

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

IN THE TASMANIAN INDUSTRIAL COMMISSION

Industrial Relations Act 1984

T.712 of 1987

IN THE MATTER OF AN APPLICATION BY THE TASMANIAN TRADES AND LABOR COUNCIL FOR VARIATION OF ALL PUBLIC AND PRIVATE SECTOR AWARDS AND AGREEMENTS TO INCREASE ALL WAGES, SALARIES AND ALLOWANCES BY 6.7 PERCENT AND TO VARY THE PRINCIPLES TO CONFORM WITH THE DECISION OF THE FULL BENCH OF THE AUSTRALIAN CONCILIATION AND ARBITRATION COMMISSION

AND

T.665 and T.691 of 1987

IN THE MATTER OF APPLICATIONS BY THE TASMANIAN PUBLIC SERVICE ASSOCIATION AND THE TASMANIAN TEACHERS' FEDERATION RESPECTIVELY TO VARY NOMINATED PUBLIC SECTOR AWARDS TO INCREASE SALARIES TO REFLECT MOVEMENT IN THE CONSUMER PRICE INDEX FOR HOBART FOR THE MARCH, JUNE, SEPTEMBER AND DECEMBER QUARTERS OF 1986

ORDER -

**No. 1 of 1987
(Consolidated)**

AMEND THE **HOBART REGIONAL WATER BOARD STAFF AWARD** BY DELETING ALL CLAUSES CONTAINED THEREIN AND INSERTING IN LIEU THEREOF THE FOLLOWING:

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

1. TITLE

This award shall be known as the "Hobart Regional Water Board Staff Award".

2. SCOPE

Subject to the exceptions and conditions contained herein, this award shall apply to all persons employed under the provisions of either:

- (a) up to and including 30 June 1984, the Metropolitan Water Act 1961, by the Metropolitan Water Board,
- (b) from 1 July 1984, the Hobart Regional Water Act 1984, by the Hobart Regional Water Board, being employees within the meaning of Part V of the Public Service Act 1973 and for whom classifications appear in this award.

3. ARRANGEMENT

<u>SUBJECT MATTER</u>	<u>CLAUSE NO.</u>
Title	1
Scope	2
Arrangement	3
Date of Operation	4
Supersession and Savings	5
Parties and Persons Bound	6
Definitions	7
Salaries	8
Deductions from Salaries	9
Hours of Duty	10
Meal Allowances	11
New Appointments and Promotions	12
Other Conditions of Service	13
Overtime and Extra Remuneration	14
Progression	15
Qualifications	16
Salary Increments	17
Standby and Availability Allowance	18

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

4. DATE OF OPERATION

This award shall come into operation as from the beginning of the first pay period to commence on or after 10 March 1987.

PROVIDED that, it is a term of this award (arising from the decision of the Tasmanian Industrial Commission in the National Wage Case flow-on of 1987) that the unions undertake that for the period of the package they will not pursue any claims, award or overaward, except where consistent with the National Wage Case Principles.

5. SUPERSESSION AND SAVINGS

This award incorporates and supersedes the Hobart Regional Water Board Staff Award No. 1 of 1986 (Consolidated).

PROVIDED FURTHER, that no right, obligation or liability incurred or accrued under any of the abovementioned provisions shall be affected by the replacement and supersession.

PROVIDED FURTHER, the provisions of the relevant Act or Instrument under or by virtue of which they are appointed, or as prescribed by the Regulations, Rules, By-laws or Instructions made under such Act or Instrument, whichever are applicable, shall continue to apply to the officers or classes of officer covered by this award as and where such Act, Instrument, Regulations, Rules, By-laws or Instructions, save insofar as the salary to be received by and the conditions of service of such officers or classes of officer are inconsistent with the provisions of this award.

6. PARTIES AND PERSONS BOUND

Unless otherwise specified, this award shall have application to and be binding upon:

- (a) the Hobart Regional Water Board in relation to all officers (as defined) for whom classifications appear in this award, whether members of a Registered Organisation or not,
- (b) the Tasmanian Public Service Association and the Officers of that organisation and their members for whom classifications appear in this award,
- (c) the Tasmanian Trades and Labor Council.

