DECISION

Fair Work Act 2009
s.185—Enterprise agreement

Careflight Limited
(AG2016/222)

LOGISTICS COORDINATION UNIT (NT) ENTERPRISE AGREEMENT
2015 - 2018
Ambulance and patient transport

COMMISSIONER LEE MELBOURNE, 18 FEBRUARY 2016

Application for approval of the Logistics Coordination Unit (NT) Enterprise Agreement 2015 - 2018.

[1] An application has been made for approval of an enterprise agreement known as the Logistics Coordination Unit (NT) Enterprise Agreement 2015 - 2018 (the Agreement). The application was made pursuant to s.185 of the Fair Work Act 2009 (the Act). It has been made by CareFlight Limited. The Agreement is a single enterprise agreement.

[2] I am satisfied that each of the requirements of ss.186, 187 and 188 as are relevant to this application for approval have been met.

[3] The Australian Municipal, Administrative, Clerical and Services Union, being a bargaining representative for the Agreement, has given notice under s.183 of the Act that it wants the Agreement to cover it. In accordance with s.201(2) I note that the Agreement covers the organisation.
[4] The Agreement is approved and, in accordance with s.54 of the Act, will operate from 25 February 2016. The nominal expiry date of the Agreement is 24 February 2019.

COMMISSIONER

Printed by authority of the Commonwealth Government Printer

<Price code G, AE417881 PR577166>
LOGISTICS COORDINATION UNIT (NT)

ENTERPRISE AGREEMENT

2015 – 2018
PART 1: APPLICATION AND OPERATION OF THE AGREEMENT

1. AGREEMENT TITLE

This Agreement will be known as the Logistics Coordination Unit (NT) Enterprise Agreement 2015 - 2018.

2. ARRANGEMENT

This Agreement is arranged as follows:

PART 1: APPLICATION AND OPERATION OF THE AGREEMENT

1. Agreement Title ........................................................................................................ 2
2. Arrangement ........................................................................................................... 2
3. Terms of Reference .................................................................................................. 3
4. Commencement and Term of Agreement ............................................................... 5
5. Scope of the Agreement .......................................................................................... 5
6. Application of this Agreement .............................................................................. 5
7. Aim of the Agreement ............................................................................................ 5
8. No further Claims .................................................................................................... 5
9. Availability of Agreement ........................................................................................ 5

PART 2: CONSULTATION AND DISPUTE RESOLUTION

10. Consultation .......................................................................................................... 6
11. Employee Representatives .................................................................................... 7
12. Rights of Entry ...................................................................................................... 8
13. Dispute Settlement Procedure ............................................................................. 8
14. Flexibility Term .................................................................................................... 9
15. Changes to Work Practices ................................................................................... 10

PART 3: EMPLOYMENT RELATIONSHIP

16. Employment Categories ....................................................................................... 11
17. Location ................................................................................................................ 13
18. Probation Period ................................................................................................... 14
19. Performance Development & Management ....................................................... 14
20. Termination of Employment ................................................................................ 14
21. Redundancy .......................................................................................................... 15

PART 4: RATES OF PAY AND RELATED MATTERS

22. Classifications of Logistics Coordinators ........................................................... 16
23. Recognition of Previous Service / Skills ............................................................ 16
24. Logistics Coordinators' Duties ............................................................................ 16
25. Filling of Vacancies ............................................................................................... 17
26. Salaries ................................................................................................................ 17
27. Northern Territory Retention Bonus .................................................................... 18
28. Cyclone / Disaster Response Standby Allowance .............................................. 18
29. Superannuation ................................................................................................... 18
PART 5: HOURS OF WORK AND RELATED MATTERS

30. Rosters ........................................................................................................................................ 20
31. Hours of Work ............................................................................................................................ 20
32. Additional Hours & Additional Shifts ....................................................................................... 21

PART 6 – TYPES OF LEAVE AND PUBLIC HOLIDAYS

33. Annual Leave ............................................................................................................................. 22
34. Long Service Leave .................................................................................................................. 23
35. Community Service Leave ....................................................................................................... 23
36. Personal/Carer's Leave ............................................................................................................. 23
37. Compassionate Leave ................................................................................................................ 24
38. Parental Leave .......................................................................................................................... 24

PART 7 – WORKPLACE HEALTH & SAFETY, PROFESSIONAL DEVELOPMENT OTHER PROVISIONS

39. Workplace Health & Safety ..................................................................................................... 25
40. Fatigue Management ................................................................................................................ 25
41. Professional Development and Training ................................................................................... 25
42. Prevention of Harassment and Bullying .................................................................................. 26
43. Uniforms ..................................................................................................................................... 26
44. List of Schedules and Appendices to this Agreement ................................................................. 26
45. Signatures .................................................................................................................................. 27

3. TERMS OF REFERENCE

For the purposes of this Agreement (including Schedules and Appendices), unless a contrary intention appears:

Act means the Fair Work Act 2009 (Cth).

Agreement means this enterprise agreement.

CareFlight Allowances Policy means the Allowances Policy approved by CareFlight Executive Committee and as amended from time to time.

CME means Clinical Medical Escort.

CareFlight means CareFlight Limited.

Duty means the work of a Logistics Coordinator and covers all activities that may be required of a Logistics Coordinator by CareFlight in accordance with LCU processes & procedures, position descriptions, this Agreement, their letter of employment and the reasonable directions of CareFlight from time to time.

Employee (including employee) means a Logistics Coordinator employed by CareFlight who is covered by the scope of this Agreement.

Employee Representative means an Employee employed by CareFlight (who may or may not be a member of the Australian Services Union) nominated or elected by other Employees to act as a representative of Employees for the purpose of discussions with CareFlight concerning matters covered by this Agreement.

Full rate of pay means a Logistics Coordinator's base salary plus any applicable additional payments or allowances as set out in Schedule 1.
FWC means *Fair Work Commission*.

**Grey Day** means a day where a Logistics Coordinator cannot be rostered for a shift due to conducting a night shift the previous day.

**Immediate Family** means a spouse (including a former spouse), de facto partner (including a person of the same or opposite sex to the employee), child (including adopted child, step child or adult child), parent, grandparent, grandchild or sibling of the employee or the spouse / de facto partner of the employee.

**Jury Service Pay** means an amount paid in relation to jury service under Commonwealth, State or Territory law.

**Location** as specified in the Logistics Coordinator's letter of employment as CareFlight operating base where the Logistics Coordinator commences and ceases duty.

