Long Service Leave on full pay or half pay for double the period accrued, or may allow an Employee to take the leave in minimum periods of one (1) day, provided in the case of Long Service Leave which fell due prior to 16 March 1988, the portion of Long

Service Leave being taken on full or half pay will be one complete month's entitlement or a multiple thereof.

- 29.5 For the purposes of determining an Employee's Long Service Leave entitlement under the provisions of subclauses 29.1, 29.2 and 29.3 the expression "continuous service" includes any period during which the Employee is absent on full pay or part pay from the Employee duties, but does not include any:
- (a) period exceeding two (2) weeks during which the Employee is absent on Leave Without Pay or Parental Leave without pay, unless the Employer determines otherwise;
 - (b) period during which the Employee is taking Long Service Leave entitlement or any portion thereof except in the case of subclause 29.13 when the period excised will equate to a full entitlement of 13 weeks;
 - (c) service by an Employee who resigns, is dismissed or whose services are otherwise terminated other than service prior to such resignation, dismissal or termination when that prior service had actually entitled the Employee to the Long Service Leave provided under this clause;
 - (d) period of service that was taken into account in ascertaining the amount of a lump sum payment in lieu of Long Service Leave.
- 29.6 Any Public Holiday prescribed in "Clause 36 - Public Holidays" which occurs during the period an Employee is on Long Service Leave will be treated as part of the Long Service Leave and extra days in lieu thereof will not be granted.
- 29.7 (a) Long Service Leave will be taken within three (3) years of it becoming due, at the convenience of the Employer. Provided the Employer may approve the deferment of Long Service Leave in exceptional circumstances. Such exceptional circumstances will include retirement within five (5) years of the date of entitlement.
- (b) Approval to defer the taking of Long Service Leave may be withdrawn or varied at any time by the Employer giving the Employee notice in writing of the withdrawal or variation.
- 29.8 On application to the Employer a lump sum payment for the money equivalent of any:
- (a) Long Service Leave entitlement for continuous service as provided in subclauses 29.1 and 29.2 will be made to an Employee who resigns, retires, is retired or is dismissed or in respect of an Employee who dies;
 - (b) pro rata Long Service Leave based on continuous service of a lesser period than that provided in subclauses 29.1 and 29.2 for a Long Service Leave entitlement will be made -

- (i) to an Employee who retires at or over the age of 55 years or who is retired on the grounds of ill health, if the Employee has completed not less than 12 months' continuous service before the date of retirement;
 - (ii) to an Employee who, not having resigned, is retired by the Employer for any other cause, if the Employee has completed not less than three (3) years' continuous service before the date of retirement; or
 - (iii) in respect of an Employee who dies, if the Employee has completed not less than 12 months' continuous service before the date of death.
- (c) in the case of a deceased Employee, payment will be made to the estate of the Employee unless the Employee is survived by a legal dependant approved by the Employer, in which case payment will be made to the legal dependant.

29.9 The calculation of the amount due for Long Service Leave accrued and for pro rata Long Service Leave will be made at the salary rate of an Employee at the date of retirement or resignation or death, whichever applies.

29.10 An Employee prior to commencing Long Service Leave may request approval for the substitution of another date for commencement of Long Service Leave and the Employer may approve such substitution.

29.11 Portability

- (a) Where an Employee was, immediately prior to being employed by the Employer, employed in the service of the public service in Western Australia or any other state body in Western Australia the Employee will be entitled to Long Service Leave determined in the manner contained in this subclause. Provided the period immediately prior to being employed and the date the Employee ceased the previous employment described in this subclause does not exceed one (1) week or a further period as determined by the Employer.
- (b)
 - (i) The pro rata portion of Long Service Leave to which the Employee would have been entitled to up to the date of appointment will be calculated in accordance with the provisions that applied to the previous employment referred to. However, in calculating that period of pro rata Long Service Leave, any Long Service Leave taken or any benefit granted in lieu of any such Long Service Leave during that employment will be deducted from any Long Service Leave to which the Employee may become entitled;
 - (ii) The balance of Long Service Leave entitlement of the Employee will be calculated in accordance with the provisions contained in this clause.
- (c) Nothing in this clause confers on any Employee previously employed by those bodies specified in subclause 29.11(a) any entitlement to a complete period of Long Service Leave that accrued in the Employee's favour prior to the date on which the Employee commenced employment with the Employer.

29.12 An Employee who has elected to retire at or over the age of 55 years and who will complete not less than 12 months' continuous service before the date of retirement may make application to take pro rata Long Service Leave before the date of retirement.

29.13 Compaction of Long Service Leave

- (a) A full time Employee who, during a qualifying period towards an entitlement of Long Service Leave was employed continuously on both a full and part time basis may elect to take a lesser period of Long Service Leave calculated by converting the part time service to equivalent full time service.
- (b) A full time Employee who, during a qualifying period towards an entitlement of Long Service Leave was employed continuously on a part time basis may elect to take a lesser period of Long Service Leave calculated by converting the part time service to equivalent full time service.

29.14 Long Service Leave on Double Pay

- (a) Employees may by agreement with their Employer, access any portion of an accrued entitlement to Long Service Leave on double pay for half the period accrued. In these circumstances the leave actually taken is 50% of the accrued entitlement accessed.
- (b) Where Employees proceed on Long Service Leave on double pay, the entitlement accessed is excised for the purpose of continuous service in accordance with subclause 29.5.

29.15 Cash Out of Accrued Long Service Leave Entitlement

- (a) Employees may by agreement with their Employer, cash out any portion of an accrued entitlement to Long Service Leave, provided the Employee proceeds on a minimum of 10 days' Annual Leave in that calendar year.
- (b) Where Employees cash out any portion of an accrued entitlement to Long Service Leave in accordance with this subclause, the entitlement accessed is excised for the purpose of continuous service in accordance with subclause 29.5.

29.16 Early Access to Pro Rata Long Service Leave

- (a) For the purposes of this clause, 'Employee' includes full time, part time, permanent and fixed term contract Employees.
- (b) Subject to subclause 29.16(a), Employees within seven (7) years of their preservation age under Western Australian Government superannuation arrangements may, subject to agreement of the Employer, choose early access to their Long Service Leave at the following rate:
 - (i) Employees under a 10 year accrual basis may access pro rata Long Service Leave at the rate of 6.5 days per completed 12 month period of continuous service.

- (ii) Employees under a seven (7) year accrual basis may access pro rata long service leave at the rate of 9.28 days per completed 12 month period of continuous service.
- (c) Part time Employees have the same entitlement as full time Employees, with their entitlement calculated on a pro rata basis according to any variations to their ordinary working hours during the accrual period.
- (d) Early access to pro rata Long Service Leave does not include Long Service Leave to which the Employee has become entitled, or accumulated prior to being within seven (7) years of their preservation age.
- (e) Under this subclause, pro rata Long Service Leave can only be taken as paid leave and there is no capacity for payment in lieu of leave.
- (f) Employees may by agreement with their Employer:
 - (i) clear any pro rata entitlement to Long Service Leave in minimum periods of one (1) day; and/or
 - (ii) access pro rata long service leave at half, full or double pay.
- (g) Where Employees access pro rata Long Service Leave early, any period of leave taken will be excised for the purpose of continuous service in accordance with subclause 29.5.

30. LONG SERVICE LEAVE FOR CASUAL EMPLOYEES

- 30.1 A Casual Employee will be entitled to 13 weeks' paid Long Service Leave, taken in one (1) continuous period, on the completion of 10 of continuous service and an additional 13 weeks' paid Long Service Leave for each subsequent period of seven (7) years of completed continuous service.
- 30.2 Payment while on Long Service Leave will be at the Casual Employee's ordinary rate of pay plus payment of the casual loading provided for at clause 18.3 of this Agreement.
- 30.3 On application by the Casual Employee, the Employer may approve a Casual Employee taking:
 - (a) Any accrued entitlement to Long Service Leave in minimum periods of one (1) day.
 - (b) Double the period of Long Service Leave on half pay, in lieu of the period of Long Service Leave entitlement on normal pay, as prescribed at subclause 30.2, or half the period of Long Service Leave on double pay, in lieu of the period of Long Service Leave entitlement on normal pay.
 - (c) Any portion of their Long Service Leave entitlement on normal pay, as prescribed at subclause 30.2, or double such period on half pay or half such period on double pay.

- 30.4 A Casual Employee may, with the Employer's agreement, cash out any portion of a Long Service Leave entitlement accrued under subclause 30.1 in lieu of taking the leave.
- 30.5 Long Service Leave on termination
- (a) A Casual employee who ceases employment in the WA health system will, on application to the Employer, receive a lump sum payment for the money equivalent of any accrued Long Service Leave, including for an employee who resigns, retires, is retired or is dismissed or in respect of an employee who dies.
 - (b) Pro rata Long Service Leave based on continuous service of a lesser period than that provided in subclause 29.1 of this Agreement will be made:
 - (i) to an employee who retires at or over the age of 55 years or who is retired on the grounds of ill health, if the employee has completed not less than 12 months' continuous service before the date of retirement;
 - (ii) to an employee who, not having resigned, is retired by the Employer for any other cause, if the employee has completed not less than three (3) years continuous service before the date of retirement; or
 - (iii) in respect of an employee who dies, if the employee has completed not less than 12 months' continuous service before the date of death.
 - (c) In the case of a deceased employee, payment will be made to the estate of the employee unless the employee is survived by a legal dependant approved by the Employer, in which case payment will be made to the legal dependant.
 - (d) The calculation of the amount due for Long Service Leave accrued and for pro rata Long Service Leave will be made at the rate of salary of an employee at the date of retirement or resignation or death, whichever applies.

31. PURCHASED LEAVE – 42/52 ARRANGEMENT

- 31.1 The Employer and the Employee may agree to enter into an arrangement where the Employee can purchase up to 10 weeks' additional leave.
- 31.2 The Employer will assess each application for a 42/52 salaries arrangement on its merits and give consideration to the personal circumstances of the Employee seeking the arrangement.
- 31.3 Where an Employee is applying for Purchased Leave of between five (5) and 10 weeks, the Employer will give priority access to those Employees with caring responsibilities.
- 31.4 In order to access approved Purchased Leave, an Employee must:
- (a) satisfy the Employer's accrued leave management policy; and
 - (b) take one (1) week Annual Leave if purchasing nine (9) weeks' leave; or

(c) take two (2) weeks' Annual Leave if purchasing 10 weeks' leave.

31.5 Notwithstanding subclauses 31.4(b) and 31.4(c), the Employer may allow an Employee to access Purchased Leave before they have accessed one (1) or two (2) week's Annual Leave, whichever applies, where the Employee requests it. Any such request may only be refused by the Employer if there are reasonable grounds to do so.

31.6 The provisions of subclauses 31.4(b) and 31.4(c) do not apply to an Employee who purchases less than nine (9) weeks leave.

31.7 An agreement to take a reduced salary spread over the 52 weeks of the year will yield the following amounts of Purchased Leave:

Number of weeks salary spread over 52 weeks	Number of weeks purchased leave
42	10
43	9
44	8
45	7
46	6
47	5
48	4
49	3
50	2
51	1

31.8 (a) Purchased Leave is not able to be accrued. The Employee is entitled to pay in lieu of any Purchased Leave not taken. In the event the Employee is unable to take such Purchased Leave, their salary will be adjusted on the last pay period in February to take account of the fact that time worked during the year was not included in their salary.

(b) Untaken Purchased Leave will be paid out at the rate at which it is purchased

31.9 (a) Where an Employee who is in receipt of an allowance provided in "Clause 52 – Higher Duties Allowance" proceeds on any period of Purchased Leave, the Employee will not be entitled to receive payment of the allowance for any period of Purchased Leave.

(b) Other than when an Employee is on a period of Purchased Leave, the Higher Duties Allowance component of an Employee's salary will not be affected by an agreement to reduce the Employee's salary for Purchased Leave purposes.

31.10 Overtime is paid at the ordinary rate of salary and not the reduced rate. This will also apply where overtime is referred to as a percentage of a salary.

31.11 In the event that a part time Employee's ordinary working hours are varied during the year, the salary paid for such leave will be adjusted on the last pay in February to take

account of any variations to the Employee's ordinary working hours during the previous year.

32. PURCHASED LEAVE – DEFERRED SALARY ARRANGEMENT

- 32.1 With the written agreement of the Employer, an Employee may elect to receive, over a four (4) year period, 80% of the salary they would otherwise be entitled to receive.
- 32.2 The Employer will assess each application for deferred salary on its merits and give consideration to the personal circumstances of the Employee seeking the leave.
- 32.3 On completion of the fourth year, an Employee will be entitled to 12 months leave and will receive an amount equal to 80% of the salary they were otherwise entitled to in the fourth year of deferment.
- 32.4 Where an Employee completes four (4) years of deferred salary service and is not required to attend duty in the following year, the period of non-attendance will not constitute a break in service and will count as service on a pro rata basis for all purposes.
- 32.5 An Employee may withdraw from this arrangement prior to completing a four (4) year period by written notice. The Employee will receive a lump sum payment of salary forgone to that time but will not be entitled to equivalent absence from duty.
- 32.6 The Employer will ensure superannuation arrangements and taxation effects are fully explained to the Employee. The Employer will put any necessary arrangements into place.

Variation of the Arrangements

- 32.7 As an alternative to subclause 32.5, and only by mutual agreement of the Employer and the Employee, the provisions of the deferred arrangement may be varied subject to the following, the:
 - (a) term of the arrangement will not extend beyond that contemplated by this clause;
 - (b) variation will not result in any consequential monetary or related gain or loss to either the Employer or the Employee; and
 - (c) percentage of salary to apply during the 12 months leave as specified in subclause 32.3 of this clause will be calculated as 80% of the average ordinary prescribed hours worked over the previous four (4) years.

33. PARENTAL AND RELATED LEAVE

Preliminary

- 33.1 This clause replaces the Parental Leave provisions contained in clause 27 – Parental Leave of the Award.

Terms used

33.2 In this clause:

- (a) “adoption” includes the making of a parentage order under the *Surrogacy Act 2008* (WA);
- (b) “comparable position” means a position with equivalent classification level, pay, conditions and status as an Employee’s position and that is commensurate with their skills and abilities;
- (c) “concurrent leave” means Unpaid Parental Leave taken by an Employee under subclause 33.6(d);
- (d) “flexible parental leave” means Unpaid Parental Leave taken by an Employee under subclause 33.18;
- (e) “grandparental leave” means leave to which an Employee is entitled under subclauses 33.31 to 33.33;
- (f) “parental leave” means leave to which an Employee is entitled under subclauses 33.4 to 33.20;
- (g) “partner” means a person who is a spouse or de facto partner;
- (h) “partner leave” means leave to which an Employee is entitled under subclauses 33.28 to 33.30;
- (i) “primary care giver of a child” means the person who is primarily responsible for the care and supervision, including day-to-day care and supervision, of the child;
- (j) “public sector industrial instrument” means this Agreement, the Award or any other relevant industrial instrument that applies to the Public Sector.

33.3 Employees to whom this clause applies

- (a) This clause applies to:
 - (i) permanent Employees; and
 - (ii) fixed term contract Employees; and
 - (iii) eligible Casual Employees;whether employed on a full-time or part-time basis.
- (b) For the purposes of this clause, an eligible Casual Employee is an Employee:
 - (i) who has been employed in the Public Sector on a regular and systematic basis over a period of at least 12 months, or over a sequence of periods of a

combined length of at least 12 months if any break in employment was on the Employer's initiative and did not exceed three (3) months; and

- (ii) who has a reasonable expectation (but for becoming a parent) of continuing employment on a regular and systematic basis.

Parental Leave

33.4 Nature of Parental Leave

- (a) Parental Leave is leave taken by:
 - (i) a pregnant Employee in connection with the pregnancy and birth of a child; or
 - (ii) an Employee following the birth or adoption of a child for whom they are the primary care giver.
- (b) It does not matter whether the primary care giver is a parent of the child or another person.
- (c) Only one (1) parent or other person can be the primary care giver of a child during any one (1) particular period of time.
- (d) If different Public Sector Employees are the primary care giver of a child during different periods of time, their entitlement to Paid or Unpaid Parental Leave under this clause or under any other Public Sector industrial instrument can be shared, but the total period of their combined entitlement to Paid Parental Leave is limited to the Paid Parental Leave entitlement of a single Employee.
- (e) If an Employee is no longer the primary care giver of the child following the birth, their entitlement to any further Parental Leave in connection with the child ends, unless:
 - (i) the Employee is entitled to remain on Unpaid Parental Leave because they share responsibility for the care and supervision of their child or their partner's biological child under subclause 33.6 - Special Unpaid Parental Leave entitlements for Employees who share responsibility for care and supervision of child; or
 - (ii) the Employee is entitled to remain on Parental Leave under subclause 33.12 - Parental Leave where pregnancy ends without birth of a living child, the child dies or the child or Employee hospitalised.
- (f) An Employee who commences Parental Leave does not have a separate entitlement to Unpaid Parental Leave under subclause 33.6 - Special Unpaid Parental Leave entitlements for Employees who share responsibility for care and supervision of child, if they stop being the primary care giver of their child or their partner's biological child but continue to share the responsibility for the child's care with their partner or another person.

33.5 Period of Parental Leave to which eligible Employee entitled

- (a) An eligible Employee is entitled to 52 weeks of Parental Leave.
- (b) The 52 weeks of Parental Leave comprises 14 weeks of paid leave and 38 weeks of unpaid leave, except as provided by subclause 33.5(c).
- (c) The 52 weeks of Parental Leave comprises only unpaid leave in the case of:
 - (i) an eligible Casual Employee; or
 - (ii) any other Employee who has not completed the minimum period of service required by subclause 33.7 - Minimum period of service to be eligible for Paid Parental Leave, for paid leave.
- (d) The period of Paid Parental Leave to which an Employee is entitled can be extended by the Employee electing to take double the amount of leave on half-pay.
- (e) An Employee has only a single entitlement, and not separate entitlements, to Parental Leave for children of a multiple birth or adoption.
- (f) Parental Leave for a fixed term contract Employee cannot extend beyond the term of the contract.
- (g) Any Public Holiday that falls during Parental Leave is counted as part of that leave and does not extend the period of Parental Leave.
- (h) An Employee who is on Parental Leave is not entitled to any days in lieu of Public Service Holidays.

33.6 Special Unpaid Parental Leave entitlements for Employees who share responsibility for care and supervision of child

- (a) An Employee who shares responsibility with their partner or another person for the care and supervision of their child or their partner's biological child has the same entitlement to Unpaid Parental Leave under this clause as an Employee who is the primary care giver for the child.
- (b) An Employee who commences Unpaid Parental Leave under this clause does not have a separate entitlement to Paid or Unpaid Parental Leave if they become the primary care giver of their child or their partner's biological child.
- (c) It does not matter whether or not the other person with whom the Employee shares responsibility for the care and supervision of the child is:
 - (i) an Employee to whom this clause applies; or
 - (ii) the primary care giver for the child.