7. DEFINITIONS

In this award, unless the contrary intention appears:

'Adult Officer' means an officer 21 years of age or over.

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

'Draftsman' means a person who holds an approved certificate from a Technical College, (or who at the date of this award holds qualifications deemed by the controlling authority to be equivalent thereto) together with appropriate practical experience in drafting work, and who is competent and required to perform drafting work of either an architectural, engineering, survey, cartographic, photogrammetric, computing or photo-interpretation nature.

'Junior Officer' means an officer under the age of 21 years.

'Officer' means a person permanently or temporarily employed under the provisions of the Hobart Regional Water Act 1984, by the Hobart Regional Water Board who, being an employee within the meaning of Part V of the Public Service Act 1973 on the date upon which this award comes into force, occupies one of the positions covered by this award or, who after that date is appointed to one of such positions.

8. SALARIES

An officer, classified or graded within a class or grade prescribed by this Principal Award, shall, subject to satisfying the prescribed requirements be paid:

- (i) in the case of an Adult Officer, at the salary rate determined for the relevant classification as hereinafter set forth;
- (ii) in the case of a Junior Officer, at the appropriate salary rate within the scale determined for the relevant classification as hereinafter set forth.

A ADULT OFFICERS

	Salary per annum
(i) Secretary/Accountant	\$
Class I	37889
Class II	39439
Class III	40988
(ii) Supervisor	
Class I	31973
Class II	32482
(iii) Drafting Assistant	
Class I	
1st year of service	15865
2nd year of service	16258
3rd year of service	16651
4th year of service	17040
5th year of service and thereafter	17540

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

PROVIDED that an officer shall not progress beyond the salary for the fourth year of service unless in the opinion of the Controlling Authority, the duties and responsibilities of such officer warrant such progression.

Class II	
1st year of service	18026
2nd year of service	18522
3rd year of service	19003

Class III	
1st year of service	19362
2nd year of service	19768
3rd year of service	20177
4th year of service	20590
5th year of service and thereafter	21007

PROVIDED that an officer shall not be classified within Class III unless he has had at least five years, adult experience in drafting duties.

(iv) Draftsman

Class I	
1st year of service	20118
2nd year of service	20639
3rd year of service	21167
4th year of service	21691
5th year of service and thereafter	22213

Class II	
1st year of service	22731
2nd year of service	23248
3rd year of service	23759
4th year of service and thereafter	24276

(v) Administrative and Clerical Officer

Clerical Officer

Class I	
1st year of service	15660
2nd year of service	16117
3rd year of service	16568
4th year of service	17034
5th year of service	17516
6th year of service	17981
7th year of service and thereafter	18499

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

Class II	
1st year of service	19018
2nd year of service	19679
3rd year of service and thereafter	20330
Class III	
1st year of service	20986
2nd year of service	21641
(vi) Assistant Accountant	
Class I	
1st year of service	26026
2nd year of service	26675
3rd year of service and thereafter	27316
Class II	
1st year of service	27958
2nd year of service	28477
3rd year of service and thereafter	29124
(vii) Technical Officer	
Class I	
1st year of service	15683
2nd year of service	16167
3rd year of service	16650
4th year of service and thereafter	17141
Class II	
1st year of service	17545
2nd year of service and thereafter	18024
Class III	
Grade 1	18432
Grade 2	18899
Class IV	
Grade 1	19325
Grade 2	19842
Class V	
Grade 1	20292
Grade 2	20811
Class VI	
Grade 1	21256
Grade 2	21773

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

Class VII	
Grade 1	22203
Grade 2	22725
Class VIII	
Grade 1	23157
Grade 2	23673
Class IX	
Grade 1	24123
Grade 2	24640
Class X	
Grade 1	25088
Grade 2	25605
Class XI	
Grade 1	26058
Grade 2	26572
Class XII	
Grade 1	27028
Grade 2	27532
Class XIII	
Grade 1	27994
Grade 2	28504

