

**TASMANIAN INDUSTRIAL COMMISSION**

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

**Minister administering the State Service Act 2000**  
(T15051 of 2023)

DEPUTY PRESIDENT ELLIS

HOBART, 16 AUGUST 2023

Award variations – salary tables updated - adjustment to wage related allowances mechanism increased by 2.35% - miscellaneous amendments to include “normal salary rate” to replace normal rate of pay reference - additional 12 weeks of paid parental leave to secondary caregiver - renumbering clauses to reflect new location of subclause – salary table and work-related allowances effective from the first full pay period commencing on or after 1 July 2022, in line with award mechanism – miscellaneous amendments effective from the first full pay period commencing on or after 1 December 2022

**ORDER BY CONSENT –**

**CUSTODIAL OFFICERS AWARD**

**No. 2 of 2023**  
**(Consolidated)**

THE FOLLOWING CLAUSES ARE VARIED AND THE AWARD IS CONSOLIDATED:

CLAUSE 4 – DATE OF OPERATION  
CLAUSE 5 – SUPERSESSION  
CLAUSE 14 – ON CALL ALLOWANCE

## **1. TITLE**

This award shall be known as the "Custodial Officers Award".

## **2. SCOPE**

The Custodial Officers Award shall apply to all persons employed in the Prison Service who occupy a position classified in this award.

## **3. ARRANGEMENT**

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## **4. DATE OF OPERATION**

This award comes into operation from 8 August 2022

## **5. SUPERSESSION AND SAVINGS**

This award incorporates and supersedes the Custodial Officers Award No. 1 of 2023 (Consolidated).

**PROVIDED** that no entitlement accrued or obligation incurred under that award shall be affected by the supersession.

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

- (a) The following employee organisations have a registered interest in this award under section 63(10) of the Act:-
- (i) United Voice, Tasmanian Branch;
  - (ii) The Community and Public Sector Union (State Public Services Federation Tasmania) Inc.
- (b) This award binds:
- (i) the employer in relation to employees covered by this award;
  - (ii) employees covered by this award;
  - (iii) United Voice, Tasmanian Branch;
  - (iv) The Community and Public Sector Union (State Public Services Federation Tasmania) Inc.

## **7. DEFINITIONS**

**'Afternoon Shift'** means a shift terminating after 7.00 pm and at or before midnight.

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

**'Employer'** means the Minister for Public Sector Management.

**'Holiday'** means any day which is a bank holiday or bank part holiday under the Bank Holidays Act 1919, either throughout the State or in any particular locality, or any specified day or part day appointed as a holiday by the Governor.

**'Night Shift'** means a shift terminating after midnight and at or before 8.00 am.

**'Prison Service'** means the Prison Service of the Corrective Services Division of the Department of Justice.

**'Shift Worker'** means an employee who is required to regularly perform shift work in accordance with a roster covering seven days per week which includes Saturdays and Sundays.

## **8. SALARIES**

- (a) An employee appointed to a position classified under this award shall be paid at the relevant level according to the following scale:

	Salary per Annum \$
<b>Level 1</b>	
Utility Officer	35373.00
<b>Level 2</b>	
Senior Utility Officer	36626.00
<b>Level 3</b>	
Custodial Officer	
1 <sup>st</sup> year of service	36035.00
2 <sup>nd</sup> year of service	36908.00
3 <sup>rd</sup> year of service	38068.00
4 <sup>th</sup> year of service	38665.00

The commencing salary of a person appointed to a position in this Level shall be as determined by the employer having regard to the qualifications and/or practical experience of the person so appointed.

Progression from first year of service salary rate to second year of service salary rate is conditional upon successful completion of an approved Custodial Officers' examination or other qualification deemed appropriate by the employer.

**PROVIDED** that no employee shall be entitled to an annual increment unless, in the opinion of the employer, the conduct, diligence and efficiency of the employee have been satisfactory during the year immediately prior to the date from which that increment is due.

Custodial Officer First Class	38984.00
<b>Level 4</b>	
Senior Custodial Officer	40242.00
<b>Level 5</b>	
Industry Supervisor	41649.00
<b>Level 6</b>	
Chief Custodial Officer	42836.00
<b>Level 7</b>	
Unit Manager	48683.00

(b) Supported Wage System

This subclause defines the conditions which will apply to employees who because of the effects of a disability are eligible for a supported wage under the terms of this award.

