



Stat Report 2023/03

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It's time to say Yes!

Later this year, Australians will vote on a change to our nation's constitution which seeks to enshrine a voice for Aboriginal and Torres Strait Islander people to our national Parliament.

After over 65,000 years of continuous culture, it's time Aboriginal and Torres Strait Islander people are recognised in our 122-year-old constitution.

Aboriginal and Torres Strait Islander people want recognition in a practical form by having a say on issues and policies that impact their lives.

The Voice to Parliament is an important change that will make Australia fairer and better and Australian unions, including yours, are proud to be campaigning in support of a Yes vote.

The management committees of both the MSAV and HSU 4 Branch in their June 2021 meetings very proudly adopted resolutions of support for the Uluru Statement from the Heart and support for an Indigenous voice to our national Parliament to be adopted as a constitutional reform.

We want to make sure that members understand what the Voice to Parliament is and why it's such an important change to support.

That's why all Union members are invited to attend the "Unions for Yes" campaign launch.

Join the campaign launch on Wednesday, 22 February 2023 at 8pm AEDT by [registering here](#).

On the night you will get the latest update on the campaign for an Aboriginal and Torres Strait Islander Voice to Parliament as well as information on how to get involved in securing this historic change.

There will also be an exclusive briefing from Indigenous and union leaders about the campaign including Thomas Mayo, Maritime Union of Australia official, Author and Uluru Statement from the Heart Signatory; Sally McManus, ACTU Secretary; Michele O'Neil, ACTU President; and Lara Watson, ACTU Indigenous Officer.

This is going to be an historic campaign and we want to make sure members know how they can be involved in history.

Register for the "Unions for Yes" campaign launch here: <https://www.australianunions.org.au/action/voice-campaign-launch/>

We're also proud to announce that the Union has become a member organisation of the First Nations Workers Alliance (FNWA).

The First Nations Workers Alliance exists to bring about wage justice for Aboriginal and Torres Strait Islander workers. FNWA operates like a union for Aboriginal and Torres Strait Islander workers who do not have access to a union or are not considered workers due to falling under the social security act.

They do tremendously important work and we encourage members to consider joining the First Nations Workers Alliance.

Being a FNWA member is open to all Australian union members, and by joining you're showing solidarity with Aboriginal and Torres Strait Islander workers. You can find out more about the [First Nations Workers Alliance here](#) and [join here](#).

This is also a great opportunity to remind members who identify as Aboriginal and Torres Strait Islander of the Union's desire to do more by developing a Reconciliation Action Plan. There are details about how to get involved in *Union Round Up*.

I also want to remind members about letting us know if they are aware of their Health Service advertising for psychologist and pharmacist positions.

If you have seen advertising for these roles, [please let us know here](#). You can also send us copies, links or screenshots of advertisements.

Finally, I want to point out that we are increasingly concerned that the Department of Health and public Health Services have dropped the ball when it comes to Personal Protective Equipment and COVID-19 related safety measures in workplaces.

We have worked with other health unions to produce guidelines for managing COVID-19 risk, which you can find in this edition of STAT Report.

As always, should you need our support with a workplace matter, please contact the Union on 9623 9623 or at enquiry@msav.org.au or through the [Member Portal](#).

In solidarity
Matt Hammond
Secretary

When are Austin Health members getting backpay?

There was a huge response to our request to Public Health Sector members about receipt of backpay. We want to thank members for providing us with a lot of information.

Unfortunately, a lot of what we were told was extremely disappointing.

The Union is not unreasonable. We understand that processing so many different pay outcomes can be complicated, but, if you've got delays or complications you should at least tell your people what's going on.

Austin Health didn't tell their employees anything until a couple of days before Christmas and that response was pretty vague. In the seven weeks since then, there's been radio silence.

