



CAPITAL & COAST DISTRICT HEALTH BOARD  
&  
AUCKLAND DISTRICT HEALTH BOARD  
PUBLIC SERVICE ASSOCIATION TE PŪKENGA  
HERE TIKANGA MAHI

GENETIC  
COUNSELLORS MULTI  
EMPLOYER  
COLLECTIVE  
AGREEMENT

Expires 1 February 2022

Mauri mahi, mahi ora.  
Industry begets prosperity.

### He Mihi:

Engā mana, engā reo, engā  
karangarangatanga maha,  
Tēnā koutou, tēnā koutou,  
tēnā koutou katoa.  
Noreira, nau mai haere mai,  
whakatau mai.

Greetings to all, and you who have  
contributed to this work.

### He Whakatauakī:

*Ehara taku toa i te toa takitahi,  
engari he toaakitini*

*“Success is not the work of one  
but the work of many”*

Attributed to Ngāti Kahungunu

The pikorua is a traditional Māori pendant  
of friendship and growth.  
The watermark depicts two new shoots growing  
together, the joining of two cultures.

## TABLE OF CONTENTS

1	AGREEMENT FORMALITIES .....	4
2	HOURS OF WORK.....	6
3	CALL BACKS .....	11
4	ALLOWANCES.....	11
5	REMUNERATION .....	13
6	ANNUAL LEAVE .....	15
7	PUBLIC HOLIDAYS.....	16
8	BEREAVEMENT/ TANGIHANGA LEAVE .....	18
9	SICK & DOMESTIC LEAVE (see App B grandparented clause CCDHB).....	18
10	PARENTAL LEAVE .....	21
11	JURY SERVICE/WITNESS LEAVE .....	24
12	LEAVE TO ATTEND MEETINGS .....	24
13	LONG SERVICE LEAVE .....	25
14	LEAVE WITHOUT PAY .....	25
15	HEALTH & SAFETY .....	25
16	ACCIDENTS – TRANSPORT OF INJURED EMPLOYEES .....	26
17	UNIFORMS, PROTECTIVE CLOTHING & EQUIPMENT.....	26
18	REFUND OF ANNUAL PRACTISING CERTIFICATE AND CERTIFICATE OF COMPETENCY FEES.....	26
19	PROFESSIONAL ASSOCIATION FEES .....	27
20	PROFESSIONAL DEVELOPMENT, EDUCATION & TRAINING LEAVE.....	27
21	POLICIES AND PROCEDURES.....	28
22	INSURANCE PROTECTION .....	28
23	TRAVELLING EXPENSES AND INCIDENTALS.....	29
24	INDEMNITY INSURANCE .....	29
25	EMPLOYEE ACCESS TO PERSONAL INFORMATION.....	29
26	SUPERANNUATION .....	29
27	WORKING BETTER TOGETHER .....	30
28	CONSULTATION, CO-OPERATION AND MANAGEMENT OF CHANGE.....	31
29	RETIRING GRATUITIES .....	36
30	ENDING EMPLOYMENT.....	36
31	HARASSMENT PREVENTION.....	37
32	EMPLOYMENT RELATIONSHIP PROBLEMS: .....	37
33	VARIATION TO COLLECTIVE AGREEMENT .....	40
34	SAVINGS .....	40
35	NON- WAIVER UNDERSTANDING.....	40
36	TERM OF DOCUMENT .....	40
	<b>Appendix A - Agreement For Bipartite Relationship Framework.....</b>	<b>42</b>
	<b>Appendix B –DHB Specific Allowances.....</b>	<b>46</b>
	Sick leave.....	46
	Retirement Gratuities .....	49
	<b>Appendix C– Healthy Workplaces.....</b>	<b>50</b>
	<b>Appendix D – National DHB/PSA Allied, Public Health &amp; Technical Engagement Forum.....</b>	<b>52</b>

## 1 AGREEMENT FORMALITIES

### 1.1 Parties

In accordance with the Employment Relations Act 2000 this collective agreement is made:  
Between:

a) Capital and Coast District Health Board & Auckland District Health Board  
(hereinafter referred to as “the employer” or DHB)

and

b) New Zealand Public Service Association Te Pūkenga Here Tikanga Mahi Incorporated  
(hereinafter referred to as the PSA or the ‘union’)

### 1.2 Coverage

This is a multiple employer collective agreement (MECA) and is made pursuant to the Employment Relations Act 2000. This MECA shall apply to all employees who are members of the PSA and who are employed in the genetic health services by the DHBs party to this MECA in the following services and professions:

- Senior Genetic Counsellors
- Genetic Counsellors
- Associate Genetic Counsellors

1.2.1 The parties agree that, where new or emerging roles are identified that either consider are within the general ambit of coverage of this Agreement, but not specifically listed above, they shall work together to determine the appropriateness of coverage by the Agreement and, if so, the salary scale(s) that should apply. Any outcomes shall be recorded by way of formal variation to this Agreement or through formal exchange of letter or memorandum.

### 1.3 Existing Employees on IEAs

1.3.1 Where the employee joins the PSA and their position is covered by this Agreement that employee’s terms and conditions of employment shall from the date on which they join the PSA be those contained in this Agreement unless otherwise agreed between the parties. The employer recognises that the employee has an entitlement to seek advice from the PSA in this regard.

1.3.2 Any existing employee who joins the PSA shall translate to the relevant scale on the basis of an assessment by the employer, which places the employee on a step consistent with existing union members, taking account of length of service, skills and responsibilities. This is necessary to avoid new members, who may currently be on different salary scales, translating to the MECA scales at points higher than the equivalent union member. The assessment may result in a lower salary and, if so, DHBs undertake to maintain the employee’s current salary until the assessed salary exceeds the current salary.

### 1.4 New Employees

1.4.1 New employees who are members of the PSA and whose position is covered by this collective agreement shall be bound by this Agreement.

1.4.2 New employees who are not members of the PSA shall be offered an individual employment agreement, which is based on the terms and conditions of this MECA for the first 30 days of their employment, pursuant to Section 62 of the Employment Relations Act 2000. At the conclusion of this 30-day period, the employee may elect

to join the PSA and in doing so shall be bound by this collective agreement or remain on an individual employment agreement if they do not join the PSA.

1.5 Partnership Agreement

Please refer to the Agreement for a Bipartite Relationship Framework Appendix H

1.6 Definitions

**Ordinary hourly rate of pay** for 40 hours per week workers shall be 1/2086, correct to three decimal places of a dollar, of the yearly rate of salary payable.

**Ordinary pay** means the annual salaries provided for in this Agreement. For part time employees, the annual salary shall be pro-rated.

**Ordinary or normal hours** mean 80 hours per fortnight.

**Duty/shift** means a single, continuous period of work required to be given by an employee, excluding overtime, on-call and call-back. A duty shall be defined by a starting and finishing time. Duties shall be morning (AM), afternoon (PM) duties or night duties. When a major part of a duty falls on a particular day the whole duty shall be regarded as being worked on that day.

**Employee** means any person employed by an employer and whose position is covered by this Agreement

**Employer** means the relevant DHB employing the particular employee.

**Fortnight** means the 14 days commencing midnight Sunday/Monday. When the major part of a shift falls on a particular day the whole shift shall be regarded as being worked on that day.

**Penal rate** is rate of pay for time worked (other than overtime) within ordinary hours of work during times specified in clause 2.2.

**Service** means the current continuous service with the employer and its predecessors (Hospital and Health Services, Crown Health Enterprises, Regional Health Authorities, Health Funding Authority, Area Health Boards and Hospital Boards), except where otherwise defined in the applicable clause. As of the 1 November 2007 service will transfer between DHBs. As of the 1 November 2007, service shall not be deemed to be broken by an absence of less than three months. However, where the employee remains actively engaged on related work to their profession or study whilst absent, the period of three months shall extend to twelve months. This period of absence does not count as service for the purpose of attaining a service related entitlement.

**Shift work** is defined as the same work performed by two or more employees or two or more successive sets or groups of employees working successive periods. A qualifying shift has a corresponding meaning.

**T1** means the ordinary hourly rate of pay.

**T 1.5** means one and one half the ordinary hourly rate of pay.

**T 2** means double the ordinary hourly rate of pay.

## 1.7 Categories of Employment

**Casual employee** means an employee who has no set hours or days of work and who is normally asked to work as and when required. Casual agreements shall not be used to deny staff security of employment. The employer reserves the right however, to employ casual employees where necessary to meet the demands of service delivery.

**Part time employee** means an employee, other than a casual employee, employed on a permanent basis but works less than the ordinary or normal hours set out in the hours of work clause. Any wages and benefits e.g. leave; will be pro rata according to the hours worked unless specifically stated otherwise in this Agreement.

**Permanent employee** means an employee who is employed for an indefinite term; that is, an employee who is not employed on a temporary or casual basis.

**Fixed term employee** as defined by Section 66 of the Employment Relations Act 2000 means a full time or part time employee who is employed for a specific limited term for a specified project or situation or, for example, to replace an employee on parental leave or long term accident or sickness. There is no expectation of ongoing employment. Fixed-term agreements shall not be used to deny staff security of employment.

**Full time employee** means an employee who works not less than the ordinary or normal working hours set under the hours of work clause in this Agreement.

## 2 HOURS OF WORK

### 2.1 Statement of Intent

The employer recognises the need for staff to balance their work life with their recreational and home life and is committed to active participation in the management of workloads and working time that achieves staff and management goals, and results in realistic work expectations. DHBs and the PSA recognise that a degree of stress is a part of the modern workplace. The employer makes a commitment to working with staff to develop policies and practices that attempt to minimise the negative impact stress has on workers' lives and that workloads are reasonable.

Nothing in this document is intended to vary the hours of work arrangement that apply at the time that this MECA comes into force. The hours of work can only be varied by application of clause 2.2.4.

### 2.2 The Week

The week shall start and end at midnight each Sunday/Monday. When the major part of a duty falls on a particular day, the whole duty shall be regarded as being worked on that day. This provision does not relate to remuneration but only to rostering conventions for days off.

#### 2.2.1 Ordinary Hours of Work

- a) Unless otherwise specified the ordinary hours of work shall be either
- (i) Eighty (80) hours in each two-week period (14 days), worked as not more than ten (10) duties, provided that for rostered shift work the ordinary hours of work may average forty (40) hours per week during a period of up to seven (7) weeks, or the applicable roster period, whichever is the lesser; or
  - (ii) Eighty (80) hours in each two-week period (14 days), worked as not more than ten (10) duties between 0600 and 2000 hours, Monday to Friday, or
  - (iii) Forty (40) hours in each week worked as not more than five (5) duties between 0600 and 2000 hours, Monday to Friday.

- b) The ordinary hours of work for a single duty shall be up to a maximum of ten (10) hours.
- c) A duty shall be continuous except for the meal periods and rest breaks provided for in this Agreement.
- d) Except for overtime, and except where an alternative arrangement is operating, each employee shall have a minimum of four (4) days off during each two (2) week period (14 days). Days off shall be additional to a nine (9) hour break on completion of the previous duty.
- e) Except for overtime, no employee shall work more than five (5) consecutive duties before a day(s) off, provided that an alternative arrangement may be implemented by agreement between the employer and a majority (measured in full-time equivalents) of the directly affected employees.
- f) There are a range of hours are worked across the DHBs that are defined as full-time. There is no intention, as a result of these negotiations, to change the existing 'full time' hours of work in each DHB unless otherwise agreed.

#### 2.2.2 Rosters

- a) The Health and Safety at Work Act 2015 requires the employer to ensure, so far as is reasonably practicable, the health and safety of workers while at work.
- b) Therefore, in designing and implementing shift rosters to meet service needs, the employer shall ensure the disruption, personal health effects and fatigue associated with shift work are minimised for the group of workers involved. Roster templates and changes to roster templates shall be jointly developed and reviewed by the employer, representatives of affected employees and the PSA.
- c) Where an employee is required to start and/or finish work at changing times of the day and/or on changing days of the week, then a roster shall be produced.
- d) The roster period shall be four (4) weeks (28 days) or greater, except that it may be less for services where unpredictable service demands make this impracticable.
- e) Rosters shall be notified to the employees involved at least three (3) weeks (21 days) prior to commencement of the roster period, except that the minimum period of notification for roster periods of less than four (4) weeks shall be two (2) weeks (14 days). Less notice may be given in exceptional circumstances.
- f) Single days off shall be avoided as a routine rostering device, and there shall be no more than one single day off for an employee during a four (4) week period. Employees shall be discouraged from requesting single days off.
- g) Notwithstanding the foregoing conditions staff may be permitted to change shifts one with another by mutual arrangement and with the prior approval of the manager. Additional overtime or other penalty provisions shall not apply in these instances, i.e. the swapping of shifts will be a cost neutral exercise.

#### 2.2.3 Hours of Work Requirements

- a) The employer shall document the hours of work requirements for each position for which an employee, other than a casual employee, has been engaged or is for the time being fulfilling. The written hours of work requirements shall be provided to the employee.
- b) Hours of work requirements shall comply with all of the provisions of clause 2.1.3 of this Agreement.

- c) Hours of work requirements shall reflect actual hours of work and shall be specified in terms of:
  - (i) The times of the day for which an employee is required to be available for the ordinary duty hours of work and
  - (ii) The days of the week for which an employee is required to be available for the ordinary weekly hours of work, and
  - (iii) Any overtime or on-call requirements or opportunities.

#### 2.2.4 Variation of Hours of Work Requirements

##### a) Emergencies

The employer may require variations to hours of work requirements to meet the needs of emergencies.

##### b) Occasional variations

Occasional variations to the times of day and/or days of week to meet service requirements shall be by agreement between the employer and the directly affected employee(s).

