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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

DRAUGHTING AND TECHNICAL EMPLOYEES (PRIVATE INDUSTRY) AWARD

ORDER -

No. 1 of 2007
(Consolidated)

AMEND THE **DRAUGHTING AND TECHNICAL OFFICERS (PRIVATE INDUSTRY) AWARD** BY DELETING ALL CLAUSES CONTAINED THEREIN AND INSERTING IN LIEU THEREOF THE FOLLOWING; AND THE AWARD IS CONSOLIDATED:

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PART 1 – APPLICATION AND OPERATION OF THE AWARD

1. TITLE

This award shall be known as the "Draughting and Technical Employees (Private Industry) Award".

2. INDEX

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3. SCOPE

This award applies to the whole of Tasmania to any person or persons, or class of persons, employed in draughting or technical duties and/or other associated duties defined as:

Design, draughting and like work, including tracing, i.e. the making of drawings from sketches and/or other data; and

Technical including inspection, quality control, supplier evaluation, laboratory, non-destructive testing, technical purchasing, design and development work (prototypes, models, specifications) in both product and process areas and like work; and

Including production planning, scheduling, work study, estimating materials and handling systems.

4. DATE OF OPERATION

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

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5. AWARD INTEREST

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

the Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union.

(b) The following employer organisation has an interest in this award pursuant to Section 63(10) of the *Industrial Relations Act 1984.*

the Australian Mines and Metals Association (Incorporated).

(c) The following organisation is deemed to have an interest in this award pursuant to Section 62(2) of the *Industrial Relations Act 1984.*

the Tasmanian Chamber of Commerce and Industry Limited.

(d) The following organisation is deemed to have an interest in this award pursuant to Section 62(3) of the *Industrial Relations Act 1984.*

the Tasmanian Trades and Labor Council.

6. SUPERSESSION

This award incorporates and supersedes the Draughting and Technical Officers (Private Industry) Award No 2 of 2006 (Consolidated).

PART II – EMPLOYMENT RELATIONSHIP AND ASSOCIATED MATTERS

1. CERTIFICATE OF SERVICE

Upon termination of employment, the employer, when requested by the employee, shall provide him/her with a certificate of service stating length of service, duties performed and classification of office.

2. CONTRACT OF EMPLOYMENT

(a) Weekly Employment

(i) Except as hereinafter provided, employment shall be by the week. Any employee not specifically engaged as a casual employee shall be deemed to be employed by the week.

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(ii) Employment shall be terminated by a week's notice on either side given at any time during the week or by the payment or forfeiture of a week's wages as the case may be. This shall not affect the right of the employer to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct, and in such cases the wages shall be paid up to the time of dismissal only, or to deduct payment for any day the employee cannot be usefully employed because of any strike or through any breakdown in machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.

(iii) An employee not attending for duty shall, except as provided in Part VI – LEAVE AND HOLIDAYS WITH PAY, Clause 5 - Personal Leave, hereof, lose his/her pay for the actual time of such non-attendance.

(b) Part-time Employment

(i) An employee may be engaged by the week to work on a part-time basis for a constant number of hours which having regard to the various ways of arranging ordinary hours shall average less than 38 hours per week.

(ii) An employee so engaged shall be paid per hour one thirty-eighth of the weekly rate prescribed by Part III – WAGES AND RELATED MATTERS, Clause 3 - Wage Rates, for the classification in which the employee is engaged.

(iii) An employee engaged on a part-time basis shall be entitled to payments in respect of annual leave, public holidays and personal leave arising under this award on a proportionate basis.

(c) Casual Employment

(i) A casual employee, for working ordinary time shall be paid 20 per cent above the equivalent hourly rate of the weekly rate prescribed by this award for the work which he/she performs.

(ii) A casual employee is one engaged and paid as such. He/she shall not be entitled to payment for public holidays not worked or personal pay.

(d) Flexibility

(i) An employer may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training consistent with the classification structure of this award provided that such duties are not designed to promote deskilling.

(ii) An employer may direct an employee to carry out such duties and use such tools and equipment as may be required provided that the employee has been properly trained in the use of such tools and equipment.

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(e) Late Comers

Notwithstanding anything elsewhere contained in this award an employer may select and utilise for timekeeping purposes any fractional or decimal proportion of an hour (not exceeding a quarter of an hour) and may apply such proportion in the calculation of the working time of employees who without reasonable cause promptly communicated to the employer, report for duty after their appointed starting times or cease duty before their appointed finishing times.

An employer who adopts a proportion for the aforesaid purposes shall apply the same proportion for the calculation of overtime.

3. NOTIFICATION OF CLASSIFICATION

(a) All employees covered by this award shall be given written notification by their employer of their classification and number of years credited service within that classification within:

(i) two weeks of being engaged by their employer;

(ii) two weeks of entering into a classification or a promotion coming within the scope of this award.

(b) Further, a notification given to an employee on entry into a classification coming within a scope of this award shall positively identify the designation of the employee with his/her credited "year of experience".

4. TRAINING

(a) The parties to this award recognise that in order to increase the efficiency, productivity and international competitiveness of industry, a greater commitment to training and skill development is required. Accordingly, the parties commit themselves to:

(i) developing a more highly skilled and flexible work-force;

(ii) providing employees with career opportunities through appropriate training to acquire additional skills; and

(iii) removing barriers to the utilisation of skills acquired.

(b) Following proper consultation in accordance with Part VII – CONSULTATION AND DISPUTE RESOLUTION, Clause 2 - Structural Efficiency, subclause (b), or through the establishment of a training committee, an employer shall develop a training programme consistent with:

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(i) the current and future skill needs of the enterprise;

(ii) the size, structure and nature of the operations of the enterprise;

(iii) the need to develop vocational skills relevant to the enterprise and the industry courses conducted by accredited educational institutions and providers who are organisations that are able to provide vocational training relevant to this award and to the standards required by the Industry.

(c) Where it is agreed a training committee be established that training committee should be constituted by equal numbers of employer and employee representatives and have a charter which clearly states its role and responsibilities, for example:

(i) formulation of a training programme and availability of training courses and career opportunities to employees;

(ii) dissemination of information on the training programme and availability of training courses and career opportunities to employees.

PART III – WAGES AND RELATED MATTERS

1. DEFINITIONS

'Or Equivalent accredited training' means:

Any training which a registered provider (eg. Institute of TAFE), or by the State Recognition Authority which has been recognised as equivalent to an accredited course which the relevant National Industry Training Body recognises for this level. This can include advanced standing through recognition of prior learning and/or overseas qualifications.

Or where competencies meet the requirements of relevant National competency standards in accordance with the relevant National Training Package as prescribed from time to time.

'Engineering Associate' means a generic term which includes technical officer in a wide range of disciplines including laboratories; quality assurance; draughting officers; planners and other para-professionals.

2. CLASSIFICATION DESCRIPTORS

'Principal Technical Officer/Principal Draughting Officer' is an employee who has successfully completed a diploma or the equivalent level of accredited training. Within organisational policy guidelines and objectives a Principal Technical Officer/Principal Draughting Officer:

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(a) Performs work requiring mature technical knowledge involving a high degree of autonomy, originality and independent judgement.

(b) Looks after and is responsible for projects and co-ordinating such projects with other areas of the organisation as required by the operation of the organisation.

(c) Is responsible for the co-ordination of general and specialist employees engaged on projects requiring highly complex and specialised knowledge.

(d) Plans and implements those programs necessary to achieve the objectives of a particular project.

(e) In the performance of the above functions, applies knowledge and/or guidance relevant in any or all of the fields of designing, planning and technical work as required by the company's operation.

(f) Operates within broad statements of objectives without requiring detailed instructions.

(g) Performs work at the above level of skill in a particular technical field.

(h) Has as the overriding feature of his/her employment the ability to perform creative, original work of highly complex and sophisticated nature.

(i) Provides specialised technical guidance to other employees performing work within the same technical field.

'Leading Technical/Draughting Officer' means an employee who works above and beyond an Engineering Associate Level II at Level 9 and has successfully completed 5th year of a part time Diploma or Associate Diploma plus additional training or the equivalent level of accredited training. An employee who is able to perform or co-ordinate work in more than one engineering, scientific or technical field as defined;

or

performs duties in a technical, engineering or scientific field which requires the exercise of judgement and or skill in excess of that required of an Engineering Associate - Level II.

'Principal Supervisor/Trainer/Co-ordinator' means an employee who when engaged at this level:

(a) Possesses a sound knowledge of occupational health and safety, industrial relations and communication processes and is able to use this knowledge in training and leading the work of others.

(b) Possesses a general knowledge and awareness of the administrative, business and marketing strategies of the enterprise. Indicative of the tasks which an employee at this level may perform are as follows:

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plans, writes and delivers training programs for all engineering/production employees, apprentices, trainees, trade and lower technical levels;

plans and directs the work of engineering/production employees especially in new work organisation environments e.g. group work arrangements, CIM production techniques.

'Draughting/Engineering Associate Level II' means an employee who works above and beyond an Engineering Associate at Level 8 and has successfully completed an Advanced Diploma or the equivalent of accredited training and is engaged in:

(a) Performing draughting, or planning or technical duties which require the exercise of judgement and skill in excess of that required by an Engineering Associate at Level 8;

or

(b) Possesses the skills of an Engineering Associate Level I in a technical field and exercises additional skills in a different technical field as defined.

The duties listed below are illustrative of those which may be undertaken at this level:

Undertake moderately complex to complex design, project planning and development activities relating to buildings, equipment, systems or facilities.

Undertake complex installation, testing, operation or maintenance activities on buildings, equipment or systems, develop standard methods for installation work.

Undertake complex quality assurance activities.

Plan and organise the work of staff engaged in field trials or surveys, laboratory tests, measurements or investigations, medical technology systems or facilities, address the moderately complex to complex problems encountered.

Undertake complex drafting activities, including design, computation, preparation and production of drawings and charts; provide guidance to and check the work of staff.

Undertake the investigation, evaluation, development or implementation of computer aided drafting systems and technical documentation standards where that work is complex.

