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**IN THE TASMANIAN INDUSTRIAL COMMISSION**

Industrial Relations Act 1984  
s23 application for award and variations of award

**The Ambulance Employees' Association of Tasmania**  
(T.2802 of 1990)

**and**

**The Minister Administering the Tasmanian State Service Act 1984**

**TASMANIAN AMBULANCE SERVICE AWARD**

COMMISSIONER R.K. GOZZI

HOBART, 21 November 1990

Award variation - Expense-related allowances

**ORDER No. 2 of 1990**

THE **TASMANIAN AMBULANCE SERVICE AWARD** ABOVE AWARD IS AMENDED AS FOLLOWS:

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**1. Delete from Clause 9 - Allowances, subclause (e) Kilometrage Allowance, and insert in lieu thereof the following:**

"(e) Kilometrage Allowance

Where an employee is authorized by the Director of Ambulance Services to use in his performance of duties a particular private motor vehicle in his possession, he shall be paid an allowance for such use in accordance with the following rates:

| <u>Rate A</u>                            | Cents per Kilometre | <u>Rate B</u>     |
|--|---------------------|-------------------|
| 16 h.p. or more including rotary engines |                     | less than 16 h.p. |
| 42.38 cents                              |                     | 36.28 cents"      |

**2. Delete from Clause 9 - allowances, subclause (f) Living Away from Home, and insert in lieu thereof the following:**

(f) Living Away from Home

An employee who relieves another employee at a country station or the Devonport Ambulance Station, and by so doing is required to live away from his normal residence, shall be paid a 'living away from home' allowance of \$24.80 per day such relief duty is performed."

**3. Delete from Clause 9 - Allowances, subclause (g) Meal Allowance, and insert in lieu thereof the following:**

(g) Meal Allowance

When an employee is required to work two hours or more after the scheduled finishing time of his shift, and the two hours extends beyond the normal meal period the employee is entitled to receive a meal allowance of \$6.60.

Where an employee is away from his duty station on ambulance duty and is unable to have a meal within one hour of the normal meal period, an allowance of:

- \$6.15 Breakfast
- \$6.75 Lunch
- \$11.95 Dinner

is payable. This allowance is not payable to employees who are on duty at public contracts previously arranged."

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**4. Delete from Clause 9 - Allowances, subclause (j) Travelling Allowance, and insert in lieu thereof the following:**

"(j) Travelling Allowance

- (i) Employees travelling on duty who are required to remain away from their normal place of residence overnight shall be paid an allowance calculated in accordance with the following components:-

| Component   | Within<br>Tasmania<br>\$ | Outside<br>Tasmania<br>\$ | Sydney<br>\$ |
|---|--------------------------|---------------------------|--------------|
| Overnight Absence From<br>Normal Place of Residence   | 60.70                    | 84.90                     | 99.20        |
| Breakfast (preceding or<br>following an overnight<br>absence) applicable hours<br>7.00am - 8.30am | 9.90                     | 9.90                      | 9.90         |
| Lunch (preceding or<br>following an overnight<br>absence) applicable hours<br>12.30pm - 2.00pm    | 8.80                     | 8.80                      | 8.80         |
| Dinner (preceding or<br>following an overnight<br>absence) applicable hours<br>6.00 pm - 7.30 pm  | 18.80                    | 18.80                     | 18.80        |

**PROVIDED** that if the employee so wishes, he or she shall be allowed advance payment of the estimated allowance payable for the period of travel in question.

- (ii) In addition to the allowance available in accordance with paragraph (i) of this subclause and provided the controlling authority is satisfied that the employee did incur the expense claimed, an employee shall be entitled to reimbursement of reasonable expenses incurred, as a result of his or her absence from the normal place of residence, for the following purposes:
- (1) a telephone call to the employee's spouse or children each twenty four hours;
  - (2) dry cleaning or laundry required as the result of an extended absence.
- (iii) Notwithstanding paragraph (i) of this subclause where the controlling authority is satisfied that no reasonable alternative accommodation is available, the employee may be reimbursed for actual expenses incurred.

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- (iv) Where an employee travels with a Judge or a Minister or in a representative capacity for the State, or on special duties as determined by the controlling authority, and thereby incurs additional expense, the employee may be paid such travelling allowance as may be determined by the controlling authority.

Where public transport is not conveniently available and employees in the performance of their duties find it necessary to hire other forms of transport, they shall, subject to the approval of the controlling authority, be reimbursed the actual costs incurred in the hiring of such transport.