In this subclause:

**'approved assessor'** means a person accredited by the management unit established by the Commonwealth under the supported wage system to perform assessments of an individual's productive capacity within the supported wage system

**'assessment instrument'** means the tool provided for under the supported wage system that records the assessment of the productive capacity of the person to be employed under the supported wage system

**'disability support pension'** means the Commonwealth pension scheme to provide income security for persons with a disability as provided under the *Social Security Act 1991* (Cth), as amended from time to time, or any successor to that scheme

**'relevant minimum wage'** means the minimum wage and includes any incremental adjustment prescribed in this award for the class of work for which an employee is engaged

**'supported wage system'** (SWS) means the Commonwealth Government system to promote employment for people who cannot work at full award wages because of a disability, as documented in the Supported Wage System Handbook. The Handbook is available from the following website: [www.jobaccess.gov.au](http://www.jobaccess.gov.au)

**'SWS wage assessment agreement'** means the document in the form required by the Department of Education, Employment and Workplace Relations that records the employee's productive capacity and agreed wage rate

(i) Eligibility Criteria

- (1) Employees covered by this schedule will be those who are unable to perform the range of duties to the competence level required within the class of work for which the employee is engaged under this award, because of the effects of a disability on their productive capacity and who meet the impairment criteria for receipt of a disability support pension.
- (2) This schedule does not apply to any existing employee who has a claim against the employer which is subject to the provisions of workers compensation legislation or any provision of this award relating to the rehabilitation of employees who are injured in the course of their employment.

(ii) Supported Wage Rates

Employees to whom this schedule applies will be paid the applicable percentage of the relevant minimum wage according to the following schedule:

Assessed Capacity (subclause (c)) %	Relevant Minimum Wage %
10	10
20	20
30	30
40	40
50	50
60	60
70	70
80	80
90	90

**PROVIDED** that the minimum amount payable must be not less than \$95.00 per week.

Where an employee's assessed capacity is 10%, they must receive a high degree of assistance and support.

(iii) Assessment of Capacity

- (1) For the purpose of establishing the percentage of the relevant minimum wage, the productive capacity of the employee will be assessed in accordance with the Supported Wage System by an approved assessor, having consulted the employer and employee and, if the employee so desires, a union which the employee is eligible to join.
- (2) All assessments made under this schedule must be documented in an SWS wage assessment agreement, and retained by the employer as a time and wages record in accordance with the Act.

(iv) Lodgement of SWS Wage Assessment Agreement

- (1) All SWS wage assessment agreements under the conditions of this clause, including the appropriate percentage of the relevant minimum wage to be paid to the employee, must be lodged by the employer with Tasmanian Industrial Commission.
- (2) All SWS wage assessment agreements must be agreed and signed by the employee and employer parties to the assessment. Where a union which has an interest in the award is not a party to the assessment, the assessment will be referred by the Tasmanian Industrial Commission to the union by certified mail and the agreement will take effect unless an

objection is notified to Tasmanian Industrial Commission within 10 working days.

(v) Review of Assessment

The assessment of the applicable percentage should be subject to annual or more frequent review on the basis of a reasonable request for such a review. The process of review must be in accordance with the procedures for assessing capacity under the supported wage system.

(vi) Other Terms and Conditions of Employment

Where an assessment has been made, the applicable percentage will apply to the relevant minimum wage only. Employees covered by the provisions of this clause will be entitled to the same terms and conditions of employment as other workers covered by this award on a pro rata basis.

(vii) Workplace Adjustment

An employer wishing to employ a person under the provisions of this schedule must take reasonable steps to make changes in the workplace to enhance the employee's capacity to do the job. Changes may involve re-design of job duties, working time arrangements and work organisation in consultation with other workers in the area.

(viii) Trial Period

- (1) In order for an adequate assessment of the employee's capacity to be made, an employer may employ a person under the provisions of this schedule for a trial period not exceeding 12 weeks, except that in some cases additional work adjustment time (not exceeding four weeks) may be needed.
- (2) During that trial period the assessment of capacity will be undertaken and the percentage of the relevant minimum wage for a continuing employment relationship will be determined.
- (3) The minimum amount payable to the employee during the trial period must be no less than \$95.00 per week.
- (4) Work trials should include induction or training as appropriate to the job being trialled.
- (5) Where the employer and employee wish to establish a continuing employment relationship following the completion of the trial period, a further contract of employment will be entered into based on the outcome of assessment under paragraph (iii).

(c) Tasmanian Minimum Wage

In accordance with s 47 AB of the *Industrial Relations Act 1984* (the Act) the minimum weekly wage for an adult full time employee is the Tasmanian Minimum Wage as determined by the Tasmanian Industrial Commission pursuant to s 35 (10A) of the Act.

The Tasmanian Minimum Wage is \$812.60 per week operative from 1 August 2022.

**PROVIDED** this clause has no application to employees engaged under a contract of training or to an employee who is in receipt of a supported wage assessment.

