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TASMANIAN INDUSTRIAL COMMISSION

Industrial Relations Act 1984
s23 application for award or variation of award

Tasmanian Trades and Labor Council
(T12940 of 2007)
Private Sector Awards
Public Sector Awards

FULL BENCH:
PRESIDENT P L LEARY
DEPUTY PRESIDENT P C SHELLEY
COMMISSIONER T J ABEY

Wage Rates – State Wage Case 2007 – application amended - application to vary private and public sector awards – award wage rates to be increased by $22.70 per week - wage related allowances to be increased by 3.8% – meal allowance increased to $14.10 - State Minimum Wage rate determined at $527.10 - s.35(1)(b) – operative date ffpp 1 August 2007

FIRE SERVICE AWARD

ORDER

No. 2 of 2007
(Consolidated)

AMEND THE **FIRE SERVICE AWARD** BY DELETING ALL CLAUSES CONTAINED THEREIN AND INSERTING IN LIEU THEREOF THE FOLLOWING; AND THE AWARD IS CONSOLIDATED:

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1. TITLE

This award is the "Fire Service Award".

2. CONTENTS

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3. SCOPE

This award is to apply to persons employed under the *Tasmanian State Service Act 1984* in the State Fire Commission who occupy positions covered by classifications contained in this award.

4. DATE OF EFFECT

This award shall come into operation from the first full pay period to commence on or after 1 August 2007.

5. SUPERSESSION AND SAVINGS

This award supersedes the Officers of the State Fire Commission Award No.1 of 2007 (Consolidated).

PROVIDED that no entitlement accrued or obligation incurred is to be affected by the supersession.

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6. AWARD INTEREST

(a) The following employee organisations have an interest in this award pursuant to Section 63(10) of the *Industrial Relations Act 1984*:

(i) The Community and Public Sector Union (State Public Services Federation) Tasmania;

(ii) The United Firefighters Union of Australia (Tasmanian Branch);

(iii) the Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union.

(b) Under Section 62(4) of the Act the Minister Administering the *State Service Act 2000* is deemed to be an employer organisation having an interest in this award.

7. DEFINITIONS

In this award unless the contrary intention appears:

(a) General Definitions

'Casual employee' means a person engaged to work for a period not exceeding five consecutive days, or on an irregular basis as required by the employer.

'Employee' means a person employed under the provisions of the *Tasmanian State Service Act 1984*.

'Employer' means the Minister for Public Sector Administration.

'Full-time employee' means a person engaged to work for the full ordinary weekly hours of work of the relevant position.

'Part-time employee' means a person engaged to work on a regular basis for a lesser number of ordinary weekly hours than is applicable to an equivalent full-time employee.

(b) Classification Standards Definitions

(i) Administrative and Clerical Definitions

'Administrative work' means the exercise of an appropriate level of responsibility and discretion in undertaking functions of an administrative nature where administration is concerned with achievement of the organisation's corporate goals through planning, organising, directing and controlling resources and/or activities. Administration is also concerned with the development and implementation of policy to achieve set objectives and desired outcomes.

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'Broad direction' means that employees are expected to develop and achieve objectives for specific functions under their control that will ensure the attainment of results critical to the efficient operation of the work unit, section, branch or agency.

'Clerical direction' means instructions and guidance on particular tasks and programs given by supervisors or managers to subordinate staff. It includes direction from sources such as legislation, standards and manuals.

'Clerical supervision' means supervision provided by supervisors or managers to subordinate staff to ensure adherence to directions given, to decide on proposed solutions or courses of action, and to review and check the work of clerical staff.

'Clerical work' means the exercise of an appropriate level of responsibility and clerical knowledge and skill under a requisite degree of direction and supervision in the understanding of the preparation, processing and maintenance of documents, records and electronic data representing the transactions or business of the work unit or organisation being served. Clerical work is performed within a framework of legislation, policies, procedures, regulations, guidelines, precedents, instructions, or custom and practice, both written and oral.

'Direct supervision' means there is limited responsibility for the final outcome of work undertaken because only limited discretion is available to select the appropriate means of completing the task. Conformity with instruction is measured by the satisfactory completion of allocated tasks.

'General direction' means situations where detailed or specific instructions are limited to unusual features.

'General supervision' means that general instructions are given and tasks are undertaken to achieve the required outcomes or objectives. Discretion and choice in selecting the most appropriate method for completing the allotted tasks is expected and encouraged.

'Limited supervision' means that work is undertaken within established objectives and with little guidance. Conformity with instructions is usually measured in terms of achievement of stated objectives to senior management-agreed standards.

'Routine supervision' means the responsibility for the final outcome is limited because the work is carried out in accordance with established guidelines and practices, however there is scope for the exercise of discretion in the choice of work methods.

'Specific direction' means situations where precise instructions are given with little or no choice provided.

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(ii) Operational Definitions

'Administrative supervision' means persons working under administrative supervision would normally have the work area defined in terms of broadly stated responsibilities and functions. They are expected to undertake work within this framework and would not usually be told what is to be done. The person would not normally receive technical instruction from their supervisor.

The person has a broad framework of trade or subject matter knowledge and extensive experience. Within this framework they would be required to make informed decisions relating to their own work, the work of their area and the supervision of that area.

The person's own performance and the overall performance of their area are kept under review through oral and written work reports. Inspection of the work area would be infrequent.

