TASMANIAN INDUSTRIAL COMMISSION

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

Ambulance Employees Association of Tasmania
(T.2586 of 1990)
(T.3799 of 1992)

TASMANIAN AMBULANCE SERVICE AWARD

Award variation - structural efficiency principle - deletion of definitions and salary rates for non functional classifications

ORDER - No. 2 of 1992

AMEND THE TASMANIAN AMBULANCE SERVICE AWARD IN THE FOLLOWING MANNER:
1. By deleting Clause 7 - Definitions, and inserting in lieu thereof the following:

"7. DEFINITIONS

'Student Ambulance Officer'

Student Ambulance Officer means a person without qualification as an Ambulance Officer employed to undertake the Certificate of Applied Science (Ambulance Officer) course. Such officers will be required to successfully complete all components of the course and advance to the classification of Ambulance Officer (Advanced Life Support and Patient Extrication) within three (3) years. Failure to successfully complete any component of the Certificate of Applied Science (Ambulance Officer) course or failure to advance to the classification of Ambulance Officer (Advanced Life Support and Patient Extrication) will result in termination of employment. Student Ambulance Officers will not work in an unsupervised patient care situation.

PROVIDED that in special circumstances provision may be made for the re-examination of unsuccessfully completed component.

'Ambulance Officer'

Ambulance Officer means a person employed prior to 17 September, 1984 who holds a Certificate of Equivalence or an Ambulance Officer trained outside of Tasmania. Advancement within three years of employment to the classification of Ambulance Officer (Advanced Life Support and Patient Extrication) is a requirement for persons employed after 17 September, 1984. Failure to so advance will result in termination of employment.

PROVIDED that in special circumstances provision may be made for the re-examination of an unsuccessfully completed component.

'Ambulance Officer (Patient Extrication)'

Ambulance Officer (Patient Extrication) means a Ambulance Officer (Patient Extrication) means a person with a current accreditation in the Patient Extrication programme.

'Ambulance Officer (Advanced Life Support)'

Ambulance Officer (Advanced Life Support) means a person with a current accreditation in the Advanced Life Support programme.

'Ambulance Officer (Advanced Life Support and Patient Extrication)'

Ambulance Officer (Advanced Life Support and Patient Extrication) means a person with a current accreditation in both the Advanced Life Support and Patient Extrication programmes.
'Branch Station Officer'

Branch Station Officer means an Ambulance Officer attached to a country station.

'Branch Station Officer (Patient Extrication)'

Branch Station Officer (Patient Extrication) means an Ambulance Officer (Patient Extrication) attached to a country station.

'Branch Station Officer (Advanced Life Support)'

Branch Station Officer (Advanced Life Support) means an Ambulance Officer (Advanced Life Support) attached to a country station.

'Branch Station Officer (Advanced Life Support and Patient Extrication)'

Branch Station Officer (Advanced Life Support and Patient Extrication) means an Ambulance Officer (Advanced Life Support and Patient Extrication) attached to a country station.

'Clinical Instructor (Patient Care)'

Clinical Instructor (Patient Care) means an officer with specific teaching, assessment and quality assurance responsibilities in the area of patient care in addition to ambulance officer duties. Appointments to this position will be made from officers holding an accreditation in the Advanced Life Support course.

'Clinical Instructor (Patient Extrication and Driver Training)'

Clinical Instructor (Patient Extrication and Driver Training) means an officer with specific teaching, assessment and quality assurance responsibilities in the areas of patient extrication and driver training in addition to ambulance officer duties. Appointments to this position will be made from officers holding an accreditation in the Advanced Life Support, Patient Extrication and Driver Training courses.

'Communications Officer'

Communications Officer means a person responsible for processing all communications within the control room.

'Communications Officer (Computer Aided Dispatch)'

Communications Officer (Computer Aided Dispatch) means a person responsible for processing all communications within the control room and the operation of a computer aided dispatch system.
'Controlling Authority'

Controlling Authority means the Minister administering the Tasmanian State Service Act 1984.

'Course Coordinator (Certificate of Applied Science Course)'

Course Coordinator (Certificate of Applied Science Course) means the officer responsible for the conduct of the Certificate of Applied Science (Ambulance Officer) course and other training activity. Appointments to this position will be made from persons holding an accreditation in the Advanced Life Support and Patient Extrication courses.

'Course Coordinator (Advanced Life Support Course)'

Course Coordinator (Advanced Life Support Course) means the officer responsible for the conduct of the Advanced Life Support course and other training activity. Appointments to this position will be made from persons holding an accreditation in the Advanced Life Support course or equivalent.