Co-ordinate the work of a small team engaged on moderately complex to complex drafting or graphic design tasks, check work for accuracy and adherence to standards where appropriate.

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Undertake complex activities associated with building works; approve design briefs and ensure standards are met as appropriate.

Undertake complex research, development or implementation of new and specialised techniques, systems and production processes; prepare associated instructions for users.

Co-ordinate and direct planning, estimating, procurement and progressing activities in an establishment; investigate and remedy more important production problems.

'Draughting/Engineering Associate Level I' means an employee who works above and beyond a technician at Level 7 and has successfully completed 3rd year part-time of an Advanced Diploma or the equivalent level of accredited training and is engaged in:

(a) Making of major design drawings or graphics or performing technical duties in a specific field of engineering, laboratory or scientific practice such as research design, testing, manufacture, assembly, construction, operation, diagnostics and maintenance of equipment facilities or products, including computer software, quality processes, occupational health and safety and/or standards and plant and material security processes and like work;

or

(b) planning of operations and/or processes including the estimation of requirements of staffing, materials cost and quantities and machinery requirements, purchasing materials or components, scheduling, work study, industrial engineering and/or materials handling processes.

The duties listed below are illustrative of those which may be undertaken at this level:

Undertake moderately complex design, project planning or development tasks or activities relating to building or civil facilities, components, circuits, equipment, systems or engineering facilities; as necessary, undertake associated investigations.

Undertake moderately complex installation, testing, operation, modification or maintenance tasks or activities on equipment or systems; formulate moderately complex maintenance programs.

Undertake moderately complex quality assurance tasks or activities.

Undertake moderately complex technical tasks associated with trials, tests, measurements, experiments, reviews, investigations or inspections in the field or laboratory, including associated calculations and analysis.

Undertake moderately complex drafting activities including those related to electronic, mechanical, building or mapping systems using conventional or computer aided drafting systems; prepare associated computations.

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Undertake moderately complex feasibility, experimental or design tasks or activities.

Undertake investigations, formulate design briefs, undertake planning and prepare building proposals for moderately complex civil and building works; recommend approval of sketch plans; oversee building works.

Prepare or amend moderately complex technical data in the form of drawings, illustrations, specifications, handbooks, manuals, instructions or calculations.

Specify design requirements, prepare estimates, specifications or schedules of quantities for moderately complex projects; arrange for the work to be undertaken or within approved expenditure limits.

Undertake moderately complex planning tasks or activities; liaise on production problems; co-ordinate the preparation of planning data, design briefs and associated activities required for laboratory, production or workshop.

'Draughting Technician Level V/Engineering Technician Level V' is an employee who has completed:

a Diploma;
or 50% of competencies achieved in an Advanced Diploma;
or equivalent accredited training;

and is engaged in one of the following areas to the extent of that training:

(a) Undertakes draughting or planning or technical duties which require the exercise of judgement and skill in excess of that required of; or

(b) exercises a level of cross skilling in technical fields as defined consistent with the training and experience at this level.

The duties listed below are illustrative of those which may be undertaken at this level:

Undertake straightforward development tasks or activities relating to components, circuits, assemblies, equipment, systems or building and civil facilities, as necessary undertake associated investigations.

Undertake straightforward installation, testing, operation or maintenance tasks or activities on equipment, systems or buildings.

Undertake straightforward quality assurance tasks or activities.

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Undertake straightforward technical tasks or activities associated with trials, experiments, reviews, investigations or inspections in the field or laboratory, including the setting up, calibration, maintenance or operation of equipment, assist in the evaluation of results.

Undertake straightforward preparation of samples, specimens, sections, reagents, media, medications or apparatus.

Undertake straightforward drafting or mapping tasks or activities using a range of equipment, including computer aided technology, carry out associated inspections and investigations.

Undertake straightforward data acquisition or maintenance; check accuracy of source data.

Formulate straightforward estimates or specifications; undertake straightforward planning and prepare straightforward building proposals for building works; recommend approval of sketch plans, provide limited oversighting of building works to ensure requirements are met.

Undertake straightforward project planning tasks or activities; prepare straightforward planning data for production or workshop tasks or activities; monitor related flows of information.

Undertake straightforward technical tasks or activities associated with the procurement, usage studies, distribution control or methods of handling of equipment and materials.

'Draughting Technician Level IV'/Engineering Technician Level IV' is an employee who has completed:

80% competencies towards a Diploma;
or 40% competencies towards an Advanced Diploma;
or equivalent accredited training;

and is engaged in one of the following areas to the extent of that training:

(a) Detailed draughting involving originality of thought which requires the exercise of judgement and skill in excess of that required of a Technician at Level 3 under the supervision of Technical and/or professional staff; or

(b) is engaged in planning or technical duties requiring judgement and skill in excess of that required of a technician at Level 5 under the supervision of technical and/or professional staff; or

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(c) exercises a level of cross skilling in technical fields as defined.

The duties listed below are illustrative of those which may be undertaken at this level.

Under supervision and with limited technical guidance, undertakes straightforward data acquisition and maintenance.

With supervision undertakes straightforward development tasks or activities relating to components, circuits, assemblies, equipment, systems or building and civil facilities; as necessary, undertake associated investigations.

With supervision undertakes straightforward installation, testing, operation or maintenance tasks or activities on equipment, systems or buildings.

With supervision undertakes straightforward quality assurance tasks or activities.

With supervision undertakes straightforward technical tasks or activities associated with trials, experiments, reviews, investigations or inspections in the field or laboratory, including the setting up, calibration, maintenance or operation of equipment; assist in the evaluation of results.

With supervision undertakes straightforward data acquisition or maintenance; check accuracy of source data.

With supervision formulate straightforward estimates or specifications; undertake straightforward planning and prepare straightforward building proposals for building works; recommend approval of sketch plans; provide limited oversighting of building works to ensure requirements are met.

With supervision undertakes straightforward project planning tasks or activities; prepare straightforward planning data for production or workshop tasks or activities; monitor related flows of information.

With supervision undertakes straightforward technical tasks or activities associated with the procurement, usage studies, distribution control and methods of handling of equipment and materials.

With supervision undertakes preparation of samples, specimens, sections, reagents, media, medications or apparatus.

With supervision undertakes straightforward drafting or mapping tasks or activities using a range of equipment, including computer aided technology; carry out associated inspections and investigations.

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'Draughting Technician Level III/Engineering Technician Level III' is an employee who has completed:

an appropriate AQF4Certificate;
or 60% competencies towards a Diploma;
or 30% competencies towards an Advanced Diploma;
or equivalent accredited training

and is engaged in one of the following areas to the extent of that training:

(a) Is engaged in detail draughting or planning or technical duties requiring judgement and skill in excess of that required of a technician at Level 4 under the supervision of technical staff; or

(b) possesses a level of training and/or experience at Level 4 and exercises cross-skilling in technical fields as defined.

The duties listed below are illustrative of those which may be undertaken at this level:

With technical support, undertake straightforward tasks relating to component circuits, assemblies or equipment.

With technical support, undertake straightforward tests, measurements, procedures or investigations; analyse technical data where analysis is straightforward; prepare associated reports.

With technical support, undertake straightforward quality assurance or control tasks.

With technical support, undertake straightforward technical tasks associated with trials, experiments, reviews, investigations or inspections in the field, laboratory or workshop, including the straightforward setting up, calibration, installation, maintenance, operation or testing of equipment; assist in the evaluation of results.

With technical support, undertake straightforward preparation of specimens, reagents, media, medication and apparatus.

With technical support, undertake straightforward drafting or mapping tasks.

With technical support, undertake straightforward data acquisition and maintenance.

With technical support, prepare straightforward estimates relating to technical work.

With technical support, undertake straightforward layouts or drawings of components, equipment or systems; undertake associated computations or production of estimates; and

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With technical support, prepare straightforward planning data and production orders for production or workshop tasks; monitor related flows of information.

'Draughting Technician Level II/Engineering Technician Level II' is an employee who has completed:

66% of the competencies towards a AQF4 Certificate;
or 40% competencies towards a Diploma;
or 20% competencies towards an Advanced Diploma;
or equivalent accredited training;

and is engaged in one of the following areas to the extent of that training:

Is engaged in detail draughting or planning or technical work which requires the exercise of judgement and skill in excess of that required of an employee at Level 3 under the supervision of technical staff.

The duties listed below are illustrative of those which may be undertaken at this level.

With technical guidance, undertake straightforward tasks relating to component circuits, assemblies or equipment.

With technical guidance, undertake straightforward tests, measurements, procedures or investigations; analyse technical data where analysis is straightforward; prepare associated reports.

With technical guidance, undertake straightforward quality assurance or control tasks.

With technical guidance, undertake straightforward technical tasks associated with trials, experiments, reviews, investigations or inspections in the field, laboratory or workshop, including the straightforward setting up, calibration, installation maintenance, operation or testing of equipment; assist in the evaluation of results.

With technical guidance, undertake straightforward preparation of specimens, reagents, media, medications and apparatus.

With technical guidance, undertake straightforward drafting or mapping tasks.

With technical guidance, prepare straightforward estimates relating to technical work.

With technical guidance, undertake straightforward layouts or drawings of components, equipment or systems; undertake associated computations or production of estimates; and

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With technical guidance, prepare straightforward planning data and production orders for production or workshop tasks; monitor related flows of information.

'Draughting Technician Level I/Engineering Technician Level I' is an employee who has completed:

33% of the competencies towards a AQF4 Certificate;
or 20% of the competencies towards a Diploma;
or 10% of the competenciestowards an Advanced Diploma;
or equivalent accredited training;

and is engaged in one of the following areas to the extent of that training:

Is engaged in detail draughting or routine planning or technical tasks requiring technical knowledge.

The duties listed below are illustrative of those which may be undertaken at this level.

With close technical guidance, undertake straightforward tasks relating to component circuits, assemblies or equipment.

With close technical guidance, undertake straightforward tests, measurements, procedures or investigations; analyse technical data where analysis is straightforward; prepare associated reports.

