

**REGISTER OF  
ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO:** EA02/30

**TITLE:** North Coast Breast Screening Program Inc. Enterprise Agreement 2000

**I.R.C. NO:** 2001/6922

**DATE APPROVED/COMMENCEMENT:** 21 November 2001

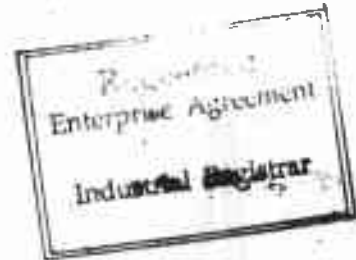
**TERM:** 21 Novemeber 2004

**NEW AGREEMENT OR  
VARIATION:** New

**GAZETTAL REFERENCE:** 28 March 2002

**DATE TERMINATED:**

**NUMBER OF PAGES:** 56



**COVERAGE/DESCRIPTION OF**

**EMPLOYEES:** To apply to all employees of the company employed as Business Manager, Screening Team Manager, Information Services Manager, Recruitment & Mobile Services Co-ordinator, Assessment Team Manager, Screening Team Assistant, Mammographers, Office Manager, Assessment Co-ordinator, Booking Clerks, Executive Assistant, Information Services Assistant, Receptionists-Mobile Vans, Clinical Assistant, Technical Assistant, Regional Support Worker, Medical Typist, Data Entry Operator, Breast Care Nurse, Assessment Assistant, Records Clerk, Clerical Assistant, Office Co-ordinator.

**PARTIES:** North Coast Breast Screening Program Inc -&- Kerrie Anderson, Megan Bartlett, Susan Beck, Michelle Borton, Yvonne Britt, Penny Broome, Annita Browne, Gail Bryson, Cheryl Coleman, Peter Coyle, Sue Cross, Delys Cumming, Teresa Ebenstreit, Wendy Flockton, Faye Gallen, Deborah Halliwell, Lynne Hancock, Gai Harris, Megan Hetherington, Glenda James, Kim Kena, Karen Kennedy, Anita Lee, Fiona Martin, Janelle McNair, Anola McQuade, Susan Nicholls, Denise Pearson, Sharon Plush, Robyn Power, Janet Rann, Irene Sidlo, Collette Simpkins, Margaret Stannard, John Thurgood, Michelle Trueman



# ENTERPRISE AGREEMENT

LAST  
VERSION  
APPROVED  
2/11/2001

TITLE

This agreement shall be known as the North Coast Breast Screening Program Inc. Enterprise Agreement, 2000.

# ENTERPRISE AGREEMENT

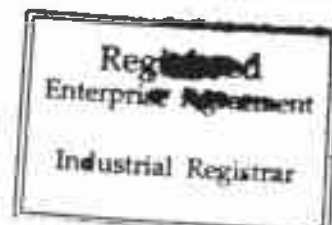
**Title**

This agreement shall be known as the North Coast Breast Screening Program Inc. Enterprise Agreement, 2000.

Registered  
Enterprise Agreement  
Industrial Registrar

## TABLE OF CONTENTS

		PAGE NO.
1.	Title .....	4
2.	Area, Incidence and Parties Bound .....	4
3.	Date and period of operation.....	4
4.	Trades and Occupations Covered by Agreement.....	4
5.	Definitions.....	4
6.	Aims of Agreement.....	5
7.	New employees.....	6
8.	Agreement to be displayed.....	6
9.	Joint Consultative Committee.....	6
10.	Utilisation of skills.....	6
11.	Staff Performance and Development System .....	7
12.	Salary System.....	7
13.	Higher Duties.....	25
14.	Work-related Expenses .....	26
15.	Performance objectives .....	26
16.	Ordinary hours .....	26
17.	Travel .....	27
18.	Overtime .....	27
19.	Time off in lieu of overtime.....	28
20.	Rest periods.....	28
21.	Part-time employment.....	28
22.	Casual employees.....	29
23.	Annual Leave.....	29
24.	Long Service Leave .....	30
25.	Family/Sick Leave .....	30
26.	Bereavement Leave.....	31
27.	Jury Service.....	31
28.	Parental leave.....	31
29.	Leave without pay.....	32
30.	Discretionary leave .....	32
31.	Public Holidays.....	32
32.	Probation.....	33
33.	Occupational superannuation.....	33
34.	Protective clothing and equipment.....	33
35.	Training and Learning.....	33
36.	Disciplinary procedure.....	34
37.	Termination of employment .....	36
38.	Abandonment of employment.....	36
39.	Restructure and Redundancy .....	36
40.	Other employment and conflicts of interest.....	39
41.	Confidentiality .....	39
42.	Grievance and dispute settlement procedure .....	39
43.	Health and safety.....	39
44.	General conditions .....	40
45.	Issue resolution.....	40



**PART B – APPENDICES AND ATTACHMENTS**

Appendix 1. Trades and Occupations covered by this Agreement.....41  
Appendix 2. Salary System  
Table 1. Rates of pay .....43  
Table 2. Allowances.....45  
Appendix 3. Current Performance Objectives .....46  
Appendix 4. Training and Learning.....48  
Appendix 5. Grievance and Dispute Settlement Procedure.....50

**PART C – DECLARATION AND SIGNATORIES**

46. Declaration .....52  
47. No extra claims commitment.....52  
48. Future negotiations .....52  
49. Signatories .....52



## PART A - AGREEMENT FORMALITIES

### 1. Title

This agreement shall be known as the North Coast Breast Screening Program Inc. Enterprise Agreement, 2000.

### 2. Area, Incidence and Parties Bound

This agreement shall be binding upon the NORTH COAST BREAST SCREENING PROGRAM INC., located at 29 URALBA STREET, LISMORE, NSW, 2480, and the employees of NORTH COAST BREAST SCREENING PROGRAM INC.

### 3. Date and period of operation

This Agreement shall take effect from the date of approval by the Commission and shall remain in force for a period of three years. At the conclusion of the three year period, the Agreement shall continue in force thereafter until replaced by a further agreement.

### 4. Trades and Occupations Covered by Agreement

The Trades and Occupations covered by this Agreement are listed in Appendix 1 of Part B of this Agreement.

### 5. Definitions

Unless the context otherwise indicates or requires, the terms and expressions hereunder defined shall have their respective meanings assigned to them:

*Employee* means a person employed and remunerated by the Service in a capacity of either full-time, part-time or casual position.

*Family members* shall mean parents (including foster and step parents), legal guardians, sister (including half, foster and step-sister), brother (including half, foster and step-brother), spouse (including de-facto partner and same sex partner), child (including step, foster child), and parents of spouse.

*Individual remuneration packages* shall mean packages made up of a combination of cash and/or other non-cash benefits.

*Permanent employees* shall mean persons who have been employed, in the capacity of part-time or full-time, with the Service for a period of time greater than three (3) months and have received a letter in writing confirming this status.

A *casual employee* shall mean an employee engaged on an irregular basis as determined by the needs of the Service.

*Probationary employees* shall mean persons employed with the Service for the first three months of employment on a part-time or full-time basis.

A *salary system* will set out salary bands and levels and classifications of all positions within the Service and detail the manner in which progression is possible through the levels.

*Serious misconduct* is considered misconduct of the kind such that it is considered unreasonable for the Service to continue the employment of the employee. Some things that may amount to serious misconduct include: stealing or fraud; drunkenness which endangers other people; continued wilful disobedience and refusal to obey lawful requests; violence against fellow employees or consumers; and, conduct which places other people in danger.

*Service* means the North Coast Breast Screening Program Inc. or employer or Director of Service.

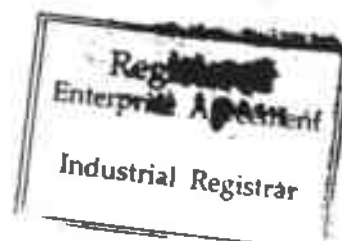
*Service Management Team* are defined as staff currently employed in the positions of: Business Manager; Screening Team Manager, Recruitment and Mobile Services Co-ordinator, Assessment Team Manager, Information Services Manager and Office Manager.

*Significant effects* include termination of employment, major changes in the composition, operation or size of the Service's workforce or in the skills required, the elimination or diminution of job opportunities, promotion opportunities or job tenure, the alteration of hours of work, the need for retraining and the restructuring of jobs.

*Unsatisfactory performance or conduct* shall include, but not be limited to, neglect of duties, breach of discipline, absenteeism and non-compliance with safety standards.

## 6. Aims of agreement

- (i) The parties agree that the objectives of this Agreement are to facilitate:
  - (a) workplace productivity, including, the professional development of employees;
  - (b) the development and maintenance of the most productive and harmonious working relationship obtainable;
  - (c) the development of a complete and comprehensive workplace agreement replacing all existing awards and award minimum conditions currently being applied as guides to the Service.
  - (d) The parties have agreed to develop a culture of continuous improvement of consumer service.
- (ii) It is the intention of the parties that during the period of this Agreement a joint review of the Service's operational requirements will be conducted as required. This will enable the implementation of employment conditions, pay arrangements and outcomes that will be more specific to the provision of breast screening operations in a changing environment.



- (iii) The parties agree that during the life of this Agreement, the Service, with the support of relevant employees, may trial new working arrangements to facilitate and accommodate the planned review, as specified in sub-clause (ii).
- (iv) It is recognised that an important factor in reaching the objectives is the development of a working environment where all parties are involved in the decision-making process. Both the Service and employees are committed to co-operating positively to implement work practices that meet the requirements of the Service within the framework of optimal flexibility.

**7. New employees**

The parties agree that any employee who is engaged by the Service during the term of this Agreement shall become a party to the Agreement. The new employee shall, as from the date of becoming a party, be entitled to all benefits and be bound by all obligations, under this Agreement.

**8. Agreement to be displayed**

Copies of this Agreement shall be displayed in places readily visible and accessible to all parties and a summary of the contents of this Agreement will be made available to all new employees of the Service.

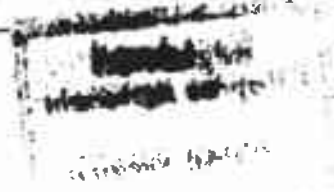
**9. Joint consultative committee**

- (i) The parties to the Agreement are committed to securing the aims of the Agreement through the establishment of consultation and participative processes. A joint consultative committee will provide a forum for consultation between the Service and employees to positively cooperate in the implementation of this Agreement.
- (ii) The size and structure of the joint consultative committee will be appropriate to the size of the Service and be agreed to by the Service and employees.
- (iii) This committee shall be a forum for open discussion and shall meet at intervals decided by the committee.
- (iv) The functions of the committee shall include, but not be limited to:-
  - a. Agreement implementation
  - b. Training
  - c. Staff performance and development system
  - d. Review of work practices to increase flexibility
  - e. Salary system
  - f. Performance objectives and rewards
  - g. Policy and procedures development and monitoring



**10. Utilisation of skills**

- (i) The parties to the Agreement are committed to developing a learning





organisation by improving skill levels and removing impediments to multiskilling and broadening the range of tasks that the employee may be required to perform.