'Supervisor (Tactical Operation)'

Supervisor (Tactical Operations) means a person responsible to a Manager for the command, deployment and standard of ambulance resources within an area. Appointments to this position will be made from persons with relevant ambulance practitioner experience.

'Superintendent'

Superintendent means an officer with senior management responsibility as delegated by the Director of Ambulance Services. This might include but not be limited to the management of an ambulance region, the State Training Unit or operational logistics. Appointments to this position will be made from persons with relevant ambulance practitioner experience.

'Chief Superintendent'

Chief Superintendent means the officer responsible for the review, development and method of delivery of all ambulance operational resources within the State. Appointments to this position will be made from persons with relevant ambulance practitioner experience.

'Executive Officer'

Executive Officer means the person responsible for the day to day management of finance, payroll and administrative functions, and research.
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'Mechanic'

Mechanic means a person responsible for the maintenance of the fleet. Appointments to this position will be made from persons holding relevant qualifications and experience in fleet maintenance.

'Employee'

Employee means a person permanently or temporarily employed under the provisions of the Tasmanian State Service Act 1984.

'Full-time Employee'

Full-time employee means a person engaged to work for the full ordinary hours prescribed.

'Part-time Employee'

Part-time employee means a person other than a full-time or casual employee engaged to work regularly in each pay period for less hours than an equivalently classified full-time employee.

'Casual Employee'

Casual employee means a person engaged to work on an irregular basis by the controlling authority as and when required but does not include any person employed on a part-time, full-time or permanent basis.

'Temporary Employee'

Temporary employee means a person who either:

(a) is engaged to relieve a full-time or part-time employee for specific periods of leave;

or

(b) is engaged temporarily for specific duties over a fixed time period determined by the Head of Agency.

'Day Worker'

Day worker means an employee who works ordinary hours as defined in Clause 14 – Hours, subclause (a) within the days Monday to Friday inclusive.

'Shift Worker'

As defined in Clause 23 – Shift Work."
2. **By deleting Clause 8 - Salaries, and inserting in lieu thereof the following:**

**"8. SALARIES"**

An employee appointed or promoted to a position within a class or grade prescribed by this award shall, subject to satisfying the prescribed requirements, be paid at the salary rate determined for the relevant classification, as hereinafter set forth:

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<tr>
<th>Salary per Annum</th>
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(a) **FULL-TIME EMPLOYEES**

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<th>2nd year of service</th>
<th>3rd year of service &amp; thereafter</th>
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Keyboard Employees and Office Assistants

Class I
Grade 1
16 years and under  10466
17 years  11989
18 years  13892
19 years  15985
20 years  17698
21 years and over  19030

Grade 2  19281
Grade 3  19531

PROVIDED that an employee employed as a stenographer shall on exceeding 20 years of age be entitled to commence on the salary established in this Award at the Class I Grade 2 level.

PROVIDED ALWAYS that an employee paid in accordance with rates prescribed for employees not exceeding 20 years of age in Class I of this Award shall be entitled to the following allowances:

(i) an employee who is a typist who has satisfactorily passed a speed test in stenography at one or other of the speeds undermentioned, shall be paid a proficiency allowance at the rate of:

(a)  80 words per minute - $426 per annum
(b) 100 words per minute - $848 per annum
(c) 120 words per minute - $1276 per annum

(ii) an employee who is a typist who has satisfactorily passed a typewriting test at one or other of the speeds undermentioned, shall be paid a proficiency allowance at the rate of:

(a) 40 words per minute - $331 per annum
(b) 50 words per minute - $426 per annum

(iii) an employee who is a typist who is regularly employed on audio work or relieves in that capacity shall be paid an allowance at the rate of:

(a) up to 2 years experience on reel-to-reel or cassette type recorders - $640 per annum
(b) over 2 years experience on reel-to-reel or cassette type recorders - $1276 per annum
PROVIDED FURTHER that the proficiency allowance 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 the other.