- (d) Concurrent leave
 - (i) If an Employee who shares responsibility for the care and supervision of a child takes Unpaid Parental Leave under this clause, they can take Unpaid Parental Leave during the same time that their partner takes Unpaid Parental Leave (concurrent leave).
 - (ii) The concurrent leave:
 - (aa) must not be longer than eight (8) weeks in total; and
 - (bb) can be taken in separate periods but, unless the Employer agrees, each period must not be shorter than two (2) weeks.

33.7 Minimum period of service to be eligible for Paid Parental Leave

- (a) An Employee is only entitled to a period of Paid Parental Leave if, on the day Parental Leave commences, the Employee has completed at least 12 months of continuous service in the Public Sector immediately preceding the Parental Leave, whether on a full-time or part-time basis.
- (b) For the purposes of this clause, continuous service includes any period of authorised paid leave or authorised unpaid leave not exceeding 14 days. However, continuous service includes Personal Leave Without Pay whilst ill or injured not exceeding three (3) months in accordance with subclause 27.36 - Personal Leave Without Pay Whilst Ill or Injured.
- (c) For the purposes of this clause, continuous service includes a period of service as an eligible Casual Employee if:
 - (i) the eligible Casual Employee has become a permanent or fixed term contract Employee with the same Employer; and
 - (ii) any break between service as an eligible Casual Employee and service as a permanent or fixed term contract Employee does not exceed three (3) months.
- (d) An Employee who takes Parental Leave is not required to resume work for the purposes of taking Parental Leave in connection with any subsequent pregnancy or birth or adoption of a child.
- (e) An Employee on Leave Without Pay unrelated to Parental Leave is required to resume work before taking Paid Parental Leave.

33.8 Taking Parental Leave

- (a) An Employee must take Parental Leave in one (1) continuous period, except as otherwise provided by this clause.
- (b) The period of Parental Leave can be interrupted by the following:

- (i) any period during which the Employee substitutes other paid leave or time off as referred to in subclause 33.15 - Interaction with other leave entitlements;
 - (ii) any period during which the Employee engages in Special Parental Leave Employment as referred to in subclause 33.17 - Employment During Unpaid Parental Leave;
 - (iii) any period between periods of flexible Parental Leave taken by the Employee;
 - (iv) any period between separate periods of concurrent leave taken by the Employee;
 - (v) any period during which the Employee does not take Parental Leave as referred to in subclause 33.12 - Parental Leave where pregnancy ends without birth of a living child, the child dies or the child or Employee hospitalised, because the child is hospitalised after birth.
- (c) An Employee can, at any time but subject to the notice requirements of subclause 33.9 - Employee required to give notice of Parental Leave
- (i) cancel or delay the commencement of their proposed Parental Leave; or
 - (ii) shorten their period of Parental Leave; or
 - (iii) extend their period of Parental Leave up to the maximum period of leave to which they are entitled.
- (d) If an Employee takes less than the maximum period of Parental Leave to which they are entitled, the unused balance of leave cannot be banked or preserved in any way.

33.9 Employee required to give notice of Parental Leave

- (a) An Employee who intends to take Parental Leave must give their Employer at least eight (8) weeks' written notice of:
 - (i) the date on which the Employee proposes to commence the leave; and
 - (ii) the period of leave proposed to be taken.
- (b) An Employee who intends to change or cancel their Parental Leave must give their Employer at least four (4) weeks' written notice of the change or cancellation.
- (c) However, an Employee is not required to give notice of the cancellation of proposed Parental Leave because the pregnancy ends without the birth of a living child or the child dies.

- (d) An Employee who fails to give the required period of notice does not contravene this clause if it was not reasonably practicable for the Employee to comply because of an early birth or placement for adoption or because of other compelling circumstances.
- (e) An Employee who has given notice of proposed Parental Leave is required to give their Employer before proceeding on leave, reasonable evidence detailing:
 - (i) in the case of a pregnant Employee – the expected date of birth (including by the provision of a medical certificate); or
 - (ii) in any other case – the relationship the Employee has with the child and the Employee’s responsibility for the care of the child.

33.10 Commencement of Parental Leave

- (a) The period of Parental Leave of a pregnant Employee in connection with the pregnancy can commence up to six (6) weeks before the expected date of birth of the child, but not later than the birth of the child.
- (b) However, the period of Unpaid Parental Leave of the pregnant Employee can commence on an earlier date before the birth of the child with the agreement of the Employer and Employee.
- (c) The period of Parental Leave of any other Employee can commence at any time on or after:
 - (i) the day the Employee becomes the primary care giver of the child; or
 - (ii) for the purposes of subclause 33.6 - Special Unpaid Parental Leave entitlements for Employees who share a responsibility for care and supervision of a child, the day the Employee begins to share the responsibility with their partner or another person for the care and supervision of their child or their partner’s biological child.

33.11 Conclusion of Paid Parental Leave

- (a) The period of Paid Parental Leave must conclude within the period of 12 months after the birth or date of placement for adoption.
- (b) The Employer can, in exceptional circumstances, allow an Employee to take Paid Parental Leave after that 12 month period.
- (c) An Employer can require the Employee to provide reasonable evidence that the circumstances justify the Employee taking Paid Parental Leave after that 12 month period.

33.12 Parental Leave where pregnancy ends without birth of a living child, the child dies or the child or Employee hospitalised

- (a) A pregnant Employee remains entitled to Paid Parental Leave if the pregnancy ends without the birth of a living child within 20 weeks before the expected date of birth.
- (b) A pregnant Employee is entitled to remain on Paid Parental Leave if:
 - (i) the child dies or is hospitalised following the birth; or
 - (ii) the Employee is incapacitated as a result of the birth.
- (c) An Employee is not entitled to Paid Parental Leave in those circumstances for any period that the Employee has taken paid Personal Leave.
- (d) If a pregnancy ends without the birth of a living child within 20 weeks before the expected date of birth, an Employee who would have been entitled under this clause to Unpaid Parental Leave if the child had been born alive remains entitled to that Unpaid Parental Leave except when the entitlement would have derived from an adoption.
- (e) An Employee who has commenced Parental Leave can return to work by providing their Employer at least four (4) weeks' written notice of their return to work if:
 - (i) the child dies; or
 - (ii) the pregnancy ends without the birth of a living child within 20 weeks before the expected date of birth.
- (f) If an Employee has commenced Parental Leave and the child is hospitalised immediately following the birth, the Employee can agree with their Employer not to take Parental Leave for a period while the child remains in hospital (the permitted work period).
- (g) Only one (1) permitted work period can be agreed and it ends at the earliest of the following:
 - (i) the time agreed by the Employee and Employer;
 - (ii) the end of the day of the child's first discharge from hospital after birth;
 - (iii) if the child dies before being discharged – the end of the day the child dies.
- (h) The Employer can require the Employee to provide reasonable evidence that the child has been hospitalised following the birth and that the Employee is fit for work (including by the provision of a medical certificate).

33.13 Provisions relating to payment of Paid Parental Leave

- (a) An Employee entitled to Paid Parental Leave is to be paid according to their ordinary working hours at the commencement of Parental Leave.

- (b) In the case of a part-time Employee, the Employee is to be paid according to the average hours worked over the period of 12 months immediately preceding the commencement of Parental Leave if those average hours exceed ordinary working hours at the commencement of Parental Leave.
- (c) An Employee can elect to be paid in advance for Paid Parental Leave or elect to be paid on a fortnightly basis during that leave.
- (d) Allowances or penalties for shift or weekend work are not payable during Paid Parental Leave.
- (e) An Employee who was in receipt of Higher Duties Allowance for a continuous period of 12 months immediately preceding the commencement of Parental Leave is to continue to be paid the Higher Duties Allowance during the first four (4) weeks of Paid Parental Leave. If the Employee has elected to take Parental Leave on half-pay, the Higher Duties Allowance are payable at the full rate for those first four (4) weeks of paid leave only.
- (f) If the employment of an Employee who is being Paid Parental Leave on half-pay is terminated through no fault of the Employee, the Employee is to be paid out any period of unused Paid Parental Leave that is equivalent to the period of leave the Employee would have accessed had they been on Parental Leave on full pay when their employment was terminated.
- (g) An Employee who takes a subsequent period of Paid Parental Leave without returning to work is to be paid on the basis of their employment when they commenced the original period of Paid Parental Leave and is not affected by any intervening period of Special Parental Leave employment under subclause 33.17 – Employment during Unpaid Parental Leave.
- (h) For the purposes of determining the amount of Paid Parental Leave of an Employee to whom subclause 33.22 - Modification of duties and transfer to safe job applied, the ordinary working hours of the Employee are the ordinary working hours before the modification of or absence from work under that clause.

33.14 Extension of period of Parental Leave

- (a) An Employee can apply to their Employer to extend their Parental Leave by up to two (2) years of unpaid leave after the end of the period of Parental Leave to which they are entitled under this clause.
- (b) The period of extended leave is a period of Parental Leave for the purposes of this clause.
- (c) Parental Leave can only be extended after the Employee has exhausted all other available paid leave entitlements.
- (d) The Employer must agree to an application for the extension of Parental Leave unless the Employer has reasonable grounds to believe that agreeing to the application would have an adverse impact on the conduct of the Employer's

business or operations.

- (e) Before a refusal under subclause 33.14(d) the Employer must give the Employee a reasonable opportunity to discuss the application.
- (f) The Employer must, as soon as practicable but not later than 21 days after an application for the extension of Parental Leave is made, give the Employee written notice of:
 - (i) the decision of the Employer to agree to or refuse the application; and
 - (ii) if the application is refused - the reasons for the refusal.
- (g) An Employee who believes that their application for the extension of Parental Leave has been unreasonably refused can seek to enforce it as a minimum condition of employment and, in that case, the Employer has the onus of demonstrating that the refusal was justified in the circumstances.

33.15 Interaction with other leave entitlements

- (a) An Employee entitled to Unpaid Parental Leave can take any of the following to which the Employee is entitled instead of any part of that Parental Leave:
 - (i) accrued Annual Leave;
 - (ii) accrued Long Service Leave;
 - (iii) accrued time off in lieu of overtime;
 - (iv) flexi leave or banked hours.
- (b) The period of any such substituted leave or time off:
 - (i) forms part of the period of Unpaid Parental Leave otherwise authorised by this clause and does not extend the period of Parental Leave; but
 - (ii) is treated as paid leave and not Unpaid Parental Leave for the purposes of subclause 33.20 - Effect of Parental Leave on contract of employment.
- (c) An Employee is not entitled to Personal Leave during any period of paid or Unpaid Parental Leave.

33.16 Communication during Parental Leave

- (a) The Employer must take all reasonable steps to inform an Employee who is on Parental Leave of any decision that significantly affects the status, responsibility level, pay or work location of the Employee and give the Employee an opportunity to discuss the effect of the decision on the Employee's position. The consultation obligations under subclause 71.3 apply to Employees on Parental Leave.

- (b) An Employee on Parental Leave must notify the Employer of any change in their contact details that might affect the Employer's capacity to comply with this clause.

33.17 Employment during Unpaid Parental Leave

- (a) In this clause:
 - (i) "keeping in touch day" has the same meaning it has in section 79A of the *Fair Work Act 2009* (Cth); and is one (1) of a maximum of 10 days on which the Employee is employed to enable them to keep in touch with their employment in order to facilitate a return to their employment after the end of Parental Leave.
 - (ii) "Special Parental Leave Employment" means employment of an Employee on Unpaid Parental Leave:
 - (aa) that is of an intermittent nature or for a limited specified period (Special Temporary Employment); or
 - (bb) that is casual employment (other than Special Temporary Employment) on an hourly basis for a period not exceeding four (4) weeks in any period of engagement (Special Casual Employment).
- (b) Despite anything to the contrary in this clause, an Employee on Unpaid Parental Leave can be employed by their Employer in special Parental Leave employment during that Unpaid Parental Leave if both parties agree in writing to that employment.
- (c) Without limiting this clause, any such Parental Leave employment can be employment for the purposes of a keeping in touch day.
- (d) The following applies to engagement in Special Parental Leave Employment:
 - (i) an Employee can only engage in Special Parental Leave Employment during a period of Unpaid Parental Leave that is not substituted with paid leave under subclause 33.15 - Interaction with other leave entitlements;
 - (ii) in the case of Special Temporary Employment – an Employee can only be employed in connection with their substantive position;
 - (iii) in the case of Special Casual Employment – an Employee is to be employed at a level that is commensurate with the level of the available position under this Agreement;
 - (iv) the period of service in Special Parental Leave Employment does not break an Employee's continuity of service or change the Employee's status in regard to their substantive employment;
 - (v) in the case of Special Temporary Employment - the period of special

Parental Leave employment counts as qualifying service for all purposes under Public Sector industrial instruments;

- (vi) in the case of Special Casual Employment - the period of Special Parental Leave Employment counts as qualifying service for the ordinary entitlements a Casual Employee would have for engaging in casual employment, but does not count as qualifying service for all other purposes under Public Sector industrial instruments.
- (e) The following applies to the effect of Special Parental Leave Employment on Unpaid Parental Leave:
- (i) the period of Special Parental Leave Employment is taken to be part of the Employee's original period of Unpaid Parental Leave;
 - (ii) an Employee who immediately resumes Unpaid Parental Leave following a period of Special Parental Leave Employment is entitled to extend their period of Unpaid Parental Leave by the period of that special Parental Leave employment (subject to giving the Employer at least four (4) weeks' written notice of the new date on which they intend to complete Parental Leave and return to work);
 - (iii) an Employee who does not immediately resume Unpaid Parental Leave following a period of Special Parental Leave Employment cannot preserve the unused portion of leave for use at a later date.

33.18 Flexible Unpaid Parental Leave

- (a) An Employee can take up to 30 days of their entitlement to Unpaid Parental Leave in separate periods of one (1) or more days each as follows ("Flexible Parental Leave"):
 - (i) the Flexible Parental Leave can only be taken within the period of 24 months after the birth or date of placement for adoption of the child;
 - (ii) the Flexible Parental Leave can be taken after the Employee takes other Parental Leave in connection with the same child.
- (b) However, further Unpaid Parental Leave (including any extension of Unpaid Parental Leave under subclause 33.14 - Extension of period of Parental Leave) cannot be taken by an Employee after any Flexible Parental Leave is taken by the Employee in connection with the same child.
- (c) If an Employee takes Flexible Parental Leave, the maximum period of Parental Leave to which the Employee is entitled under this clause is calculated on the basis that the Employee takes all the Flexible Parental Leave days in a single continuous period (on the assumption that the Employee works each day that is not a Saturday or Sunday and there are no Public Holidays during that period).

33.19 Return to work on conclusion of Parental Leave

- (a) An employee who returns to work at the end of their Parental Leave is entitled to be employed in —
 - (i) the same position as the substantive position they held —
 - (aa) immediately before proceeding on Parental Leave; or
 - (bb) immediately before any modification of or absence from work under subclause 33.22 - Modification of duties and transfer to safe job; or
 - (ii) a comparable position.
- (b) An Employee who returns to work at the end of Parental Leave can work on a basis modified from the basis on which they worked immediately before proceeding on Parental Leave. The modified basis can be part-time work, work on a job-share basis, work on different days or at different times (or both) or work on fewer days or for fewer hours (or both).
- (c) An Employee who returns to work on a modified basis can be subsequently required by the Employer to resume work on the same basis as they worked immediately before proceeding on Parental Leave. Any such requirement can only be made if:
 - (i) the Employer has reasonable grounds to believe that the continuation of work on that modified basis would have an adverse impact on the conduct of the Employer's business or operations; or
 - (ii) the child has reached the compulsory education period under section 6 of the *School Education Act 1999* (WA).
- (d) An Employee who returns to work on a modified basis can subsequently apply to the Employer to resume work on the same basis as they worked immediately before proceeding on Parental Leave. Any such application must be made in writing at least four (4) weeks before the Employee wishes to resume work on that same basis.
- (e) The Employer must agree to any such application to resume work on the former basis, unless the Employer has reasonable grounds to believe that agreeing to the application would have an adverse impact on the conduct of the Employer's business or operations.
- (f) The Employer must give an Employee written notice of the refusal of an application to resume work on the former basis and of the reasons for that refusal, within 21 calendar days of an application being received.
- (g) An Employee who believes that their application to resume work on the former basis has been unreasonably refused can seek to enforce it as a minimum condition of employment and in that case the Employer has the onus of

demonstrating that the refusal was justified in the circumstances.

33.20 Effect of Parental Leave on contract of employment

- (a) Paid Parental Leave counts as qualifying service for all purposes under Public Sector industrial instruments.
- (b) The qualifying service is to be calculated according to the number of weeks of paid Parental Leave taken at full pay (or the number of weeks that would have been taken if the Parental Leave had not been taken at half pay).
- (c) Employees who take paid Parental Leave on half pay do not accrue award, agreement or other entitlements beyond those that would have accrued had they taken the leave at full pay.
- (d) Absence on Unpaid Parental Leave does not break the continuity of service of the Employee.
- (e) In calculating a period of service for any purpose under a Public Sector industrial instrument, any single continuous period of Unpaid Parental Leave:
 - (i) is not to be taken into account if it exceeds 14 calendar days; and
 - (ii) is to be taken into account if it does not exceed 14 calendar days.
- (f) An Employee on Parental Leave can terminate their employment at any time in accordance with any applicable provision of a Public Sector industrial instrument.
- (g) An Employer cannot terminate the employment of an Employee on the ground that the Employee has applied for Parental Leave or of their absence on Parental Leave, but otherwise any right of the Employer to terminate employment is not affected by this clause.

Special provisions relating to pregnant Employees

33.21 Fitness for work in current position

- (a) If the Employer has reason to believe that the continued performance of duties by a pregnant Employee is a danger to the Employee, fellow Employees or the public, the Employer can require the Employee to provide a certificate from a medical practitioner stating that the pregnant Employee is fit for work in their current position for a period stated in the certificate.
- (b) The Employer is required to pay for any examination by a medical practitioner for the purposes of issuing such a certificate.

33.22 Modification of duties and transfer to safe job

- (a) A pregnant Employee can work on a part-time basis in accordance with this Agreement during any one (1) or more periods if the Employee provides the

Employer with a certificate from a medical practitioner stating that part-time work is, because of the pregnancy, necessary or preferable.