- (ii) The Service may direct the employee to carry out such duties as are within the limits of the employee's skill, competence and training. Employees shall perform such work as is reasonable and lawfully required of them by the Service including accepting instruction from authorised personnel to meet the needs of the Service.
- (iii) In carrying out duties, employees shall ensure and take all necessary steps to ensure that the quality, accuracy and completion of any job or task are maintained to the satisfaction of the Service. Employees shall not impose any restriction or limitations on the review of work methods or the utilisation of skills under the terms and conditions of this Agreement.

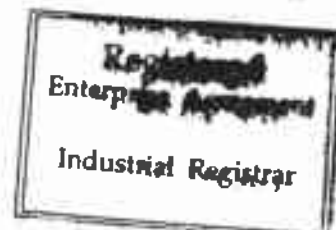
## 11. Staff Performance and Development System

- (i) The parties to this Agreement agree that all employees of the Service need to know and have confirmed the role, accountabilities and performance standards that are expected of them. Role clarity, acceptance of goals and regular feedback are viewed as essential to effective performance. The major aim of performance evaluation is to provide a means of recognising and rewarding high performance and to provide an early assessment and response to *unsatisfactory performance or conduct*.
- (ii) A formal performance evaluation for all *permanent employees* will be undertaken at least at twelve monthly intervals throughout the operation of this Agreement. The format will be agreed to by the parties to this Agreement and will become Service policy. It will include:
  - (a) specified objectives, key result areas and performance standards;
  - (b) progress reviews;
  - (c) a formal performance review which is followed by decisions and outcomes.
- (iii) A formal performance evaluation shall be undertaken within three months of the commencement of employment with the Service for all *probationary employees*. Throughout the probationary period, probationary employees and their respective reviewers will meet to discuss work performance.

## 12. Salary System

### RATES OF PAY

- (i) The rates of pay will be based on the Skill Descriptors which have been developed for the Service as set out below:



## Skill Descriptors

### Mammographers

#### Level 1

##### WORK LEVEL DESCRIPTION

Mammographers at this level would have no experience in mammography and would perform a range of routine and general clinical procedures under close supervision and guidance for a minimum of three months. Theory and practical in-house training will be provided in line with the BreastScreen NSW Breast Imaging Clinical Education Program.

##### SKILLS AND ATTRIBUTES

- Graduate qualification, or equivalent.
- Possess a practical understanding of radiation safety, occupational health and safety, infection control and sterile procedures.
- Ability to solve minor problems arising from equipment.
- High level of communication skills.
- Ability to empathise with consumers and colleagues.
- Ability to operate in a multidisciplinary team.
- Be aware of the relevant quality assurance protocols and procedures.
- Capacity to operate with direct instruction for routine procedures.
- Ability to undertake a limited range of administrative functions as required.

#### Level 2

##### WORK LEVEL DESCRIPTION

After the successful completion of the theory and practical in-house training program, mammographers at this level perform a range of general clinical procedures with limited supervision. They would also observe specialised procedures. Mammographers at this level are able to explain general clinical procedures to consumers, undertake appropriate limited maintenance of equipment and appropriate quality control testing. In addition, Mammographers at this level would have limited experience in mammography, at least 3 months, or at the equivalent competency level.

##### SKILLS AND ATTRIBUTES

- Possess skills and attributes of previous level.



- Graduate qualification, or equivalent, and commencement of the BreastScreen NSW Breast Imaging Clinical Education Program.
- Ability to solve a limited range of problems arising from equipment or technique failure.
- High level of communication skills.
- Ability to empathise with consumers and colleagues.
- Ability to operate in a multidisciplinary team.
- Ability to monitor quality assurance protocols and procedures with direction.
- Capacity to operate independently and to recognise when alternative assistance should be sought.
- Ability to undertake a range of administrative functions as required.

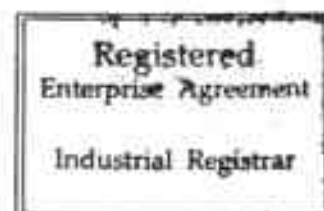
### Level 3

#### **WORK LEVEL DESCRIPTION**

Mammographers at this level perform a range of general clinical procedures with minimal supervision. They also assist with specialised procedures. Mammographers at this level are able to explain general clinical procedures to consumers, undertake appropriate maintenance of equipment and appropriate quality control testing. They are also be able to show initiative where modification of procedures is required and provide guidance to Level 1 and 2 employees. In addition, Mammographers at this level would have extensive experience in mammography, at least 18 months, or at the equivalent competency level.

#### **SKILLS AND ATTRIBUTES**

- Possess skills and attributes of previous level.
- Graduate qualification, or equivalent, and completion of the BreastScreen NSW Breast Imaging Clinical Education Program and a corresponding accredited academic component from one of the universities.
- Accreditation in mammography with the Australian Institute of Radiography.
- Ability to respond to emergency situations appropriately.
- Ability to solve problems arising from equipment or technical failure.
- High level of communication skills.
- Ability to empathise with consumers and colleagues.



- Ability to operate in a multidisciplinary team.
- Ability to monitor quality assurance protocols and procedures without direction and provide input into reviewing such protocols.
- Capacity to operate independently and to recognise when alternative assistance should be sought.
- Ability to undertake a wider range of administrative functions as required.

#### Level 4

#### **WORK LEVEL DESCRIPTION**

Mammographers at this level may manage and supervise a section of the Department (such as quality control and maintenance of equipment, establishing and monitoring protocols and procedures and/or provide staff training. In addition, Mammographers at this level would also be able to perform complex clinical procedures and have extensive experience in Mammography.

#### **SKILLS AND ATTRIBUTES**

- Possess skills and attributes of previous levels.
- Appropriate post graduate qualification, or equivalent, and demonstrated competency in a range of special fields (such as training and/or clinical procedures).
- Ability to solve complex problems arising from equipment or technique failure.
- High level communication skills.
- Ability to empathise with consumers and colleagues.
- Ability to operate in a multidisciplinary team.
- Possess leadership skills appropriate to the clinical environment.
- Ability to manage conflicting demands.
- Ability to develop and monitor quality assurance protocols and procedures.
- Ability to oversee and facilitate the Breast Imaging Clinical Education Program.
- Ability to prepare and deliver presentations to appropriate groups.



## Administration

### Level 1

#### WORK LEVEL DESCRIPTION

Employees at this level would work under close direction and undertake routine activities which require the practical application of basic skills and techniques. Duties at this level will be closely monitored with instruction and assistance being readily available. Freedom to act is limited by standards and procedures.

#### SKILLS AND ATTRIBUTES

- Basic qualifications and/or experience relevant to work area.
- Ability to solve minor problems arising from immediate work area.
- Ability to communicate with consumers.
- General reception and telephonist duties.
- Possess skills appropriate to the maintenance of a strong team in an administrative environment.
- Time management skills .
- Basic computer skills.
- Ability to touch type.

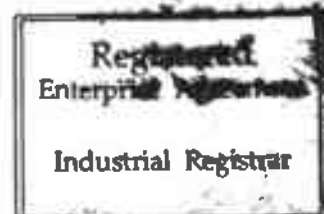
### Level 2

#### WORK LEVEL DESCRIPTION

Employees at this level would work under regular direction within clearly defined guidelines and undertake a range of clerical functions. General features at this level consist of performing functions which are clearly defined by established routines, methods, standards and procedures with limited scope to exercise initiative in applying work practices and procedures. Employees at this level may be responsible for a minor function, including assisting in establishing procedures to meet the objectives of the function.

#### SKILLS AND ATTRIBUTES

- Possess skills and attributes of previous level.
- Basic qualifications and/or experience relevant to work area.
- Ability to operate a range of administrative equipment under general direction.



- Ability to undertake filing under general direction.
- Ability to undertake appointments and bookings under general supervision.
- Ability to respond to emergency situations appropriately.
- Possess communication skills to be able to empathise with consumers and advise of operational procedures under supervision.
- Ability to touch type.

### Level 3

#### **WORK LEVEL DESCRIPTION**

Employees at this level would work under general direction in the application of procedures, methods and guidelines which are well established. Positions at this level allow employees the scope for exercising initiatives in the application of established work procedures. Employees may be responsible for managing and planning their own work.

#### **SKILLS AND ATTRIBUTES**

- Possess skills and attributes of previous levels.
- Basic qualifications and/or experience relevant to work area.
- Ability to set work standards and outcomes.
- Sound knowledge of operational policies and procedures.
- Assist in developing work practices and procedures for functional area or areas.
- Ability to manage conflicting demands.
- Ability to operate a range of administrative equipment under limited direction.
- Ability to undertake filing under limited direction.
- Ability to undertake appointments and bookings under limited supervision.
- Ability to touch type.

### Level 4

#### **WORK LEVEL DESCRIPTION**

Employees at this level would work under limited direction. Employees at this level

would be expected to contribute knowledge in establishing and reviewing procedures in the appropriate work area. In addition, employees may be required to supervise various functions within a work area or activities of a complex nature. Positions may involve a range of work functions which may require the provision of specialist expertise and advice. Work at this level requires a sound knowledge of policies and work performed in a number of areas. Freedom to act is governed by clear objectives and guidelines.

### **SKILLS AND ATTRIBUTES**

- Possess skills and attributes of previous levels.
- Basic qualifications and/or experience relevant to work area.
- Ability to control minor budget responsibilities.
- Ability to explain operational policies and procedures in a range of work areas.
- Ability to review work practices and procedures of work area.
- Assist in developing work practices and procedures for functional area or areas.
- Ability to operate a range of administrative equipment.
- Ability to undertake filing and explain procedures to other employees.
- Ability to undertake appointments and bookings and explain procedures to other employees.
- Ability to touch type.

### **Level 5**

### **WORK LEVEL DESCRIPTION**

Employees at this level would manage and supervise a section within a Department and operate under limited guidance. General features at this level require employee's involvement in establishing and monitoring operational procedures and the establishment of outcomes for the work area. Positions at this level will require responsibility for decision making in their particular work area and for the provision of sound advice. Employees will also be responsible for developing outcomes for the work area. The management of staff is may be a feature at this level on occasions.

### **SKILLS AND ATTRIBUTES**

- Possess skills and attributes of previous levels.
- Basic qualifications and/or experience relevant to work area.



- Develop work practices and procedures for limited projects.
- Ability to solve difficult problems arising from procedure or equipment failure.
- Possess management and leadership skills appropriate to the work area.
- Ability to manage conflicting demands and assist in establishing objectives for work areas.
- Ability to train employees at lower levels.
- Ability to explain processes and procedures to employees from own work area and from other work areas under limited supervision.
- Ability to control limited budget responsibilities.
- Ability to undertake a wide range of administrative functions: such as, assisting in the preparation of rosters, organise equipment maintenance, order and monitor supplies.
- Ability to touch type.