##### c) Long term / permanent changes to hours of work requirements

Except as provided for above, where the employer requires an employee to change their hours of work requirements to meet service needs, then a minimum of twelve (12) weeks prior notice of the change shall be given for the purpose of reaching written agreement between the employee and the employer. Such agreement shall not be unreasonably withheld. A shorter period of notice than twelve (12) weeks may be applied by agreement. Should mutual agreement not be reached the employer reserves the right to use the management of change provisions to effect the change. The employee's representative shall also be advised of the notice of the change at the same time as the employee. The parties note that this provision is not in lieu of the management of change provisions.

- d) No employee shall be discriminated against for not agreeing to change their hours of work requirement.

#### 2.2.5 Minimum Breaks

- a) A break of at least nine (9) continuous hours must be provided wherever possible between any two qualifying periods of work. Qualifying periods of work for the purposes of this clause are:

- (i) A duty, including any overtime worked either as an extension or as a separate duty; or
- (ii) Call-back where eight (8) hours or more are worked continuously.

- b) Except that if a ten (10) hour duty has been worked then a break of twelve (12) consecutive hours must be provided wherever possible

- c) If a call-back of less than a continuous eight (8) hour period is worked between two other qualifying periods of work, a break of nine (9) continuous hours must be provided either before or after the call-back. If such a break has been provided before the call-back it does not have to be provided afterwards as well.

- d) Except, for those employees who are called back between 2300 and 0500 hours, the break must be provided afterwards as specified below, unless otherwise agreed between the employer and the employee:

- (i) a 9 hour break shall be provided in those DHBs where that provision was in place as at 1 October 2008;

- (ii) Time spent off duty during ordinary working hours solely to obtain a nine-hour break (or four hour break where applicable), shall be paid at ordinary time rates. Any absence after the ninth continuous hour (or fourth continuous hour where applicable) of such a break, if it occurs in ordinary time, shall be treated as a normal absence from duty.
- e) If a break of at least nine (9) continuous hours –or twelve (12) – cannot be provided between qualifying periods of work, the period of work is to be regarded as continuous until a break of at least nine (9) or twelve (12) continuous hours is taken and it shall be paid at the overtime rate.
- f) Time spent off duty during ordinary hours of work solely to obtain a nine (9) – or twelve (12) – hour break shall be paid at the normal hourly rate of pay. Any absence after the ninth – or twelfth – continuous hour of such a break, if it occurs during ordinary hours of work, shall be treated as a normal absence from duty.

#### 2.2.6 Meal Breaks and Rest Periods

- a) Except when required for urgent or emergency work and except as provided in 2.1.8 b) below, no employee shall be required to work for more than five hours continuously without being entitled to a meal break of not less than half an hour. There will be only one meal break of not less than half an hour during a 10 hour shift.
- b) An employee unable to be relieved from the workplace for a meal break (as defined in 2.1.8 a)) shall be entitled to have a meal while on duty and this period shall be regarded as working time paid at the appropriate rate (the rate payable at that time).
- c) Except where provided for in 2.1.8 b) above an employee unable to take a meal after five hours shall, from the expiry of five hours until the time when a meal can be taken, be paid T0.5 in addition to the hourly rate that would otherwise be payable.
- d) Rest breaks of 10 minutes each for morning tea, afternoon tea or supper, and the equivalent breaks for night duty where these occur during duty, shall be recognised as time worked.
- e) During the meal break or rest breaks prescribed above, free tea, coffee, milk and sugar shall be supplied by the employer. Where it is impractical to supply tea, coffee, milk and sugar free of charge, an allowance of \$1.66 per week in lieu shall be paid. This allowance shall continue during all periods of leave except leave without pay.

### 2.3 Overtime and Penal Time

#### 2.3.1 Eligibility restricted for Advanced Clinician/ Advanced Practitioner/ Designated Positions.

This clause 2.2 shall apply to all employees except that for Advanced Clinician/ Advanced Practitioner/ Designated Positions, overtime and penal rates will only apply as outlined in 2.2.1 (a) and (b) below:

- a) Penal - Payment of weekend and night 'penal' rates shall be payable where Advanced Clinician/ Advanced Practitioner/ Designated Positions are required to work shifts and rosters or have approval to work weekends or nights on a regular basis in order to fulfil the requirements of the job description.
- b) Overtime shall be payable to Advanced Clinician/ Advanced Practitioner/ Designated Positions only in the following circumstances:
  - (i) Where the appropriate manager is satisfied that the additional time worked is necessary because of an emergency or other special circumstances; and
  - (ii) Where the salary does not already incorporate a payment for overtime/penal time hours.

Equivalent time off for work performed outside normal hours may be granted in lieu of overtime by agreement between the employee and the manager concerned.

### 2.3.2 Overtime

- a) Ordinary hourly rate of pay – The ordinary hourly rate shall be one, two thousand and eighty-sixth part (1/2086), correct to three decimal places of a dollar, of the yearly rate of salary payable for a full-time, forty hour week as set out in clauses 5.2 to 5.8.
- b) Overtime is time worked in excess of:
  - (i) eight hours per day or the rostered duty whichever is greater or
  - (ii) 80 hours per two week period
 Provided that such work has been authorised in advance. This clause shall not apply to employees working alternative hours of work and the overtime provisions in Clause 2.2.2 g) shall apply.
- c) Overtime worked on any day (other than a public holiday) from midnight Sunday/Monday to midnight on the following Friday shall be paid at one and one half times the ordinary hourly rate of pay (T1.5) for the first three hours and at double the ordinary hourly rate of pay (T2) thereafter.
- d) Overtime worked from 2200 until the completion of a rostered night duty Sunday to Friday, or from midnight Friday to midnight Sunday/Monday, or on a public holiday shall be calculated at double the ordinary hourly rate of rate (T2).
- e) In lieu of payment for overtime, the employer and employee may jointly agree for the employee to take equivalent (i.e. one hour overtime worked for one hour ordinary time off) paid time off work at a mutually convenient time.
- f) No employee shall be required to work for more than 12 consecutive hours where their normal shift is of 8 or 10 hours' duration.
- g) The following overtime payments shall apply where employees work a 10 or 12 hour shift roster pattern:
  - (i) Ten hour shifts: T1.5 after 10 hours for the 11th hour, then T2 for all hours worked thereafter;
  - (ii) Twelve hour shifts: T2 for all hours worked in excess of a rostered 12 hour shift;
  - (iii) For those fulltime employees working 12 hour shifts, overtime shall apply after 120 hours averaged over 3 weeks at the rate specified in clause 2.2.2 c);
  - (iv) For all other employees working alternative hours of work, overtime shall apply after 80 hours per two week period (clause 2.2.2 c)) shall apply.

### 2.3.3 Penal Rates

- a) Weekend rate - applies to ordinary time (other than overtime) worked after midnight Friday/Saturday until midnight Sunday/Monday shall be paid at time one half (T0.5) in addition to the ordinary hourly rate of pay (as defined in clause 1.6) .
- b) Public Holiday rate – applies to those hours which are worked on the public holiday. This shall be paid at time one (T1) in addition to the ordinary hourly rate of pay (as defined in clause 1.6). (See clauses 7.4 to 7.8 for further clarification.)
- c) Night rate – applies to ordinary hours of duty (other than overtime) that fall between 2000hrs and until the completion of a rostered night duty from midnight Sunday/Monday to midnight Friday/Saturday and shall be paid at quarter time (T0.25) in addition to the ordinary hourly rate of pay (as defined in clause 1.6).
- d) Overtime and weekend/public holiday or night rates shall not be paid in respect of the same hours, the higher rate will apply.

### 3 CALL BACKS

#### 3.1 Call-back occurs when the employee:

- 3.1.1 is called back to work after completing the day's work or duty, and having left the place of employment; or
- 3.1.2 is called back before the normal time of starting work and does not continue working until such normal starting time.

Call-back is to be paid at the appropriate overtime rate (clauses 2.2.2 c) and d)) for a minimum of three hours, or for actual working and travelling time, whichever is the greater, except that call-backs commencing and finishing within the minimum period covered by an earlier call-back shall not be paid for. Where a call-back commences before and continues beyond the end of a minimum period for a previous call-back, payment shall be made as if the employee had worked continuously from the beginning of the previous call-back, to the end of the later call-back.

#### 3.2 Transport: Where an employee who does not reside in employer accommodation is called back to work outside the employee's normal hours of duty in respect of work which could not be foreseen or prearranged, the DHB shall either:

- a) provide the employee with transport from the employee's place of residence to the institution where the employee is employed and to the place of residence from the institution; or

reimburse the employee the actual and reasonable travelling expenses incurred in travelling from the employee's place of residence to the institution or from the institution to the employee's place of residence, or both travelling to and from the institution.

#### 3.4 Where an employee is "on call" the allowance set out in clause 4 below will be paid.

### 4 ALLOWANCES

#### 4.1 On Call

- 4.1.1 In the interests of healthy rostering practices, the parties agree that the allocation of on-call time should be spread as evenly as practicable amongst those required to participate in an on-call roster.
- 4.1.2 With effect from 3 September 2018, an employee who is instructed to be on call during normal off duty hours, shall be paid an on-call allowance of \$8.00 per hour except on Public Holidays when the rate shall be \$10.00 per hour.
- 4.1.3 The on-call allowance is payable for all hours the employee is rostered on call including time covering an actual call out.
- 4.1.4 Unless by mutual agreement or in emergencies, no employee shall be required to remain on call for more than 40% of the employee's off-duty time in any three-weekly period.
- 4.1.5 In services where the employer's operational requirements and staffing levels permit, employees working seven day rosters should not be rostered on call on their rostered days off.
- 4.1.6 An employee who is required to be on call and report on duty within 20 minutes shall have access to an appropriate locator or a cell phone.

#### 4.1.7 Telephone On Call arrangements

- a) Due to variation of practice and need across DHBs, services and workforces, the parties have agreed it is not desirable to have a single national approach to telephone on call arrangement.
- b) Therefore, the parties confirm the previous NEF agreement that local arrangements may be developed to respond to the issues of telephone on call, recognising the differing service contexts of such arrangements. Any such agreements should be recorded in writing.

#### 4.2 Meal Allowance

A shift worker who works a qualifying shift of eight hours or the rostered shift, whichever is the greater, and who is required to work more than one hour beyond the end of the shift (excluding any break for a meal) shall be paid a meal allowance of \$7.95, or, at the option of the employer, be provided with a meal.

#### 4.3 Higher Duties Allowance

- 4.3.1 A higher duties allowance shall be paid to an employee who, at the request of the employer is substantially performing the duties and carrying the responsibilities of a position or grade higher than the employee's own.
- 4.3.2 Except as provided for under clause 4.3.3, the higher duties allowance payable shall be \$3.00 per hour provided a minimum of 8 consecutive hours of qualifying service is worked per day or shift.
- 4.3.3 Where an employee performs the duties of the higher position for more than five consecutive days, the allowance payable shall be the difference between the current salary of the employee acting in the higher position, and the minimum salary the employee would receive if appointed to that position.

## 5 REMUNERATION

### 5.1 Salary Table

		3 May 2021	
Advanced Practitioner/Designated Position	21	127814	M
	20	125554	M
	19	122717	M
	18	119881	M
	17	116645	M
	16	113558	M
	15	111621	M
	14	107925	M
	13	105540	M
	12	101254	M
	11	98168	M
Genetic Counsellors/Associate Genetic Counsellors	10	94808	M
	9	92543	A
	8	90346	A
	7	87896	A
	6	85445	A
	5	81895	A
	4	79405	A
	3	76615	A
	2	73825	A
1	71034	A	

### 5.2 Progression

#### 5.2.1 Associate Genetic Counsellor/ Genetic Counsellor

Appointment to an Associate Genetic Counsellor role will be based on successful completion of Part 1 Human Genetic Society of Australasia (HGSA) in Genetic Counselling and meeting the requirements of the position.

Progression through the scale from step 1 to step 5 shall be by way of automatic annual increment.

No Associate Genetic Counsellor may progress beyond step 5 without having completed the stipulated requirements and obtained professional certification to become a fully qualified Genetic Counsellor in accordance with requirements set by the Human Genetic Society of Australasia

### 5.2.2 Genetic Counsellors

Progression for Genetic Counsellors from step 6 -9 shall be by way of annual automatic annual increment, Progression beyond the automatic steps will be in accordance with the merit progression criteria.

### 5.2.4 Advanced Practitioner/Designated Steps

There shall be no automatic progression for Advanced Practitioner/ Designated Positions. Progression to a higher step beyond the automatic steps shall be through operation of the Merit Progression process as agreed by the parties.

For designated positions the employer will determine the appropriate salary and range within the Advanced Practitioner/Designated Steps based on the duties, responsibilities and scope of the position relative to other positions in the DHB with similar duties, responsibilities and scope.

## 5.3 Payment of Salary

- 5.3.1 Employees will be paid fortnightly in arrears by direct credit. Where significant errors have occurred as a result of employer action or inaction, corrective payment must be made within one working day of the error being brought to the employer's attention. All other instances corrective payments will be made as soon as practicable, but no later than the next fortnightly pay period. The parties also acknowledge that the financial impact on the employee must be taken into consideration when determining when payment will be made.
- 5.3.2 Where an employee has taken leave in advance of it becoming due, and the employee leaves before the entitlement has accrued, the employer will deduct the amount owing in excess of entitlement from the employee's final pay.
- 5.3.3 Any monies agreed, as being owed by the employee to the employer upon termination will be deducted from the employee's final pay except where ongoing arrangements have been made for repayments to continue following termination of employment.
- 5.3.4 The employees shall complete timesheets as required by the employer. Wherever practicable any disputed items shall not be changed without first referring it to the affected employee.
- 5.3.5 Overpayment Recovery Procedures: Attention is drawn to the Wages Protection Act 1983. The provisions of this Act, or any amendment or Act passed in substitution for this Act, shall apply.
- 5.3.6 The employer shall use its best endeavours to direct credit payment of wages into the employee's bank account one clear banking day prior to a public holiday.

