1. **What does the opening of Northern Beaches Hospital mean for NSW Health staff at Manly and Mona Vale hospitals?**

   Northern Beaches Hospital will give staff the opportunity to work in a state-of-the-art facility.

   When the new hospital opens, Manly Hospital will close and Northern Sydney Local Health District (NSLHD) will no longer employ staff at Manly Hospital.

   Some sub-acute services, including inpatient rehabilitation and community health, will continue to be provided at Mona Vale Hospital. NSLHD will require fewer employees to provide those services than the total number of employees currently employed at Mona Vale Hospital.

2. **Who will operate Northern Beaches Hospital and employ staff?**

   Leading private healthcare provider Healthscope will operate Northern Beaches Hospital. Employees who migrate to Northern Beaches Hospital will be employed by Healthscope, or a third party provider such as Australian Clinical Laboratories (ACL) for pathology services and Healthcare Imaging Services for imaging services.

3. **Which staff will migrate to Northern Beaches Hospital?**

   Eligible employees will have an opportunity to migrate to Northern Beaches Hospital.

   For each position at Northern Beaches Hospital, Healthscope is required to offer employment to all permanent employees who work at Manly or Mona Vale Hospital whose functions are transferring to Northern Beaches Hospital, as well as those who perform services primarily in connection with these hospitals that will transfer to Northern Beaches Hospital. These employees are referred to as eligible employees.

   These obligations also apply to subcontractors to Healthscope such as in pathology, imaging, facilities management and pharmacy.

   The majority of eligible employees will be invited to express an interest in a position at the new hospital.

4. **What are the conditions that will apply to eligible employees who accept a position at Northern Beaches Hospital?**
Eligible employees who migrate to the new hospital will do so on the following conditions:

- Continuation of existing Award terms and conditions for a period of at least two years
- A transfer payment
- Two year employment guarantee
- Transfer or cash out (where possible) of accrued leave entitlements to Healthscope
- Maintenance of existing superannuation arrangements.

5. **Is anything different about the first two years?**

Yes, during the first two years, eligible employees who migrate to the new hospital will have the additional protection of a two-year employment guarantee. This means that during the first two years, your employment with Healthscope cannot be terminated without your agreement, except in the following very limited circumstances: serious misconduct, following a disciplinary or performance process, or if you can no longer perform the requirements of your role.

Additionally, during the first two years of your employment at Northern Beaches Hospital, changes to your terms and conditions can only be made with your agreement and only if the change means you are better off overall.

6. **What happens to my employment conditions after the first two years?**

Under the laws in place now, the existing Award terms and conditions can apply for up to five years. During the five-year period, if a new enterprise agreement is made and this covers you, the enterprise agreement will apply instead of the State Award.

7. **Will I still have a job after the first two years?**

Eligible employees who migrate to Northern Beaches Hospital will do so as permanent employees and your employment will be ongoing. You will not need to reapply for your position at the end of two years.

8. **If I am employed by the district, and work at Manly or Mona Vale Hospital, how will I know if I am an eligible employee?**

If you are employed by the district, but work at Manly and/or Mona Vale Hospital, you may be an eligible employee. NSLHD will review each position and notify managers and employees.
about their eligibility to express an interest in available positions at the new hospital.

9. If I am employed by the district at another location, and my primary role provides services to Manly or Mona Vale Hospital, how will I know if I am an eligible employee?

If you are employed by the district, and most of your work relates to either or both of the two hospitals, you may be an eligible employee. NSLHD will review each position and notify managers and employees about their eligibility to express an interest in available positions at the new hospital.

10. Who is not an eligible employee?

Temporary and casual employees are not eligible employees. Employees who do not provide services that will be provided by Healthscope, or its subcontractors, are not eligible employees. This means that employees working in inpatient rehabilitation and community health at Mona Vale Hospital are not eligible employees.

11. If I am employed by HealthShare or NSW Health Pathology and my primary role provides services to Manly or Mona Vale Hospital, how will I know if I am an eligible employee?

If you work in a role that provides a state-wide service at Manly Hospital and/or Mona Vale Hospital and most of your work relates to either or both of the two hospitals you may be an eligible employee. NSLHD, HealthShare and NSW Health Pathology will review each position and notify managers and employees about their eligibility to express an interest in available positions at the new hospital.

12. If I am not an eligible employee will I get an opportunity to apply for a position at Northern Beaches Hospital?

Yes. Approximately 1,300 full time equivalent employees are needed at the new hospital. This is about 400 more employees than are currently working at Manly and Mona Vale hospitals. It is likely that Healthscope will externally recruit for many of these roles, and there will be opportunities to apply for positions.