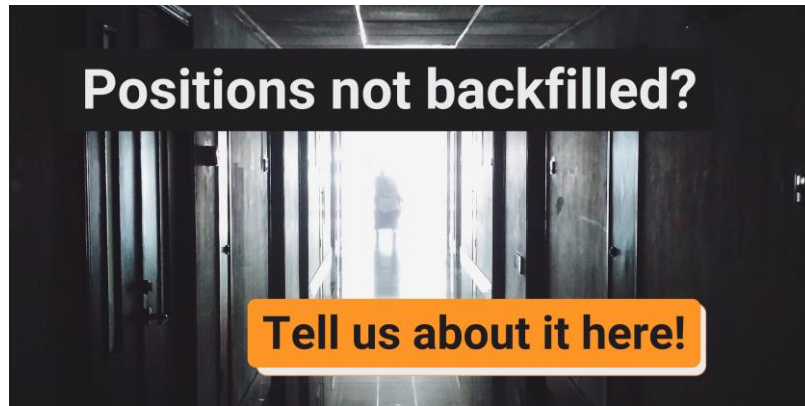
The union has followed up with Austin about this and they tell us they're going to write to staff today.

However, considering it's been such a long time between notifications, and in case this one gets lost, we'll tell you what they've told us.

Members will get their pay rate increases on 8 March and 15 March and backpays on 15 March and 22 March depending on pay run H and N.

We understand that payroll teams were put under the pump because of the number of agreements approved in a short period of time, but surely you can tell your people what's going on?

Do better Austin.



Union Round Up

Public Sector members - have you got your backpay?

By now, members across the public sector should have received their backpay or be just about to.

We're keen to start the follow up on employers who are dragging the chain.

If you haven't got your backpay or been told its coming by the end of February, let us know at enquiry@msav.org.au

Have you received your additional 4 weeks paid parental leave?

As part of the new Enterprise Agreement, the Union negotiated an increase in paid parental leave from 10 weeks to 14 weeks!

Other changes include, you only have to work for 6 months to qualify for paid leave and superannuation will now be paid on both paid and unpaid parental leave.

These changes came into effect from 21 December 2021.

Have you received your backpay 4 weeks? If not, please get in touch with the Union now by emailing enquiry@msav.org.au and we will provide you support.

Community Health Bargaining

We are back for 2023 and have met with the VHIA to restart negotiations for the new Community Health Agreement.

We reconfirmed the importance of each our claims, including pro-rata access to long service leave at 7 years, increasing paid parental leave and qualifying for leave after 6 months, and professional development leave.

The VHIA has let us know they will be sending through a package for us to consider sometime in the next fortnight.

Once we have an offer, we will arrange member meetings so we can discuss and make our decisions as a group.

Should you have any questions or concerns, contact Lisa at lisaa@msav.org.au

Ballarat IVF Scientists

We met with members in late January and are in the process of preparing the log of claims.

We have been circulating the draft log and are close to finalising it. Our first meeting with the employer is scheduled for Wednesday 22 February.

Among other claims, we are bargaining for higher qualifications allowance and 5 weeks annual leave!

If you have any questions or concerns, please contact Lisa at lisaa@msav.org.au

Melbourne IVF Scientists

We met with Melbourne IVF on today (Friday 17 February).

At the meeting, Melbourne IVF management provided the Union with a package offer for members to consider.

Let's get together as a group to consider the claims and decide how we want to respond next Friday 24 February at 12.30pm.

Any questions or concerns, contact Lisa at lisaa@msav.org.au

ICON Medical Physicists Agreement

The ICON Medical Physicists Agreement was made by the Fair Work Commission this week. It is now in operation!

Thanks to all the Delegates who negotiated the Agreement!

If you need support understanding your new entitlements, reach out to Lisa at lisaa@msav.org.au

Help promote the new Public Health Sector Agreement

The Union has designed and printed posters and leaflets to promote the new Public Health Sector Agreement.

You can help let your colleagues know they have a new enterprise agreement as well as the many new benefits they get from it.