With close technical guidance, undertake straightforward quality assurance or control tasks.

With close technical guidance, undertake straightforward technical tasks associated with trials, experiments, reviews, investigations or inspections in the field, laboratory or workshop, including the straightforward setting up, calibration, installation, maintenance, operation or testing of equipment; assist in the evaluation of results.

With close technical guidance, undertake straightforward preparation of specimens, reagents, media, medications and apparatus.

With close technical guidance, undertake straightforward drafting or mapping tasks.

With close technical guidance, undertake straightforward data acquisition and maintenance.

With close technical guidance, prepare straightforward estimates relating to technical work.

With close technical guidance, undertake straightforward layouts or drawings of components, equipment or systems; undertake associated computations or production of estimates; and

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With close technical guidance, prepare straightforward planning data and production orders for production or workshop tasks; monitor related flows of information.

'Draughting Assistant Level II/Technical Assistant Level II' is an

employee who has completed:

year 12 Senior Secondary College;
year 11 Senior Secondary College plus an appropriate bridging course;
or equivalent;

and is engaged in one of the following areas to the extent of that training:

Under close supervision and technical guidance performs specified arithmetic computations, using standard tables, substituting in formulas and programmed computing aids;

Abstracts and compiles specified data from records or other sources such as specifications and drawings;

Assists in the assembly, installation or operation of equipment, instruments or facilities by performing specified manual tasks.

Operates simple test instruments and controls during tests, makes simple adjustments and records data.

Prepare basic plans, drawings, charts, maps and graphs.

Trace and amend maps, plans and drawings.

Assist with the preparation of estimates, specifications or schedules of quantities.

Performs hand colouring, type sticking and negative retouching and annotate plans or maps.

'Draughting Assistant Level I/Technical Assistant Level I' is an employee who has completed:

year 10 at High School;
is capable of assisting in a draughting, planning or technical environment;

and is engaged in one of the following areas to the extent of that training:

be able to perform general office duties under instruction;
be able to work in a team environment;
be aware of safe working practices;
undertake simple relief shading.

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3. WAGE RATES

(a) Adult employees shall be paid in accordance with the following classification structure which shall be read in conjunction with the classification definitions of contained in Clause 7 – Definitions.

Classifications	Relativity Level 2 %	Base Rate $	Safety Net Adjustment $	Salary per Annum $
Level I Draughting Assistant Level I Technical Assistant Level I	92.40	20045.00	10488.40	30533.40
Level 2 Draughting Assistant Level II Technical Assistant	100.00	21694.00	10592.40	32286.40
Level 3 Draughting Level I Engineering Technician Level I	105.00	22779.00	10592.40	33371.40
Level 4 Draughting Technician Level II Engineering Technician Level II	110.00	23863.00	10592.40	34455.40
Level 5 Draughting Technician Level III Engineering Technician Level III	115.00	24948.00	10488.40	35436.40
Level 6 Draughting Technician Level IV Engineering Technician Level IV	125.00	27118.00	10488.40	37606.40
Level 7 Draughting Technician Level V Engineering Technician Level V	130.00	28202.00	10488.40	38690.40
Level 8 Draughting/Engineering Associate Level I	135.00	29287.00	10488.40	39775.40
Level 9 Draughting/Engineering Associate Level II	145.00	31456.00	10488.40	41944.40

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Level 10 Leading Technical/Draughting Officer Draughting Officer Principal Supervisory/Trainee/Co-Ordinator	150.00	32541.00	10488.40	43029.40
Level 11 Principal Technical Officer Principal Draughting Officer	160.00	34710.00	10280.40	44990.40

(b) Annual Salary

PROVIDED that an employer and employee classified Draughting Technician and above may agree on a salary, other than that specified for the appropriate classification in Clause 8 Wage Rates herein, on the understanding that such salary contains an element compensating in whole or part for entitlements which would otherwise accrue under Part III – WAGES AND RELATED MATTERS, Clause 6 – Mixed Functions; Part V – HOURS OF WORK, Shift Work and Overtime, Clause 3 – Overtime and Clause 4 – Shift Work, Clause 2 – Holiday and Sunday Work.

PROVIDED FURTHER that any such salary must amount to not less than the employee would have been entitled to under the above award provisions.

(c) Trainees

(i) Operation

The provisions of this subclause shall apply to trainees engaged in all areas of this Award.

(ii) Definition

A trainee shall mean an employee of less than 21 years of age who is undergoing, and proves to the trainee's employer when requested, that the trainee is continuing a associate diploma course appropriate to the trainee's work prescribed by The Education Department or any course at least equivalent thereto.

(iii) Rates of Pay

Trainees shall receive, as minimum rates of pay, the following percentage of the rate of pay prescribed from time to time for Level 2, Draughting/Technical Assistant Level II:-

PROVIDED that when determining the amount payable to an employee attaining the age of 21 years who has been employed under this award as a junior, experience obtained after reaching the age of 18 years shall be counted as adult experience.

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Years of Age	**Percentage**
	%
17 years and under	52
18 years of age	62
19 years of age	75
20 years of age	88

In calculating the rates, the amounts shall be taken to the nearest dollar, half or less than half to be disregarded.

(iv) Proportion

The proportion of trainees who may be employed by any employer shall not exceed one trainee to every two or fraction of two adults in that area in which the trainee is employed under this division.

(v) Payment of Fees

A trainee who attends in any one year not less than 80 per cent of the maximum possible attendances of the approved course at the training institution at which he/she is pursuing his/her course of study, and passes the annual examinations in that year, or, if there is no examination, receives a satisfactory report, shall be reimbursed by his/her employer all fees paid by him/her for that course during that year. In the case of a trainee who complies with the foregoing requirement for attendances and who passes or receives a satisfactory report in proportion of the subjects taken by him/her in any year, the employer shall reimburse a like proportion of fees.

The employer shall not, however, be required to reimburse fees or a proportion thereof for more than one year in excess of the period prescribed by the training institution for the approved course.

PROVIDED that where a trainee is in the employ of more than one employer in any school year, then the last such employer shall be liable only for the payment of fees pro rata to the period of employment with the employer.

(vi) Daytime Schooling

Trainees shall be allowed reasonable time (not exceeding an average of eight hours per week during a school term) for the purpose of attending classes in connection with the appropriate course.

(vii) Wage Rates for Employees without Relevant Work Experience

Wage Rates for Employees without Relevant Work Experience in the Draughting and Technical Industry as defined by PART 1 – APPLICATION AND OPERATION OF THE AWARD, Clause 3, Scope of this award.

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An employee who possesses the appropriate level of academic qualifications and who otherwise meets the requirements of the relevant classification definition but who is without prior work experience as defined by PART 1 – APPLICATION AND OPERATION OF THE AWARD, Clause 3, Scope of this award or other relevant work experience, shall be paid in accordance with the following formula:

Qualification	**Years of Relevant Work Experience**	**% of Relevant Rates of Pay of Draughting/Technician Level V**
Diploma	0	77
	1	85
	2	96
	3	100
		% of Relevant Rates of Pay of Draughting/Engineering Associate Level II
Advanced Diploma	0	72
	1	79
	2	89
	3	93
	4	100

(viii) Junior Employees Not Undertaking an Appropriate Course of Study

Employees so classified shall receive, as minimum rates of pay, the following percentage of the total salary per annum prescribed from time to time for Level 1 - Draughting/Technical Assistant Level I:-

PROVIDED that when determining the amount payable to an employee attaining the age of 21 years who has been employed under this award as a junior, experience obtained after reaching the age of 18 years shall be counted as adult experience.

Years of Age	**Percentage %**
17 years and under	52
18 years of age	62
19 years of age	75
20 years of age	88

In calculating the rates, the amounts shall be taken to the nearest dollar, half or less than half to be disregarded.

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4. SUPPORTED WAGE SYSTEM

(a) Eligibility criteria

Subject to this subclause an employer may engage employees at a supported wage rate (as set out in paragraph (c) of this subclause) who meet the impairment criteria for receipt of a Disability Support Pension and who, because of their disability, are unable to perform the range of duties to the competence level normally required for the class of work for which they are engaged.

PROVIDED that this subclause 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 current employment.

PROVIDED FURTHER that this subclause does not apply to employers in respect of their facility, programme, undertaking, service or the like which receives funding under the *Disability Services Act 1986* and fulfils the dual role of service provider and sheltered employer to people with disabilities who are in receipt of or are eligible for a disability support pension, except with respect to an organisation which has received recognition under s.10 or under s.12A of the above Act, or if a part only has received recognition, that part.

(b) For the purposes of this subclause:

(i) **'Supported Wage System'** means the Commonwealth Government System to promote employment for people who cannot work at full award wages because of a disability.

(ii) **'Accredited 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.

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

(iv) **'Assessment instrument'** means the form 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.

(c) Supported wage rates

Employees to whom this subclause applies shall be paid the applicable percentage of the minimum rate of pay prescribed by this award for the class of work which the person is performing according to the following schedule:

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Assessed capacity (paragraph (d))	% of prescribed award rate
10%	10%
20%	20%
30%	30%
40%	40%
50%	50%
60%	60%
70%	70%
80%	80%
90%	90%

PROVIDED that the minimum amount payable shall be not less than $61 per week.

(d) Assessment of capacity

For the purpose of establishing the percentage of the award rate to be paid to a supported wage employee under this award, the productive capacity of the employee will be assessed in accordance with the Supported Wage System and documented in an assessment instrument by either:

(i) the employer and a union party to the award, in consultation with the employee or, if desired by any of these;

(ii) the employer and an accredited assessor from a panel agreed by the parties to the award and the employee.

(e) Lodgment of assessment instrument

(i) All assessment instruments under the conditions of this subclause, including the appropriate percentage of the award wage to be paid to the employee, shall be lodged by the employer with the Registrar of the Tasmanian Industrial Commission.

(ii) All assessment instruments shall be agreed and signed by the parties to the assessment, provided that where a union which is party to the award, is not a party to the assessment, it shall be referred by the Registrar of the Tasmanian Industrial Commission to the union by certified mail and shall take effect unless an objection is notified to the Registrar of the Tasmanian Industrial Commission within 10 working days.