**6 ANNUAL LEAVE**

6.1 Employees, other than casuals, shall be entitled to 4 weeks annual leave, taken and paid in accordance with the Holidays Act 2003 and subject to the other provisions of this clause, except that on completion of five years recognised service the employee shall be entitled to 5 weeks annual leave. For the purposes of this clause, “service” shall be as defined in clause 1.6.

6.2 Casual employees shall be paid 8% of gross taxable earnings in lieu of annual leave to be added to the salary paid for each engagement,

6.3 Shift Employees

Employees who work rotating shift patterns or those who work qualifying shifts shall be entitled, on completion of 12 months employment on shift work, to up to an additional 5 days annual leave, based on the number of qualifying shifts worked. The entitlement will be calculated on the annual leave anniversary date. Qualifying shifts are defined as a shift which involves at least 2 hours work performed outside the hours of 8.00am to 5.00pm, excluding overtime.

Number of qualifying shifts per annum	Number of days additional leave per annum
121 or more	5 days
96 – 120	4 days
71 – 95	3 days
46 – 70	2 days
21 – 45	1 day

6.4 Employees who do not work shift work as defined in clause 6.3 and who are required to participate on on-call rosters, shall be granted 2 hours leave for each weekend day or part thereof where the on-call period is 8 or more hours, they are required to be on-call during normal off duty hours, up to a maximum of 3 days additional leave per annum. Such leave shall be paid at annual leave averages and is accumulative. Employees who work qualifying shifts under sub-clause 6.3 are not entitled to leave under this subclause.

6.5 Conditions

Employees shall be entitled to annual leave on a pro-rata basis, except that shift leave and on-call leave shall not be pro-rated. Annual leave is to be taken within 12 months of entitlement becoming due. Where the annual leave is not taken within twenty-four (24) months of being accrued and there is no agreement on when the leave is to be taken, the employer may direct the employee to take annual leave with a minimum of four (4) weeks’ notice.

- a) Annual leave may be granted in one or more periods.
- b) In accordance with the Holidays Act 2003, the employee shall be given the opportunity to take two weeks leave at one time.
- c) Annual leave is able to be accrued to a maximum of two years entitlement.
- d) Annual leave shall be taken to fit in with service/work requirements and the employee's need for rest and recreation.
- e) When an employee ceases employment, wages shall be paid for accrued annual leave, including shift leave, and the last day of employment shall be the last day worked.
- f) Part time employees shall be entitled to annual leave on a pro rata basis.
- g) An employee may anticipate up to one year's annual leave entitlement at the discretion of the employer.

6.6 The provisions of the Parental Leave and Employment Protection Act 1987 shall apply in relation to annual leave when an employee takes a period of parental leave or returns to work from parental leave in accordance with clause 10 of the Agreement.

## **7 PUBLIC HOLIDAYS**

7.1 The following days shall be observed as public holidays:

- New Year's Day
- 2 January
- Waitangi Day
- Good Friday
- Easter Monday
- ANZAC Day
- Sovereign's Birthday
- Labour Day
- Christmas Day
- Boxing Day
- Anniversary Day (as observed in the locality concerned)

7.2 The following shall apply to the observance of Waitangi Day, Anzac Day, Christmas Day, Boxing Day, New Year's Day or 2 January, where such a day falls on either a Saturday or a Sunday:

- a) Where an employee is required to work that Saturday or Sunday the holiday shall, for that employee, be observed on that Saturday or Sunday and transfer of the observance will not occur. For the purposes of this clause an employee is deemed to have been required to work if they were rostered on duty, or on-call and actually called in to work. They are not deemed to have been required to work if they were on-call but not called back to work.
- b) If an employee is rostered on duty (i.e. does not apply to on-call work) on that Saturday or Sunday but does not work, they will be paid relevant daily pay for the day, and transfer of the observance will not occur.

NOTE: When the public holiday for the employee is observed on the Saturday or Sunday, the weekday is treated as a normal working day for that employee, subject only to the possible payment of weekend rates in accordance with clause 7.5 below.

- c) Where an employee is not required to work that Saturday or Sunday, observance of the holiday shall be transferred to the following Monday and/or Tuesday in accordance with the provisions of Sections 45 (1) (b) and (d) of the Holidays Act 2003. For the purposes of this clause an employee is deemed NOT to have been required to work if they were NOT rostered on duty, or on-call, or were on-call but not called back to work.
- 7.3 In order to maintain essential services, the employer may require an employee to work on a public holiday when the public holiday falls on a day which, but for it being a public holiday, would otherwise be a working day for the employee.
- 7.4 When employees work on a public holiday which would otherwise be a working day for the employee, they will be paid the rate as set out in cl.2.2.3(b) (time one (T1) in addition to the ordinary rate of pay) for each hour worked and they shall be granted an alternative holiday. Such alternative holiday shall be taken and paid as specified in the Holidays Act 2003.
- 7.5 Should Christmas Day, Boxing Day, New Year's Day or 2 January fall on a Saturday or Sunday, and an employee is required to work (including being on call and called out) on both the public holiday and the week day to which the observance would otherwise be transferred, the employee will be paid in accordance with clause 7.4 for time worked on the public holiday and then at weekend rates for the time worked on the corresponding weekday. Only one alternative holiday will be granted in respect of each public holiday.
- 7.6 Should Waitangi Day or Anzac Day fall on a Saturday or Sunday, and an employee is required to work (including being on call and called out) on both the public holiday and the week day to which the observance would otherwise be transferred, the employee will be paid in accordance with clause 7.4 for time worked on the public holiday and then at ordinary rates for the time worked on the Monday. Only one alternative holiday will be granted in respect of each public holiday.
- 7.7 An employee who is on call on a public holiday as provided above, but is not called in to work, shall be granted an alternative holiday, except where the public holiday falls on a Saturday or Sunday and its observance is transferred to a Monday or Tuesday which the employee is required to work, in which case an alternative holiday shall be granted in respect to the transferred day only and taken and paid as specified in the Holidays Act 2003.
- 7.8 Those employees who work a night shift which straddles a public holiday, shall be paid at public holiday rates for those hours which occur on the public holiday and the applicable rates for the remainder of the shift. One alternative holiday shall apply in respect of each public holiday or part thereof worked.
- 7.9 Off duty day upon which the employee does not work:
- a) Fulltime employees –
- Where a public holiday, and the weekday to which the observance of a public holiday is transferred where applicable, are both rostered days off for an employee, they will be granted one alternative holiday in respect of the public holiday.
- b) Part-time employees –
- Where a part-time employee's days of work are fixed, the employee shall only be entitled to public holiday provisions if the day would otherwise be a working day for that employee.
- Where a part-time employee's days are not fixed, the employee shall be entitled to public holiday provisions if they worked on the day of the week that the public holiday falls more than 40 % of the time over the last three months. Payment will be relevant daily pay.

## 7.10 Public holidays falling during leave:

## a) Leave on pay

When a public holiday falls during a period of annual leave, sick leave on pay or special leave on pay, an employee is entitled to that holiday which is not debited against such leave.

## b) Leave without pay

An employee shall not be entitled to payment for a public holiday falling during a period of leave without pay (including sick or military leave without pay) unless the employee has worked during the fortnight ending on the day on which the holiday is observed.

## c) Leave on reduced pay

An employee, during a period on reduced pay, shall be paid at the relevant daily pay for public holidays falling during the period of such leave.

**8 BEREAVEMENT/ TANGIHANGA LEAVE**

8.1 The employer shall approve special bereavement leave on pay for an employee to discharge any obligation and/or to pay respects to a Tupapaku/deceased person with whom the employee has had a close association. Such obligations may exist because of blood or family ties or because of particular cultural requirements such as attendance at all or part of a Tangihanga (or its equivalent) or hura kōhatu / unveiling. The length of time off shall be at the discretion of the employer and should not be unreasonably withheld and will be exercised in accordance with the Holidays Act 2003.

8.2 If bereavement occurs while an employee is absent on annual leave, sick leave on pay or any other special leave on pay, such leave may be interrupted and bereavement leave granted in terms of clause 8.1.

8.3 This provision will not apply if the employee is on leave without pay.

8.4 In granting time off therefore, and for how long, the employer must administer these provisions in a culturally appropriate manner, especially in the case of Tangihanga.

8.5 The employer agrees that on application, it may be appropriate, to grant leave without pay in order to accommodate various special bereavement needs not recognised in clause 8.1 above.

**9 SICK & DOMESTIC LEAVE** (see Appendix B grandparented clause CCDHB)

In applying the provisions of this clause the parties note:

- their agreed intent to have healthy staff and a healthy workplace
- that staff attending work unwell is to be discouraged and the focus is on patient and staff safety
- that they wish to facilitate a proper recovery and a timely return to work
- that staff can have sick leave and domestic absences calculated on an hourly basis.

9.1 On appointment to a DHB, a full-time employee shall be entitled to ten (10) working days leave for sick or domestic purposes during the first twelve months of employment, and up to an additional ten (10) working days for each subsequent twelve month period. The entitlement shall be pro-rated for part time employees except that a part-time employee shall receive no fewer than five (5) working days paid sick leave for the first twelve months of employment and a minimum of five (5) additional working days for each subsequent twelve month period. The employee shall be paid at relevant daily pay as prescribed in the

Holidays Act 2003, for the first five days in each twelve month period. Thereafter they shall be paid at the normal rates of pay (T1 rate only). A medical certificate may be required to support the employee's claim.

#### 9.2 Transportability of Sick Leave

From 1 April 2012, an employee who ceases employment at one DHB and commences employment at another DHB may transfer to their new employment a maximum of up to 20 days (at their normal/ordinary rate of pay, T1) of their unused sick leave entitlement from their previous DHB employment, provided that any break in service between finishing at their previous DHB and commencing employment at the new DHB is not more than one calendar month.

Any unused sick leave entitlement that is transferred shall be in addition to the sick leave entitlement the employee will receive on commencement of employment with the new DHB under clause 9.1 and shall not impact on their anniversary date for future sick leave entitlements.

#### 9.3 In the event an employee has no entitlement left, they may be granted an additional 10 days per annum. In considering the grant of leave under this clause the employer shall recognise that discretionary sick and domestic leave is to ensure the provision of reasonable support to staff having to be absent from work where their entitlement is exhausted. Requests should be considered at the closest possible level of delegation to the employee and in the quickest time possible, taking into account the following:

- The employee's length of service
- The employee's attendance record
- The consequences of not providing the leave
- Any unusual and/or extenuating circumstances

Reasons for a refusal shall, when requested by the employee, be given in writing and before refusing a request, the decision maker is expected to seek appropriate guidance.

Leave granted under this provision may be debited as an advance on the next years' entitlement up to a maximum of 5 days.

#### 9.4 At the employer's discretion an employee may be granted further anticipated sick or domestic leave. Any anticipated leave taken in excess of an employee's entitlement at the time of cessation of employment may be deducted from the employee's final pay.

#### 9.5 Where an employee is suffering from a minor illness which could have a detrimental effect on the patients or other staff in the employer's care, the employer may, at its discretion, either:

- 9.5.1 place the employee on suitable alternative duties; or
- 9.5.2 direct the employee to take leave on full pay. Such leave shall not be a charge against the employees sick and domestic leave entitlement.

#### 9.6 The employee can accumulate their entitlement up to a maximum of 260 days. Any unused portion of the first five days entitlement, up to a maximum of 15 days, can be carried over from year to year and will be paid at relevant daily pay, in accordance with the Holidays Act 2003.

#### 9.7 The provisions of this clause are inclusive of the provisions of the Holidays Act 2003.

- 9.8 Domestic Leave as described in this clause is leave used when the employee must attend a dependent of the employee. This person would, in most cases, be the employee's child, partner or other dependent family member.
- 9.8.1 It does not include absences during or in connection with the birth of an employee's child. Annual leave or parental leave should cover such a situation.
- 9.8.2 At the employer's discretion, an employee may be granted leave without pay, where the employee requires additional time away from work to look after a seriously ill member of the employee's family.
- 9.8.3 The production of a medical certificate or other evidence of illness may be required.
- 9.9 Sickness during paid leave: When sickness occurs during paid leave, such as annual or long service leave, the leave may be debited against the sick leave entitlement, (except where the sickness occurs during leave following the relinquishment of office) provided that:
- 9.9.1 the period of sick leave is more than three days and a medical certificate is produced.
- 9.9.2 in cases where the period of sickness extends beyond the approved period of annual or long service leave, approval will also be given to debiting the portion, which occurred within the annual leave or long service leave period, against sick leave entitlement, provided the conditions in 9.9 and 9.9.1 above apply.
- 9.9.3 annual leave or long service leave may not be split to allow periods of illness of three days or less to be taken.
- 9.10 During periods of leave without pay, sick leave entitlements will not continue to accrue.
- 9.11 Where an employee has a consistent pattern of short term Sick Leave, or where those absences are more than 10 working days/shifts or more in a year, then the employee's situation may be reviewed in line with the DHB's policy and Sick Leave practices. The focus of the review will be to assist the employee in establishing practical arrangements to recover from sickness or injury.
- 9.12 Where an employee is incapacitated as a result of a work accident, and that employee is on earnings related compensation, then the employer agrees to supplement the employee's compensation by 20% of base salary during the period of incapacitation. This payment shall be taken as a charge against Sick Leave up to the extent of the employee's paid sick leave entitlement. The employer may agree to reimburse employees for treatment and other expenses or for financial disadvantage incurred as a result of a work related accident. This agreement will be on a case by case basis.
- 9.13 For non work-related accidents, where the employee requests, the employer shall supplement the employee's compensation by 20% of base salary and this shall be debited against the employee's sick leave up to the extent of the employee's paid sick leave entitlement.