## **9. CONDITIONS OF SERVICE**

Unless prescribed otherwise in this award, conditions of service applying to employees covered by this award shall be as prescribed in the General Conditions of Employment Award or the Tasmanian *State Service Act 2000* and Regulations, as the case may be.

## **10. DISPUTES SETTLING PROCEDURE**

If a dispute or grievance should arise, the following procedure will be adopted:

- (a) The union(s) shall refer the matter to management.
- (b) When a matter has been referred under (a), management shall endeavour within 24 hours to meet with union(s) representatives in an attempt to resolve the dispute or grievance. Management may seek the involvement of the Public Sector Management Office at any stage of the dispute settling process.
- (c) The union(s) shall endeavour to advise management whether or not the matter is resolved within 24 hours of the meeting referred to in (b).
- (d) If the matter is unresolved, a further meeting between the union(s) and management shall be held, if practicable, within 24 hours of the advice given by the union(s) under (c).
- (e) Unless otherwise agreed between the parties, the steps outlined in (a) to (d) shall be carried out within a period of not more than seven consecutive days.
- (f) If the matter remains unresolved after the procedures detailed in (a) to (e) have been followed, either party may notify the dispute to the Tasmanian Industrial Commission.
- (g) Whilst a matter is being dealt with in accordance with this procedure, normal work and management practices will be observed and any threat to safety removed.



- (h) Any union(s) meetings in relation to a matter being dealt with under this procedure shall be held in the employee's own time unless otherwise agreed by management.

## **11. ENTERPRISE FLEXIBILITY**

By agreement between the employer and the relevant union(s), any of the provisions contained in this award relating to work practices may be varied to suit the needs of the prison service.

Any agreed variation is to be in writing and signed by the employer and the relevant union(s). A copy of the agreed variation is to be provided to the member of the Tasmanian Industrial Commission having responsibility for this award.

## **12. MEAL BREAKS**

### (a) Shift Workers

- (i) Shift workers shall be allowed a meal break of 20 minutes during each shift, and that break will be counted as time worked.
- (ii) A meal break taken between 10.00 pm and 6.00 am is to be taken at the employee's post.
- (iii) Shift workers shall not be paid penalty rates for an untaken meal break or a meal break taken later than the normally scheduled time.

### (b) Non-shift Workers

Meal breaks for employees other than shift workers shall be as agreed by the employer and the relevant employee(s) but shall not be less than 30 minutes and such breaks shall not count as time worked.

## **13. MULTISKILLING**

The employer may direct an employee to perform any duties which are within the limits of the employee's skill, competence and training.

## **14. ON CALL ALLOWANCE**

- (a) An allowance of \$20.53 shall be paid for each day that an employee is rostered to remain on call and available to be recalled to duty, irrespective of whether or not the employee is recalled to work.
- (b) Payment of an on-call allowance to an employee of the rank of Chief Custodial Officer or above is deemed to compensate such officers for situations in which they are required to provide information or advice to the senior duty officer at a prison.

- (c) An employee recalled to work shall be paid the appropriate overtime rate for the actual time worked during the recall or recalls, provided that the minimum payment for any one day shall not be less than four hours.

## **15. ORDINARY HOURS OF WORK**

The daily, ordinary hours of duty shall not exceed eight unless otherwise agreed between the employer and the majority of employees directly affected by any proposed change. The daily, ordinary hours of duty for employees other than shift workers may be worked between 6.00 am and 8.00 pm.

The starting and finishing times of hours of duty shall be as determined by the employer, provided that no employee shall be required to work a split shift except in an emergency and with the agreement of the relevant employee(s) and union(s).

The ordinary hours of work for an employee covered by this award shall be 38 hours per week or 38 hours per week in the aggregate over a designated roster cycle.

The 38 hour week is implemented in the following manner:

Rosters may either:-

- (a) provide that employees shall accrue 12 extra days leave upon completion of a 12 month work cycle or a pro rata number of days for part thereof; or
- (b) fix one day off on leave for each completed four weeks of a particular work cycle.

## **16. PAYMENT OF WAGES**

Payment of wages shall be made fortnightly by electronic funds transfer, direct deposit, cheque or other non-cash method as determined by the employer.

Payment of wages other than by cheque is to be made into a banking or financial institution account nominated by the employee.

The method of payment existing at the time of this award taking effect will not be altered by the employer without a minimum of three months notice to the employees concerned unless otherwise agreed between the employer and the majority of employees.

## **17. QUALIFICATIONS**

To be eligible for appointment to any position for which a classification appears in this award, an employee must satisfy the relevant, following requirements.

### **Custodial Officer**

Successful completion of an entrance examination if required or other qualifications as deemed appropriate by the employer.