By promoting the new agreement, you're reminding colleagues who aren't members of the Union about the work the Union does. And more importantly, you're letting your colleagues know that the new agreement was won by the work of Union members.

You can help by putting up posters and leaving leaflets in your tearoom.

Please contact Alex on 9623 9623 or at alexs@msav.org.au to arrange to have materials delivered to you.

Promoting the Union in your workplace

The Union is stronger with more members. Having more members means we have a more powerful voice. One of the best ways to increase the Union's membership is through members like you.

Putting up posters in your workplace, sharing STAT Report with colleagues and mentioning they have a Union that advocates for them, lobbies for them and provides professional industrial advice and assistance are great ways of helping the Union grow its membership.

We can help you with posters, social media content and more or if you want to suggest an idea for material that would work for your workplace, contact Alex on (03) 9623 9623 or at alexs@msav.org.au

Union's Reconciliation Action Plan

The Union affirms our commitment and support for Aboriginal and Torres Strait Islander people and culture. However, the Union wants to do more by developing a reconciliation action plan.

The management committees of both the MSAV and HSU 4 Branch in their June 2021 meetings very proudly adopted resolutions of support for the Uluru Statement from the Heart and support for an Indigenous voice to our national Parliament to be adopted as a constitutional reform.

If members who identify as Aboriginal and/or Torres Strait Islander are interested, please contact us so that we can develop our reconciliation action plan together.

Please contact Alex if you're interested at alexs@msav.org.au



Managing COVID-19 risk: Union guidelines for healthcare workers

The Union has become increasingly concerned that in the wake of the pandemic no longer being a major focus, the Department of Health and public Health Services have dropped the ball when it comes to Personal Protective Equipment and COVID-19 related safety measures in workplaces.

That's why we have worked with other health unions to develop guidelines (below) for members to manage the COVID-19 risk in their workplaces.

Managing COVID-19 risk: union guidelines for healthcare workers

This document contains our expectations around COVID-19 management, which may go beyond the requirements provided by DoH, and is to be used during periods of high community transmission.

What should your employer do to reduce the risk of exposure to COVID-19?

- Identify and manage the risk of exposure to healthcare workers (HCW), including when caring in people's homes
- Consult Health and Safety Representatives (HSRs) and HCW whenever decisions are made about managing COVID-19 risks
- Implement a range of controls starting from those that are most effective (such as optimal ventilation) before reverting to and relying on lower-level controls (such as PPE)

What if an unexpected COVID case arises/in case of an outbreak (more than one case)

- Employers should have plans in place on how an outbreak will be managed
- An outbreak management plan should:
 - provide adequate detail on how an outbreak would be managed in different areas/wards of the health service from an infection control perspective, but also consider broader occupational health and safety factors
 - include a comprehensive range of controls that can be escalated and de-escalated in response to risk
 - be specific and detailed enough that anyone could pick it up and put it into action
 - be developed in conjunction with HSR/s and workers and regularly reviewed and updated, including to account for changes in the local environment and risks to the service
 - be communicated to workers
- Implementation of immediate PCR testing of all patients/residents/staff who have been exposed, with daily testing for 6 days and on day 13, or on advice of the Public Health Unit
- Immediately apply COVID-19 airborne precautions for all workers (including those not directly working in impacted areas)

We recommend that healthcare workers:

- Find out who is your Health and Safety Representative (HSR) – if there isn't one in your workplace, contact your union to find out how to elect an HSR
- Make sure you have been fit tested within the last 12 months and have access to an appropriate respirator
- Make sure that your ward/unit is consulted if changes are made to how the risk of COVID-19 is managed, including when there is an outbreak

*during periods of high levels of community transmission

Ways to manage COVID-19 risk (as per hierarchy of control)

Screening

- All workers and visitors to undertake declaration in relation to symptoms/COVID-19 status*

Environment and amenities

- Adequate and properly maintained ventilation systems, isolation and negative pressure rooms and areas, air purifiers
- Appropriate facilities for staff to change, shower, don and doff PPE and take breaks

