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TASMANIAN INDUSTRIAL COMMISSION

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

Tasmanian Chamber of Commerce and Industry Limited
(T8963 of 2000)

Australian Cement Holdings Enterprise Award
Broadcasting and Television Award
Butter and Cheesemakers Award
Civil Construction and Maintenance Award
Clerical and Administrative Employees (Private Sector) Award
Dairy Processing Award
Estate Agents Award
Farming and Fruit Growing Award
Fibreglass and Plastics Award
Fish Aquaculture and Marine Products Award
Fuel Merchants Award
Furnishing Trades Award
Horticulturists Award
Hotels, Resorts, Hospitality and Motels Award
Independent Schools (Non-Teaching Staff) Award
Insurance Award
Licensed Clubs Award
Marine Boards Award
Meat Processing Industry Award
Medical Diagnostic Services (Private Sector) Award
Medical Practitioners (Private Sector) Award
Miscellaneous Workers Award
Nursing Homes Award
Optical Industries Award
Photographic Industry Award
Plant Nurseries Award
Printers Award
Produce Award
Public Accountants Award
Public Vehicles Award
Restaurant Keepers Award
Retail Trades Award
Rubber Trades Award
Shellfish Industry Award
Textile Award
Timber Merchants Award
Totalizator Agency Award
Wholesale Pharmaceutical Award
Wholesale Trades Award

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FULL BENCH:
DEPUTY PRESIDENT R J WATLING
COMMISSIONER T J ABEY
COMMISSIONER A W PEARCE

Award variation - nominated private sector awards - application amended - deletion of obsolete training provisions - application granted - operative ffpp 7 September 2000

MEDICAL DIAGNOSTIC SERVICES (PRIVATE SECTOR) AWARD

ORDER BY CONSENT -

No. 2 of 2000

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THE MEDICAL DIAGNOSTIC SERVICES (PRIVATE SECTOR) AWARD IS VARIED IN THE FOLLOWING MANNER:

1. By deleting Clause 3 - Arrangement, and inserting in lieu thereof the following:

"3. ARRANGEMENT

<u>Subject Matter</u>	<u>Clause No.</u>	<u>Page No.</u>
Title	1	
Scope	2	
Arrangement	3	
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Definitions	7	
Wage Rates	8	
Annual Leave	9	
Breakages	10	
Casual Employees	11	
Compassionate Leave	12	
Consultative Procedures	13	
Contract of Employment	14	
Enterprise Flexibility	15	
Higher Duties	16	
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Meal Allowance	19	
Meal and Rest Period	20	
Occupational Superannuation	21	
Overtime	22	
Parental Leave	23	
Part A - Maternity Leave		
Part B - Paternity Leave		
Part C - Adoption Leave		
Part D - Part-Time Work		
Part-Time Employees	24	
Payment of Wages	25	
Probation	26	
Roster	27	
Saturday, Sunday and Holiday Work	28	
Sick Leave	29	
Tools, Material and Equipment	30	
Uniforms	31	
Vehicle Allowance	32"	

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2. By deleting Clause 7 - Definitions, and inserting in lieu thereof the following:

"7. DEFINITIONS

(a) CLASSIFICATION DEFINITIONS

'ADMINISTRATIVE EMPLOYEE'

Grade 1 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanding adjustment = 78%)

An employee at this level shall mean an employee who is undertaking up to 494 hours induction training which may include information on the enterprise, conditions of employment, introduction to supervisors and fellow workers, training and career path opportunities, work and documentation procedures, occupational health and safety, equal employment opportunity, quality control/assurance and initial on-the-job training.

Grade 2 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanding adjustment = 82%)

An employee at this level shall be an adult employee who is undertaking a traineeship under the Australian Traineeship System.

An employee shall remain at this level until the full period of the traineeship is completed.

Grade 3 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanding adjustment = 87.4%)

(i) GRADING

Employees shall be graded at this level where the principal functions of their employment as determined by the employer require the following:

- (1) The exercise of the 'General Requirements' specified in (ii) hereunder; and
- (2) In addition to the 'General Requirements' are required to exercise any one or more of the broad skill levels set out in (iii) hereunder.