(f) Review of assessment

The assessment of the applicable percentage shall be subject to annual review or earlier on the basis of a reasonable request for such a review. The process of review shall be in accordance with the procedures for assessing capacity under the Supported Wage System.

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(g) Other terms and conditions of employment

Where an assessment has been made, the applicable percentage shall apply to the wage rate only. Employees covered by the supported wage provisions of this subclause shall be entitled to the same terms and conditions of employment as all other workers covered by this award who are paid on a pro rata basis.

(h) Workplace adjustment

An employer wishing to employ a person under the provisions of this subclause shall 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.

(i) Trial Period

(i) 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 subclause for a trial period not exceeding 12 weeks, except that in some cases additional work adjustment time (not exceeding 4 weeks) may be needed.

(ii) During that trial period the assessment of capacity shall be undertaken and the proposed wage rate for a continuing employment relationship shall be determined in accordance with paragraphs (d) and (e).

(iii) The minimum amount payable to the employee during the trial period shall be no less than $61 per week or such greater amount as is agreed from time to time between the parties.

(iv) Work trials should include induction or training as appropriate to the job being trialed.

(v) Where the employer and employee wish to establish a continuing employment relationship following the completion of the trial period, a further contract of employment shall be entered into based on the outcome of assessment under paragraph (c) hereof.

5. MINIMUM WAGE

(a) Minimum Wage

No employee shall be paid less than the minimum wage.

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(b) Amount of Adult Minimum Wage

(i) The minimum wage for full-time adult employees not covered by Clause 4 - Supported Wage System is $527.10 per week.

(ii) Adults employed under a supported wage system clause shall continue to be entitled to receive the wage rate determined under that clause. Provided that such employees shall not be paid less than the amount determined by applying the percentage in the supported wage system clause applicable to the employee concerned to the amount of the minimum wage specified in subclause (b)(i).

(iii) Adults employed as part-time or casual employees shall continue to be entitled to receive the wage rate determined under the casual and part-time clauses of the award. Provided that such employees shall not be paid less than pro rata the minimum wage specified in subclause (b)(i) according to the number of hours worked.

(c) How the Minimum Wage Applies to Juniors

(i) The wage rates provided for juniors by this award continue to apply unless the amount determined under subclause (c)(ii) is greater.

(ii) The minimum wage for an employee to whom a junior rate of pay applies is determined by applying the percentage in the junior wage rates clause applicable to the employee concerned to the relevant amount in subclause (b)(i).

(d) Application of Minimum Wage to Certain Employees

Due to existing applicable award wage rates being greater than the relevant proportionate minimum wage, this clause will not apply to employees falling within the scope of the National Training Wage (Tasmanian Private sector) Award and Trainees undertaking an apprenticeship.

(e) Application of Minimum Wage to Award Rates Calculation

The minimum wage:

(i) applies to all work in ordinary hours;

(ii) applies to the calculation of overtime and all other penalty rates, superannuation, payments during personal leave, long service leave and annual leave, and for all other purposes of this award; and

(iii) is inclusive of the arbitrated safety net adjustment provided by the July 2007 State Wage Case Decision (T12940 of 2007) and all previous safety net and state wage case adjustments.

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6. MIXED FUNCTIONS

(a) An employee who is called upon to perform work of a lower grade than that in which he/she is normally engaged, shall suffer no reduction of salary on that account.

(b) An employee who is called upon to perform work of a higher grade than that in which he/she is normally engaged shall be paid for the time so employed at the rate of the first year of the grading of the employee whose duties he/she is performing.

7. OCCUPATIONAL SUPERANNUATION

(a) Contributions

(i) In accordance with the *Superannuation Guarantee Charge Act 1992* of Commonwealth, and employer shall make a contribution into an approved superannuation fund in respect of all eligible employees at the appropriate rate calculated on the employee's ordinary time earnings.

(ii) Contributions to the fund shall be made by the employer on at least a calendar monthly basis unless there are circumstances for which the employer cannot be held responsible.

(b) Definitions

(i) **'Eligible employee'** means an employee with a minimum of two weeks' service in the case of a weekly or part-time employee.

In the case of casual employees, a superannuation payment equivalent of ordinary time earnings shall be made on each occasion a casual employee works at least 76 hours in each calendar month.

(ii) **'Approved fund'** shall mean a superannuation fund or scheme approved in accordance with the Commonwealth Operational Standards for Occupational Superannuation Funds.

(c) Fund

Contributions determined in accordance with subclause (a) hereof shall, subject to subclause (d) be made to Tasplan.

(d) Exemptions

The Tasmanian Industrial Commission may grant an exemption to an employer from paying to the above fund in accordance with the provisions of the *Industrial Relations Act 1984.*

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Companies who have been granted an exemption in accordance with this provision are :-

Company	Fund
Featherby Kingston Pty Ltd	AMP Super Leader Fund
Blythe, Yeung and Menzies	AMP Super Leader Fund
Tasmanian Alkaloids	Johnson & Johnson Retirement Benefit Plan
Johnston McGee and Gandy Pty Ltd	Market Leaders Fund – SMF Funds Management Ltd

8. PAYMENT OF WAGES

(a) Wages shall be paid by either of the following methods by agreement between the employer and the majority of the employees:

(i) wages may be paid weekly or fortnightly according to the actual ordinary hours worked each week or fortnight; or

(ii) in the circumstances where an employee works an average of 38 hours per week, wages may be paid weekly or fortnightly according to a weekly average or ordinary hours worked even though more or less than 38 ordinary hours may be worked in any particular week of the work cycle.

(b) Payment by Cheque or Electronic Funds Transfer

Where an employer and employee agree, the employee may be paid his/her wages by cheque or direct transfer into an employee's bank (or other recognised financial institution) account. Notwithstanding this provision, if the employer and the majority of his/her employees agree, all employees may be paid their wages by cheque or direct transfer into an employee's bank (or other recognised financial institution) account, provided that in the case of employees paid by cheque, the employer shall, on pay day, if it is required by the employee, have a facility available during ordinary hours for the "encashment" of the cheque.

PART IV - ALLOWANCES

1. ALLOWANCE FOR THE APPLICATION OF TECHNICAL COMPUTING EQUIPMENT

An allowance of $1508.00 per annum shall be paid to any employee who is required to use technical computing equipment (as defined) to perform work of a complex nature. Work of a complex nature includes:

(a) the application of new concepts in their field of work, including the use of three-dimensional projections;

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(b) the development of specialised programs for technical computing applications;

(c) system development, including the evaluation of existing and alternative systems or ancillary software and/or hardware;

(d) the provision of training on the system for users, including the development and/or evaluation of self-learn and/or teaching methods or software packages.

Technical computing equipment is defined as computer hardware, (including personal computers, microcomputers, minicomputers or mainframe computers) using software (including design, engineering, planning or data base programs), which are used for technical and/or engineering applications, including design, drafting, planning, quality control, machine programming, NC programming and engineering analysis.

This allowance is not payable for routine or repetitive functions, or where the system is used merely as an aid.

2. FARES, TRAVELLING EXPENSES AND TRAVELLING TIME

An employee shall be reimbursed all reasonable expenses incurred whilst travelling on his/her employer's business including where appropriate excess travelling time not provided for by Part V – HOURS OF WORK, SHIFT WORK AND OVERTIME, Clause 3 – Overtime.

'Excess travelling time' shall mean time spent in travelling which is in excess of the time normally taken by an employee in travelling from home to work and return.

Where the employee, by agreement with the employer uses his/her own vehicle he/she shall be paid an allowance in accordance with Clause 3 Motor Allowance.

3. MOTOR ALLOWANCE

An employee who by agreement with his/her employer uses his/her own motor vehicle on the employer's business shall be paid an allowance of 44.5 cents per kilometre travelled.

PART V – HOURS OF WORK, SHIFT WORK AND OVERTIME

1. HOURS OF WORK

(a) Subject to the exceptions, hereinafter provided, the ordinary hours of work shall be an average of 38 hours per week to be worked on one of the following bases:

(i) 38 hours within a work cycle not exceeding 7 consecutive days, or

(ii) 76 hours within a work cycle not exceeding 14 consecutive days, or

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(iii) 114 hours within a work cycle not exceeding 21 consecutive days, or

(iv) 152 hours within a work cycle not exceeding 28 consecutive days.

(v) For the purposes of this clause any other work cycle during which a weekly average of 38 ordinary hours are worked as may be agreed by the parties.

(b) The ordinary hours of work prescribed herein may be worked on any day or all the days of the week, Monday to Friday.

(c) The ordinary hours of work prescribed herein shall be continuous, except for meal breaks, at the discretion of the employer between the hours of 6.00am and 6.00pm.

(d) The ordinary hours of work shall not exceed ten in one day.

PROVIDED that in any arrangement of ordinary working hours where the ordinary working hours are to exceed eight on any day, the arrangement of hours shall be subject to the agreement of the employer and the majority of employees concerned.

(e) In each establishment an assessment should be made as to which method of implementation best suits the business and the proposal shall be discussed with the employees concerned, the objective being to reach agreement on the method of implementation.

However in the event of an employer and the majority of employees of the business being unable to reach an agreement on the method of implementation the resolution of the matter shall be dealt with in accordance with Part VII – CONSULTATION AND DISPUTE RESOLUTION, Clause 1 - Disputes and Grievance Procedure of this award.

2. HOLIDAY AND SUNDAY WORK

(a) An employee not engaged on continuous shift work shall be paid at the rate of double time for work done on Sundays and public holidays such double time to continue until he/she is relieved from duty.

(b) An employee, other than a casual employee, not engaged in continuous shift work who works on a Sunday or a public holiday and (except for meal breaks) immediately thereafter continues such work shall on being relieved from duty be entitled to be absent until he/she has had 8 consecutive hours off duty without deduction of pay for ordinary time off duty occurring during such absence.

(c) Employees, other than on shift work required to work on Sundays or public holidays shall be paid for a minimum of 3 hours work.