13. Do the conditions that apply to eligible employees also apply to other employees who accept a position at the new hospital?

No. Employees who are not eligible employees and who accept an offer of employment with Healthscope will participate in an external recruitment process. Their terms and conditions of
employment will be determined by Healthscope.

14. If I am an eligible employee, will I keep my award terms and conditions if I migrate to Northern Beaches Hospital?

Yes. Eligible employees who migrate to the new hospital will do so on their existing award terms and conditions, which will continue for at least the first two years.

15. Will nursing hours per patient day apply at Northern Beaches Hospital?

Yes. Eligible employees who migrate to the new hospital will do so on their existing award terms and conditions. Therefore award-derived entitlements, including nursing hours per patient day will continue to apply to these employees if they migrate to Northern Beaches Hospital for the first two years.

16. Are there opportunities for promotion?

The primary objective is to maximise the number of eligible employees who can migrate to Northern Beaches Hospital, if they would like to do so. This will be achieved by inviting eligible employees to express an interest in any role at the new hospital that is equivalent to their existing roles. Employees will be able to apply for any remaining roles, including promotions, via a recruitment process. Eligible employees will be given priority over external applicants.

17. Will Healthscope be required to comply with NSW Health policies for eligible employees who migrate?

Healthscope is contractually required to comply with a small number of NSW Health policies, to the extent possible.

These policies are:

- Leave to Undertake Defence Force Duties (PD2006_013)
- Learning and Development Leave Policy (PD2006_066)
- Health Services Union – Award Changes – Memorandum of Understanding – Old Part Time Employees (IB2005_062)
- Model Pilot Agreement for Midwifery Caseload Practice Annualised Salary Agreement (IB2008-012)
- Private Motor Vehicle Use on Official Business – 'Transport Rate' (IB2009_049)
- Incremental Salary Progression for Part-Time Employees in PHO's and Health Administration
Corporation (PD2005_456)
Special Leave (PD2006_095)
Family Violence Provisions (IB2001_029)
Annual Leave – only section 15 (excluding paragraphs 10 and 11), which relates to annual leave loading (PD2006_089) and Managing Excess Staff of the NSW Health Service (voluntary redundancy arrangements, including payments, and the forced redundancy arrangements, including payments) (PD2012_021)

Additionally the following policies will apply to staff specialists:

- The special allowance 17.4% of the Staff Specialist Salary (salary being set by the Staff Specialists (State) Award).
- The abnormal working hours and recall allowance, calculated in accordance with the Staff Specialist Determination 2010
- The Training Education and Study leave and funding entitlement, as set out in accordance with the Staff Specialist Determination 2010
- The rights of private practice including private practice allowances, as set out in the Staff Specialist Determination 2010 and
- The Emergency Physicians allowances as set out in the Staff Specialist Emergency Physicians – Remuneration Arrangements for the period to June 2014 (PD2012_045)

18. Will I be forced to migrate to the new hospital?

No one will be forced to migrate to the new hospital. It will be up to each individual to decide what’s best for them. NSLHD encourages all employees to consider the opportunities offered at Northern Beaches Hospital. It will be a world-class facility, delivering a high standard of healthcare and broad experiences for its workforce.

19. What if there is no position for me at Northern Beaches Hospital?

The majority of eligible employees will be invited to express an interest in a position at the new hospital that is equivalent to their current position. If you are an eligible employee but there is no position at Northern Beaches Hospital that is equivalent to your current position, you can express an interest in other remaining roles.

If you do not migrate to the new hospital, NSW Health will make every effort to find another position for you. Only in the limited circumstances where these efforts are unsuccessful will redundancy be considered.
20. Will I receive a redundancy payment if I do not migrate to the new hospital and am not redeployed in NSW Health?

Eligible employees who do not migrate to the new hospital will be managed in accordance with NSW Health’s Managing Excess Staff policy, which makes provision for severance or redundancy payments for permanent employees in the limited circumstances where redeployment is not possible.

21. Why is there access to redundancy payments in this situation but not in other current Government transfers?

This is a unique arrangement which applies to the Northern Beaches project only. The arrangements in relation to Northern Beaches Hospital were announced in 2013. At that time, information provided to staff indicated that employees who do not accept an employment offer at Northern Beaches Hospital and who are unable to be redeployed in NSW Health will be eligible for redundancy in accordance with applicable NSW Government policy.

In 2016, a new employment regulation was made – the effect of which is that employees who are offered, or fail to apply for, comparable employment with a new provider in a government transfer, will not be eligible for severance or redundancy payments. An exemption to this requirement has been made for ‘eligible employees’ who choose not to migrate to Northern Beaches Hospital.