## 10 PARENTAL LEAVE

10.1 Statement of principle - The parties acknowledge the following provisions are to protect the rights of employees during pregnancy and on their return to employment following parental leave and is to be read in conjunction with the Parental Leave and Employment Protection Act 1987 (referred to as the Act in this clause 10), provided that where this clause 10 is more favourable to the employee, the provisions of this clause 10 shall prevail.

10.2 Entitlement and eligibility - Provided that the employee assumes or intends to assume the primary care of the child born to or adopted by them or their partner, the entitlement to parental leave is:

- a) in respect of every child born to them or their partner;
- b) in respect of every child up to and including five years of age, adopted by them or their partner;
- c) where two or more children are born at the same time or adopted within a one month period, for the purposes of these provisions the employee's entitlement shall be the same as if only one child had been born or adopted.

10.3 Length of Parental Leave

- a) Parental leave of up to 12 months is to be granted to employees with at least one year's service at the time of commencing leave.
- b) Parental leave of up to six months is to be granted to employees with less than one year's service at the time of commencing leave.

Provided that the length of service for the purpose of this clause means the aggregate period of service, whether continuous or intermittent, in the employment of the employer.

- c) The maximum period of parental leave may be taken by either the employee exclusively or it may be shared between the employee and their partner either concurrently or consecutively. This applies whether or not one or both partners are employed by the employer.

Except as provided for in 10.15, Parental Leave is unpaid.

10.4 In cases of adoption of children of less than five years of age, parental leave shall be granted in terms of 10.2 and 10.3 above, providing the intention to adopt is notified to the employer immediately following advice from Child, Youth and Family to the adoptive applicants that they are considered suitable adoptive parents. Subsequent evidence of an approved adoption placement shall be provided to the employer's satisfaction.

10.5 Employees intending to take parental leave are required to give at least one month's notice in writing and the application is to be accompanied by a certificate signed by a registered medical practitioner or midwife certifying the expected date of delivery. The provision may be waived in the case of adoption.

10.6 The commencement of leave shall be in accordance with the provisions of the Parental Leave and Employment Protection Act 1987.

10.7 An employee absent on parental leave is required to give at least one month's notice to the employer of their intention to return to duty. When returning to work the employee must report to duty not later than the expiry date of such leave.

**NOTE:** It is important that employees are advised when they commence parental leave that, if they fail to notify the employer of their intention to return to work or resign, they shall be considered to have abandoned their employment.

10.8 Parental leave is not to be granted as sick leave on pay.

10.9 Job protection –

10.9.1 Subject to 10.10 below, an employee returning from parental leave is entitled to resume work in the same position or a similar position to the one they occupied at the time of commencing parental leave. A similar position means a position:

- a) at the equivalent salary, grading;
- b) at the equivalent weekly hours of duty;
- c) in the same location or other location within reasonable commuting distance; and
- d) involving responsibilities broadly comparable to those experienced in the previous position.

10.9.2 Where applicable, employees shall continue to be awarded increments when their incremental date falls during absence on parental leave.

10.9.3 Parental leave shall be recognised towards service-based entitlements, i.e.: annual leave and sick leave. However, parental leave will not contribute to Retiring Gratuities allowance calculations.

10.10 Ability to Hold Position Open

10.10.1 Where possible, the employer must, hold the employee's position open or fill it temporarily until the employee's return from parental leave. However, in the event that the employee's position is a "key position" (as contemplated in the Parental Leave and Employment Protection Act 1987), the employer may fill the position on a permanent basis.

10.10.2 Where the employer is not able to hold a position open, or to fill it temporarily until an employee returns from parental leave, or fills it permanently on the basis of it being a key position, and, at the time the employee returns to work, a similar position (as defined in 10.9.1 (a) above) is not available, the employer may approve one of the following options:

- a) an extension of parental leave for up to a further 12 months until the employee's previous position or a similar position becomes available; or
- b) an offer to the employee of a similar position in another location (if one is available) with normal transfer expenses applying; if the offer is refused, the employee continues on extended parental leave as in 10.10.2 (a) above for up to 12 months; or
- c) the appointment of the employee to a different position in the same location, but if this is not acceptable to the employee the employee shall continue on extended parental leave in terms of 10.10.2 (a) above for up to 12 months:

provided that, if a different position is accepted and within the period of extended parental leave in terms of 10.10.2 (a), the employee's previous position or a similar position becomes available, then the employee shall be entitled to be appointed to that position; or

- d) where extended parental leave in terms of 10.10.2 (a) above expires, and no similar position is available for the employee, the employee shall be declared surplus under clause 31 of this Agreement.

- 10.11 If the employee declines the offer of appointment to the same or similar position in terms of sub clause 10.9.1 above, parental leave shall cease.
- 10.12 Where, for reasons pertaining to the pregnancy, an employee on medical advice and with the consent of the employer, elects to work reduced hours at any time prior to confinement, then the guaranteed proportion of full-time employment after parental leave shall be the same as that immediately prior to such enforced reduction in hours.
- 10.13 Parental leave absence filled by temporary appointee - If a position held open for an employee on parental leave is filled on a temporary basis, the employer must inform the temporary appointee that their employment will terminate on the return of the employee from parental leave.
- 10.14 Employees on parental leave may from time to time and by agreement work occasional duties during the period of parental leave and this shall not affect the rights and obligations of either the employee or the employer under this clause.
- 10.15 Paid Parental Leave – Where an employee takes parental leave under this clause 10, meets the eligibility criteria in 10.2 (i.e. they assume or intend to assume the primary care of the child), and is in receipt of the statutory paid parental leave payment in accordance with the provisions of the Parental Leave and Employment Protection Act 1987 the employer shall pay the employee the difference between the weekly statutory payment and the equivalent weekly value of the employee’s base salary (pro rata if less than full time) for a period of fourteen (14) weeks.

The payment shall be made from the commencement of the parental leave and shall be calculated at the base rate (pro rata if applicable) applicable to the employee for the six weeks immediately prior to commencement of parental leave.

The payment shall be made only in respect of the period for which the employee is on parental leave and in receipt of the statutory payment if this is less than 14 weeks.

Where 10.3 (c) applies and both partners are employed by the DHB, the paid parental leave top up will be made to only one employee, being the employee who has primary care of the child.

- 10.16 Reappointment After Absence Due To Childcare
- a) Employees who resign to care for a dependent pre-school child or children may apply to their former employer for preferential appointment to a position which is substantially the same in character and at the same or lower grading as the position previously held.
  - b) Parental leave is a distinct and separate entity from absence due to childcare.
  - c) The total period of childcare absence allowed is four years plus any increases in lieu of parental leave. Longer absence renders a person ineligible for preferential appointment.
  - d) Persons seeking reappointment under childcare provisions must apply to the former employer at least three months before the date on which they wish to resume duties.
  - e) This application for reappointment must be accompanied by:
    - (i) The birth certificate of the pre-school child or children; and
    - (ii) A statutory declaration to the effect that the absence has been due to the care of a dependent pre-school child or children, that the four year maximum has not been exceeded, and that paid employment has not been entered into for more than 15 hours per week. Where paid employment has exceeded 15 hours per week the reappointment is at the CEO's discretion.

- f) The employer shall make every effort to find a suitable vacancy for eligible applicants as soon as their eligibility for preferential re-entry is established. Appointment to a position may be made at any time after the original notification of intention to return to work, provided the appointee agrees.
- g) Where:
  - (i) The applicant meets the criteria for eligibility; and
  - (ii) There exists at the time of notification or becomes available within the period up to two weeks before the intended date of resumption of duties a position which is substantially the same in character and at the same or lower grading as the position previously held; and
  - (iii) The applicant has the necessary skills to competently fill the vacancy; then the applicant under these provisions shall be appointed in preference to any other applicant for the position.
- h) Absence for childcare reasons will interrupt service but not break it.
- i) The period of absence will not count as service for the purpose of sick leave, annual leave, retiring leave or gratuities, long service leave or any other leave entitlement.

## **11 JURY SERVICE/WITNESS LEAVE**

- 11.1 Employees called on for jury service are required to serve. Where the need is urgent, the Employer may apply for postponement because of particular work needs, but this may be done only in exceptional circumstances.
- 11.2 An employee called on for jury service may elect to take annual leave, leave on pay, or leave without pay. Where annual leave or leave without pay is granted or where the service is performed during an employee's off duty hours, the employee may retain the juror's fees (and expenses paid).
- 11.3 Where leave on pay is granted, a certificate is to be given to the employee by the Employer to the effect that the employee has been granted leave on pay and requesting the Court to complete details of juror's fees and expenses paid. The employee is to pay the fees received to the employer but may retain expenses.
- 11.4 Where leave on pay is granted, it is only in respect of time spent on jury service, including reasonable travelling time. Any time during normal working hours when the employee is not required by the Court, the employee is to report back to work where this is reasonable and practicable.
- 11.5 Where an employee is required to be a witness in a matter arising out of his/her employment, he/she shall be granted paid leave at the salary rate consistent with their normal rostered duties. The employee is to pay any fee received to the Employer but may retain expenses.

## **12 LEAVE TO ATTEND MEETINGS**

- 12.1 The Employer shall grant paid leave (at ordinary rates) to employees required to attend formal meetings of registration body (except where the matter arises out of employment with another employer) and the PSA Board.
- 12.2 Paid leave shall also be granted where an employee is required to attend meetings of Boards or Statutory Committees provided that the appointment to the Board or Committee is by ministerial appointment.

- 12.3 Any remuneration received by the Employee for the period that paid leave was granted shall be paid to the Employer.

### **13 LONG SERVICE LEAVE**

- 13.1 An employee shall be entitled to long service leave of one week upon completion of a five year period of recognised service as defined in Clause 1.6. Such entitlement may be accrued. However, any service period for which a period of long service leave has already been taken or paid out shall not count towards this entitlement.
- 13.2 Long Service Leave will be paid for each week of leave on the same basis as annual leave (clause 6) in accordance with the Holidays Act 2003. This will be based on the employees FTE status at the time of taking the leave. Wherever practicable long service leave is to be taken in periods of not less than a week.
- 13.3 For the purposes of 13.1 recognised service shall be from 1 October 2008 unless the employee has an ongoing or grand-parented provision.
- For employees with an ongoing or grand-parented provision, the following shall apply. The employee shall accrue the entitlement in accordance with clause 13.1 above, with their service being deemed to commence, for the purpose of this calculation, on the date service was previously deemed to commence under the scheme. Any long service leave actually taken, shall be deducted from that entitlement and the residue shall become the remaining entitlement. That shall be added to any further accrual, with the leave being taken in accordance with clause 13.1 above.
- 13.4 Leave without pay in excess of three months taken on any one occasion will not be included in the 5 year qualifying period, with the exception of Parental Leave.
- 13.5 The employer shall pay out any long service leave to which the employee has become entitled but has not taken upon cessation of employment.
- 13.6 In the event of the death of an employee who was eligible for long service leave but has not taken the leave, any monies due will be paid to the deceased's estate.

### **14 LEAVE WITHOUT PAY**

Fulltime or part-time employees are able to take leave without pay, providing that such leave is mutually agreed between the employer and the employee and is in accordance with the employer's policy on leave without pay.

### **15 HEALTH & SAFETY**

- 15.1 The employer and employees shall comply with the provisions of the Health and Safety At Work Act 2015 and subsequent amendments. The parties to this agreement agree that employees should be adequately protected from any safety and health hazard arising in the workplace. All reasonable precautions for the health and safety of employees shall be taken, including the provision of protective clothing/ equipment (as per clause 17 of this MECA).
- 15.2 It shall be the responsibility of the employer to ensure that the workplace meets required standards and that adequate and sufficient safety equipment is provided.
- 15.3 It shall be the responsibility of every employee covered by this agreement to work safely and to report any hazards, accidents or injuries as soon as practicable to the appropriate person. It is a condition of employment that safety equipment and clothing required by the

employer is to be worn or used and that safe working practices must be observed at all times.

- 15.4 Attention is also drawn to the employer's policies and procedures on health and safety.
- 15.5 The employer recognises that to fulfil their function health and safety delegates require adequate training, time and facilities.
- 15.6 The parties to the Agreement recognise that effective Health and Safety Committees are the appropriate means for providing consultative mechanisms on Health and Safety issues in the work place.

## **16 ACCIDENTS – TRANSPORT OF INJURED EMPLOYEES**

- 16.1 Transport of injured employees – Where the accident is work-related and the injury sustained by the employee necessitates immediate removal to a hospital, or to a medical practitioner for medical attention and then to their residence or a hospital, or to their residence (medical attention away from the residence not being required), the DHB is to provide or arrange for the necessary transport, pay all reasonable expenses for meals and lodging incurred by or on behalf of the employee during the period she/he is transported, and claim reimbursement from ACC.