- (b) The work on a part-time basis must be:
 - (i) work in the Employee's current position or in a comparable position; and
 - (ii) on terms that are recorded in writing and in accordance with this Agreement.
- (c) Unless otherwise agreed with the Employer, a pregnant Employee must give at least four (4) weeks' written notice to the Employer of their intention to seek a variation in the terms of their part-time work or to revert to employment on a full-time basis.
- (d) If a pregnant Employee is fit for work but it is inadvisable for the Employee to continue to perform the duties of their current position for any particular period (the risk period) because of illness or risks arising from the pregnancy or because of hazards connected with their current position, the Employer must, during that period:
 - (i) modify the duties of the Employee; or
 - (ii) transfer the Employee to a safe job in a comparable position (including a position with a different number of ordinary hours agreed to by the Employee).
- (e) The Employer can require the pregnant Employee to provide a certificate from a medical practitioner or other reasonable evidence that it is inadvisable for the Employee to continue to perform the duties of their current position.
- (f) If the Employer considers that it is not reasonably practicable to modify the duties of the pregnant Employee or transfer the pregnant Employee to a safe job:
 - (i) the Employee is entitled to be absent from work during the risk period; and
 - (ii) the Employee is entitled to be paid the amount they would have reasonably expected to have been paid if they had worked during the risk period; and
 - (iii) the Employee's leave entitlements are not affected by the absence from work.
- (g) Any such entitlement to be absent from work extends to an eligible Casual Employee.
- (h) Any such entitlement to be absent from work ends at the earliest of the following:
 - (i) the end of the risk period stated in the medical certificate or other reasonable evidence provided by the Employee;

- (ii) the end of the day on which the pregnancy ends (whether with or without the birth of a living child).

33.23 Unpaid Special Pregnancy Leave

- (a) A pregnant Employee is entitled to unpaid leave (“Unpaid Special Pregnancy Leave”) during any period that the Employee is not fit for work because:
 - (i) the Employee has a pregnancy related illness; or
 - (ii) the pregnancy ends without the birth of a living child within 28 weeks before the expected date of birth.
- (b) In any such case of unfitness for work, the pregnant Employee can take any Personal Leave to which they are entitled instead of Unpaid Special Pregnancy Leave.
- (c) A pregnant Employee must give the Employer notice of the taking of Unpaid Special Pregnancy Leave. The notice:
 - (i) must be given as soon as practicable (whether before or after the commencement of the leave); and
 - (ii) must advise the Employer of the period or expected period of the leave.
- (d) The Employer can require the pregnant Employee to provide reasonable evidence that the Employee has become entitled under this clause to Unpaid Special Pregnancy Leave (including by the provision of a medical certificate).
- (e) The entitlement of a pregnant Employee to Parental Leave under this clause is not reduced by any period of Unpaid Special Pregnancy Leave taken by the Employee while pregnant.
- (f) Special Pregnancy Leave is not required to be taken in a continuous period with Parental Leave.
- (g) Subclause 33.20 - Effect of Parental Leave on the contract of employment applies to Unpaid Special Pregnancy Leave in the same way as it applies to Parental Leave, with any necessary modifications.

Special provisions relating to adoption

33.24 Date of placement of child

- (a) For the purposes of the provisions of this clause relating to Parental Leave following the adoption of a child by an Employee, the date of placement of a child for adoption means the earlier of the following:
 - (i) the date on which the Employee first takes custody of the child for adoption;

- (ii) the date on which the Employee starts any travel that is reasonably necessary to take custody of the child for adoption.

33.25 Age of adopted children

- (a) An Employee is not entitled to Parental Leave in connection with the adoption of a child unless:
 - (i) the child is (or will be) under 16 years of age as at the date or expected date of placement of the child for adoption; and
 - (ii) the child has not (or will not have) lived with the Employee continuously for a period of six (6) months or more as at the date or expected date of placement of the child for adoption; and
 - (iii) the child is not (otherwise than because of the adoption) a child or stepchild of the Employee or the Employee's partner.

33.26 Additional unpaid leave in connection with adoption

- (a) An Employee seeking to adopt a child is entitled to two (2) days' unpaid leave to attend interviews or examinations required as part of the procedure for adoption.
- (b) If the Employee works or resides outside the Perth metropolitan area, the Employee is entitled to an additional day's unpaid leave for that purpose.
- (c) The Employee can take any accrued paid leave to which the Employee is entitled for that purpose instead of unpaid leave under this clause.

33.27 Termination of Parental Leave if adoption does not proceed

- (a) If a proposed adoption for which Parental Leave has been granted does not proceed, the Parental Leave is then terminated.
- (b) The Employee can take any other leave to which they are entitled instead of the terminated Parental Leave or return to work.

Partner Leave

33.28 Entitlement to Partner Leave

- (a) An Employee is entitled to Partner Leave while not on Parental Leave in connection with the birth of a child to, or the adoption of an eligible adoptive child by, the Employee or the Employee's partner.
- (b) An eligible adoptive child is a child:
 - (i) who is under the age of 16 years; and
 - (ii) who has not lived continuously with the Employee for six (6) months or

longer; and

- (iii) who is not (otherwise than because of the adoption) the child or stepchild of the Employee or the Employee's partner.
- (c) Partner leave must be taken immediately following the birth or placement of the child for adoption.
- (d) Partner leave is to be taken (subject to available credits) as any combination of the following:
 - (i) paid Personal Leave;
 - (ii) paid annual or Long Service Leave;
 - (iii) paid accrued time off in lieu of overtime, flexi leave or banked hours;
 - (iv) unpaid leave.
- (e) However, an eligible Casual Employee can only take Partner Leave as unpaid leave.

33.29 Period of Partner Leave to which eligible Employee entitled

- (a) An eligible Employee is entitled to apply to the Employer for an extension of their Partner Leave.
- (b) The period of any extension of Partner leave is to be taken as unpaid leave.
- (c) The total period of Partner Leave and any extension of that leave cannot exceed eight (8) weeks.
- (d) An extension of Partner Leave can be taken in separate periods of at least two (2) weeks or, with the agreement of the Employer, a shorter period.
- (e) The period of any extension of Partner Leave must conclude within the period of 12 months after the birth or date of placement for adoption of the child concerned.
- (f) The Employer must agree to an application for an extension of Partner Leave, unless the Employer has reasonable grounds to believe that granting the leave would have an adverse impact on the conduct of the Employer's business or operations.
- (g) The Employer must give an Employee written notice of the refusal of an application for the extension of Partner Leave and of the reasons for that refusal.
- (h) An Employee who believes that their application for an extension of Partner Leave has been unreasonably refused can seek to enforce it as a minimum

condition of employment and in that case the Employer has the onus of demonstrating that the refusal was justified in the circumstances.

- (i) An Employee has only a single entitlement, and not separate entitlements, to Partner Leave for children of a multiple birth or adoption.

33.30 Miscellaneous provisions relating to Partner Leave

- (a) An Employee who intends to take Partner Leave is required to give their Employer at least four (4) weeks' written notice of:
 - (i) the date on which the Employee proposes to commence the leave; and
 - (ii) the period of leave proposed to be taken.
- (b) An Employee who has given notice of proposed Partner Leave is required to give their Employer before proceeding on leave:
 - (i) in the case of a pregnancy – a certificate from a medical practitioner confirming the pregnancy and the expected date of birth; or
 - (ii) in the case of a proposed adoption – a statement of the expected date of placement of the child for adoption.
- (c) Partner leave taken by an Employee does not affect any entitlement the Employee or their partner can have to Parental Leave. However, Partner Leave that is taken by an Employee as unpaid leave counts as part of the Parental Leave entitlement of the Employee in connection with the birth or adoption of the child concerned.
- (d) Any Public Holiday that falls during Partner Leave is counted as part of that leave and does not extend the period of Partner Leave.
- (e) The taking of Partner Leave as Personal leave does not affect an Employee's entitlement to take more than a week's Personal leave for any purpose for which Personal leave can be taken.
- (f) An Employee is not entitled to paid Personal leave while on unpaid Partner Leave.
- (g) Subclause 33.20 - Effect of Parental Leave on the contract of employment applies to Partner Leave in the same way as it applies to Parental Leave, with any necessary modifications.

Grandparental Leave

33.31 Entitlement to Grandparental Leave

- (a) An eligible grandparent is entitled to Grandparental Leave following the birth or adoption of a grandchild of the Employee.

- (b) An eligible grandparent is an Employee who:
 - (i) is primarily responsible for the care and supervision of their grandchild on a part time basis; and
 - (ii) provides that care and supervision during what would be the Employee's ordinary hours of work (but for the Employee providing care to their grandchild).
- (c) An Employee is not entitled to Grandparental Leave in connection with the adoption of a grandchild unless:
 - (i) the grandchild is under the age of five (5) years; and
 - (ii) the grandchild has not lived continuously with the adoptive parents for six (6) months or longer; and
- (d) the grandchild is not (otherwise than because of the adoption) the grandchild or grand-stepchild of the Employee.
- (e) An Employee has only a single entitlement, and not separate entitlements, to Grandparental Leave for grandchildren of a multiple birth or adoption.
- (f) An Employee is not entitled to Grandparental Leave if they:
 - (i) are a Casual Employee (including an eligible Casual Employee); or
 - (ii) have taken or are on Parental Leave in connection with the birth or adoption of the same grandchild of the Employee.

33.32 Period of Grandparental Leave to which eligible Employee entitled

- (a) An eligible grandparent is entitled to 52 weeks of unpaid Grandparental Leave.
- (b) The period of Grandparental Leave:
 - (i) can commence any time within 24 months after the birth or date of placement for adoption of the Employee's grandchild; and
 - (ii) must conclude within the period of 12 months after the commencement of Grandparental Leave.
- (c) With the agreement of the Employer, an Employee can take Grandparental Leave on a part time basis, provided they are primarily responsible for the care and supervision of their grandchild on those days the leave is taken.
- (d) If an Employee takes less than the maximum period of Grandparental Leave to which they are entitled, the unused balance of leave cannot be banked or preserved in any way.

33.33 Miscellaneous provisions relating to Grandparental Leave

- (a) An Employee who intends to take Grandparental Leave is required to give their Employer at least four (4) weeks' written notice of:
 - (i) the date on which the Employee proposes to commence the leave; and
 - (ii) the period of leave proposed to be taken.
- (b) The Employer can waive the notice period in exceptional circumstances.
- (c) The Employer can require an Employee who has given notice of proposed Grandparental Leave to provide reasonable evidence that the Employee is entitled to Grandparental Leave.
- (d) Subclause 33.16 - Communication during Parental Leave and subclause 33.20 - Effect of Parental Leave on the contract of employment apply to Grandparental Leave in the same way as they apply to Parental Leave, with any necessary modifications.

34. SUPERANNUATION ON UNPAID PARENTAL LEAVE

34.1 In this clause, "unpaid parental leave" means:

- (a) unpaid parental leave, under subclause 33.4; or
- (b) unpaid Special Pregnancy Leave under subclause 33.23

34.2 An Employee or eligible Casual Employee who is entitled to unpaid parental leave is entitled to have superannuation contributions made in respect of the period of unpaid parental leave taken to a maximum of 24 weeks.

34.3 Superannuation contributions made under this clause are calculated:

- (a) in respect of the period of unpaid parental leave taken or 24 weeks, whichever is lesser;
- (b) based on the amount that would have been paid to the Employee had they taken paid parental leave for that period and in accordance with the following:
 - (i) for full time Employees – the ordinary working hours at the time of commencement of parental leave;
 - (ii) for part time Employees – an average of the hours worked by the Employee over the preceding 12 months; or their ordinary working hours at the time of commencement of parental leave, whichever is greater; or
 - (iii) for eligible Casual Employees – an average of the hours worked by the eligible Casual Employee over the preceding 12 months;

exclusive of shift and weekend penalties.

34.4 Superannuation contributions will be paid:

(a) to the Employee's superannuation fund in respect of which superannuation contributions for that Employee are made; and

(b) at the time that the period of unpaid parental leave in respect of which the contributions are payable concludes.

34.5 Superannuation contributions will be made in accordance with the *State Superannuation Act 2000* and the *State Superannuation Regulations 2001*.

35. FOSTER CARER'S LEAVE

35.1 Foster and short-term carer's leave is available to an Employee who is a foster carer in the State of Western Australia, to enable them to attend to the care of a child in an emergency or other out of home care placement. Foster carer includes kinship arrangements and respite care that has not been determined to be permanent.

35.2 A permanent Employee, fixed term contract Employee or Casual Employee will have access to three (3) paid days of non-cumulative leave per calendar year, up to a cap of 22.8 hours.

35.3 Employees must give reasonable notice prior to taking foster carer's leave and must provide an estimate of the period of absence from work.

35.4 Employees can, by agreement with their Employer, take foster carer's leave in minimum periods of one (1) hour.

35.5 Leave credits can be used to attend training associated with the Employee's foster carer responsibilities.

35.6 Employees must provide the Employer with documentation supporting their eligibility for the leave.

35.7 The entitlements to foster carer's leave in accordance with subclause 35.2 for Casual Employees applies to the extent of their agreed working arrangements.

36. PUBLIC HOLIDAYS

36.1 The following days will be allowed as holidays with pay:

New Year's Day, Australia Day, Good Friday, Easter Sunday, Easter Monday, Christmas Day, Boxing Day, Anzac Day, Sovereign's Birthday, Western Australia Day, Labour Day, provided that the Employer may approve another day to be taken as a holiday in lieu of any of the above mentioned days.

36.2 When any of the days mentioned in subclause 36.1, excluding Easter Sunday, of this clause falls on a Saturday or on a Sunday, the holiday will be observed on the next succeeding Monday.

(a) When Boxing Day falls on a Sunday or Monday, the holiday will be observed on the next succeeding Tuesday.

(b) In each case the substituted day will be a holiday without deduction of pay and the day for which it is substituted will not be a holiday.

37. DAYS IN LIEU OF THE REPEALED PUBLIC SERVICE HOLIDAYS

37.1 The two (2) days in lieu of the repealed public service holidays as provided for in the Public Sector Commissioner's Circular 2009-32 apply to Employees covered by this Agreement where they would normally be expected to work these days.

37.2 Subject to the provisions of the Public Sector Commissioner's Circular 2009-32, days in lieu of the repealed public service holidays:

(a) are made available on the date of the relevant repealed public service holiday;

(b) are not available to an Employee who is on any period of Leave Without Pay;

(c) are paid at the rate of ordinary time;

(d) can be added to Annual Leave or taken individually;

(e) must be taken the calendar year in which they occur;

(f) will be forfeited if not taken in the year in which they occur; and

(g) are not to be paid out on termination of employment.

37.3 By prior agreement with the Employer the day may be taken on the date of the relevant repealed public service holiday.

38. EASTER SUNDAY

38.1 Notwithstanding clause 36 – Public Holidays, permanent and fixed term contract Employees will be provided an additional day of paid leave for Easter Sunday.

38.2 The day of paid leave will be made available to the Employee regardless of whether the Employee would normally be expected to work on that date.

38.3 The day of paid leave accrues on the date that Easter Sunday falls each calendar year.

38.4 Employee access to the day of leave is subject to the conditions set out in subclauses (b) to subclause (g) of subclause 37.2.

39. WEEKEND ABSENCE FROM RESIDENCE

- 39.1 An Employee who is temporarily absent from normal headquarters on relieving duty or travelling on official business outside a radius of 320 kilometres measured from normal headquarters, and is necessarily absent from his or her residence and separated from dependants, will be granted an additional day's leave for every group of three consecutive weekends so absent provided that each weekend will be counted as a member of only one group. Provided that:
- (a) the relief duty or travelling on official business is within Australia and the Employee is not directed to work on the weekend by the Employer;
 - (b) an additional day's leave will not be allowed if the Employer has approved the Employee's family accompanying the Employee during the period of relief or travelling;
 - (c) additional leave under this subclause will be commenced within one (1) month of the period of relief duty or travelling being completed unless the Employer approves otherwise;
 - (d) the Annual Leave loading provided by "Clause 26 - Annual Leave" will not apply to any leave entitlement under this clause.
- 39.2 An Employee who is temporarily absent from normal headquarters on relieving duty or travelling on official business outside a radius of 320 and up to 400 kilometres measured from normal headquarters, may elect to have the benefit of concessions provided by subclause 39.3 in lieu of those provided by subclause 39.1. Kalgoorlie, Albany and Geraldton will be regarded as being within a radius of 400 kilometres for the purposes of this subclause in the case of an Employee resident in the metropolitan area.
- 39.3 An Employee who is temporarily absent from normal headquarters on relieving duty or travelling on official business within a radius of 320 kilometres measured from normal headquarters, and such relief duty or travel would normally necessitate the Employee being absent from the Employee's residence for a weekend, will be allowed to return to the residence for the weekend. Provided that:
- (a) an Employee who is directed to work on a weekend by the Employer will not be entitled to the concessions provided by this subclause;
 - (b) all travelling to and from the Employee's residence will be undertaken outside of the hours of duty prescribed by "Clause 22 – Hours";
 - (c) an Employee, who has obtained the approval of the Employer for the family to accompany the Employee during the period of relief or travelling will not be entitled to the concessions provided by this subclause;
 - (d) when an Employee is authorised by the Employer to use the Employee's own motor vehicle to travel to the locality where the relief duty is being performed or when travelling on official business the Employee will be reimbursed on the basis of one half of the appropriate rate prescribed by subclause 54.4 (Motor Vehicle

Allowance), for the journey to the Employee's residence for the weekend and the return to the place of relief duty. Provided the maximum amount of reimbursement will not exceed the cost of the rail or bus fare by public conveyance which otherwise would be utilised for such journey and payment will be made only to the owner of such vehicle;

- (e) when an Employee has been authorised by the Employer to use the Employer's motor vehicle in connection with the relief duty or travelling on official business, the Employee will be allowed to use that vehicle for the purpose of returning to the Employee's residence for the weekend;
- (f) an Employee who does not use a private motor vehicle or the Employer's motor vehicle as provided by subclauses 39.3(d) and (e), will be reimbursed the cost of the fare by public conveyance by road or rail for the journey, to and from the Employee's residence for the weekend;
- (g) an Employee who does not make use of the provisions of this subclause will be paid travelling allowance or relieving allowance as the case may require in accordance with the provisions of "Clause 55 - Travelling Allowance" or "Clause 56 - Relieving Allowance";
- (h) Employees who return to their residence for the weekend in accordance with the provisions of this subclause will not be entitled to the reimbursement of any expenses allowed by "Clause 56 - Relieving Allowance" and "Clause 55 - Travelling Allowance" during the period from the time when the Employee returns to the Employee's other residence to the time of departing from such residence to travel to resume duty at the place away from the residence.