'Direct supervision' means persons working under direct supervision are usually given a few easily understood instructions. Where appropriate, deadlines and priorities for task completion would also be given.

While the person may be expected to use some judgement in carrying out routine recurring assignments, it is expected that deviations, problems or unfamiliar situations not covered in general instructions would be referred to the supervisor.

The work is normally subject to progress checks, and the final product or results are usually checked.

'Direction' refers to instructions and guidance to subordinate operational staff by senior personnel. It includes direction from non-human sources such as manuals, codes, standards, etc.

'General supervision' means persons working under general supervision would be provided with general instructions usually covering only the broader aspects of the work, or where there are unusual situations which do not have clear precedents. This allows some latitude for staff to select the appropriate method and sequence in completing their tasks or assignments.

The person normally has a good knowledge and makes more involved decisions within the confines of this knowledge.

Tasks and assignments may be subject to progress checks usually to ensure in broad terms, that satisfactory progress is being made. Completed work may be evaluated for suitability and conformity to policy and requirements.

'Limited direction' means persons working under limited direction are provided with a clear statement of overall objectives and the resources available. In conjunction with their supervisor they decide on projects and assignments to be carried out and set deadlines.

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The person is fully competent and very experienced in a technical sense and requires little guidance during the performance of assignments. The person would have authority to plan and carry out assignments, using some latitude in approach to achieve the desired objectives.

Completed work is reviewed only in terms of flexibility, compatibility with other work, or effectiveness in meeting defined objectives.

'Limited supervision' means persons working under limited supervision would be expected to have a broad trade or subject matter knowledge and wide experience. They perform work in accordance with broadly based standing instructions. In a technical sense, the person is fully competent and very experienced requiring little guidance.

The person is expected to report on the work of the area required. The area's progress and performance would normally be inspected at irregular intervals. The standard of product performance of the area is kept under review.

'Supervision' means the supervision given to subordinate operational staff by senior personnel and consists of ensuring adherence to directions, solving operational problems, giving decisions on operational solutions proposed by subordinate personnel and reviewing and checking the work of operational staff.

(iii) Technical Definitions

'Close technical supervision' means all work is thoroughly reviewed and checked.

'Complex technical work' means work which includes various tasks involving different and unrelated intricate processes and/or methods, and which depends upon detailed analysis of the subject, phase or issue involved and the selection of the appropriate course of action from many alternatives. It includes work requiring a degree of creativity, originality, ingenuity and initiative.

'Detailed technical direction' refers to situations where precise instructions are given and little or no discretion is allowed.

'General supervision' means supervision given to technical and other staff consisting of the allocation, direction, overseeing and co-ordination of the work of subordinate staff. It differs from technical supervision in that it relates to the general management of the work of all subordinate staff.

'General technical direction' refers to situations where general guidelines are given and detailed instructions are limited to unusual features, some discretion is given in selecting the appropriate courses of action.

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'General technical supervision' means that work is regularly reviewed and checked for conformity with directions and other requirements with specific attention given to unusual and/or critical features.

'Limited technical direction' refers to situations where instructions are not normally given, but advice is available if required. Wide discretion is given in selecting appropriate courses of action.

'Limited technical supervision' means provision of technical advice when requested and ensuring overall compliance with objectives.

'Technical direction' means instructions and guidance given to subordinate technical staff by technically or professionally qualified personnel. It includes direction from sources such as manuals, codes, standards, etc.

'Technical supervision' means supervision given to subordinate technical staff by technically or professionally qualified personnel and consists of ensuring adherence to technical directions, solving technical problems, giving decisions on technical solutions proposed by subordinate personnel and reviewing and checking the work of technical staff.

'Technical work' means that application of technical knowledge (initially gained by satisfactorily completing an appropriate course of study at a recognised TAFE institution, or equivalent qualification), experience and judgement to undertake, support and/or supervise research, design, development, construction, processing, maintenance, information management or regulatory activities utilising scientific, mathematical, engineering, drafting and/or laboratory principles and practices involving investigations, observations, field trials, testing, measurements, interpretations, evaluations, application of regulations, diagnosis/prognosis and remediation/treatment in laboratory, field or other situations. May work independently of professional and other technical staff.

8. SALARIES

An employee appointed to a position classified under this award is to be paid at the salary rate applicable to a level in accordance with the classification standards set out in this clause. Effective on and from 3 October 1996 the salary rate shown in Column C includes provision for the annualisation of the Recreation Leave Allowance.

(a) Administrative and Clerical Employees

		Salary per Annum $
Level 1	First year of service	27402.40
	Second year of service	28637.40
	Third year of service	29873.40
	Fourth year and thereafter	31108.40

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PROVIDED that an employee who has completed 12 months service on the maximum salary rate prescribed for Level 1 is to progress to Level 2, subject to the employer being satisfied that the employee's overall performance has justified the progression.

Level 1 classification standard:

Trainee level concerned with basic clerical work undertaken under specific direction and direct supervision. Ability to acquire the required knowledge and skills derived from a reasonable standard of education.

		Salary per Annum $
Level 2	First year of service	32447.40
	Second year of service	33681.40
	Third year and thereafter	34812.40

Level 2 classification standard:

Routine work generally by specific direction undertaken under direct and/or routine supervision. Choices made based on established guidelines and instructions, written or verbal. Ability to acquire the required knowledge and skills to effectively undertake the work.