Processes and procedures

- Isolation and zoning of COVID/SCOVID patients
- HCW cohorting/workforce bubbles minimising unnecessary contact with and between workers, limiting contact between teams caring for COVID/SCOVID patients and other workers
- Limit visitors to 2 per patient per day (where appropriate)

PPE and Respirators

- COVID-19 airborne precautions any time caring for/in the vicinity of COVID-19 or SCOVID patients/residents

PPE recommendations



Disposable gloves



Disposable apron/gown



P2 / N95 respirator



Eye protection

COVID-19 airborne precautions

Standard precautions

Standard precautions



- All HCWs have been fit tested
- All HCW provided with N95/P2 respirators if requested and should be considered standard in areas that are not specifically designated as a COVID-19 area*
- Visitors are provided with an N95/P2 respirator when coming into facility



Last updated February 2023

Members can find a PDF version of these [guidelines on our website here](#).

Even though it seems our society has moved on from the pandemic, we know all too well that the pandemic is not over and there remains significant risk of infection, especially for healthcare workers.

If you are experiencing issues with managing the COVID-19 risk in your workplace, or having problems accessing Personal Protective Equipment, contact the Union as soon as possible at enquiry@msav.org.au

Professional Development Entitlement

We strongly encourage members to take your entitlement to professional development leave each year, so that you can maintain, improve and broaden the knowledge and expertise within your profession.

But some of you may be wondering what your Professional Development entitlement is.

You are entitled to 5 days of paid Professional Development leave each year. This pro-rata for part-time workers. All psychologists and pharmacists are entitled to additional 2 days leave for professional registration requirements. Unfortunately, this isn't pro-rata for part-time psychologists and pharmacists.

You should also know that your Professional Development leave is cumulative over 2 calendar years.

It's at your discretion how you decide to use your leave. You can use it to attend a conference, seminar or workshop, or you can use it for research or home study.

If you take Professional Development leave during a rostered day off like a weekend, after hours or on an accumulated day off, you will be provided with Time off In Lieu of the period of the course.

Your employer must respond within 7 days of receiving your request. However, you must make an application in writing at least 6 weeks prior to the proposed leave date. If you intend on doing home study, you need to include details of the relevance of the study to your employment in your application.

While this general advice is for Public Sector members, many private sector agreements and the Community Health Sector agreement contain provisions about Professional Development.

If have any queries about your Professional Development entitlement, please contact the Union at enquiry@msav.org.au

Women & Leadership Australia Scholarship

Women & Leadership Australia (WLA) supports women at all levels across all sectors and industries. Their leadership programs bring together a focus on applied learning with the latest in leadership theory and practice. We believe that advancing gender equity, especially in leadership, is central to creating a more fair and inclusive society.

Through their Industry Partnership Framework, they work with hundreds of Australian associations and professional bodies to increase awareness and action around gender equity.

Scholarships of \$1000-\$5000 per person are available for women in the Health Sector.

To encourage more women to increase their impact at work and step into leadership roles across the Health Sector, WLA is offering scholarships for four leadership development courses.

Applications close on 17 March 2023. To apply or to find out more click here: www.wla.edu.au/industry/health

VPA PI Insurance includes cover for Private Practice

One of the benefits of joining the Victorian Psychologists Association is that membership includes Professional Indemnity Insurance.

The VPA always works to ensure members have the best possible Professional Indemnity Insurance. To keep up with changes in the insurance landscape, we've changed our coverage provider and policy.

One of the biggest changes, and one that we're really excited about, is that our **new policy covers members working in private practice!**

The new policy includes some important changes, including:

- The new policy now includes cover for private practice, where the private practice income does not exceed \$100,000 per annum
- Complaints to AHPRA, coronial inquiries, investigations etc are covered with maximum legal costs of \$100,000
- The policy includes cover for claims of 'Abuse' including sexual harassment, provided that the insurer will not pay where the accused is found to have committed the abuse. It covers legal costs of up to \$500,000
- All other complaints of professional malpractice leading to 'bodily injury' – the definition of which includes mental anguish, mental injury – is covered for up to \$2,000,000, including legal costs and compensation.
- There is run-off cover for 7 years, as required by AHPRA

Don't worry, the new Professional Indemnity Insurance policy meets the Psychology Board of Australia registration requirements and AHPRA's requirements for insurance coverage.

