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IN THE TASMANIAN INDUSTRIAL COMMISSION

Industrial Relations Act 1984

T.851 of 1987

**IN THE MATTER OF AN APPLICATION
BY THE BY THE MINISTER FOR PUBLIC
ADMINISTRATION TO VARY THE
HOBART REGIONAL WATER BOARD
STAFF AWARD**

**RE: INCLUSION OF ADDITIONAL
CLASSIFICATIONS FOR DRAFTING
OFFICERS; INCORPORATION OF
UNIOR RATES AND CONSEQUENTIAL
AMENDMENTS**

ORDER –

**No. 2 of 1987
(Consolidated)**

AMEND THE **HOBART REGIONAL WATER BOARD STAFF AWARD** BY DELETING ALL CLAUSES CONTAINED THEREIN AND INSERTING IN LIEU THEREOF THE FOLLOWING:

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1. TITLE

This award shall be known as the "Hobart Regional Water Board Staff Award".

2. SCOPE

Subject to the exceptions and conditions contained herein, this award shall apply to all persons employed under the provisions of either:

- (a) up to and including 30 June 1984, the Metropolitan Water Act 1961, by the Metropolitan Water Board,
- (b) from 1 July 1984, the Hobart Regional Water Act 1984, by the Hobart Regional Water Board, being employees within the meaning of Part V of the Public Service Act 1973 and for whom classifications appear in this award.

3. ARRANGEMENT

<u>SUBJECT MATTER</u>	<u>CLAUSE NO.</u>
Title	1
Scope	2
Arrangement	3
Date of Operation	4
Supersession and Savings	5
Parties and Persons Bound	6
Definitions	7
Salaries	8
Deductions from Salaries	9
Hours of Duty	10
Meal Allowances	11
New Appointments and Promotions	12
Other Conditions of Service	13
Overtime and Extra Remuneration	14
Qualifications	15
Salary Increments	16
Standby and Availability Allowance	17

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4. DATE OF OPERATION

This award shall come into operation as from the beginning of the first pay period to commence on or after 21 August 1987.

PROVIDED that, it is a term of this award (arising from the decision of the Tasmanian Industrial Commission in the National Wage Case flow-on of 1987) that the unions undertake that for the period of the package they will not pursue any claims, award or overaward, except where consistent with the National Wage Case Principles.

5. SUPERSESION AND SAVINGS

This award incorporates and supersedes the Hobart Regional Water Board Staff Award No. 1 of 1987 (Consolidated).

PROVIDED FURTHER, that no right, obligation or liability incurred or accrued under any of the abovementioned provisions shall be affected by the replacement and supersession.

PROVIDED FURTHER, the provisions of the relevant Act or Instrument under or by virtue of which they are appointed, or as prescribed by the Regulations, Rules, By-laws or Instructions made under such Act or Instrument, whichever are applicable, shall continue to apply to the officers or classes of officer covered by this award as and where such Act, Instrument, Regulations, Rules, By-laws or Instructions, save insofar as the salary to be received by and the conditions of service of such officers or classes of officer are inconsistent with the provisions of this award.

6. PARTIES AND PERSONS BOUND

Unless otherwise specified, this award shall have application to and be binding upon:

- (a) the Hobart Regional Water Board in relation to all officers (as defined) for whom classifications appear in this award, whether members of a Registered Organisation or not,
- (b) the Tasmanian Public Service Association and the Officers of that organisation and their members for whom classifications appear in this award,
- (c) the Tasmanian Trades and Labor Council.

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7. DEFINITIONS

In this award, unless the contrary intention appears:

'Casual Employee' means a person engaged to work on an irregular basis by the controlling authority as and when required but does not include any person employed on a part-time, full-time or permanent basis.

'Controlling Authority' means the Minister administering the Tasmanian State Service Act, 1984.