40. BEREAVEMENT LEAVE

40.1 Employees including casuals will on the death of:

- (a) the spouse or de facto partner of the Employee;
- (b) a former spouse or former de-facto partner of the Employee;
- (c) a child, step-child, foster child or grandchild of the Employee (including an adult child, step-child or grandchild);
- (d) a parent, step-parent, foster parent or grandparent of the Employee;
- (e) a parent in law or former parent in law of the Employee;
- (f) a brother, sister, step brother or step sister of the Employee; or
- (g) any other person who, immediately before that person's death, lived with the Employee as a member of the Employee's household;

be eligible for up to three (3) days' paid Bereavement Leave, provided that at the request of an Employee the Employer may exercise a discretion to grant Bereavement Leave to

an Employee in respect of some other person with whom the Employee has a special relationship.

- 40.2 The three (3) days need not be consecutive.
- 40.3 Bereavement Leave is not to be taken during any other period of leave.
- 40.4 Payment of such leave may be subject to the Employee providing evidence of the death or relationship to the deceased that would satisfy a reasonable person.
- 40.5 An Employee requiring more than three (3) days' Bereavement Leave in order to travel interstate or overseas in the event of the death interstate or overseas of a member of the Employee's immediate family may, upon providing adequate proof, in addition to any bereavement leave to which the Employee is eligible, have immediate access to Annual Leave and/or accrued Long Service Leave in weekly multiples and/or Leave Without Pay provided all accrued leave is exhausted.

Travelling time for Regional Employees

- 40.6 Subject to prior approval from the Employer, an Employee entitled to Bereavement Leave and who as a result of such bereavement travels to a location within Western Australia that is more than 240 km from their workplace will be granted paid time off for the travel period undertaken in the Employee's ordinary working hours up to a maximum of 15.2 hours per bereavement. The Employer will not unreasonably withhold approval.
- 40.7 The Employer may approve additional paid travel time within Western Australia where the Employee can demonstrate to the satisfaction of the Employer that more than two (2) days' travel time is warranted.
- 40.8 The provisions of this clause are not available to Employees while on Leave Without Pay or Personal Leave without pay.
- 40.9 The provisions of "subclauses 40.6 and 40.7 - Travelling Time for Regional Employees", apply as follows.
 - (a) An Employee employed on a fixed term contract for a period greater than 12 months, will be credited with the same entitlement as a permanent Employee for each full year of service and pro rata for any residual portion of employment.
 - (b) An Employee employed on a fixed term contract for a period less than 12 months will be credited with the same entitlement on a pro-rata basis for the period of employment.
 - (c) A part time Employee will be entitled to the same entitlement as a full time Employee for the period of employment, but on a pro rata basis according to the number of ordinary hours worked each fortnight.
 - (d) For Casual Employees, the provisions apply to the extent of their agreed working arrangements.

41. COMPASSIONATE LEAVE FOR EARLY PREGNANCY LOSS

- 41.1 An employee is entitled to up to three (3) consecutive days of paid compassionate leave on each occasion their pregnancy, or the pregnancy of their partner, ends without the birth of a living child up to 20 weeks before the expected date of birth.
- 41.2 The leave will commence from the date the pregnancy ends and is not to be taken during any other period of leave, including unpaid leave.
- 41.3 The Employee must provide notice as soon as reasonably practicable indicating the period of leave sought and anticipated return to duty.
- 41.4 The Employer can require reasonable evidence that an early pregnancy loss has occurred, such as a medical certificate or a recognition certificate for early pregnancy loss issued by the WA Registry of Births, Deaths and Marriages.
- 41.5 The provisions of subclause 41.1 applies to a:
- (a) part time Employee on a pro rata basis; and
 - (b) Casual Employee to the extent of their future rostered shifts, or if there is no certainty about future rosters, the preceding four (4) week average of shifts worked.

42. BLOOD/PLASMA DONORS LEAVE

- 42.1 Subject to operational requirements, Employees will be entitled to absent themselves from the workplace in order to donate blood or plasma in accordance with the following general conditions:
- (a) prior arrangements with the Employer have been made and at least two (2) days' notice has been provided; or
 - (b) the Employee is called upon by the Red Cross Blood Centre.
- 42.2 The notification period will be waived or reduced where the Employer is satisfied that operations would not be unduly affected by the Employee's absence.
- 42.3 The Employee will be required to provide proof of attendance at the Red Cross Blood Centre upon return to work.
- 42.4 Employees will be entitled to two (2) hours of paid leave per donation for the purpose of donating blood to the Australian Red Cross Blood Centre.

43. CULTURAL/CEREMONIAL LEAVE

- 43.1 Cultural/ceremonial leave will be available to all Employees.
- 43.2 Such leave will include leave to meet the Employee's customs, traditional law and to participate in cultural and ceremonial activities.

- 43.3 Employees are entitled to time off without loss of pay for cultural/ceremonial purposes, subject to agreement between the Employer and Employee and sufficient leave credits being available.
- 43.4 The Employer will assess each application for ceremonial/cultural leave on its merits and give consideration to the personal circumstances of the Employee seeking the leave.
- 43.5 The Employer may request reasonable evidence of the legitimate need for the Employee to be allowed time off.
- 43.6 Cultural/ceremonial leave may be taken as whole or part days off. Each day or part thereof, will be deducted from:
- (a) the Employee's Annual Leave entitlements;
 - (b) the Employee's accrued Long Service Leave entitlements, but in full days only;
or
 - (c) accrued days off or time in lieu.
- 43.7 Time off without pay may be granted by arrangement between the Employer and the Employee for cultural/ceremonial purposes.

44. CULTURAL LEAVE FOR ABORIGINAL AND TORRES STRAIT ISLANDERS

- 44.1 Employees who identify as Aboriginal or Torres Strait Islanders are entitled to paid cultural leave which can be accessed to participate in any of the following:
- (a) cultural and ceremonial obligations under Aboriginal and Torres Strait Islander lore, customs or traditional law; and
 - (b) community cultural events such as NAIDOC Week activities, Reconciliation Week or Coming of the Light festivals.
- 44.2 Up to five (5) days of paid cultural leave per calendar year will be available under this clause. The leave need not be taken in one (1) continuous period. Paid cultural leave will not accrue from year to year and will not be paid out on termination.
- 44.3 The Employer will assess each application for cultural leave on its merits and give consideration to the personal circumstances of the Employee seeking the leave.
- 44.4 The Employer may request reasonable evidence of the legitimate need for the Employee to be allowed time off.
- 44.5 If an Employer requires an Employee to attend to business associated with an Aboriginal and Torres Strait Islander organisation, or an organisation that works to facilitate Aboriginal and Torres Strait Islander interests, the attendance is considered to be a part of the Employee's normal duties and the Employee need not access leave under this or any other clause to enable it.

44.6 Cultural leave granted under this clause is in addition to the leave provided by clause 40 – Bereavement Leave of this Agreement and clause 43 – Cultural/Ceremonial Leave.

45. PUBLIC HEALTH EMERGENCY LEAVE

Definitions

45.1 In this clause:

- (a) “Public health emergency” means an incident or emergency that is the subject of Directions issued under Parts 11 or 12 of the *Public Health Act 2016* (WA).
- (b) “Diagnosed person” means a person who has a current positive test for a disease the subject of a public health emergency or an incident that is deemed a serious public health risk, by way of a testing or diagnostic endorsed by the relevant authority under the *Public Health Act 2016* (WA) as being a reliable indicator that the person has the disease.
- (c) “Ordinary pay” for the purposes of this clause only will be calculated according to the ordinary hours the Employee would have worked, had they not been subject to a government requirement to isolate or quarantine, and will be inclusive of any shift penalties which would have been payable. For Casual Employees, ordinary pay will be calculated with reference to the Employee’s rostered future shifts or, if there is no certainty about future rosters, the preceding four (4) week average of shifts worked.

Special Public Health Emergency Leave

- 45.2 The Employer is to credit each Employee with 20 days of non-cumulative special public health emergency leave on January 1 each year.
- 45.3 An Employee employed on a fixed term contract for a period of 12 months or more is credited with the same entitlement as a permanent Employee. An Employee on a fixed term contract for a period less than 12 months is to be credited on a pro rata basis for the period of the contract.
- 45.4 A part time or Casual Employee is to be credited with the same entitlement as a permanent Employee, calculated on a pro rata basis according to the number of hours worked each fortnight.
- 45.5 Employees absent on special public health emergency leave are to receive their ordinary pay.
- 45.6 Employees who have exhausted their special public health emergency leave can access existing personal leave entitlements under clause 27 – Personal Leave of this Agreement.

Eligibility for Special Public Health Emergency Leave

- 45.7 Special public health emergency leave can only be taken in respect of absences from

work during:

- (a) a public health emergency; or
- (b) other significant events as agreed between the Union and Government Sector Labour Relations.

45.8 An Employee who is a diagnosed person or is subject to a government requirement to isolate or quarantine can access special public health emergency leave before existing personal leave entitlements under clause 27 – Personal Leave of this Agreement.

45.9 Employees with caring responsibilities can access special public health emergency leave if they are caring for, or providing support to a member of the Employee's family or household because:

- (a) the other person is a diagnosed person or is subject to a government requirement to isolate or quarantine; or
- (b) a child's school has closed or the person's other care arrangements are unavailable because of the public health emergency.

45.10 Compassionate access to special public health emergency leave can be granted in exceptional circumstances despite not being a reason referred to in clause 45.9.

45.11 Special public health emergency leave is not debited for public holidays that the Employee would have observed.

45.12 An Employee is unable to access special public health emergency leave while on any period of leave without pay, parental or related leave, or annual or long service leave except as provided for in clauses 27.34 (re-crediting annual leave) and 27.35 (re-crediting long service leave).

Notice and Access

45.13 Special public health emergency leave can be taken on an hourly basis.

45.14 Reasonable and legitimate requests for special public health emergency leave are approved subject to available credits. Where practicable, the Employee must give reasonable notice before taking leave.

45.15 Where prior notice cannot be given, notice must be provided as early as possible on the day of absence. Where possible, an estimate of the period of absence from work is to be provided.

Evidence

45.16 The Employer can require evidence that would easily satisfy a reasonable person to support an application for special public health emergency leave.

46. EMERGENCY SERVICE LEAVE

- 46.1 The Employer will grant paid leave to an Employee who is a member of, or has a member-like association with, an emergency management agency as defined by the *Emergency Management Act 2005* (WA), and who is absent from work to participate in an emergency response as a volunteer for the emergency management agency.
- 46.2 Paid leave for an Employee who is absent to volunteer for an emergency management agency will include any additional payments or allowances the Employee would ordinarily have received if they had not been absent.
- 46.3 An Employee who intends to be absent from work for this purpose is to ensure the Employer is advised as soon as possible as to the absence and, where possible, the expected duration of leave.
- 46.4 The Employee must complete a leave of absence form immediately upon return to work.
- 46.5 An application for Emergency Service Leave must be supported by written confirmation from the emergency management agency certifying that the Employee was required for the specified period.

47. LEAVE WITHOUT PAY

- 47.1 Subject to the provisions of subclauses 47.2 and 47.3, the Employer may grant an Employee Leave Without Pay for any period and is responsible for that Employee on their return.
- 47.2 Subject to the provisions of subclause 47.3, every application for Leave Without Pay will be considered on its merits and may be granted provided the following conditions are met:
- (a) the work of the Employer is not inconvenienced; and
 - (b) all other leave credits of the Employee are exhausted.
- 47.3 An Employee will, upon request be entitled to two (2) days' unpaid Personal (caring) Leave.
- 47.4 An Employee on a fixed term contract may not be granted Leave Without Pay for any period beyond that Employee's approved period of engagement.
- 47.5 Any period that exceeds two (2) weeks during which an Employee is on leave of absence without pay will not, for any purpose, be regarded as part of the period of service of that Employee.

48. DEFENCE FORCE RESERVES LEAVE

- 48.1 The Employer must grant leave of absence for the purpose of Defence service to an Employee who is a volunteer member of the Defence Force Reserves or the Cadet Force.

Defence service means service, including training, in a part of the Reserves or Cadet Force.

48.2 Leave of absence may be paid or unpaid in accordance with the provisions of this clause.

48.3 Application for leave of absence for Defence service will, in all cases, be accompanied by evidence of the necessity for attendance. At the expiration of the leave of absence granted, the Employee will provide a certificate of attendance to the Employer.

48.4 Paid Leave

- (a) An Employee who is a volunteer member of the Defence Force Reserves or the Cadet Force is entitled to paid leave of absence for Defence service, subject to the conditions set out hereunder.
- (b) Part time Employees will receive the same paid leave entitlement as full time Employees, but payment will only be made for those hours that would normally have been worked but for the leave.
- (c) On written application, an Employee will be paid salary in advance when proceeding on such leave.
- (d) Casual Employees are not entitled to paid leave for the purpose of Defence service.
- (e) An Employee is entitled to paid leave for a period not exceeding 105 hours on full pay in any period of 12 months commencing on 1 July in each year.
- (f) An Employee is entitled to a further period of leave, not exceeding 16 calendar days, in any period of 12 months commencing on 1 July. Pay for this leave will be at the rate of the difference between the normal remuneration of the Employee and the Defence Force payments to which the Employee is entitled if such payments do not exceed normal salary. In calculating the pay differential, pay for Saturdays, Sundays, Public Holidays and rostered days off is to be excluded, and no account is to be taken of the value of any board or lodging provided for the Employee.

48.5 Unpaid Leave

- (a) Any leave for the purpose of Defence service that exceeds the paid entitlement prescribed in subclause 48.4 will be unpaid.
- (b) Casual Employees are entitled to Unpaid Leave for the purpose of Defence service.

48.6 Use of Other Leave

- (a) An Employee may elect to use Annual or Long Service Leave credits for some or all of their absence on Defence service, in which case they will be treated in all respects as if on normal paid leave.

- (b) An Employer cannot compel an Employee to use Annual Leave or Long Service Leave for the purpose of Defence service.

49. STUDY ASSISTANCE

49.1 (a) To ensure the maintenance of a trained workforce the Employer may provide an Employee with paid study leave and/or financial assistance for study purposes in accordance with the provisions of this clause.

- (b) Employees are not eligible for study assistance if they have previously received study assistance for an approved course from their Employer. Further study assistance towards additional qualifications may, however, be granted in special cases, at the discretion of the Employer.

49.2 Study Leave

(a) An Employee may be granted time off with pay for study purposes at the discretion of the Employer.

(b) In every case the approval of time off to attend lectures and tutorials will be subject to:

(i) agency convenience;

(ii) Employees undertaking an acceptable formal study load in their own time;

(iii) Employees making satisfactory progress with their studies;

(iv) the course being an approved course as defined by subclause 49.4;

(v) the course being of value to the agency; and

(vi) the Employer's discretion when the course is only relevant to the Employee's career in the service and being of value to the State.

(c) Part time Employees are entitled to study leave on the same basis as full time employees, with their entitlement calculated on a pro rata basis. Employees working shift work or on fixed term contracts have the same access to study leave as all other Employees.

(d) Time off with pay may be granted up to a maximum of five (5) hours per week including travelling time, where subjects of approved courses are available during normal working hours, or where approved study by correspondence is undertaken.

(e) Employees who are obliged to attend educational institutions for compulsory block sessions may be granted time off with pay, including travelling time, up to the maximum annual amount allowed in subclause 49.2(d).

- (f) Where an Employee is undertaking approved study via distance education and/or is not required to attend formal classes, an Employer may allow the Employee to access study leave up to the maximum annual amount allowed in subclause 49.2(d).
- (g) Employees will be granted sufficient time off with pay to travel to and sit for the examinations of any approved course of study.
- (h) An acceptable part time study load should be regarded as not less than five (5) hours per week of formal tuition with at least half of the total formal study commitment being undertaken in the Employee's own time, except in special cases such as where the Employee is in the final year of study and requires less time to complete the course, or the Employee is undertaking the recommended part time year or stage and this does not entail five (5) hours formal study.
- (i) In cases where Employees are studying subjects which require fortnightly classes the weekly study load should be calculated by averaging over two (2) weeks the total fortnightly commitment.
- (j) In agencies which are operating on flexi-time, time spent attending or travelling to or from formal classes for approved courses between 8.15am and 4.30pm, less the usual lunch break, and for which "time off" would usually be granted, is to be counted as credit time for the purpose of calculating total hours worked per week.
- (k) Travelling time returning home after lectures or tutorials is to be calculated as the excess time taken to travel home from such classes, compared with the time usually taken to travel home from the Employee's normal place of work.
- (l) An Employee will not be granted more than five (5) hours' time off with pay per week except in exceptional circumstances where the Employer may decide otherwise.
- (m) Time off with pay for those who have failed a unit or units may be considered for one repeat year only.
- (n) An Employee performing service with the Australian Defence Force is not entitled to study leave for any period of service with the Australian Defence Force that they receive defence force reserves leave as provided for by "Clause 48 – Defence Force Reserves Leave".
- (o) A service agreement or bond will not be required.

49.3 Financial Assistance

- (a) An Employer may reimburse an Employee for the full or any part of any reasonable cost of enrolment fees, Higher Education Contribution Surcharge, compulsory text books, compulsory computer software and other necessary study materials for studies commenced during their employment.

- (b) Half of the value of the agreed costs will be reimbursed immediately following production of written evidence of enrolment and costs incurred, and the remaining half will be reimbursed following production of written evidence of successful completion of the subject for which reimbursement has been claimed.
- (c) The Employer and Employee may agree to alternative reimbursement arrangements.

49.4 Approved Courses for Study Purposes

- (a) For the purposes of subclauses 49.2 and 49.3, the following are approved courses:
 - (i) Degree or associate diploma courses at a university within the Australia;
 - (ii) Degree or diploma courses at an authorised non-university institution;
 - (iii) Diploma courses provided by registered training organisations, including TAFE;
 - (iv) Two (2) year full time certificate courses provided by registered training organisations, including TAFE;
 - (v) Courses recognised by the National Authority for the Accreditation of translators and Interpreters (NAATI) in a language relevant to the needs of the public sector; and
 - (vi) Secondary courses leading to the Tertiary Entrance Examination or courses preparing students for the mature age entrance conducted by the Tertiary Institutions Service Centre.
- (b) For the purposes of subclause 49.4(a):
 - (i) The term ‘university’ includes recognised Australian universities and recognised overseas universities as defined by the *Higher Education Act 2004* (WA);
 - (ii) An authorised non-university institution is a non-university institution that is authorised under the *Higher Education Act 2004* (WA) to provide a higher education course; and
 - (iii) A registered training organisation is an organisation that is registered with the Training Accreditation Council or equivalent registering authority and complies with the nationally agreed standards set out in the Australian Quality Training Framework (AQTF).
- (c) An Employee who has completed a diploma through TAFE is eligible for study assistance to undertake a degree course at a university within Australia or an authorised non-university institution.