As a member you get access to **professional advice** and assistance with workplace issues, **representation** in the negotiation of workplace agreements, **advocacy** for the profession, and, among other things, Professional Indemnity Insurance.

By maintaining your VPA membership you will always be covered whether you work in community, public or private practice.

The VPA delivers members fantastic value. Share this great news with your colleagues so more of Victoria's psychologists can be covered at work.

Covering private practice is a major change we're proud and excited about! It's another way we're keeping members covered at work.

The new Professional Indemnity Insurance policy is provided by Tego, a specialist healthcare indemnity underwriter.

YOUR MEMBERSHIP

saves you stacks of cash on

PROFESSIONAL INDEMNITY INSURANCE



CLICK HERE FOR YOUR PII LETTER



COVID-19 Data Watch

Given that there no longer seems to be regular reporting of COVID-19 numbers in the media or actively circulated by the Department of Health, the Union has decided to provide members updates on COVID-19 numbers as published by the Department.

The data is updated and published each week on Friday mornings. Below is the latest data as published today (Friday 17 February).

Cases

3,344 (14%) total cases for the past week	2,840 total active cases
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Current cases in hospital

106 (-10.2%) cases in hospital (7-day rolling average)	9 cases in ICU (7-day rolling average)
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Total tests and total cases

3,720 PCR tests (7-day rolling average)	399 positive RAT tests (7-day rolling average)	1,217,074 total cases from PCR
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Members can find the data here: <https://www.coronavirus.vic.gov.au/victorian-coronavirus-covid-19-data>

Subscribe to The New Daily



The Union is pleased to provide all members with a free subscription to The New Daily an online news service.

This news service is Australian owned, which aims to provide fair and balanced coverage of major events across Australia and around the world.

Delivered to your email box every morning you will be provided with the top stories of the day.

<https://thenewdaily.com.au/subscribe/>

Contacting the Union

Members can ring the Union to seek support, advice and assistance with workplace issues.

MSAV: (03) 9623 9623

VPA: (03) 9623 9625

AHP: (03) 9623 9624

As always members can raise workplace issues by emailing the Union at enquiry@msav.org.au or lodging a support request through your Member Portal here.

Membership Issues – Experiencing hardship?

Non-Members

For non-Union members who work in workplaces across our coverage; **we will give advice immediately over the phone if they join.**

In the spirit of supporting health workers through this unprecedented time we hope you might have a quiet word to colleagues who are not members and suggest that there has never been a more important time to join a Union. Let them know that it is as simple as going to our website and [clicking on the 'JOIN' link](#).

Members

If you are in the unfortunate position of being stood down or forced on to unpaid leave, [contact us to move your membership payments to a 'non-working' subscription rate of \\$8.26 per month](#).

Psychologists: If you need help at work, you need the VPA Inc.

If you are a psychologist and not in the VPA, you are taking unnecessary risks with your reputation and career. [You can join quickly and easily here.](#)

Common beaches of employment entitlements and negotiation of enterprise agreements

The VPA routinely assists members over issues such as harassment and bullying, under classification, organisational re-structuring, incorrect calculation of leave entitlements and health and safety. In addition, it negotiates enterprise agreements for psychologists in the public and private sectors to ensure that rates of pay and conditions remain up to date.

Campaign Corner

Support the Healthy Futures campaign



The Union strongly believes that climate change is union business. We know that climate change threatens our health by increasing the risks of heatwaves, bushfires, droughts and storms, displacing people and straining our health systems.