'Drafting Assistant' means an employee who, under supervision, is required and competent to undertake drawing office procedures of a routine nature involving the preparation of basic maps, charts, plans and drawings and associated indexes and documentation.

'Drafting Officer' means a person who holds an approved certificate from a Technical College, (or who at the date of this award holds qualifications deemed by the controlling authority to be equivalent thereto) together with appropriate practical experience in drafting work, and who is competent and required to perform drafting work of either an architectural, engineering, survey, cartographic, photogrammetric, computing or photo-interpretation nature.

'Employee' means a person permanently or temporarily employed under the provisions of the Tasmanian State Service Act, 1984.

'Full-time Employee' means a person engaged to work for the full ordinary hours prescribed.

'Part-time Employee' means a person other than a full-time or casual employee, engaged to work regularly in each pay period for less hours than an equivalently classified full-time employee.

'Temporary employee' means a person engaged by the controlling authority who either:

- (i) is engaged to relieve a full-time or part-time employee for specific periods of leave;
or
- (ii) is engaged temporarily for specific duties over a fixed time period determined by the controlling authority.

PROVIDED that engagement of an employee under subclauses (i) and (ii) above shall require of the controlling authority that the period of engagement be specified as to the number of hours, days or weeks to be worked; with the further proviso that where the period of engagement is specified as 5 consecutive working days or less the terms of employment shall be the same as those defined for casual employees.

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'Trainee Drafting Officer' means an employee who:

- (a) in accordance with Clause 15 - Qualifications is eligible for appointment to such a position and is in the process of completing an approved course of study in drafting; and
- (b) under immediate supervision produces maps, charts, plans and drawings and performs various associated drafting duties in accordance with drafting principles.

8. SALARIES

An employee appointed or promoted to a position classified or graded within a class or grade prescribed by this award shall, subject to satisfying the prescribed requirements, be paid at the salary rate determined for the relevant classification as hereinafter set forth.

PROVIDED that an employee paid in accordance with the rates established for persons under 21 years of age in Class I of a classification contained in this award shall on being promoted to a classification above Class I be paid at the salary rate prescribed for the position to which they have been appointed.

PROVIDED FURTHER that an employee under 21 years of age with dependants may, on the determination of the controlling authority, be paid the salary which would normally be received on attaining the age of 21 years.

For the purposes of this proviso, a 'dependant' in relation to an employee means:

- (a) in the case of a relative of that employee, a person who normally resides with that employee; and
- (b) in any other case, a person who has resided with that employee for a period of at least 12 months, and who is wholly or substantially dependent on that employee for financial support;
- (c) 'relative' as referred to in paragraph (a) above means spouse, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant, adopted child and foster child of the employee's spouse.

(a) SECRETARY/ACCOUNTANT	Salary per annum \$
Class I	37889
Class II	39439
Class III	40988

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(b) SUPERVISOR

Class I	31973
Class II	32482

(c) DRAFTING ASSISTANT

Class I	Percentage	
16 years and under	55%	8044
17 years	63%	9214
18 years	73%	10677
19 years	84%	12286
20 years	93%	13602

The abovementioned percentages shall be of a Clerical Assistant, Class I and IA, 21 years and over, 1st year of service, as appearing in the Clerical Employees Award, being an award of the Tasmanian Industrial Commission.

21 years and over

1st year of service	15865
2nd year of service	16258
3rd year of service	16651
4th year of service	17040
5th year of service and thereafter	17540

PROVIDED that an employee shall not progress beyond the salary for the fourth year of service unless in the opinion of the controlling authority, the duties and responsibilities of such employee warrant such progression.

Class II	
1st year of service	18026
2nd year of service	18522
3rd year of service	19003

Class III	
1st year of service	19362
2nd year of service	19768
3rd year of service	20177
4th year of service	20590
5th year of service and thereafter	21007

PROVIDED that an officer shall not be classified within Class III unless he has had at least five years, adult experience in drafting duties.