- (vi) Where employees in the performance of their duties are required to be stationed temporarily at any place other than their usual headquarters for a period exceeding three weeks, and are absent from their normal place of residence, and have to procure board and lodging whilst so stationed, they shall be paid a travelling allowance at the following rates:

- (1) for the first three weeks in accordance with the rates set forth in paragraph (i) of this subclause; and
- (2) thereafter, at such rate as the controlling authority concerned may determine.

- (vii) Where the controlling authority certifies that the duties of an employee involve systematic travelling, the controlling authority shall determine the rate to be paid to such employee within the limits of the rates set forth in paragraph (i) of this subclause.

- (viii) Where an employee in the performance of his duties is required to travel:

- (1) Within Australia (including Papua New Guinea and New Zealand) - by ship, aircraft, railway train, or other means of conveyance, where he is provided with meals and sleeping quarters, that employee, while so travelling, shall be paid a travelling allowance at the rate of:

Rates per Day  
\$

- (A) Within this State 9.50
- (B) Outside this State 13.30

- (2) Outside Australia, Papua New Guinea and New Zealand that employee, while so travelling, shall be paid a travelling allowance at such rate as the controlling authority may approve.

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- (ix) Where an employee is permanently stationed on the Bass Strait Islands and enters upon leave of absence he may, three times in every year, on the determination of the controlling authority concerned, be paid the return fares reasonably incurred by him for himself or for any dependent member of his family, permanently resident on the Bass Strait Islands, travelling from his station to the nearest seaport or airport on the mainland of this State. Such travel shall include travel via Melbourne when such indirect travel is the most expedient means of travelling to or returning from the nearest seaport or airport on the mainland of this State.

**PROVIDED** that:

- (1) with the approval of the controlling authority concerned, an employee may, in substitution, for travel to the nearest seaport or airport in this State, travel to any other seaport or airport in this State or to Melbourne;
  - (2) for the purpose of obtaining emergency medical or dental treatment for an employee or dependent member of his family, permanently resident on the Bass Strait Islands, an employee may by way of reimbursement and, with the approval of the controlling authority concerned, be paid the return fare reasonably incurred for travel from his station to the nearest centre in this State or to Melbourne, whereat such treatment can be obtained. Such reimbursement shall be in substitution for one or both of the return fares for the person concerned, more particularly set forth in this subparagraph;
  - (3) the above entitlement is not cumulative, each year standing alone;
  - (4) no employee shall be eligible to receive payment for the return fares as set forth above unless such employee has first completed three months continuous service on one or other of the Bass Strait Islands.
- (x) (1) Where an employee is required in the performance of his duties, either on appointment or transfer, to move from his place of residence to another district, and:
- (A) he is unable to obtain accommodation for his family in that district and thereby incurs additional expense;
  - (B) there is available in that district for the employee's family only such accommodation as will involve the employee in excessive expenditure;

the controlling authority concerned may, on the recommendation of the Head of Agency, grant to such employee a special allowance at such rate as the controlling authority concerned may determine.

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- (2) Such allowance shall be payable in the first instance for a period not exceeding three months as the controlling authority concerned may, as he deems necessary, extend such period for any number of additional periods not exceeding three months at any one time.
- (3) The controlling authority concerned may, at any time, increase, reduce or revoke any allowance granted under this subparagraph.
- (4) An employee who receives an allowance under this subparagraph shall immediately report to the controlling authority concerned any alteration of the circumstances in consideration of which such allowance was granted or renewed."

### **DATE OF OPERATION**

The foregoing amendments shall take effect from the beginning of the first full pay period commencing on or after 16 November 1990.

R.K. Gozzi  
**COMMISSIONER**

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**APPENDIX I**

**Rostered Weekly Hours Factor**

The average number of hours per week an employee would be entitled to be paid, for the actual hours worked over a complete cycle of the 4 x 4 roster system, having regard for the days he would work on over this period of 64 weeks (i.e. one complete cycle) and taking into account the appropriate penalties and shift allowances applicable for those days he would be rostered on duty. It depends on the actual length of shifts the employee is required to work, and how many, in the roster of 64 weeks. It is used in the calculation of the composite wage applicable for the particular roster required to be worked by employees.