(viii) General Officer

Class I	
1st year of service	14102
2nd year of service	14312
3rd year of service	14520
4th year of service and thereafter	14733

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

Class II	
Grade 1	14946
Grade 2	15158

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

Class III	
Grade 1	15378
Grade 2	15579
Class IV	
Grade 1	15790
Grade 2	15995
Class V	
Grade 1	16207
Grade 2	16408
Class VI	
Grade 1	16620
Grade 2	16834
Class VII	
Grade 1	17061
Grade 2	17268
Class VIII	
Grade 1	17490
Grade 2	17704
Class IX	
Grade 1	17918
Grade 2	18134
Class X	
Grade 1	18353
Grade 2	18563
Class XI	
Grade 1	18780
Grade 2	18986
Class XII	
Grade 1	19202
Grade 2	19417
Class XIII	
Grade 1	19631
Grade 2	19844
Class XIV	
Grade 1	20064
Grade 2	20275
Class XV	

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

Grade 1	20493
Grade 2	20712

(ix) Adult Officer

Office Assistant
Typist
Stenographer
Machinist
Audio Typist
Keyboard Operator
Secretarial Assistant
Typist-in-Charge
Machinist-in-Charge
Keyboard Supervisor

Class I	
Grade 1	15321
Grade 2	15550
Grade 3	15777

Class II	
Grade 1	16001
Grade 2	16227
Grade 3	16451
Grade 4	16678

Class III	
Grade 1	16922
Grade 2	17156

PROVIDED that:

- (i) an officer who is a typist shall not be promoted or progress beyond Class I, Grade 2, unless she has satisfactorily passed a typing test of 40 words per minute;
- (ii) an officer who is a typist appointed to a Class I position who has passed a typing test of 50 words per minute shall be paid in addition an allowance of \$197.00 per annum;
- (iii) an officer shall not be appointed as a stenographer unless she has passed a stenography test of 80 words per minute;

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

- (iv) an officer classified to a position up to and including Class II, Grade 2, who has satisfactorily passed a stenography test shall be paid either of the allowances which follow:
 - (a) For 100 words per minute - \$392 per annum
 - (b) For 120 words per minute - \$588 per annum
- (v) no stenographer shall be appointed to a position classified above Class III Grade 1, unless having first passed a stenography test of 100 words per minute;
- (vi) a machinist who has served twelve months on the maximum of Class II, Grade 1, may progress grade by grade to Class III, Grade 2, subject to a certificate by the Head of the Department and with the concurrence of the Controlling Authority that that officer will be required to undertake the duties of an officer of that Class.

PROVIDED FURTHER that the proficiency allowances more particularly set forth in either provisos (ii) or (iv) hereof shall, in each case, be in substitution for, and not cumulative one upon the other.

B. JUNIOR OFFICERS

SCALE 1 - Officers appointed to a position where the Schools Board Certificate endorsed "A" of the Schools Board of Tasmania or equivalent qualifications is a prerequisite to appointment to that position.

Age	\$
16 years and under	8613
17 years	9866
18 years	11432
19 years	13154
20 years	14564

PROVIDED that the salaries for Scale 1 shall be:-

- 55% at age 16 years
- 63% at age 17 years
- 73% at age 18 years
- 84% at age 19 years
- 93% at age 20 years

of the first year of service of an Administrative and Clerical Officer, Class I.

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

SCALE 2 - Officers appointed to a position not classified under Scale 1 or 3.

Age	Salary Per Annum \$
16 years and under	8044
17 years	9214
18 years	10677
19 years	12286
20 years	13602

PROVIDED that the salaries for Scale 2 shall be:-

55% at age 16 years
63% at age 17 years
73% at age 18 years
84% at age 19 years
93% at age 20 years

of the first year of service of a Clerical Assistant Class I as appearing in the Clerical Officers' (Public and Mental Health Services) Principal Award.

