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**IN THE TASMANIAN INDUSTRIAL COMMISSION**

Industrial Relations Act 1984

**T.1359 of 1988**

**IN THE MATTER OF AN APPLICATION FOR THE FILING OF AN INDUSTRIAL AGREEMENT BETWEEN THE TASMANIAN PUBLIC SERVICE ASSOCIATION AND THE SOUTHERN REGIONAL CEMETERY TRUST**

**RE: RESTRUCTURING AND EFFICIENCY**

**AND**

**T.1412 of 1988**

**IN THE MATTER OF AN APPLICATION BY THE TASMANIAN PUBLIC SERVICE ASSOCIATION TO VARY THE SOUTHERN REGIONAL CEMETERY TRUST STAFF AWARD**

**RE: 4% INCREASE**

**ORDER –**

**No. 2 of 1988  
(Consolidated)**

AMEND THE **SOUTHERN REGIONAL CEMETERY TRUST 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 "Southern Regional Cemetery Trust Staff Award".

### **2. SCOPE**

Subject to the exceptions and conditions contained herein, this award shall apply to all persons employed under the provisions of the Southern Regional Cemetery Act 1981 who, being an employee within the meaning of Part V of the Public Service Act 1973.

### **3. ARRANGEMENT**

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### **4. DATE OF OPERATION**

This award shall come into operation as from the beginning of the first full pay period to commence on or after 29 July 1988.

**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.

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## **5. SUPERSESION AND SAVINGS**

This award incorporates and supersedes the Southern Regional Cemetery Trust Staff Award No. 1 of 1988 (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 in so far 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, BUT no right, obligation or liability already accrued or incurred under such Act, Instrument, Regulations, Rules, By-laws, or Instructions shall hereby be affected.

## **6. PARTIES AND PERSONS BOUND**

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

- (a) the Tasmanian Public Service Association and the Officers of that organisation and their members for whom classifications appear in this award;
- (b) the Southern Regional Cemetery Trust in relation to all employees for whom classifications appear in this award, whether members of a registered organisation or not;
- (c) the Tasmanian Trades and Labor Council.

## **7. DEFINITIONS**

In this award, unless the contrary intention appears:

- (a) **'Officer'** means a person permanently or temporarily employed under the provisions of the Southern Regional Cemetery Act 1981 who, being an employee within the meaning of Part V of the Public Service Act 1973, on the date upon which this award comes into force, occupies a position covered by this award, or who after that date is appointed to one of such positions.
- (b) **'Adult Officer'** means an officer who is 21 years of age or over.
- (c) **'Clerical Officer or Administrative Officer'** means an officer holding a position, the duties of which are, in the opinion of the controlling authority, either of a clerical or administrative nature.
- (d) **'Junior Officer'** means an officer who is under the age of 21 years.

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**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 rate prescribed for the position to which they have been appointed.

**PROVIDED FURTHER** that an employee under 21 years of age with dependents may, on the determination of the controlling authority, be paid the salary he/she would normally receive on attaining the age of 21 years.

For the purposes of this proviso, a "dependent" in relation to an employee means:

- (a) in the case of a relative of that employee, a person who 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. Administrative and Clerical Officer**

	Percentage	Salary Per Annum \$
Class I		
16 years and under	55%	9136
17 years	63%	10465
18 years	73%	12126
19 years	84%	13953
20 years	93%	15448

The above percentages shall be of an Administrative and Clerical Employee, Class I, 21 years and over, 1st year of service, as appearing in this subclause of this award.

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<u>21 years and over</u>	
1st year of service	16611
2nd year of service	17086
3rd year of service	17555
4th year of service	18040
5th year of service	18541
6th year of service	19025
7th year of service and thereafter	19563
Class II	
1st year of service	20103
2nd year of service	20791
3rd year of service	21468
Class III	
1st year of service	22150
2nd year of service and thereafter	22831
Class IV	
1st year of service	23502
2nd year of service and thereafter	24176
Class V	
1st year of service	24707
2nd year of service and thereafter	25247
Class VI	
1st year of service	25781
2nd year of service	26317
3rd year of service and thereafter	26851
Class VII	
1st year of service	27392
2nd year of service and thereafter	28066
3rd year of service and thereafter	28733
Class VIII	
1st year of service	29401
2nd year of service	29941
3rd year of service and thereafter	30613
Class XI	
1st year of service	31146
2nd year of service	31824
3rd year of service and thereafter	32489
Class X	
1st year of service	33159
2nd year of service and thereafter	33828

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**B. Adult Officer**

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

	Percentage	Salary Per Annum \$
Class I		
Grade 2		
16 years and under	55%	8942
17 years	63%	10243
18 years	73%	11868
19 years	84%	13657
20 years	93%	15120

The abovementioned percentages shall be of a Class I, Grade 1, 21 years and over salary, as appearing in this subclause of this award.

21 years and over	16258
Grade 2	16496
Grade 3	16733

**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 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 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) 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 - \$393 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 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.

Class II	
Grade 1	16966
Grade 2	17201
Grade 3	17434
Grade 4	17670
Class III	
Grade 1	17923
Grade 2	18167
Grade 3	18413
Grade 4	18663
Class IV	18905

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Class V	
Grade 1	19151
Grade 2	19639
Class VI	
Grade 1	20495
Grade 2	21239
Class VII	
Grade 1	21610
Grade 2	21986
Class VIII	22359

**PROVIDED** that –

- (i) an officer who is a typist shall not be promoted or progress beyond Class I, Grade 2 unless she has satisfactorily passed a typing test of 40 words per minute;
- (ii) an officer 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 per annum;
- (iii) an officer who is a typist shall not be appointed to a position classified above Class III, Grade 3 unless she has passed a typing test of 50 words per minute;
- (iv) an officer shall not be appointed as a stenographer unless she has passed a stenography test of 80 words per minute.
- (v) an officer 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;
- (vi) 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;
- (vii) a machinist who has served for twelve months on the maximum of Class II, Grade 1 may progress grade by grade to Class III, Grade 2 subject to a certificate by the Head of the Department, and with the concurrence of the controlling authority, that that officer will be required to undertake the duties of an officer of that class;



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- (viii) except in the case of Secretarial Assistant, no officer shall be appointed above Class IV unless required to permanently supervise the work of other staff;
- (ix) except where special circumstances exist, an officer required to permanently supervise the work of 2 to 4 other persons shall not be classified above Class V.

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

## **9. ALLOWANCES**

The following allowances will be paid in accordance with the General Conditions of Service Award:

- (a) Recreation Leave Allowance;
- (b) Overtime;
- (c) Rest Period after Overtime, Meal Allowances and Emergency Rations;
- (d) Travel accommodation, meal and kilometre allowances.

## **10. DEDUCTIONS FROM SALARIES**

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.

## **11. HOURS OF DUTY**

Until otherwise determined by the Tasmanian Industrial Commission, the ordinary hours of duty of officers (exclusive of meal periods) and the times within which such hours shall be worked shall be in accordance with the hours of duty 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.

**PROVIDED** that in no case shall such ordinary hours of work be less than 36 and three-quarter hours weekly.

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## **12. NEW APPOINTMENTS AND PROMOTIONS**

The commencing salary of a person or officer 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 officer in the appropriate field, justify a higher salary.

## **13. OPERATION OF NEW AWARD**

No officer shall have his salary reduced by virtue of the operation of this award.

## **14. 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.

R.J. Watling  
**COMMISSIONER**

29 July 1988