Successful completion, during the first year of service, of an approved Custodial Officers' examination or other qualification deemed appropriate by the employer.

### **Custodial Officer First Class**

Requirements as for Custodial Officer together with at least four years' satisfactory service as a Custodial Officer and successful completion of an approved Senior Custodial Officer's examination, or qualifications and practical experience deemed appropriate by the employer.

**PROVIDED** that a Custodial Officer should be afforded the opportunity to complete an approved Senior Custodial Officer's examination during the first five years of service. If such an opportunity does not occur within that period, such an employee shall be paid from the five years anniversary date as a Custodial Officer First Class, conditional upon successfully completing the examination at the first attempt.

Except under extenuating circumstances, a Custodial Officer First Class must act in the position of Senior Custodial Officer as required by the employer.

### **Senior Custodial Officer**

Requirements as for Custodial Officer First Class, together with at least four years satisfactory service as a Custodial Officer, or qualifications and practical experience as a Custodial Officer deemed appropriate by the employer.

Except under extenuating circumstances, a Senior Custodial Officer must act in the position of Chief Custodial Officer as required by the employer.

### **Industry Supervisor**

A person appointed to the position of Industry Supervisor shall possess trade and/or vocational qualifications deemed appropriate by the employer.

### **Chief Custodial Officer**

Requirements as for Senior Custodial Officer, together with satisfactory service as a Senior Custodial Officer or qualifications and practical experience as a Custodial Officer deemed appropriate by the employer.

## **18 SHIFTWORK**

(a) Hours of Duty

Subject to the following conditions, shift workers shall work at such times as may be directed by the employer:

- (i) A shift shall consist of not more than eight hours duration unless otherwise agreed between the employer and the majority of employees directly affected by any proposed change.
- (ii) Except at the regular change over of shifts, an employee shall not be required to work more than one shift in each 24 hours.

(b) Rosters

There shall be a rotating roster for shifts which, unless otherwise agreed between the employer and the majority of employees, will provide that:

- (i) not more than eight shifts are worked in any nine consecutive days;
- (ii) there is not more than one single day off in any period of three weeks, all other days off being arranged as two or more consecutive days;
- (iii) an employee's place on a roster shall not be changed at the direction of the employer without seven days notice or payment of the relevant penalty rate, unless otherwise agreed between the employer and the relevant employee in which case no penalty will be payable;
- (iv) where an employee's place on a roster is changed at the request of the employee, no penalty will be payable.

(c) Shift Allowances

- (i) An employee regularly rostered to work afternoon or night shifts shall be paid an allowance of 15 per cent of the ordinary rate of pay for each shift so worked.
- (ii) An employee who works night shift only and remains on night shift for a period longer than four consecutive weeks shall be paid an allowance of 30 per cent of the ordinary rate of pay for each shift so worked.

(d) Overtime

- (i) When work is performed outside the ordinary hours of an employee's rostered shift, payment shall be made at the rate of double the ordinary hourly rate for each hour worked.

**PROVIDED** that such payment is not applicable in circumstances where the work performed outside the ordinary hours of a rostered shift is a consequence of arrangements made between employees, or is due to rotation of shifts.

(ii) Where a change over of shift is delayed, overtime shall not commence to accrue to the unrelieved employee until ten minutes after completion of eight hours of duty.

(e) Saturday Shifts

Where the major part of an employee's rostered shift falls on a Saturday, payment for the shift shall be at the rate of time and one half of the ordinary rate, which shall be in substitution for and not cumulative upon the shift allowances prescribed in subclause (c).

(f) Sunday Shifts

Where the major part of an employee's rostered shift falls on a Sunday, payment for the shift shall be at the rate of double the ordinary rate which shall be in substitution for and not cumulative upon the shift allowances prescribed in subclause (c).

(g) Daylight Saving

Any shift worked, the hours of which are affected by the commencement or termination of Summer Time as specified in the Daylight Saving Act 1968, shall be deemed to be a normal shift as specified in subclause (a)(i) and will be paid for accordingly.

## **19. WAGE INCREASES**

No other increases to salary rates shall occur before 31 December 1996, except as provided for and in accordance with the Agreement in relation to State Service Wages Arrangements.

## **20. ADJUSTMENT TO WAGE RELATED ALLOWANCES**

Unless specified separately in this Award all monetary allowances are to be adjusted from the first full pay period on or after 1 July each year by the same percentage as the salary rate for the lowest level of the Band 4 General Stream classification of the Tasmanian State Service Award has increased between 1 July in the preceding year and 30 June of that year. Prior to 1 July each year the parties will make application to have the salary rated in that Award updated to reflect the rates being paid.

  
Neroli Ellis  
**Deputy President**

2 October 2023