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TASMANIAN INDUSTRIAL COMMISSION

Industrial Relations Act 1984
s.23 application for award or variation of award

State Public Services Federation Tasmania
(T.5264 of 1994)

HOBART REGIONAL WATER BOARD STAFF AWARD

COMMISSIONER R J WATLING

HOBART, 1 June 1995

Award variation - variation of nominated public sector awards and agreements by 1 5% or \$8 per week whichever is the greater, effective from the first full pay period commencing on or after 1 August 1993; a further 1.5% or \$8 per week whichever is the greater, effective on and from 1 April 1994; a further 1 % effective on and from 1 January 1995 and a further 1 %/a effective on and from 1 October 1995 - consent matter - award varied - operative ffpp 13 June 1995

ORDER BY CONSENT

**No. 1 of 1995
(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 permanently or temporarily employed by the Hobart Regional Water Board under the provisions of the Tasmanian State Service Act 1984 and who occupy a position covered by this award.

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 commencing on or after 13 June 1995.

PROVIDED that it is a term of this award (arising from the decision of the Tasmanian Industrial Commission in the State Wage Case of 13 August 1991) that the union(s) undertake(s), until 30 November 1991, not to pursue any extra claims, award or overaward, except when consistent with those principles.

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5. SUPERSESION AND SAVINGS

This award incorporates and supersedes No. 1 of 1991 (Consolidated) and No. 1 of 1994.

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 Tasmanian State Service Act 1984 and the Regulations made thereunder, shall continue to apply to the employees or classes of employee covered by this award as and where such Act and Regulations are applicable, save insofar as the salary to be received by and the conditions of service of such employees or classes of employee are inconsistent with the provisions of this award.

6. PARTIES AND PERSONS BOUND

This award shall apply to and be binding upon:-

- (a) all employees (whether members of a Registered Organisation or not) for whom classifications appear in this award.
- (b) the following organisation of employees in respect of whom award interest has been determined:-

The State Public Services Federation Tasmania and the Officers of that organisation and their members for whom classifications appear in this award;

- (c) the Controlling Authority having an interest in this award is the Minister for Public Sector Management, in relation to all employees (as defined).

7. DEFINITIONS

In this award, unless the contrary intention appears:-

'Casual Employee' means a person engaged to work on an irregular basis, 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 for Public Sector Management.

'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.

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'Drafting Employee' 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.

'Superintendent' means a person who, subject to direction by the Engineer Manager, controls all field operations and maintenance activities associated with the bulk water supply system.

'Supervisor' means a person who, subject to direction by the Superintendent, is responsible for either the day to day operation or the maintenance of the bulk water supply system.

'Temporary employee' means a person who -

- (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 such temporary employment shall 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.

'Trainee Drafting Employee' means an employee who:

- (a) in accordance with Clause 13 - 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.

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8. SALARIES

An employee appointed or promoted to a position 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.

PROVIDED that it is a condition of the 4% second tier adjustment applied to the salaries in this award that the package of restructuring and efficiency offsets referred to in Registered Agreement T.1233 of 1988 be implemented and/or observed in relation to all employees for whom salary rates appear in this award.

Where there is an inconsistency between a provision of:

- (a) either this award, the General Conditions of Service Award, an Instruction, or Regulation; and
- (b) the Agreement referred to, the terms of which apply to employees covered by this award;

that provision shall be read subject to the relevant provision contained in the Agreement.

PROVIDED ALWAYS that "State Service Wages Arrangements Increases" means those fixed salary rate increases provided for in accordance with the Agreement in Relation to State Service Wage Arrangements.

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	A (ftpp) 01/08/93 \$	B 01/04/94 \$	C 01/01/95 \$	D 01/10/95 \$	
(a) SECRETARY/ACCOUNTANT					
Class I	45740	46426	46890	47359	
Class II	47572	48286	48768	49256	
Class III	49404	50145	50647	51153	
(b) SUPERINTENDENT (as defined)					
Class I	41168	41786	42204	42626	
Class II	41772	42399	42823	43251	
(c) SUPERVISOR (as defined)					
Class I	38745	39326	39719	40116	
Class II	39347	39938	40337	40740	
(d) DRAFTING ASSISTANT					
Class I					
16 years and under	55%	10276	10505	10610	10716
17 years	63%	11771	12033	12153	12275
18 years	73%	13639	13943	14082	14223
19 years	84%	15695	16044	16204	16366
20 years	93%	17376	17763	17941	18120

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	20044	20460	20665	20871
2nd year of service	20475	20891	21100	21311
3rd year of service	20907	21323	21536	21752
4th year of service	21333	21749	21966	22186
5th year of service and thereafter	21883	22299	22522	22747

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.