### Level 6

#### **WORK LEVEL DESCRIPTION**

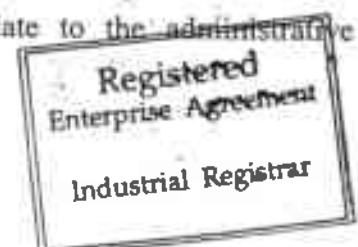
Employees at this level would manage and supervise a section within a Department and operate under limited guidance. General features at this level require employee's involvement in establishing and monitoring operational procedures and the establishment of outcomes for the work area. Employees will also be responsible for providing advice on processes and procedures within the section to other sections of the organisation. The management of staff is normally a feature at this level.

#### **SKILLS AND ATTRIBUTES**

- Possess skills and attributes of previous levels.
- Appropriate graduate qualification, or equivalent, and demonstrate competency in management of a specialised section or team of administration employees.
- Ability to set work standards and outcomes for entire work area or areas.
- Comprehensive knowledge of operational policies and procedures.
- Develop work practices and procedures for various projects.

Ability to solve complex problems arising from procedure or equipment failure.

Possess management and leadership skills appropriate to the administrative





environment.

- Skills in managing staff performance and competence in staff selection and recruitment.
- Ability to manage conflicting demands and set objectives for work areas.
- Ability to train employees at lower levels.
- Ability to explain processes and procedures to employees from own work area and from other work areas.
- Ability to set and control limited budget responsibilities.
- Ability to undertake a wide range of administrative functions: such as, preparing rosters, organise equipment maintenance, order and monitor supplies.
- Ability to touch type.

## Technical

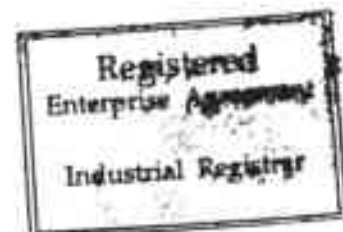
### Level 1

#### WORK LEVEL DESCRIPTION

Employees at this level would work under close direction and undertake routine activities which require the practical application of basic skills and techniques. Duties at this level will be closely monitored with instruction and assistance being readily available. Freedom to act is limited by standards and procedures.

#### SKILLS AND ATTRIBUTES

- Basic knowledge of darkroom techniques and basic chemistry for X-ray technology.
- Ability to operate mamm viewers and hang films for reading by clinical professionals.
- Ability to solve minor problems arising from immediate work area.
- Possess skills appropriate to the maintenance of a strong team in a clinical environment.
- Time management skills.
- Basic quality control and filing skills.



## Level 2

### **WORK LEVEL DESCRIPTION**

Employees at this level would work under regular direction within clearly defined guidelines and undertake a range of technical functions. General features at this level consist of performing functions which are clearly defined by established routines, methods, standards and procedures with limited scope to exercise initiative in applying work practices and procedures. Employees at this level may be responsible for a minor function, including assisting in establishing procedures to meet the objectives of the function.

### **SKILLS AND ATTRIBUTES**

- Possess skills and attributes of previous level.
- Knowledge of darkroom techniques and basic chemistry for X-ray technology.
- Ability to operate associated equipment.
- Ability to respond to emergency situations appropriately and solve problems in immediate work area.
- Ability to process x-ray films under guidance and possess appropriate quality control expertise.
- Ability to monitor supplies and determine need for purchasing.

## Level 3

Employees at this level would work under general direction in the application of procedures, methods and guidelines which are well established. Positions at this level allow employees the scope for exercising initiatives in the application of established work procedures. Employees may be responsible for managing and planning their own work.

### **SKILLS AND ATTRIBUTES**

- Possess skills and attributes of previous levels.
- Sound knowledge of X-ray equipment and processing of films.
- Ability to set work standards and outcomes and monitor quality control functions appropriate to this level.
- Sound knowledge of operational policies and procedures.
- Assist in developing work practices and procedures for functional area or areas.

- Ability to manage conflicting demands.

#### **Level 4**

#### **WORK LEVEL DESCRIPTION**

Employees at this level would manage and supervise the clinical department within the service and operate under limited guidance. This level requires the employee's involvement in establishing and monitoring operational procedures and the establishment of outcomes for the work area. Employees at this level are required to take responsibility for decision making in their particular work area and the provision for sound advice. Employees will also be responsible for developing outcomes for the work area. The supervision and management of staff is a main feature at this level.

#### **SKILLS AND ATTRIBUTES**

- Possess skills and attributes of previous levels.
- Possess management and leadership skills.
- Comprehensive knowledge of operational policies and procedures.
- Ability to set work standards and outcomes for entire work area.
- Ability to solve complex problems arising from procedure or equipment failure.
- Ability to train employees at lower levels.
- Ability to organize equipment maintenance.
- Ability to order and monitor supplies.

### **Breast Care Nurse**

#### **Level 1**

#### **WORK LEVEL DESCRIPTION**

Positions at this level would work with supervision within the framework of a multidisciplinary team. Responsibility for the provision of information, clinical examination in the clinic setting and provision of support to women utilizing the services of BreastScreen NSW North Coast. Required to make clinical decisions under the direction of the Clinical Co-ordinator. Supervision of clinical work provided by Breast Care Nurse at Level 2.



## SKILLS AND ATTRIBUTES

- Registered nurse with relevant tertiary qualifications in women's health.
- Counselling skills.
- Skills associated with the giving of information and knowledge of adult learning behaviour.
- Knowledge of the effects of breast cancer and its treatment on women and their carers, and ability to assist women to negotiate the processes of diagnosis, treatment and follow up.
- Knowledge regarding a wide variety of women's health issues,
- Understanding of the mechanisms of the multidisciplinary team and the ability to work closely with all members and to share information in an appropriate manner.
- Advanced written and communication skills.
- Understanding of the principles of health promotion and of the issues relating to adult education.
- Knowledge of health systems, community resources and methods of referral.
- Skill in managing time, setting priorities and organizing a constant workload.
- Understanding the principles of EEO and OH&S.

### Breast Care Nurse

#### Level 2

#### WORK LEVEL DESCRIPTION

Positions at this level would work with limited supervision within the framework of a multidisciplinary team. Responsibility for the co-ordination of care for women diagnosed with breast cancer from assessment until discharge. Required to make clinical decisions under the direction of the Clinical Co-ordinator. Undertake clinical supervision of Breast Care Nurse at Level 1.



## SKILLS AND ATTRIBUTES

- Skills and attributes of previous levels.
- Relevant tertiary qualifications in breast care nursing.
- Ability to co-ordinate the care of women with breast cancer within the multidisciplinary team.
- Ability to resolve complex health and interpersonal problems.
- Ability to develop policies and procedures relating to position.
- Ability to design, implement and evaluate quality assurance programs.

### Regional Support Worker

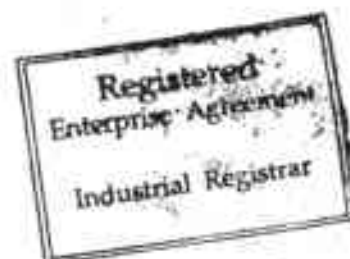
#### Level 1

#### WORK LEVEL DESCRIPTION

Positions at this level would have limited experience in providing support and counselling to women after surgery. Employees at this level would work under close direction and undertake activities which are monitored with instruction and assistance being readily available. Freedom to act is limited by standards and procedures.

#### SKILLS AND ATTRIBUTES

- High level communication skills to liaise with women, service providers, and local support services.
- Ability to undertake a range of administrative functions relating to the maintenance of appropriate documentation.
- Ability to assist women who exhibit anxiety after surgery.
- Possess skills appropriate to the maintenance of a strong team in the counselling environment.
- Time management skills.
- Possess a sound knowledge of the breast screening program.



## Service Management Staff

### Level 1

#### WORK LEVEL DESCRIPTION

Positions at this level are classified as "senior staff" and are accountable for the effective management of a significant section or small department within the Service. Employees are required to establish broad directions for the section or department and assist the Director in the provision of professional advice for the overall running of the Service.

#### SKILLS AND ATTRIBUTES

- Graduate qualification, or equivalent, and demonstrated competency in management of a specialised section.
- Ability to solve problems arising from resource failure or difficulties within the section.
- High level communication skills.
- Possess leadership skills appropriate to the clinical environment.
- Skills in managing staff performance and assessing training needs, where appropriate.
- Ability to manage conflicting demands.
- Ability to develop and monitor quality assurance protocols, policies and procedures.
- Ability to prepare and monitor budgetary performance for major section.
- Ability to undertake a wide range of administrative functions relating to the major section.
- Ability to generate innovative approaches to more effectively deploy resources, meet changing circumstances and improve consumer service.
- Ability to prepare and act on strategic and operational plans.
- Possess a broad knowledge of the breast screening program and ability to represent the Service at external or State levels.



## Level 2

### WORK LEVEL DESCRIPTION

Positions at this level are classified as "senior staff" and are accountable for the effective management of a major section or small department within the Service. Employees are required to establish broad directions for the section or department and assist the Director in the provision of professional advice for the overall running of the Service.

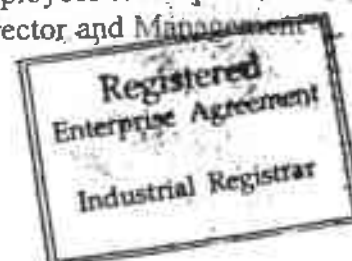
### SKILLS AND ATTRIBUTES

- Post graduate qualification, or equivalent, and demonstrated competency in management of a specialised section.
- Ability to solve high level problems arising from resource failure or difficulties.
- High level communication skills.
- Possess leadership skills appropriate to the clinical environment.
- Skills in managing staff performance and assessing training needs.
- Ability to manage conflicting demands.
- Ability to develop and monitor quality assurance protocols, policies and procedures.
- Ability to prepare and monitor budgetary performance for major section.
- Ability to undertake a wide range of administrative functions relating to the major section.
- Ability to generate innovative approaches to more effectively deploy resources, meet changing circumstances and improve consumer service.
- Ability to prepare and act on strategic and operational plans.
- Possess a broad knowledge of the breast screening program and ability to represent the Service at external or State levels.

## Level 3

### WORK LEVEL DESCRIPTION

Positions at this level are classified as "senior staff" and are accountable for the effective management of a department within the Service. Employees are required to establish broad directions for the department and assist the Director and Management



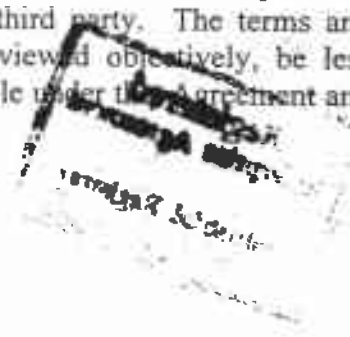
Committee in the provision of professional advice for the overall running of the Service.