**LCU** means Logistics Coordination Unit.

**Logistics Coordinator** is an employee responsible for the coordination of CareFlight Northern Operations aircraft and crews and reports directly to the LCU Manager.

**LCU Manager** is the person responsible for the management of LCU and reports directly to the General Manager Northern Operations.

**NES** means the *National Employment Standards* provided in Chapter 2, Part 2 - 2 of the Act.

**Permanent Employee** means a Logistics Coordinator engaged on a contract of hiring that is not as a casual or temporary employee. A permanent employee may be employed on a full-time or part-time basis.

**Salary** means a Logistics Coordinator's base salary as set out in Schedule 1.

**Standby** means a Logistics Coordinator's period of readiness as nominated by CareFlight during a declared cyclone / disaster response period. As outlined in clause 24 it may be specified as “standby at home” or “standby at the Airport or the Workplace”.

(a) "Standby at the Airport or the Workplace" means time spent at the place of work,

(b) "Standby at Home" means time spent at home or a place of accommodation where suitable facilities exist to enable rest for fatigue management, and where a Logistics Coordinator is available for recall to duty within a period of one (1) hour.

**Shift cycle** refers to a Logistics Coordinator's roster comprising of two (2) day shifts and two (2)/three (3) night shifts, or CME shifts over a five (5) day period.

**Tier** refers to the classification or grade a Logistics Coordinator holds at any given time whilst employed by CareFlight.

**Work Practice** means a roster cycle indicating duty shifts, grey days and days off.
4. **COMMENCEMENT AND TERM OF AGREEMENT**

   This agreement comes into force on the 7th day after approval by the FWC with a nominal expiry date of the day three (3) years after the commencement date.

5. **SCOPE OF THIS AGREEMENT**

   (a) This Agreement will apply to:

   (i) All Logistics Coordinators who are employed by CareFlight to work in the Northern Operations' Logistics Coordination Unit, in the Northern Territory within the classification structure contained in Schedule 1 of this Agreement; and

   (ii) CAREFLIGHT LIMITED ("CareFlight").

   (b) Any employee organisation who acts as bargaining representative for the Logistics Coordinators and who files a notice to be covered by this Agreement, pursuant to section 183 of the Act. The Australian Services Union ("ASU") was appointed as bargaining representative upon signing of this Agreement on behalf of ASU members.

6. **APPLICATION OF THIS AGREEMENT**

   This Agreement wholly replaces and operates to exclusion of any and all terms of any award or other industrial agreement that might otherwise apply to the Logistics Coordinators' employment.

7. **AIM OF THE AGREEMENT**

   It is the objective of the parties to this Agreement to implement workplace practices that provide for flexible working arrangements, which improve the efficiency, effectiveness and quality of services provided by CareFlight, enhance skills and job satisfaction and assist positively in ensuring CareFlight becomes a more competitive enterprise.

8. **NO FURTHER CLAIMS**

   It is a term of this Agreement that the parties undertake that for the duration of this Agreement they will not pursue any extra claims.

9. **AVAILABILITY OF AGREEMENT**

   A current copy of this Agreement will be posted on CareFlight's intranet site, access to which is available at each base.
PART 2: CONSULTATION AND DISPUTE RESOLUTION

10. CONSULTATION

(a) This term applies if CareFlight:

(i) has made a definite decision to introduce a major change to production, program, organisation, structure, or technology in relation to its enterprise that is likely to have a significant effect on Logistics Coordinators of the enterprise; or

(ii) proposes to introduce a change to the regular roster or ordinary hours of work of Logistic Coordinators.

Major change

For a major change referred to in sub-clause 10(a)(i), the following provisions apply:

(b) CareFlight must notify the relevant employees of the decision to introduce the major change.

(c) The relevant employees may appoint a representative for the purposes of the procedures in this term.

(d) If:

(i) a relevant employee appoints, or relevant employees appoint, a representative for the purposes of consultation; and

(ii) the employee or employees advise CareFlight of the identity of the representative;

CareFlight must recognise the representative.

(e) As soon as practicable after making its decision, CareFlight must discuss with the relevant employees:

(i) the introduction of the change;

(ii) the effect the change is likely to have on the employees; and

(iii) measures CareFlight is taking to avert or mitigate the adverse effect of the change on the employees.

(f) For the purposes of the discussion CareFlight will provide, in writing, to the relevant employees:

(i) all relevant information about the change, including the nature of the change proposed;

(ii) information about the expected effects of the change on the employees; and

(iii) any other matters likely to affect the employees.

(g) However, CareFlight is not required to disclose confidential or commercially sensitive information to the relevant employees.

(h) CareFlight must give prompt and genuine consideration to matters raised about the major change by the relevant employees.

(i) In this term, a major change is likely to have a significant effect on employees if it results in:

(i) the termination of the employment of employees;
(ii) major change to the composition, operation or size of CareFlight's workforce or to the skills required of employees;

(iii) the elimination or diminution of job opportunities (including opportunities for promotion or tenure);

(iv) the alteration of hours of work;

(v) the need to retrain employees;

(vi) the need to relocate employees to another workplace; or

(vii) the restructuring of jobs.

For the purposes of sub-clauses 10(b) to (i), relevant employees means the Logistics Coordinators who may be affected by the major change.

Change to regular roster or ordinary hours of work

For a change to regular roster or ordinary hours of work referred to in sub-clause 10(a)(ii) above, the following provisions apply:

(k) CareFlight must notify the relevant employees of the proposed change to regular roster or hours of work.

(l) The relevant employees may appoint a representative for the purposes of the procedures in this term.

(m) If:

(i) a relevant employee appoints, or relevant employees appoint, a representative for the purposes of consultation; and

(ii) the employee or employees advise CareFlight of the identity of the representative;

CareFlight must recognise the representative.

(n) CareFlight must:

(i) provide to the relevant employees all relevant information about the change;

(ii) invite the relevant employees to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities); and

(iii) consider any views given by the employees about the impact of the change.

For the purposes of sub-clauses 10(k) to (n), relevant employees means the Logistics Coordinators who may be affected by the change to regular roster or ordinary hours.