<table>
<thead>
<tr>
<th>Class</th>
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PROVIDED that the following conditions shall apply to employees 21 years of age and above:

(a) an employee who is a typist shall not be promoted or progress beyond Class I Grade 2 unless she/he has satisfactorily passed a typing test of 40 words per minute;

(b) an employee who is a typist appointed to a Class I position who has passed a typist test of 50 words per minute shall be paid in addition an allowance of $214 per annum;

(c) an employee who is a typist shall not be appointed to a position classified above Class III Grade 4 unless she/he has passed a typing test of 50 words per minute;

(d) an employee shall not be appointed as a stenographer unless she/he has passed a stenography test of 80 words per minute;
(e) 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:

(i) for 100 words per minute - $426 per annum
(ii) for 120 words per minute - $640 per annum

(f) 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;

(g) except in the case of secretarial assistant, no employee shall be appointed above Class IV unless required to permanently supervise the work of other staff;

(h) except where special circumstances exist, an employee required to permanently supervise the work of two to four other persons shall not be classified above Class V;

(i) an employee who is an audio typist and who is regularly employed on audio work, or a typist who relieves in that capacity shall be paid an allowance at the rate of -

(i) up to 2 years experience on reel-to-reel or cassette-type recorders - $640 per annum
(ii) over 2 years experience on reel-to-reel or cassette-type recorders - $1276 per annum

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

(b) PART-TIME EMPLOYEES

Part-time employees shall be paid at the appropriate rate for the classification in which they are employed.

Part-time employees engaged to work 20 or more hours per week shall be entitled to public holidays, annual leave and sick leave as prescribed in this award, provided that payment therefore shall be at the rate normally paid to such employees for a similar period of time worked.

Part-time employees engaged to work less than 20 hours per week shall be paid the appropriate hourly rate plus an additional 20%; such payment being in lieu of public holidays, annual leave and sick leave.
(c) CASUAL EMPLOYEES

A casual employee (as defined) shall be paid for working ordinary time at the appropriate rate prescribed for the work performed, plus 20%, such additional amount to be payment in lieu of annual leave, sick leave and public holidays.

(d) WEEKLY RATE

The normal weekly salary rate means 1/52nd of a full-time employee's annual salary exclusive of allowances and overtime.

(e) HOURLY RATE

The hourly rate shall be ascertained by dividing an employee's appropriate weekly rate by the prescribed ordinary hours of work."

3. By deleting Clause 9 (c) - Certificate Allowance, and inserting in lieu thereof the following:

"(c) Certificate Allowance

The certificate allowance provision is now redundant as skill based classifications have been introduced. All other circumstances are covered under Clause 9(d)(ii) - More Responsible Duties."

4. By deleting Clause 9 (d) (ii) - More Responsible Duties, and inserting in lieu thereof the following:

"(ii) More Responsible Duties

(a) Where for a period of five days or more an employee is required to perform more responsible duties which are not capable of being paid as provided for in paragraph (d) (i) of this clause the Controlling Authority shall authorise a more responsible duties allowance.

The allowance shall be established by reference to the value of the more responsible duties allowance.

(b) For the purposes of paragraph (d) (i) and (ii) reference to employee does not include temporary or casual employees.

(iii) Where an employee receiving an allowance under subclause (i) or (ii) (a) proceeds on approved leave, sick leave or leave in lieu of overtime, the employee will continue to receive that allowance provided that the duties continue after the period of such leave.
(iv) Payment for overtime shall be at the classification rate inclusive of the allowance provided in subclauses (i) or (ii)."

5. **By deleting Clause 9 (e) - Kilometreage Allowance, and inserting in lieu thereof the following:**

"(e) Kilometreage Allowance

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

<table>
<thead>
<tr>
<th>Cents per Kilometre</th>
<th>Rate A</th>
<th>Rate B</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 h.p. or more including rotary engines</td>
<td>42.38 cents</td>
<td>36.28 cents</td>
</tr>
</tbody>
</table>

6. **By deleting Clause 9 (g) - Meal Allowance, and inserting in lieu thereof the following:**

"(g) Meal Allowance

Where an employee is on ambulance duty and is unable to have a meal within the normal meal period, an allowance of:

Breakfast $ 6.45
Lunch $ 7.10
Dinner $12.55

is payable **PROVIDED** that the meal may be taken at any location. This allowance is not payable to employees who are on duty at public contracts previously arranged prior to the commencement of the shift.

The normal meal period is defined as between the fourth and sixth hour of a shift and, where the length of the shift extends beyond twelve hours, the ninth and eleventh hour **PROVIDED** that an employee who, with the permission of the Supervisor, takes their meal before this period shall not be entitled to the allowance.

Breakfast is any meal period which occurs between midnight and 9.59am. Lunch is any meal period which occurs between 10.00am and 5.59pm. Dinner is any meal period which occurs between 6.00pm and 11.59pm."

8. By deleting Clause 14 (b)(iii) - Shift Workers, and inserting in lieu thereof the following:

"(iii) employees who are regularly rostered for duty on week days and Saturdays and Sundays shall be entitled to a paid meal break of; - 20 minutes duration for a day or afternoon/late shift and - 20 minutes duration for a night shift."