## SKILLS AND ATTRIBUTES

- Post graduate qualification, or equivalent, and demonstrated competency in management of a specialised and professional team of employees.
- Ability to solve complex problems arising from resource failure or difficulties.
- High level communication skills.
- Possess leadership skills appropriate to the clinical environment.
- Skills in managing staff performance and assessing training needs.
- Ability to manage conflicting demands.
- Ability to develop and monitor quality assurance protocols, policies and procedures.
- Ability to prepare and monitor budgetary performance.
- Ability to undertake a wide range of administrative functions.
- Ability to generate innovative approaches to more effectively deploy resources, meet changing circumstances and improve consumer service.
- Ability to prepare and act on strategic and operational plans.
- Possess a broad knowledge of the breast screening program and ability to represent the Service at external or State levels.

(ii) The rates of pay under the salary system are set out in Table 1 of Appendix 2 in Part B of this Agreement. These rates may vary from time to time throughout the term of this Agreement if agreed to by the parties.

(iii) Where agreed between the employer and a full-time or part-time employee, an employer may introduce remuneration packaging in respect of salary as outlined in Clause 12 of Part B, Appendix 2, Table 1 of the Agreement. The effect of remuneration packaging shall be that it replaces the entitlements of an employee under the provisions of Clause 12 of Part B, Appendix 2, Table 1 of the Agreement. This shall mean that an employee will have part of their salary packaged as a fringe benefit which does not constitute a direct payment to the employee but is payable to a bona fide third party. The terms and conditions of such a package shall not, when viewed objectively, be less favourable than the entitlements otherwise available under the Agreement and shall be subject to the following provisions:





- a) The employer shall ensure that the structure of any agreed package complies with taxation and other relevant laws;
- b) The employer shall confirm in writing to the employee the classification level and current salary payable as applicable to the employee under Clause 12 of Part B, Appendix 2, Table 1 of the Agreement;
- c) The employer shall advise the employee, in writing, of his/her right to choose payment of the salary referred to in paragraph b) above instead of a remuneration package;
- d) The employer shall advise the employee, in writing, that all employment contract conditions, in line with the Enterprise Agreement, other than the salary, shall continue to apply;
- e) The employee may package up to the maximum limit allowable under current Fringe Benefits Tax legislation (currently \$30,000 grossed up) of the applicable salary described in Clause 12 of Part B, Appendix 2, Table 1 of the Agreement into a non-salary fringe benefit;
- f) A copy of the Agreement shall be made available to the employee;
- g) The employee shall be entitled to inspect details of the payments and transactions made under the terms of this agreement and for this purpose, where such details are maintained electronically, the employee shall be provided with a print out of the relevant information twice per year;
- h) North Coast Breast Screening Program Inc. will provide four (4) review dates each year being 1 April, 1 July, 1 October and 1 January, at which time the employee may elect to alter the configuration of the remuneration package. Notwithstanding this, an employee can at any time alter the amount being packaged so as to meet any pressing personal circumstances.
- i) In the event that the employer ceases to attract exemption from payment of Fringe Benefits Tax all remuneration packaging arrangements shall be terminated and individual employee's wages shall revert to those specified in Clause 12 of Part B, Appendix 2, Table 1 of the Agreement;
- j) Notwithstanding any of the above arrangements, the employee may cancel any remuneration packaging arrangements by giving one month's notice of cancellation to the employer;
- k) Upon termination of an employee's employment all entitlements due on termination shall be paid at the rates as set out in Table 1 of Appendix 2 Part B of the Agreement;



- l) The employer recommends that employees consult with a representative of any relevant trade union or financial adviser before signing a remuneration package Agreement as described in 12 (iii);
- m) It is intended that no employee who enters into a remuneration package agreement will suffer a net detriment in his or her terms and conditions of employment. As such, the Agreement rate will be used to calculate earnings including, but not limited to, normal hours, shift allowance, public holidays, annual leave, sick leave, long service leave, workers compensation, occupational superannuation and annual leave loading;
- n) Any portion of the nominated remuneration package amount not utilised by the end of each fringe benefits tax year cannot be carried forward to the next year; and
- o) The amount to be remuneration packaged will be based on the gross amount of pay.
- (iv) Salaries are to be paid by Electronic Funds Transfer (EFT) by Friday of each pay fortnight. Changes to this form of payment may be made to accommodate unusual situations or circumstances.
- (v) Employees shall have their salary paid into bank accounts or other financial institutions as nominated by the employee.
- (vi) On each pay day an employee shall, in respect of the payment then due, be furnished with a statement, in writing, containing the following particulars, namely:
- name;
  - the amount of ordinary wage;
  - the total number of hours overtime worked and/or time off in lieu accrued, if any;
  - the amount of overtime payment;
  - the amount of any other moneys paid, and the purpose for which they are paid; and,
  - the amounts of the deductions made from total earnings and the nature thereof.

#### SALARY PROGRESSION

- (vii) Salary progression for all employees, including individuals who have negotiated individual remuneration packages, will be based on details as documented in the salary policy and procedures as per Part B - Appendix 6.



After the Agreement is registered salary increases will be awarded and backdated to the following times and rates:

- July 1 2000 – 2%
- July 1 2001 – 2%
- July 1 2002 – 3%
- July 1 2003 – 4%

Should the Department of Health not provide sufficient funding to cover such salary increases, as anticipated, there may be a need to reduce or discontinue services to avoid operating in a deficit situation. A reduction in services may require a reduction in staff numbers.

(viii) With the agreement of the Director additional pay increases may be awarded in the following circumstances:-

- i) Undertaking a tertiary course with a minimal external study time of 150 hours per unit, and which is deemed to have a direct benefit to the staff position within the Service. This will incur a \$500 increase per unit for courses which develop a staff member to another pay level and \$250 for courses which expand on current skills in existing position. This remuneration will occur until such time as the staff member reaches management level or an appropriate level for the position.
- ii) Undertaking an external course of less than 150 hours study. Remuneration will be dependent on the course.

In keeping with the philosophy of a learning organization, external course fees or a proportion of same may be covered by the Service dependent on the course and subject to negotiation with the Director.

## ALLOWANCES

(vix) Allowances shall be paid to employees who are authorised or be entitled to such allowances. The Service is to give prior approval to the employee fulfilling such designated roles. The allowance rates are set out in Table 2 of Appendix 2 of Part B of this Agreement. These rates may vary from time to time throughout the term of this Agreement if agreed to by the parties.

## 13. Higher Duties

- (i) An employee, when called upon by the Service to perform work of a classification paid on a higher scale for a period of time equal to or exceeding 2 hours on any working day shall be paid according to the skills and knowledge possessed to undertake the higher duties at a proportion of the higher classification, depending upon the extent of the higher duties performed.
- (ii) Sub-clause (i) shall not apply when an employee in a higher scale is absent from duty by reason of their allocated or rostered day off duty.



**14. Work-related Expenses**

- (i) All Service-related expenses, including out-of-pocket, accommodation and travelling expenses, incurred in connection with the employee's duties shall be paid by the Service, where prior authorisation is obtained from the Service and appropriate production of receipts or documentation.

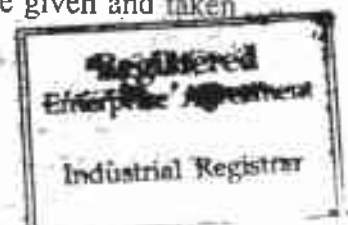
**15. Performance objectives**

- (i) The parties to the Agreement acknowledge and agree that appropriate performance objectives should be reviewed in order to measure the productivity of the Service. Such objectives should be focused on issues of quantity and quality for the Service and will generally include demonstrable improvements in target and funding outcomes.
- (ii) Performance objectives and targets will be reviewed annually for the period July - June and inserted in Appendix 3 in Part B of this Agreement. This annual review will be undertaken to determine the extent to which the objectives have been achieved.
- (iii) Progress reports on the achievement of the performance objectives will be produced for all employees at regular intervals throughout each twelve month period.
- (iv) Workplace representatives will have the right to examine working documents and other Service documents which are used in the calculation of performance targets.

**16. Ordinary hours**

- (i) The ordinary hours for all employees shall be 38 hours per week. The ordinary hours for all employees shall be worked between Monday and Friday inclusive and shall not exceed twelve (12) hours in any one day exclusive of unpaid meal breaks.
- (ii) Staff working on the mobile units will primarily work 38 hours in four days providing the needs of the Service are being met. Any change to this condition requires negotiation between the Management Committee and staff.
- (iii) The Service shall be entitled to fix the start and finish times for each section of the Service and to alter them either by mutual consent or by giving employees one week's notice.
- (iv) A different arrangement of hours to that prescribed in sub-clause (i) may be agreed upon by the Service and the joint consultative committee and/or individual employees in order to meet the requirements of consumers, and the needs of the Service and employees.

An unpaid meal break of a minimum of 30 minutes shall be given and taken



within the first five hours of continuous work.

## 17. Travel

- (i) Travel by employees to work sites, other than the fixed site, will be by Service vehicle or a vehicle provided by or negotiated with the Service. Where an employee is required to report to an alternative place of work and has prior approval of the employer to travel by their own mode of conveyance, the employee shall be paid a kilometre allowance in excess of the kilometres the employee normally travels between the accustomed place of work and home. The kilometre allowance is set out in Table 2 of Appendix 2 in Part B of this Agreement.
- (ii) Where an employee is directed to report for duty to a place of work other than the employee's accustomed place of work, the employee shall travel to and from the alternative place of work in the Service's time for those periods in excess of time normally taken to and from the accustomed place of work, or alternative arrangements will be negotiated with the employee(s) concerned.
- (iii) If the excess of travelling time on a particular day is greater than the prescribed ordinary hours of duty for the particular category of employee for that day, then the excess of hours shall be paid at the ordinary rate of pay to the extent of the excess travelling time.

## 18. Overtime

- (i) All overtime must be approved by the Service.
- (ii) Except where otherwise provided, all time worked by direction of the Service before the agreed commencement of ordinary hours, or later than the agreed completion of ordinary hours, shall be paid for at the rate of 1 and ½ times for the first two hours and double time thereafter.
- (iii) Employees required to work on Saturdays as part of their normal roster shall be paid at 1 and ½ times the ordinary rate of pay for all ordinary hours worked.
- (iv) Employees required to work on Sundays (midnight Saturday to midnight Sunday) as part of their roster shall be paid at double-time for all hours worked.
- (v) Employees required to work on Public Holidays as part of their normal roster shall be paid at double-time for all hours worked, unless clause 31 (iv) applies.
- (vi) Part time staff – Overtime and time in lieu of overtime will be paid to employees for the time worked on a specific day which is in excess of the award requirement for a full time employee, unless prior arrangements have been made between the Service and the employee.