- (d) An Employee who has completed a two (2) year full time certificate through TAFE is eligible for study assistance to undertake a diploma course specified in subclause 49.4(a)(iii) or a degree or diploma course specified in subclauses 49.4(a)(i) or (ii).

49.5 Full Time Study

- (a) Subject to the provisions of subclause 49.5(b), the Employer may grant an Employee full time study leave with pay to undertake:
 - (i) post graduate degree studies at Australian or overseas tertiary education institutions; or
 - (ii) study tours involving observations and/or investigations; or
 - (iii) a combination of postgraduate studies and study tour.
- (b) Applications for full time study leave with pay are to be considered on their merits and may be granted provided the following conditions are met:
 - (i) The course or a similar course is not available locally. Where the course of study is available locally, applications are to be considered in accordance with the provisions of subclause 49.2 and 49.4 and “Clause 47 - Leave Without Pay”.
 - (ii) It must be a highly specialised course with direct relevance to the Employee’s profession.
 - (iii) It must be highly relevant to the Employer’s corporate strategies and goals.
 - (iv) The expertise or specialisation offered by the course of study should not already be available through other Employees employed within the agency.
 - (v) If the applicant was previously granted study leave, studies must have been successfully completed at that time. Where an Employee is still under a bond, this does not preclude approval being granted to take further study leave if all the necessary criteria are met.
 - (vi) A fixed term contract Employee may not be granted study leave with pay for any period beyond that Employee’s approved period of engagement.
- (c) Full time study leave with pay may be approved for more than 12 months subject to a yearly review of satisfactory performance.
- (d) Where an outside award is granted and the studies to be undertaken are considered highly desirable by an Employer, financial assistance to the extent of the difference between the Employee’s normal wages and the value of the award may be considered. Where no outside award is granted and where a request

meets all the necessary criteria then part or full payment of wages may be approved at the discretion of the Employer.

- (e) The Employer supports recipients of coveted awards and fellowships by providing study leave with pay. Recipients normally receive as part of the award or fellowship; return airfares, payment of fees, allowance for books, accommodation or a contribution towards accommodation.
- (f) Where recipients are in receipt of a living allowance, this amount should be deducted from the Employee's salary for that period.
- (g) Where the Employer approves full time study leave with pay the actual salary contribution forms part of the agency's approved average staffing level funding allocation. Employers should bear this in mind if considering temporary relief.
- (h) Where study leave with pay is approved and the Employer also supports the payment of transit costs and/or an accommodation allowance, the Employer will gain approval for the transit and accommodation costs as required.
- (i) Where Employees travelling overseas at their own expense wish to participate in a study tour or convention while on tour, study leave with pay may be approved by the Employer together with some local transit and accommodation expenses providing it meets the requirements of subclause 49.5(b). Each case is to be considered on its merits.
- (j) The period of full time study leave with pay is accepted as qualifying service for leave entitlements and other privileges and conditions of service prescribed for Employees under this Agreement.

50. WITNESS AND JURY SERVICE

50.1 Witness

- (a) An Employee subpoenaed or called as a witness to give evidence in any proceeding will as soon as practicable notify the manager/supervisor who will notify the Employer.
- (b) Where an Employee is subpoenaed or called as a witness to give evidence in an official capacity that Employee will be granted by the Employer leave of absence with pay, but only for such period as is required to enable the Employee to carry out duties related to being a witness. If the Employee is on any form of paid leave, the leave involved in being a witness will be reinstated, subject to the satisfaction of the Employer. The Employee is not entitled to retain any witness fee but will pay all fees received into the Consolidated Fund. The receipt for such payment with a voucher showing the amount of fees received will be forwarded to the Employer.
- (c) An Employee subpoenaed or called as a witness to give evidence in an official capacity will, in the event of non-payment of the proper witness fees or travelling expenses as soon as practicable after the default, notify the Employer.

- (d) An Employee subpoenaed or called as a witness on behalf of the Crown, not in an official capacity will be granted leave with full pay entitlements. If the Employee is on any form of paid leave, this leave will not be reinstated as such witness service is deemed to be part of the Employee's civic duty. The Employee is not entitled to retain any witness fees but will pay all fees received into the Consolidated Fund.
- (e) An Employee subpoenaed or called as a witness under any other circumstances other than specified in subclause 50.1(b) and (d) will be granted leave of absence without pay except when the Employee makes an application to clear accrued leave in accordance with the provisions of this Agreement.

50.2 Jury

- (a) An Employee required to serve on a jury will as soon as practicable after being summoned to serve, notify the supervisor/manager who will notify the Employer.
- (b) An Employee required to serve on a jury will be granted by the Employer leave of absence on full pay, but only for such period as is required to enable the employee to carry out duties as a juror.
- (c) An Employee granted leave of absence on full pay as prescribed in subclause 50.2(a) of this clause is not entitled to retain any juror's fees but will pay all fees received into the Consolidated Fund. The receipt for such payment will be forwarded with a voucher showing the amount of juror's fees received to the Employer.

PART 6: ALLOWANCES

51. COMMUTED ALLOWANCES

- 51.1 The introduction of any commuted allowance in lieu of overtime, on call or shift allowances will be negotiated between the Union and the Employer. On the request of either party the other party is obliged to enter into negotiations for such arrangements.

52. HIGHER DUTIES ALLOWANCE

- 52.1 An Employee who is directed by the Employer to act in an office which is classified higher than the Employee's own substantive office and who performs the full duties and accepts the full responsibility of the higher office for a continuous period of five (5) consecutive working days or more, will, subject to the provisions of this clause, be paid an allowance equal to the difference between the Employee's own salary and the salary the Employee would receive if the Employee was permanently appointed to the office in which the Employee is so directed to act.

Provided that where the hours of duty of an Employee performing shift work are greater than 7.6 hours per day as provided for in "Clause 25 – Shift Work Allowance" of this Agreement the allowance will be payable after the completion of 38 consecutive working hours in the higher classified position. This period will not include any time worked as overtime.

- 52.2 Where the full duties of a higher office are temporarily performed by two (2) or more Employees they will each be paid an allowance as determined by the Employer.
- 52.3 An Employee who is directed to act in a higher classified office but who is not required to carry out the full duties of the position and/or accept the full responsibilities, will be paid such proportion of the allowance provided for in subclause 52.1 as the duties and responsibilities performed bear to the full duties and responsibilities of the higher office. Provided the Employee will be informed, prior to the commencement of acting in the higher classified office, of the duties to be carried out, the responsibilities to be accepted and the allowance to be paid. The allowance paid may be adjusted during the period of higher duties.
- 52.4 Where an Employee who has qualified for payment of Higher Duties Allowance under this clause is required to act in another office or other offices classified higher than the Employee's own for periods less than five consecutive working days without any break in acting service, such Employee will be paid a Higher Duties Allowance for such periods: provided that payment will be made at the highest rate the Employee has been paid during the term of continuous acting or at the rate applicable to the office in which the Employee is currently acting, whichever is the lesser.
- 52.5 Where an Employee is directed to act in an office which has an incremental range of salary such an Employee will be entitled to receive an increase in the Higher Duties Allowance equivalent to the annual increment the Employee would have received had the Employee been permanently appointed to such office; provided that acting service with allowances for acting in offices for the same classification or higher than the office during the 18 months preceding the commencement of such acting will aggregate as qualifying service towards such an increase in the allowance.
- 52.6 Where an Employee who is in receipt of an allowance granted under this clause and has been doing so for a continuous period of 12 months or more, proceeds on any period of paid leave and:
- (a) resumes in the office immediately on return from leave, the Employee will continue to receive the allowance for the period of leave; or
 - (b) does not resume in the office immediately on return from leave, the Employee will continue to receive the allowance for the period of leave accrued during the period of higher duties.
- 52.7 Where an Employee who is in receipt of an allowance granted under this clause for less than 12 months proceeds on a period of paid leave, whether in excess of the normal entitlement or not, the Employee will continue to receive the allowance for the period of normal leave provided that:
- (a) during the Employee's absence, no other Employee acts in the office in which the employee was acting immediately prior to proceeding on leave; and
 - (b) the Employee resumes in the office immediately on return from leave.

52.8 For the purpose of subclause 52.7, 'normal leave' means the period of paid leave an Employee would accrue in 12 months. It will also include any Public Holidays and leave in lieu accrued during the preceding 12 months taken in conjunction with such paid leave.

Part Time Higher Duties Allowance Arrangements

52.9 Where a part time Employee acts in a higher office, the allowance will be payable after the completion of 38 hours' service in that position. The 38 hours service in the higher position must be worked consecutively according to the hours the part time Employee normally works.

52.10 Where the higher office is a part time position, the allowance will be payable after the completion of 38 hours' service in that position. The 38 hours' service in the higher position must be worked consecutively according to the normal working hours of the part time position for which the allowance is being paid.

53. DISTURBANCE ALLOWANCE

53.1 Where an Employee is transferred and incurs expenses in the areas referred to in subclause 53.2 as a result of that transfer, then the Employee will be granted a disturbance allowance and will be reimbursed by the Employer the actual expenditure incurred upon production of receipts or such other evidence as may be required.

53.2 The disturbance allowance will include costs incurred -

- (a) for telephone installation at the Employee's new residence provided the cost of telephone installation will be reimbursed only where a telephone was installed at the Employee's former residence including Government owned accommodation;
- (b) with the connection or reconnection of services to the Employee's household including Government owned accommodation for water, gas or electricity; and
- (c) with the redirection of mail to the Employee's new residence for a period of no more than three (3) months.

54. MOTOR VEHICLE ALLOWANCE

54.1 For the purposes of this clause the following expressions will have the following meaning:

- (a) "A year" means 12 months commencing on 1 July and ending on 30 June.
- (b) "Metropolitan area" means the area within a radius of 50 kilometres from the Perth Railway Station.
- (c) "South-west division" means the south-west division as defined by Schedule 1 of the *Land Administration Act 1997* (WA) excluding the area contained within the metropolitan area.

- (d) "Rest of the State" means that area south of 23.5 degrees south latitude, excluding the metropolitan area and the south-west division.
- (e) "Term of Employment" means a requirement made known to the Employee at the time of applying for the position by way of publication in the advertisement for the position, written advice to the Employee contained in the offer for the position or oral communication at interview by an interviewing Employee and such requirement is accepted by the Employee either in writing or orally.
- (f) "Qualifying Service" will include all service in positions where there is a requirement as a term of employment to supply and maintain a motor vehicle for use on official business but will exclude all absences which effect entitlements as provided by "Schedule 3 – Motor Vehicle Allowance".

54.2 An Employee who is required to supply and maintain a motor vehicle for use when travelling on official business as a term of employment will be reimbursed in accordance with the appropriate rates set out in Part I of "Schedule 3 – Motor Vehicle Allowance" for journeys travelled on official business and approved by the Employer.

54.3 An Employee who is reimbursed under the provisions of subclause 54.2 will also be subject to the following conditions:

- (a) for the purposes of subclause 54.2 an Employee will be reimbursed with the appropriate rates set out in Part 1 of "Schedule 3 – Motor Vehicle Allowance" for the distance travelled from the Employee's residence to the place of duty and for the return distance travelled from place of duty to residence except on a day where the employee travels direct from residence to headquarters and return and is not required to use the vehicle on official business during the day;
- (b) where an Employee in the course of a journey travels through two (2) or more separate areas, reimbursement will be made at the appropriate rate applicable to each of the areas traversed as set out in Part 1 of "Schedule 3 – Motor Vehicle Allowance";
- (c) where an Employee does not travel in excess of 4,000 kilometres in a year an allowance calculated by multiplying the appropriate rate per kilometre by the difference between the actual distance travelled and 4,000 kilometres will be paid to the Employee provided that where the Employee has less than 12 months' qualifying service in the year then the 4,000 kilometre distance will be reduced on a pro rata basis and the allowance calculated accordingly;
- (d) where a part time Employee is eligible for a payment of an allowance under subclause 54.3(c) such allowance will be calculated on the proportion of total hours worked in that year by the Employee to the annual standard hours had the Employee been employed on a full time basis for the year;
- (e) an Employee who is required to supply and maintain a motor vehicle for use on official business is excused from this obligation in the event of their vehicle being stolen, consumed by fire, or suffering a major and unforeseen mechanical

breakdown or accident, in which case all entitlement to reimbursement ceases while the Employee is unable to provide the motor vehicle or a replacement; and

- (f) the Employer may elect to waive the requirement that an Employee supply and maintain a motor vehicle for use on official business, but three (3) months' written notice of the intention so to do will be given to the Employee concerned.
- 54.4
- (a) Subject to subclauses 54.2 and 54.3, an Employee who is not normally required to supply and maintain a motor vehicle as a term of employment and who is required to relieve an Employee required to supply and maintain a motor vehicle as a term of employment will be reimbursed all expenses incurred in accordance with the appropriate rates set out in Part I of "Schedule 3 – Motor Vehicle Allowance" for all journeys travelled on official business and approved by the Employer where the Employee is required to use the vehicle on official business while carrying out the relief duty.
 - (b) For the purposes of subclause 54.4 an Employee will be reimbursed all expenses incurred in accordance with the appropriate rates set out in Part 1 of "Schedule 3 – Motor Vehicle Allowance" for the distance travelled from the Employee's residence to place of duty and the return distance travelled from the place of duty to residence except on a day where the Employee travels direct from residence to headquarters and return and is not required to use the vehicle on official business during the day.
 - (c) Where an Employee in the course of a journey travels through two (2) or more separate areas, reimbursement will be made at the appropriate rate applicable to each of the areas traversed as set out in Part 1 of "Schedule 3 – Motor Vehicle Allowance".
 - (d) For the purpose of this subclause the allowance prescribed in subclause 54.3 will not apply.
- 54.5
- (a) An Employee who is not required to supply and maintain a motor vehicle for use when travelling on official business as a term of employment, but when requested by the Employer voluntarily consents to use the vehicle will for journeys travelled on official business approved by the Employer be reimbursed all expenses incurred in accordance with the appropriate rates set out in Parts 2 and 3 of "Schedule 3 – Motor Vehicle Allowance".
 - (b) For the purpose of this subclause an Employee will not be entitled to reimbursement for any expenses incurred in respect to the distance between the Employee's residence and headquarters and the return distance from headquarters to residence.
 - (c) Where an Employee in the course of a journey travels through two (2) or more separate areas, reimbursement will be made at the appropriate rate applicable to each of the areas traversed as set out in Part 2 of "Schedule 3 – Motor Vehicle Allowance" if applicable.

54.6 In cases where Employees are required to tow the Employer's caravans on official business, the additional rate will be 10.0 cents per kilometre. When the Employer's trailers are towed on official business the additional rate will be 4.5 cents per kilometre.

54.7 The amounts specified in this clause will be amended as and when required consistent with changes to the equivalent amounts specified in Schedule H – Motor Vehicle Allowance of the *Government Officers Salaries Allowances and Conditions Award 1989*.

55. TRAVELLING ALLOWANCE

55.1 An Employee who travels on official business will be reimbursed reasonable expenses on the following basis.

55.2 When a trip necessitates an overnight stay away from headquarters and the Employee:

- (a) is supplied with accommodation and meals free of charge; or
- (b) attends a course, conference, etc., where the fee paid includes accommodation and meals; or
- (c) travels by rail and is provided with a sleeping berth and meals; or
- (d) is accommodated at a Government institution, hostel or similar establishment and supplied with meals,

reimbursement will be in accordance with the rates prescribed in Column A, Items 1, 2 or 3 of "Schedule 4 - Travelling, Transfer and Relieving Allowance".

55.3 When a trip necessitates an overnight stay away from the Employee's headquarters and the Employee is fully responsible for the provision of accommodation, meals and incidental expenses:

- (a) where hotel or motel accommodation is utilised reimbursement will be in accordance with the rates prescribed in Column A, Items 4 to 8 of "Schedule 4 - Travelling, Transfer and Relieving Allowance";
- (b) where other than hotel or motel accommodation is utilised reimbursement will be in accordance with rates prescribed in Column A, Items 9, 10 or 11 of "Schedule 4 - Travelling, Transfer and Relieving Allowance".

55.4 When a trip necessitates an overnight stay away from headquarters and accommodation only is provided at no charge to the Employee, reimbursement will be made in accordance with the rates prescribed in Column A, items 1, 2 or 3 and items 12, 13 or 14 of "Schedule 4 - Travelling, Transfer and Relieving Allowance" subject to the Employee's certification that each meal claimed was actually purchased.

55.5 To calculate reimbursement under subclauses 55.1 and 55.2 for a part of a day, the following formula will apply-

- (a) If departure from headquarters is:
 - (i) before 8.00am - 100% of the daily rate.
 - (ii) 8.00am or later but prior to 1.00pm - 90% of the daily rate.
 - (iii) 1.00pm or later but prior to 6.00pm - 75% of the daily rate.
 - (iv) 6.00pm or later - 50% of the daily rate.
 - (b) If arrival back at headquarters is:
 - (i) 8.00am or later but prior to 1.00pm - 10% of the daily rate.
 - (ii) 1.00pm or later but prior to 6.00pm - 25% of the daily rate.
 - (iii) 6.00pm or later but prior to 11.00pm - 50% of the daily rate.
 - (iv) 11.00pm or later - 100% of the daily rate.
- 55.6 When an Employee travels to a place outside a radius of 50 kilometres measured from the Employee's headquarters, and the trip does not involve an overnight stay away from headquarters, reimbursement for all meals claimed will be at the rates set out in Column A, Items 12 or 13 of "Schedule 4 - Travelling, Transfer and Relieving Allowance" subject to the Employee's certification that each meal claimed was actually purchased. Provided that when an Employee departs from headquarters before 8.00am and does not arrive back at headquarters until after 11.00pm on the same day reimbursement will be at the appropriate rate prescribed in Column A, Items 4 to 8 of "Schedule 4 - Travelling, Transfer and Relieving Allowance".
- 55.7 When it can be shown to the satisfaction of the Employer by the production of receipts that reimbursement in accordance with "Schedule 4 - Travelling, Transfer and Relieving Allowance" does not cover an Employee's reasonable expenses for a whole trip the Employee will be reimbursed the excess expenditure.
- 55.8 In addition to the rates contained in "Schedule 4 - Travelling, Transfer and Relieving Allowance" an Employee will be reimbursed reasonable incidental expenses such as train, bus and taxi fares, official telephone calls, laundry and dry cleaning expenses, on production of receipts.
- 55.9 If, on account of lack of suitable transport facilities, an Employee necessarily engages reasonable accommodation for the night prior to commencing travelling on early morning transport the Employee will be reimbursed the actual cost of such accommodation.
- 55.10 Reimbursement of expenses will not be suspended should an Employee become ill while travelling, provided leave for the period of such illness is approved in accordance with the provisions of this Agreement and the Employee continues to incur accommodation, meal and incidental expenses.