## **17 UNIFORMS, PROTECTIVE CLOTHING & EQUIPMENT**

- 17.1 Where the employer requires an employee to wear a uniform, it shall be provided free of charge, but shall remain the property of the employer.
- 17.2 Suitable protective clothing, including foot/ eye/ hearing protection, shall be provided at the employer's expense where the duty involves a risk of excessive soiling or damage to uniforms or personal clothing or a risk of injury to the employee. Note that the foot protection above includes the employer's instruction that the employee wear specific shoes for infection control purposes. Where the employer and employee agree, the employee may purchase appropriate protective clothing/footwear and the employer will reimburse actual and reasonable costs.
- 17.3 Damage to personal clothing – An employee shall be reasonably compensated for damage to personal clothing worn on duty or reimbursed dry cleaning charges for excessive soiling to personal clothing worn on duty, provided the damage or soiling did not occur as a result of the employee's negligence, or failure to wear the protective clothing provided. Each case shall be determined on its merits by the employer.

## **18 REFUND OF ANNUAL PRACTISING CERTIFICATE AND CERTIFICATE OF COMPETENCY FEES**

- 18.1 Where an employee is required by law to hold an annual practising certificate, the cost of the certificate shall be met by the employer provided that:
  - a) It must be a statutory requirement that a current certificate be held for the performance of duties.
  - b) The employee must be engaged in duties for which the holding of a certificate is a requirement.
  - c) Any payment will be offset to the extent that the employee has received a reimbursement from another employer.
  - d) The Employer will only pay one APC unless there are operational requirements for an employee to maintain multiple APCs.

18.2 Where the employer requires employees to hold a competency certificate issued by a professional association, the employer will reimburse the associated fees incurred.

**19 PROFESSIONAL ASSOCIATION FEES**

19.1 Employees will be reimbursed (on presentation of official receipts) the membership fee of no more than one professional association per annum (as listed below) up to the maximum level set out below if:

- a) the membership is directly relevant to the employee’s duties; and
- b) the professional association does not act as the acting union for its members. Where an association does become the acting union, it will be removed from the list.

19.2 The parties will review the composition of this list and the amounts payable at each negotiation. The list may be amended as agreed by the parties.

19.3 Provided that, if the employee also works for another organisation or in private practice, the employer will only be required to pay the amount on a pro-rata basis.

Human Genetic Society of Australasia & SIGs	\$400
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19.4 Some collective agreements or DHB policies, in place prior to the commencement of this MECA, have professional association fee provisions that are more favourable than those outlined above. Where more favourable conditions exist, these shall continue to apply.

**20 PROFESSIONAL DEVELOPMENT, EDUCATION & TRAINING LEAVE**

Professional development is a way of valuing staff and is essential to the maintenance and development of a quality and efficient service. Staff maintaining and developing their roles is critical to the delivery of effective client care.

The objective of this clause is to ensure that the investment in training and development is commensurate with other groups similar to allied, public health and technical groups employed by the DHB, that existing provisions are protected, and that PSA members are not disadvantaged compared to other employees whose entitlements continue during times of fiscal restraint.

**20.1 Performance Appraisal and Professional Development Plans**

20.1.1 Performance appraisal will be conducted annually and will record an agreed professional development plan. Participation in an annually agreed professional development plan is mutually beneficial and is a shared responsibility of the employee and her/his manager. The plan should:

- a. Link to the employee’s current position;
- b. Align with the employee’s career goals;
- c. Align with the strategic direction and/or service plans of the DHB;
- d. Where applicable, assist the employee to meet the regulatory requirements to maintain professional competence;
- e. Provide information and advice to employees regarding sources of and access to professional development funds/entitlements;
- f. Require that employees share the knowledge and expertise gained from professional development as appropriate.

20.1.2 The allocation of professional development funds/ study leave will be agreed prospectively wherever practicable and will be based on the principles of transparency, fairness and consistency and link to annual performance appraisal.

20.1.3 Where an individual application for professional development, education or training leave and/or other support is declined by the manager, the employee must be given reasons for that decision as part of the response.

#### Review Process

Where an employee is dissatisfied with the outcome of their training and development application they have the right to ask the manager's manager to formally review the decision within 1 month.

### 20.2 Training Plans

20.2.1 Each DHB in consultation with PSA, will develop a training and development plan covering PSA members. The plans will:

- a) be designed to meet the requirements of the DHB and advance employee's individual skill and competence relevant to the service needs; and
- b) comply with the professional development, education & training leave clauses in this agreement ensuring that information is be provided to employees regarding sources of and access to funds/entitlements.

### 20.3 Reporting Timeframes and Process

In individual Local Engagement Forums, the DHB and PSA representatives will agree professional development items that can be reported on and the reporting frequency of this information necessary to enable the parties to review the operation of the DHB's Training Plan.

### 20.4 Existing Entitlements, Consolidated Funds and Scholarships

The parties acknowledge that a range of professional development entitlements exist across the DHBs and include consolidated funds, individual entitlements and non-specified provisions. The grants, scholarships, reimbursement and leave practices in existence prior to 1 October 2008 shall continue in place in DHBs where they apply.

20.5 The parties acknowledge that monitoring the application of these provisions is of mutual interest and arrangements shall be in place locally to ensure that these principles are consistently applied and that the needs of each party are met.

## 21 POLICIES AND PROCEDURES

21.1 All employees covered by the Agreement shall comply with the employer's policies and procedures in force from time to time, to the extent that such policies and procedures are not inconsistent with the terms and conditions of this Agreement.

21.2 The union will be consulted regarding any additions/amendments to those policies and procedures, where such additions/amendments have a material effect on employees' conditions of employment. Failure to consult shall not void any additions/amendments.

## 22 INSURANCE PROTECTION

Insurance protection for employees travelling on work related business is provided in accordance with the DHB's insurance policy. The provisions of the insurance policy are available through the Human Resources department.

## **23 TRAVELLING EXPENSES AND INCIDENTALS**

- 23.1 When travelling on employer business, the employee will be reimbursed for costs on an actual and reasonable basis on presentation of receipts, including staying privately.
- 23.2 Employees who are instructed to use their motor vehicles on employer business shall be reimbursed in accordance with the IRD mileage rates as promulgated from time to time. Any change to this rate shall be effective from the first pay period following the date of promulgation by the IRD.
- 23.3 Relocation Expenses  
Employees may be reimbursed relocation expenses in accordance with the employer's relocation policy.

## **24 INDEMNITY INSURANCE**

- 24.1 The employer agrees to indemnify employees for legal liability for costs and expenses, including legal representation where required, in respect of claims, actions or proceedings brought against the employer and/or employees arising in respect of any:
- Negligent act, or
  - Error, or
  - Omission
- Whilst acting in the course of employment.
- 24.2 Employees will not be covered where such claim, action or proceeding:
- arises from any willful or deliberate act, or
  - is restricted solely to any disciplinary proceedings being taken by the governing registration body and/or professional association, or
  - relates to activities undertaken by the employee that are outside the scope of the employment agreement with the employer, or
  - relates to activities undertaken by the employee that are outside the scope of practice or the employees' position and/or profession.
- 24.3 Provided that any such reasonable costs or expenses are first discussed with the employer before they are incurred. If the employee or the employer identifies a conflict of interest, the DHB will provide and pay for independent legal representation for both parties.

## **25 EMPLOYEE ACCESS TO PERSONAL INFORMATION**

Employees are entitled to have access to their personal file in accordance with the Organisation's procedures.

## **26 SUPERANNUATION**

Unless an employee is already receiving an employer contribution to a superannuation scheme, when an employee becomes (or where an employee is already) a member of a KiwiSaver scheme (as defined in the KiwiSaver Act 2006), the employer agrees to make an employer contribution to the employee's KiwiSaver scheme in accordance with the requirements of the KiwiSaver Act 2006.

**27 WORKING BETTER TOGETHER****27.1 Deduction of PSA Subscriptions**

The employer shall deduct employee PSA fees from the wages/ salaries of employees when authorised in writing by members and shall remit such subscriptions to the PSA at agreed intervals. A list of members shall be supplied by the PSA to each DHB on request.

**27.2 Union Meetings**

27.2.1 The employer shall allow every employee covered by this collective agreement to attend, on ordinary pay, two meetings (each of a maximum of two hours' duration) of their union in each year (being the period beginning on the 1st day of January and ending on the following 31st day of December). This is inclusive of any statutory entitlement.

27.2.2 The union shall give the employer at least 14 days' notice of the date and time of any meeting to which sub-clause 29.2.1 of this clause applies.

27.2.3 The union shall make such arrangements with the employer as may be necessary to ensure that the employer's business is maintained during any meeting, including, where appropriate, an arrangement for sufficient employees to remain available during the meeting to enable the employer's operation to continue.

27.2.4 Work shall resume as soon as practicable after the meeting, but the employer shall not be obliged to pay any employee for a period greater than two hours in respect of any meeting.

27.2.5 Only employees who actually attend a union meeting shall be entitled to pay in respect of that meeting and to that end the union shall supply the employer with a list of employees who attended and shall advise the employer of the time the meeting finished.

**27.3 Delegates/Union Workplace Representatives**

27.3.1 Delegate means an employee who is nominated by the employees, who is covered by this CA and who is elected to act on the PSA's behalf. The managers shall be advised of the delegates' names.

27.3.2 The employer accepts that elected delegates are the recognised channel of communication between the union (PSA) and the employer in the workplace.

27.3.3 To enable the delegates to effectively carry out their role, including the promotion and facilitation of the objectives outlined in the statement of intent, sufficient time off should be available during working hours, subject to the employer's service requirements.

27.3.4 Prior approval for such activity shall be obtained from the manager in the area and such approval shall not be unreasonably withheld. PSA in return acknowledges that adequate notice shall be provided to the employer where possible.

**27.4 Leave to Attend Employment Relations' Education Leave**

27.4.1 Employers shall grant paid Employment Relations Education Leave to members of the PSA covered by the Agreement in accordance with the provisions of Part 7 of the Employment Relations Act 2000. The purpose of this leave is for improving relations among unions, employees and the employer and for promoting the object of the Act.

27.4.2 EREL: the number of days education leave granted is based on the formula of 35 days for the first 281 employees (employees covered by this document who have authorised the PSA to act on their behalf) and a further 5 days for every 100 full time equivalent (defined as an employee who works 30 hours or more per week) eligible employees or part of the number which exceeds 280.

27.4.3 The PSA shall send a copy of the programme for the course and the names of employees attending, at least 28 consecutive days prior to the course commencing.

27.4.4 The granting of such leave shall not be unreasonably withheld taking into account continuing service needs.

## 27.5 Right of Entry

The authorised officers of the union shall, with the consent of the employer (which consent shall not be unreasonably withheld) be entitled to enter at all reasonable times upon the premises for the purposes of union business or interviewing any union member or enforcing this Agreement, including where authorised access to wages and time records, but not so as to interfere unreasonably with the employer's business.

## 28 CONSULTATION, CO-OPERATION AND MANAGEMENT OF CHANGE

Note For change that potentially impacts more than one DHB please be aware of the alternative approach set out in Appendix H.

### 28.1 Statement of Intent

It is recognised that ongoing changes are necessary to ensure the continuing quality of health services. These changes can be unsettling for staff.

The employer will consult when introducing change in order to seek solutions that consider the interests of the various groups involved. Information will be shared freely within the organisation and will be communicated in time for affected employees (and the PSA) to be involved in the consultative process.

All participants in the process have an equally valuable contribution to make to the process of managing change. A partnership in this process is highly desired.

### 28.2 Management of Change

28.2.1 The parties to this collective agreement accept that change in the health service is necessary in order to ensure the efficient and effective delivery of health services. They recognise a mutual interest in ensuring that health services are provided efficiently and effectively, and that each has a contribution to make in this regard.

28.2.2 Regular consultation between the employer, its employees and the union is essential on matters of mutual concern and interest. Effective communication between the parties will allow for:

- a) improved decision making;
- b) greater cooperation between employer and employees; and
- c) a more harmonious, effective, efficient, safe and productive workplace.

- 28.2.3 Therefore, the parties commit themselves to the establishment of effective and ongoing communications on all employee relations matters.
- 28.2.4 The employer accepts that employee delegates are a recognised channel of communication between the union and the employer in the workplace.
- 28.2.5 Prior to the commencement of any significant change to staffing, structure or work practices, the employers will identify and give reasonable notice to employees who may be affected and to the PSA to allow them to participate in the consultative process so as to allow substantive input.
- 28.2.6 Reasonable paid time off shall be allowed for employee delegates to attend meetings with management and consult with employees to discuss issues concerning management of change and staff surplus.
- 28.2.7 Prior approval of such meetings shall be obtained from the employer and such approval shall not be unreasonably withheld.

### 28.3 Participation

Partnership for Quality relies on the participation of PSA members in decisions that affect their working lives. To be meaningful participation requires active involvement of the union in decision-making, (not just consultation on decisions already made) and workers having real influence over their working environment.

Partnership for Quality is underpinned by the principles contained in Appendix H.

The working relationship between the parties is based on principles that deliver constructive, timely and meaningful engagement between the parties around issues of common interest. In doing this the parties recognise each party has their individual objectives.

- 28.3.1 Consultation involves the statement of a proposal not yet finally decided upon, listening to what others have to say, considering their responses and then deciding what will be done. Consultation clearly requires more than mere prior notification.
- 28.3.2 The requirement for consultation should not be treated perfunctorily or as a mere formality. The person(s) to be consulted must be given sufficient opportunity to express their view or to point to difficulties or problems. If changes are proposed and such changes need to be preceded by consultation, the changes must not be made until after the necessary consultation has taken place.
- 28.3.3 Both parties should keep open minds during consultation and be ready to change. Sufficiently precise information must be given to enable the person(s) being consulted to state a view, together with a reasonable opportunity to do so – either orally or in writing.
- 28.3.4 Consultation requires neither agreement nor consensus, but the parties accept that consensus is a desirable outcome.
- 28.3.5 However, the final decision shall be the responsibility of the employer.
- 28.3.6 From time to time directives will be received from government and other external bodies, or through legislative change. On such occasions, the consultation will be related to the implementation process of these directives.
- 28.3.7 The process of consultation for the management of change shall be as follows:
  - a) The initiative being consulted about should be presented by the employer as a “proposal” or “proposed intention or plan” which has not yet been finalised.
  - b) Sufficient information must be provided by the employer to enable the party/parties consulted to develop an informed response.