See how you can get involved and ways you can help green your workplace. Visit <https://www.healthyfutures.net.au>

Organise for Equality

To make real change - the kind of change that can't be swept under the rug when the news cycle moves on - we need distributed, organised women campaigning together.

Distributed organising activates a network of self-starting supporters/campaigners in multiple locations, which can spread across geographical boundaries, interests and cultural groups. It draws on the initiative and energy of volunteer organisers to start groups and lead teams.

Help organise for equality by signing up at <https://www.weareunion.org.au/o4e>

SafetyNet Journal

Interested in Occupational Health and Safety issues? Want to find out what's happening around Victoria?

Subscribe to SafetyNet Journal to get all the latest news and information about OHS in Victoria. You'll also get informed about the latest training opportunities and conferences too.

Sign up at: <https://www.ohsrep.org.au/safetynet>

HACSU Tasmania – Aged Care Petition

Southern Cross Care Tasmania are trying to sack over 170 Enrolled Nurses, Leisure and Lifestyle and Food Services workers across Tasmania through a restructure and redundancies.

Southern Cross Care are trying to justify these changes by blaming Federal Government reforms following the Aged Care Royal Commission. But families know that's not true. It's not about quality care, it's about SCC's bottom line.

Their claims have even been publicly refuted by the Federal Aged Care Minister, Mark Butler, who has already intervened to urge SCC to reverse their decision.

But even Federal Government intervention has not been enough for SCC to see that they need to put families, residents, and workers first.

We need the community to call on the CEO and the Board to resign and make way for management that cares about older Tasmanians.

Let's stand up for quality care, not corporate greed. We need to stop this disgraceful behaviour spreading to aged care providers around the country.

HACSU Tasmania have a petition to put pressure on Southern Cross Care – please sign and share: <https://www.megaphone.org.au/petitions/stop-the-household-model-at-southern-cross-care>

You can also share their posts from their Facebook page: <https://www.facebook.com/HACSUTasmania>

Do you need access to Domestic Violence services?

If you're experiencing domestic violence and need help, here is a list of Victorian services which may be able to assist you.

[Safe Steps \(formerly Women's Domestic Violence Crisis Service of Victoria\)](#)

[Aboriginal Family Violence Prevention and Legal Service Victoria \(FVPLS\)](#)

[Centre Against Sexual Assault \(CASA\) Forum](#)

[Community Legal Centres](#)

[Court Network](#)

[Domestic Violence Victoria](#)

[Elder Rights Advocacy \(ERA\)](#)

[Elizabeth Morgan House Aboriginal Women's Service](#)

[inTouch Multicultural Centre Against Family Violence](#)
[Men's Referral Service](#)
[No To Violence](#)
[QLife Australia](#)
[Seniors Rights Victoria \(SRV\)](#)
[The Jewish Taskforce Against Family Violence](#)
[Victoria Legal Aid \(VLA\)](#)
[Victorian Aboriginal Child Care Agency](#)
[Women with Disabilities Victoria \(WDV\)](#)
[Women's Housing Ltd](#)
[Women's Information Referral Exchange \(WIRE\)](#)
[Women's Legal Service](#)
[Women's refuges](#)

Worth Reading: Better, cheaper childcare is on the horizon in Australia, but 4 key challenges remain

"About 100 early childhood experts are meeting in Canberra today for a national summit on children who are five and under.

This is part of the Albanese government's work to develop an early years strategy to ensure Australian kids "have the best start at life in their critical early years of development". It is also the latest in a flurry of activity around early childhood education and care.

The federal government has just set up two major inquiries. Last week it established a Productivity Commission inquiry into early childhood education. The Australian Competition and Consumer Commission began its inquiry into the cost of childcare last month.

Meanwhile, states are also making massive commitments. The Victorian and New South Wales governments have made multibillion-dollar promises to expand preschool for three- and four-year-olds. Former prime minister Julia Gillard is leading a royal commission into early education and care in South Australia, with an interim report due in August."