- 55.11 Reimbursement claims for travelling in excess of 14 days in one (1) month will not be passed for payment by a certifying Employee unless the Employer has endorsed the account.
- 55.12 An Employee who is relieving at or temporarily transferred to any place within a radius of 50 kilometres measured from the Employees headquarters will not be reimbursed the cost of midday meals purchased, but an Employee travelling on duty within that area which requires absence from the Employee's headquarters over the usual midday meal period will be paid at the rate prescribed by Item 17 of "Schedule 4 - Travelling, Transfer and Relieving Allowance" for each meal necessarily purchased, provided that:
- (a) such travelling is not a normal feature in the performance of the Employee's duties;
 - (b) such travelling is not within the suburb in which the Employee resides; and
 - (c) total reimbursement under this subclause for any pay period will not exceed the amount prescribed by Item 18 of "Schedule 4 - Travelling, Transfer and Relieving Allowance".
- 55.13 The amounts specified in this clause will be amended as and when required consistent with changes to the equivalent amounts specified in Schedule J – Travelling, Transfer and Relieving Allowance of the *Government Officers Salaries Allowances and Conditions Award 1989*.

56. RELIEVING ALLOWANCE

- 56.1 An Employee who is required to take up duty away from headquarters on relief duty or to perform special duty, and necessarily resides temporarily away from the Employee's usual place of residence, will be reimbursed reasonable expenses on the following basis:
- (a) Where the Employee is:
 - (i) supplied with accommodation and meals free of charge, or
 - (ii) accommodated at a Government institution, hostel or similar establishment and supplied with meals, reimbursement will be in accordance with the rates prescribed in Column A, Items 1, 2 or 3 of "Schedule 4 – Travelling, Transfer and Relieving Allowance".
 - (b) Where the Employee is fully responsible for accommodation, meals and incidental expenses and hotel or motel accommodation is utilised:
 - (i) For the first 42 days after arrival at the new locality reimbursement will be in accordance with the rates prescribed in Column A, Items 4 to 8 of "Schedule 4 – Travelling, Transfer and Relieving Allowance".
 - (ii) For periods in excess of 42 days after arrival in the new locality reimbursement will be in accordance with the rates prescribed in Column B, Items 4 to 8 of "Schedule 4 – Travelling, Transfer and Relieving Allowance".

Allowance” for Employees with dependants or Column C, Items 4 to 8 of “Schedule 4 – Travelling, Transfer and Relieving Allowance” for Employees without dependants: Provided the period of reimbursement under this subclause will not exceed 49 days without the approval of the Employer.

- (c) Where the Employee is fully responsible for accommodation, meals and incidental expenses and other than hotel or motel accommodation is utilised reimbursement will be in accordance with the rates prescribed in Column A, Items 9, 10 or 11 of “Schedule 4 – Travelling, Transfer and Relieving Allowance”.
 - (d) If an Employee whose normal duties do not involve camp accommodation is required to relieve or perform special duty resulting in a stay at a camp, the Employee will be paid camping allowance for the duration of the period spent in camp, and in addition, will be paid a lump sum of \$233.00 to cover incidental personal expenses: Provided an Employee will receive no more than one (1) lump sum of \$233.00 in any one (1) period of three (3) years.
- 56.2 Reimbursement of expenses will not be suspended should an Employee become ill while on relief duty, provided leave for the period of such illness is approved in accordance with the provisions of “Clause 27 - Personal Leave” and the Employee continues to incur incidental expenses.
- 56.3 When an Employee, who is required to relieve or perform special duties in accordance with subclause 56.1 is authorised by the Employer to travel to the new locality in the Employee's own motor vehicle such Employee will be reimbursed for the return journey as follows:
- (a) An Employee who is required to supply and maintain a motor vehicle as a term of employment for the period of relieving or special duties will be reimbursed the appropriate rate prescribed by subclause 54.2 (Motor Vehicle Allowance) for the distance necessarily travelled.
 - (b) Where the Employee will not be required to maintain a motor vehicle for the performance of the relieving or special duties reimbursement will be on the basis of one half ($\frac{1}{2}$) of the appropriate rate prescribed by subclause 54.4 (Motor Vehicle Allowance). Provided the maximum amount of reimbursement will not exceed the cost of the fare by public conveyance which otherwise would be utilised for such return journey.
- 56.4 Where it can be shown by the production of receipts or other evidence that an allowance payable under this clause would be insufficient to meet reasonable additional costs incurred, an appropriate rate of reimbursement will be determined by the employer.
- 56.5 The provisions of “Clause 55 - Travelling Allowance” will not operate concurrently with the provisions of this clause to permit an Employee to be paid allowances in respect of both travelling and relieving expenses for the same period. Provided that where an Employee is required to travel on official business which involves an overnight stay

away from the Employee's temporary headquarters the Employer may extend the periods specified in subclause 56.1(b) by the time spent in travelling.

- 56.6 An Employee who is directed to relieve another Employee or to perform special duty away from the Employee's usual headquarters and is not required to reside temporarily away from the Employee's usual place of residence will, if the Employee is not in receipt of a higher duties or special allowance for such work, be reimbursed the amount of additional fares paid in travelling by public transport to and from the place of temporary duty.
- 56.7 The amount specified in this clause will be amended as and when required consistent with changes to the equivalent amounts specified in Schedule J – Transfer, Relieving and Travelling Allowance of the *Government Officers Salaries Allowances and Conditions Award*.

57. REMOVAL ALLOWANCE

- 57.1 When an Employee is transferred in the public interest, or in the ordinary course of promotion or transfer, or on account of illness due to causes over which the Employee has no control, the Employee will be reimbursed:
- (a) The actual reasonable cost of conveyance of the Employee and dependants.
 - (b) The actual cost (including insurance) of the conveyance of an Employee's household furniture effects and appliances up to a maximum volume of 45 cubic metres, provided a larger volume may be approved by the Employer in special cases.
 - (c) An allowance of \$633.00 for accelerated depreciation and extra wear and tear on furniture, effects and appliances for each occasion that an Employee is required to transport his or her furniture, effects and appliances provided the Employer is satisfied the value of household furniture, effects and appliances moved by the Employee is at least \$3,792.00.
 - (d) Reimbursement of reasonable expenses in kennelling and transporting of domestic pet or pets up to a maximum amount of \$233.00.
 - (i) Pets are defined as dogs, cats, birds or other domestic animals kept by the Employee or the Employee's dependants for the purpose of household enjoyment.
 - (ii) Pets do not include domesticated livestock, native animals or equine animals.
- 57.2 An Employee who is transferred solely at his or her own request or on account of misconduct must bear the whole cost of removal unless otherwise determined by the Employer prior to removal.
- 57.3 An Employee will be reimbursed the full freight charges necessarily incurred in respect of the removal of the Employee's motor vehicle. If authorised by the Employer to travel

to a new locality in the Employee's own motor vehicle, reimbursement will be as follows: -

- (a) Where the Employee will be required to maintain a motor vehicle for use on official business at the new headquarters, reimbursement for the distance necessarily travelled will be on the basis of the appropriate rate prescribed by subclause 54.2 (Motor Vehicle Allowance).
- (b) Where the Employee will not be required to maintain a motor vehicle for use on official business at the new headquarters reimbursement for the distance necessarily travelled will be on the basis of one half (½) of the appropriate rate prescribed by subclause 54.4 (Motor Vehicle Allowance).
- (c) Where an Employee or his/her dependants have more than one (1) vehicle, and all the vehicles are to be relocated to the new residence, the cost of transporting or driving up to two (2) vehicles will be deemed to be part of the removal costs.
- (d) Where only one (1) vehicle is to be relocated to the new residence, the Employee may choose to transport a trailer, boat or caravan in lieu of the second vehicle. The Employee may be required to show evidence of ownership of the trailer, boat or caravan to be transported.
- (e) If the Employee tows the caravan, trailer or boat to the new residence, the additional rate per kilometre is to be 4.0 cents per kilometre for a caravan or boat and 2.5 cents per kilometre for a trailer.

57.4 The Employee will, before removal is undertaken obtain quotes from at least two (2) carriers which will be submitted to the Employer, who may authorise the acceptance of the more suitable: Provided that payment for a volume amount beyond 45 cubic metres will not occur without the prior written approval of the Employer.

57.5 The Employer may, in lieu of conveyance, authorise payment to compensate for any loss in any case where an Employee, with prior approval of the Employer, disposes of their household furniture effects and appliances instead of removing them to the new headquarters: Provided that such payments will not exceed the sum which would have been paid if the Employee's household furniture effects and appliances had been removed by the cheapest method of transport available and the volume was 45 cubic metres.

57.6 Where an Employee is transferred to government owned or private rental accommodation, where furniture is provided, and as a consequence the Employee is obliged to store furniture, the Employee will be reimbursed the actual cost of such storage up to a maximum allowance of \$1,178.00 per annum. Actual cost is deemed to include the premium for adequate insurance coverage for the value of the furniture stored. An allowance under this subclause will not be paid for a period in excess of four (4) years without the approval of the Employer.

57.7 Receipts must be produced for all sums claimed.

- 57.8 New appointees will be entitled to receive the benefits of this clause if they are required by the Employer to participate in any training course prior to being posted to their respective positions. This entitlement will only be available to Employees who have completed their training and who incur costs when moving to their first posting.
- 57.9 An Employer may agree to provide removal assistance greater than specified in this Agreement and if the Employee to whom the benefit is granted elects to leave the position, on a permanent basis, within 12 months, the Employer may require the Employee to repay the additional removal assistance on a pro rata basis. Repayment can be deducted from any monies due to the Employee.
- 57.10 For the purposes of this subclause, “elects to leave the position,” means the Employee freely chooses to leave the position in the ordinary course of promotion, transfer or resignation and this necessitates the Employer obtaining a replacement Employee.
- 57.11 The amounts specified in this clause will be amended as and when required consistent with changes to the equivalent amounts specified in the *Government Officers Salaries Allowances and Conditions Award 1989*.

58. TRANSFER ALLOWANCE

- 58.1 Subject to subclauses 58.2 and 58.5, an Employee who is transferred to a new locality in the public interest, or in the ordinary course of promotion or transfer, or on account of illness due to causes over which the Employee has no control, will be paid at the rates prescribed in Column A, Items 4, 5 or 6 of “Schedule 4 – Travelling, Transfer and Relieving Allowance” for a period of 14 days after arrival at new headquarters within Western Australia or Column A, Items 7 and 8 of Schedule 4 - Travelling, Transfer and Relieving Allowance of this Agreement for a period of 21 days after arrival at new headquarters in another State of Australia. Provided that if an Employee is required to travel on official business during the said periods, such period will be extended by the time spent in travelling. Under no circumstances, however, will the provisions of this subclause operate concurrently with those of “Clause 55 - Travelling Allowance” to permit an Employee to be paid allowances in respect of both travelling and transfer expenses for the same period.
- 58.2 Prior to the payment of an allowance specified in subclause 58.1, the Employer will:
- (a) require the Employee to certify that permanent accommodation has not been arranged or is not available from the date of transfer. In the event that permanent accommodation is to be immediately available, no allowance is payable; and
 - (b) require the Employee to advise the Employer that should permanent accommodation be arranged or become available within the prescribed allowance periods, the Employee will refund a pro rata amount of the allowance for that period the occupancy in permanent accommodation takes place prior to the completion of the prescribed allowance periods.

Provided also that should an occupancy date which falls within the specified allowance periods be notified to the Employer prior to the Employee's transfer, the payment of a pro rata amount of the allowance should be made in lieu of the full amount.

- 58.3 If an Employee is unable to obtain reasonable accommodation for the transfer of the Employee's home within the prescribed period referred to in subclause 58.1 and the Employer is satisfied that the Employee has taken all possible steps to secure reasonable accommodation, such employee will, after the expiration of the prescribed period to be paid in accordance with the rates prescribed by Column B, Items 4, 5, 6, 7 or 8 of "Schedule 4 – Travelling, Transfer and Relieving Allowance" as the case may require, until such time as reasonable accommodation has been secured: Provided that the period of reimbursement under this subclause will not exceed 77 days without approval of the Employer.
- 58.4 When it can be shown by the production of receipts or other evidence that an allowance payable under this clause would be insufficient to meet reasonable additional costs incurred by an Employee on transfer, an appropriate rate of reimbursement will be determined by the Employer.
- 58.5 An Employee who is transferred to Government owned accommodation will not be entitled to reimbursement under this clause. Provided that:
- (a) where entry into the Government owned accommodation is delayed through circumstances beyond the Employee's control an Employee may, subject to the production of receipts, be reimbursed actual reasonable accommodation and meal expenses for the Employee and dependants less a deduction for normal living expenses prescribed in Column A, Items 15 and 16 of "Schedule 4 – Travelling, Transfer and Relieving Allowance" and:
 - (b) if any costs are incurred under subclause 53.2 (Disturbance Allowance) they will be reimbursed by the Employer.
- 58.6 The amounts specified in this clause will be amended as and when required consistent with changes to the equivalent amounts specified in Schedule J – Transfer, Relieving and Travelling Allowance of the *Government Officers Salaries Allowances and Conditions Award*.

59. PROPERTY ALLOWANCE

- 59.1 In this clause the following expressions will have the following meanings:
- (a) "Agent" means a person carrying on business as an estate agent in a State or Territory of the Commonwealth, being, in a case where the law of that State or Territory provides for the registration or licensing of persons who carry on such a business, a person duly registered or licensed under that law.
 - (b) "Dependant" in relation to an Employee means:
 - (i) spouse including de facto partner;
 - (ii) child/children; or
 - (iii) other dependant family;

who resides with the Employee and who relies on the Employee for support.

- (c) "Expenses" in relation to an Employee means all costs incurred by the Employee in the following areas:
- (i) legal fees paid to a solicitor, or in lieu thereof fees charged by a settlement agent, for professional costs incurred in respect of the sale or purchase, the maximum fee to be claimed will be as set out in the Solicitors Cost Determination for non-contentious business matters made under Division 1 Part 6 of the *Legal Profession Uniform Law Application Act 2022* (WA);
 - (ii) disbursements duly paid to a solicitor or a settlement agent necessarily incurred in respect of the sale or purchase of the residence;
 - (iii) real estate agent's commission in accordance with that fixed by the Real Estate and Business Agents Supervisory Board, acting under Section 61 of the *Real Estate and Business Agents Act 1978*, duly paid to an agent for services rendered in the course of and incidental to the sale of the property, the maximum fee to be claimed will be 50% as set out under Items 1 or 2 - Sales by Private Treaty or Items 1 or 2 - Sales by Auction of the Maximum Remuneration Notice;
 - (iv) stamp duty;
 - (v) fees paid to the Registrar of Titles or to the Employee performing duties of a like nature and for the same purpose in another State of the Commonwealth;
 - (vi) expenses relating to the execution or discharge of a first mortgage;
 - (vii) the amount of expenses reasonably incurred by the Employee in advertising the residence for sale.
- (d) "Locality" in relation to an Employee means:
- (i) within the metropolitan area, that area within a radius of 50 kilometres from the Perth City Railway Station; and
 - (ii) outside the metropolitan area, that area within a radius of 50 kilometres from an Employee's headquarters when they are situated outside of the metropolitan area.
- (e) "Property" will mean a "residence" as defined in this clause, including a block of land purchased for the purpose of erecting a residence thereon to the extent that it represents a normal urban block of land for the particular locality.
- (f) "Residence" includes any accommodation of a kind commonly known as a flat or a home unit that is, or is intended to be, a separate tenement, including dwelling/house, and the surrounding land, exclusive of any other commercial

property, as would represent a normal urban block of land for the particular locality.

- (g) "Settlement agent" means a person carrying on business as settlement agent in a State or Territory of the Commonwealth, being, in a case where the law of that State or Territory provides for the registration or licensing of persons who carry on such a business, a person duly registered or licensed under that law.
- (h) "Transfer" or "Transferred" means a permanent transfer or permanently transferred.

59.2 When an Employee is transferred from one locality to another in the public interest or in the ordinary course of promotion or transfer, or on account of illness due to causes over which the employee has no control, the Employee will be entitled to be paid a property allowance for reimbursement of expenses incurred -

- (a) In the sale of a residence in the Employee's former locality, which, at the date on which the Employee received notice of transfer to a new locality, the Employee:
 - (i) owned and occupied; or
 - (ii) was purchasing under a contract of sale providing for vacant possession; or
 - (iii) was constructing for the Employee's own permanent occupation, on completion of construction; and
- (b) In the purchase of residence or land for the purpose of erecting a residence thereon for the employee's own permanent occupation in the new locality.

59.3 An Employee will be reimbursed such following expenses as are incurred in relation to the sale of a residence:

- (a) if the Employee engaged an agent to sell the residence on the Employee's behalf - 50% of the amount of the commission paid to the agent in respect of the sale of the residence;
- (b) if the Employee engaged a solicitor to act in connection with the sale of the residence - the amount of the professional costs and disbursements necessarily incurred and paid to the solicitor in respect of the sale of the residence;
- (c) if the land on which the residence is created was subject to a first mortgage and that mortgage was discharged on the sale, then an Employee will, if, in a case where a solicitor acted for the mortgagee in respect of the discharge of the mortgage and the Employee is required to pay the amount of the professional costs and disbursements necessarily incurred by the mortgagee in respect of the discharge of the mortgage - the amount so paid by the Employee;

- (d) if the Employee did not engage an agent to sell the residence on the Employer's behalf - the amount of the expenses reasonably incurred by the Employee in advertising the residence for sale.
- 59.4 An Employee will be reimbursed such following expenses as are incurred in relation to the purchase of a residence, if the Employee:
- (a) engaged a solicitor or settlement agent to act in connection with the purchase of the residence - the amount of the professional costs and disbursements necessarily incurred and paid to the solicitor or settlement agent in respect of the purchase of the residence;
 - (b) mortgaged the land on which the residence was erected in conjunction with the purchase of the residence, then an Employee will, if, in a case where a solicitor acted for the mortgagee and the Employee is required to pay and has paid the amount of the professional costs and disbursements (including valuation fees but not a procuration fee payable in connection with the mortgage) necessarily incurred by the mortgagee in respect of the mortgage - the amount so paid by the Employee; or
 - (c) did not engage a solicitor or settlement agent to act for him/her in connection with the purchase or such a mortgage - the amount of the expenses reasonably incurred by the Employee in connection with the purchase or the mortgage, as the case may be other than a procuration fee paid by the Employee in connection with the mortgage.
- 59.5 An Employee is not entitled to be paid a property allowance under subclause 59.2(b) unless the Employee is entitled to be paid a property allowance under subclause 59.2(a), provided the Employer may approve the payment of a property allowance under subclause 59.2(b) to an Employee who is not entitled to be paid a property allowance under subclause 59.2(a) if the Employer is satisfied that it was necessary for the Employee to purchase a residence or land for the purpose of erecting a residence thereon in the new locality because of the Employee's transfer from the former locality.
- 59.6 For the purpose of this clause it is immaterial that the ownership, sale or purchase carried out on behalf of an Employee who owns solely, jointly or in common with:
- (a) the Employee's partner;
 - (b) a dependant relative; or
 - (c) the Employee's partner and a dependant relative.
- 59.7 Where an Employee sells or purchases a residence jointly or in common with another person - not being a person referred to in subclause 59.6 - the Employee will be paid only the proportion of the expenses for which the Employee is responsible.
- 59.8 An application by an Employee for a property allowance will be accompanied by evidence of the payment by the Employee of the expenses, being evidence that is satisfactory to the Employer.