SCALE 3 - Officers appointed to a position as either a typist, machinist or office assistant.

Age	
16 years and under	8427
17 years	9652
18 years	11184
19 years	12870
20 years	14249

PROVIDED that the salaries for Scale 3 shall be:-

55% at age 16 years
63% at age 17 years
73% at age 18 years
84% at age 19 years
93% at age 20 years

of the first year of service of a Clerical Officer - Keyboard and Office Assistant - Class I, Grade 1.

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

PROVIDED that a Junior Officer appointed to a position as a -

- (i) typist who has satisfactorily passed a speed test in stenography at one or the other of the speeds undermentioned shall be paid a proficiency allowance at the rate of:-
 - (a) 80 words per minute - \$392 per annum
 - (b) 100 words per minute - \$780 per annum
 - (c) 120 words per minute - \$1174 per annum
- (ii) typist who has satisfactorily passed a type-writing test at one or other of the speeds undermentioned shall be paid a proficiency allowance at the rate of:-
 - (a) 40 words per minute - \$305 per annum
 - (b) 50 words per minute - \$392 per annum
- (iii) machinist who has satisfactorily passed an approved efficiency test in machine operation in the full range of that machine or machines she is required to operate, shall be paid a proficiency allowance at the rate of:-
 - (a) one class of machine with up to 10 programmes, functions or systems - \$392 per annum
 - (b) one class of machine with more than 10 programmes, functions or systems, or a group of machines with more than 10 programmes, functions or systems - \$780 per annum.

PROVIDED that the proficiency allowances more particularly set forth in either provisos (i), (ii) or (iii) hereof shall, in each case be, in substitution for, and not cumulative one upon each other.

PROVIDED FURTHER that a married junior officer with a dependent spouse or a dependent child may, on the determination of the Controlling Authority, be paid the salary such officer would normally receive on attaining the age of 21 years.

9. DEDUCTIONS FROM SALARY

Until otherwise determined by the Tasmanian Industrial Commission, deductions from salaries or wages on account of quarters, fuel, light, power, board, and other facilities and amenities provided for officers covered by this award, and the rates of those deductions, and the basis on which they shall be calculated, shall be in accordance with the terms and conditions for the time being prescribed by the relevant Act or Instrument under or by virtue of which they are appointed, or as prescribed by the Regulations, Rules, By-laws or Instructions made under such Act or instrument whichever are applicable.

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

10. HOURS OF DUTY

A. Office Staff

The ordinary hours of duty for the office staff shall be 73 1/2 per fortnight, to be worked within the hours of 8.00 a.m. to 6.00 p.m., Monday to Friday inclusive.

PROVIDED that these hours may be adjusted through the operation of a system of flexitime.

PROVIDED FURTHER that the ordinary hours of duty shall be 7 hours 21 minutes per day.

Flexitime

A flexible working hours scheme, known as 'flexitime' may operate for office staff employees where:

- (i) flexitime periods are 8.00 a.m. to 10.00 a.m. and 4.00 p.m. to 6.00 p.m., with a core period from 10.00 a.m. to 4.00 p.m.;
- (ii) employees shall commence and/or cease work during the flexitime periods at times convenient to the Board;
- (iii) an employee may, in certain circumstances, obtain permission to reduce his lunch break, but only to a minimum of half an hour;
- (iv) no credit may accumulate from the end of one fortnight to the beginning of the next by an amount of more than ten (10) hours. Any credit more than ten (10) hours at the end of the fortnight period is to be reduced, so that the credit at the beginning of the new fortnight is to be ten (10) hours;
- (v) if an employee has a debit at the end of a fortnight, he must work it off as early as possible in the new fortnight;
- (vi) an employee may take time off up to the maximum of his credit, in half days or full days, at the convenience of and with the prior approval of the Board, providing the work load allows;
- (vii) time is to be deducted for professional appointments (doctor, dentist, optician, solicitor, etc.) except in exceptional or emergency situations when the Engineering Manager may use his discretion.
- (viii) the demands of the Board and service to the public must be every employee's first consideration before flexitime can operate effectively.