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(d) TRAINEE DRAFTING OFFICER

	Percentage	
16 years and under	55%	8613
17 years	63%	9866
18 years	73%	11432
19 years	84%	13154
20 years	93%	14564

The abovementioned percentages shall be of an Administrative and Clerical Employee, Class I, 21 years and over, 1st year of service, as appearing in the Clerical Employees Award, being an award of the Tasmanian Industrial Commission.

21 years and over

1st year of service	17040
2nd year of service	17540
3rd year of service	18026
4th year of service	18522
5th year of service and thereafter	19003

PROVIDED that a Trainee Drafting Officer who successfully completes the prescribed course of study (as set forth in Clause 15 of this award) within five years of the commencement of such course and before qualifying for advancement to Drafting Officer Class I/II may, on the determination of the controlling authority, be paid the rate on the salary scale which is one year in advance of such employee's age qualification.

(e) DRAFTING OFFICER

Class I/II	
1st year of service	20118
2nd year of service	20639
3rd year of service	21167
4th year of service	21691
5th year of service	22213
6th year of service	23248
7th year of service	23759
8th year of service and thereafter	24276

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Class III	
1st year of service	24816
2nd year of service	25437
3rd year of service and thereafter	26050

Class IV

Grade 1	
1st year of service	26430
2nd year of service and thereafter	27011

(f) ADMINISTRATIVE AND CLERICAL OFFICER

	Percentage	
16 years and under	55%	8613
17 years	63%	9866
18 years	73%	11432
19 years	84%	13154
20 years	93%	14564

The abovementioned percentages shall be of an Administrative and Clerical Employee, Class I, 21 years and over, 1st year of service, as appearing in the Clerical Employees Award, being an award of the Tasmanian Industrial Commission.

21 years and over

1st year of service	15660
2nd year of service	16117
3rd year of service	16568
4th year of service	17034
5th year of service	17516
6th year of service	17981
7th year of service and thereafter	18499

Class II

1st year of service	19018
2nd year of service	19679
3rd year of service and thereafter	20330

Class III

1st year of service	20986
2nd year of service	21641

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(g) ASSISTANT ACCOUNTANT

Class I		
1st year of service		26026
2nd year of service		26675
3rd year of service and thereafter		27316
Class II		
1st year of service		27958
2nd year of service		28477
3rd year of service and thereafter		29124

(h) TECHNICAL OFFICER

	Percentage	
16 years and under	55%	8613
17 years	63%	9866
18 years	73%	11432
19 years	84%	13154
20 years	93%	14564

The abovementioned percentages shall be of an Administrative and Clerical Employee, Class I, 21 years and over, 1st year of service, as appearing in the Clerical Employees Award, being an award of the Tasmanian Industrial Commission.

21 years and over

1st year of service	15683
2nd year of service	16167
3rd year of service	16650
4th year of service and thereafter	17141

PROVIDED that employees who have been continuously engaged and who were appointed prior to 1 December 1985, and classified in accordance with the rates defined for employees below 21 years of age in Class I shall, on reaching 21 years of age advance to the classification level equating to the third year of service for employees 21 years and over.

Class II	
1st year of service	17545
2nd year of service and thereafter	18024

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Class III	
Grade 1	18432
Grade 2	18899
Class IV	
Grade 1	19325
Grade 2	19842
Class V	
Grade 1	20292
Grade 2	20811
Class VI	
Grade 1	21256
Grade 2	21773
Class VII	
Grade 1	22203
Grade 2	22725
Class VIII	
Grade 1	23157
Grade 2	23673
Class IX	
Grade 1	24123
Grade 2	24640
Class X	
Grade 1	25088
Grade 2	25605
Class XI	
Grade 1	26058
Grade 2	26572
Class XII	
Grade 1	27028
Grade 2	27532
Class XIII	
Grade 1	27994
Grade 2	28504

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(i) GENERAL OFFICER

Class I	Percentage	
16 years and under	55%	8044
17 years	63%	9214
18 years	73%	10677
19 years	84%	12286
20 years	93%	13602

The abovementioned percentages shall be of a Clerical Assistant, Class I and IA, 21 years and over, 1st year of service, as appearing in the Clerical Employees Award, being an award of the Tasmanian Industrial Commission.