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Class II

1st year of service	22417	22833	23061	23292
2nd year of service	22961	23377	23611	23847
3rd year of service	23756	24172	24414	24658

Class III

1st year of service	24150	24566	24812	25060
2nd year of service	24595	25011	25261	25514
3rd year of service	25045	25461	25716	25973
4th year of service	25498	25914	26173	26435
5th year of service and thereafter	25956	26372	26636	26902

PROVIDED that an employee shall not be appointed to Class III unless such employee has had at least five years adult experience in drafting duties.

(e) TRAINEE DRAFTING EMPLOYEE

16 years and under	55%	10900	11129	11240	11352
17 years	63%	12485	12747	12875	13004
18 years	73%	14467	14771	14919	15068
19 years	84%	16647	16997	17167	17338
20 years	93%	18431	18818	19006	19196

The abovementioned percentages shall be of an Administrative and Clerical Employee, Class I, 21 years and over, 1st year of service as described in Clause 8(g) of this award.

21 years and over

1st year of service	21333	21749	21966	22186
2nd year of service	21883	22299	22522	22747
3rd year of service	22417	22833	23061	23292
4th year of service	22961	23377	23611	23847
5th year of service and thereafter	23756	24172	24414	24658

PROVIDED that a Trainee Drafting Employee who successfully completes the prescribed course of study (as set forth in Clause 13 of this award) within five years of the commencement of such course and before qualifying for promotion to Drafting Employee 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.

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(f) DRAFTING EMPLOYEE

Class I/II

1st year of service	24979	25395	25649	25905
2nd year of service	25552	25968	26228	26490
3rd year of service	26131	26547	26812	27081
4th year of service	26706	27122	27393	27667
5th year of service	27280	27696	27973	28253
6th year of service	28420	28846	29135	29426
7th year of service	29034	29470	29764	30062
8th year of service and thereafter	29645	30090	30391	30695

Class III

1st year of service	30284	30738	31045	31356
2nd year of service	31016	31482	31796	32114
3rd year of service and thereafter	31742	32218	32540	32866

Class IV

Grade 1

1st year of service	32192	32675	33001	33331
2nd year of service and thereafter	32878	33371	33705	34042

(g) ADMINISTRATIVE AND CLERICAL EMPLOYEE

Class I

16 years of age	55%	10900	11129	11240	11352
17 years	63%	12485	12747	12875	13004
18 years	73%	14467	14771	14919	15068
19 years	84%	16647	16997	17167	17338
20 years	93%	18431	18818	19006	19196

The abovementioned percentages shall be of an Administrative and Clerical Employee, Class I, 21 years and over, 1st year of service as described in Clause 8(g) of this award.

21 years and over

1st year of service	19818	20234	20436	20641
2nd year of service	20320	20736	20943	21153
3rd year of service	20816	21232	21444	21659
4th year of service	21327	21743	21960	22180
5th year of service	21856	22272	22495	22720
6th year of service	22367	22783	23011	23241
7th year of service and thereafter	22935	23351	23585	23820

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Class II

1st year of service	23772	24188	24430	24674
2nd year of service	24498	24914	25163	25415
3rd year of service and thereafter	25213	25629	25885	26144

Class III

1st year of service	25933	26349	26612	26879
2nd year of service	26652	27068	27339	27612

Class IV

1st year of service	27360	27776	28054	28334
2nd year of service and thereafter	28062	28483	28768	29055

(h) ASSISTANT ACCOUNTANT

Class I

1st year of service	31715	32190	32512	32837
2nd year of service	32481	32968	33298	33631
3rd year of service and thereafter	33239	33738	34075	34416

Class II

1st year of service	33998	34508	34854	35202
2nd year of service	34613	35132	35483	35838
3rd year of service and thereafter	35376	35906	36265	36628

(i) TECHNICAL EMPLOYEE

Class I

16 years and under	55%	10900	11129	11240	11352
17 years	63%	12485	12747	12875	13004
18 years	73%	14467	14771	14919	15068
19 years	84%	16647	16997	17167	17338
20 years	93%	18431	18818	19006	19196

The abovementioned percentages shall be of an Administrative and Clerical Employee, Class I, 21 years and over, 1st year of service as described in Clause 8(g) of this award.