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3. OVERTIME

(a) For all work done outside ordinary hours the rates of pay shall be time and a half for the first 3 hours and double time thereafter, such double time to continue until the completion of the overtime work.

Except as provided in this subclause or subclause (b) hereof in computing overtime each day's work shall stand alone.

(b) Rest Period After Overtime

When overtime work is necessary it shall wherever reasonably practicable, be so arranged that employees have at least 10 consecutive hours off duty between the work of successive days.

An employee (other than a casual employee) who works so much overtime between the termination of his/her ordinary work on one day and the commencement of his/her ordinary work on the next day that he/she has not had at least 10 consecutive hours off duty between those times shall subject to this subclause be released after completion of such overtime until he/she has had 10 consecutive hours off duty without loss of pay for ordinary work occurring during such absence.

If on the instructions of his/her employer such an employee resumes or continues work without having had such 10 consecutive hours off duty he/she shall be paid at double rates until he/she is released from duty for such period and he/she shall be entitled to be absent until he/she has had 10 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

(c) Call Back

An employee recalled to work overtime after leaving his/her employer's business premises (whether notified before or after leaving the premises) shall be paid for a minimum of 4 hours work at the appropriate rate for each time he/she is so recalled.

PROVIDED that, except in the case of unforeseen circumstances arising the employee shall not be required to work the full 4 hours if the job he/she was recalled to perform is completed within a shorter period.

This subclause shall not apply in cases where it is customary for an employee to return to his/her employer's premises to perform a specific job outside his/her ordinary working hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

Overtime worked in the circumstances specified in this subclause shall not be regarded as overtime for the purposes of subclause (b) of this clause where the actual time worked is less than 4 hours on such recall or on each of such recalls.

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(d) Saturday Work

An employee required to work overtime on a Saturday shall be afforded at least 3 hours work or paid for 3 hours at the appropriate rate except where such overtime is continuous with overtime commenced on the previous day.

(e) Standing-by

Subject to any custom now prevailing under which an employee is required regularly to hold himself/herself in readiness for a call back, an employee required to hold himself/herself in readiness to work after ordinary hours shall until released be paid standing-by time at ordinary rates from the time from which he/she is to hold himself/herself in readiness.

(f) Meal Hours - General

For work done during meal hours and thereafter until a meal-hour break is allowed time and a half rates shall be paid. An employee shall not be compelled to work for more than 5 hours without a break for a meal.

(g) Meal Time

An employee working overtime shall be allowed a meal time of 20 minutes without deduction of pay after each 4 hours of overtime worked if the employee continues to work after such meal time.

PROVIDED that where an employee day worker required to work overtime on a Saturday the first prescribed crib time shall, if occurring between 10.00am and 1.00pm, be paid at ordinary rates.

Unless the period of overtime is less than one and a half hours an employee before starting overtime after working ordinary hours shall be allowed a meal break of 20 minutes which shall be paid for at ordinary rates.

An employer and employee may agree to any variation of this provision to meet the circumstances of the work in hand provided that the employer shall not be required to make any payment in respect of any time allowed in excess of 20 minutes.

(h) Tea Money

An employee required to work overtime for more than one and a half hours without being notified on the previous day or earlier that he/she will be so required to work, shall either be supplied with a meal by the employer or paid $14.10 for each meal, but such payment need not be made to employees living in the same locality as their workshops who can reasonably return home for meals.

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Unless the employer advises an employee on the previous day or earlier that the amount of overtime to be worked will necessitate the partaking of a second or subsequent meal (as the case may be) the employer shall provide such second and/or subsequent meals or make payment in lieu thereof as above prescribed.

If an employee pursuant to notice has provided a meal or meals and is not required to work overtime or is required to work less than the amount advised he/she shall be paid as above prescribed for meals which he/she has provided but which are surplus.

(i) Transport of Employees

When an employee after having worked overtime or a shift for which he/she has not been regularly rostered finishes work at a time when reasonable means of transport are not available the employer shall provide him/her with a conveyance to his/her home or pay him/her his/her current wage for the time reasonably occupied in reaching his/her home.

(j) Requirement to Work Reasonable Overtime

Subject to Clause (k) an employer may require an employee to work reasonable Overtime at overtime rates.

An employee may refuse to work overtime in circumstances where the working of such overtime would result in the employee working hours which are unreasonable having regard to:

(i) any risk to employee health and safety;

(ii) the employee's personal circumstances including any family responsibilities;

(iii) the needs of the workplace or enterprise;

(iv) the notice (if any) given by the employer of the overtime and by the employee of his or her intention to refuse it; and

(v) any other relevant matter

(l) Time Off in Lieu

As may be mutually agreed between the employer and the employee, the employer may compensate the employee for all authorised time worked regularly in excess of normal hours of duty by the granting of time off in lieu.

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4. SHIFT WORK

(a) Definitions

For the purposes of this clause:

'Afternoon shift' means any shift finishing after 6.00pm and at or before midnight.

'Continuous work' means work carried on with consecutive shifts of men throughout the 24 hours of each of at least 6 consecutive days without interruption except during breakdowns or meal breaks or due to unavoidable causes beyond the control of the employer.

'Night shift' means any shift finishing subsequent to midnight and at or before 8.00am.

'Rostered shift' means a shift of which the employee concerned has had at least 48 hours notice.

(b) Hours -Continuous Shift Work

The ordinary hours of shift workers shall average 38 per week inclusive of a meal break and shall not exceed 152 hours in 28 consecutive days provided that where the employer and the majority of employees concerned agree, a roster system may operate on the basis that the weekly average of 38 ordinary hours is achieved over a period which exceeds 28 consecutive days.

(c) Hours - Other than Continuous Work

This subclause shall apply to shift workers not engaged upon continuous work as hereinbefore defined.

The ordinary hours of work are to be worked on one of the following bases:

(i) 38 hours within a period not exceeding 7 consecutive days, or

(ii) 76 hours within a period not exceeding 14 consecutive days, or

(iii) 114 hours within a period not exceeding 21 consecutive days, or

(iv) 152 hours within a period not exceeding 28 consecutive days.

(v) For the purposes of this clause any other work cycle during which a weekly average of 38 ordinary hours are worked as may be agreed by the parties.

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The ordinary hours shall be worked continuously except for meal breaks at the discretion of the employer. An employee shall not be required to work for more than 6 hours without a break for a meal. Except at regular changeover of shifts an employee shall not be required to work more than one shift in each 24 hours.

PROVIDED that the ordinary hours of work prescribed herein shall not exceed 10 hours on any day.

PROVIDED ALWAYS that in any arrangement of ordinary working hours where the ordinary working hours are to exceed 8 on any day, the arrangement of hours shall be subject to the agreement of the employer and the majority of employees concerned.

(d) Rosters

Shift rosters shall specify the commencing and finishing times of ordinary working hours of the respective shifts.

(e) Variation by Agreement

The method of working shifts may in any case be varied by agreement between the employer and the accredited representative of the union to suit the circumstances of the establishment.

The time of commencing and finishing shifts once having been determined may be varied by agreement between the employer and the accredited representative of the union to suit the circumstances of the establishment or in the absence of agreement by 7 days' notice of alteration given by the employer to the employees.

(f) Afternoon or Night Shift Allowance

Shift workers whilst on afternoon or night shifts shall be paid 15 per cent more than the ordinary rates for such shifts.

Shift workers who work on any afternoon or night shift which does not continue for at least 5 successive afternoons or nights in a 5 day workshop or for at least 6 successive afternoons or nights in a 6 day workshop shall be paid for each shift at the rate of time and a half for the first 4 hours and double time thereafter.

An employee who:

(i) during a period of engagement on shift, works night shift only; or

(ii) remains on night shift for a longer period than 4 consecutive weeks; or

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(iii) works on a night shift which does not rotate or alternate with another shift or with day work so as to give him/her at least one third of his/her working time off night shift in each shift cycle shall during such engagement, period or cycle, be paid at the rate of time and a quarter for all time worked during ordinary working hours on such night shifts.

(g) The minimum rate to be paid to any shift worker for work performed between midnight on Friday and midnight on Saturday shall be time and a half. Such extra rate shall be in substitution for and not cumulative upon the shift premiums prescribed in the first and second paragraphs of subclause (f) hereof.

(h) Overtime

Shift workers, for all time worked in excess of or outside the ordinary working hours prescribed by this award or on a shift other than a rostered shift shall:

(i) if employed on continuous work be paid at the rate of double time; or

(ii) if employed on other shift work be paid at the rate of time and a half for the first 3 hours and double time thereafter, except in each case when the time is worked:

(1) by arrangement between the employees themselves; or

(2) for the purpose of effecting the customary rotation of shifts; or

(3) is due to the fact that the relief man does not come on duty at the proper time; or

(4) on a shift to which an employee is transferred on short notice as an alternative to standing the employee off in circumstances which would entitle the employer to deduct payment for a day in accordance with Clause 13(b) -Contract of Employment hereof.

(i) Sundays and Holidays

Shift workers on continuous shifts for work done on a rostered shift the major portion of which is performed on a Sunday or holiday shall be paid at the rate of time and a half.

Shift workers on other than continuous work for all time worked on a Sunday or holiday shall be paid at the rates prescribed by Clause 2 - Holiday and Sunday Work. Where shifts commence between 11.00pm and midnight on a Sunday or holiday, the time so worked before midnight shall not entitle the employee to the Sunday or holiday rate.

PROVIDED that the time worked by an employee on a shift commencing before midnight on the day preceding a Sunday or holiday and extending into a Sunday or holiday shall be regarded as time worked on such Sunday or holiday.

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(j) Rostered Day Off Falling on Public Holiday

(i) An employee who works continuous work and who by the circumstances of the arrangement of his/her ordinary hours of work is entitled to a rostered day off which falls on a public holiday prescribed by this clause shall, at the discretion of the employer be paid seven hours 36 minutes at ordinary rates or have an additional day added to his/her annual leave. This provision shall not apply when the holiday on which he/she is rostered off falls on a Saturday or Sunday.