21 years and over

1st year of service	14102
2nd year of service	14312
3rd year of service	14520
4th year of service and thereafter	14733

PROVIDED that the commencing salary and incremental progression of a Class I officer shall be as determined by the Controlling Authority, having regard to the duties responsibilities and practical experience of such officer in the relevant field of work.

Class II	
Grade 1	14946
Grade 2	15158
Class III	
Grade 1	15378
Grade 2	15579
Class IV	
Grade 1	15790
Grade 2	15995
Class V	
Grade 1	16207
Grade 2	16408
Class VI	
Grade 1	16620
Grade 2	16834

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Class VII	
Grade 1	17061
Grade 2	17268
Class VIII	
Grade 1	17490
Grade 2	17704
Class IX	
Grade 1	17918
Grade 2	18134
Class X	
Grade 1	18353
Grade 2	18563
Class XI	
Grade 1	18780
Grade 2	18986
Class XII	
Grade 1	19202
Grade 2	19417
Class XIII	
Grade 1	19631
Grade 2	19844
Class XIV	
Grade 1	20064
Grade 2	20275
Class XV	
Grade 1	20493
Grade 2	20712

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(j) KEYBOARD AND OFFICE ASSISTANT EMPLOYEES

- Office Assistant
- Typist
- Stenographer
- Machinist
- Audio Typist
- Keyboard Operator
- Secretarial Assistant
- Typist-in-Charge
- Machinist-in-Charge
- Keyboard Supervisor
- Word Processor Operator

Class I

Grade 1

16 years and under	55%	8427
17 years	63%	9652
18 years	73%	11184
19 years	84%	12870
20 years	93%	14249

The abovementioned percentages shall be of Class I, Grade 1, 21 years and over salary as appearing in the Keyboard Employees and Office Assistants Award, being an award of the Tasmanian Industrial Commission.

21 years and over 15321

Grade 2 15550
Grade 3 15777

PROVIDED that an employee classified as a stenographer shall on exceeding 20 years of age be entitled to commence on the salary established in this award at the Class I Grade 2 level.

PROVIDED ALSO that an employee paid in accordance with rates prescribed for employees not exceeding 20 years of age in Class I of this award shall be entitled to the following allowances:

- (i) an employee who is a typist who has satisfactorily passed a speed test in stenography at one or other of the speeds undermentioned, shall be paid a proficiency allowance at the rate of:
 - (a) 80 words per minute - \$392 per annum
 - (b) 100 words per minute - \$780 per annum
 - (c) 120 words per minute - \$1174 per annum

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- (ii) an employee who is a typist who has satisfactorily passed a typewriting test at one or other of the speeds undermentioned, shall be paid a proficiency allowance at the rate of:
 - (a) 40 words per minute - \$305 per annum
 - (b) 50 words per minute - \$392 per annum

- (iii) an employee who is a machinist who has satisfactorily passed an approved efficiency test in machine operation in the full range of the machine or machines such employee is required to operate, shall be paid a proficiency allowance at the rate of:
 - (a) one class of machine with up to 10 programmes, functions or systems - \$392 per annum
 - (b) one class of machine with more than 10 programmes, functions or systems, or a group of machines with more than 10 programmes, functions or systems - \$780 per annum

- (iv) an employee who is a typist who is regularly employed on audio work or relieves in that capacity shall be paid an allowance at the rate of:
 - (a) up to 2 years experience on reel-to-reel or cassette type recorders - \$588 per annum
 - (b) over 2 years experience on reel-to-reel or cassette type recorders - \$1174 per annum

PROVIDED FURTHER that the proficiency allowance more particularly set forth in either provisos (i), (ii), (iii) or (iv) hereof shall, in each case be in substitution for and not cumulative one upon the other.