Read the entire article by Melissa Tham, Cynthia Leung and Peter Hurley in The Conversation at: <https://theconversation.com/better-cheaper-childcare-is-on-the-horizon-in-australia-but-4-key-challenges-remain-199864>

Worth Reading: Tanya Plibersek killed off Clive Palmer's coal mine. It's an Australian first – but it may never happen again

"Federal Environment Minister Tanya Plibersek has formally rejected mining magnate Clive Palmer's proposed Central Queensland Coal Project. Her decision was based on the risk of damage to the Great Barrier Reef, freshwater creeks and groundwater.

The 20-year open-cut mine project would have extracted up to 10 million tonnes of metallurgical coal – used to make steel – each year.

Plibersek's decision is significant. It's the first time a coal mine has been refused in the two decades our federal environment law has been in place. But those hoping the decision sets a precedent for other mine proposals are likely to be disappointed."

Read the entire article by Justine Bell-James in The Conversation at: <https://theconversation.com/tanya-plibersek-killed-off-clive-palmers-coal-mine-its-an-australian-first-but-it-may-never-happen-again-199512>

Worth Reading: Why we are seeking World Heritage Listing for the Murujuga Cultural Landscape

"Last Friday the Ngarda-Ngarli – the Traditional Owners and Custodians for Murujuga in Western Australia's Pilbara region – celebrated the milestone of our nomination for the Murujuga Cultural Landscape being submitted to the UNESCO World Heritage Committee.

Preparing the dossier took more than four years of knowledge-sharing and decision-making by the Murujuga Circle of Elders and Murujuga Aboriginal Corporation (MAC).

We are now waiting to hear whether the World Heritage Committee will evaluate the nomination in 2023. If it does, a decision on the nomination could be made as early as mid-2024.

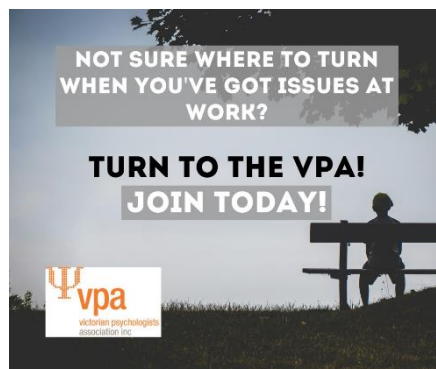
This is only the second World Heritage nomination to be submitted by Australia that is driven by the Elders and Traditional Owners and Custodians for the property being nominated."

Read the entire article by Peter Jeffries in the National Indigenous Times at: <https://nit.com.au/16-02-2023/4988/why-we-are-seeking-world-heritage-listing-for-the-murujuga-cultural-landscape>

Join the Union

Are your workloads increasing? Are your stress levels increasing? [Join the Union today!](#)

To protect our professions, we must strengthen our collective voice by increasing our membership. You can help by sharing the image below on Facebook, Twitter, Instagram, Reddit or your favourite social media platform.



Your Union is on Facebook

Keep up to date with what's happening by liking us on Facebook

[Medical Scientists Association of Victoria](#) | [Victorian Psychologists Association Inc](#) | [Association of Hospital Pharmacists](#)

Union Member Benefits

As a Union member you get access to some great benefits.

Motor vehicles, rental cars, cameras, computers, travel, accommodation, entertainment, wine, gift cards, jewellery, insurance and health products are just some of the categories covered with great deals for union members.

Getting access to UnionShopper discounts is free to all members of the MSAV, VPA or AHP – that means you!



Share STAT Report

[Visit UnionShopper and sign up.](#)

*Member Benefits has wound up with UnionShopper being the preferred provider of discounts for union members. Members who used Member Benefits will have to sign up at UnionShopper

Please note that UnionShopper is not run by the MSAV, VPA or AHP

Is there a copy of STAT Report on your Union noticeboard or in your staff room?

If not print out a copy and leave it on the noticeboard or in the staff room for your colleagues.