(ii) In the case of an employee whose ordinary hours of work are arranged in accordance with subclauses (a), (b) or (c) of this Clause, the weekday to be taken off shall not coincide with a public holiday fixed in accordance with these subclauses.

PROVIDED that in the event that a public holiday is prescribed after an employee has been given notice of his/her weekday off and the public holiday falls on the weekday the employee is to take off, the employer shall allow the employee to take the day off on an alternative weekday.

PART VI – LEAVE AND HOLIDAYS WITH PAY

1. ANNUAL LEAVE

(a) Period of Leave

(i) Day Workers

A period of 152 hours shall be allowed annually to an employee after 12 months continuous service (less the period of annual leave).

(ii) Shift Workers

In addition to the leave hereinbefore prescribed seven-day shift workers, who are rostered to work regularly on Sundays and holidays shall be allowed 38 hours additional leave.

Where an employee with 12 months continuous service is engaged for part of the 12 monthly period as a seven-day shift worker he shall be entitled to have the period of annual leave prescribed in paragraph (i) increased by four hours for each month he is continuously engaged.

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(b) Annual Leave Exclusive of Public Holidays

(i) Subject to this subclause the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by Clause 4 - Holidays with Pay of this award, and if any such holiday falls within an employee's period of annual leave and is observed on a day which, in the case of that employee, would have been an ordinary working day, there shall be added to the period of annual leave time equivalent to the ordinary time which the employee would have worked if such day had not been a holiday.

(ii) Where a holiday falls as aforesaid and the employee fails without reasonable cause, proof whereof shall be upon him/her, to attend for work at his/her ordinary starting time on the working day immediately following the last day of the period of his/her annual leave, he/she shall not be entitled to be paid for such holiday.

(c) Broken Leave

The annual leave shall be given and taken in one or two continuous periods. If the annual leave is given in two continuous periods, then one of those two periods must be of at least 21 consecutive days, including non-working days.

PROVIDED that, if the employer and an employee so agree, the annual leave entitlement may be given and taken in two separate periods neither of which is at least 21 consecutive days, including non-working days, or in three separate periods.

(d) Calculation of Continuous Service

For the purpose of this clause, service shall be deemed to be continuous notwithstanding:

(i) any interruption or determination of the employment by the employer, if such interruption or determination has been made merely with the intention of avoiding obligations hereunder in respect of leave of absence;

(ii) any absence from work on account of personal sickness or accident, and in calculating the period of 12 months' continuous service, absence on account of personal sickness or accident to the extent of 91 days in any 12 months shall be deemed to be part of the period of continuous service;

(iii) any absence with reasonable cause proof whereof shall be upon the employee or leave lawfully granted by the employer, but such absence shall not be taken into account in calculating the period of 12 months' continuous service.

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(e) Proportionate Leave on Termination of Service

If after one month's continuous service in any qualifying 12-monthly period, an employee lawfully leaves his/her employment, or his/her employment is terminated by the employer through no fault of the employee, the employee shall be paid at his/her ordinary rate of wage as follows:

12.666 hours for each completed month of continuous service.

(f) Payment in Lieu Prohibited

The annual leave provided for by this clause shall be allowed and shall be taken and except as provided in subclause (d) hereof payment shall not be made or accepted in lieu of annual leave.

(g) Payment for Period of Leave

Each employee before going on leave shall be paid the amount of wage he would have received in respect of the ordinary time which he/she would have worked had he/she not been on leave during the relevant period, plus a loading equal to 17.5% of the amount paid in respect of annual leave.

(h) Calculation of Service

Where the employer is a successor or assignee or transmittee of a business if an employee in the employment of the employer's predecessors at the time when he/she became such successor or assignee or transmittee the employee in respect of the period during which he/she was in the service of the predecessor, shall for the purpose of this clause, be deemed to be in the service of the employer.

(i) Time of Taking Leave

Annual leave shall be given at a time fixed by the employer within a period not exceeding 6 months from the date when the right to annual leave accrued. Where practicable, and unless otherwise mutually arranged between the employer and the employee, at least 2 weeks notice shall be given to the employee that his/her annual leave is to be taken.

(j) Disputes

Any disputes arising out of this clause shall be determined by the Tasmanian Industrial Commission whose decision shall be final.

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2. BEREAVEMENT LEAVE

(a) An employee shall on the death of a wife, husband, father, mother, child, stepchild, brother, sister, mother-in-law, father-in-law, stepmother, stepfather, grandfather, grandmother, grand child, be entitled upon application being made to and approved by the employer, to leave up to and including the day of the funeral of such relative and such leave will be without deduction of pay not exceeding the number of ordinary hours worked by the employee in three ordinary days, provided that no payment shall be made in respect of an employee's rostered days off.

Proof of such death, in the form of a death notice or other written evidence shall be furnished by the employee to the satisfaction of the employer, provided furthermore that this clause shall have no operation while the period of entitlement to leave under it coincides with any other period of entitlement to leave.

For the purpose of this clause the words `wife' and `husband' shall not include a wife or husband from whom the employee is separated, but shall include a person who lives with the employee as a de facto wife or husband.

(b) Unpaid Bereavement Leave

An employee may take unpaid bereavement leave by agreement with the employer.

(c) Casual Employees

(i) Subject to the evidentiary requirements in subclause (a), casual employees are entitled to not be available to attend work, or to leave work upon the death in Australia of an immediate family or household member.

(ii) The employer and the employee shall agree on the period for which the employee will be entitled to not be available to attend work. In the absence of agreement, the employee is entitled to not be available to attend work for up to 48 hours (i.e. two days) per occasion. The casual employee is not entitled to any payment for the period of non-attendance.

(iii) An employer must not fail to re-engage a casual employee because the employee accessed the entitlements provided for in this clause. The rights of an employer to engage or not to engage a casual employee are otherwise not affected.

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3. HOLIDAYS WITH PAY

(a) All employees (other than casual employees) shall be allowed the following days as paid holidays:

New Year's Day, Australia Day, Hobart Regatta Day (south of Oatlands), Labour Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Show Day (as defined), Recreation Day (where Hobart Regatta Day is not observed), Christmas Day and Boxing Day.

(b) Payment for the holidays mentioned in subclause (a) which are taken and not worked, shall be at the normal rate of pay which would have applied to the employee concerned when, if it were not for such holiday, he/she had been at work.

Payment to an employee for work performed on holidays mentioned in subclause (a) shall be at the rates prescribed elsewhere in this award.

4. PARENTAL LEAVE

Subject to the terms of this clause employees are entitled to maternity, paternity and adoption leave and to work part-time in connection with the birth or adoption of a child.

(a) Definitions

For the purposes of this clause:

(i) **'Child'** means a child of the employee under the age of one year except for adoption of a child where 'child' means a person under the age of five years who is placed with the employee for the purposes of adoption, other than a child or step-child of the employee or of the parent of the employee or a child who has previously lived continuously with the employee for a period of six month or more.

(ii) **'Continuous service'** means service under an unbroken contract of employment and includes:

(1) any period of leave taken in accordance with this clause;

(2) any period of part-time employment worked in accordance with this clause; or

(3) any period of leave or absence authorised by the employer or by the award.

(iii) 'Employee' includes a part-time employee but does not include an employee engaged upon casual work, unless that work has been under a continuous contract of employment of at least 12 months.

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(iv) 'Female employee' means an employed female who is pregnant or is caring for a child she has borne or a child who has been placed with her for adoption purposes.

(v) 'Male employee' means an employed male who is caring for a child borne of his spouse or a child placed with the employee for adoption purposes.

(vi) 'Primary care-giver' means a person who assumes the principal role of providing care and attention to a child.

(vii) 'Spouse' includes a de facto or a former spouse.

(b) Entitlement

(i) After twelve months continuous service, parents are entitled to a combined total of 52 weeks unpaid parental leave on a shared basis in relation to the birth or adoption of their child. For mothers, maternity leave provisions apply and for male employees, paternity leave provisions apply. Adoption leave provisions apply in the case of adoption.

(ii) Subject to subclause (c) (vi), parental leave is to be available to only one parent at a time, in a single unbroken period, except that both parents may simultaneously take:

(1) for maternity and paternity leave, an unbroken period of up to one week at the time of the birth of the child;

(2) for adoption leave, an unbroken period of up to three weeks at the time of placement of the child.

(iii) Unless otherwise agreed between the employee and the employer, parental leave shall be granted and taken in accordance with the notice given by the employee as specified below.

(c) Maternity Leave

(i) An employee must provide notice to the employer in advance of the expected date of commencement of parental leave. The notice requirements are:

(1) of the expected date of confinement (included in a certificate from a registered medical practitioner stating that the employee is pregnant) – at least 10 weeks;

(2) of the date on which the employee proposes to commence maternity leave and the period of leave to be taken – at least 4 weeks.

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(ii) Where the employee gives notice under (d) (i) the employee must also provide a statutory declaration stating particulars of any period of paternity leave sought or taken by her spouse, and that for the period of maternity leave she will not engage in any conduct inconsistent with her contract of employment.

(iii) An employee will not be in breach of this clause if failure to give the stipulated notice is occasioned by confinement occurring earlier than the presumed date or other compelling circumstances.

(iv) An employee may commence maternity leave at any time within six weeks immediately prior to the expected date of birth.

(v) Where an employee continues to work within the six week period immediately prior to the expected date of birth, or where the employee elects to return to work within six weeks after the birth of the child, an employer may require the employee to provide a medical certificate stating that she is fit to work on her normal duties.

(vi) Special Maternity Leave

(1) Where the pregnancy of an employee not then on maternity leave terminates after 28 weeks other than by the birth of a living child, then the employee may take unpaid special maternity leave of such periods as a registered medical practitioner certifies as necessary.

(2) Where an employee is suffering from an illness not related to the direct consequences of the confinement, an employee may take any paid personal leave to which she is entitled in lieu of, or in addition to, special maternity leave.