- c) Sufficient time must be allowed for the consulted party/parties to assess the information and make such response, subject to the overall time constraints within which a decision needs to be made.
- d) Genuine consideration must be given by the employer to the matters raised in the response.
- e) The final decision shall be the responsibility of the employer.

The above process shall be completed prior to the implementation of clause 31.4.

#### 28.4 Staff Surplus

- 28.4.1 When as a result of the substantial restructuring of the whole, or any parts, of the employer's operations; either due to the re-organisation, review of work method, change in plant (or like cause), the employer requires a reduction in the number of employees, or, employees can no longer be employed in their current position, at their current grade or work location (i.e. the terms of appointment to their present position), then the options in sub-clause 31.4.4 below shall be invoked and decided on a case by case basis in accordance with this clause.
- 28.4.2 Notification of a staffing surplus shall be advised to the affected employees and their Union at least one month prior to the date of giving notice of severance to any affected employee. This date may be varied by agreement between the parties. During this period, the employer and employee, who can elect to involve their Union Representative, will meet to agree on the options appropriate to the circumstances. Where employees are to be relocated, at least three months' notice shall be given to employees, provided that in any situation, a lesser period of notice maybe mutually agreed between the employee and the employer where the circumstances warrant it (and agreement shall not be unreasonably withheld).
- 28.4.3 The following information shall be made available to the Union representatives:
  - a) the location/s of proposed surplus
  - b) the total number of proposed surplus employees
  - c) the date by which the surplus needs to be discharged
  - d) the positions, grading, names and ages of the affected employees who are union members
  - e) availability of alternative positions in the DHB.

On request the Union representative will be supplied with relevant additional information where available.

#### 28.4.4 Options

The following are the options to be applied in staff surplus situations:

- a) Reconfirmed in position
- b) Attrition
- c) Redeployment
- d) Retraining
- e) Severance

Option (a) will preclude employees from access to the other options. The aim will be to minimise the use of severance. When severance is included, the provisions in subclause 31.4.9 will be applied as a package.

#### 28.4.5 Reconfirmed in position

Where a position is to be transferred into a new structure in the same location and grade, where there is one clear candidate for the position, the employee is to be confirmed in it. Where there is more than one clear candidate the position will be advertised with appointment made as per normal appointment procedures.

#### 28.4.6 Attrition

Attrition means that as people leave their jobs because they retire, resign, transfer, die or are promoted then they may not be replaced. In addition or alternatively, there may be a partial or complete freeze on recruiting new employees or on promotions.

#### 28.4.7 Redeployment

- a) Employees may be redeployed to an alternative position for which they are appropriately trained (or training may be provided). Any transfer provisions will be negotiated on an actual and reasonable basis.

Where the new job is at a lower salary, an equalisation allowance will be paid to preserve the salary of the employee at the rate paid in the old job at the time of redeployment. The salary can be preserved in the following ways:

- b) lump sum to make up for the loss of basic pay for the next two years (this is not abated by any subsequent salary increases); or
- c) an ongoing allowance for two years equivalent to the difference between the present salary and the new salary (this is abated by any subsequent salary increases).
- (i) Where the new job is within the same local area and extra travelling costs are involved, actual additional travelling expenses by public transport shall be reimbursed for up to 12 months.
  - (ii) The redeployment may involve employees undertaking some on-the-job training.

#### 28.4.8 Retraining

Where a skill shortage is identified, the employer may offer a surplus employee retraining to meet that skill shortage with financial assistance up to the maintenance of full salary plus appropriate training expenses. It may not be practical to offer retraining to some employees identified as surplus. The employer needs to make decisions on the basis of cost, the availability of appropriate training schemes and the suitability of individuals for retraining.

If an employee is redeployed to a position which is similar to his/her previous one, any retraining may be minimal, taking the form of on-the-job training such as induction or in-service education. Where an employee is deployed to a new occupation or a dissimilar position the employer should consider such forms of retraining as in-service education, block courses or night courses at a technical institute, nursing bridges programmes, etc.

#### 28.4.9 Severance

Payment will be made in accordance with the following:

- a) "Service" for the purposes of this subclause means total aggregated service with the employing DHB, its predecessors or any other DHB, but excludes any service with any DHB or their predecessor which has been taken into account for the purposes of calculating any entitlement to a redundancy/severance/early retirement or similar payment from any other DHBs or their predecessors. Employees who commenced employment with the current employing DHB prior to 1 October 2008 will retain pre-existing severance provisions, which are more favourable than those in this clause.

- b) 8.33 per cent of base salary (T1 rate only) for the preceding 12 months, in lieu of notice. This payment shall only be made where the requisite notice cannot be given. Notice that is of a lesser period than required by this document shall require the employer to pay an amount proportionate to the ungiven period of notice. This payment is regardless of length of service; and
- c) 12 per cent of base salary (T1 rate only) for the preceding 12 months, or part thereof for employees with less than 12 months' service; and
- d) 4 per cent of base salary (T1 rate only) for the preceding 12 months multiplied by the number of years of service minus one, up to a maximum of 19; and
- e) Where the period of total aggregated service is less than 20 years, 0.333 per cent of basic salary (T1 rate only) for the preceding 12 months multiplied by the number of completed months in addition to completed years of service.
- f) A retiring gratuity or service payment if applicable (the retiring gratuity provision in the regional MECA that preceded this Agreement shall apply including, where applicable, the provisions that relate to employees with less than 10 years', eight years' and five years' service). The parties note that not all DHBs had retirement gratuity provisions in the regional MECAs that preceded this Agreement).
- g) Outstanding annual leave and long service leave may be separately cashed up.
- h) Where there is an offer of redeployment to reduced hours, an employee may elect to take a pro-rata compensatory payment based on the above severance calculation.
- i) Nothing in this agreement shall require the employer to pay compensation for redundancy where as a result of restructuring, and following consultation, the employee's position is disestablished, and the employee declines an offer of employment that is on terms that are:
  - the same as, or no less favourable, than the employee's conditions of employment; and
  - in the same capacity as that in which the employee was employed by the employer, or
  - in any capacity in which the employee is willing to accept

#### 28.4.10 Job Search

Employees will be assisted to find alternative employment by being able to have a reasonable amount of time off work to attend job interviews without loss of pay. This is subject to the team leader/manager being notified of the time and location of the interview before the employee is released.

#### 28.4.11 Counselling

Counselling for the employee and their family will be made available as necessary.

#### 28.4.12 Change of Ownership

Where an employee's employment is being terminated by the employer by reason of the sale or transfer of the whole or part of the employer's business, nothing in this agreement shall require the employer to pay compensation for redundancy to the employee if:

- a) The person acquiring the business, or the part being sold or transferred -
  - (i) has offered the employee employment in the business or the part being sold or transferred; and
  - (ii) has agreed to treat service with the employer as if it were service with that person and as if it were continuous; and

- b) The conditions of employment offered to the employee by the person acquiring the business or the part of the business being sold or transferred are the same as, or are no less favourable than, the employee's conditions of employment, including:
  - (i) any service related conditions; and
  - (ii) any conditions relating to redundancy; and
  - (iii) any conditions relating to superannuation -  
under the employment being terminated; and
- c) The offer of employment by the person acquiring the business or the part of the business being sold or transferred is an offer to employ the employee in that business or part of the business either:
  - (i) in the same capacity as that in which the employee was employed by the Employer, or
  - (ii) in any capacity that the employee is willing to accept.
- d) Where the person acquiring the business does not offer the employee employment on the basis of a, b and c above, the employee will have full access to the staff surplus provisions.

#### 28.4.13 Employee Protection Provisions

The parties acknowledge that Section 69M of the Employment Relations Act 2000 requires all collective agreements to contain provisions in relation to the protection of employees where their employer's business is restructured. It is agreed that these provisions exist within the current collective agreement (e.g. Clause 31.2 Management of Change and Clause 31.4.12 Change of Ownership) or by virtue of the statutory provisions set out in Sections 19, 20 and 21 of Schedule 1B of the Employment Relations Act 2000.

## 29 RETIRING GRATUITIES

The retiring gratuity provisions that applied in the regional MECAs that preceded this Agreement shall continue to apply. See Appendix B

## 30 ENDING EMPLOYMENT

### 30.1 Notice Period

30.1.1 The employee/employer may terminate the employment agreement with four weeks' written notice, unless otherwise negotiated with the employer. Agreement for a shorter notice period will not be unreasonably withheld. When the agreed notice is not given, the unexpired notice may be paid or forfeited by the party failing to give the agreed notice.

30.1.2 This shall not prevent the employer from summarily dismissing any employee without notice for serious misconduct or other good cause in accordance with the employing DHB's disciplinary procedures and/or rules of conduct.

### 30.2 Abandonment of Employment

An employee absent from work for three consecutive working days without notification to the employer or without appropriate authorisation from the employer will be considered by the employer as having terminated their employment without notice, unless the employee is able to show they were unable to fulfil their obligations under this section through no fault of their own. The employer will make all reasonable efforts to contact the employee during the three days period of unnotified absence.

### 31 HARASSMENT PREVENTION

- 31.1 Employees should refer in the first instance to the provisions and procedures specified in the employer's Harassment Policy. The employee's attention is also drawn to clause 35- Employment Relationship Problems. Harassment can take many forms, including sexual harassment, bullying, racial harassment, violence, and other forms of intimidating behaviour.
- 31.2 Guidelines for Supervisors and Guidelines for Complainants are available from the Human Resources Department.

### 32 EMPLOYMENT RELATIONSHIP PROBLEMS:

These include such things as personal grievances, disputes, claims of unpaid wages, allowances or holiday pay.

#### Let The Employer Know

Employees who have a problem in their employment should let the employer know so that the problem can be resolved in a timely manner. In most cases employees will be able to approach their manager to talk the issue through and reach an agreement. HR can help with this process. However, it is recognised that sometimes employees may not feel comfortable in approaching their manager or an agreement may not be able to be reached. If this is the case, employees may wish to contact a PSA delegate or organiser to get advice or assistance.

#### Representation

At any stage PSA members are entitled to have appropriate PSA representation working on their behalf.

The PSA Organising Centre is on-line between 8:30am and 5:00pm, Monday to Friday.

Freephone	0508 FOR PSA 0508 367 772
Email	<a href="mailto:enquiries@psa.org.nz">enquiries@psa.org.nz</a>
Website	<a href="http://www.psa.org.nz">www.psa.org.nz</a>

The employer will work with the employee and the PSA to try and resolve the problem. The employer can also choose to have a representative working on its behalf.

#### Mediation Services

If the problem continues employees have the right to access the Mediation Service. The mediators are employed by the Employment Relations Service as one of a range of free services to help people to resolve employment relationship problems quickly and effectively. The mediators will help the parties decide on the process that is most likely to resolve problems as quickly and fairly as possible.

Employees can ask their union organiser/delegate to provide assistance in accessing this service. Alternatively, the Mediation Service can be contacted on 0800 800 863.

#### Employment Relations Authority

If the parties are still unable to resolve the workplace problem, employees can apply to the Employment Relations Authority (ERA) for assistance. The ERA is an investigative body that operates in an informal way, although it is more formal than the Mediation Service. The ERA looks into the facts and makes a decision based on the merits of the case, not on legal technicalities.

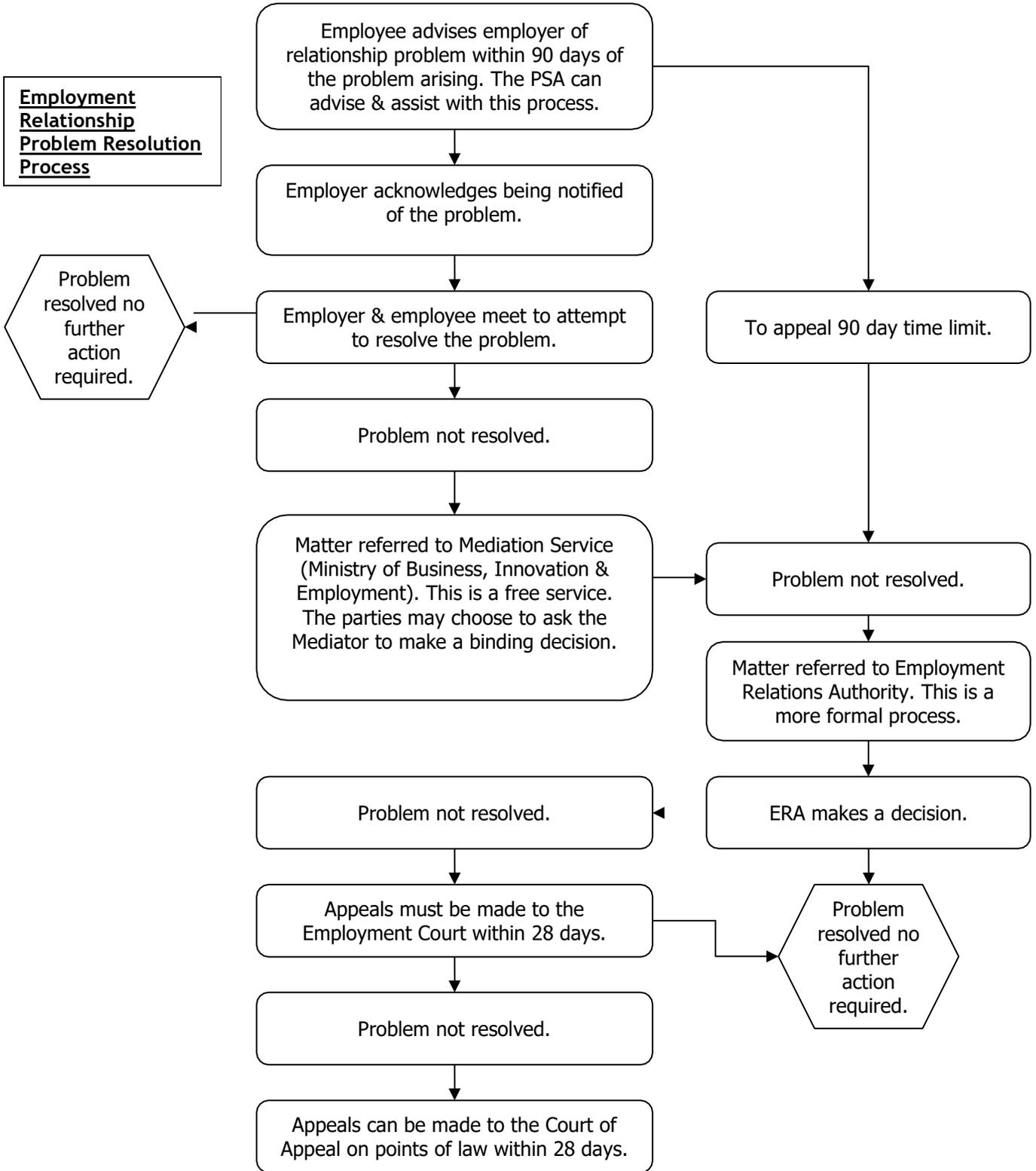
Again employees can ask a union organiser to provide assistance in accessing this service.