**19. Time off in lieu of overtime**

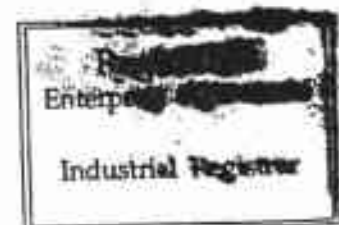
- (i) All time off in lieu of overtime must be approved by the Supervisor.
- (ii) Accrued time in lieu not to exceed 10 hours without supervisor approval. Any time in lieu accrued which exceeds the number of hours in an employee(s) working week will be paid to the employee at the rates as applicable under clause 18 Overtime unless alternative arrangements are negotiated and agreed to by the Service and the individual employee(s).
- (iii) The parties to this Agreement agree that any employee who works approved overtime may be compensated by way of time off in lieu of overtime at the same rates as apply under clause 18 Overtime, except staff designated as Service Management Team, who receive the time off in lieu of overtime at ordinary rates of pay.
- (iv) Records of all time off in lieu owing to and taken by employees shall be maintained by the Service.
- (v) The parties recognise that the option of time off in lieu of overtime will not be possible in all settings and circumstances. Where it is not possible, overtime payment provisions as specified in clause 18 Overtime will apply.
- (vi) The taking of time in lieu of overtime will be conditional on the mutual agreement of the employee and their respective supervisor. The time off in lieu of overtime is to be taken within three (3) months of the overtime being worked. If the time off in lieu of overtime is not taken within three (3) months period it is to be paid to the employee at the appropriate rate, as per sub-clause (ii), at the time the overtime was worked and at the wage rate applying at the time payment is made, unless alternative arrangements are negotiated and agreed to by the Service and the employee(s) concerned.

**20. Rest periods**

In every period of ordinary daily hours two rest periods of 10 minutes or one period of 20 minutes shall be allowed at a time to be mutually arranged so that there is no complete cessation of work, if possible. All rest periods shall be paid. Tea, coffee, milk and sugar shall be supplied for consumption on the premises during these breaks for a small charge. As a guideline, a paid break should be allowed every two and a half hours in prolonged overtime situations. Employees who work less than 6 hours a day are entitled to one paid rest period of 10 minutes.

**21. Part-time employment**

- (i) A part-time employee shall mean an employee who is engaged on the basis of a regular number of hours which are less than the full-time ordinary hours in accordance with clause 16, Ordinary hours of this Agreement.
- (ii) Prior to commencing part-time work the Service and the employee must agree:



- (a) That the employee may work part-time; and
  - (b) Upon the hours to be worked by the employee, the days upon which they shall be worked and the commencing times for the work; and
  - (c) upon the nature of the work to be performed.
- (iii) The agreement as set out in sub-clause (ii) may also stipulate the period of part-time employment. A part-time employee may work more than their regular number of hours at their ordinary hourly rate by agreement. In such cases overtime shall only be paid where the employee works outside the spread of hours in clause 16, Ordinary hours of this Agreement.
  - (iv) The terms of the agreement as set out in sub-clause (ii) may be varied by consent.
  - (v) Part-time employees shall receive all the conditions prescribed by the Agreement on a pro-rata basis of the regular hours worked.
  - (vi) Where a public holiday falls on the day which a part-time employee would have regularly worked, the employee shall be paid for the hours normally worked on that day.

## 22. Casual employees

A casual employee shall be paid the ordinary rate plus a fifteen percent (15%) loading for all hours worked. The loading shall be paid in lieu of all leave prescribed by the Agreement.

The compulsory superannuation entitlements will be paid by the Service in line with clause 33, Occupational superannuation of this Agreement.

## 23. Annual leave

- (i) Annual leave entitlement shall be in accordance with annual leave provisions under the Annual Holidays Act 1944 and subsequent amendments to that Act. Consistent with the provisions of the Act, annual leave will be scheduled in normal circumstances, one month prior to taking. Changes to this due to unusual situations or circumstances will be allowed on approval from the Service.
- (ii) The Service shall direct an employee to take annual leave by giving at least one month's notification in the following circumstances:
  - (a) where the employee has accumulated six weeks annual leave;
  - (b) a period of annual close-down of up to 2 weeks, or other period by agreement between the parties.

Provided that:



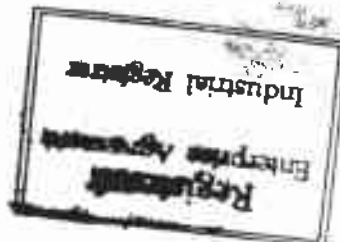
1. In the case of employees who are not entitled to annual leave or do not have an entitlement sufficient to cover the period of the close down as set out in sub-clause (ii) (b), the employee may be directed to take leave without pay, or by agreement with the Service may take annual leave in advance of the entitlement
  2. In the event that leave without pay is directed to be taken, such leave shall be regarded as service employment for the purpose of the accrual of long service leave, sick leave and annual leave.
- (iii) Before an employee is given and takes their annual holiday, or where, by agreement between the Service and the employee, the annual holiday is given and taken in more than one separate period, then before each of such separate periods the Service shall pay the employee a leave loading. The loading is the amount payable at the rate per week of 17.5 per cent of the appropriate ordinary weekly time rate of pay prescribed by this Agreement for the classification in which the employee was employed immediately before commencing their annual holiday.
- (iv) Employees may, after approval from the Service convert the leave loading component, referred to in sub-clause (iii), to additional leave to the value of the leave loading component.

**24. Long service leave**

- (i) Entitlement to long service leave shall be in accordance with the Long Service Leave Act, 1955 and subsequent amendments to that Act. Long service leave accumulated by the employee with the Service prior to this Agreement will be entitled to carry forward the leave entitlements.
- (ii) Each employee shall be entitled to two (2) months long service leave on full pay or four months long service leave on half pay after ten (10) years of employment with the Service; thereafter additional long service shall accrue on the basis of five (5) months long service leave on full pay or ten (10) months on half pay for each ten (10) years of employment with the Service.
- (iii) An employee who leaves employment with the Service and has completed at least five years but less than ten years employment with the Service shall receive the monetary equivalent of a proportionate amount on the basis of two (2) months' long service leave for ten (10) years employment with the Service.
- (iv) Long service leave shall be taken at a time mutually convenient to the Service and employee.

**25. Family/Sick leave**

- (i) Employees, except those covered by clause 22 casual employees, who have completed three (3) months continuous employment with the Service shall be entitled to 10 days paid family/sick leave for each year of service at the





ordinary rate of pay.

- (ii) Employees shall take all reasonably practicable steps to inform the Service through their Supervisor at a time agreed between the employee and their supervisor, of their inability to attend for duty and as far as possible state the estimated duration of the absence. Where practicable the estimated duration of absence shall be given within twenty-four (24) hours of the commencement of such absence.
- (iii) In the case of family leave, an employee is entitled to leave for the purpose of providing care and support for *family members*, subject to the Service being satisfied that the sickness is such that it justifies the time off.
- (iv) In the case of illness extending beyond 2 consecutive days the Service may require documentary evidence.
- (v) Family/sick leave shall accumulate from year to year so that the balance of leave not taken in any one year may be taken in a subsequent year or years.

For the purposes of this clause, *family* is defined in clause 5.

**26. Bereavement leave**

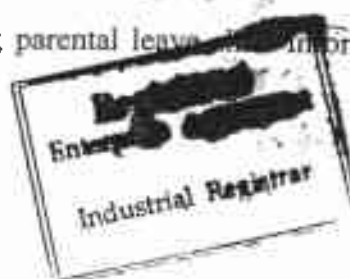
Where an employee is absent from duty because of a death in the *family*, as defined in clause 5 Definitions, and provides satisfactory evidence to the Service of such, the employee shall be granted two days leave with pay at ordinary rate of pay upon application.

**27. Jury service**

An employee required to attend for jury service during ordinary working hours shall be reimbursed by the Service an amount equal to the difference between the amount paid in respect of attendance for such jury service and the amount of wage that would have been received in respect of the ordinary time normally worked had they not been on jury service. An employee shall notify the Service as soon as possible of the date upon which to attend for jury service. Further, the employee shall give the Service proof of attendance, the duration of such attendance and the amount received in respect of such jury service.

**28. Parental leave**

- (i) Employees of the Service who have worked at least 40 weeks prior to the commencement of leave, in the capacity of full-time or part-time, shall be eligible for twelve months' unpaid leave.
- (ii) Pregnant employees may finish work up to a total of nine (9) weeks before the due date of the birth and be eligible for pay for that period at normal wage rates. Normal leave entitlements accrue for the nine weeks.
- (iii) Employees returning to employment after taking parental leave shall inform



the Service at least one month prior to the re-commencement date.

- (iv) Employees returning to employment after taking parental leave may, with the agreement of the Service, be employed for hours of work less than those worked prior to the parental leave for the first twelve months of re-commencement of employment.

**29. Leave without pay**

Unless otherwise specified, periods of leave without pay, shall be taken at a time mutually convenient to the Service and the employee.

**30. Discretionary leave**

In circumstances not specified in this Agreement, an employee shall be entitled to request leave from the Service Director. Such leave could be with or without pay depending on the circumstances.

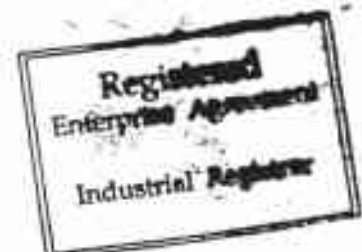
**31. Public holidays**

- (i) The days which are observed as public holidays under this agreement are any days proclaimed or gazetted as a public holiday throughout New South Wales by the New South Wales Government and all Lismore locally proclaimed holidays as determined by the parties to this Agreement. Payment of these holidays will be based on a pro-rata basis regardless of any roster.
- (ii) It is the practice of the Service not to require work to be performed on any day as set out in sub-clause (i), notwithstanding this, the Service shall have the right to direct employees to work on a public holiday, if needed, to meet the requirements of the Service.
- (iii) Except in the case of locally proclaimed holidays, an employee who performs work on a public holiday shall be entitled to overtime or time off in lieu of overtime at the rate of double time for all hours worked.
- (iv) Locally Proclaimed Holidays

All permanent full-time and part-time staff will receive remuneration for Locally Proclaimed Holidays on a pro-rata basis.

The two locally proclaimed holidays of the Lismore Show Day (full day) and Lismore Race Day (half day) are to be accrued as time off over the Christmas shut down.

Staff wishing to attend these functions can negotiate time off with their Supervisor. Any staff who terminate their employment who are owed this time will be paid in the same way that annual leave is paid on termination.



### 32. Probation

- (i) All employees of the Service shall be employed as *probationary employees* for the first three (3) months of employment with the Service.
- (ii) Once a performance review is completed, as set out in clause 11 (iii) Staff Performance and Development System, the Service shall advise the employee of the outcome of the review.
  - (a) If the review is considered satisfactory, the Service will provide a written response to the employee advising that the employee is now a *permanent employee* of the Service.
  - (b) If the review is considered unsatisfactory, the Service will provide a written response to the employee advising the employee of the reasons for the outcomes of the review. The Service may advise the employee a further period of probation will occur or may apply the provisions of clause 38 Termination of employment.