(3) Where an employee not then on maternity leave suffers illness related to her pregnancy, she may take any paid personal leave to which she is then entitled and such further unpaid special maternity leave as a registered medical, practitioner certifies as necessary before her return to work. The aggregate of paid personal leave, special maternity leave and parental leave, including paternity leave taken by her spouse, may not exceed 52 weeks.

(vii) Transfer to a safe job

(1) Where an employee is pregnant and, in the opinion of a registered medical practitioner, illness or risks arising out of the pregnancy or hazards connected with the work assigned to the employee make it inadvisable for the employee to continue at her present work, the employee will, if the employer deems it practicable, be transferred to a safe job at the rate and on the conditions attaching to that job until the commencement of maternity leave.

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(2) If the transfer to a safe job is not practicable, the employee may elect, or the employer may require the employee to commence parental leave for such period as is certified necessary by a registered medical practitioner.

(d) Paternity Leave

(i) A male employee will provide to the employer at least 10 weeks prior to each proposed period of paternity leave:

(1) that a certificate from a registered medical practitioner which names his spouse, states that she is pregnant and the expected date of confinement, or states the date on which the birth took place, and

(2) written notification of the proposed dates on which the period of paternity leave will start and finish and

(3) a statutory declaration stating:

(A) that period of paternity leave will be taken to become the primary care-giver of a child;

(B) particulars of any period of maternity leave sought or taken by the mother, and

(C) that for the period of paternity leave, the employee will not engage in any conduct inconsistent with their contract of employment.

(4) The employee will not be in breach of this subclause if the failure to give the required period of notice is because of the birth occurring earlier than expected, the death of the mother of the child, or other compelling circumstances.

(e) Adoption leave

(i) The employee will notify the employer at least ten weeks in advance of the date of commencement of adoption leave and the period of leave to be taken. An employee may commence adoption leave prior to providing such notice, where through circumstances beyond the control of the employee, the adoption of a child takes place earlier.

(ii) Before commencing adoption leave, an employee will provide the employer with a statutory declaration stating:

(1) the employee is seeking adoption leave to become the primary care-giver of the child;

(2) particulars of any period of adoption leave sought or taken by any other person in respect of that child, and

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(3) that for the period of adoption leave the employee will not engage in any conduct inconsistent with their contract of employment.

(iii) An employer may require an employee to provide confirmation from the appropriate government authority of the placement.

(iv) Where the placement of a child for adoption with an employee does not proceed or continue, the employee will notify the employer immediately and the employer will nominate a time not exceeding four weeks from receipt of notification for the employee's return to work.

(v) An employee will not be in breach of this subclause as a consequence of failure to give the stipulated periods of notice if such failure results from a requirement of an adoption agency to accept earlier or later placement of a child, the death of an adoptive parent or other compelling circumstances.

(vi) An employee seeking to adopt a child is entitled to unpaid leave for the purpose of attending any compulsory interviews or examinations as are necessary as part of the adoption procedure. The employee and the employer should agree on the length of the unpaid leave. Where agreement cannot be reached, the employee is entitled to take up to two days unpaid leave. Where paid leave is available to the employee, the employer may require the employee to take such leave instead.

(f) Parental Leave and Other Entitlements

An employee may in lieu of or in conjunction with parental leave, access any annual leave or long service leave entitlements which they have accrued subject to the total amount of leave not exceeding 52 weeks.

(g) Part time work

(i) Entitlement

With the agreement of the employer:

(1) An employee may work part-time in one or more periods at any time from the date of birth of the child until its second birthday or, in relation to adoption, from the date of placement of the child until the second anniversary of the placement.

(2) A female employee may work part-time in one or more periods while she is pregnant where part-time employment is, because of the pregnancy, necessary or desirable.

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(ii) Effect of Part-time Employment on Continuous Service

Commencement on part-time work under this clause, and return from part-time work to full-time work under this clause, shall not break the continuity of service or employment.

(iii) Pro Rata Entitlements

Subject to the provisions of this subclause and the matters agreed to in accordance with this subclause, part-time employment shall be in accordance with the provisions of this award which shall apply pro rata.

(iv) Transitional Arrangements - Annual Leave

(1) An employee working part-time under this subclause shall be entitled to any leave accrued in respect of a period of full-time employment, as if the employee was still working full-time, in the position held prior to taking leave.

(2) (A) A full-time employee shall be entitled to annual leave accrued in respect of a period of part-time employment under this subclause, as if the employee was working part-time in the position held, immediately before resuming full-time work.

(B) Provided that, by agreement between the employer and the employee, the period over which the leave is taken may be shortened to the extent necessary for the employee to receive pay at the employee's current full-time rate.

(v) Transitional Arrangements - Personal Leave

An employee working part-time under this subclause shall have personal leave entitlements which have accrued under this award (including any entitlements accrued in respect of previous full-time employment) converted into hours. When this entitlement is used, whether as a part-time employee or as a full-time employee, it shall be debited for the ordinary hours that the employee would have worked during the period of absence.

(vi) Part-time Work Agreement

(1) Before commencing a period of part-time employment under this subclause the employee and the employer shall agree:

(A) that the employee may work part-time;

(B) upon the hours to be worked by the employee, the days upon which they will be worked and commencing times for the work;

(C) upon the classification applying to the work to be performed; and

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(D) upon the period of part-time employment.

(2) The terms of this agreement may be varied by consent.

(3) The terms of this agreement or any variation to it shall be reduced to writing and retained by the employer. A copy of the agreement and any variation to it shall be provided to the employee by the employer.

(4) The terms of this agreement shall apply to the part-time employment.

(vii) Termination of Employment

(1) The employment of a part-time employee under this clause, may be terminated in accordance with the provisions of this award but may not be terminated by the employer because the employee has exercised or proposes to exercise any rights arising under this clause or has enjoyed or proposes to enjoy any benefits arising under this clause.

(2) Any termination entitlements payable to an employee whose employment is terminated while working part-time under this clause, or while working full-time after transferring from part-time work under this clause, shall be calculated by reference to the full-time rate of pay at the time of termination and by regarding all service as a full-time employee as qualifying for a termination entitlement based on the period of full-time employment and all service as a part-time employee on a pro rata basis.

(viii) Extension of Hours of Work

An employer may request, but not require, an employee working part-time under this clause to work outside or in excess of the employee's ordinary hours of duty provided for in accordance with paragraph (vi).

(ix) Nature of Part-time Work

The work to be performed part-time need not be the work performed by the employee in his or her former position but shall be work otherwise performed under this award.

(x) Inconsistent Award Provisions

An employee may work part-time under this clause notwithstanding any other provisions of this award which limits or restricts the circumstances in which part-time employment may be worked or the terms upon which it may be worked including provisions:

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(1) limiting the number of employees who may work part-time;

(2) establishing quotas as to the ratio of part-time to full-time employees;

(3) prescribing a minimum or maximum number of hours a part-time employee may work; or

(4) requiring consultation with, consent of or monitoring by a union;

and such provisions do not apply to part-time work under this clause.

(h) Replacement Employees

(i) A replacement employee is an employee specifically engaged as a result of an employee proceeding on parental leave or working part time in accordance with this clause.

(ii) A replacement employee may be employed part-time. The provisions of this subclause in relation to annual leave and personal leave apply to the part-time employment of replacement employees.

(iii) Before an employer engages a replacement employee under this paragraph, the employer shall inform the person of the temporary nature of the employment and of the rights of the employee who is being replaced. Specifically, the employer must advise that the period of engagement is subject to variation or change in the event that the employee on leave exercises the right to vary the period of leave.

(iv) Unbroken service as a replacement employee shall be treated as continuous service.

(v) Nothing in this subclause shall be construed as requiring an employer to engage a replacement employee.

(i) Return to Former Position after a Period of Parental Leave or Part Time Work

Unless other wise agreed between employee and employer, and consistent with the provisions of this clause:

(i) An employee will give at least four weeks' notice prior of their intention to return to work after a period of parental leave or part time work in accordance with this clause.

(ii) An employee will be entitled to the position which they held immediately before proceeding on parental leave or part time work. In the case of an employee transferred to a safe job pursuant to subclause (c) (vii) of this clause, the employee will be entitled to return to the position they held immediately before such transfer.

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(iii) During the period of parental leave an employee shall be entitled to return to work at any time, as agreed between the employer and the employee, provided that the employer may require notice of not more than four weeks.

(iv) An employee shall be entitled to extend the period of parental leave on one occasion, provided that the employer may require notice of not more than four weeks.

By mutual agreement between the employee and the employer, the period of leave may be further extended.

(j) Redundancy

(i) If a position held by an employee prior to taking parental leave is likely to be made redundant before the employee returns to work, the employer must advise the employee of the impending redundancy, provide an opportunity for consultation and shall not disadvantage the employee by virtue of the taking of parental leave.

(ii) Where such position no longer exists but there are other positions available which the employee is qualified for and is capable of performing, the employee will be entitled to a position as nearly comparable in status and pay to that of their former position.

(k) Right To Request Variation To Parental Leave Provision

(i) An employee entitled to parental leave pursuant to the provisions of this clause may request the employer to allow the employee:

(1) to extend the period of simultaneous unpaid parental leave up to a maximum of eight weeks;

(2) to extend the period of unpaid parental leave by a further continuous period of leave not exceeding 12 months;

(3) to return from a period of parental leave on a part-time basis until the child reaches school age, to assist the employee in reconciling work and parental responsibilities.

(ii) The employer shall consider the request having regard to the employee's circumstances and, provided the request is genuinely based on the employee's parental responsibilities, may only refuse the request on reasonable grounds related to the effect on the workplace or the employer's business. Such grounds might include cost, lack of adequate replacement staff, loss of efficiency and the impact on customer service.

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(l) Communication During Parental Leave

(i) Where an employee is on parental leave and a definite decision has been made to introduce significant change at the workplace, the employer shall take reasonable steps to:

(1) make information available in relation to any significant effect the change will have on the status or responsibility level of the position the employee held before commencing parental leave; and

(2) provide an opportunity for the employee to discuss any significant effect the change will have on the status or responsibility level of the position the employee held before commencing parental leave.

