



ANMF (Vic Branch) Policy

Workplace representative expenses

It is the policy of the Australian Nursing and Midwifery Federation (Victorian Branch) that:

1. The Branch encourages, supports and promotes the role of the Job Reps and Health and Safety Reps (who, for the purposes of this policy is an elected Health & Safety Rep who is an ANMF member) to participate in a variety of union activities, such as ACTU and ANMF authorised Job Rep training programs and seminars, Health and Safety training, Annual Delegates Conference, the Anna Stewart and Belinda Morieson Job Rep Training Programs and other ANMF meetings and forums (as authorised by ANMF).
2. ANMF provides accommodation and reimbursement of costs to Job Reps and Health and Safety Reps (for activities associated with their role, as required by the Branch, to promote industrial democracy in the workplace, workplace safety and support the democratic processes and activities of the Branch).
3. *Accommodation and travel arrangements for the annual Delegates Conference are different and specified on page 3.*

The following applies to Job Representatives and eligible Health and Safety Reps programs/activities:

Travel includes the following:

- City/East link E-Tag and Day-pass costs when travelling by car, plus parking fees.
- Petrol subsidy for training/events held in Melbourne, where the workplace is more than 70kms (one way) from Melbourne CBD. You must provide odometer reading of return trip for auditing purposes.
- For regionally based functions, where the workplace is more than 20kms from regional venue, a petrol subsidy for return trip kilometres, or public transport cost paid in full.
- Full reimbursement for a V line return economy fare, and all Metropolitan train, tram, bus fares.
- Payment is only provided on production or copies of receipts / tickets for all claims.
Taxi fares do not qualify for reimbursement.

Air travel

In certain circumstances ANMF will pay for economy fare air travel, where it can be demonstrated that air travel is more cost and time efficient, in relation to the cost to the Branch, and the cost, time and commitments of the Rep. A Rep must provide evidence to the Branch Secretary that air travel is more cost effective. Factors to be taken into account include the cost of train or car travel, accommodation, meals, loss of income (*ie – unpaid time off to attend activity, and/or loss of income for extra time spent on road or train travel against the cost of the airfare*).

The airfare must be authorised in advance by the ANMF Branch Secretary. Job Reps can book economy air fares and seek reimbursement once approved by Branch Secretary.

Accommodation

Where your **workplace** is more than 70kms from the location of the training/seminar, accommodation is organised and paid for by ANMF and includes breakfast, plus an evening meal to the maximum value of \$45 (must provide receipt).

For inquiries regarding your accommodation booking, please contact ANMF directly and not the hotel/motel.

Accommodation is provided either in a single room, or on a share basis in a 2/3 bedroom apartment, dependent on numbers and gender mix.

Paid union training leave

All Job Reps in the Public Sector are eligible to apply for 5 days' paid union training leave per calendar year (or not more than 10 days over a two year period) to attend union education/training activities. ANMF can assist with these applications.

Local government nurses can apply for paid union training leave as per their Enterprise Agreement.

Other Reps need to check their EBA for any paid leave entitlement.

Loss of wages subsidy

For Reps with no EBA entitlement, or whose employer declines to pay "training leave" and this results in leave without pay to attend an ANMF Job Rep Training or HSR course, ANMF will subsidise you for your loss of pay. Evidence of loss of pay is to be provided, by providing a copy of your two week roster for the period in which the training occurs.

Job Reps employed solely as **casuals** may apply for the loss of pay subsidy on production of their "roster" for the preceding four weeks. The number of days to be paid for loss of pay will be averaged out based on the number of shifts worked per week in that four week period.

Please note the loss of pay subsidy is a set amount based on whether you are employed as a Registered Nurse/Midwife, Enrolled Nurse or a Personal Care Attendant and not on your actual loss of pay.

Loss of wages subsidy rates will be adjusted in line with relevant classifications from the relevant agreements.

Additional payments may be authorised at the discretion of the Secretary. Written requests for this authorisation must be received in advance of the Rep activity.

Childcare expenses reimbursement

ANMF will reimburse childcare costs for members who attend ANMF Job Rep/HSR training activities, when required to use additional/extraordinary childcare to attend the training. Refer to the Child Care Reimbursement Guidelines for ANMF Job Representatives and eligible Health and Safety Reps (ref ANMF Vic Branch Child Reimbursement Policy).

ANNUAL DELEGATES' CONFERENCE

Paid Union training leave

Paid Union Training leave applies for public sector Reps and eligibility for paid training leave or loss of pay subsidy in other sectors is as the same as for Job Rep/HSR training activities in this policy.

TRAVEL REIMBURSEMENT

Public transport

ANMF Job Representatives are encouraged to use public transport where available. Public transport is the preferred method of transport to attend the delegates' conference. Where there is no regional or metropolitan public transport is available or inaccessible/inadequate timetable, a kilometre subsidy can be provided (see below for exceptions).

Travel reimbursement will be provided in full as follows:

- For those whose workplace is 70kms or more to the conference venue, reimbursement will be provided for a return standard fare V-line and metro public transport on production of receipts/evidence for cost.
- Full reimbursement is provided for use of metro train/tram/bus fares on production of receipts/tickets or use of the Myki card (see claim form to state Myki use).

Petrol subsidy

Eligibility for use of own car for those whose workplace is 70kms or more from the conference venue, the following criteria applies for accessing a kilometre subsidy:

- Where there is no Regional or metro public transport available.
- Where there is restricted access and/or restricted timetables.
- Individual/personal circumstances which prevent/restrict the use of public transport.
- In such circumstances, please contact the ANMF recruitment team to confirm your situation, and advise you will need an exemption from the public transport requirement.

Accommodation

The ANMF will arrange accommodation at a hotel in central Melbourne for conference delegates. This type of accommodation will be either twin share, or 3 delegates in a two bedroom room/apartment. The ANMF includes a daily breakfast, plus dinner to the value of \$45 (excludes the night of the conference dinner where dinner is supplied by ANMF).

Eligibility for ANMF paid accommodation for the Delegates Conference is as follows

- For those whose workplace is greater than 70kms from Melbourne CBD, are eligible for the night immediately **prior** to day one and **night of** day 1 of the conference (due to the early start of the first day of the conference).
- Those whose workplace is greater than 50kms from Melbourne CBD – **the night of day one** of the conference. You need to indicate on your registration form how many nights' accommodation you require and include the kilometres you will travel.
- A request for a single room can be met only **if a single room is available** and the **delegate pays** the difference in cost of a twin share room (currently \$70).

TRAVEL: All travel entitlements are as above, excepting air travel arrangements (see Delegates' Conference package when you register).