### 33. Occupational superannuation

The Service shall contribute the relevant percentage contributions in line with the legislative minimum rates applicable at the time to an approved superannuation fund. The choice of superannuation funds shall be agreed to by the parties to this Agreement.

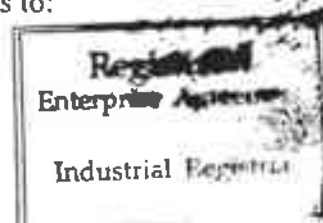
### 34. Protective clothing and equipment

The Service shall provide free of charge, safety equipment and protective clothing appropriate to the employee's duties in accordance with OH&S legislative requirements. Such protective clothing and equipment shall be properly maintained by the Service and the employees, where appropriate. All protective clothing and equipment issued in accordance with this clause shall remain the property of the Service and shall be returned to the Service on demand and in event of termination of employment. The Service shall provide all employees with replacement items as necessary upon damage or being worn out and return of the worn out article to the nominated officer.

### 35. Training and Learning

- (i) The parties to the Agreement recognise that increasing the efficiency and productivity of the Service requires a commitment to learning through education, training and skill maintenance, development and enhancement. All employees shall have reasonable and equitable access to training and learning opportunities, within the limits of the Service's resources and in line with Service policy and procedures as per Part B - Appendix 4.

Accordingly, the parties commit themselves to:



- (a) developing a more highly skilled and flexible workforce;
  - (b) providing employees with career opportunities through appropriate education and training to acquire additional skills; and
  - (c) removing barriers to the utilisation of skills acquired in accordance with the Service's training plans.
- (ii) The Service will develop a training plan each year for the period of this Agreement. The training plan shall be based on and be consistent with:-
- current and future skill requirements of the Service;
  - size, structure and nature of the operations of the Service;
  - designed in consultation with the joint consultative committee;
  - shall, where appropriate, provide for training that is consistent with industry and/or nationally determined competency-based standards; and
  - shall provide for the assessment and recognition of employees' current competencies where possible.
- (iii) The Service will pay all costs associated with training where it is approved under the training plan whether it is formal, internal, external, or on the job. Time off without loss of pay will be provided. If training extends beyond the normal hours of work the employee shall be entitled to overtime, as set out in clause 18, Overtime, or, time off in lieu of overtime, as set out in clause 19, Time off in lieu of overtime.
- (iv) For training identified by the employee where only partial relevance to the Service is determined, the Service may pay all or part of the costs associated with the training. If the training extends beyond the normal hours of work, hours attending or worked outside the normal ordinary hours will not be paid.

### 36. Disciplinary procedure

The following procedure shall be adhered to by the Service and the employees.

- (i) Where an employee's work performance or conduct is considered to be unsatisfactory, the employee shall be informed in the first instance of the nature of the *unsatisfactory performance or conduct* and of the required standard to be achieved, by the employee's immediate supervisor or other appropriate officer or nominee of the Service.

A written record shall be kept on the appropriate file of such initial warning. The employee shall be entitled to sight and sign such written record and add any notations regarding the contents of such record.

Where there is a re-occurrence of the unsatisfactory performance or conduct,



the employee shall be warned formally in writing by the appropriate officer and *counselled*.

*Counselling* should reinforce the standard of work or conduct expected and, where the employee is failing to meet these required standards, a suitable review period for monitoring the employee's performance; the severity of the situation; and whether disciplinary action will follow should the employee's work performance or conduct not improve. A written record shall be kept of such formal warning and counselling. The employee shall be entitled to sight and sign such written record and add any notations regarding the contents of such record.

- (iii) If the employee's unsatisfactory performance or conduct continues or resumes following the formal warning and counselling, the employee shall be given a final warning in writing giving notice of disciplinary action should the unsatisfactory work performance or conduct not cease immediately. The final written warning shall state clearly that if the employee's performance or conduct does not improve, or if there is a further incidence of the unacceptable performance or conduct, the employee will be dismissed.
- (iv) After the final warning, if the employee's performance or conduct does not improve to an acceptable level, or there is a repeated occurrence of the unacceptable performance or conduct, then subject to careful investigation of all factors, and after the employee has had the opportunity to present arguments on behalf of themselves, the employee may be dismissed. Details of the dismissal, including the reasons for the dismissal and the employee's response should be noted and signed by all parties (if possible).
- (v) Nothing in the procedure shall limit the right of the Service to summarily dismiss an employee for *serious misconduct*.

The following requirements will be met prior to termination on the grounds of serious misconduct:

- (a) Incidents of alleged serious misconduct which, if proven, could result in instant termination will be investigated as soon as practicable.
- (b) The Service will undertake a full investigation of all circumstances surrounding the alleged misconduct.
- (c) Should the investigation appear to substantiate the allegations, the employee shall be given clear details of the allegations and be given the opportunity to explain their actions.
- (d) If serious misconduct is substantiated and justifies termination, the termination shall be communicated to the employee in writing at the time of termination. Termination for serious misconduct does not require notice or compensation instead of notice as set out in clause 37, Termination of employment.



- (vi) At all stages of the disciplinary process the employee will be entitled to have another available employee present as a witness if desired.

### 37. Termination of employment

- (i) In the case of permanent employees, the following provisions apply:
- (a) Notice to terminate or pay in lieu thereof for employees under 45 years of age shall be given as follows:

LENGTH OF SERVICE	PERIOD OF NOTICE
Less than one year	1 week
1 - 3 years	2 weeks
3 - 5 years	3 weeks
More than 5 years	4 weeks

- (b) Where an employee is over 45 years of age and has completed 2 years of service or more, the period of notice will be as above with the addition of one week for each circumstance.
- (ii) An employee shall give to the Service notice of their intention to terminate their employment in accordance with sub-clause (i). If no such notice is provided, the Service shall be entitled to deduct pay equivalent to the required notice from any entitlements payable under this Agreement.
- (iii) In special circumstances, the Service and the employee may agree to a shorter period of notice.
- (iv) Any employee who is guilty of *serious misconduct*, as defined in clause 5 Definitions, may be dismissed at any time without notice or payment of salaries in lieu of notice. However, such an employee has a right of appeal.

### 38. Abandonment of employment

Where an employee is absent from work for a continuous period exceeding 3 days without consent of or notification to the Service shall be deemed evidence of abandonment of employment. A further 14 day period of absence without satisfying the Service there is a reasonable cause shall result in the employee being deemed to have abandoned their employment with the Service. In this case the provisions of clause 37, Termination of employment will not apply and all amounts owing to the employee will be paid.

### 39. Restructure and Redundancy

The Service shall discuss with the employee(s) affected by the introduction of major changes in its operations, organisation structure or technology that are



likely to have *significant effects* on employees and discuss the effects the changes are likely to have on the employee(s) and measures to avert or mitigate the adverse changes on employee(s) and shall give prompt consideration to matters raised by the employee(s) in relation to the changes.

- (ii) For the purposes of the discussion, the Service shall provide to the employee(s) concerned all relevant information about the changes including the nature of the changes proposed, the expected effects of the changes on the employee(s) and any other matters likely to affect the employee(s).
- (iii) Notice to Employment Agency

Where a decision has been made to terminate 15 or more employees, the Service shall notify the Employment Agency as soon as possible giving relevant information including the number and categories of the employees likely to be affected and the period over which the terminations are intended to be carried out.

- (iv) Notice of termination

- (a) The notice to terminate employees under 45 years of age due to redundancy will be as follows:

EMPLOYEES PERIOD OF CONTINUOUS SERVICE	PERIOD OF NOTICE
Not more than 1 year	at least one week
1 - 3 years	at least two weeks
3 - 5 years	at least three weeks
More than 5 years	at least four weeks

- (b) Where an employee is over 45 years of age and has completed 2 years of service or more, the period of notice will be as above with the addition of one week.

- (v) Severance pay

- (a) This sub-clause shall apply where an employee is terminated due to redundancy. The Service shall be exempt from the operation of this sub-clause where the employee concerned has been offered, but has refused to accept, an alternative position within the Service's organisation structure, being a position which has remuneration no less than the position previously held by the employee.

In addition to any required period of notice, and subject to sub-clause (iv) of the employee shall be entitled to the following:



**IF EMPLOYEE IS LESS THAN 45 YEARS OF AGE**

COMPLETED YEARS OF SERVICE WITH THE "SERVICE"	ENTITLEMENT
Less than 1 year	Nil
1 year and less than 2 years	4 weeks pay
2 years and less than 3 years	7 weeks pay
3 years and less than 4 years	10 weeks pay
4 years and less than 5 years	12 weeks pay
5 years and less than 6 years	14 weeks pay
6 years thereafter	16 weeks pay

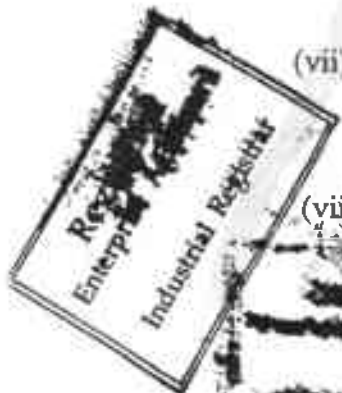
**IF EMPLOYEE IS 45 YEARS OF AGE AND OVER**

COMPLETED YEARS OF SERVICE WITH THE "SERVICE"	ENTITLEMENT
Less than 1 year	Nil
1 year and less than 2 years	5 weeks pay
2 years and less than 3 years	8.75 weeks pay
3 years and less than 4 years	12.5 weeks pay
4 years and less than 5 years	15 weeks pay
5 years and less than 6 years	17.5 weeks pay
6 years thereafter	20 weeks pay

(vi) An employee who resigns during the period of notice is entitled to the same redundancy payments provided in this clause as if they has remained in the Service's employment until the expiry of the notice period.

(vii) During the period of notice of termination given by the Service, an employee shall be allowed up to one day off without loss of pay during each week of notice for the purpose of seeking other employment.

(viii) If the employee agrees to be redeployed by the Service into a lower paid





position, the employee's existing wage and conditions shall be maintained for a period equivalent to the amount of notice and redundancy pay that the employee would be entitled to under this Agreement. Provided that should the employee resign during the period of wage maintenance, as provided for by this sub-clause, the balance of any notice and redundancy pay that the employee would have been entitled to for the remainder of the period of wage maintenance shall be paid on termination.

- (ix) The Service shall, upon receipt of a request from an employee to show employment has been terminated, provide to the employee a written statement specifying the period of the employee's employment and the classification or the type of work performed by the employee.
- (x) The Service shall, upon receipt of a request from an employee whose employment has been terminated, provide to the employee an Employment Separation Certificate in the form required by Centrelink.
- (xi) In the event that the Service determines that a position is redundant, the Service where practicable, shall firstly offer such redundancy on a voluntary basis.