(ii) The employee shall take reasonable steps to inform the employer about any significant matter that will affect the employee's decision regarding the duration of parental leave to be taken, whether the employee intends to return to work and whether the employee intends to request to return to work on a part-time basis.

(iii) The employee shall also notify the employer of changes of address or other contact details which might affect the employer's capacity to comply with (l)(i)(1).

5. PERSONAL LEAVE

The provisions of this clause apply to full-time and regular part-time employees (on a pro rata basis) but do not apply to casual employees. The entitlements of casual employees are set out in subclause (k).

(a) Definitions

The term 'immediate family' includes:

(i) spouse (including a former spouse, a de facto spouse and a former de facto spouse) of the employee. A de facto spouse means a person of the opposite sex to the employee who lives with the employee as his or her husband or wife on a bona fide domestic basis; and

(ii) child or an adult child (including an adopted child, a step child or an ex-nuptial child), parent, grandparent, grandchild or sibling of the employee or spouse of the employee.

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(b) Amount of Paid Personal Leave

(i) Paid personal leave is available to an employee, when they are absent:

(1) due to personal illness or injury; or

(2) for the purposes of caring for an immediate family or household member who is sick and requires the employee's care and support or who requires care due to an unexpected emergency.

(ii) an employee shall not be entitled to such leave of absence for any period in respect of which he/she is entitled to workers' compensation;

(iii) an employee shall not be entitled in any year (whether in the employment of one employer or of more) to personal leave credit in excess of 76 hours of ordinary working time;

(iv) for the purpose of administering paragraph (b)(iii) of this subclause, an employer may within one month of this award coming into operation or within 2 weeks of the employee entering his/her employment require an employee to make a sworn declaration or other written statement as to what paid leave of absence he/she has had from any employer during the then current year, and upon such statement the employer shall be entitled to rely and act.

(c) Personal leave shall accumulate from year to year so that any balance of the period specified in subclause (b)(iii) of this clause which has in any year not been allowed to an employee by an employer as paid personal leave shall be credited to the employee and, subject to the conditions hereinbefore prescribed shall be allowed by that employer in a subsequent year without diminution of the personal leave prescribed in respect of that year.

(d) An employer shall not be required to make any payment in respect of accumulated personal leave credits to an employee who is discharged or leaves his/her employment, or for any time an employee is absent from work without producing satisfactory evidence of personal illness.

(e) Where an employee is sick or injured on a weekday he/she is to take off in accordance with Part V – HOURS OF WORK, SHIFT WORK AND OVERTIME, Clause 1 - Hours of Work, he/she shall not be entitled to personal pay nor shall his/her personal pay entitlement be reduced.

(f) Personal Leave for Personal Injury or Sickness

An employee is entitled to use the full amount of their personal leave entitlement including accrued leave for the purposes of personal illness or injury, subject to the conditions set out in this clause.

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(g) Personal Leave to Care for an Immediate Family or Household Member

(i) An employee is entitled to use up to 10 days personal leave, including accrued leave, each year to care for members of their immediate family or household who are sick and require care and support or who require care due to an unexpected emergency, subject to the conditions set out in this clause.

Leave may be taken for part of a single day.

(ii) By agreement between an employer and an individual employee, the employee may access an additional amount of their accrued personal leave for the purposes set out in paragraph (d)(i), beyond the limit set out in paragraph (d)(i). In such circumstances, the employer and the employee shall agree upon the additional amount that may be accessed.

(h) Employee Must Give Notice

An employee shall, wherever practicable, notify his/her employer of his/her inability to attend for work prior to the first shift or such absence. As far as practicable, the employee shall state the nature of the illness or injury and the estimated duration of the absence;

(i) Evidence Supporting Claim

(i) an employee shall prove to the satisfaction of the employer (or, in the event of a dispute, the Tasmanian Industrial Commission)that he/she was unable on account of such illness or injury to attend for work on the day or days for which the personal leave is claimed;

(ii) When taking leave to care for members of their immediate family or household who require care due to an unexpected emergency, the employee must, if required by the employer, establish by production of documentation acceptable to the employer or a statutory declaration, the nature of the emergency and that such emergency resulted in the person concerned requiring care by the employee.

(j) Unpaid Personal Leave

Where an employee has exhausted all paid personal leave entitlements, they are entitled to take unpaid personal leave to care for members of their immediate family or household who are sick and require care and support or who require care due to an unexpected emergency. The employer and the employee shall agree on the period. In the absence of agreement, the employee is entitled to take up to two days (up to a maximum of 16 hours) per occasion, provided the requirements of subclauses (h) and (i) are met.

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(k) Casual Employees – Caring Responsibilities

Subject to the evidentiary and notice requirements in subclauses (h) and (i) casual employees are entitled to not be available to attend work, or to leave work if they need to care for members of their immediate family or household who are sick and require care and support, or who require care due to an unexpected emergency, or the birth of a child.

The employer and the employee shall agree on the period for which the employee will be entitled to not be available to attend work. In the absence of agreement, the employee is entitled to not be available to attend work for up to 48 hours (i.e. two days) per occasion. The casual employee is not entitled to any payment for the period of non-attendance.

An employer must not fail to re-engage a casual employee because the employee accessed the entitlements provided for in this clause. The rights of an employer to engage or not to engage a casual employee are otherwise not affected.

PART VII – CONSULATION AND DISPUTE RESOLUTION

1. DISPUTES AND GRIEVANCE PROCEDURE

Subject to the provisions of the *Industrial Relations Act 1984* any dispute or claim arising out of or relating to this award shall be dealt with in the following manner:

(a) The matter shall first be discussed between the employee and his/her work supervisor.

(b) If not settled the matter shall be discussed between the employee's delegate and work supervisor and the manager.

(c) If not settled the matter shall be referred to the Branch Secretary of the union for discussions between the appropriate union representatives and management representatives.

(d) If the matter is not settled it shall be submitted to the Tasmanian Industrial Commission for determination.

(e) While the above procedure is followed, industrial action will be avoided and the "status quo" in existence prior to the dispute shall be maintained.

(f) where a bona fide safety issue is involved, the parties shall give immediate priority to resolving the issue. In resolving the issue, the parties shall give regard to recognised safety standards and any relevant legislation.

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2. STRUCTURAL EFFICIENCY

(a) The parties to this award are committed to co-operating positively to increase the efficiency, productivity and international competitiveness of the industry and to enhance the career opportunities and job security of employees in the industry.

(b) At each enterprise, an employer, the employee and where appropriate the AFMEPKIU shall establish a consultative mechanism and procedures appropriate to the size, structure and needs of that enterprise. Measures raised by the employer, employees and/or the AFMEPKIU for consideration shall be processed through that consultative mechanism and procedures.

(c) Any disputes which arise out of discussions in accordance with subclause (b) herein shall be subject to the provisions of Clause 2 - Disputes and Grievance Procedure.

(d) Where an agreement is reached which seeks to vary a provision of this award it shall be referred to the Tasmanian Industrial Commission for registration pursuant to Section 55 of the Act.

PART VIII – AWARD COMPLIANCE AND UNION RELATED MATTERS

1. EMPLOYEE REPRESENTATIVE

An employee appointed employee representative in the office or department in which he/she is employed shall, upon notification thereof to his/her employer, be recognised as the accredited representative of the union to which he/she belongs and he/she shall be allowed the necessary time during working hours to interview the employer or his/her representative on matters affecting employees whom he/she represents.

PROVIDED that an employee representative shall not unnecessarily call meetings or disrupt production on work continuity in the performance of his/her union duties.

2. MISCELLANEOUS

(a) Lockers

The employer shall provide each employee with a locker or drawer with a lock and key wherein the equipment ordinarily required for the performance of his/her duties may be kept, and the employer shall thereby be relieved of responsibility for loss of such equipment except in the case of fire.

(b) Work in Abnormal Conditions

Where an employee is required to work in abnormal conditions as to temperature, height, dirt, oil, wetness, danger and the like, such reasonable precautions shall be taken by the employer as may be necessary to facilitate the employee carrying out his/her duties with a maximum of safety and such employee shall be provided with all special clothing required for any such abnormal conditions.

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(c) Damaged Clothing or Equipment

Where an employee as a result of performing any duty required by the employer, and as a result of negligence of the employer, suffers any damage to or soiling of clothing or other personal equipment, including spectacles and hearing aids, the employer shall be liable for the replacement, repair or cleaning of such clothing or personal equipment including spectacles and hearing aids.

(d) Lighting

Lighting shall be maintained at a minimum of 600 lux measured at the surface of the drawing board whilst in a horizontal position and at a minimum of 400 lux in general areas consistent with the SAA code on Interim Lighting and the Visual Environment - AS1680.

(e) Notice Boards

Where it is not practicable for members of the AFMEPKIU to have easy access to a general notice board in the employer's establishment, the employer shall erect in a prominent position in his/her premises a notice board of reasonable dimensions or a number of such notice boards, reasonable in the circumstances, upon which accredited association representatives shall be permitted to post the AFMEPKIU notices signed by the secretary or an organiser of the AFMEPKIU or by the representative posting them. Any notice posted on a notice board not so signed may be removed by an accredited association representative or by the employer.

(f) Equipment

An employee shall not be required to provide more than the following items of equipment - compasses, two set squares, a protractor, a 300mm rule and a hand-held pocket calculator.

3. TIME AND WAGES RECORDS

Each employer shall keep a time record, from which can readily be ascertained the name and address of each employee and his/her classification, the hours worked each day and the wages and allowances paid. The time and wages record shall be open for inspection during the usual office hours, at the employer's office, or other mutually agreed convenient place subject to the following conditions:

(a) if requested an official must produce a copy of the declaration of secrecy required by Section 77(3) of the *Industrial Relations Act 1984* signed by himself/herself, before any inspection of time and wages records;

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(b) the duly accredited union official, is required to serve written notice to inspect the records, if requested, on the employer. On receipt of such written notice served on him/her by the officer, the employer shall produce the record for inspection by the officer at a mutually convenient time.

P C Shelley
DEPUTY PRESIDENT

24 July 2007