		Salary per Annum $
Level 3	First year of service	36047.40
	Second year of service	36665.40
	Third year of service	37282.40
	Fourth year of service	37899.40
	Fifth year and thereafter	38517.40

Level 3 classification standard:

Experienced clerical level - to achieve set outcomes, undertaken under routine supervision. Choices made based on established guidelines and instructions, written or verbal. Directly responsible for completion of tasks. A knowledge of established work practises is required. Experienced clerical level requiring good communication skills.

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		Salary per Annum $
Level 4	First year of service	39776.40
	Second year of service	40411.40
	Third year of service	41048.40
	Fourth year of service	41684.40
	Fifth year and thereafter	42311.40

Level 4 classification standard:

Specialist functions undertaken under general direction and general supervision based on established procedures and practices. Exercise of limited discretion is required. Supervision of a small number of employees may be a feature. Experienced clerical level requiring a comprehensive understanding of relevant procedures and high-level communication skills.

		Salary per Annum $
Level 5	First year or service	43490.40
	Second year of service	44126.40
	Third year and thereafter	44761.40

Level 5 classification standard:

Clerical and administrative work of a value having an effect on the efficient operation of the work unit or agency. A supervisory level. Work undertaken under general direction and general supervision, requiring initiative and the exercise of discretion. The exercise of a formal delegation may be required. Extensive knowledge of the specific discipline with well-developed communication and problem-solving skills. Ability and experience in staff supervision.

		Salary per Annum $
Level 6	First year of service	45930.40
	Second year of service	46566.40
	Third year and thereafter	47202.40

Level 6 classification standard:

Administrative work which may require the management of human and material resources in carrying out a variety of complex functions under a broad range of conditions under general supervision. The exercise of judgement and initiative consistent with the possession of sound knowledge in the field of work within which the position operates. Guidelines and procedures are generally well recognised but there may be some interpretation required in order to establish and select the most appropriate approach to functions. Ability to research, evaluate and formulate information is critical. Experience in resource management is essential.

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		Salary per Annum $
Level 7	First year of service	48473.40
	Second year of service	49728.40
	Third year and thereafter	50985.40

Level 7 classification standard:

Positions require a high degree of proficiency in the use of established administrative or managerial skills such as human resource management or accounting. Positions usually have responsibility for resource allocation and management and supervision of lower level employees in the achievement of divisional or organisational goals. Interpretation of policy and guidelines is a feature and functions are undertaken with general or limited supervision. A high level of experience in management practices is paramount.

		Salary per Annum $
Level 8	First year of service	53495.40
	Second year of service	54750.40
	Third year and thereafter	56005.40

Level 8 classification standard:

Positions at this level work with limited supervision, usually manage the operations of an organisational element, undertake a management function or provide consultative or administrative support and advice to a particular program or activity. The tasks may be either complex or specific in nature but directed to the organisation's goals. Immediate subordinate positions may include staff in technical or professional structures, in which case supervision is for administrative purposes only. In other circumstances supervision may involve the exercise of technical or professional skill and judgement. Independence of action including the use and allocation of resources within laid-down restraints may be a feature. Decisions taken or responsibilities exercised may have a major effect on the operation of the work area. General management skills and the ability to contribute to the development of policy initiatives are required as is a high level of interpersonal and communication skills.

		Salary per Annum $
Level 9	First year of service	58512.40
	Second year and thereafter	59770.40

Level 9 classification standard:

Positions at this level operate as for Level 8 but only work under broad direction and are required to provide more authoritative specialist consultative or management advice generally or as it relates to a particular work area. Positions at this level are required to operate with a significant degree of independence of

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action and autonomy in day-to-day activities, accountable to management in terms of strategic direction and meeting objectives. The tasks carried out would be of a highly complex nature encompassing a significant element of total agency operations. Significant independence and autonomy of action is expected in achieving desired outcomes. Delegations exercised at this level may include being the final authority in the process of approving the expenditure of funds, undertaking specific action in line with the policy of the Agency, or reviewing previous actions or decisions. The development of rules, regulations and guidelines may be coordinated at this level. High level management skills are essential. Liaison and communication skills of a high order, including the ability to consult, negotiate or communication with clients or other groups on behalf of the Agency, often to finality, may be needed. A detailed understanding of legislation and the capacity to undertake specific or major research, and investigations or reviews is required.

	Salary per Annum $
Level 10	62282.40

Level 10 classification standard:

A specialist consultative advisory level reporting to senior management under broad direction to achieve outcomes. The position would play a key role in planning, developing and implementing programs. The position would have a significant effect on the operation of the Agency and requires specialist administrative research or analytical skills. Highly developed marketing, conceptual and strategic skills are required for positions at this level.

	Salary per Annum $
Level 11	64794.40

Level 11 classification standard:

A specialist with direct effect on government policy development and commentary. Required to initiate, develop and implement systems for effective forecasting, monitoring and control of government programs. Positions at this level are required to take initiative in providing a high standard of policy advice to government requiring a high level of expertise and/or extensive practical experience in relation to the implementation of a specialised program. Extensive investigative research and analytical skills with a high degree of proficiency in communication including the capacity to represent the Agency and/or Minister in public forums.

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	Salary per Annum $
Level 12	68560.40

Level 12 classification standard:

A principal adviser to government in relation to specific programs that have a direct and critical effect on governmental objectives. The highest level of professional and technical competency is required. The work is carried out in direct consultation with the chief executive or the government. Duties are undertaken without supervision and complete autonomy within the field of expertise is exercised. The highest level of skill in relation to communication, conceptual and strategic skills and investigative research and analytical skills.