	Salary Per Annum \$
Class II	
Grade 1	16001
Grade 2	16227
Grade 3	16451
Grade 4	16678
Class III	
Grade 1	16922
Grade 2	17156

PROVIDED that the following conditions shall apply to employees 21 years of age and above:

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- (i) an employee who is a typist shall not be promoted or progress beyond Class I, Grade 2, unless such employee has satisfactorily passed a typing test of 40 words per minute;
- (ii) an employee who is a typist appointed to a Class I position who has passed a typing test of 50 words per minute shall be paid in addition an allowance of \$197.00 per annum;
- (iii) an employee shall not be appointed as a stenographer unless such employee has passed a stenography test of 80 words per minute;
- (iv) an employee classified to a position up to and including Class II, Grade 2, who has satisfactorily passed a stenography test shall be paid either of the allowances which follow:
 - (a) For 100 words per minute \$392 per annum
 - (b) For 120 words per minute \$588 per annum
- (v) no stenographer shall be appointed to a position classified above Class III Grade 1, unless having first passed a stenography test of 100 words per minute;
- (vi) a machinist who has served twelve months on the maximum of Class II, Grade I, may progress grade by grade to Class III, Grade 2, subject to a certificate by the Head of Agency, and with the concurrence of the controlling authority, that the employee will be required to undertake the duties of an employee of that class.

PROVIDED FURTHER that the proficiency allowances more particularly set forth in either provisos (ii) or (iv) above shall, in each case, be in substitution for, and not cumulative one upon the other.

(k) PART TIME AND CASUAL EMPLOYEES

Employees engaged on a part-time or casual basis on any classification in this clause shall have their salaries determined in the following manner:

- (i) Part-time employees shall be paid in the proportion that the hours worked bear to the normal weekly rate prescribed for the equivalent full-time employee.
- (ii) Casual employees shall be paid in the proportion that the hours worked bear to the normal weekly rate prescribed for the equivalent full-time employee plus a 20 per centum loading to compensate for annual leave, sick leave and public holidays.
- (iii) The normal weekly salary rate means 1/52nd of a full-time employee's annual salary exclusive of allowances and overtime.

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PROVIDED ALWAYS that a casual employee's terms of engagement shall be by the hour with a minimum payment of 3 hours for each day worked.

PROVIDED FURTHER that persons engaged as temporary part-time and casual employees prior to 1 December 1985 shall not suffer any loss of entitlement through the implementation of this award.

9. DEDUCTIONS FROM SALARY

Until otherwise determined by the Tasmanian Industrial Commission, deductions from salaries or wages on account of quarters, fuel, light, power, board, and other facilities and amenities provided for officers covered by this award, and the rates of those deductions, and the basis on which they shall be calculated, shall be in accordance with the terms and conditions for the time being prescribed by the relevant Act or Instrument under or by virtue of which they are appointed, or as prescribed by the Regulations, Rules, By-laws or Instructions made under such Act or instrument whichever are applicable.

10. HOURS OF DUTY

A. Office Staff

The ordinary hours of duty for the office staff shall be 73 1/2 per fortnight, to be worked within the hours of 8.00 a.m. to 6.00 p.m., Monday to Friday inclusive.

PROVIDED that these hours may be adjusted through the operation of a system of flexitime.

PROVIDED FURTHER that the ordinary hours of duty shall be 7 hours 21 minutes per day.