Stated below is the method of calculation:

(a) Over a complete cycle of 64 weeks an AMBULANCE OFFICER would work -

|                                   |      |                       |
|-----------------------------------|------|-----------------------|
| 80 day shifts on week days        | i.e. | 800 hours             |
| 60 night shifts on week days      |      | 840 hours             |
| 20 late shifts on week days       |      | <u>188.333</u> hours  |
| (Total hours worked on week days) |      | <u>1828.333</u> hours |

Plus

|                                   |  |                      |
|-----------------------------------|--|----------------------|
| 16 day shifts on Saturdays        |  | 160 hours            |
| 12 night shifts on Saturdays      |  | 168 hours            |
| 4 late shifts on Saturdays        |  | <u>37.666</u> hours  |
| (Total hours worked on Saturdays) |  | <u>365.666</u> hours |

Plus

|                                 |  |                      |
|---------------------------------|--|----------------------|
| 16 day shifts on Sundays        |  | 160 hours            |
| 12 night shifts on Sundays      |  | 168 hours            |
| 4 late shifts on Sundays        |  | <u>37.666</u> hours  |
| (Total hours worked on Sundays) |  | <u>365.666</u> hours |

|   |  |                       |
|---|--|-----------------------|
| Therefore, total hours actually worked over 64 weeks is - |  | 1828.333              |
|   |  | 365.666               |
|   |  | <u>365.666</u>        |
|   |  | <u>2559.665</u> hours |

(Average hours per week is - 39.995 hours)

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For the hours worked during the week days (1828.333) there is a 15% shift loading, which amounts to 274.249 hours, in addition to the actual hours worked.

Time worked on Saturdays is paid at double time, i.e. 365.666 times 2 is - 731.332 hours.

Time worked on Sundays is paid at double time and a half, i.e. 365.666 times 2 1/2 is - 914.165 hours.

The Ambulance Officer would be paid over the 64 weeks

|                      |     |                 |
|----------------------|-----|-----------------|
| 1828.333 hours       | for | week days       |
| 274.249 hours        | for | shift allowance |
| 731.332 hours        | for | Saturdays       |
| <u>914.165</u> hours | for | Sundays         |
| Total                |     | <u>3748.079</u> |

(Average hours paid per week is - 58.564 hours)

This then is the ROSTERED WEEKLY HOURS FACTOR for Ambulance Officers working the rostered hours.

(b) Headquarters Duty Officers

The calculation for Duty Officers at Headquarters working as shift duty officer is as follows:

Over a complete cycle of 64 weeks a Duty Officer would work

|                              |   |                   |
|------------------------------|---|-------------------|
| 112 day shifts of 10 hours   | - | 1120 hours        |
| 112 night shifts of 14 hours | - | <u>1568</u> hours |
|                              |   | <u>2688</u> hours |

This is 128 hours in excess of an average 40 hour week over the 64 week cycle (64 x 40 = 2560 hours).

These extra 128 hours are worked evenly over all days of the week (18.285 hours for each day of the week) and being in excess of 40 hours are paid at overtime rates.

Therefore -

|                                |   |                     |
|--------------------------------|---|---------------------|
| Week days total 5 x 18.285 x 2 | = | 182.85 hours        |
| Saturdays total 18.285 x 2     | = | 36.57 hours         |
| Sundays total 18.285 x 2 1/2   | = | <u>45.71</u> hours  |
| <u>Total</u>                   | = | <u>265.13</u> hours |
| Average per week over 64 weeks | = | 4.142 hours         |

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This represents the 'Rostered Overtime Factor' for the Duty Officers working these particular hours. This is added to the 'Rostered Weekly Hours Factor' for a basic 40 hour week which is 58.564. Therefore the 'Rostered Weekly Hours Factor' for these Duty Officers is  $58.564 + 4.142 = 62.706$ .

(c) Branch Stations

The calculation for an Officer at a Branch Station is as follows:

Over a complete cycle of 64 weeks an officer at a Branch Station would work –

|                               |                      |
|-------------------------------|----------------------|
| 160 shifts on week days, i.e. | 1829.328 hours       |
| 32 shifts on Saturdays        | 365.856 hours        |
| 32 shifts on Sundays          | <u>365.856</u> hours |

Therefore total hours actually worked in 64 weeks - 2561.040 hours

Therefore average weekly hours is - 40.016 hours

For the hours worked during week days, there is a 15% shift loading which amounts to 274.399.

Time worked on Saturday is at double time, i.e.

|                    |   |         |
|--------------------|---|---------|
| $365.856 \times 2$ | - | 731.712 |
|--------------------|---|---------|

Time worked on 'Sunday is at double time and one half, i.e.

|                    |   |         |
|--------------------|---|---------|
| $365.856 \times 2$ | - | 914.640 |
|--------------------|---|---------|

The Officer would be paid over 64 weeks -

|                                   |
|-----------------------------------|
| 1829.328 hours for week days      |
| 274.399 hours for shift allowance |
| 731.712 hours for Saturdays       |
| <u>914.640</u> hours for Sundays  |
| <u>3750.079</u> hours total       |

Therefore the 'Rostered Weekly Hours Factor' would be 58.594.