(b) Operational Employees

	Salary per Annum $
Level 1	29274.40
After 3 months	29769.40
After 15 months	30642.40

Level 1 classification standard:

Trainee level - Work under direct supervision and undertake routine activities which require basic mental and physical skills.

Work routines, methods and procedures well established.

	Salary per Annum $
Level 2	31582.40

Level 2 classification standard:

Works under direct supervision either individually or in a team environment.

Performs routine manual tasks and/or operates basic equipment requiring previous training or experience.

Exercises minimal judgement in deciding how tasks are to be performed.

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	Salary per Annum $
Level 3	32343.40

Level 3 classification standard:

Works either individually or in a team environment under general supervision.

Performs a variety of manual tasks and/or operates plant, equipment and vehicles requiring more than a basic level of skill.

Exercises judgement in deciding how tasks are to be performed.

Exercises good communication and interpersonal skills where routine client liaison and/or supervisory responsibilities apply.

This is the first level within some industry streams at which a person may be required to supervise staff.

	Salary per Annum $
Level 4	33577.40

Level 4 classification standard:

Works under general supervision, either individually or in a team environment performing a variety of tasks requiring knowledge of standardised practices and procedures for the work area and requiring skills obtained through training and experience;

OR

Provides routine assistance to technical and/or professional and/or other staff requiring a limited level of technical knowledge and skill;

OR

Operates vehicles/plant requiring skills obtained through training and experience;

OR

Under limited supervision, supervises staff engaged on a variety of routine manual tasks. Supervision will include the assignment and quality control of work.

Exercises judgement in deciding how tasks are to be performed.

Exercises good communication and interpersonal skills.

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	Salary per Annum $
Level 5	34708.40

Level 5 classification standard:

Works under general supervision either individually or in a team environment, performing trade work or work requiring an equivalent level of skills and knowledge;

OR

Under general supervision, operates vehicles/equipment requiring a high level of operational skill;

OR

Under limited supervision, supervises a number of staff engaged on a variety of routine manual tasks; or a number of work teams.

Exercises independent judgement in deciding how tasks are to be performed and have authority to adapt work methods in dealing with non-standard problems.

Applies quality control techniques to their work and the work of other staff.

Exercises good communication and interpersonal skills.

	Salary per Annum $
Level 6	35943.40

Level 6 classification standard:

Under general supervision either individually or in a team environment, performs trade work requiring a high level of trade skill, employs initiative and judgement above that undertaken at the basic trade level;

OR

Under limited direction, operates vehicles/equipment requiring an advanced level of skill;

OR

Under limited supervision, supervises, plans and co-ordinates the work of small work teams or controls the operations of an organisational element of a program which undertakes predominantly a variety of manual tasks.

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A person in a supervisory role at this level could be expected to exercise initiative and judgement in solving day to day operational problems which may include:

- estimating and ordering
- work prioritising
- staffing control and training
- maintenance of records and basic reporting.

	Salary per Annum $
Level 7	38413.40

Level 7 classification standard:

Under limited supervision, either individually or in a team environment undertakes special class trade work, employs an independent approach and a high degree of initiative. These tasks may encompass the provision of trade and equivalent level guidance and assistance to other members of a work team;

OR

Under administrative supervision, takes charge of an occupational group of staff engaged in a wide range of activities normally within a work stream and is responsible for a range of functions which may include:

- implementation of quality control
- training and/or teaching
- staff recruitment
- estimation of costs
- preparation of orders
- setting of and review of procedures;

OR

A person at this level in a supervisory role could be expected to exercise a high degree of initiative and judgement in solving day-to-day problems which may include:

- staff training and/or teaching
- estimating and ordering
- work prioritising
- oversighting records maintenance and preparation of minor reports;

OR

As a specialist make recommendations and/or implement alternative methods of approach to complex operational problems.

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	Salary per Annum $
Level 8	40944.40

Level 8 classification standard:

Under limited supervision, either individually or in a team environment, supervises a large group of trades and/or non-trades staff in more than one field employed on a varied range of more complex operational equipment or projects;

OR

As an advanced engineering tradesperson under limited supervision, performs work beyond the special class tradesperson involving intricate systems and designs;

OR

Under administrative supervision, exercises direct and indirect control over a large group of staff, which may include subordinate supervisory staff, undertaking a varied range of work within a stream.

A person at this level in a supervisory role would be expected to exercise a high degree of initiative, judgement and flexibility in solving complex trade or operational related problems which may include:

- co-ordination of resources
- oversight of training
- estimation of costs
- arranging recruitment
- oversight safety measures
- review work methods and oversee quality control;

OR

As an inspector carry out inspections of valuable assets and ensure they meet quality standards, approve completed jobs;

OR

As an advanced engineering tradesperson make recommendations and/or implement alternative methods of approach to complex operational problems using a high level of initiative.

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	Salary per Annum $
Level 9	43490.40

Level 9 classification standard:

Under limited direction, controls three or more significant groups of trades staff, or staff with an equivalent level of skills and knowledge, engaged in specialised activities which may include subordinate supervisory staff;

OR

Under administrative supervision, controls a major service operation which may include a large number of trades, non-trades and/or associated staff;

OR

Under limited supervision, oversight and conduct trade training courses in theory and practice which may include the supervision of instructors.

