



Employment Services & Solutions Australia
Level 1, 146 Balcatta Road
Balcatta WA 6021

Phone: 08 9240 4230
Facsimile: 08 9240 4393
Email: admin@essa.net.au
Web: www.essa.net.au

AWARD SUMMARY SHEET

ANIMAL CARE AND VETERINARY SERVICES AWARD 2010

The information provided in this Information Sheet is provided on the basis that it is general information for clients and correspondents to inform them of matters relating to current workplace relations issues. It is not provided, nor should it be relied upon as a substitute for professional advice. Employment Services & Solutions Australia Pty Ltd is not responsible for any outcomes to clients based upon the information provided in this Information Sheet and disclaims all liability, including and without limitation in negligence, for all losses, expenses, damages and costs that may be incurred by a client or correspondent as a result of the information provided in this Information Sheet being inaccurate or incomplete in any way.

This is a summary of the award only. A copy of the full award is available at www.fwc.gov.au.

A full copy of the National Employment Standards is available at www.fairwork.gov.au

These wage rates are payable from the **first full pay period commencing on or after 1 July 2018**. If you have any queries, please contact Employment Services & Solutions Australia on 08 9240 4230.

Coverage

This industry award covers employers throughout Australia in the veterinary surgery industry and the animal care industry and their employees listed in Schedule B- Classification Structure and Definitions of the award.

For the purpose of this provision **veterinary surgeon** means private veterinary surgery practices. **Animal care industry** means community-based charity organisations working to prevent cruelty to animals by actively promoting their care and protection and educating people in the care of animals.

To avoid doubt, this award does not cover employers in the following industries:

- i. *Amusement, Events and Recreation Award 2010;*
- ii. *Food, Beverage and Tobacco Manufacturing Award 2010;*
- iii. *Horse and Greyhound Training Award 2010;* and
- iv. *Pastoral Award 2010.*

Where an employer is covered by more than one award, an employee of that employer is covered by the award classification which is most appropriate to the work performed by the employee and to the environment in which the employee normally performs the work.

Wage Rates

Adult

The following wage rates are only applicable to **Veterinary Surgeons**.

Veterinary Surgeons- Permanent Employees- Full Time and Part Time		
Classification	Mon-Sun 6am-9pm*	Public Holiday
Level 1A	\$25.59	\$51.18
Level 1B	\$27.00	\$54.00
Level 2	\$29.17	\$58.34
Level 3	\$32.04	\$64.08
Level 4	\$36.19	\$72.38

Veterinary Surgeons- Casual Employees		
Classification	Mon-Sun 6am-9pm*	Public Holiday
Level 1A	\$31.99	\$57.58
Level 1B	\$33.75	\$60.75
Level 2	\$36.46	\$65.63
Level 3	\$40.05	\$72.09
Level 4	\$45.24	\$81.43

* The ordinary hours of work are between 6.00 am and 9.00 pm Monday to Sunday. For more information see clause 22.2 of the Award.

The following wage rates are only applicable to **Practice Managers, Veterinary Nurses, Receptionists, Animal Attendants and Assistants**.

Practice Managers, Veterinary Nurses, Receptionists, Animal Attendants and Assistants- Permanent Employees- Full Time and Part Time						
Classification	Minimum Weekly Wage	Mon-Sat 1pm	Sat After 1pm** First 3 hours	Sat After 1 pm** After 3 hours	Sunday**	Public Holiday
Introductory	\$719.20	\$18.93	\$28.40	\$37.86	\$37.86	\$47.33
Level 1	\$739.90	\$19.47	\$29.21	\$38.94	\$38.94	\$48.68
Level 2	\$802.50	\$21.12	\$31.68	\$42.24	\$42.24	\$52.80
Level 3	\$837.40	\$22.04	\$33.06	\$44.08	\$44.08	\$55.10
Level 4	\$913.70	\$24.04	\$36.06	\$48.08	\$48.08	\$60.10
Level 5- Practice Manager	\$960.00	\$25.26	\$37.89	\$50.52	\$50.52	\$63.15

Practice Managers, Veterinary Nurses, Receptionists, Animal Attendants and Assistants- Casual Employees					
Classification	Mon-Sat 1pm	Sat After 1pm** First 3 hours	Sat After 1 pm** After 3 hours	Sunday**	Public Holiday
Introductory	\$23.66	\$33.13	\$42.59	\$42.59	\$52.06
Level 1	\$24.34	\$34.07	\$43.81	\$43.81	\$53.54
Level 2	\$26.40	\$36.96	\$47.52	\$47.52	\$58.08
Level 3	\$27.55	\$38.57	\$49.59	\$49.59	\$60.61
Level 4	\$30.05	\$42.07	\$54.09	\$54.09	\$66.11
Level 5- Practice Manager	\$31.58	\$44.21	\$56.84	\$56.84	\$69.47

** These penalty rates apply for the hours worked during ordinary hours.

Any time worked outside of ordinary hours will be paid as overtime, at the rate of time and a half for the first three hours and double time thereafter. Overtime worked on Sunday will be paid at the rate of double time with a minimum payment of three hours. For more information see clause 24.2 of the Award.