#### **40. Other employment and conflicts of interest**

Employees shall not, within the term of their employment, establish themselves or engage in private business or undertake other employment in direct competition with the Service using knowledge or materials gained in their employment with the Service. However, employees may undertake other employment so long as such employment is in their own time and does not conflict with their employment with the Service.

#### **41. Confidentiality**

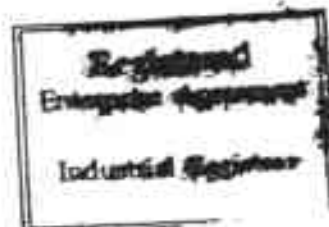
- (i) All employees are required to keep information about the business of the Service confidential.
- (ii) All employees are to sign a "confidentiality" agreement on commencement of employment with the Service, and, every six months thereafter.
- (iii) Disclosure may only be made with the express consent of the Service.

#### **42. Grievance and dispute settlement procedure**

Prompt and effective resolution of employment related grievances will be achieved through consultation without confrontation or interruption to work. The employee and the Service shall make themselves available for consultation and follow the policy and procedures as per Part B - Appendix 5.

#### **43. Health and safety**

- (i) Parties to this Agreement are committed to the safe operation of all machinery



and equipment on site, to safe working practices and to the good health of all employees. To facilitate this it is provided that:

- (a) It is the Service's obligation to provide a safe and healthy workplace. The Service will meet the requirements of the OH&S Act.

#### 44. General conditions

(i) **Access to and from site:**

Any employee leaving the premises on other than Service business must notify their immediate supervisor upon departure and return.

(ii) **Pre-Employment Medical Examinations and Regular Medical Examinations:**

Pre-employment medical examinations will be determined for certain occupational work as negotiated and agreed to by the parties to this Agreement in line with guidelines from the NSW Anti Discrimination Board. The medical tests will relate specifically to the particular duties and responsibilities of the job and will assess current ability and not attempt to predict any future deterioration. Regular medical testing of employees may be undertaken to ensure they continue to meet the legitimate physical requirements of the job and are not at risk of injury.

(iii) **Equal Employment Opportunity**

The parties have agreed to incorporate equal employment opportunity principles into the day-to-day functioning of all Service-related activities.

(iv) **Anti-discrimination**

The parties have agreed to abide by the principles and practices of anti-discrimination in all day-to-day functions of the Service.

#### 45. Issues Resolution

The parties agree that any dispute as to the interpretation or application of this Agreement must be resolved by negotiation between the parties and follow the disputes procedure as set out in clause 42, Grievance and dispute settling procedure.



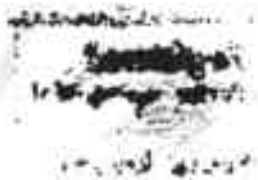
**PART B - APPENDICES AND ATTACHMENTS**

**Appendix 1. Trades & Occupations covered by the Agreement (Clause 4)**

<b>TRADES &amp; OCCUPATIONS</b>	<b>NATURE OF WORK PERFORMED</b>
Business Manager	Financial management, Administration management and Human Resources management
Screening Team Manager	Management of mammography functions at fixed site and on Northern Mobile Unit.
Information Services Manager	Management of computer system, data information, and computer network
Recruitment & Mobile Services Co-ordinator	Management of mammography functions on Southern Mobile Unit
Assessment Team Manager	Managing the assessment clinics for customers at Southern Mobile Unit and Fixed site, and counselling and education advice to customers
Screening Team Assistant	Clerical and administrative assistance to Screening Team and Southern Mobile Team.
Mammographers	Undertake X-ray screening of customers at fixed site and on the mobile screening sites
Office Manager	Administrative position, supervising booking clerks/receptionists, and undertaking bookings functions and clerical duties
Assessment Co-ordinator	Filing coordination and assessment clerical duties
Booking Clerks	Taking telephone bookings, reception duties, data entry, and clerical duties
Executive Assistant	Taking telephone bookings, reception duties, minute taking, word processing and clerical duties
Information Services Assistant	Data entry and clerical duties
Receptionists - Mobile Vans	Reception duties and clerical duties on mobile screening vans
Clinical Assistant	Hanging X-ray films, arranging supply of chemicals, and processing of films

Registered  
Enterprise Agreement  
Industrial Registrar

TRADES & OCCUPATIONS	NATURE OF WORK PERFORMED
Technical Assistant	Hanging X-ray films and processing of films
Regional Support Worker	Support of customers
Medical Typist	Word processing
Data Entry Operator	Data entry
Breast Care Nurse	Information and support
Assessment Assistant	Clerical duties within Assessment Team
Records Clerk	Co-ordination of records
Clerical Assistant	Filing and clerical duties
Office Co-ordinator	Co-ordinator of day to day activities of Booking Clerks



**Appendix 2. Salary System Clause 12**

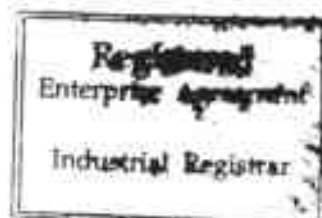
Applicable from the first pay period commencing after the Agreement is registered.

**Table One - Rates of Pay (Clause 12)**

The minimum rates of pay are as follows:

**Salary Scales**

<b>Classification under Enterprise Agreement</b>	<b>Amount per Week (\$) (based on 5 day-week - 38 hours per week)</b>
Mammographer - Level 1	761.30
Mammographer - Level 2	872.99
Mammographer - Level 3	936.04
Mammographer - Level 4	1017.57
Clerical - Level 1 (under 18)	330.30
Clerical - Level 2	405.00
Clerical - Level 3	483.70
Clerical - Level 4	504.20
Administration - Level 1	524.32
Administration - Level 2	571.98
Administration - Level 3	615.55
Administration - Level 4	663.16
Administration - Level 5	691.15
Administration - Level 6	719.76
Technical - Level 1	488.57
Technical - Level 2	524.32



<b>Classification under Enterprise Agreement</b>	<b>Amount per Week (\$) (based on 5 day-week - 38 hours per week)</b>
Technical - Level 3	560.06
Technical - Level 4	595.86
Regional Support Worker	640.25
Breast Care Nurse ~ Level 1	888.30
Service Management Staff - Level 1	939.55
Service Management Staff - Level 2	985.38
Service Management Staff - Level 3	1031.22



**Table Two - Allowances (Clause 12)**

The following allowances and rates are applicable

<b>Allowance Type</b>	<b>Allowance Rate</b>
Overnight Allowance	\$119.55 per night
Travelling by Private Vehicle	\$0.45 per kilometer
Meals – Breakfast	\$12.95
Meals – Lunch	\$14.85
Meals –Dinner	\$25.60
QA Allowance	\$1500

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Registered  
Enterprise Agreement  
Industrial Registrar

**Appendix 3. Current Performance Objectives (Clause 15)**

Applicable for the twelve (12) month period ending 30 June 2001 (see next page). Targets for the period ending 30 June 2002 and 30 June 2003 will be determined in 2001 and 2002 respectively.





**Appendix 3 – Performance Objectives**

Performance Area	Measures - Definitions/Descriptions	Base	Target	Measured By:	Results/Comments
Consumer Satisfaction	<ol style="list-style-type: none"> <li>1. Collation of results of biannual questionnaire returns and action plan developed</li> <li>2. Questionnaire distributed to consumers (timing).</li> <li>3. Results collated (timing).</li> <li>4. Action Plan developed for follow-up (timing).</li> </ol>	<p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p>	<ol style="list-style-type: none"> <li>1. February/October</li> <li>2. February/October</li> <li>3. March/November</li> <li>4. April/December</li> </ol>	<ol style="list-style-type: none"> <li>1. Report to Director</li> <li>2. Actual distribution</li> <li>3. Report to Director</li> <li>4. Report to Director</li> </ol>	
Quality standards and outcomes	<ol style="list-style-type: none"> <li>1. Quality Assurance Requirements (as per National Accreditation Requirements).</li> <li>2. QA Meetings (timing).</li> </ol>	<ol style="list-style-type: none"> <li>1. See Accred. Reports</li> <li>2. Weekly</li> </ol>	<ol style="list-style-type: none"> <li>1. Meet all requirements, within operating constraints.</li> <li>2. Weekly</li> </ol>	<ol style="list-style-type: none"> <li>1. Measures as per Accred. Requirements</li> <li>2. No. of meetings held</li> </ol>	
Screening Numbers	<ol style="list-style-type: none"> <li>1. Target as agreed between Service and SCU</li> <li>2. Targets as to % of particular age groups - see National Accreditation Requirements.</li> </ol>	<ol style="list-style-type: none"> <li>1. 26,000</li> <li>2. See Accred. Reports</li> </ol>	<ol style="list-style-type: none"> <li>1. As per provided by SCU</li> <li>2. Meet target as per requirements, within operating constraints.- reported annually</li> </ol>	<ol style="list-style-type: none"> <li>1. Actual screening nos. from data base</li> <li>2. Report from results</li> </ol>	
Financial Performance	<ol style="list-style-type: none"> <li>1. Overall Financial position at end of year.</li> <li>2. Action plan identification of cost saving areas and improvement areas (timing).</li> </ol>	<ol style="list-style-type: none"> <li>1. NA</li> <li>2. NA</li> </ol>	<ol style="list-style-type: none"> <li>1. Dependent upon achievement of screening targets. At least a surplus prior to depreciation.</li> <li>2a. On-going/Regular reporting to stakeholders (monthly).</li> <li>2b. Mechanisms in place for cost saving identification</li> </ol>	<ol style="list-style-type: none"> <li>1. Actual operating result - audited report</li> <li>2a. No. of reports submitted</li> <li>2b. Mechanisms clearly established</li> </ol>	
Industrial	<ol style="list-style-type: none"> <li>1. Questionnaire distributed to staff (timing).</li> <li>2. Questionnaire response rate.</li> <li>3. Results collated (timing).</li> <li>4. Action Plan developed for follow-up (timing).</li> </ol>	<ol style="list-style-type: none"> <li>1. NA</li> <li>2. 82%</li> <li>3. Within 2 months</li> <li>4. Within 4 months</li> </ol>	<ol style="list-style-type: none"> <li>1. September each year</li> <li>2. 100%</li> <li>3. January</li> <li>4. March</li> </ol>	<ol style="list-style-type: none"> <li>1. Questionnaire distributed</li> <li>2. Actual Response Rate</li> <li>3. Results Tabled</li> <li>4. Production of Plan</li> </ol>	

NA - Not Applicable or available at this stage.

## TRAINING AND DEVELOPMENT POLICY

### *Overall Philosophy*

The North Coast Breast Screening Program Inc. (referred to as "Service") recognises the value of its employees in undertaking all aspects of the Service's work within the program. The Service views training and development as an investment, recognising the benefits that accrue to both employees and the Service when greater emphasis is placed upon skill acquisition and development. The Service is committed to the maintenance and development of a skilled, knowledgeable and flexible workforce and, as such, will provide the necessary opportunities to ensure training and development is open to all employees.