A person at this level is expected to exercise a high degree of initiative, independent judgement and leadership in solving complex operational problems.

	Salary per Annum $
Level 10	47202.40

Level 10 classification standard:

Under administrative supervision, controls a large multi-disciplined group or several small multi-disciplined groups of trades staff, or staff with an equivalent level of skills and knowledge, engaged in specialised activities which may include subordinate supervisory staff;

OR

Under administrative supervision, supervise construction and/or repairs and maintenance activities undertaken by employees or under contract;

OR

Under administrative supervision, carry out inspection, certification and oversee installation of building engineering systems.

A person at this level is expected to demonstrate a high degree of initiative, independent judgement and leadership in the management of a complex operational program or business unit.

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(c) Technical Employees

		Salary per Annum $
Level 1	1st year of service	31724.40
	2nd year of service	32447.40
	3rd year of service	33064.40
	4th year of service	33681.40
	5th year of service and thereafter	34812.40

PROVIDED that an employee who has completed 12 months service on the maximum salary rate prescribed for Level 1 is to progress to Level 2, subject to the employer being satisfied that the employee's overall performance has justified the progression.

Level 1 classification standard:

Technical work requiring learning and application of conventional practices, methods and standards performed under detailed technical direction and close technical supervision.

This is the trainee level. During the learning phase the work given is consistent with the level of theoretical knowledge being gained by the trainee while undertaking appropriate course of study. Initially the work is limited in scope and complexity, but as knowledge and experience is gained the scope and complexity of the work is expanded. Detailed technical direction is given in all aspects of the work and close technical supervision is exercised over every phase of its execution. Minimum qualifications are:

Eligible for admission to the relevant course of study at a recognised TAFE institution;

OR

Relevant training and/or experience determined in accordance with the provisions of Section 37 of the *Tasmanian State Service Act 1984* appropriate to the nature of the work.

		Salary per Annum $
Level 2	1st year of service	36047.40
	2nd year of service	37282.40
	3rd year of service	38517.40
	4th year of service	39776.40
	5th year of service and thereafter	41048.40

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Level 2 classification standard:

Technical work requiring application of conventional practices, methods and standards performed under general technical direction and general technical supervision;

and/or

Complex technical work performed under detailed technical direction and close technical supervision.

This is the fully qualified technical practitioner level. The duties include ongoing technical work performed in accordance with conventional practices, methods and standards and comprehends adjustment, adaptation, interpretation or modification of those factors where necessary. Work may include technical application and administration of regulations. Work may be organised on a laboratory, field, office, geographical or functional basis, and may be performed in an individual or team situation.

Work may include or wholly consist of complex technical work.

Technical direction and/or technical supervision may be given to less experienced personnel in this level and/or to trainees. Minimum qualifications are:

An Associate Diploma from a recognised TAFE institution, or an equivalent qualification, appropriate to the nature of the work;

OR

Relevant training and/or experience determined in accordance with the provisions of Section 37 of the *Tasmanian State Service Act 1984* appropriate to the nature of the work.

		Salary per Annum $
Level 3	1st year of service	42311.40
	2nd year of service	43490.40
	3rd year of service and thereafter	44762.40

Level 3 classification standard:

Technical work requiring significant adjustment, adaptation, interpretation or modification of conventional practices, methods and standards performed under limited technical direction and general technical supervisor but not including complex technical work;

and/or

Complex technical work performed under general technical direction and general technical supervision;

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and/or

Co-ordination and supervision of conventional technical work performed under limited technical direction and general technical supervision.

Work at this level requires the exercise of considerable technical knowledge, experience and judgement by a senior practitioner who in certain situations may be considered a specialist.

Work may include or wholly consist of complex technical work.

The co-ordination and supervision functions involve technical management of the work of a small number of technical and other staff and which may span more than one discipline or field. Normally, from two to four other technical staff would be supervised.

		Salary per Annum $
Level 4	1st year of service	45930.40
	2nd year of service	47202.40
	3rd year of service and thereafter	48473.40

Level 4 classification standard:

Complex technical work which may span more than one discipline or field performed under limited technical direction and limited technical supervision;

and/or

Co-ordination and supervision of the activities of a unit engaged in conventional and specialist technical work performed under limited technical direction and limited technical supervision.

Complex technical work requires the exercise of significant technical knowledge, experience and judgement by a senior practitioner who in certain situations may be considered a specialist. The work may cover one or more discipline or field. The supervisor/project leader work involves the technical management of the work of a number of technical and other staff. Normally at least five other technical staff would be supervised for this level to apply.

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	Salary per Annum $
Level 5	52240.40

Level 5 classification standard:

The technical management of a significant technical work unit engaged in complex activities under general supervision.

The technical management function includes using technical knowledge, expertise and experience to determine technical objectives and priorities, and to conduct technical support activities within the agency's operating programs.

It includes interpreting relevant policy, setting standards, evaluating performance, and may involve resolving complex technical problems.

Technical direction and technical supervision is not given but general guidance on agency objectives is provided. Normally a position at this level reports to a senior manager or co-ordinator.

	Salary per Annum $
Level 6	54750.40

Level 6 classification standard:

The technical management and co-ordination of two or more significant work units engaged in complex activities involving two or more technical disciplines or fields.

A position only would be established at this level when the policies, strategies, technical complexities, and interrelationships are directly related to the technical work and are outside the scope of non-technical senior managers or co-ordinators.