However, for the purposes of this award, it is agreed that these officers will be paid the same rostered weekly hours factor as on-road officers at Headquarters.

Therefore the rostered weekly hours factor to be paid to officers at Branch Stations is 58.564.

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## **APPENDIX II**

### **MEMORANDUM OF AGREEMENT**

Between the Ambulance Employees' Association of Tasmania and the Minister for Public Administration concerning the payment of a 4% increase in salaries to all Tasmanian Ambulance Service employees in return for cost offsets.

#### **1. SCOPE**

This agreement applies to the Minister for Public Administration as Controlling Authority for the purposes of the Award mentioned herein and members of the Ambulance Employees' Association of Tasmania employed pursuant to the Award mentioned herein.

#### **2. AWARDS**

The Award to which this agreement applies is the Tasmanian Ambulance Service Award.

#### **3. 4% INCREASE IN SALARIES**

A 4% increase in all salaries specified in the Award mentioned herein shall be paid in return for the cost offsets also mentioned herein.

#### **4. COST OFFSETS**

The following cost offsets shall apply to all parties mentioned in the scope clause of this agreement:

(a) Payment of wages by direct deposit:

The Payment of Wages clauses of the relevant award will be amended to reflect this offset and also to include a "no penalty for late payment through reasons beyond the employer's control" provision of the Award.

(b) Crib Time - Night Shift:

Crib Time of 30 minutes taken during night shift to be reduced to 20 minutes.

(c) Meal Allowance:

Deletion of current allowance for employees who are on duty at public contracts previously arranged, i.e. \$1.75 is the current payment.

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(d) Change Over Time:

Seek an Award amendment that allows 10 minutes extension of shift before overtime can be claimed to facilitate handovers.

(e) Multi Skilling:

The parties agree to co-operate with management to review and improve efficiency, productivity and cost effectiveness of the Ambulance Service through an increase in multi skilling and such other issues as are relevant and in particular accept the specific arrangements as follows.

The following professional commitments and work performance are regularly undertaken by the majority of Ambulance Officers in the Tasmanian Ambulance Service.

This work is performed outside rostered duty hours and these may include the following activities:

- Conduct of First Aid and Cardiac Pulmonary Resuscitation classes.
- Training of volunteers at independent ambulance services and country stations.
- Public relations visits to various community groups and education agencies. These visits can be initiated by Tasmanian Ambulance Service or by individual officers.
- Attendance at community medicine programs including field exercises.
- Operational and technical debriefing meetings following major incidents.

The above volunteer work shall continue to be undertaken in the employee's own time and for which no payment will be made by the Tasmanian Ambulance Service.

(f) Southern Regional Garbage Collection:

The practice of garbage collection involving removal of rubbish to the tip on a weekly basis shall continue as part of the regular list of duties of Ambulance Officers. Officers shall undertake this duty as they are directed by the Superintendent.

(g) Rationalisation of Uniform Issues:

The current award provision covering the articles of clothing and replacement periods of the clothing to be rationalised, particularly as it relates to uniform issue.

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A committee shall be established comprising Tasmanian Ambulance Service and Ambulance Employees' Association representatives to achieve this end.

(h) Abandonment of Employment:

Where an employee is absent from duty without approval, for a period of fourteen (14) days without notifying the Head of Agency, that employee will be deemed to have abandoned employment.

(i) Union Meetings:

All union meetings shall be held in the employee's own time unless otherwise agreed between the employer and relevant employee organisation.

(j) Leave without pay for Accrual Purposes:

Employee initiated leave without pay for periods of 20 working days shall not count for the purpose of calculating entitlements to recreation leave, sick leave, or increments, unless the leave without pay is for work related studies.

(k) Grievance Procedures:

Acceptance of and adherence to a grievance procedure.

(l) Special Leave:

This form of leave to be limited to five (5) days in any one (1) year except where an employee is bereaved on more than one occasion.

An administrative instruction will be issued setting out the purpose for which special leave should be granted.

(m) Recreation Leave Allowance:

Recreation Leave Allowance shall be paid in full when an employee takes 10 or more days recreation leave in one period. Should an employee not take such a period of leave within any one leave year, the allowance shall be paid in full on the last day of the leave year.

**5. COMMENCEMENT**

This agreement shall commence from the date ratified or decided by the State Industrial Commission and shall have a life of six months .

..... (Signed)..... P.L. NIELSEN Secretary Ambulance Employees' Association

..... (Signed)..... N. EVERS Minister for Public Administration

DATED AT HOBART THIS 22ND DAY OF JULY 1988

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