11. EMPLOYEE REPRESENTATIVES

(a) CareFlight recognises and respects that Logistics Coordinators have a right to be a member of and be represented by a trade union of their choice. In consultation with the LCU Manager the Employee Representative will be entitled to the following:

(i) reasonable time to consult with members during working hours for the purposes of discussing and advising members on workplace issues,
provided that such consultation does not impact on operational business;

(ii) the ability to make enquiries and representations on behalf of members; and

(iii) leave without loss of pay to attend union training courses for up to five (5) days per year, cumulative to a maximum of eight (8) days per year, ('Trade Union Training Leave') with the approval of the LCU Manager, provided that such leave does not impact on operational business.

(b) Applications for Trade Union Training Leave must be made in writing with a minimum of six (6) weeks' notice.

(c) CareFlight will provide the opportunity for union officials to be introduced to new employees post induction training.

12. RIGHTS OF ENTRY

(a) CareFlight recognises the right of union officials holding a permit to enter the workplace in accordance with the provisions of the Act.

13. DISPUTE SETTLEMENT PROCEDURE

(a) The parties accept that disagreements concerning the content of this Agreement may occur from time to time and are a natural occurrence in an organisation that encourages open and honest communication.

(b) In the event of a dispute about a matter arising under this Agreement, or a dispute in relation to the NES (except for disputes related to reasonable grounds for refusal of requests for flexible working arrangements or additional unpaid parental leave), in the first instance the parties must attempt to resolve the matters at the workplace by discussions between the employee or employees concerned to resolve the dispute. The parties will endeavour to resolve the dispute in a timely manner by discussions between the employee or employees concerned and more senior levels of management as appropriate.

(c) If a dispute about a matter arising under this Agreement or a dispute in relation to the NES is unable to be resolved at the workplace and all appropriate steps under sub-clause 13(b) herein have been taken, a party to the dispute may refer the dispute to the FWC.

(d) The parties may agree on a process to be utilised by the FWC including mediation, conciliation and consent arbitration.

(e) CareFlight or an employee may appoint another person, organisation or association to accompany and / or represent them for purposes of this clause.

(f) While the dispute resolution procedure is being conducted, work must continue in accordance with this Agreement and the Act. Subject to applicable workplace health and safety legislation, an employee must not unreasonably fail to comply with a direction by CareFlight to perform work, whether at the same or another workplace that is safe and appropriate for the employee to perform.

(g) The confidentiality of all parties involved should be respected and maintained throughout the procedure.
14. FLEXIBILITY TERM

(a) CareFlight and an employee covered by this Agreement may agree to make an individual flexibility arrangement to vary the effect of terms of this Agreement if:

(i) the arrangement deals with one (1) or more of the following matters:

(A) arrangements about when work is performed;
(B) overtime rates;
(C) penalty rates;
(D) allowances; and
(E) leave loading.

(ii) the arrangement meets the genuine needs of CareFlight and employee in relation to one (1) or more of the matters mentioned in paragraph 14(a)(i); and

(iii) the arrangement is genuinely agreed to by CareFlight and employee.

(b) CareFlight must ensure that the terms of the individual flexibility arrangement:

(i) are about permitted matters under section 172 of the Act;
(ii) are not unlawful terms under section 194 of the Act; and
(iii) result in the employee being better off overall than the employee would be if no arrangement was made.

(e) CareFlight must ensure that the individual flexibility arrangement:

(i) is in writing;
(ii) includes the name of CareFlight and employee;
(iii) is signed by CareFlight and the employee and if the employee is under 18 years of age, signed by a parent or guardian of the employee;
(iv) includes details of the terms of this Agreement that will be varied by the arrangement; and

(A) how the arrangement will vary the effect of the terms;
(B) how the employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and

(C) states the day on which the arrangement commences.

(f) CareFlight must give the employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.

(g) CareFlight or employee may terminate the individual flexibility arrangement:
(h) by giving no more than 28 days' written notice to the other party to the arrangement; or

(ii) if CareFlight and employee agree in writing, at any time.

15. CHANGES TO WORK PRACTICES

(a) The existing Work Practice is as agreed and set out at Schedule 2.

(b) CareFlight will provide Logistics Coordinators with not less than four (4) weeks' notice where any permanent changes to the Work Practice are to be made.

(c) Any new or amended permanent Work Practice sought by CareFlight will only be implemented after consultation in accordance with the sub-sections 10(k) to (n) above and, if possible, agreement with the Logistics Coordinators or their nominated Employee Representatives. The parties to this Agreement will not unreasonably withhold agreement on changes to Work Practices.

(d) Employee(s) genuinely aggrieved by a change to Work Practices under this clause may, at any time, utilise the Dispute Settlement Procedure at clause 13 of this Agreement regarding such a grievance.

(e) Wherever possible, casual Logistics Coordinators will be used to cover planned and unplanned leave.

(f) Whether agreed or not, Employee Representatives and CareFlight agree that when a change and implementation of a Work Practice improves employee productivity, employees are entitled to request additional remuneration for that productivity improvement. Nothing in this clause entitles any Party to take industrial action in support of that request.
PART 3: EMPLOYMENT RELATIONSHIP

16. EMPLOYMENT CATEGORIES

(a) Logistics Coordinators will be employed in one of the following employment categories:

(i) Full time;

(ii) Part time; or

(iii) Casual.

(b) At the time of engagement, CareFlight will advise each Logistics Coordinator in writing whether their employment is casual, for a fixed or maximum period or permanent. Where employment is on a permanent basis the letter of engagement will specify whether the engagement is full time or part time.

(c) Permanent full time Logistics Coordinators

(i) A permanent full time Logistics Coordinator is one who is employed on a continuous and ongoing basis until CareFlight or the Logistics Coordinator terminates the employment relationship.

(ii) A permanent full time Logistics Coordinator may not engage in any other paid work, service or vocation without prior written approval from CareFlight.

(d) Permanent part time Logistics Coordinators

(i) A permanent part time Logistics Coordinator is one who is employed on a continuous and ongoing basis until CareFlight or the Logistics Coordinator terminates the employment relationship.

(ii) A permanent part time Logistics Coordinator is one who is engaged to perform less than the full time hours at the workplace on a reasonably predictable basis.

(iii) At the time of engagement CareFlight and the permanent part-time Logistics Coordinator will agree in writing on a pattern of work, including which days of the week the Logistics Coordinator will work. Any agreed variation to the regular pattern of work will be recorded in writing.

(iv) A permanent part time Logistics Coordinator will receive, on a pro rata basis according to time worked, equivalent pay and conditions (including leave entitlements) to those of permanent full-time Logistics Coordinators, who do the same kind of work, except where excluded elsewhere in this Agreement.