(d) Part-time and Casual Employees

(i) Employees are to be paid in the same ratio that their ordinary weekly hours bear to the ordinary weekly hours of equivalent full-time employees.

(ii) Casual employees are to be paid a loading of 20 percent to compensate for having no entitlement to payment for annual leave, sick leave and holidays not worked.

(iii) A casual employee is to be engaged by the hour with a minimum payment of three hours for each day worked.

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(e) Translation

Employees occupying positions covered by the Officers of the State Fire Commission Award as at 6 March 1996, whose positions require them to carry out work which can be defined in accordance with the classifications contained in this award, are to have their positions translated to the appropriate classification and are to be translated to the appropriate salary point as set out in Annexure A.

9. CONDITIONS OF EMPLOYMENT

(a) Unless specified otherwise in this award, conditions of employment applying to employees covered by this award are to be as prescribed in the General Conditions of Employment Award.

(b) Where there is an inconsistency between the 'second tier' agreement T1233 of 1988 and provisions contained in this award or the General Conditions of Employment Award the provisions of the 'second tier' agreement are to prevail.

10. HIGHER DUTIES ALLOWANCE

Higher duties allowances are payable as follows:

(a) An employee classified up to and including:

Level 7 for Administrative and Clerical Employees
Level 4 for Technical Employees; and
Level 10 for Operational Employees

is entitled to a higher duties allowance only when the employee acts in and performs the duties of a higher-classified position for a minimum period of 10 consecutive working days and the acting position is two or more levels higher than the employee's substantive classification.

(b) An employee classified at:

Level 8 for Administrative and Clerical Employees; and
Level 5 for Technical Employees

and above is entitled to a higher duties allowance only when the employee acts in and performs the duties of a higher classified position for a minimum period of 20 consecutive working days and the acting position is two or more levels higher than the employee's substantive classification.

(c) An employee substantively classified between:

Level 1 and Level 11 for Administrative and Clerical Employees;
Level 1 and Level 5 for Technical Employees; and
Level 1 and Level 10 for Operational Employees

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is entitled to a higher duties allowance if required to act in and perform the duties of a position classified one level higher than the employee's substantive classification and where the acting appointment is for a period of 40 consecutive working days or more.

11. OVERTIME

(a) Employees classified up to and including:

Level 6 for Administrative and Clerical Employees;
Level 4, 2nd year of service, for Technical Employees; and
Level 10 for Operational Employees

are entitled to payment for authorised overtime worked at the direction of the employer. Such payment is to be calculated by reference to the employee's actual salary as prescribed in this Award and the overtime rates as prescribed in the General Conditions of Employment Award.

(b) Employees classified above these levels are not entitled to receive payment for overtime worked.

12. SALARY INCREMENTS

(a) An employee occupying a position covered by a classification containing a salary scale providing for annual increments is entitled, at the completion of each period of 12 months continuous service in that position, to receive the relevant annual increment until the maximum salary for that classification is reached.

(b) An employee is not entitled to an annual increment unless, in the opinion of the employer, the employee's conduct, diligence and efficiency have been satisfactory during the 12 month period preceding the date upon which the increment falls due.

13 SPREAD OF HOURS

Ordinary hours of work may be performed between 7.00 am and 7.00 pm.

P C Shelley
DEPUTY PRESIDENT

8 August 2007

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ANNEXURE A

TRANSLATION TO ADMINISTRATIVE AND CLERICAL STREAM
Clerical Employees

	COLUMN 1			COLUMN 2	
	Existing			**New**	
Line1	**Class I**	18 years	15068	17673	**Level 1**
Line2		19 years	17338	17673	
Line3				18875	
Line4		20 years	19196	20077	
Line5		21 years	20641	21279	
Line6		2nd year	21153	21279	
Line7		3rd year	21659	22480	**Level 2**
Line8		4th year	22180	22480	
Line9		5th year	22720	23681	
Line10		6th year	23241	23681	
Line11		7th year	23820	24883	
Line12	**Class II**		24674	24883	
Line13			25415	26085	**Level 3**
Line14			26144	26686	
Line15	**Class III**		26879	27286	
Line16			27612	27887	
Line17	**Class IV**		28334	28488	
Line18			29066	29713	**Level 4**
Line19	**Class V**		29653	29713	
Line20			30313	30331	
Line21	**Class VI**		30941	30951	
Line22				31570	
Line23			31573	32179	
Line24			32201	33428	**Level 5**
Line25	**Class VII**		32837	33428	
Line26			33631	34047	
Line27			34416	34665	
Line28	**Class VIII**		35202	35904	**Level 6**
Line29			35838	35904	
Line30				36523	
Line31			36628	37142	
Line32	**Class IX**		37256	38380	**Level 7**
Line33			38054	38380	
Line34			38837	39617	
Line35	**Class X**		39625	40857	
Line36			40414	40857	

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Line37	**Class XI**	41282	43332	**Level 8**
Line38		42153	43332	
Line39	**Class XII**	43016	43332	
Line40		43883	44570	
Line41	**Class XIII**	45630	45808	
Line42	**Class XIV**	47359	48280	**Level 9**
Line43	**Class XV**	49256	49521	
Line44	**Class XVI**	51153	51998	**Level 10**
Line45	**Class XVII**	52867	54475	**Level 11**
Line46	**Class XVIII**	54733	58189	**Level 12**
Line47	**Class XIX**	56884	58189	
Line48	**Class XX**	59031*		
Line49	**Class XXI**	61183*		

EXPLANATORY NOTES

Translation is to the next highest salary point within the stream. For example, an existing Class VI 3rd increment (line 24) translates to a new Level 5 1st increment (line 24).