Flexitime

A flexible working hours scheme, known as 'flexitime' may operate for office staff employees where:

- (i) flexitime periods are 8.00 a.m. to 10.00 a.m. and 4.00 p.m. to 6.00 p.m., with a core period from 10.00 a.m. to 4.00 p.m.;
- (ii) employees shall commence and/or cease work during the flexitime periods at times convenient to the Board;
- (iii) an employee may, in certain circumstances, obtain permission to reduce his lunch break, but only to a minimum of half an hour;

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- (iv) no credit may accumulate from the end of one fortnight to the beginning of the next by an amount of more than ten (10) hours. Any credit more than ten (10) hours at the end of the fortnight period is to be reduced, so that the credit at the beginning of the new fortnight is to be ten (10) hours;
- (v) if an employee has a debit at the end of a fortnight, he must work it off as early as possible in the new fortnight;
- (vi) an employee may take time off up to the maximum of his credit, in half days or full days, at the convenience of and with the prior approval of the Board, providing the work load allows;
- (vii) time is to be deducted for professional appointments I(doctor, dentist, optician, solicitor, etc.) except in exceptional or emergency situations when the Engineering Manager may use his discretion.
- (viii) the demands of the Board and service to the public must be every employee's first consideration before flexitime can operate effectively.

B. Operational Staff

(i) Day Workers

The ordinary hours of duty shall be 38 hours per week to be worked Monday to Friday (both inclusive).

PROVIDED that these hours may be worked by way of a nine day fortnight during the months of March to December and that a roster shall provide for 50% of day workers to be away each Friday, and further, that the nine day fortnight shall be suspended during the months of January and February.

PROVIDED FURTHER that the normal hours of duty for day workers shall be:

(a) March to December:

Monday - Thursday 7.30 a.m. to 4.30 p.m.
Friday 7.30 a.m. to 4.00 p.m.
(exclusive of half hour lunch)

(b) January and February

Monday - Friday 7.30 a.m. to 3.36 p.m.
(exclusive of half hour lunch)

PROVIDED FURTHER that additional hours may be worked to the above periods and shall be compensated by way of "special leave" determined in accordance with the following provisions:

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- (a) Each employee shall be credited with time worked beyond seven hours thirty-six minutes per day up to a limit of eight hours thirty minutes. Time worked in excess of eight hours thirty minutes shall be paid at the appropriate overtime rates.
 - (b) All recreation leave, sick leave, days that are public holidays and all other leave shall be counted as days of seven hours thirty-six minutes duration and no time shall be credited or debited to the employee.
 - (c) Each employee shall be debited with the hours for his rostered day off at the rate of seven hours thirty-six minutes per day.
 - (d) If a rostered day off falls on a public holiday, or the employee is required to work on a rostered day off, the day off shall be given on the first working day, either before or after the rostered day off, or if this cannot be arranged, at a time determined by the Board.
 - (e) On the 1st October in each year the hours in credit or debit for each employee shall be totalled and if in:
 - (i) credit, leave in lieu of the total hours shall be given at a time convenient to the Board;
 - (ii) debit, a rostered day off shall be worked by the employee at a time convenient to the Board.
 - (f) If an employee resigns, retires or is transferred from the Board's employ, an amount of money equivalent to the debit of hours at ordinary rates of pay, or the credit of hours at the appropriate overtime rate shall be subtracted or added to any final payment due.
- (ii) Shift Workers

The ordinary hours of duty shall be 38 hours per week.

Shift times shall be:

Day Shift	6.00 a.m. to 2.00 p.m.
Afternoon Shift	2.00 p.m. to 10.00 p.m.
Night Shift	10.00 p.m. to 6.00 a.m.

PROVIDED that additional time worked as a result of the above shift times shall be compensated by way of "special leave" in accordance with the following provisions:

- (a) each employee shall be credited with time worked beyond seven hours thirty-six minutes per day up to a limit of eight hours. Time in excess of eight hours shall be paid at appropriate overtime rates.