(ii) GENERAL REQUIREMENTS

- (1) Employees in this grade perform, and are accountable for clerical and office tasks as directed, within the skill levels set out. They work within established routines, methods and procedures. Supervision is direct.

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- (2) Employees in this grade shall be able to acquire and apply a limited knowledge of office procedures and requirements.

(iii) SKILL REQUIREMENTS

(1) Technical Skills

Machine Operation - Skill Level 1

Employees at this level are able to operate telephone/intercom systems, telephone answering machines; facsimile machines, photocopiers, franking machines, guillotines.

(2) Information Handling Skills - Skill Level 1

Employees at this level are able to receive, sort, open, distribute incoming mail, process outgoing mail, receive incoming and despatch outgoing courier mail, deliver messages and documents to appropriate persons/locations; prepare and collate documents; sort and file documents/records accurately in correct location/sequence using an established paper based filing system.

Grade 4 - (Proposed wage relativity to Technical Employee Grade 5 at completion of minimum rates adjustment and broadbanding adjustment = 92.4%)

(i) GRADING

Employees shall be graded at this level where the principal functions of their employment as determined by the employer require the following:

- (1) The exercise of the 'General Requirements' specified in (ii) hereunder; and
- (2) In addition to the 'General Requirements' are required to exercise any one or more of the broad skill levels set out in (iii) hereunder.

(ii) GENERAL REQUIREMENTS

- (1) Employees in this grade perform clerical and office tasks using a more extensive range of skills and knowledge at a level higher than required in Administrative Employee Grade 3. They are responsible and accountable for their own work which is performed within established routines, methods and procedures. Supervision is routine.
- (2) Employees at this level shall be able to acquire and apply a working knowledge of office or sectional operating procedures and requirements; acquire and apply a working knowledge of the organisation's structure and personnel in order to deal with enquiries at first instance, locate appropriate staff in different sections, relay internal information, respond to or redirect enquiries, greet visitors.

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(iii) SKILL REQUIREMENTS

(1) Technical Skills

Machine Operation - Skill Level 2

Employees at this level are able to operate adding machines, switchboard, paging system, telex machine, typewriter and calculator.

Computer - Skill Level 1

Employees at this level are able to use knowledge of keyboard and function keys to enter and retrieve data through computer terminal.

Keyboard Typing - Skill Level 1

Employees at this level are able to type at 25 words per minute with 98 per cent accuracy. Utilise basic word processing skills.

NOTE: Technical skills herein specified are to be read as a whole i.e. an employee if required shall be capable of exercising all skills relating to machine operation, keyboard, computer and word processing at this level.

(2) Information Handling Skills - Skill Level 2

Employees at this level are able to maintain mail register and records; maintain established paper-based filing/records systems in accordance with set procedures including creating and indexing new files, distributing files within the organisation as requested, monitoring file locations; transcribe information into records, complete forms, take telephone messages.

(3) Business/Financial Skills - Skill Level 1

Employees at this level are able to keep appropriate records; prepare and record petty cash transactions; undertake bank transactions (deposits and withdrawals).

Grade 5 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanning adjustment = 100%)

(i) GRADING

Employees shall be graded at this level where the principal functions of their employment as determined by the employer require the following:

- (1) The exercise of the 'General Requirements' specified in (ii) hereunder; and
- (2) In addition to the 'General Requirements' are required to exercise any one or more of the broad skill levels set out in (iii) hereunder;

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OR ARE:

- (3) Employees holding a Certificate of Commercial Studies (TAFE) or accredited equivalent, and who are required to use skills and perform tasks within the range of Administrative Employee Grade 5.

(ii) GENERAL REQUIREMENTS

- (1) Employees in this grade perform clerical and office tasks using a more extensive range of skills and knowledge, at a level higher than required in Administrative Employee Grade 4. They are responsible and accountable for their own work, which is performed within established guidelines. They exercise limited discretion within the range of their skill and knowledge. Supervision is general.
- (2) They must be able to acquire a working knowledge of the organisation's products/services, functions, locations and clients; respond to, and act upon most internal/external enquiries in own function area.