An employee who has completed 12 months service on the maximum salary rate prescribed for Level 1 is to progress to Level 2, subject to the employer being satisfied that the employee's overall performance has justified the progression.

Persons employed in positions on lines 12, 17, 21 and 23 translate to the next highest salary point. Such persons are to progress to the top of the new level, ie in the case of line 12 - new Level 3; line 17 - new Level 4; lines 21 and 23 - new Level 5 respectively.

*Salary maintenance is to apply to existing classifications highlighted with asterisk, ie lines 48 and 49.

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Keyboard and Office Personnel

	COLUMN 1			COLUMN 2	
	Existing			**New**	
Line1		18 years	14791	17673	**Level 1**
Line2		19 years	17019	17673	
Line3		20 years	18843	18875	
Line4	**Class I**	Grade 1	20261	20077	
Line5		Grade 2	20517	21279	
Line6		Grade 3	20772	21279	
Line7	**Class II**	Grade 1	21023	21279	
Line8		Grade 2	21276	21279	
Line9		Grade 3	21527	22480	**Level 2**
Line10		Grade 4	21782	22480	
Line11	**Class III**	Grade 1	22055	22480	
Line12		Grade 2	22317	22480	
Line13		Grade 3	22582	23681	
Line14		Grade 4	22851	23681	
Line15	**Class IV**		23111	23681	
Line16	**Class V**	Grade 1	23378	23681	
Line17		Grade 2	23902	24883	
Line18	**Class VI**	Grade 1	25097	26085	**Level 3**
Line19		Grade 2	25897	26085	
Line20				26686	
Line21				27286	
Line22				27887	
Line23				28488	

EXPLANATORY NOTES

Translation is to the next highest salary point within the stream. For example, an existing Keyboard Employee or Office Assistant Class IV (line 15) translates to the new Level 2, 2nd year of service (line 15).

An employee who has completed 12 months service on the maximum salary rate prescribed for Level 1 is to progress to Level 2, subject to the employer being satisfied that the employee's overall performance has justified the progression.

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TRANSLATION TO TECHNICAL STREAM - Technical Officers

	COLUMN 1			COLUMN 2		
	Existing			**New**		
Line1	**Class I**		20667	21879	1st year	**Level 1**
Line2			21209	21879		
Line3			21750	21879		
Line4			22300	22480	2nd year	
Line5	**Class II**	1st year	22752	23081	3rd year	
Line6		2nd year	23300	23681	4th year	
Line7	**Class III**	Grade 1	23746	24883	5th year	
Line8		Grade 2	24404	24883		
Line9	**Class IV**	Grade 1	25018	26085	1st year	**Level 2**
Line10		Grade 2	25597	26085		
Line11	**Class V**	Grade 1	26101	27286	2nd year	
Line12		Grade 2	26683	27286		
Line13	**Class VI**	Grade 1	27182	27286		
Line14		Grade 2	27759	28488	3rd year	
Line15	**Class VII**	Grade 1	28248	28488		
Line16		Grade 2	28828	29713	4th year	
Line17	**Class VIII**	Grade 1	29322	29713		
Line18		Grade 2	29955	30951	5th year	
Line19	**Class IX**	Grade 1	30506	30951		
Line20		Grade 2	31140	32179	1st year	**Level 3**
Line21	**Class X**	Grade 1	31688	32179		
Line22		Grade 2	32321	33428	2nd year	
Line23	**Class XI**	Grade 1	32876	33428		
Line24		Grade 2	33506	34666	3rd year	
Line25	**Class XII**	Grade 1	34064	34666		
Line26		Grade 2	34681	35904	1st year	**Level 4**
Line27	**Class XIII**	Grade 1	35245	35904		
Line28		Grade 2	35871	35904		
Line29	**Class XIV**	Grade 1	36424	37142	2nd year	
Line30		Grade 2	37051	37142		
Line31	**Class XV**	Grade 1	37611	38380	3rd year	
Line32		Grade 2	38239	38380		
Line33	**Class XVI**	Grade 1	38866	42095		**Level 5**
Line34		Grade 2	39494	42095		
Line35	**Class XVII**	Grade 1	40116	42095		
Line36		Grade 2	40740	42095		
Line37	**Class XVIII**	Grade 1	41371	42095		
Line38		Grade 2	42002	42095		
Line39	**Class XIX**	Grade 1	42626	44570		**Level 6**
Line40		Grade 2	43251	44570		

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EXPLANATORY NOTES

Translation is to the next highest salary point within the stream. For example, an existing Class IV Grade 1 (line 9) translates to a new Level 2, 1st year (line 9).

In the case of employees translated from the existing Class IX Grade 2 (line 20) and Class XII Grade 2 (line 26) to the bottom of the new Level 3 (line 20) and Level 4 (line 26) respectively, there is to be no progression in the new level unless the employee's position description satisfies the requirements of the classification standards for the new level.

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TRANSLATION TO OPERATIONAL STREAM
General Employees

(a) Employees occupying positions classified as Class I Grade 1, Class I Grade 2 or Class I Grade 3 prior to 7 March 1996 being paid a salary of $18897, $19131, or $19365 per annum respectively are to translate to Level 1 at a salary of $19596 per annum with salary progression to $20077 per annum on the employee's next anniversary or after three months whichever is sooner, and then salary progression to $20927 per annum after a further 12 months.