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21 years and over

1st year of service	19844	20260	20463	20667
2nd year of service	20375	20791	20999	21209
3rd year of service	20905	21321	21534	21750
4th year of service and thereafter	21445	21861	22080	22300

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	21888	22304	22527	22752
2nd year of service and thereafter	22414	22830	23058	23289

Class III

Grade 1	22862	23278	23511	23746
Grade 2	23507	23923	24162	24404

Class IV

Grade 1	24109	24525	24770	25018
Grade 2	24677	25093	25344	25597

Class V

Grade 1	25171	25587	25843	26101
Grade 2	25741	26157	26419	26683

Class VI

Grade 1	26230	26646	26912	27182
Grade 2	26796	27212	27484	27759

Class VII

Grade 1	27275	27691	27968	28248
Grade 2	27842	28260	28542	28828

Class VIII

Grade 1	28320	28744	29032	29322
Grade 2	28931	29365	29658	29955

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Class IX

Grade 1	29463	29905	30204	30506
Grade 2	30075	30527	30832	31140

Class X

Grade 1	30604	31063	31374	31688
Grade 2	31216	31685	32001	32321

Class XI

Grade 1	31752	32229	32551	32876
Grade 2	32360	32846	33174	33506

Class XII

Grade 1	32899	33393	33727	34064
Grade 2	33495	33997	34337	34681

Class XIII

Grade 1	34040	34551	34896	35245
Grade 2	34645	35165	35516	35871

(j) GENERAL EMPLOYEE

Class I

16 years and under	55%	10276	10505	10610	10716
17 years	63%	11771	12033	12153	12275
18 years	73%	13639	13943	14082	14223
19 years	84%	15695	16044	16204	16366
20 years	93%	17376	17763	17941	18120

The abovementioned percentages shall be of the 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	18109	18525	18710	18897
2nd year of service	18338	18754	18942	19131
3rd year of service	18567	18983	19173	19365
4th year of service and thereafter	18800	19216	19408	19602

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

Class II

Grade 1	19034	19450	19645	19841
Grade 2	19268	19684	19881	20080

Class III

Grade 1	19510	19926	20125	20327
Grade 2	19730	20146	20347	20551

Class IV

Grade 1	19961	20377	20581	20787
Grade 2	20186	20602	20808	21016

Class V

Grade 1	20419	20835	21043	21254
Grade 2	20640	21056	21267	21479

Class VI

Grade 1	20872	21288	21501	21716
Grade 2	21108	21524	21739	21957

Class VII

Grade 1	21357	21773	21991	22211
Grade 2	21583	21999	22219	22441

Class VIII

Grade 1	21827	22243	22465	22690
Grade 2	22063	22479	22704	22931

Class IX

Grade 1	22298	22714	22941	23171
Grade 2	22536	22952	23182	23413

Class X

Grade 1	22775	23191	23423	23657
Grade 2	23006	23422	23656	23893

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Class XI					
Grade 1		23245	23661	23898	24137
Grade 2		23737	24153	24395	24638
Class XII					
Grade 1		23975	24391	24635	24881
Grade 2		24210	24626	24872	25121
Class XIII					
Grade 1		24445	24861	25110	25361
Grade 2		24679	25095	25346	25599
Class XIV					
Grade 1		24921	25337	25590	25846
Grade 2		25151	25567	25823	26081
Class XV					
Grade 1		25391	25807	26065	26326
Grade 2		25632	26048	26308	26572

(k) 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%	10695	10924	11033	11144
17 years	63%	12251	12513	12638	12765
18 years	73%	14196	14499	14644	14791
19 years	84%	16335	16684	16851	17019
20 years	93%	18085	18472	18656	18843

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The abovementioned percentages shall be of a Keyboard and Office Assistant Employee, Class I, Grade 1, 21 years and over as described in Clause 8(k) of this award.

21 years and over	19446	19862	20061	20261
Grade 2	19697	20113	20314	20517
Grade 3	19947	20363	20567	20772

PROVIDED that an employee appointed 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 - \$426 per annum
 - (b) 100 words per minute - \$848 per annum
 - (c) 120 words per minute - \$1276 per annum
- (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 - \$331 per annum
 - (b) 50 words per minute - \$426 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 - \$426 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 - \$848 per annum

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- (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 - \$640 per annum
 - (b) over 2 years experience on reel-to-reel or cassette type recorders - \$1276 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	20193	20609	20815	21023
Grade 2	20441	20857	21066	21276
Grade 3	20687	21103	21314	21527
Grade 4	20937	21353	21567	21782

Class III

Grade 1	21204	21620	21836	22055
Grade 2	21461	21877	22096	22317

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

- (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 \$214 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 appointed 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 \$426 per annum
 - (b) For 120 words per minute \$640 per annum
- (v) no stenographer shall be appointed to a position above Class III Grade 1, unless having first passed a stenography test of 100 words per minute;

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- (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 issued by 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.