## Personal Grievances

Employees may feel that they have grounds for raising a personal grievance with the employer (for unjustified dismissal, unjustifiable disadvantage, discrimination, duress, sexual or racial harassment). If this is the case, employees need to raise their grievance within 90 days of the action occurring or the grievance coming to their notice. If the grievance is not raised to the employer's attention within this timeframe the employee's claim may be out of time.

If the employee's grievance is raised out of time, the employer can choose to accept the later grievance or to reject it. If the employer chooses to reject it, the employee can ask the ERA to grant leave to raise the grievance out of time.

The employee's grievance needs to be raised with the employer so that the employer knows what it is about and can try to work to resolve it. The employee can verbally advise the employer or put the grievance in writing. The employee's PSA delegate or organiser can help with this process. Once the employer knows of the employee's grievance, the employer is able to respond to the expressed concerns.



### **33 VARIATION TO COLLECTIVE AGREEMENT**

This Agreement may be varied in writing by the signed agreement between the employers and the PSA, subject to their respective ratification processes. Any variation will apply only to those employees directly affected. Employees are “directly affected” only if their terms of employment will be altered as a result of the proposed variation. At the time of entering into this agreement, the employers’ ratification process requires the signature of all employer parties.

Notwithstanding the above, new models of service provision/care may be trailed at the local level by written agreement between the relevant local management and union officials. Such agreed trials may modify the operation of identified clauses in the MECA for the defined period of the trial without the need for formal variations to the MECA. There is no obligation to propose, or to agree to, a trial, nor does the agreement to the trial compel either party to subsequently agree to make the changes on a permanent basis.

### **34 SAVINGS**

Except as specifically varied by this Agreement, nothing in this Agreement shall operate so as to reduce the wages and conditions of employment applying to any employee at the date of this Agreement coming into force.

The parties acknowledge that all matters discussed during the negotiation of this Agreement have been dealt with, and where intentionally deleted, the savings clause does not apply.

Further, provisions from previous agreements that are to continue to apply have been recorded by way of letter provided to the union by the employer concerned.

### **35 NON- WAIVER UNDERSTANDING**

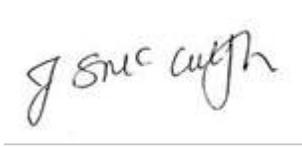
Failure by either party to enforce any right or obligation with respect to any matter arising in connection with this Agreement shall not constitute a waiver as to that matter, or any other matter, either then or in the future.

### **36 TERM OF DOCUMENT**

This agreement shall be deemed to have come into force on 31 October 2020 and expire on 1 February 2022

Signed this 1 August 2021

For an on behalf of the PSA:



Sue McCullough  
PSA National Organiser DHBs

For and on behalf of the employer parties:

	 5/7/2021
Fionnagh Dougan Chief Executive Officer Capital & Coast and Hutt Valley District Health Boards	Ailsa Claire Chief Executive Officer Auckland District Health Board

## Appendix A - Agreement For Bipartite Relationship Framework

### Purpose

The purpose of this Agreement is to provide a national framework in conjunction with the strategic direction and leadership of the HSRA to:

- 1) Support national and local bipartite structures
- 2) Achieve healthy workplaces
- 3) Constructively engage in change management processes
- 4) Provide for dispute and problem resolution

### The BRF seeks to:

- take shared responsibility for providing high quality healthcare on a sustainable basis;
- ensure the parties' dealings with each other are in accord with the principles of good faith and are characterised by constructive engagement based on honesty, openness, respect and trust;
- promote productive and effective relationships;
- assist in the delivery of a modern, sustainable, high quality and healthy workforce
- align the principles, processes, procedures and goals adopted under this framework with those agreed by the Health Sector Relationship Agreement;
- improve decision making and inter party cooperation;
- co-ordinate the trialing, and where appropriate, introduction of innovative initiatives which will improve healthcare delivery; and
- ensure that all collective agreements reached between the parties are applied fairly, effectively and consistently in all District Health Boards.

### The principles of the relationship framework:

The parties acknowledge that they must work cooperatively to achieve their overarching goal of maintaining and advancing a DHB workforce which provides high quality healthcare on a sustainable basis to the New Zealand population.

The parties agree that they will:

- To the extent they are capable, provide appropriate health care to the communities they serve in an efficient and effective manner.
- To the extent they are capable, ensure the availability and retention of an appropriate trained and educated workforce both now, and in the future.
- Promote the provision of a safe, healthy and supportive work environment where the recommendations of the "Safe Staffing and Healthy Workplaces Committee of Inquiry" are evident.

- Recognise the environmental and fiscal pressures which impinge upon the parties and work practices and accept the need to constantly review and improve on productivity, cost effectiveness and the sustainable delivery of high quality health services.
- Commit to making decisions that will be reached through genuine consultation processes
- Be good employers and employees.
- To the extent they are capable, ensure workforce planning, rosters and resources meet patient and healthcare service requirements, whilst providing appropriate training opportunities and a reasonable work/life balance.
- Recognise the interdependence and value of all the contributions of the health workforce, their collegiality and the need for a team approach to the delivery of health care.
- Accept that all parties have responsibilities, obligations and accountability for their actions.
- Accept that the need to deploy resources appropriately may lead to a review of traditional job functions, the reallocation or substitution of tasks.
- Work towards enhanced job satisfaction for all employees.

### **1) Supporting national and local bipartite structures**

#### **Bipartite Action Group (BAG)**

These structures substitute any existing comparable bi-partite structures.

#### *National Bipartite Action Group (National BAG)*

This relationship framework, and the undertaking of activities required by it, shall be overseen by a committee of representatives of the parties, known as the Bipartite Action Group (BAG). The parties will decide their respective membership with members representing NZNO, SFWU, PSA members and DHBs. All parties will have representatives at the National BAG meetings with sufficient status to enter into agreement on matters raised. BAGs will be chaired on a rotational basis by DHBs and the union parties. Both the DHBs and union parties will have the same number of votes with union parties deciding how their voting rights will be determined.

The committee will meet through voice and or video conferencing as required and hold face to face meetings at periods to be agreed but no less frequently than quarterly. DHBs are required to support the functioning of the BAG through ensuring parties are able to be released from other duties for this purpose.

The BAG will as necessary advise and participate in the work programme and or other initiatives of the Health Sector Relationship Agreement. It will determine the process on resolving individual and collective union and DHB issues. These will include implementation, application and interpretation issues that have a national relevance. It will also be the responsibility of the National BAG to support the ongoing activity of Local BAGs and to deal with any issues that are submitted from these groups through regular reports. The National BAG will agree on processes for its own operation and will circulate them as guidelines for Local BAGs.

All parties to the relationship have an interest in promoting the work of the BAG and will in the first instance seek to agree on the content and form of any communications relating to the work of the BAG. . BAG may develop proposals / projects for the improvement of workforce practices and planning involving the DHB health workforce or receive such initiatives from others.

Secretarial services shall be provided by TAS.

*Local BAGs*

Where they do not already exist, a BAG will be established in each DHB. The local BAG will provide a forum for workers and their union to engage in discussions and decision making on matters of common relevance. This will not prevent unions discussing individual issues with the DHB directly. But where the issue/s have relevance to more than one union all relevant parties should have the opportunity to be present and be part of the decision making process. Issues discussed at local level should be focused on improving productivity and efficiency of the DHB and instigating local change that will benefit the parties in the effective running of the DHB and wellbeing of employees.

**2) Healthy workplaces**

This BRF supports the principles and joint work contained in the Healthy Workplaces Agreement.

**3) Change Management:**

This clause provides a change management approach, and national oversight arrangements for management of change.

This approach is to be used where the change is multi-dimensional and will challenge the ability of existing change management clauses in this agreement to respond efficiently and effectively; and where the proposed change will impact at one or more of the following levels:

- a) Nationally,
- b) Regionally,
- c) Across a number of DHBs, impacting on one or more unions,
- d) Where changes are likely to result to the structure of employment relationships in the sector.

Either party may also make a request to the HSRA steering group to use this process. All parties to the HSRA steering group must then agree/disagree whether this approach is appropriate. If it is agreed to use this process, the issue will effectively be placed with the HSRA Change Management Framework (CMF) sub-committee.

The CMF sub-committee will include union and DHB representatives appropriate to the change initiative.

The CMF sub-committee is tasked with making a considered decision on the processes to be used in the implementation of the policy or initiative and will provide a forum to decide the appropriate process for the change management.

The CMF sub-committee will ensure the change to be implemented in a coordinated fashion at the appropriate level across the sector and involve appropriate stakeholders as each situation requires.

Where this clause has been used, it will be considered to meet the requirements for consultation as detailed in this agreement. {refer to specific MECA and CEA sub clauses}

**4) Disputes and problem resolution**

The parties accept that differences are a natural occurrence and that a constructive approach to seeking solutions will be taken at all times. The object of this clause is to encourage the National BAG to work cooperatively to resolve any differences and share in the responsibility for quality outcomes.

When a consensus decision on interpretation of an agreement has been reached at the national, BAG the decision will be formally captured and signed by the parties and will be binding on all parties from that time.

Any matter that cannot be resolved will be referred by the BAG to a mutually agreed third party who will help facilitate an agreement between the parties. Failing identification of a mutually acceptable third party, the matter shall be referred to the Mediation Service of the Ministry of Business, Innovation, and Employment (MBIE) (or its successors) to appoint someone.

In the event that the parties cannot reach an agreed solution and unless the parties agree otherwise, after no less than two facilitation meetings, the third party will, after considering relevant evidence and submissions, provide a written but non-binding recommendation to the parties.

Nothing in this agreement shall have the effect of restricting either party's right to access statutory resolution processes and forums such the Employment Relations Authority or the Employment Court or seek other lawful remedies.

## Appendix B –DHB Specific Allowances

### Sick leave

The following Sick Leave provisions apply to all Capital & Coast DHB employees covered by this agreement

- 1.1. Absence from work due to sickness or injury is covered by the employer's Wellness Policy. The following is a summary of the provisions in the policy. The policy must be referred to for further details.
- 1.2. When an employee is absent from work due to sickness or injury the following provisions will apply, depending on whether the absence is due to sickness, work related injury or non work-related injury.
- 1.3. During the first six calendar months of service an employee shall be entitled to a maximum of ten days' sick leave on pay.
- 1.4. After completing six months' continuous service an employee, if ill, is able to take such time off work on pay as is necessary to recover from illness and return to work.
- 1.5. An employee who is absent for reasons of ill health beyond three consecutive working days may be required to supply a medical certificate to the manager, setting out the date by which the employee will be expected to return to work. A medical certificate and Health Workforce Team review may be requested if there is any suspicion of abuse of the policy.
- 1.6. If absence is long-term in nature the employee shall be entitled to full ordinary pay for up to six months, subject to a full review and decision making process.
- 1.7. The Wellness Policy may be subject to review and alteration by the employer, after appropriate consultation, provided that any alteration/termination may only occur after the term of this collective agreement. In the event of termination, the previous sick leave provisions as provided for in the Collective Employment Contract 1 March 2000 to 28 February 2001 will be reinstated.
- 1.8. Partial absence due to illness or injury not covered by ACC by employees will be recorded in the following way:
  - a) absence of less than two hours in any on working day: nil
  - b) absence of between two hours and six hours in any one working day: ½ day
  - c) absence of more than six hours in any one working day: 1 day

1.9. Domestic Leave

1.9.1. Employees may be granted reasonable leave on pay as a charge against sick leave entitlement when the employee must be absent from work to attend to a members of the household who, through illness, becomes dependent on the employee.