(b) Employees occupying positions classified as Class I Grade 4 or Class II Grade 1 prior to 7 March 1996 being paid a salary of $19602 or $19841 per annum respectively are to translate to Level 1 at a salary of $20077 per annum with salary progression to $20927 per annum on the employee's next anniversary or after 12 months whichever is sooner.

(c) Employees occupying positions classified as Class II Grade 2, Class III Grade 1, Class III Grade 2 or Class IV Grade 1 prior to 7 March 1996 being paid a salary of $20080, $20327, $20551 or $20787 per annum respectively are to translate to the top of Level 1 at a salary of $20927 per annum.

(d) Employees occupying positions classified as Class IV Grade 2, Class V Grade 1, Class V Grade 2 or Class VI Grade 1 prior to 7 March 1996 being paid a salary of $21016, $21254, $21479 or $21716 per annum respectively are to translate to Level 2 at a salary of $21841 per annum.

(e) Employees occupying positions classified as Class VI Grade 2, Class VII Grade 1 or Class VII Grade 2 prior to 7 March 1996 being paid a salary of $21957, $22211 or $22441 per annum respectively are to translate to Level 3 at a salary of $22480 per annum.

(f) Employees occupying positions classified as Class VIII Grade 1, Class VIII Grade 2, Class IX Grade 1, Class IX Grade 2 or Class X Grade 1 prior to 7 March 1996 being paid a salary of $22690, $22931, $23171, $23413 or $23657 per annum respectively are to translate to Level 4 at a salary of $23681 per annum.

(g) Employees occupying positions classified as Class X Grade 2, Class XI Grade 1, Class XI Grade 2 or Class XII Grade 1 prior to 7 March 1996 being paid a salary of $23893, $24137, $24638, or $24881 per annum respectively are to translate to Level 5 at a salary of $24883 per annum.

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(h) Employees occupying positions classified as Class XII Grade 2, Class XIII Grade 1, Class XIII Grade 2, Class XIV Grade 1 or Class XIV Grade 2 prior to 7 March 1996 being paid a salary of $25121, $25361, $25599, $25846 or $26081 per annum respectively are to translate to Level 6 at a salary of $26085 per annum.

(i) Employees occupying positions classified as Class XV Grade 1, Class XV Grade 2, Class XVI Grade 1, Class XVI Grade 2, Class XVII Grade 1, Class XVII Grade 2, Class XVIII Grade 1, Class XVIII Grade 2, Class XIX Grade 1 or Class XIX Grade 2 prior to 7 March 1996 being paid a salary of $26326, $26572, $26810, $27048, $27294, $27527, $27759, $27998, $28244 or $28483 per annum respectively are to translate to Level 7 at a salary of $28488 per annum.

Technical Officers

(a) Employees occupying positions classified as Class I 1st year of service prior to 7 March 1996 being paid a salary of $20667 per annum are to translate to Level 1 at a salary of $20927 per annum.

(b) Employees occupying positions classified as Class I 2nd year of service or Class I 3rd year of service prior to 7 March 1996 being paid a salary of $21209 or $21750 per annum respectively are to translate to Level 2 at a salary of $21841 per annum.

(c) Employees occupying positions classified as Class I 4th year of service and thereafter prior to 7 March 1996 being paid a salary of $22300 are to translate to Level 3 at a salary of $22480 per annum.

(d) Employees occupying positions classified as Class II 1st year of service or Class II 2nd year of service and thereafter prior to 7 March 1996 being paid a salary of $22752 or $23289 per annum respectively are to translate to Level 4 at a salary of $23681 per annum.

(e) Employees occupying positions classified as Class III Grade 1 or Class III Grade 2 prior to 7 March 1996 being paid a salary of $23746 or $24404 per annum respectively are to translate to Level 5 at a salary of $24883 per annum.

(f) Employees occupying positions classified as Class IV Grade 1 or Class IV Grade 2 prior to 7 March 1996 being paid a salary of $25018 or $25597 per annum respectively are to translate to Level 6 at a salary of $26085 per annum.

(g) Employees occupying positions classified as Class V Grade 1, Class V Grade 2, Class VI Grade 1, Class VI Grade 2 or Class VII Grade 1 prior to 7 March 1996 being paid a salary of $26101, $26683, $27182, $27759 or $28248 per annum respectively are to translate to Level 7 at a salary of $28488 per annum.

(h) Employees occupying positions classified as Class VII Grade 2, Class VIII Grade 1, Class VIII Grade 2 or Class IX Grade 1 prior to 7 March 1996 being paid a salary of $28828, $29322, $29955 or $30506 per annum respectively are to translate to Level 8 at a salary of $30951 per annum.

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(i) Employees occupying positions classified as Class IX Grade 2, Class X Grade 1, Class X Grade 2 or Class XI Grade 1 prior to 7 March 1996 being paid a salary of $31140, $31688, $32321 or $32876 per annum respectively are to translate to Level 9 at a salary of $33428 per annum.

(j) Employees occupying positions classified as Class XI Grade 2, Class XII Grade 1, Class XII Grade 2, Class XIII Grade 1 or Class XIII Grade 2 prior to 7 March 1996 being paid a salary of $33506, $34064, $34681, $35245 or $35871 per annum respectively are to translate to Level 10 at a salary of $37142 per annum.