(e) Fixed or maximum term full time Logistics Coordinators

(i) A fixed or maximum term full time Logistics Coordinator is one who is employed for a specified period or for the completion of a specified task(s) or assignment, unless CareFlight or the Logistics Coordinator terminates the employment relationship earlier.
(ii) A fixed or maximum term full time Logistics Coordinator may not engage in any other paid work, service or vocation without prior written approval from CareFlight during the period of their engagement.

(iii) A fixed or maximum term full time Logistics Coordinator will receive, on a pro rata basis according to time worked, equivalent pay and conditions (including leave entitlements) to those of permanent full-time Logistics Coordinators who do the same kind of work, except where excluded elsewhere in this Agreement.

(f) Fixed or maximum term part time Logistics Coordinators

(i) A fixed or maximum term part time Logistics Coordinator is one who is employed for a specified period or for the completion of a specified task(s) or assignment, unless CareFlight or the Logistics Coordinator terminates the employment relationship earlier.

(ii) A fixed or maximum term part time Logistics Coordinator is one who is engaged to perform less than the full time hours at the workplace on a reasonably predictable basis.

(iii) At the time of engagement CareFlight and the fixed or maximum term part time Logistics Coordinator will agree in writing on a pattern of work, including which days of the week the Logistics Coordinator will work. Any agreed variation to the regular pattern of work will be recorded in writing.

(iv) A fixed or maximum term part time Logistics Coordinator will receive, on a pro rata basis according to time worked, equivalent pay and conditions (including leave entitlements) to those of permanent full-time Logistics Coordinators who do the same kind of work, except where excluded elsewhere in this Agreement.

(g) Casual Logistics Coordinator

(i) A casual Logistics Coordinator is engaged and paid as such. Before commencement with CareFlight a casual Logistics Coordinator will be advised of their hourly rate of pay.

(ii) A Logistics Coordinator who does not meet the definition of a full time Logistics Coordinator or part time Logistics Coordinator will be classified as a casual Logistics Coordinator.

(iv) The minimum hourly rates of pay for a casual Logistics Coordinator is provided in Schedule 1 to this Agreement.

(h) Casual loading is payable to casual Logistics Coordinators under this Agreement. Casual Logistics Coordinators under this Agreement are not entitled to any paid leave entitlements including but not limited to, annual leave and paid personal/carer's leave, notice of termination (other than in accordance with sub-clause (i) below), severance pay or other benefits and conditions provided elsewhere in this Agreement, except as provided for in sub-clause 16(k) below.

(i) Employment of a casual Logistics Coordinator may be terminated by a minimum of one (1) day's notice, given at any time, from either CareFlight or the casual Logistics Coordinator, or by the payment or forfeiture, as the case
may be, of one (1) day's pay at the daily rate of pay.

(j) All other terms and conditions of the casual Logistics Coordinators' employment will be determined between CareFlight and the casual Logistics Coordinator, prior to commencement of employment.

(k) The following are the only clauses of this Agreement that will apply to casual Logistics Coordinators:

Part 1 All clauses
cl 10: Consultation
cl 11: Employee Representatives
cl 12: Rights of Entry
cl 13: Dispute Settlement Procedures
cl 14: Flexibility Term
cl 15: Changes to Work Practices
cl 16: Employment Categories
cl 17: Location
cl 19: Performance Development & Management
cl 22: Classification of Logistics Coordinator
cl 24: Logistics Coordinator Duties
cl 25: Filling of Vacancies
cl 26: Salaries
cl 28: Cyclone / Disaster Response Standby Allowance
cl 29: Superannuation
cl 30: Rosters
cl 31: Hours of Work
cl 35: Community Service Leave (in so far as the NES provides an unpaid entitlement to casual employees)
cl. 38: Parental Leave (in so far as the NES provides an unpaid entitlement to casual employees)
cl. 39: Workplace Health & Safety
cl. 40: Fatigue Management
cl. 41: Professional Development & Training
cl. 42: Prevention of Harassment and Bullying
cl. 43: Uniforms

(l) Casual Logistics Coordinators may be employed to work on either a full time or part time basis for the completion of a specified task(s) or assignment.

17. LOCATION

(a) All Logistics Coordinators will be allocated a location upon commencement of employment with CareFlight.
(b) CareFlight acknowledges that any proposed change in location is a change subject to clause 10 of this Agreement.

(c) In the event of a transfer from one location to another at CareFlight’s request, CareFlight will provide reasonable assistance to a Logistics Coordinator (eg reimbursement of reasonable expenses, accommodation, air transport for family members etc.).

(d) A Logistics Coordinator who transfers their location upon their own initiative will be responsible for all costs they incur in respect of that change.

18. PROBATION PERIOD

(a) Unless otherwise stated in writing at the commencement of employment, all new Logistics Coordinators will be employed on a probationary period of six (6) months.

(b) During a Logistics Coordinator’s probationary period, their employment may be terminated by the provisions of four (4) weeks’ notice by either CareFlight or the Logistics Coordinator or, in the case of CareFlight, four (4) weeks’ pay in lieu of notice.

19. PERFORMANCE DEVELOPMENT AND MANAGEMENT

(a) All Logistics Coordinators will actively participate in at least one formal Development Discussion meeting, each year, with the LCU Manager. Development Discussions will be attended by a Human Resources representative.

(b) Management of poor or under-performing Logistics Coordinators will be in accordance with CareFlight’s policies and procedures.

(c) Examples of unacceptable performance may include (but is not limited to):

(i) failure to perform the duties of their role to the standard required;

(ii) non-compliance with workplace policies, rules or procedures;

(iii) unacceptable behaviour in the workplace; and

(iv) disruptive or negative behaviour that impacts on co-workers.

20. TERMINATION OF EMPLOYMENT

(a) The service of a Logistics Coordinator may be terminated by the Logistics Coordinator giving four (4) weeks’ notice in writing.

(b) In the event of the termination of a full time or part time Logistics Coordinator by CareFlight, CareFlight will provide four (4) week’s written notice or four (4) weeks’ pay in lieu of notice. CareFlight will provide an additional one (1) week’s notice (or pay in lieu of notice) to any employee over 45 years of age with two (2) or more years’ continuous service.

(c) The notice period referred to above may be forfeited or reduced by agreement between the Logistics Coordinator and CareFlight.