1.9.2. A medical certificate may be required in support of a claim for domestic leave.

**Retirement Gratuities**

1. Recognition of service appears in 2) below
  - a) For the purposes of establishing eligibility for a gratuity, total service may be aggregated, whether this be part-time or full-time, or a combination of both at different periods. Part-time service is not to be converted to its full-time equivalent for the purpose of establishing eligibility.
  - b) Where part-time service is involved the gratuity should be calculated to reflect this. The number of hours per week employed during the years of service is calculated as a percentage of the number of hours represented by a full week and this percentage is applied to the rate of pay established for gratuity purposes.
  - c) Gratuities may be paid to the spouse or if no surviving spouse, the dependent child(ren) of employees who died before retirement or who died after retirement but before receiving a gratuity. Spouse is defined as a person with whom a marriage contract has been made or who is in a de facto relationship.
  - d) See schedule for conditions on payments.
  - e) The calculation of a gratuity entitlement shall be in accordance with the scale detailed below, provided that the amount of any gratuity previously received in respect of service taken into account in the calculation shall be deducted.
  - f) For the purposes of calculating the amount of gratuity which the employer may pay the rate of pay on retirement shall be the basic rates of salary or wages.
  - g) An employee who is granted leave without pay and who remains in the service of the employer, will, on retirement, have such leave aggregated with other service for gratuity purposes.
  - h) Notice requirements for retirement are specified in employer policies.

<b>Scale Of Maximum Gratuities</b>	
<b>Period of Total Service</b>	<b>Maximum Gratuity Pay Entitlement during These Consecutive Days</b>
Not less than 10 years and less than 11 years	31 Days
Not less than 11 years and less than 12 years	35 Days
Not less than 12 years and less than 13 years	39 Days
Not less than 13 years and less than 14 years	43 Days
Not less than 14 years and less than 15 years	47 Days
Not less than 15 years and less than 16 years	51 Days
Not less than 16 years and less than 17 years	55 Days
Not less than 17 years and less than 18 years	59 Days
Not less than 18 years and less than 19 years	63 Days
Not less than 19 years and less than 20 years	67 Days
Not less than 20 years and less than 21 years	71 Days
Not less than 21 years and less than 22 years	75 Days
Not less than 22 years and less than 23 years	79 Days
Not less than 23 years and less than 24 years	83 Days
Not less than 24 years and less than 25 years	87 Days
Not less than 25 years and less than 26 years	92 Days
Not less than 26 years and less than 27 years	98 Days
Not less than 27 years and less than 28 years	104 Days
Not less than 28 years and less than 29 years	110 Days
Not less than 29 years and less than 30 years	116 Days
Not less than 30 years and less than 31 years	123 Days
Not less than 31 years and less than 32 years	129 Days
Not less than 32 years and less than 33 years	135 Days
Not less than 33 years and less than 34 years	141 Days
Not less than 34 years and less than 35 years	147 Days
Not less than 35 years and less than 36 years	153 Days
Not less than 36 years and less than 37 years	159 Days
Not less than 37 years and less than 38 years	165 Days
Not less than 38 years and less than 39 years	171 Days
Not less than 39 years and less than 40 years	177 Days
Not less than 40 years	183 Days

NB: Gratuity equates to the pay that would be earned in the period of consecutive (including non-working) days.

## **2. Retiring Gratuities Recognition of Service**

ADHB

The Employer may pay a retiring gratuity to staff retiring from the ADHB who have had no less than ten years' service with the ADHB, with the ADHB and one or more other DHBs and with one or more of the following services: Health Service (for the purposes of this clause this includes Ministry of Health, Hospital Boards, Area Health Boards, The Health Service Personnel Commission, National Health Commission, RHAs, CHEs, DHBs and subsidiaries and community trusts directly or indirectly funded by an RHA or CHE), the Public Service, the Post Office, NZ Railways or any university in New Zealand. Provided that for Employees engaged after 1 July 1992 only service with The Health Service shall be recognised.

## Appendix C– Healthy Workplaces

The parties to the DHB / CTU Health Unions National Terms of Settlement agree that all employees should have healthy workplaces.

### Achieving healthy workplaces requires:

1. Effective care capacity management<sup>1</sup>; having the appropriate levels of staff, skill mix, experience, and resourcing to achieve a match between demand and capacity
2. Systems, processes and work practices that ensure efficient scheduling and a credible, consistent and timely response to variance in demand
3. A workplace culture between employees and their managers that reflects an understanding and actively advocates a balance between safe quality care, a safe quality work environment and organisational efficiency.
4. Recognition that everyone can be a leader by using the authority (expertise) vested in their role to participate and constructively engage with others.
5. The development of a learning culture that emphasizes employees at all levels being given the opportunity to extend their knowledge and skills, as identified in their performance development plans where they are in place.
6. Appreciation that good patient outcomes rely on the whole team and that teams need opportunities to work and plan together.
7. Having the right tools, technology, environment and work design to support health and safety and to ensure effective health care delivery. This includes the opportunity to be involved in the decisions about what is needed and when.

**The parties agree that these seven elements should be evident in all DHB workplaces and apply to all employees, and agree to work jointly towards the implementation of them by the following:**

- ◆ The parties agree to work together to establish a national framework for a whole of system approach to care capacity management which;
  - provides efficient, effective, user friendly processes and structures
  - provides centralized, multi stakeholder governance
  - is used consistently and effectively at all levels to manage and monitor care capacity
  - includes a core data set by which the health of the system is monitored and is used to inform forecasting, demand planning, and budgeting
  - includes consistent, credible, required responses to variance in care capacity
  - recognises the need for local solutions consistent with the principles of healthy workplaces
- ◆ Each party will undertake to promote and model behaviour that demonstrates productive engagement and builds a workplace culture that enables everyone to feel their contribution is valued and respected. Opinions of those performing the work will be

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<sup>1</sup> Care capacity management is the process of ensuring that the demand for service placed on an organisation can be adequately met within a context of quality patient care, a quality work environment for staff, and fiscal and procedural efficiency.

sought when new innovations, improvements and changes are required, in a manner consistent with consultation and change management processes referred to below

- ◆ Quality of care and quality of the work environment are agreed priorities that underpin productivity and will be incorporated in all workplace processes and actively sponsored at all levels of the organization
- ◆ Developing and maintaining policies and practices that actively encourage all employees to be confident in leading and making decisions within their levels of expertise and experience.
- ◆ Access for all employees to appropriate professional development and appropriate learning opportunities, including appropriate national qualifications, in order to give them greater opportunities to extend their roles and responsibilities within the public health system.
- ◆ Facilitating appropriate release time to attend relevant professional development and learning opportunities;
- ◆ A wider team approach to planning and evaluation of service capacity and service delivery will be used to ensure the right people with the right skills are providing the right care (role) at the right time in the right place. This will support staff in taking responsibility and accountability for their own services' performance, and using the tools and policies in place to effect improvement
- ◆ Nationally consistent consultation and change management processes to facilitate both input into decision making on issues affecting the workplace and active engagement in the development and /or problem solving of initiatives to address the issues.

### **Escalation Processes**

Escalation will focus on the development of locally based variance response management processes.

The parties endorse the development of locally based variance response management processes and commit to constructive engagement with the Care Capacity Demand Management (CCDM) program within the Safe Staffing Unit for implementation.

The parties commit to developing these methodologies / tools throughout the term of this MECA.

## **Appendix D – National DHB/PSA Allied, Public Health & Technical Engagement Forum**

The parties agree to put the National Engagement Forum (NEF) into abeyance for the term of this MECAs and focus on local engagement through the Local Engagement Forums (LEFs). To support ongoing engagement at the national level, the PSA will have a standing invitation to meet with the Directors of Allied Health at their quarterly meetings to discuss national issues.

### **TERMS OF REFERENCE**

#### **PURPOSE**

The purpose of the National PSA-DHB APHT Engagement Forum is to support engagement between the parties on national issues of significance for the health professions covered by these documents (Auckland & Rest of New Zealand MECAs), including innovation, professional development, and changing work practices/service delivery models and appropriate salary scales.

#### **STRUCTURE**

The Forum is comprised of six PSA and six DHB nominees. Each party will determine its own representation, however it is expected that the DHBs will be represented by COO/Service Manager, GMsHR and DAH nominees.

The Forum will select one member as chair, with the Deputy Chair being from the other party. The chair shall rotate on an annual basis.

#### **MEETINGS**

The Forum will meet as and when agreed but generally three to four times per annum.

A quorum will comprise not less than 8 members; 4 from each party.

#### **AGENDAS**

Members of the Forum shall advise the Chair of items to be included on the agenda not less than four weeks before the meeting. The agenda for each meeting will be finalised by the chair and the deputy-chair in time to be provided, with any associated papers or supporting documentation, to members two weeks prior to the actual meeting.

The Chair will invite any subject-matter experts he or she considers necessary to inform the Forum's discussion on any specific agenda item.

#### **DECISION MAKING**

Every endeavour shall be made to achieve consensus in decision making. The Forum, having considered fully matters put to it, may make recommendations to the CEOs. If accepted, these may result in formal advice to the sector, a formal offer to vary the MECA (s) during their term and/or will inform subsequent bargaining.

#### **MINUTES**

Minutes of the Forum will be prepared in note form confirming agreements and action and will not be a verbatim record of proceedings.

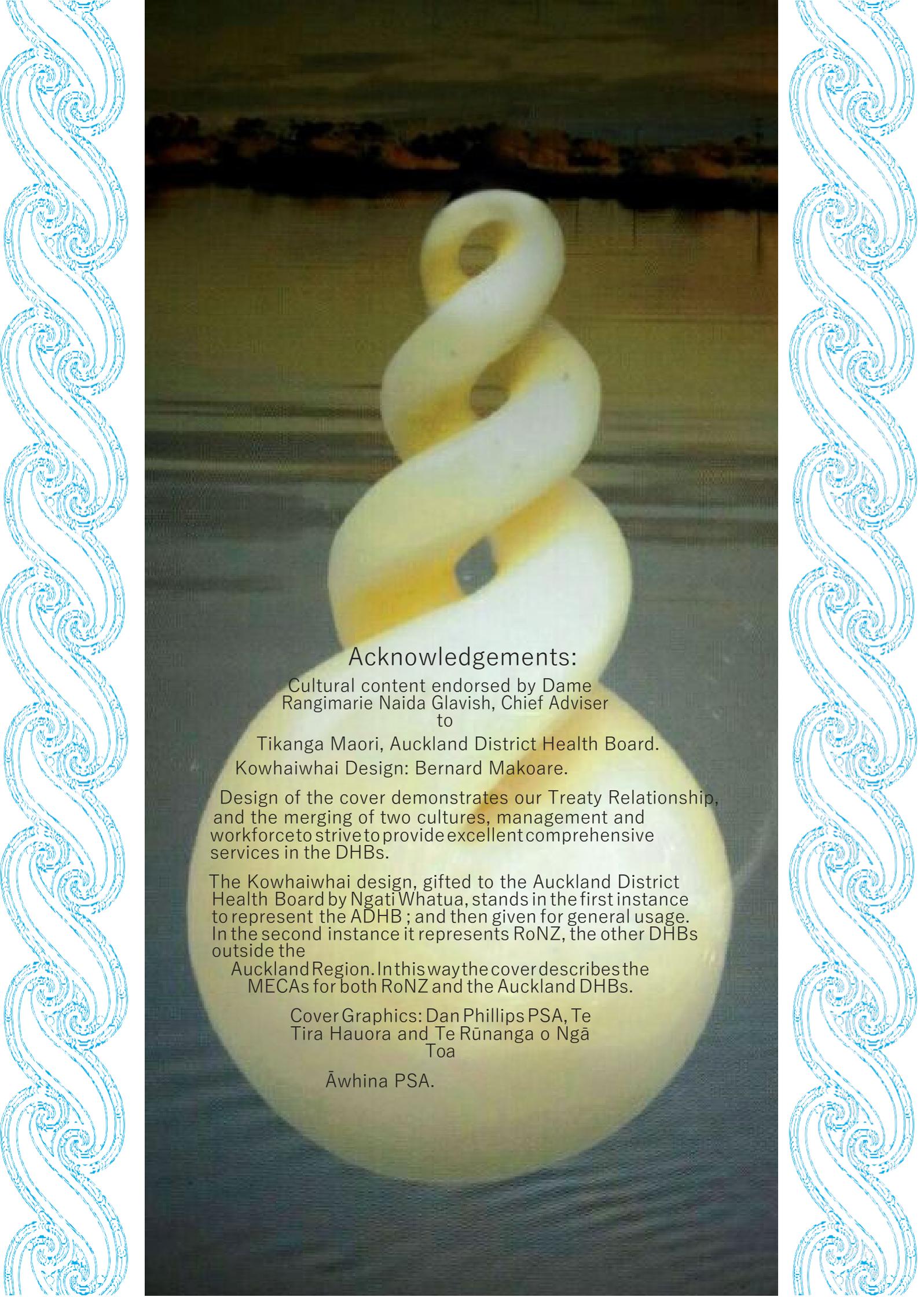
Minutes shall have no status until confirmed by members of the Forum.

Confirmed minutes will be made available to all stakeholders.

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## Acknowledgements:

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Rangimarie Naida Glavish, Chief Adviser  
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Kowhaiwhai Design: Bernard Makoare.

Design of the cover demonstrates our Treaty Relationship,  
and the merging of two cultures, management and  
workforce to strive to provide excellent comprehensive  
services in the DHBs.

The Kowhaiwhai design, gifted to the Auckland District  
Health Board by Ngati Whatua, stands in the first instance  
to represent the ADHB ; and then given for general usage.  
In the second instance it represents RoNZ, the other DHBs  
outside the

Auckland Region. In this way the cover describes the  
MECAs for both RoNZ and the Auckland DHBs.

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Toa

Āwhina PSA.