59.9 Notwithstanding the foregoing provisions, an Employee is not entitled to the payment of a property allowance:

- (a) in respect of a sale or purchase prescribed in subclause 59.2 which is effected -
 - (i) more than 12 months after the date on which the Employee took up duty in a new locality; or
 - (ii) after the date on which the Employee received notification of the transfer back to the former locality;

provided the Employer may, in exceptional circumstances grant an extension of time for such period as is deemed reasonable.

- (b) Where the Employee is transferred from one locality to another solely at the Employer's own request or on account of misconduct.

59.10 Where there is a dispute or disagreement concerning the:

- (a) necessity to purchase a residence or land;
- (b) amount of the disbursements necessarily incurred and duly paid by the Employee;
- (c) amount of expenses reasonably incurred by an Employee when the Employee did not engage:
 - (i) an agent to sell the residence on behalf of the Employee; or
 - (ii) a solicitor or settlement agent to act in connection with the purchase or a mortgage;

the matter will be dealt with in accordance with "Clause 73 – Dispute Settlement Procedure".

60. PROTECTIVE CLOTHING ALLOWANCE

60.1 An Employee engaged on work which requires the provision of protective clothing will be:

- (a) provided with the requisite protective clothing, with the laundering costs for such protective clothing being at the expense of the Employer; or
- (b) provided with an annual allowance, as agreed between the Union and the Employer, which will incorporate the cost of purchase and laundry of the requisite protective clothing.

60.2 Provided that nothing contained in this clause will affect the obligations of the Employer to provide clothing pursuant to the *Work Health and Safety Act 2020* (WA).

PART 7: WORKLOAD MANAGEMENT

61. WORKLOAD MANAGEMENT

- 61.1 The Employer is committed to providing a safe and healthy work environment and will not require Employees to undertake an unreasonable workload in the ordinary discharge of their duties.
- 61.2 The objective of this clause is to ensure workload allocation is fair, manageable and without risk to health and safety.
- 61.3 The Employer will take reasonable steps to ensure that Employees:
- (a) do not work excessive or unreasonable hours;
 - (b) are able to clear Annual Leave; and
 - (c) are paid or otherwise recompensed for work as provided for under this Agreement.
- 61.4 Employees are required to perform, attain or sustain a standard of work that may be reasonably expected of them.
- 61.5 Relevant indicators of workload will be monitored and recorded by the Employer on an ongoing basis. Indicators may include but are not limited to:
- (a) nature of work;
 - (b) work patterns;
 - (c) hours of work including rostered days off, level of credit and banked hours, credit and banked hours lost each settlement period and overtime;
 - (d) level of accrued Annual Leave and Long Service Leave
 - (e) environment in which work is performed;
 - (f) volume of work;
 - (g) level of performance;
 - (h) turnover;
 - (i) accident rate;
 - (j) workers' compensation claims lodged;
 - (k) Personal Leave Usage;
 - (l) early retirement records;

- (m) referral rates to Employee Assistance Programs (EAP) providers and general feedback regarding workload issues, if raised from EAP counsellors;
 - (n) exit information regarding workload, if raised; and
 - (o) summary information on the results of Employee workload surveys if conducted.
- 61.6 Where Employee performance issues are identified these will be managed in accordance with the Employer's performance management policy and should take into account:
- (a) training and development;
 - (b) application of skill and competencies;
 - (c) capacity to perform at a required level;
 - (d) individual accountability; and
 - (e) communication and feedback.
- 61.7 With the exception of identified Employee performance issues, any workload issues, including the relevant indicator and the associated monitoring, and recording of those indicators, will be dealt with as a function of the Joint Consultative Committee (JCC).
- 61.8 Where potential workload issues are identified by the Union or Employer, a review team agreed by the parties will be convened within 21 days of a written request from either party. The review team will be made up of representatives nominated by the Employer and the Union.
- 61.9 Once established, the review team will conduct a workload survey of affected Employees covered by this Agreement.
- 61.10 The review team will determine the content and scope of the workload survey based upon the criteria stated in subclause 61.5.
- 61.11 A workload survey may only be conducted where a workload survey has not been completed in the previous 12 months.
- 61.12 The collated results of the survey, together with the report outlining the findings of the review team, will be provided to the parties of the Agreement within two (2) months of commencement of the survey.
- 61.13 Broader consultation on the workload survey results, and the findings of the review team may be undertaken through the JCC.
- 61.14 Any disputes in relation to this clause will be resolved in accordance with clause 73 – Dispute Settlement Procedure of this Agreement.

Responding to work-related information and communications outside of work hours

61.15 In this clause:

- (a) “Business-critical matters” means any situation which is unexpected and requires an immediate response in relation to which the employee’s expertise, advice or assistance is required to enable an agency to perform its primary function.
- (b) “Genuine welfare and safety matters” means serious matters likely to have an imminent effect on the welfare and/or safety of the employee.
- (c) “Work-related communications” include all communication concerning work matters that are not business critical or genuine welfare and safety matters sent via SMS, teams messages, phone-calls, or any other means of technological communication, to a personal or work issued phone, computer or other device.

61.16 The Employer is committed to minimising work-related communications to support work/life balance for employees, whilst ensuring operational needs are met.

61.17 Managers and supervisors recognise employees are not required to access or respond to work-related communications sent outside an employee’s ordinary or rostered hours, unless there is a business-critical matter or genuine welfare and safety matter.

61.18 Employees cannot be penalised or otherwise disadvantaged for choosing not to engage, respond or access work-related information or communication technologies outside their ordinary or rostered working hours.

61.19 This clause does not apply where an employee is in receipt of an ‘Out of Hours Contact’ allowance under clause 23 – Out of Hours Contact of this Agreement, undertaking reasonable overtime in accordance with clause 24 – Overtime of this Agreement, or where an employee has provided contact details for the purpose of being notified for available casual or overtime shift work.

62. WORKING FROM HOME

62.1 The parties support working from home arrangements facilitated in accordance with this clause.

62.2 Subject to this clause, Employees can request a working from home arrangement to support their personal circumstances. A request made under this clause must be made in writing and should set out the details of the proposed working from home arrangement.

62.3 The Employer must consider an Employee’s working from home request. Any consideration is to be informed by the Employer’s obligations under the *Equal Opportunity Act 1984 (WA)* and subclause 62.4 of this Agreement.

62.4 The Employer can only refuse a request for a working from home arrangement on reasonable business grounds. Without limiting what are reasonable business grounds for the purpose of this clause, reasonable business grounds include the following:

- (a) the working from home arrangement requested by the Employee would be too costly for the Employer;
 - (b) it is not possible or would be impractical to change the working arrangements of other Employees, or recruit new Employees, to accommodate the working from home arrangement requested by the Employee;
 - (c) it would result in a significant loss of efficiency or productivity or have a significant negative impact on customer service.
- 62.5 If the working from home arrangement is refused in accordance with clause 62.4, the Employer and Employee will consider whether other flexible working arrangements provided under this Agreement can be facilitated.
- 62.6 Irrespective of the number of days an Employee is permitted to work from home, a working from home arrangement does not provide for an Employee's headquarters to be moved to the Employee's home for the purposes of this Agreement or the Award.
- 62.7 Statutory requirements apply to Employees working from home as they do to Employees working at an Employer's workplace. A working from home arrangement must address:
- (a) duty of care responsibilities owed by the Employer and Employee under the *Work Health and Safety Act 2020* (WA); and
 - (b) all additional statutory obligations affecting the Employer/Employee relationship.
- 62.8 Employers are required to undertake a risk assessment of the work activities carried out by Employees. In carrying out any assessment, Employers must look at who and what can be affected by, and the possible effects of, the work being done from home.
- 62.9 Prior to implementing a working from home arrangement, Employers must discuss matters relevant to a working from home arrangement with the Employees including; insurance, provision of equipment and tools, related overhead costs, the Employee's ordinary hours of work and flexible working arrangements provided under the Agreement, and any agreed reasonable accommodations. Employers can only initiate a working from home arrangement once this discussion has occurred and subject to the agreement of the Employee.
- 62.10 Approved working from home arrangements can, on the request of either the Employer or Employee, be reviewed. If the working from home arrangement is to be modified, the date of implementation of the changes is to be agreed between the parties.
- 62.11 A working from home arrangement can be terminated by either:
- (a) the Employer by giving three (3) weeks' notice where it can be substantiated the arrangement:
 - (i) is having an ongoing adverse effect on the Employee's ability to deliver on their performance objectives; or

- (ii) can no longer be accommodated on reasonable business grounds in accordance with clause 62.4; or

(b) an Employee by giving three (3) weeks' notice.

62.12 A working from home policy or procedure developed by an Employer, must be consistent with the provisions of this clause and statutory obligations under relevant legislation, including but not limited to, the *Work Health and Safety Act 2020* (WA) and the *Equal Opportunity Act 1984* (WA).

63. REDEPLOYMENT AND REDUNDANCY

63.1 The parties acknowledge that the *Public Sector Management Act 1994* (WA) and the *Public Sector Management (Redeployment and Redundancy) Regulations 2014* (Regulations) provide the legislative framework for redeployment and redundancy for employees covered by this Agreement. If the provisions of this clause and the Regulations are inconsistent, the Regulations prevail.

63.2 The Employer and prospective Employer will assess the Suitability of a Surplus Employee broadly which includes, but is not limited to:

- (a) acknowledging that the Employee's classification level illustrates core competencies for that classification level;
- (b) providing sufficient weight to the Employee's knowledge, skills and experience; and
- (c) recognising the transferability of skills to roles where a direct fit may not exist.

63.3 The Employer and prospective Employer will seek to place Surplus Employees in suitable positions, pursuant to subclause 63.2.

63.4 The Employer will provide Surplus Employees with direct access to priority vacancies through the online Recruitment Advertising Management System.

63.5 The Employer will provide Surplus Employees with case management in line with the Public Sector Commission's Redeployment and Redundancy Guidelines and the Public Sector Commission's Redeployment and Redundancy Guidelines Appendix A – Case Management or any revised arrangement subsequent to the review of the redeployment and redundancy provisions. The Employer will ensure that Surplus Employees are provided with an appropriately skilled case manager/s, a skills audit and continual support to find Suitable employment.

63.6 Upon notification of registration, the Employer will provide an Employee who is notified of the Employer's intention to register them under regulation 18 of the *Public Sector Management (Redeployment and Redundancy) Regulations 2014* with the written reason/s for the intended registration and the possible employment, placement and training options available to them.

63.7 Where the Employer is able to do so consistent with Commissioner's Instruction No. 12 – Redeployment and Redundancy, the Employer may Suspend the Redeployment period of a Registered Employee for the duration that the Employee is participating in retraining, a secondment or other employment placement arrangement. Where suspension of the total duration would exceed the allowable duration under Commissioner's Instruction No. 12 – Redeployment and Redundancy, the Employer may Suspend the Redeployment period for the portion allowable.

63.8 The Employer will notify the Union prior to a Registered Employee entering the last three (3) months of their Redeployment period.

64. LEAVE TO ATTEND UNION BUSINESS

64.1 The Employer will grant paid leave at the ordinary rate of pay during normal working hours to an Employee:

- (a) who is required to attend or give evidence before any Industrial Tribunal;
- (b) who as a Union-nominated representative is required to attend any negotiations and/or proceedings before an Industrial Tribunal and/or meetings with Ministers of the Crown, their staff or any other representative of Government;
- (c) when prior arrangement has been made between the Union and the Employer for the Employee to attend official Union meetings preliminary to negotiations and/or Industrial Tribunal proceedings; and
- (d) who as a Union-nominated representative is required to attend joint Union/management consultative committees or working parties.

64.2 The granting of leave is subject to convenience and will only be approved:

- (a) where reasonable notice is given for the application for leave;
- (b) for the minimum period necessary to enable the union business to be conducted or evidence to be given; and
- (c) for those Employees whose attendance is essential.

64.3 The Employer will not be liable for any expenses associated with an Employee attending to union business.

64.4 Leave of absence granted under this clause will include any necessary travelling time in normal working hours.

64.5 An Employee will not be entitled to paid leave to attend to Union business other than as prescribed by this clause.

64.6 The provisions of the clause will not apply to:

- (a) special arrangements made with the Union which provide for unpaid leave for Employees to conduct Union business;
- (b) when an Employee is absent from work without the approval of the Employer; and
- (c) Casual Employees.

65. TRADE UNION TRAINING LEAVE

65.1 Subject to convenience of the Employer and the provisions of this clause:

- (a) The employer will grant paid leave of absence to Employees who are nominated by the Union, to attend short courses relevant to the public sector and to the role of union workplace representative, conducted by the Union.
- (b) The Employer will grant paid leave of absence to attend similar courses or seminars as from time to time approved by agreement between the Employer and the Union.

65.2 An Employee will be granted up to a maximum of five (5) days' paid leave per calendar year for trade union training or similar courses or seminars as approved. However, leave of absence in excess of five (5) days and up to 10 days may be granted in any one calendar year provided that the total leave being granted in that year and in the subsequent year does not exceed 10 days.

65.3 Leave of absence will be granted at the ordinary rate of pay and will not include shift allowances, penalty rates or overtime.

65.4 Where a Public Holiday or rostered day off falls during the duration of a course, a day off in lieu of that day will not be granted.

65.5 Subject to subclause 65.3, shift workers attending a course will be deemed to have worked the shifts they would have worked had leave not been taken to attend the course.

65.6 Part time Employees will receive the same entitlement as full time Employees, but payment will only be made for those hours that would normally have been worked but for the leave.

65.7 Any application by an Employee will be submitted to the Employer for approval at least four (4) weeks before the commencement of the course unless the Employer agrees otherwise.

65.8 All applications for leave will be accompanied by a statement from the Union indicating the Employee has been nominated for the course. The application will provide details as to the subject, commencement date, length of course, venue and the authority, which is conducting the course.

65.9 A qualifying period of 12 months' service will be served before an Employee is eligible to attend courses or seminars of more than a half-day duration. The Employer may,

where special circumstances exist, approve an application to attend a course or seminar where an Employee has less than 12 months' service.

- 65.10 The Employer will not be liable for any expenses associated with an Employee's attendance at trade union training courses.
- 65.11 Leave of absence granted under this clause will include any necessary travelling time in normal working hours immediately before or after the course.

66. UNION FACILITIES FOR UNION REPRESENTATIVES

- 66.1 The Employer recognises the rights of the Union to organise and represent its members. Union representatives in the agency have a legitimate role and function in assisting the union in the tasks of recruitment, organising, communication and representing members' interests in the workplace, agency and union electorate.
- 66.2 The Employer will recognise Union representatives in the agency and will allow them to carry out their role and functions.
- 66.3 The Union will advise the Employer in writing of the names of the Union representatives in the agency.
- 66.4 The Employer will recognise the authorisation of each Union representative in the agency and will provide them with the following:
- (a) Paid time off from normal duties to perform their functions as a union representative such as organising, recruiting, individual grievance handling, collective bargaining, involvement in the electorate delegates committee and to attend union business in accordance with "Clause 64 - Leave to Attend Union Business".
 - (b) Access to facilities required for the purpose of carrying out their duties. Facilities may include but not be limited to, the use of filing cabinets, meeting rooms, telephones, fax, email, internet, photocopiers and stationery. Such access to facilities will not unreasonably affect the operation of the organisation and will be in accordance with normal agency protocols.
 - (c) A noticeboard for the display of union materials including broadcast email facilities.
 - (d) Paid access to periods of leave for the purpose of attending union training courses in accordance with "Clause 65 - Trade Union Training Leave" of this Agreement. Country representatives will be provided with appropriate travel time.
 - (e) Access to awards, agreements, policies and procedures.
 - (f) The names of any Equal Employment Opportunity and Health and Safety representatives.

- 66.5 The Employer recognises that it is paramount that union representatives in the workplace are not threatened or disadvantaged in any way as a result of their role as a Union representative.
- 66.6 The Employer will provide the Union with notification of the commencement of new Employees, and as part of their induction, time to discuss the benefits of union membership with them.
- 66.7 In addition to subclause 66.6, the Employer will provide the Union with time to discuss the benefits of Union membership with new Employees as part of the Employees' formal induction program. Where the induction is wholly online, the Union will be afforded the opportunity to provide content on the benefits of union membership for inclusion in the online induction program.

66.8 Union Meetings

(a) Subject to reasonable notice being provided to the Employer:

- (i) Employees will be granted paid time off to attend up to four (4) meetings per calendar year of up to one (1) hour's duration at the workplace held by the Union;
- (ii) Where a meeting exceeds one (1) hour, any absence will be without pay for that part of the meeting which exceeds one (1) hour; and
- (iii) to conduct these meetings the Union, upon written request, will be given access to a private facility at the workplace for the duration of each meeting, if such a facility is reasonably available at the workplace.

66.9 Notification of New Employees

Unless otherwise agreed, the Employer will notify the Union of the commencement of any new employees on a quarterly basis. Notification includes the new employee's name, commencement date, position title, type of employment, work location, business email addresses and business phone numbers where available.

67. RIGHT OF ENTRY AND INSPECTION BY AUTHORISED REPRESENTATIVES

67.1 The parties will act consistently with the terms of *Division 2G. – Right of Entry and Inspection by Authorised Representatives* – of the *Industrial Relations Act, 1979* (WA).

67.2 An authorised representative will on notification to the Employer have the right to enter any premises where relevant Employees covered by this Agreement work during working hours, including meal breaks, for the purpose of holding discussions at the premises with relevant Employees covered by the Agreement who wish to participate in those discussions, the legitimate business of the Union or for the purpose of investigating complaints concerning the application of this Agreement, but will in no way unduly interfere with the work of Employees.

68. KEEPING OF AND ACCESS TO EMPLOYMENT RECORDS

68.1 The Employers will ensure that the keeping of employment records and access to employment records of Employees is in accordance with *Industrial Relations Act 1979 (WA) Part 11 Division 2F Keeping of and access to employment records*. If the Employer maintains a personal or other file on an Employee subject to the Employer's convenience, the Employee will be entitled to examine all material maintained on that file.