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

B. Operational Staff

(i) Day Workers

The ordinary hours of duty shall be 38 hours per week to be worked Monday to Friday (both inclusive).

PROVIDED that these hours may be worked by way of a nine day fortnight during the months of March to December and that a roster shall provide for 50% of day workers to be away each Friday, and further, that the nine day fortnight shall be suspended during the months of January and February.

PROVIDED FURTHER that the normal hours of duty for day workers shall be:

(a) March to December:

Monday - Thursday 7.30 a.m. to 4.30 p.m.
Friday 7.30 a.m. to 4.00 p.m.
(exclusive of half hour lunch)

(b) January and February

Monday - Friday 7.30 a.m. to 3.36 p.m.
(exclusive of half hour lunch)

PROVIDED FURTHER that additional hours may be worked to the above periods and shall be compensated by way of "special leave" determined in accordance with the following provisions:

- (a) Each employee shall be credited with time worked beyond seven hours thirty-six minutes per day up to a limit of eight hours thirty minutes. Time worked in excess of eight hours thirty minutes shall be paid at the appropriate overtime rates.
- (b) All recreation leave, sick leave, days that are public holidays and all-other leave shall be counted as days of seven hours thirty-six minutes duration and no time shall be credited or debited to the employee.
- (c) Each employee shall be debited with the hours for his rostered day off at the rate of seven hours thirty-six minutes per day.
- (d) If a rostered day off falls on a public holiday, or the employee is required to work on a rostered day off, the day off shall be given on the first working day, either before or after the rostered day off, or if this cannot be arranged, at a time determined by the Board.

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

- (e) On the 1st October in each year the hours in credit or debit for each employee shall be totalled and if in:
 - (i) credit, leave in lieu of the total hours shall be given at a time convenient to the Board;
 - (ii) debit, a rostered day off shall be worked by the employee at a time convenient to the Board.
 - (f) If an employee resigns, retires or is transferred from the Board's employ, an amount of money equivalent to the debit of hours at ordinary rates of pay, or the credit of hours at the appropriate overtime rate shall be subtracted or added to any final payment due.
- (ii) Shift Workers

The ordinary hours of duty shall be 38 hours per week.

Shift times shall be:

Day Shift	6.00 a.m. to 2.00 p.m.
Afternoon Shift	2.00 p.m. to 10.00 p.m.
Night Shift	10.00 p.m. to 6.00 a.m.

PROVIDED that additional time worked as a result of the above shift times shall be compensated by way of "special leave" in accordance with the following provisions:

- (a) Each employee shall be credited with time worked beyond seven hours thirty-six minutes per day up to a limit of eight hours. Time in excess of eight hours shall be paid at appropriate overtime rates.
- (b) All recreation leave, sick leave, leave given in lieu of public holidays and all other leave shall be counted as days of seven hours thirty-six minutes duration and no time shall be credited or debited to the employee.
- (c) On the 1st October in each year the hours in credit shall be totalled and leave in lieu shall be given at a time convenient to the Board.
- (d) If an employee resigns, retires or is transferred from the Board's employ an amount of money equivalent to the credit of hours at the appropriate rate shall be added to any final payment due.

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

(iii) Relief Workers

- (a) An employee required to carry out relief work outside his usual area of work may:
 - (i) be paid an allowance for travelling time at his ordinary rates; or
 - (ii) have the travelling time treated as a credit for the one working day off referred to in the previous clause; or
 - (iii) be allowed to travel during normal working hours.
- (b) The period of travelling time shall be determined by the Board having regard to the employee's normal area or location of work.
- (c) Where a relief operator is required by the nature of the shifts to commence a new shift roster with only an eight (8) hour rest period between the end of the last shift worked and the new shift, he will be paid time and a half rates for the travelling time to and from work.