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- (b) all recreation leave, sick leave, leave given in lieu of public holidays and all other leave shall be counted as days of seven hours thirty-six minutes duration and no time shall be credited or debited to the employee.
 - (c) on the 1st October in each year the hours in credit shall be totalled and leave in lieu shall be given at a time convenient to the Board.
 - (d) if an employee resigns, retires or is transferred from the Board's employ an amount of money equivalent to the credit of hours at the appropriate rate shall be added to any final payment due.
- (iii) Relief Workers
- (a) An employee required to carry out relief work outside his usual area of work may:
 - (i) be paid an allowance for travelling time at his ordinary rates; or
 - (ii) have the travelling time treated as a credit for the one working day off referred to in the previous clause; or
 - (iii) be allowed to travel during normal working hours.
 - (b) The period of travelling time shall be determined by the Board having regard to the employee's normal area or location of work.
 - (c) Where a relief operator is required by the nature of the shifts to commence a new shift roster with only an eight (8) hour rest period between the end of the last shift worked and the new shift, he will be paid time and a half rates for the travelling time to and from work.

11. MEAL ALLOWANCES

- (a) The rate of payment for meal allowances shall be as determined under the General Conditions of Service Award.
- (b) Except as otherwise provided, meal allowances shall only be payable in respect to travel to areas outside the Board's operational area.
- (c) Where an employee is required to commence duty not less than one and a half hours before, or to remain on duty for not less than one and a half hours after the normal hours of duty; that employee shall be entitled to be paid a meal allowance together with a reasonable break for such a meal.

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PROVIDED that where an employee, required to work overtime on a Saturday, Sunday or Public Holiday has been given prior notice thereof the previous day, or earlier, he shall not be entitled to the payment of meal allowances BUT where such prior notice has not been given, he shall attract such payment.

- (d) Should an employee be required to continue to work overtime either during such time or in an area where a meal cannot be reasonably purchased, then the Board shall supply emergency rations to a reasonable standard.
- (e) Where the duties of an employee require him to travel from his headquarters and work in an area or location where crib facilities are not provided by the Board, and he cannot at his normal meal time reasonably return to his headquarters or proceed to a location where crib facilities are provided by the Board, he shall be paid a meal allowance in accordance with the rate prescribed by the General Conditions of Service Award in the case of a meal provided by the officer himself.

12. NEW APPOINTMENTS AND PROMOTIONS

The commencing salary of a person or employee either on first appointment or on promotion to a position within a class or grade of a classification in respect of which salary scales are prescribed by this award shall be the minimum salary for that position on the appropriate scale, except in any case where, in the opinion of the controlling authority, the qualifications and the practical experience of such person or employee in the appropriate field justify a higher salary.

13. OTHER CONDITIONS OF SERVICE

Unless otherwise prescribed in this award, conditions of service shall be as prescribed in the General Conditions of Service Award, provided that where conditions are not prescribed therein, the Tasmanian State Service Act 1984 and Regulations thereof shall apply.

14. OVERTIME AND EXTRA REMUNERATION

Until otherwise determined by the Tasmanian Industrial Commission, overtime payments and the rates of remuneration and conditions in respect of minimum earnings, travelling time, shift work, night work, and special duty and of work on Saturdays, Sundays and holidays, and at any other time outside the ordinary hours of duty, payable to employees covered by this award, shall be at the rates and in accordance with the terms and conditions for the time being prescribed by the relevant Act, or Instrument under or by virtue of which they are appointed, or as prescribed by the Regulations, Rules, By-laws or Instructions made under such Act or Instrument whichever are applicable.

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15. QUALIFICATIONS

No person shall hold a position classified or graded within a class or grade prescribed by this award, unless that person fulfils the following requirements viz:

Drafting Officers:

Trainee - unless a person holds the Schools Certificate of the Schools Board of Tasmania, or qualifications deemed by the controlling authority to be equivalent thereto and in addition has commenced an approved course of study in drafting as hereinafter set forth, or a course of study deemed by the controlling authority to be equivalent thereto -

- (i) for Engineering Drafting Officers - a certificate course in;
 - (a) Electrical Engineering, or,
 - (b) Mechanical Engineering Drafting, or,
 - (c) Civil Engineering Drafting.

as conducted by a College of the Division of Technical and Further Education.