(d) Where a Logistics Coordinator fails to provide the required notice, CareFlight is entitled to deduct from any moneys owing to the employee (excluding leave entitlements) the value of the notice period not given.

(e) In calculating any payment for a period in lieu of notice, the full rate of pay a Logistics Coordinator would have received in respect of the time they would
have worked during the period of notice had their employment not been terminated will be used.

(f) The period of notice in this clause, shall not apply in the case of:

(i) dismissal for conduct that justifies summary dismissal including neglect of duty or misconduct; or

(ii) a casual Logistics Coordinator.

(g) Logistics Coordinators will return all CareFlight property in their possession to CareFlight upon termination of employment. This includes (but is not limited) to security passes, uniforms, ASIC and mobile phones.

21. REDUNDANCY

(a) Definitions

Redundancy occurs when CareFlight decides that the job the Logistics Coordinator has been doing is no longer required to be done by anyone and this is not due to the ordinary and customary turnover of labour.

Redundancy may arise, for example, owing to the introduction of new technology, where there is a decline in operations, where operations are relocated interstate or where there is a CareFlight restructure owing to a merger or takeover.

(b) Severance pay

In addition to the period of notice (or payment in lieu of notice) prescribed in clause 20, Termination of Employment, a Logistics Coordinator whose employment is terminated by reason of redundancy must be paid severance pay in accordance with the NES.

(c) Leaving during the notice period

A Logistics Coordinator whose employment is terminated by reason of redundancy may terminate his or her employment during the period of notice and, if so, will be entitled to the same benefits and payments under this clause had the Logistics Coordinator remained with CareFlight until the expiry of such notice. However, if the Logistics Coordinator finishes employment before the end of the notice period, the Logistics Coordinator will not be entitled to payment for that part of the notice not worked.

(d) Alternative employment

CareFlight, in a particular redundancy case, may make application to the FWC to have the severance pay prescription varied if CareFlight obtains acceptable alternative employment for a Logistics Coordinator.

(e) Time off during notice period

(i) During the period of notice of termination given by CareFlight a Logistics Coordinator will be allowed up to one (1) day off without loss of pay during each week of the notice period for the purpose of seeking other employment.

(ii) If the Logistics Coordinator has been allowed paid leave for more than one (1) day during the notice period for the purpose of seeking other employment, the Logistics Coordinator will, at the request of CareFlight, be required to produce proof of attendance at an interview or the Logistics Coordinator will not receive payment for the time absent.
PART 4: RATES OF PAY AND RELATED MATTERS

22. CLASSIFICATION OF LOGISTICS COORDINATORS
   (a) Logistics Coordinators will be classified by CareFlight upon commencement
       of this Agreement and/or employment and paid in accordance with Schedule
       1.
   (b) Classification descriptions (including period of service and experience) are set
       out in the table below.
   (c) Progression through the respective Tiers for permanent and casual
       employees will be subject to Logistics Coordinators meeting service periods
       specified below and endorsement by the LCU Manager.
   (d) All existing full time Logistics Coordinators' salary and conditions will occur
       based on Schedule 1.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1 – Logistics Coordinator</td>
<td>Upon commencement of employment as a Logistics Coordinator with CareFlight.</td>
</tr>
<tr>
<td>Tier 2 – Logistics Coordinator</td>
<td>Has a minimum 12 months' continuous service in CareFlight’s Logistic coordination unit.</td>
</tr>
<tr>
<td>Tier 3 – Logistics Coordinator</td>
<td>Has two (2) years’ continuous service at Tier 2 in CareFlight’s Logistics Coordination Unit.</td>
</tr>
</tbody>
</table>

23. RECOGNITION OF PREVIOUS SERVICE/SKILLS

   The LCU Manager may recommend new employees progress through the tiered
   salary structure, following successful completion of their probationary period. Any
   such recommendation will require the authorisation of the General Manager Northern
   Operations.

24. LOGISTICS COORDINATORS’ DUTIES
   (a) A Logistics Coordinator will perform duties in accordance with their position
       description which sets out their regular tasks and responsibilities. Reasonable
       requests to perform duties not covered by a Logistics Coordinator’s position description
       may be expected from time to time (including duties of a lower classification) provided such
       additional duties are within their skill set and competence.
   (b) Subject to 24(a) above, all employees are required to carry out all lawful
       instructions of CareFlight and will discharge such duties and functions as may
       be assigned or delegated to them from time to time.
25. **FILLING OF VACANCIES**

A casual Logistics Coordinator may submit (in writing) a standing expression of interest to transfer to any vacant permanent position requiring the same or similar experience and qualifications to their existing casual position. CareFlight will advertise vacancies internally and externally, concurrently. An appointment to any such vacancies will be at the sole discretion of CareFlight.

26. **SALARIES**

(a) Salaries and additions to Salaries are outlined in Schedule 1 to this Agreement and will be payable seven (7) days after FWC approval of this Agreement.

(b) Further increases to the Salaries of 2.5% each year will apply as follows:

(i) effective and payable from 1 May 2015, 1 July 2016 and 1 July 2017; and

(c) Total salaries are paid at a consolidated rate.

(d) All Logistics Coordinators will be paid in accordance with CareFlight practices laid out in CareFlight policy, subject to:

(i) Australian Taxation Laws; and

(ii) a written agreement between the employee and CareFlight.

(e) Additions to Salary are to be read in conjunction with Schedule 1, Part 2.

(f) CareFlight is classified as a Public Benevolent Institution (PBI) by the Australian Taxation Office (ATO). Employees receive concessions in the area of fringe benefit tax (FBT). CareFlight offers salary packaging which involves the provision of a combination of both cash salary and fringe benefits, typically with considerable flexibility for the employee to select what is to be included in the package. The tax saving amount varies and is dependent upon the individual’s gross salary, marginal tax rate, the benefit amount and the type of benefit.

(g) Salary packaging provides a range of benefits including net increase in take home remuneration for employees, retention of valued employees and attraction of skilled employees to CareFlight as an Employer of Choice, and assists CareFlight to reduce overall salary costs.

(h) Employees are encouraged to enter into a salary packaging arrangement in accordance with CareFlight’s Salary Packaging Policy.