11. MEAL ALLOWANCES

- (a) The rate of payment for meal allowances shall be as determined under the General Conditions of Service Award.
- (b) Except as otherwise provided, meal allowances shall only be payable in respect to travel to areas outside the Board's operational area.
- (c) Where an employee is required to commence duty not less than one and a half hours before, or to remain on duty for not less than one and a half hours after the normal hours of duty; that employee shall be entitled to be paid a meal allowance together with a reasonable break for such a meal.

PROVIDED that where an employee, required to work overtime on a Saturday, Sunday or Public Holiday has been given prior notice thereof the previous day, or earlier, he shall not be entitled to the payment of meal allowances BUT where such prior notice has not been given, he shall attract such payment.

- (d) Should an employee be required to continue to work overtime either during such time or in an area where a meal cannot be reasonably purchased, then the Board shall supply emergency rations to a reasonable standard.
- (e) Where the duties of an employee require him to travel from his headquarters and work in an area or location where crib facilities are not provided by the Board, and he cannot at his normal meal time reasonably return to his headquarters or proceed to a location where crib facilities are provided by the Board, he shall be paid a meal allowance in accordance with the rate prescribed by the General Conditions of Service Award in the case of a meal provided by the officer himself.

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

12. NEW APPOINTMENTS AND PROMOTIONS

The commencing salary of a person or officer either on first appointment or on promotion to a position within a class or grade of a classification in respect of which salary scales are prescribed by this award shall be the minimum salary for that position on the appropriate scale, except in any case where, in the opinion of the controlling authority, the qualifications and the practical experience of such person or officer in the appropriate field justify a higher salary.

13. OTHER CONDITIONS OF SERVICE

(a) The following allowances and conditions will be paid in accordance with the General Conditions of Service Award (No. 139 of 1983):

Clause 4 (C)	Electrical Tradesman's Allowance
Clause 4 (D)	First Aid Certificate Allowance
Clause 4 (L)	Recreation Leave Allowance
Clause 4 (M)	Training Courses and Conferences
Clause 4 (N)(2)	Kilometrage Allowance
Clause 4 (N)(3)	Travelling Allowance
Clause 6 (2)(A)	Afternoon and Night Shift Allowances
Clause 6 (2)(B)	Call Back
Clause 6 (2)(C)	Overtime
Clause 6 (2)(D)	Saturday, Sunday and Holiday Work
Clause 7 (A)	Uniforms
Clause 7 (B)	Protective Clothing

(b) Until otherwise determined by the Tasmanian Industrial Commission, allowances for meals, travelling, lodging, accommodation, temporary residence away from headquarters, district residence, Mainland residence, proficiency relieving duty, higher duty, extra duty, mileage, use of privately-owned motor vehicles on official duties, tools and clothing and other allowances (if any) in the nature of additional pay for classes or conditions of work, shall be granted to officers covered by this award at the rates and in accordance with the terms and conditions for the time being prescribed by the relevant Act or Instrument under or by virtue of which they are appointed, or as prescribed by the Regulations, Rules, By-laws or Instructions made under such Act or Instrument whichever is applicable.

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

14. OVERTIME AND EXTRA REMUNERATION

Until otherwise determined by the Tasmanian Industrial Commission, overtime payments and the rates of remuneration and conditions in respect of minimum earnings, travelling time, shift work, night work, and special duty and of work on Saturdays, Sundays and holidays, and at any other time outside the ordinary hours of duty, payable to officers covered by this Award, shall be at the rates and in accordance with the terms and conditions for the time being prescribed by the relevant Act, or Instrument under or by virtue of which they are appointed, or as prescribed by the Regulations, Rules, By-laws or Instructions made under such Act or Instrument whichever are applicable.

15. PROGRESSION

A Draftsman who has served for twelve months on the maximum salary rate prescribed for Class I shall be advanced to Class II subject to:

- (a) the fulfilment of the requirements necessary for appointment to such class;
- (b) a certificate by the permanent head of the department that such officer is worthy of advancement, and is qualified for and will be required to undertake the duties of an officer within that class; and
- (c) the acceptance by the controlling authority concerned of such certificate.