69. WORK HEALTH AND SAFETY RECORDS

69.1 The Employer will maintain a Health and Safety Representative Register.

69.2 The Health and Safety Representative Register will record the following information for each representative:

- (a) name;
- (b) work branch/division (as appropriate);
- (c) site;
- (d) job title/occupation;
- (e) date of election as a representative; and
- (f) training details on completion of relevant health and safety training courses, including initial and refresher training dates.

69.3 The Employer will provide detail as per subclause 69.2 to the Union and System Manager every six (6) months.

69.4 On 31 January each year, the System Manager will provide a year to date summary of the Health and Safety Representative Register for the WA Health System to the Department of Mines, Industry Regulation and Safety – Government Sector Labour Relations.

70. INFORMATION TECHNOLOGY RESOURCES

70.1 The parties recognise that information technology resources have major implications for industrial and human resource functions within the workplace.

70.2 The Employer recognises the need to provide appropriate information to all Employees, so it is accessible in the workplace in either electronic or hard copy format.

70.3 Where the Employer utilises information technology as the means of communicating to Employees, the Employer must ensure that where Employees do not have access to technology, then alternative methods of providing this information will be used.

70.4 The information includes, but is not limited to policies and practice guidelines, human resource manuals, awards and agreements, internal agency news bulletins and updates and job opportunities.

PART 8: CONSULTATIVE MECHANISMS

71. CONSULTATION AND JOINT CONSULTATIVE COMMITTEE

Consultation on Proposals for Change

71.1 For the purposes of this clause the expressions below have the following meanings:

- (a) “change” means situations where the Employer proposes to make a change or changes likely to affect existing practice(s), working conditions or employment prospects of Employees;
- (b) “consultation” means a process that involves the timely exchange of relevant information and the opportunity for discussions between the parties on matters relevant to a proposed change. These discussions are to provide the Union and Employees with a genuine opportunity to contribute to the decision making process.

71.2 The parties acknowledge that decisions will continue to be made by the Employer who is responsible and accountable to Government for the effective and efficient operation of the Agency.

71.3 The parties agree that:

- (a) consultation must occur prior to the Employer’s decision to make a change.
- (b) the Employer will, in writing, notify the Union and Employees who may be affected by a proposed change as soon as practicable. To enable genuine consultation to occur, the notification should include, at minimum, the nature of the proposed change and the effect it is likely to have on Employees;
- (c) the consultation discussion will commence as soon as possible after the Employer notifies the Union and affected Employees of the proposed change.
- (d) the consultation process will be open and transparent, and the following principles will apply:
 - (i) Employers will ensure appropriate mechanisms and communication channels are in place to facilitate consultation;
 - (ii) the Employer and the Union are to provide all reasonable and relevant information except confidential commercial, business or personal information, the release of which may seriously harm a party or individual;
 - (iii) information provided will be clear and with sufficient background information available so that issues are understood;
 - (iv) the Employer will assess the impacts of change broadly;

- (v) throughout the consultation process, the Employer will provide adequate time, resources and support for information to be considered by affected Employees and the Union and for consultation to occur; and
- (vi) once a change is implemented, the Employer will evaluate and review the change and inform the JCC of the review outcomes.

71.4 Where the Employer is proposing change that may result in Surplus Employees, they must provide information on their overall workforce composition to the Union and the likely affected Employees as soon as possible. This includes, but is not limited to, data on the use of fixed term contract Employees, Casual Employees, labour hire Employees and contractors including:

- (a) the number of Employees or persons engaged in each category;
- (b) the position or duties being undertaken by each Employee or person engaged;
- (c) the reason for the arrangement or employment;
- (d) the total duration of each arrangement or employment (including successive contracts); and
- (e) the expiry date of the contract (excluding for Casual Employees).

Joint Consultative Committee

71.5 The parties recognise the need for effective communication to improve the business/operational performance and working environment in Dental Health Services.

71.6 The parties confirm their ongoing commitment to the JCC process.

71.7 Dental Health Services will have a JCC comprising of the Employer or their nominee, Employer nominated representatives and Union nominated representatives unless otherwise agreed between the Employer and the Union.

71.8 The JCC will convene within 28 days of a written request being received from either party.

71.9 The JCC will determine its own operating procedures.

71.10 JCCs will be a forum for consultation on issues such as:

- (a) development of workload management tools within Dental Health Services;
- (b) industrial issues;
- (c) fixed term, casual employment and labour hire usage;
- (d) changes to work organisation and/or work practices occurring in the workplace;

- (e) Employer implementation of recommendations from the Government decisions, policies and initiatives; and
- (f) Employer implementation of other aspects of this Agreement.

71.11 The consultation process will comply with the parameters set out in subclause 71.3.

71.12 Matters not resolved through the JCC can be referred to the provisions of Clause 73 - Dispute Settlement Procedure of this Agreement.

72. NOTIFICATION OF CHANGE

72.1 (a) Where the Employer has made a definite decision to introduce major changes in production, programme, organisation, structure or technology that are likely to have significant effects on Employees, the Employer will notify the Employees who may be affected by the proposed changes and the Union.

- (b) For the purpose of this clause "significant effects" includes termination of employment; major changes in the composition, operation or size of the Employer's workforce or in the skills required; elimination or diminution of job opportunities, promotion opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of Employees to other work or locations and restructuring of jobs.

Provided that where this Agreement makes provision for alteration of any of the matters referred to in this clause an alteration will be deemed not to have significant effect.

72.2 (a) The Employer will discuss with the Employees affected and the Union, inter alia, the introduction of the changes referred to in subclause 72.1, the effects the changes are likely to have on Employees, measures to avert or mitigate the adverse effects of such changes on Employees and will give prompt consideration to matters raised by the Employees and/or the Union, in relation to the changes.

- (b) Discussion will commence as early as practicable after a firm decision has been made by the Employer to make the changes referred to in subclause 72.1, unless by prior arrangement, the Union, is represented on the body formulating recommendations for change to be considered by the Employer.

- (c) For the purposes of such discussion an Employer will provide to the Employees concerned and the Union, all relevant information about the changes including the nature of the changes proposed, the expected effects of the changes on Employees and any other matters likely to affect Employees. Provided that any Employer will not be required to disclose confidential information, the disclosure of which would be inimical to the Employer's interest.

PART 9: DISPUTE SETTLEMENT PROCEDURE

73. DISPUTE SETTLEMENT PROCEDURE

Employee/Employer Disputes

- 73.1 Any questions, difficulties or disputes arising in the course of the employment of Employees covered by this Agreement will be dealt with in accordance with this clause.
- 73.2 The Employee/s and the manager with whom the dispute has arisen will discuss the matter and attempt to find a satisfactory solution, within three (3) working days. An Employee may be accompanied by a union representative.
- 73.3 If the dispute cannot be resolved at this level, the matter will be referred to and be discussed with the relevant manager's superior and an attempt made to find a satisfactory solution, within a further three (3) working days. An Employee may be accompanied by a union representative.
- 73.4 If the dispute is still not resolved, it may be referred by the Employee/s or union representative to the Employer or his/her nominee.
- 73.5 Where the dispute cannot be resolved within five working days of the union representatives' referral of the dispute to the Employer or his/her nominee, either party may refer the matter to the WAIRC.
- 73.6 The period for resolving a dispute may be extended by agreement between the parties.
- 73.7 Notwithstanding the operation of clauses 73.2 to 73.5, disputes involving multiple Employees may be raised by the Union directly with the Employer or the Employer's nominated representative.
- 73.8 At all stages of the procedure the Employee may be accompanied by a Union representative.

Parties to this Agreement

- 73.9 Any questions, difficulties or disputes arising under this Agreement between the parties may be referred by either party to the WAIRC for conciliation and where appropriate arbitration.
- 73.10 Nothing in this clause constitutes a referral agreement within the meaning of section 12 of the *Employment Dispute Resolution Act 2008* (WA).

PART 10: SCHEDULES

SCHEDULE 1: SIGNATURES OF PARTIES

Signed:


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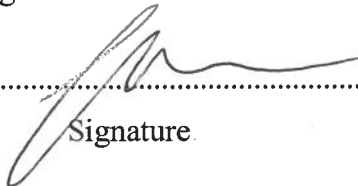
Signature

10/7/2023
.....

Date

Rikki Hendon
Branch Secretary
The Civil Service Association of Western Australia Incorporated

Signed:


.....

Signature

12/7/23
.....

Date

Joshua Chapman
A/Director
System-wide Industrial Relations
For and on behalf of the Employer

SCHEDULE 2: SALARIES

	\$60 per week On and from 20 March 2022	\$60 per week On and from 20 March 2023
Apprentice Dental Technician Year 1	\$30,925	\$34,055
Apprentice Dental Technician Year 2	\$38,292	\$41,422
Apprentice Dental Technician Year 3	\$49,624	\$52,754
Apprentice Dental Technician Year 4	\$56,988	\$60,118
Adult Apprentice Dental Technician (21 years and over) Years 1, 2 and 3	\$49,624	\$52,754
Adult Apprentice Dental Technician (21 years and over) Year 4	\$56,988	\$60,118
Dental Technician Year 1	\$69,330	\$72,460
Dental Technician Year 2	\$70,957	\$74,087
Dental Technician Advanced Level 1	\$72,680	\$75,810
Dental Technician Advanced Level 2	\$75,350	\$78,480

SCHEDULE 3: MOTOR VEHICLE ALLOWANCE

Part 1 - Motor Car

Area Details	Rate (cents) per kilometre		
	Engine Displacement (in cubic centimetres)		
	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
Metropolitan Area			
First 4000 kilometres	185.5	127.4	101.0
Over 4000 up to 8000 kilometres	80.7	58.8	48.9
Over 8000 up to 16000 kilometres	45.8	35.9	31.5
Over 16000 kilometres	50.6	38.1	32.4
South-west Division			
First 4000 kilometres	187.4	128.6	102.2
Over 4000 up to 8000 kilometres	82.2	59.6	49.7
Over 8000 up to 16000 kilometres	47.1	36.6	32.2
Over 16000 kilometres	51.9	38.7	33.0
North of 23.5° South Latitude			
First 4000 kilometres	203.9	139.4	110.7
Over 4000 up to 8000 kilometres	89.1	64.3	53.5
Over 8000 up to 16000 kilometres	50.8	39.3	34.4
Over 16000 kilometres	53.9	40.4	34.5

Rest of State

First 4000 kilometres	194.7	133.1	105.3
Over 4000 up to 8000 kilometres	85.2	61.6	51.1
Over 8000 up to 16000 kilometres	48.7	37.7	33.1
Over 16000 kilometres	52.7	39.4	33.6

Part 2 - Motor Car

Area Details

Rate (cents) per kilometre

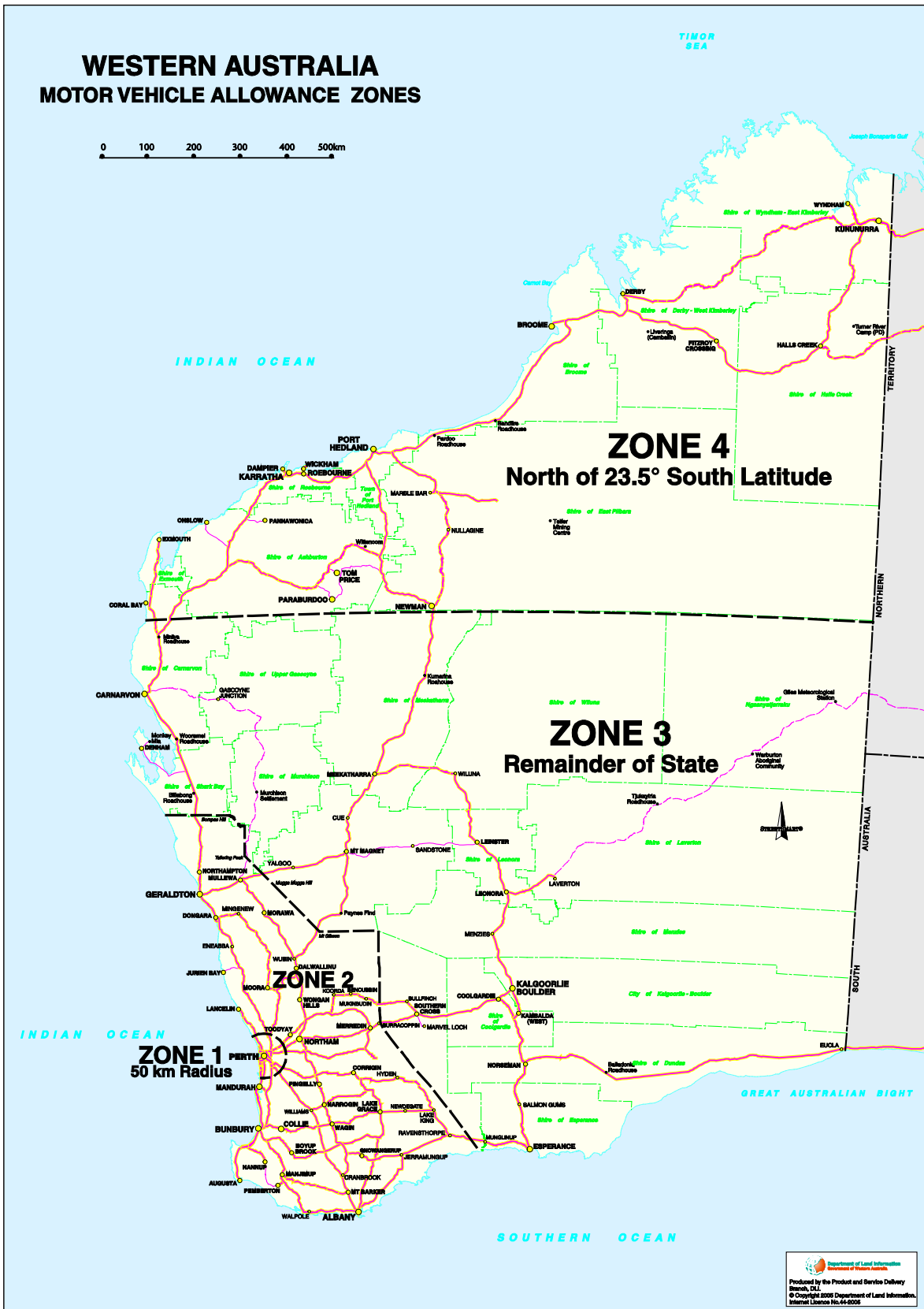
Engine Displacement (in cubic centimetres)

	Over 2600cc	Over 1600cc to 2600cc	1600cc and under
Metropolitan Area	89.5	64.5	53.2
South-west Division	91.0	65.4	54.0
North of 23.5° South Latitude	98.6	70.6	58.3
Rest of the State	94.3	67.5	55.6

Part 3 - Motor Cycle

Rate - Cents per kilometre	31.0
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Part 4 – Motor Vehicle Allowance Zone Maps



SCHEDULE 4: TRAVELLING, TRANSFER AND RELIEVING ALLOWANCE

ITEM	PARTICULARS	COLUMN A DAILY RATE	COLUMN B DAILY RATE OFFICERS WITH DEPENDENTS: RELIEVING ALLOWANCE FOR PERIOD IN EXCESS OF 42 DAYS (CLAUSE 56.1(b)(ii)) TRANSFER ALLOWANCE FOR PERIOD IN EXCESS OF PRESCRIBED PERIOD (CLAUSE 58.3)	COLUMN C DAILY RATE OFFICERS WITHOUT DEPENDENTS RELIEVING ALLOWANCE FOR PERIOD IN EXCESS OF 42 DAYS (CLAUSE 56.1(b)(ii))
ALLOWANCE TO MEET INCIDENTAL EXPENSES				
		\$		
(1)	WA - South of 26° South Latitude	14.55		
(2)	WA - North of 26° South Latitude	21.70		
(3)	Interstate	21.70		
ACCOMMODATION INVOLVING AN OVERNIGHT STAY IN A HOTEL OR MOTEL				
		\$	\$	\$
(4)	WA - Metropolitan Hotel or Motel	305.45	152.70	101.80
(5)	Locality South of 26° South Latitude	208.55	104.30	69.50

(6)	Locality North of 26° South Latitude:			
	Broome	456.70	228.35	152.25
	Carnarvon	255.15	127.55	85.05
	Dampier	366.70	183.35	122.25
	Derby	342.20	171.10	114.05
	Exmouth	292.70	146.35	97.55
	Fitzroy Crossing	370.20	185.10	123.40
	Gascoyne Junction	291.70	145.85	97.25
	Halls Creek	247.20	123.60	82.40
	Karratha	445.70	222.85	148.55
	Kununurra	331.70	165.85	110.55
	Marble Bar	271.70	135.85	90.55
	Newman	338.95	169.50	113.00
	Nullagine	256.70	128.35	85.55
	Onslow	273.30	136.65	91.10
	Pannawonica	192.70	96.35	64.25
	Paraburdoo	259.70	129.85	86.55
	Port Hedland	367.15	183.55	122.40
	Roebourne	241.70	120.85	80.55
	Shark Bay	240.20	120.10	80.05
	Tom Price	320.20	160.10	106.75
	Turkey Creek	235.70	117.85	78.55
	Wickham	508.70	254.35	169.55
	Wyndham	254.70	127.35	84.90
(7)	Interstate - Capital City			
	Sydney	304.90	152.45	101.60
	Melbourne	288.55	144.30	96.15
	Other Capitals	270.10	135.05	89.95
(8)	Interstate – Other than Capital City	208.55	104.30	69.50

ACCOMMODATION INVOLVING AN OVERNIGHT STAY AT OTHER THAN A HOTEL OR MOTEL

(9)	WA - South of 26° South Latitude	93.65
(10)	WA - North of 26° South Latitude	128.25
(11)	Interstate	128.25

TRAVEL NOT INVOLVING AN OVERNIGHT STAY OR TRAVEL INVOLVING AN OVERNIGHT STAY WHERE ACCOMMODATION ONLY IS PROVIDED.

(12)	WA - South of 26° South Latitude:	
	Breakfast	16.30
	Lunch	16.30
	Dinner	46.50
(13)	WA - North of 26° South Latitude:	
	Breakfast	21.20
	Lunch	33.20
	Dinner	52.20
(14)	Interstate:	
	Breakfast	21.20
	Lunch	33.20
	Dinner	52.20

DEDUCTION FOR NORMAL LIVING EXPENSES (Clause 58 - Transfer Allowance)

(15)	Each Adult	26.25
(16)	Each Child	4.50

MIDDAY MEAL (Clause 55 - Travelling Allowance)

(17)	Rate per meal	6.35
(18)	Maximum reimbursement per pay period	31.75