(I) PART TIME AND CASUAL EMPLOYEES

Employees engaged on a part-time or casual basis 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.

PROVIDED 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 ALWAYS 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. HOURS OF DUTY

- (a) Office Staff

The ordinary hours of duty for the office staff shall be 7 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 ALWAYS that the ordinary hours of duty shall be 7 hours 21 minutes per day.

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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) employees may, in certain circumstances, obtain permission to reduce their lunch break, but only to a minimum of half an hour;
- (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 employees have a debit at the end of a fortnight, such employees must work it off as early as possible in the new fortnight;
- (vi) employees may take time off up to the maximum of their 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 (doctor, dentist, optician, solicitor, etc.) except in exceptional or emergency situations when the Engineering Manager may use his/her 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 ALWAYS that the normal hours of duty for day workers shall be:

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- (1) 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)

- (2) 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:-

- (1) 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.
- (2) 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.
- (3) Each employee shall be debited with the hours for a rostered day off at the rate of seven hours thirty-six minutes per day.
- (4) 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.
- (5) On the 1st October in each year the hours in credit or debit for each employee shall be totalled and if in:-
 - (A) credit, leave in lieu of the total hours shall be given at a time convenient to the Board;
 - (B) debit, a rostered day off shall be worked by the employee at a time convenient to the Board.
- (6) 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.

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(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:-

- (1) 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;
- (2) 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;
- (3) 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;
- (4) 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

- (1) Employees required to carry out relief work outside their usual area of work may:-
 - (A) be paid an allowance for travelling time at their ordinary rate; or
 - (B) have the travelling time treated as a credit for the one working day off referred to in the previous clause; or
 - (C) be allowed to travel during normal working hours.
- (2) The period of travelling time shall be determined by the Board having regard to the employee's normal area or location of work.
- (3) 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, that operator will be paid time and a half rates for the travelling time to and from work.

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10. 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.

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, that employee shall not be entitled to the payment of meal allowances BUT where such prior notice has not been given, that employee 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 travel from headquarters to work in an area or location where crib facilities are not provided by the Board, and the employee cannot at normal meal time reasonably return to such headquarters or proceed to a location where crib facilities are provided by the Board, a meal allowance shall be paid in accordance with the rate prescribed by the General Conditions of Service Award in the case of a meal provided by the employee.

11. NEW APPOINTMENTS AND PROMOTIONS

The commencing salary of an 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 employee in the appropriate field justify a higher salary.

12. 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.

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13. QUALIFICATIONS

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

Drafting Employees:

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 Employees - a certificate course in;

- (1) Electrical Engineering, or,
- (2) Mechanical Engineering Drafting, or,
- (3) Civil Engineering Drafting.

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

(ii) for Survey Drafting Employees, 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 Employees - the Certificate in Architectural Practice as conducted by a College of the Division of Technical and Further Education.

Class I/II - unless a person -

(i) 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

(ii) has satisfactorily completed -

- (1) the appropriate approved course of study referred to in subparagraphs (i), (ii) and (iii) for Trainee Drafting Employee; or
- (2) 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
- (3) 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.

14. SALARY INCREMENTS

- (a) Except where otherwise determined by this award, or where inconsistent with any Act, an employee, while holding a position 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 position, shall be entitled to receive the annual increment prescribed for such position until the maximum salary is reached.

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

- (b) An employee 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 the employee's previous salary increment was awarded.
- (c) Notwithstanding anything contained in this award, no employee shall be entitled to receive any increase in salary by virtue of this clause unless, in the opinion of the controlling authority, the conduct, diligence and efficiency of the employee during the twelve months immediately prior to the date from which such increase would be payable shall have been satisfactory.

15. 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 oneself 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 the employee's normal salary rate when actually on availability duty from Monday to Friday and an allowance of one and a half hours at the employee's normal salary rate when actually on availability duty on Saturdays, 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 standby at 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 the employee's normal salary rate when actually on standby duty from Monday to Friday, and an allowance of six hours at the employee's 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

1 June 1993