(i) The method of salary packaging calculations may vary at the discretion of CareFlight according to tax laws with regard to the percentage of the amount sacrificed that is retained by CareFlight compared to the percentage paid to an Employee as a fringe benefit. Unless otherwise agreed between the Employee and CareFlight approximately 30% of any amount sacrificed under a salary packaging arrangement will be retained by CareFlight with the remaining 70% (approximately) paid to the Employee as a fringe benefit.
(i) Salary packaging arrangements for Logistics Coordinators employed prior to 1 March 2013 will remain unchanged.

(j) CareFlight's Salary Packaging Policy does not form part of this Agreement and may be amended by CareFlight from time-to-time throughout the life of this Agreement.

(k) CareFlight recommends employees seek independent financial advice as benefits differ dependent on individual circumstances.

27. NORTHERN TERRITORY RETENTION BONUS

(a) A Northern Territory (NT) Retention Bonus to reward loyal employees is payable as per the terms outlined below and will continue for the entire operation of this Agreement.

(b) All permanent full time and part time Logistics Coordinators who reside and live in the NT are entitled to receive the NT Retention Bonus following completion of two (2) years' continuous service with CareFlight. The NT Retention Bonus is then payable after each subsequent 12 months of continuous service.

(c) NT Retention Bonuses are paid to part time employees on a pro rata basis in accordance with their ordinary hours of work.

(d) Bonuses will be paid in the first full monthly pay period after the relevant employment anniversary date of the employee.

(e) The gross amount of the NT Retention Bonus is detailed in Schedule 1 to this Agreement and is fixed for the full term of the Agreement.

28. CYCLONE / DISASTER RESPONSE STANDBY ALLOWANCE

(a) A Logistics Coordinator is eligible to receive a Disaster Response Standby Allowance where they have accepted deployment to another base or area and are required to:

(i) be on standby ready to be deployed; or

(ii) are travelling back from deployment.

(b) This allowance is activated by CareFlight when a significant event occurs, requiring personnel to relocate to work from another base or area for a period (eg. Katherine). Events that may occur where this allowance may be applied includes but is not limited to:

(i) a cyclone or other severe weather causing damage to CareFlight’s premises and / or assets; or

(ii) any form of disaster situation determined by the Northern Territory Government or Australian Federal Government.

(c) The quantum of the Disaster Response Standby Allowance is in accordance with CareFlight’s Allowances Policy as it applies to Logistics Coordinators covered by this Agreement and will continue to apply throughout the life of this Agreement.

(d) CareFlight Allowances Policy does not form part of this Agreement and may be amended by CareFlight from time-to-time throughout the life of this Agreement.
29. SUPERANNUATION

(a) CareFlight will make superannuation contributions on behalf of employees in accordance with superannuation legislation.

(b) Employees may elect to have their superannuation contributions made to a complying fund of their choice. Alternatively, where no instructions are provided to CareFlight (within 28 days of commencement of employment) contributions will be paid on behalf of the employee into CareFlight's default fund.

(c) Where an employee is engaged in a salary sacrifice agreement, superannuation shall be calculated and paid on the ordinary time earnings as defined by the Australian Taxation Office including any amounts salary sacrificed.

(d) If the relevant superannuation legislation is amended or repealed during the term of this Agreement and the effect would be to reduce the compulsory employer contribution rate, CareFlight's contribution rate in the case of a Logistics Coordinator shall be maintained at the rate immediately prior to the amendment or repeal.
30. **ROSTERS**

(a) Rosters will be designed to enable both efficient operations, taking into account Logistics Coordinators' fatigue.

(b) CareFlight will design LCU rosters 52 weeks in advance, where possible. Rosters will be published on Air Maestro three (3) months in advance.

(c) Logistics Coordinators currently work to the roster pattern outlined in Schedule 2.

(d) Rosters nominate duty periods for each Logistics Coordinator (ie, day shift, night shift, CME shift) as well as grey days, rostered days off, or a planned period of leave.

(e) Where more than 38 hours is worked per week, the Logistics Coordinator concerned will be paid for such additional hours in accordance with clause 32(b).

(f) Where CareFlight is proposing to make temporary amendments to the roster CareFlight will:
   
   (i) endeavour to provide the affected Logistics Coordinators at least seven (7) days' notice of the proposed amendments; and
   
   (ii) consult with the affected Logistics Coordinators (or their nominated Employee Representatives) in accordance with sub-clause 10(k) above with the aim of achieving mutually favourable rostering and working conditions.

(g) Subject to clause 15, where CareFlight is proposing to make permanent changes to the roster pattern, CareFlight will:

   (i) provide affected Logistics Coordinators with at least four (4) weeks' notice of any proposed change; and
   
   (ii) consult with affected Logistics Coordinators (or their nominated Employee Representatives) in accordance with sub-clause 10(k) above with the aim of achieving mutually favourable rostering and working conditions.

(h) Despite sub-clauses 30(f) and (g), the parties acknowledge and agree that from time to time, immediate and temporary roster pattern changes may be required on short notice to accommodate unplanned leave and other operational requirements and that in these circumstances it may not be practicable for CareFlight to consult with affected Logistics Coordinators about those changes.

31. **HOURS OF WORK**

(a) Logistics Coordinators' ordinary hours of work will total an average of 38 hours per week.

(b) Shift lengths will vary according to whether the shift relates to the high acuity or low acuity CME service taking into account operational requirements. Under a declared emergency cyclone/disaster, hours of work may vary.
32. ADDITIONAL HOURS & ADDITIONAL SHIFTS

(a) Pre-approved additional hours are payable to Logistics Coordinators following completion of 38 hours per week.

(b) Logistics Coordinators will be paid additional hours in excess of 38 hours per week at their base hourly rate and calculated in accordance with the formula shown in Schedule 1, being:

\[
\text{Annual Salary} / 52 / 38 = \text{Rate for Additional Hours.}
\]

(c) Employees have the right to refuse unreasonable additional hours/shifts in accordance with the NES.

(d) Handover periods at shift end/start times do not count as additional time worked and is unpaid; it is offset by a paid half hour lunch break.
33. ANNUAL LEAVE

(a) Permanent full time and permanent part time Logistics Coordinators are entitled to annual leave in accordance with the NES and this Agreement. Logistics Coordinators will accrue a total of six (6) weeks' annual leave per annum, inclusive of Saturdays, Sundays and public holidays. Annual leave will accrue on a pro rata basis for part time Logistics Coordinators and fixed term / maximum term Logistics Coordinators, as per their ordinary hours of work.