(iii) SKILL REQUIREMENTS

(1) Technical Skills

Machine Operation - Skill Level 3

Employees at this level are able to operate computerised radio telephone equipment, micro/personal computer, printing devices attached to personal computer, dictaphone equipment, typewriters.

Keyboard - Typing - Skill Level 2

Employees at this level are able to produce documents and correspondence using knowledge of standard formats, touch type at 40 words per minute with 98 per cent accuracy, audio type.

Computer - Skill Level 2

Employees at this level are able to use one software application package developed for a micro-personal computer to create:

- a database file structure, or
- a spreadsheet/worksheet, or a graphic, or
- an accounting/payroll file following standard procedures and using existing models/fields of information; or
- use a central computer resource to an equivalent standard.

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Word Processing - Skill Level 1

Employees at this level are able to use ONE software package to create, format, edit, proof read, correct, print and save text documents, e.g. standard correspondence and business documents.

NOTE: Technical skills herein specified are to be read as a whole i.e. an employee if required shall be capable of exercising all skills relating to machine operation, keyboard, computer and word processing at this level.

(2) Secretarial - Skill Level 1

Employees at this level are able to take shorthand notes at 70wpm and transcribe with 95 per cent accuracy.

(3) Information Handling - Skill Level 3

Employees at this level are able to use computer based record management systems to file and retrieve records such as accounts, stock inventory, finance and personnel records.

(4) Business/Financial - Skill Level 2

Employees at this level are able to maintain records and journals, sort, process and record transactions such as incoming/outgoing cheques, invoices, debit/credit items, payroll data, establish petty cash imprest system.

Grade 6 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanding adjustments = 105%)

(i) GRADING

Employees shall be graded at this level where the principal functions of their employment as determined by the employer require the following:

- (1) The exercise of the 'General Requirements' specified in (ii) hereunder; and
- (2) In addition to the 'General Requirements' are required to exercise any one or more of the broad skill levels set out in (iii) hereunder.

(ii) GENERAL REQUIREMENTS

- (1) Employees in this grade perform clerical and office tasks using a more extensive range of skills and knowledge at a level higher than required in Administrative Employee Grade 5. They are responsible and accountable for their own work, and exercise discretion and initiative in the organisation of work within prescribed limits. Supervision is limited.

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- (2) Employees in this grade are able to provide detailed advice and information on the organisation's products and services; respond to client/public/supplier problems within own function area, using such techniques as personal interview and liaison; explain organisation's viewpoint to clients and appropriate persons related to own function area.
- (3) Employees at this level shall be capable of guiding employees graded at a lower level by means of personal instruction and demonstration. This may include general supervision of up to four employees.
- (4) Employees at this level shall be capable of acquiring and using specialist vocabulary i.e. technical, medical legal etc. within the scope of this grade.

(iii) SKILLS REQUIREMENTS

(1) Technical Skills

Keyboard - Typing - Skill Level 3

Employees at this level are able to format complex documents including technical data, technical language, tables, graphs, text design, indexing, variable type face; produce documents requiring specified legal form or to comply with regulations or standards.

Computer - Skill Level 3

Employees at this level are able to use TWO application software packages developed for a micro/personal computer at a standard equal to Skill Level 2 in each, e.g. database, communications, accounting, payroll/personnel, spreadsheets, graphics, other applications; or

Employees at this level are able to use a central computer resource to an equivalent standard.

Word Processing - Skill Level 2

Employees at this level are able to use TWO software packages at a standard equal to Skill Level 1; or

Apply additional functions such as search and replace, variable fonts, moving and merging across documents, text columns, money columns, tables, e.g. to produce financial statements, printed forms.

NOTE: Technical skills herein specified are to be read as a whole i.e. an employee if required shall be capable of exercising all skills relating to machine operation, keyboard, computer and word processing at this level.

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(2) Secretarial Skills - Skill Level 2

Employees at this level are able to arrange travel bookings and itineraries; make appointments; screen telephone calls; follow visitor protocol procedures; establish telephone contact on behalf of executive.