The following wage rates are only applicable to **Animal Care Industry Inspectors**.

Animal Care Industry Inspectors- Permanent Employees- Full Time and Part Time					
Classification	Mon-Sat 1pm	Sat After 1pm** First 3 hours	Sat After 1 pm** After 3 hours	Sunday**	Public Holiday
Inspector Level 1	\$25.59	\$38.39	\$51.18	\$51.18	\$63.98
Inspector Level 2	\$27.00	\$40.50	\$54.00	\$54.00	\$67.50
Senior Inspector Level 3	\$29.17	\$43.76	\$58.34	\$58.34	\$72.93

Animal Care Industry Inspectors- Casual Employees					
Classification	Mon-Sat 1pm	Sat After 1pm** First 3 hours	Sat After 1 pm** After 3 hours	Sunday**	Public Holiday
Inspector Level 1	\$31.99	\$44.78	\$57.58	\$57.58	\$70.37
Inspector Level 2	\$33.75	\$47.25	\$60.75	\$60.75	\$74.25
Senior Inspector Level 3	\$36.46	\$51.05	\$65.63	\$65.63	\$80.22

** These penalty rates apply for the hours worked during ordinary hours.

Any time worked outside of ordinary hours will be paid as overtime, at the rate of time and a half for the first three hours and double time thereafter. Overtime worked on Sunday will be paid at the rate of double time with a minimum payment of three hours. For more information see clause 24.2 of the Award.

Classification

<p>Veterinary surgeons</p> <p>Level 1A</p>	<p>Level 1A is the commencement level for a graduate veterinary surgeon. The performance of normal duties (including those performed on call) are subject to supervision by a more experienced veterinary surgeon. A Level 1A associate will progress to Level 1B no later than six months after commencement.</p> <p>For the purposes of this classification, supervision does not require the more experienced veterinary surgeon to be present at all times. It means that the Level 1 associate has access to guidance and assistance on normal tasks. This could be in person, or by telephone, or some other suitable arranged communication (e.g. advice prior to performing task and feedback after the task is completed).</p>
<p>Level 1B</p>	<p>A Level 1B associate still requires some supervision to perform normal duties. A competent Level 1B associate could expect to advance to Level 2 no later than two years after commencement.</p> <p>Advancement to Level 2 could be earlier depending on whether the associate has developed skills quickly enough to perform the required duties attached to Level 2.</p> <p>For the purposes of this classification, supervision does not require the more experienced veterinary surgeon to be present at all times. It means that the Level 1 associate has access to guidance and assistance on normal tasks. This could be in person, or by telephone, or some other suitable arranged communication (e.g. advice prior to performing task and feedback after the task is completed).</p>

Level 2	The veterinary surgeon conducts professional work without detailed supervision but with guidance on unusual cases and/or procedures.
Level 3	The experienced veterinary surgeon conducts professional work including more difficult assignments requiring substantial professional experience and initiative.
Level 4	The senior veterinary surgeon conducts professional work involving considerable independence of approach. They are responsible, when tasked, for the supervision of other professional staff and other practice management tasks, such as involvement in the overall planning of the practice, involvement in the formulation and implementation of practice policy and protocols, and/or supervising a practice branch or specific unit or department within the practice.

<p>Practice managers, Veterinary nurses, Receptionists, Animal attendants and Assistants</p> <p>Introductory level</p>	<p>An employee who has had no experience in this industry will initially be engaged at the introductory level until the employee has performed satisfactory service for a period not exceeding three months. During this period the employer will provide on-the-job training to assist the employee to gain the appropriate skills. If the employee attains the level of skill required, the employee will progress to Level 1.</p> <p>Employees at this level will perform routine tasks involving adherence to determined procedures and with only minimal scope for deviation from these procedures.</p>
Level 1	<p>Level of responsibility, skills and knowledge</p> <p>An employee at this level will:</p> <ul style="list-style-type: none"> i. work under direct supervision with regular close checking of their work; ii. develop and then apply their knowledge and skills to a limited range of tasks and roles; iii. work within a specified range of contexts where the choice of action is clear and restricted; and iv. normally develop and then use their competencies within established routines, where methods and procedures are predictable. <p>Indicative Tasks</p> <p>Typical activities at this level may include:</p> <ul style="list-style-type: none"> i. assisting other employees in their duties; ii. appropriate induction to the industry and the routines of the practice; iii. basic animal care; iv. grooming, feeding, cleaning and restraint as instructed; and/or