(b) Annual leave will be paid at the Logistics Coordinator's full rate of pay at the time the leave is taken.

(c) Annual leave will accrue progressively to a maximum of 228 hours per annum (38 hours per week x six (6) weeks per year). This provides an accrual rate of 19 hours per calendar month.

(d) Annual leave will be deducted according to the number of shift hours the Logistics Coordinator would have worked on the roster (eg. a 12 hour shift taken as annual leave, reduces the Logistics Coordinator's annual leave entitlement by 12 hours).

(e) Annual leave loading is included in the salaries specified in Schedule 1 and is therefore not payable when taking annual leave in accordance with this clause.

(f) Where possible, the minimum amount of annual leave a Logistics Coordinator will take will cover a complete shift cycle from the beginning to end of a shift cycle, including the relevant rest days.

(g) Applications for annual leave less than the minimum period specified in sub-clause 33(f) above may be considered and approved at the discretion of the LCU Manager on a case-by-case basis, taking into account operational requirements and ensuring adequate notice is provided.

(h) A Logistics Coordinator has no obligation to return to work if recalled to work when on annual leave except by mutual agreement with CareFlight.

(i) CareFlight and Logistics Coordinators will compile a roster that meets operational needs, allows Logistics Coordinators to take at least their annual leave entitlements each year and accommodates the individual requests as far as practicable and where adequate notice is provided.

(j) Where Logistics Coordinators have accumulated more than nine (9) weeks' annual leave, CareFlight may direct the employee to take some of their annual leave to reduce it to a reasonable balance (ie no more than one (1) year's annual leave accrual). Where an employee is directed to take annual leave, as much notice as possible will be provided to ensure operations are not.
compromised.

(k) To assist employees in understanding the leave opportunities available to them and to facilitate the reduction of excessive annual leave balances, CareFlight will promulgate a leave planner 12 months ahead, on CareFlight's intranet. The leave planner will indicate the leave periods that will be available that still enable operational requirements to be met.

34. LONG SERVICE LEAVE

Employees covered by this Agreement will be entitled to long service leave in accordance with the relevant Federal and/or Territory legislation, as amended from time to time.

35. COMMUNITY SERVICE LEAVE

(a) Employees covered by this Agreement will be entitled to community service leave in accordance with the NES as provided in the Act.

(b) An employee will notify CareFlight as soon as possible of the date upon which they are required to attend jury service. The employee will provide CareFlight with a copy of the notice to attend for jury service, and give notice regarding the duration or expected duration of such attendance.

(c) An employee who is granted community service leave for jury service under this clause and the NES will provide details to CareFlight regarding the total Jury Service Pay or other remuneration received by the employee (if any) as a result of their jury service during such leave.

36. PERSONAL / CARER'S LEAVE

(a) Full time and part time employees are entitled to paid and unpaid personal / carer's leave in accordance with the NES as provided in the Act.

(b) Casual employees are entitled to unpaid carer's leave in accordance with the NES as provided in the Act.

(c) Personal / carer's leave is:

(i) paid leave ('sick leave') taken by an employee because of a personal illness, or injury, of the employee; or

(ii) paid or unpaid leave ('carer's leave') taken by an employee to provide care or support to a member of the employee's Immediate Family, or a member of the employee's household, who requires care or support because of:

- a personal illness, or injury, affecting the member; or

- an unexpected emergency affecting the member.

(d) Employees are required to provide reasonable evidence for periods of personal/carer's leave should an employee take personal/carer's leave (paid or unpaid) for two (2) or more days. CareFlight deems reasonable evidence as a medical certificate or statutory declaration.

(e) Where extended long term leave is taken, a medical clearance will be
required prior to recommencement of duty.

(f) In certain circumstances and in accordance with relevant legislation, CareFlight reserves the right to request medical evidence for periods of personal/carer's leave taken for less than two (2) days. This may be in cases where all leave has been exhausted and/or a consistent pattern of regular unplanned leave develops without a reasonable explanation. Employees will be advised if CareFlight requests such evidence for absences of less than two days.

(g) Before taking personal / carer's leave, the employee must give as much notice as reasonably possible before his or her next rostered starting time, unless the employee has a good reason for not doing so.

(h) When absent from work due to personal/carer's leave, employees are required to notify CareFlight as soon as practicable of the expected period of absence.

(i) Personal / carer's leave accrues from year to year but will not be paid out either during or on termination of employment.

(j) If it is not practicable for the Logistics Coordinator to give prior notice of an unplanned absence, the Logistics Coordinator must contact the LCU Manager by telephone at the first opportunity.

37. COMPASSIONATE LEAVE

(a) Full time and part time employees are entitled to paid compassionate leave in accordance with the NES as provided in the Act.

(b) Casual employees are entitled to unpaid compassionate leave in accordance with the NES as provided in the Act.

(c) Compassionate leave is leave taken by an employee:

(i) for the purposes of spending time with a person who is a member of the employee's Immediate Family or a member of the employee's household who has contracted a personal illness, or sustained a personal injury that poses a serious threat to his or her life; or

(ii) after the death of a member of the employee's Immediate Family or a member of the employee's household.

(d) Depending on the Logistics Coordinator's personal circumstances and reasons for taking compassionate leave, at the discretion of the LCU Manager, more than two (2) days' paid compassionate leave may be approved.

38. PARENTAL LEAVE

Employees are entitled to parental leave in accordance with the NES as provided in the Act and any CareFlight Parental Leave Policy which may be approved and published during the term of this Agreement.
PART 7 – WORKPLACE HEALTH & SAFETY AND OTHER PROVISIONS

39. WORKPLACE HEALTH & SAFETY

(a) CareFlight and all Logistics Coordinators will comply with their respective obligations under the Work Health & Safety (National Uniform Legislation) Act 2011 in the performance of their duties.

(b) In particular, both CareFlight and Logistics Coordinators will comply with CareFlight's workplace health and safety policies and associated documentation.

40. FATIGUE MANAGEMENT

(a) CareFlight expects that all Logistics Coordinators report for duty well rested and fit to undertake a minimum 12 hour shift.

(b) Logistics Coordinators will ensure that an operational watch will be maintained at all times.

(c) Logistics Coordinators will have a minimum break of ten (10) hours upon finishing a rostered duty shift and before commencing their next rostered duty shift. Any additional hours worked that will impact on their ten (10) hour break can only occur with prior agreement between Logistics Coordinators and LCU Manager and with the permission of the LCU Manager.