Take shorthand notes at 90wpm and transcribe with 95 per cent accuracy.

(3) Information Handling - Skill Level 4

Employees at this level are able to maintain a computer based records management system; identify, access and extract information from internal sources.

(4) Business/Financial - Skill Level 3

Employees at this level are able to prepare cash payment summaries, banking reports and bank statements; maintain wage and salary records; follow credit referral procedures; apply purchasing and inventory control requirements; post journals to ledger.

Grade 7 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanding adjustment = 110%)

(i) GRADING

Employees shall be graded at this level where the principal functions of their employment as determined by the employer require the following:

- (1) The exercise of the 'General Requirements' specified in (ii) hereunder; and
- (2) In addition to the 'General Requirements' are required to exercise any one or more of the broad skill levels set out in (iii) hereunder.

(ii) GENERAL REQUIREMENTS

- (1) Employees in this grade perform clerical and administrative duties using a more extensive range of skills and knowledge at a level higher than required in Administrative Employee, Grade 6. They are responsible and accountable for their own work, and may have limited responsibility for the work of others. They exercise initiative, discretion and judgement within the range of their skills and knowledge. Supervision is minimal.
- (2) Employees in this grade must be able to acquire a detailed knowledge of enterprise operations and structures and a basic knowledge of the industry or field of interest in which the organisation operates. Respond to and act upon complex issues/arrangements in such areas as consumer/client services, special products/service knowledge, production and planning schedules, material supply, transport/freight arrangements.

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- (3) Employees in this grade shall be capable of guiding employees in lower grades by means of personal instruction and demonstration.

(iii) SKILL REQUIREMENTS

(1) Technical Skills

Computer - Skill Level 4

Employees at this level are able to use THREE application software packages developed for a micro/personal computer at a standard equal to Skill Level 2 in each; or

Use a central computer resource to an equivalent standard; or

Apply knowledge of advanced functions of a SINGLE application software package to manipulate data, i.e. modify fields of information, develop new database or spreadsheets models; or graph previously prepared spreadsheets; or perform reconciliation.

and/or

Word Processing - Skill Level 3

Employees at this level are able to apply advanced functions including Macros, Sorting and Maths functions, boxes, thesaurus using ONE software package; or

Apply knowledge of additional functions defined in Skill Level 2 using TWO software packages.

(2) Secretarial Skills - Skill Level 3

Employees at this level are able to write shorthand notes at 100wpm and transcribe at 95 per cent accuracy; maintain executive diary; respond to invitations; organise internal meetings on behalf of executive; establish and maintain reference lists/personal contact systems for executives; maintain current working and personal filing systems for executive.

(3) Information Handling - Skill Level 5

Employees at this level are able to create new forms of files and records as required using computer-based records systems; access, identify, and extract information as required from external sources. e.g. databases, libraries, local authorities; maintain subscriptions for required technical, trade and other publication systems, maintain circulation, indexing and filing systems for publications; review/close files, archive files.

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(4) Business/Financial - Skill Level 4

Employees at this level are able to reconcile accounts to balance; follow up unpaid accounts; calculate wage and salary requirements; calculate work valuations; prepare bank reconciliations.

(5) Supervisory - Skill Level 1

Employees at this level are able to allocate work tasks to individuals, check work progress and correct errors. Normally five or more subordinates would be involved.

(6) Specialist Skills - Skill Level 1

Employees at this level are able to apply knowledge of export and customs documentation requirements and procedures; apply knowledge of separate relevant industrial award rates of pay and conditions, occupational health and safety requirements.

Grade 8 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanding adjustment = 115%)

(i) GRADING

Employees shall be graded at this level where the principal functions of their employment as determined by the employer require the following:

- (1) The exercise of the 'General Requirements' specified in (ii) hereunder; and
- (2) In addition to the 'General Requirements' are required to exercise any one or more of the broad skill levels set out in (iii) hereunder.