9. By deleting Clause 18 - Overtime, and inserting in lieu thereof the following:

"18. OVERTIME (OTHER THAN SHIFT WORKERS)

The Director of Ambulance Services may require any employee to work reasonable overtime at overtime rates, and such employee shall work overtime in accordance with such requirement. No overtime shall be worked without the prior approval of the Director. For all time worked in excess of the ordinary hours of work, the following payments shall be made:

Monday to Sunday inclusive - time and one half for the first two hours and double time thereafter.

Public holidays - double time and one half.

Unless the period of overtime is one and a half hours or less, an employee before starting overtime shall be allowed a meal break of 20 minutes which shall be paid at ordinary rates. The Director and an employee may agree to any variation of this provision to meet the circumstances of the work in hand provided that no employee shall be required to work more than five hours without a break for a meal."

10. By deleting Clause 19 - Payment of Wages and inserting in lieu thereof the following:

"19. PAYMENT OF WAGES

Wages shall be paid fortnightly and shall be available no later than 10.00am on the fourth day following the close of the pay period. On each pay day every employee shall be furnished with a statement detailing total earnings and deductions.

Wages, including overtime, shall be paid by direct deposit (Electronic Funds Transfer).

PROVIDED that no penalty for late payment will apply where payment of wages is delayed by reasons beyond the employer's control."
11. By deleting Clause 20(a) - Reimbursements, and inserting in lieu thereof the following:

20. REIMBURSEMENTS

(a) Telephone

Where the Director of Ambulance Services requires an employee to have a telephone installed, all costs associated with the initial standard installation and annual rental of the employee's telephone will be met by the Director. Except when required by the Director of Ambulance Services, if an employee subsequently moves residence more than 3 times within six years of any installation or connection paid for by the Director, the employee shall be required to pay the costs of the new telephone installation or connection."

12. By deleting Clause 21 - Rest Period After Overtime, and inserting in lieu thereof the following:

"21. REST PERIOD AFTER OVERTIME

When overtime work is necessary it shall, wherever reasonably practicable, be so arranged that employees have at least 9 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 ordinary work on one day and the commencement of ordinary work on the next -day that there is not at least 9 consecutive hours off duty between those times, shall be released after completion of such overtime until the employee has had 9 consecutive hours off duty without the loss of pay for ordinary working time occurring during such absence.

If, on the instructions of the Director of Ambulance Services, an employee resumes or continues work without having had 9 consecutive hours off duty, such employee shall be paid at the appropriate overtime rate until released from duty for such period, and shall be entitled to be absent for 9 consecutive hours off duty without the loss of pay for ordinary working time occurring during such absence.

The provisions of this clause shall not apply to employees who are rostered for on call duty."
13. By deleting Clause 23 Shift Work, subclause (c) - Overtime, and inserting in lieu thereof and inserting in lieu thereof the following:

"(c) Overtime

The Director of Ambulance Services may require any employee to work reasonable overtime at overtime rates and such employee will work such overtime in accordance with that requirement. All time worked by a shift worker outside of rostered ordinary hours shall be paid at the rate of double time. All overtime worked on a Sunday shall be paid at the rate of double time and one half. Calculation of overtime for the purposes of this clause shall be at the hourly rate defined.

PROVIDED that overtime shall not commence to accrue until 10 minutes after the completion of an employee’s hours of duty where a change of shift involves a hand-over requirement.

Overtime shall be calculated to the nearest one quarter of one hour. In calculation of overtime, each day’s work shall stand alone. Whenever the finishing time of an employee required to work overtime is such that there is no public transport (excluding taxis) available, transport shall be provided for him by the employer within half an hour of such finishing time."

14. By deleting Clause 28 - Leave Reserved and inserting in lieu thereof the following:

"28. LEAVE RESERVED

Leave is reserved to the parties in respect to the following:

- Communications Officer - rate of pay
- Trainee Communications Officer - communications course and
- Senior Communications Officer - qualifications deemed relevant
- Part Time Employee definition
- Keyboard Employee and Office Assistants Award - Salaries
- Living Away From Home Allowance
- Staff Amenities
- Higher Duties Allowance
- Call Back
- Deletion of Classifications"
- Ambulance Technician - Quota
  - Entry Requirements
  - Training to be articulated with and accredited to the Student Ambulance Officer Course"

**OPERATIVE DATE**

This order shall commence from the first full pay period on or after 11 November 1992.

R.K. Gozzi

**COMMISSIONER**

25 November 1992