16. QUALIFICATIONS

No person shall hold a position classified or graded within a Class or Grade prescribed by this award unless such person fulfills the following requirements:

Draftsman

Class I - unless he -

- (i) has had at least 5 years practical experience in the appropriate field of drafting work, or has had practical experience as an adult, deemed by the controlling authority to be equivalent thereto; and
- (ii) has satisfactorily completed -
 - (a) the appropriate approved course of study:-
 - for Architectural Draftsman – the Architectural Draftsmen's Certificate Course of the Hobart Technical College;
 - for Engineering Draftsman – the Engineering Technician's Certificate Course of the Hobart Technical College;

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

- for Survey Draftsman, Photogrammetrist, Photo-Interpreter and Computer - the Survey Drafting Certificate Course of the Hobart Technical College;
- (b) a course of study which, in the opinion of the controlling authority would, at the time of completion, have qualified that person for appointment to this Class; or
- (c) such part or parts of an appropriate course or courses of study which is, or in the aggregate, are deemed by the controlling authority to be at least equivalent to such appropriate approved course of study.

Class II and above:

unless he has the requirements for Class I, and in addition has served for at least 3 years in that Class, in the appropriate field of drafting work, or has had practical experience as an adult, deemed by the controlling authority to be equivalent thereto.

PROVIDED that where in this clause the qualifications require the commencement or completion of an approved course of study, an officer, who was an officer on 1 March 1965, may, on the determination of the controlling authority, be exempt from satisfying such requirement.

17. SALARY INCREMENTS

- (a) Except where otherwise determined by this award, or where inconsistent with any Act, an officer, while holding a position classified or graded within a Class or Grade in respect of which a salary scale is prescribed by this Award, and who for not less than twelve months has been in receipt of a salary less than the maximum salary prescribed for such classification, shall be entitled to receive the annual increment prescribed for such classification until the maximum salary is reached.

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

- (b) An officer whilst continuing to hold the same office or position shall, unless the controlling authority otherwise determines, be deemed for the purposes of this clause, to have been in receipt of a salary during any period of leave without pay in the twelve months immediately following the date upon which his previous salary increment was awarded.
- (c) Notwithstanding anything contained in this award, no officer shall be entitled to receive any increase in salary by virtue of this clause unless, in the opinion of the controlling authority, his conduct, diligence and efficiency during the twelve months immediately prior to the date from which such increase would be payable shall have been satisfactory.

This document is translated from the original order and is not in itself a legal document. No responsibility is taken for any discrepancy that may arise between this document and the order that was printed and published by the Printing Authority of Tasmania.

18. STANDBY AND AVAILABILITY ALLOWANCE

(a) Availability Allowance

An employee, other than an employee to whom subclause (b) of this clause relates, who is directed by the Board to remain at home or within close telephone contact thereof and hold himself in readiness to return to work without delay or within a reasonable time of being recalled or to monitor telephone calls or to attend to after hours calls if required, shall be paid an allowance of one half hour at his normal salary rate when actually on availability duty from Monday to Friday and an allowance of one and a half hours at his normal salary rate when actually on availability duty on Saturday, Sundays and Public Holidays.

EXCEPT THAT

An employee's entitlement to the payment of an availability allowance shall be subject to the same restriction applying to the payment of overtime in accordance with Clause 6, subclause 2C of the General Conditions of Service Award.

(b) Standby Allowance

An employee authorised by the Board regularly rostered on an approved roster for standby duty to meet emergency situations, who is required to stand by at his home on immediate call and may be required for immediate recall to duty shall be paid an allowance of one and a half hours at his normal salary rate when actually on standby duty from Monday to Friday, and an allowance of six hours at his normal salary rate when actually on standby duty on Saturdays, Sundays and Public holidays.

EXCEPT THAT

On a Saturday, Sunday or Public Holiday the allowance shall be reduced by 25% of the actual overtime hours worked.

R.J. Watling
COMMISSIONER

25 May 1987