41. PROFESSIONAL DEVELOPMENT AND TRAINING

(a) CareFlight is committed to supporting training and development opportunities for Logistics Coordinators. CareFlight is committed to facilitate AIIMS training for existing full-time employees within the six (6) to twelve (12) months after the commencement of this Agreement or such other date as may be agreed in accordance with operational requirements, as well as developing training strategies, in consultation with Logistics Coordinators, to ensure ongoing recurrency training.

(b) Logistics Coordinators will be eligible to apply for CareFlight's Northern Operations annual professional development scholarship program in accordance with the terms and conditions of the program.

(c) CareFlight will provide an annual budget allocation of $6,000 total for the LCU unit, for the life of this Agreement, for the professional development of Northern Operations LCU staff (this budget is provided in lieu of a qualifications allowance).

(d) This budget may be used to enable Logistics Coordinators to attend approved internal or external training courses including:

   (i) a two (2) or four (4) day approved AIIMS course or equivalent;

   (ii) CRM;

   (iii) cultural awareness;
(iv) aero medical or disaster management conferences;
(v) customer service;
(vi) conflict resolution; or
(vii) any course or conference deemed beneficial to Logistics Coordinators’ professional development.

(e) Suitability of courses or conferences will be determined by the LCU Manager and approved by the General Manager Northern Operations.

(f) The budgeted amount will be used to pay for course fees and all (if any) travel costs associated with the training or conferences attended. Course fees and associated travel costs will be paid directly to the relevant providers. The annual budget allocation will not accrue or be carried over from one financial year to the next during the life of this Agreement.

(g) Subject to operational requirements, CareFlight will allow such training and professional development to occur during ordinary rostered time. Such training and professional development will be unpaid where training cannot be scheduled or undertaken during ordinary rostered time.

(h) CareFlight and Logistics Coordinators are committed to a collaborative approach that allows reasonable rostering changes to accommodate training, ie. LCME shift on training days.

42. PREVENTION OF HARASSMENT & BULLYING

(a) All Logistics Coordinators will comply with CareFlight’s Code of Conduct & Ethics and Bullying, Harassment & Discrimination Policy as amended from time to time and published on CareFlight’s intranet. However, these policies do not form part of this Agreement and may be amended by CareFlight from time-to-time throughout the life of this Agreement.

(b) Logistics Coordinators must not bully, intimidate, discriminate, harass or support others who bully, intimidate, discriminate or harass colleagues or members of the public for any reason.

43. UNIFORMS

CareFlight will provide all Logistics Coordinators with uniforms (shirts and pants) in accordance with CareFlight’s Uniform Policy, on an annual basis.

44. LIST OF SCHEDULES AND APPENDICES TO THIS AGREEMENT

(a) Schedule 1 Salaries and Additions to Salary

(b) Schedule 2 Work Practices
45. SIGNATURES

For CareFlight Limited ("CareFlight")

Signatory Name: Andrew Anderson

Signatory Address: 12 Lancaster Road, Marrara NT 0812

Basis of signatory's authority to sign the agreement: ACTING GENERAL MANAGER NORTHERN OPERATIONS.

Signature: ........................................ Date: 8/12/2016

For the Employees

Signatory Name: Shane Pascoe-Bell

Signatory Address: 12 Lancaster Road, Marrara NT 0812

Basis of signatory's authority to sign the agreement: EMPLOYEE REPRESENTATIVE

Signature: ........................................ Date: 8/12/2016
SCHEDULE 1 - SALARIES

Part 1 - 2015 Salary Scale

Permanent Employees

<table>
<thead>
<tr>
<th>Tier</th>
<th>Base Salary effective to 30 June 2016</th>
<th>Additions to Base Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$65,583.19 per annum</td>
<td>NT Retention Bonus</td>
</tr>
<tr>
<td>2</td>
<td>$70,677.81 per annum</td>
<td>(after successful completion of one (1) year at tier 2)</td>
</tr>
<tr>
<td>3</td>
<td>$77,370.18 per annum</td>
<td>NT Retention Bonus</td>
</tr>
<tr>
<td></td>
<td>Logistics Coordinators employed prior to 1 January 2015</td>
<td>$89,514.28 per annum</td>
</tr>
</tbody>
</table>

Base hourly rate for permanent employees is calculated by taking the employee's annual base and dividing the total by 52 weeks per year, divided by 38 hours per week (annual salary \(152138\) / 52 / 38 = base hourly rate).

Casual Employees

<table>
<thead>
<tr>
<th>Tier</th>
<th>Base rate effective to 30 June 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$41.49 per hour</td>
</tr>
<tr>
<td>2</td>
<td>$44.71 per hour</td>
</tr>
<tr>
<td>3</td>
<td>$48.94 per hour</td>
</tr>
</tbody>
</table>

Base hourly rate for casual employees is calculated by taking the full time annual base for the tier and dividing the total by 52 weeks per year, divided by 38 hours per week, times 1.25 (annual salary / 52 / 38 * 1.25 = base hourly rate).

Part 2 - Additions to Salary

<table>
<thead>
<tr>
<th>Additions to Base Salary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NT Retention Bonus</td>
<td>$3,000 per annum</td>
</tr>
<tr>
<td>Cyclone / Disaster Response Standby Allowance</td>
<td>As per clause 28</td>
</tr>
</tbody>
</table>

Additions to base salary as set out in Schedule 1 will remain fixed for the term of this agreement and are not included when calculating the annual July salary increases.
**SCHEDULE 2 – WORK PRACTICES**

**General – Part 1**

(a) CareFlight’s Logistics Coordination Unit currently has one approved (1) Work Practice and one roster line.

(b) Where a variation to this Work Practice, an additional Work Practice(s), and/or a Variation to the NT Government contract / or commercial contract occurs, this Schedule will also be amended accordingly.

**Work Practice 1**

Upon the execution of this Enterprise Agreement the roster pattern is as follows:

- two (2) day shifts, two (2) night shifts, one (1) grey day, four (4) days off; CME five (5) days (Wednesday LCME); two (2) days off, two (2) day shifts, three (3) night shifts, one (1) grey day, four (4) days off, two (2) day shifts, two (2) night shifts, one (1) grey day, four (4) days off.

---

**Legend:**

- **LD** = Day shift
- **LN** = Night shift
- **LCME** = Dual Acute and Low Acuity day shift
- **CME** = Low Acuity day shift