	<ul style="list-style-type: none"> v. basic clerical and/or reception duties and telephone skills under veterinary supervision.
<p>Level 2</p>	<p>A Level 2 employee will use limited discretion and initiative. Knowledge relating to the care of animals will be necessary.</p> <p>Level of responsibility, skills and knowledge An employee at this level will:</p> <ul style="list-style-type: none"> i. work under direct supervision with routine checking of their work; ii. develop and then apply their knowledge and skills to a limited range of tasks and roles; iii. work within a specified range of contexts where the choice of action is clear and restricted; iv. normally use their competencies within established routines, where methods and procedures are predictable; and v. exercise discretion and judgment against established criteria. <p>Indicative Tasks In addition to those outlined in Level 1, typical activities at this level may include:</p> <ul style="list-style-type: none"> i. following Occupational Health and Safety procedures in an animal care environment; ii. assisting with general animal care; provide food and water for animals; iii. participating in workplace communications; iv. carrying out basic clerical and/or reception duties under reduced supervision; v. carrying out clinic routines; maintain clinic hygiene, carry out daily treatment of patients; and/or vi. assisting in stock control and clinic security.
<p>Level 3</p>	<p>A Level 3 employee will possess an AQF Level 3 or other equivalent qualification or possess knowledge and experience to enable them to operate at trade level.</p> <p>Level of responsibility, skills and knowledge An employee at this level will:</p> <ul style="list-style-type: none"> i. generally be working with limited supervision; ii. normally use their competencies within established routines, where methods and procedures are predictable; and iii. exercise discretion and judgment against established criteria. <p>Indicative Tasks In addition to those outline in Level 2, typical activities at this level may include:</p> <ul style="list-style-type: none"> i. assisting with animal care under limited supervision;

	<ul style="list-style-type: none"> ii. limited supervision of employees at introductory level and Level 1; iii. undertaking daily clinic routines and routine monitoring of patients; iv. clerical duties including maintaining supplies, processing and preparing correspondence and accounts; v. the ability to follow clinic procedures for hazard identification and risk control; vi. the ability to provide grief support to clients/animal owners; and/or vii. providing basic first aid for animals.
<p>Level 4</p>	<p>A Level 4 employee will possess competencies of AQF 4 or other equivalent qualifications.</p> <p>Indicative tasks In addition to those outlined in Level 3, typical activities at this level may include:</p> <ul style="list-style-type: none"> i. co-ordinating clinic admissions; ii. providing veterinary nursing care and grief support to clients; iii. applying radiographic routines and implement procedures; iv. performing and record pathology procedures, assist with post mortem; v. preparing and provide support for surgical procedures; vi. monitoring patient anaesthesia; vii. performing post-operative procedures; viii. nursing hospitalised animals, monitor clinical signs, communicate with owners; ix. providing animal care in pain situations; x. carrying out medical nursing routines; xi. preparing surgery schedules, implement surgery preparations; xii. cleaning maintain and store theatre instruments, equipment and supplies; and/or xiii. carrying out post operative theatre routines.
<p>Level 5- Practice manager</p>	<p>A Level 5 employee will have the overall responsibility of managing the day-to-day operations of a veterinary practice. The possession of relevant post secondary qualifications may be appropriate but are not essential.</p> <p>Employees at this level are subject to broad guidance or direction and are responsible and accountable for their own work.</p> <p>Level of responsibility, skills and knowledge An employee at this level will: exercise skills, discretion and responsibilities beyond that required at Level 4.</p> <p>Indicative Tasks In addition to those outlined in Level 4, typical activities at this level may include:</p>

	<ul style="list-style-type: none"> i. overseeing human resources, stock control, clinical administration, bookkeeping and customer management; ii. being responsible and accountable for their own work and may have delegated responsibility for the work under their control or supervision, including, scheduling workloads, resolving operations problems, monitoring the quality of work produced and counselling staff for performance and work related matters; and/or iii. reporting to management regarding accounts, staffing, legislative requirements and/or other company activities.
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<p>Animal care industry inspectors</p> <p>Inspector Level 1</p>	<p>This is the commencement level for a new inspector who is authorised under relevant legislation to carry out the duties of animal care inspector however described. The performance of duties is subject to the supervision of an Inspector Level 2.</p> <p>An inspector at this level can expect to move to an Inspector Level 2 after six months from their commencement as an Inspector Level 1.</p>
<p>Inspector Level 2</p>	<p>In addition to the experience and qualifications of an Inspector Level 1, an inspector at this level requires limited supervision in the performance of their duties.</p>
<p>Senior Inspector Level 3</p>	<p>At this level a person is appointed and designated a senior inspector. The Senior Inspector Level 3 conducts professional work involving considerable independence. They are responsible, when tasked, for the supervision of staff. They will be involved in the overall planning of team activities together with the formulation and implementation of policies and protocols.</p>