

1 May 2025

Memorandum of Understanding / Agreement

In the TOS for the Collective Agreement 1 April 2025/ 31 October 2027, signatures to this MOU / Agreement agreed a working party to be formed with Union and Employer representatives to discuss and report on the administrative roles to include in Schedule A of the new collective.¹ Parties committed to complete the work by the end of April 2025.

Parties agreed to the following four items:

I. The Four Job Descriptions Attached:

- Receptionist Specialist Centre;
- Receptionist Hospital;
- Administrator Specialist Centre;
- Administrator Hospital.

II. Implement the following steps representing the overall pay scale for these four roles.

Step 1	29.22
Step 2	30.24
Step 3	31.26
Step 4	32.14
Step 5	33.01
Step 6	33.89
Step 7	34.91
Step 8	35.93
Step 9	36.81

¹ Given the different nature of the current financial admin roles, these roles will be discussed separately.

III. Pay scale, based on steps, for these four roles.

Receptionist Specialist Centre	
Step 1	29.22
Step 2	30.24
Step 3	31.26
Step 4	32.14
Step 5	33.01

Receptionist Hospital	
Step 2	30.24
Step 3	31.26
Step 4	32.14
Step 5	33.01
Step 6	33.89

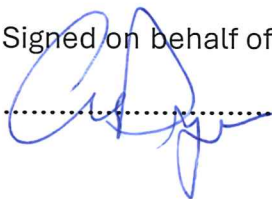
Administrator Hospital	
Step 3	31.26
Step 4	32.14
Step 5	33.01
Step 6	33.89
Step 7	34.91
Step 8	35.93

Administrator Specialist Centre	
Step 4	32.14
Step 5	33.01
Step 6	33.89
Step 7	34.91
Step 8	35.93
Step 9	36.81

IV. Uniform

The employer will provide all staff in these four roles with an appropriate uniform.

Signed on behalf of Boulcott Pulse Health Hospital Limited:

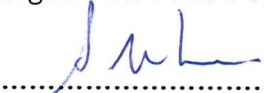


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Graham Dyer

Date: 5/5/2025

Signed on behalf of NZNO:



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Sue Wihare

Date: 5. 5. 2025