### *Aims*

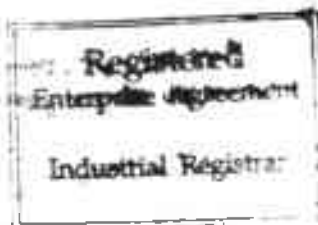
- To create a work culture which values the acquisition of skills and the attainment of high levels of work performance.
- To provide all employees with the opportunity to gain the necessary skills and knowledge required to successfully perform their work and provide on-going career development opportunities within the limit of the Service's resources.
- To develop and promote an integrated training and development plan consistent with the Service's short- and long-term goals.

(Refer Training and Development Procedures)

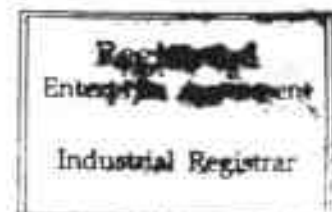
## TRAINING AND DEVELOPMENT PROCEDURES

The following procedures form an integral part of the Policy document.

- An annual training and development plan will be developed by the Service in consultation with employees by June each year. A draft plan will be made available to employees or their representatives prior to final determination. The plan will provide a list of staff and their *approved training* for the year. Training includes courses, seminars, and other study programs. Details of individual employees training opportunities will be discussed and reviewed during their annual performance evaluation and appraisal. Training programs that arise throughout the year will be considered on case-by-case basis by the employee's supervisor.
- A designated employee of the Service will coordinate all training records and materials and inform appropriate managers and employees, where necessary, of the training programs available.



- Employees and/or their supervisors will ensure the appropriate documentation is completed by staff when undertaking a training course. A copy to be provided to the Business Manager for maintenance of records.
- An evaluation form of the training undertaken is to be completed once the training program has been attended. The evaluation forms assist in the analysis of the training and the contents should be discussed with the employee's supervisor and then passed to the Business Manager for record purposes.
- Regular reports on the implementation of the training plan will be provided to employees and/or their representatives by the Business Manager.
- All costs associated with the undertaking of *approved training* will be reimbursed to employees and/or paid by the Service where the training is deemed to be directly required for employment duties within the Service, as specified within the training plan. Any time involved outside ordinary work hours will be treated as time-off in lieu of overtime and accrue at normal or ordinary hours.
- Where the training program involves an element of partial work relevance, the Service will consider paying part of the costs associated attending the program only. Hours in excess of ordinary hours will **not** accrue as time-in-lieu of overtime.



## **GRIEVANCE POLICY**

This Policy has been developed for the guidance of staff who have a grievance and staff whose job requires that they be involved in the receipt and resolution of grievances.

The procedures are intended to achieve the prompt and effective resolution of employment related grievances.

The responsibility for resolving staff grievances rests with the supervisor in the first instance. Staff who have a grievance should discuss the matter with their immediate supervisor who is expected to resolve grievances where possible, at the level where the problem has occurred.

Grievances involving allegations of serious breaches of discipline or having serious Industrial and/or Policy implications should be referred to the Director. Otherwise, the complainant should retain control of the grievance, ie, the option of taking no action should be available to the complainant where no allegation of serious offence, requiring management action is involved.

Sometimes, staff members may only wish to seek advice on their rights or on how to handle their own grievance. Staff may also seek only to notify management of a situation which may at some stage require management intervention. In these cases the concurrence of the complainant should be sought and given, prior to discussion of circumstances with other parties.

Staff who have a grievance or who are involved in grievance resolution may wish to seek information or advice from other staff or from outside agencies. These could include -:

- Nurse/Counsellor
- Director
- Union Officials
- Industrial Officers with the Department of Health or the Anti- Discrimination Board

**NB** Where a decision is taken to investigate, and where a grievance matter involves staff who are not employed under the responsibility of the investigator, the relevant supervisor should be informed of the situation/allegation "prior" to investigation.

**(Refer Grievance Procedures)**

Registered  
Enterprise Agreement  
Industrial Register

## GRIEVANCE PROCEDURE

### Supervisor

- Receive query or complaint sympathetically and seriously.
- Get a broad outline of the grievance, then a step-by-step account
- Take accurate notes, using the complainants own words.
- Ask the complainant what outcome they want.

**NB** - If the complaint involves allegations of serious breaches of discipline or has serious industrial and/or policy implications, the matter must be referred to the Director.

- Assure complainant you will make a full investigation, promptly and confidentially.
- Seek advice, if required, from Senior Management.
- If the complaint has been made against another employee, interview that person separately and impartially.
- State exactly what the complaint involves and give the person the opportunity to respond fully to the allegation.
- Interview witnesses but keep their involvement to the minimum necessary to establish the facts.
- Ensure the complainant is informed regularly of progress towards resolution.
- Check at a later date that the solution is working satisfactorily.
- Keep in contact with the complainant to see that they have not been victimised in any way by having the made the complaint.

### Staff Member

- Ensure that you are clear as to what your complaint is, and what action you want taken.
- If your complaint involves harassment by another person, tell them that you object to their behaviour.
- Discuss your complaint with your immediate supervisor.
- Obtain a clear statement from the person with whom you have lodged the complaint as to the action they propose to take on your behalf.
- Other personnel you could seek advice from include:-
  - Nurse/Counsellor
  - Director
  - Industrial Officer, Department of Health.
  - Union Representative
  - Anti-Discrimination Board
- Avoid discussing your complaint with the people who are not involved.
- Seek regular reports on progress towards resolution
- Inform management if you are being victimised for raising the grievance.
- If you have brought your problem to the highest level of management and are still dissatisfied, you have the right to request the Management Committee review your grievance
- If you still remain dissatisfied, you have the right to go to outside agents as previously indicated.





## **SALARY REVIEW**

### ***SALARY REVIEW POLICY***

#### ***Overall Philosophy***

The North Coast Breast Screening Program Inc. (referred to as "Service") recognises the importance of formal salary reviews to ensure staff are recognised for performance improvements and for job positions to be valued accurately. The Service is committed to providing financial incentives for staff to gain further skills within the limitations of Service resources.

#### ***Coverage of Policy***

This policy and set of procedures is confined to assessment for the following purposes only:  
Formal review of staff salaries;

#### ***Aims***

- Provide all staff of the Service with an opportunity to have their salary reviewed in the light of clear and objective criteria;
- Provide a mechanism for annual reviews of salaries;
- Provide a means of recognising and rewarding high performance;
- Provide an incentive for staff to acquire additional skills; and
- To maintain a work culture that values productivity and reward for the attainment of higher levels of productivity.

#### ***Privacy Principles***

The following principles apply to the privacy of the Salary Review process and to the security of information collected for such purposes.

#### ***Collection of Information***

Information collected will be for the sole purpose of the process and will be such as is considered necessary and relevant. Information collected will not intrude to an unreasonable extent upon the personal affairs of the individual concerned.

#### ***Storage of Information***

A record keeper who has possession or control of a record that contains personal information shall ensure that the record is protected by such security safeguards as it is reasonable in the circumstances to take, against loss, against unauthorised access, use, modification or disclosure, and against other misuse.

#### ***Access to Information***

Where a record keeper has possession or control of a record that contains personal information of an individual, the individual concerned shall be entitled to have reasonable

access to that record.

~~Information~~ Information

- A record keeper who has possession or control of a record that contains personal information shall take such steps (if any), by way of making appropriate corrections, deletions and additions as are, in the circumstances, reasonable to ensure the record is accurate and, if so requested by the individual concerned, take such steps (if any) as are reasonable in the circumstances to attach to the record any statement provided by that individual of any correction, deletion or addition sought.  
(Refer Salary Review Procedure)

## **SALARY REVIEW PROCEDURES**

The following procedures form an integral part of the Policy document.

- All staff members conducting salary reviews should be appropriately skilled and experienced prior to conducting any reviews.
- The review should be undertaken by a staff member's direct supervisor; and, in the case of senior staff by the Director and a member(s) of the Management Committee.
- The formal salary review is to be conducted in May/June each year. The review may also be held at any time when changes to duties occur that represent a significant increase in work value.
- All staff members will be provided with the appropriate review forms at least two weeks prior to the arranged formal salary review date.
- A meeting should be arranged by the supervisor to discuss the contents of the form.
- The staff member should be made aware of the grievance/dispute settling procedures in the case of any appeal.
- The salary review documentation needs to be signed by the staff member, supervisor and the Director. Access to the information should follow the appropriate access to information policies of the Service.
- Any information arising from the review that needs to be acted upon by other staff members within the Service should be passed on as soon as possible after the review.

The joint consultative committee will oversee the salary review processes and will evaluate the processes on an annual basis.



**PART C - DECLARATION AND SIGNATORIES**

**46. Declaration**

This enterprise agreement has been negotiated through extensive consultation between management and employees. The content of the agreement has been canvassed with all parties. All parties are entering into this agreement with full knowledge as to the content and effect of the document. The parties declare that this Agreement:

- (a) Is not contrary to public interest;
- (b) Is not unfair, harsh or unconscionable;
- (c) Does not breach relevant statutory requirements, including the requirements of Chapter 2, Part 2 (Enterprise Agreement) of the Act and the Anti-Discrimination Act 1977.
- (d) Was at no stage entered into under duress, and;
- (e) Reflects the interests and desires of the parties.

**47. No extra claims commitment**

Employees undertake that for the life of this Agreement, there shall be no further wage rises sought, or granted, except for those granted under the terms of this Agreement.

**48. Future negotiations**

The parties agree to commence negotiations on a new agreement no later than twenty four (24) months after this Agreement's registration.

**49. Signatories to the North Coast Breast Screening Program Inc. Enterprise Agreement**

This Agreement is made at 29 Uralba Street Lismore New South Wales.

**SIGNED FOR AND ON BEHALF OF  
NORTH COAST BREAST SCREENING PROGRAM INC.**

**President of the North Coast Breast Screening Program Inc. Management Committee**

Signature: ..... *W D Stinson* .....

Name: ..... *W. D. STINSON* .....

Occupation: ..... *DIRECTOR* .....

Witness: ..... *[Signature]* .....

Date: ..... *20/11/2001* .....





Member of the North Coast Breast Screening Program Inc. Management Committee

Signature: *Malcolm Marshall*  
Name: MALCOLM MARSHALL  
Occupation: RTEZ DIR CORP SERVICES  
Witness: Wendy Mason  
Date: 19.11.01

Common Seal Affixed (Resolution date included)

SIGNED FOR AND ON BEHALF OF EMPLOYEES BY THE NOMINATED EMPLOYEES:

Signature: *Karen Kennedy*  
Name: KAREN KENNEDY  
Occupation: OFFICE MANAGER  
Witness: Jokann  
Date: 21/11/01

AND

Signature: *Cheryl A. Coleman*  
Name: CHERYL A. COLEMAN  
Occupation: MAMMOGRAPHER  
Witness: Alexson  
Date: 21/11/01