- (ii) for Survey Drafting Officers, Photogrammetrists, Photo-Interpreters and Computers - the Survey Drafting Certificate as conducted by a College of the Division of Technical and Further Education.
- (iii) for Architectural Drafting Officers - the Certificate in Architectural Practice as conducted by a College of the Division of Technical and Further Education.

Class I/II - unless a person -

- (a) has had at least 5 years practical experience in the appropriate field of drafting work, or has had practical experience as an adult, deemed by the controlling authority to be equivalent thereto; and
- (b) has satisfactorily completed -
 - (i) the appropriate approved course of study referred to in subparagraphs (i), (ii) and (iii) for Trainee Drafting officer; or
 - (ii) a course of study which, in the opinion of the controlling authority, would, at the time of completion, have qualified that person for appointment to this class; or
 - (iii) such parts of an appropriate course or courses of study which is, or in the aggregate, are deemed by the controlling authority to be at least equivalent to such appropriate approved course of study.

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Class III and above - unless a person has the requirements for Class I/II and in addition has served for at least 3 years in that class, in the appropriate field of drafting work, or has had practical experience as an adult, deemed by the controlling authority to be equivalent thereto.

PROVIDED that where in this clause the qualifications require the commencement or completion of an approved course of study, an employee, who was an employee on 1 March 1965, may, on the determination of the controlling authority, be exempt from satisfying such requirement.

16. SALARY INCREMENTS

- (a) Except where otherwise determined by this award, or where inconsistent with any Act, an officer, while holding a position classified or graded within a Class or Grade in respect of which a salary scale is prescribed by this Award, and who for not less than twelve months has been in receipt of a salary less than the maximum salary prescribed for such classification, shall be entitled to receive the annual increment prescribed for such classification until the maximum salary is reached.

PROVIDED that an officer who was an officer on the date of this award shall be entitled to receive such increment on the anniversary of the date upon which he received his last salary increment in respect of his present position.

- (b) An officer whilst continuing to hold the same office or position shall, unless the controlling authority otherwise determines, be deemed for the purposes of this clause, to have been in receipt of a salary during any period of leave without pay in the twelve months immediately following the date upon which his previous salary increment was awarded.
- (c) Notwithstanding anything contained in this award, no officer shall be entitled to receive any increase in salary by virtue of this clause unless, in the opinion of the controlling authority, his conduct, diligence and efficiency during the twelve months immediately prior to the date from which such increase would be payable shall have been satisfactory.

17. STANDBY AND AVAILABILITY ALLOWANCE

- (a) Availability Allowance

An employee, other than an employee to whom subclause (b) of this clause relates, who is directed by the Board to remain at home or within close telephone contact thereof and hold himself in readiness to return to work without delay or within a reasonable time of being recalled or to monitor telephone calls or to attend to after hours calls if required, shall be paid an allowance of one half hour at his normal salary rate when actually on availability duty from Monday to Friday and an allowance of one and a half hours at his normal salary rate when actually on availability duty on Saturday, Sundays and Public Holidays.

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EXCEPT THAT

An employee's entitlement to the payment of an availability allowance shall be subject to the same restriction applying to the payment of overtime in accordance with Clause 6, subclause 2C of the General Conditions of Service Award.

(b) Standby Allowance

An employee authorised by the Board regularly rostered on an approved roster for standby duty to meet emergency situations, who is required to stand by at his home on immediate call and may be required for immediate recall to duty shall be paid an allowance of one and a half hours at his normal salary rate when actually on standby duty from Monday to Friday, and an allowance of six hours at his normal salary rate when actually on standby duty on Saturdays, Sundays and Public holidays.

EXCEPT THAT

On a Saturday, Sunday or Public Holiday the allowance shall be reduced by 25% of the actual overtime hours worked.

R.J. Watling
COMMISSIONER

21 August 1987