22. If I don’t want to go to Northern Beaches Hospital, will NSW Health offer me a redundancy without trying to find me another position?

No. NSW Health will make every effort to find another position for you, in line with the Managing Excess Staff policy. Only in the limited circumstances where all redeployment options are unsuccessful, will redundancy be considered.

23. Where will the redeployment opportunities be?

Opportunities across the Sydney metropolitan area will be considered, where there are redeployment opportunities available. There will be a chance to discuss the redeployment opportunities one-on-one as part of the redeployment process.
24. Can I be redeployed anywhere in NSW?

Redeployment requiring relocation of residence may be considered, but is often not a viable option.

If an employee would like to move outside the Sydney metropolitan area, this can be discussed during the redeployment process. Attempts will be made to identify suitable redeployment opportunities at the desired location.

25. When will I know whether there is a redeployment opportunity for me?

In each individual’s case, this will depend on when a suitable position becomes available. Significant efforts will be made to identify opportunities across metropolitan Sydney.

26. If I migrate to Northern Beaches Hospital, will my service remain unbroken so that I can accrue long service leave?

Yes. An eligible employee’s service will be recognised and you will continue to accrue long service leave, if you are eligible to do so.

27. If I migrate to Northern Beaches Hospital, will I lose my leave entitlements after the two year employment guarantee period?

No.

28. If I migrate to Northern Beaches Hospital, what happens to recreation leave and long service leave entitlements?

Eligible employees who migrate to Northern Beaches Hospital will be able to transfer their accrued leave entitlements to Healthscope. Eligible employees will also be able to ‘cash out’ some leave entitlements at the time that they migrate, where this is permitted by law.

29. If I migrate to Northern Beaches Hospital, what happens to my sick leave?

The accrued sick leave of eligible employees will transfer to Healthscope. It cannot be ‘cashed out’.
30. If I migrate to Northern Beaches Hospital, will there be an impact on superannuation?

Superannuation arrangements for eligible employees who migrate to Northern Beaches Hospital, including staff who are members of defined benefit superannuation schemes, will not change. This means eligible employees will be able to continue to contribute to their existing superannuation fund.

31. What happens if I am working in a Transition to Professional Practice (TPP) arrangement and my temporary contract at Northern Beaches Health Service extends past November 2018?

TPPs who commence in 2018 will be provided work for the entirety of their one year contract. Upon the closure of Manly Hospital and the acute Mona Vale Hospital, TPPs will be rotated to other positions within NSLHD until the end of their contract.

32. Will NSLHD recruit to vacant positions in the lead up to the migration?

Yes.

33. Where and when will I get more information?

Staff should rely on the Northern Beaches Health Service Redevelopment intranet home page (http://intranet.nslhd.health.nsw.gov.au/Redevelopment/NBHSredev/Pages/default.aspx) as the primary source of information. This will be updated regularly and email notifications sent to staff when changes are made. We will continue to consult with staff and unions about the Expression of Interest process for the migration of employees and the opportunities for staff at the new hospital. As part of this consultation, staff will have an opportunity to discuss their options one-on-one at the Workforce Information Centres.

Manly & Mona Vale Hospital after the transition

34. What will happen to Manly Hospital after the transition to Northern Beaches Hospital?

Manly Hospital will close after the new hospital opens. The NSW Government will consider options for the future use of the site in consultation with the local community.
35. What is the future for Mona Vale Hospital once Northern Beaches Hospital opens?

Mona Vale Hospital will continue to deliver high quality, integrated health services to the Northern Beaches community. The existing Assessment and Rehabilitation Unit, Beachside Rehabilitation Unit and Community Health Centre will continue to provide patient services. In addition to these services, planning is underway for an Urgent Care Centre, inpatient Palliative Care Unit and Geriatric Evaluation and Management Unit.

Registrations of interest for additional future health related services on the Mona Vale Hospital campus are being reviewed.

Some of the future services may range from general practice through to medical specialists for infants to seniors. The services provided on the Mona Vale Hospital campus will complement those being delivered at the new Northern Beaches Hospital, Dalwood Children’s Services at Seaforth, Mona Vale Community Health Centre and the Brookvale Community Health Centre.

36. How will it be determined who stays at Mona Vale Hospital and who will migrate to Northern Beaches Hospital?

If your role is migrating to Northern Beaches Hospital you will be invited to express an interest in a position at the new hospital that is substantially similar to your current role. Staff employed in the inpatient rehabilitation wards and community health at Mona Vale Hospital, whose functions are not migrating to the new hospital, will continue to perform their roles and will not migrate to Northern Beaches Hospital.

Transfer Payment

37. Will I receive a transfer payment?

Permanent NSW Health staff who migrate from Manly or Mona Vale Hospital to Northern Beaches Hospital when it opens will receive a transfer payment of up to eight weeks' salary. This will be based on the length of your service.

38. What will my transfer payment be?

Payments will be based on years of continuous service:
Continuous years of service | Transfer payment (weeks of base rate of pay)
---|---
Less than one year | 0 weeks
One year but less than two years | 2 weeks
Two years or more but less than three years | 3.5 weeks
Three years or more but less than four years | 5 weeks
Four years or more but less than five years | 6 weeks
Five years or more but less than six years | 7 weeks
Six years or more | 8 weeks

The transfer payment will be calculated in the following way:

a) For part time employees, the payment will be calculated based on the average weekly hours worked in the 12 month period prior to the transfer date, or contracted hours, whichever is the higher. Overtime hours will not be included in this calculation.

b) Periods of approved leave without pay (including parental leave) will not break continuity of service but will not count as service for the purpose of the transfer payment.

c) Continuous service in (or recognised by) NSW Government sector agencies will be recognised for the purpose of the transfer payment.

d) The calculation will be based on the date of transfer to Northern Beaches Hospital.

e) Casual service will not be recognised for the purpose of the transfer payment.

39. When will I receive my transfer payment?

The transfer payment will be paid around the time of, or shortly after, staff move to Northern Beaches Hospital. Full details will be provided closer to the date of migration.

40. Is the transfer payment being paid by NSW Health or Healthscope?

NSW Health will fund the transfer payment for staff migrating to Northern Beaches Hospital.

Access to Leave Entitlements

41. Will there be any restrictions on taking annual or long service leave leading up to the date of transition?

Staff should follow the standard process when applying for leave in the lead up to migrating to Northern Beaches Hospital. Your manager will consider service provision and a fair distribution of leave between staff, so it is important to submit any leave requests as soon as possible.
Training and education programs are planned from July to October 2018, so annual and long service leave will generally not be approved during this time, except in special circumstances. This is to ensure continuity of care for patients and so that all staff receive the necessary induction and training before migrating to the new hospital.

42. Do I need to use all of my leave prior to the transition date?

Staff migrating to Northern Beaches Hospital will have the option of having their accumulated leave paid out or transferred to the new hospital. This includes all annual and long service leave. Accumulated sick leave will be transferred to the new hospital. Staff will not be required by the district to take leave, unless they have excess leave that needs to be taken in line with NSW Health policy.

43. I have more than 10 years of service with NSW Health. How will my long service leave accrue once I migrate to Northern Beaches Hospital?

Staff who migrate to Northern Beaches Hospital will continue to accrue long service leave in exactly the same way as they currently do. Staff will remain covered by their existing award terms and conditions for a minimum of 2 years and Healthscope will recognise all service that is currently recognised by NSW Health. After this period, long service leave accrual will depend on the terms and conditions of your employment with Healthscope.

44. Will I be able to accrue ADOs once I migrate to Northern Beaches Hospital?

Staff who migrate from NSW Health to Northern Beaches Hospital when it opens will continue to have access to ADOs in line with award provisions for at least two years. After this period, ADOs will depend on the terms and conditions of your employment with Healthscope.

Claims for Permanency

45. What does claim for permanency mean?

The claim for permanency process may provide long standing casual and temporary employees of Mona Vale and Manly Hospitals an opportunity to apply for permanent employment status. This will include staff who have higher grade duties and those working on secondments in an acting role.
46. Who is eligible and how does the process work?

The workforce team will conduct a review of casual and temporary employees and their individual roles to determine who is eligible. This will confirm if the staff member meets the criteria for a permanent position. Staff who have higher grade duties or are on secondment will also be assessed. In some cases, discussions with managers, a questionnaire and individual interviews will be held to help determine the claim for permanency.

For many staff, their position will be identified as casual or temporary, but in some cases, circumstances may have changed to warrant a review of the individual role.

47. When will this occur?

Claims for permanency are being reviewed now to ensure that all staff who are potentially eligible to participate in the expression of interest process for positions at Northern Beaches Hospital can do so. This will ensure that all staff have a fair and equitable opportunity to be matched to a position at the new hospital on their existing terms and conditions.

48. What if I don’t want to become permanent?

No one will be required to become a permanent employee. It will be up to each staff member who is eligible to be considered for a permanent position to decide what’s best for them.

49. Who can I contact if I believe I have a claim for permanency?

If you are in a casual or temporary role and you believe that you have a claim for permanency, please contact your manager.