(ii) GENERAL REQUIREMENTS

- (1) Employees in this grade perform clerical and administrative duties using a more extensive range of skills and knowledge at a level higher than required in Administrative Employee Grade 7. They are responsible and accountable for their own work, and may have limited responsibility for the work of a section or unit. They exercise initiative, discretion and judgement within the range of their skills and knowledge. Supervision is by means of reporting to more senior officers as required.
- (2) Employees in this grade are able to apply knowledge of the organisation's objectives, performance, projected areas of growth, product trends; and general industry conditions, e.g. knowledge of competitors and major clients market structure in the performance of own responsibilities.
- (3) Employees in this grade shall be capable of guiding employees graded at a lower level by means of personal instruction and demonstration.

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(iii) SKILL REQUIREMENTS

(1) Technical Skills

Computer - Skill Level 5

Employees at this level are able to use TWO application software packages on a micro/personal computer to a standard equal to Skill Level 4 in each; or

Use a central computer resource to an equivalent standard; or

Assist in operating a mainframe computer;

and/or

Word Processing - Skill Level 4

Employees are able to use complex functions such as moving columns, creating displays of charts or graphs, booklet or report format on ONE software package; or

Apply knowledge of advanced functions defined in Skill Level 3 using TWO software packages.

(2) Secretarial Skills - Skill Level 4

Employees at this level are able to write shorthand notes at 120wpm and transcribe at 95 per cent accuracy; attend executive/organisational meetings and take minutes; establish current working and personal executive filing system, answer correspondence from verbal or rough handwritten instructions; organise teleconferences.

(3) Information Handling - Skill Level 6

Employees at this level are able to establish new paper based/manual filing records systems for the enterprise; assist in separate undertaking research (locate/solicit, summarise/extract and interpret information) related to function area; compose original business correspondence from minimal instructions.

(4) Business/Financial - Skill Level 5

Employees at this level are able to post transactions to ledger and prepare a trial balance; prepare financial/tax schedules; calculate costings, stock pricing; complete personnel/payroll data for authorisation.

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(5) Supervisory - Skill Level 2

Employees at this level are able to assist in the development of work quality and performance in a team environment; solve operational problems in own work functional area and resolve operational problems for staff in lower grades; co-ordinate work flow within a section or unit and counsel and advise staff who are under direct supervision.

(6) Specialist Skills - Skill Level 2

Employees at this level are able to apply working knowledge of industrial/employment law, equal opportunity, workers compensation procedures and superannuation requirements.

Grade 9 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanning adjustment = 125%)

(i) GRADING

Employees shall be graded at this level where the principal functions of their employment as determined by the employer require the following:

- (1) The exercise of the 'General Requirements' specified in (ii) hereunder; and
- (2) In addition to the 'General Requirements' are required to exercise any one or more of the broad skill levels set out in (iii) hereunder.

(ii) GENERAL REQUIREMENTS

- (1) Employees in this grade perform clerical and administrative duties using a more extensive range of skills and knowledge at a level higher than required in Administrative Employee Grade 8. They are responsible and accountable for their own work, and may have designated responsibility for the unit/section under their supervision. They exercise initiative, discretion and judgement within the range of their skills and knowledge. Supervision is by means of reporting to more senior officers as required.
- (2) Employees in this grade are able to assist in developing policy or new products and services to meet changing market or other circumstances; identify and assess internal and external factors impacting on production and service delivery; identify future trends.
- (3) Employees in this grade are able to assist in the delivery of structured training courses and apply a knowledge of training materials and aids; train employees (where appropriate) in lower grades by means of personal instruction and demonstration.

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(iii) SKILL REQUIREMENTS

(1) Technical Skills

Computer - Skill Level 6

Employees at this level are able to use and integrate a variety of application software packages within a micro/personal computer network; or

Use a central computer resource to an equivalent standard; or

Evaluate and determine optimum software solutions (using existing software/programs) to meet new or different application requirements; or

Use MACRO function (logical operators) on a spreadsheet package;

and/or

Word Processing - Skill Level 5

Employees at this level are able to use all preceding word processing functions and integrate word processing software with other application software packages to produce complex text and data documents; apply knowledge of Desk Top Publishing to integrate documents and select style sheets appropriate to final presentation; determine all document production design needs without instructions.

(2) Secretarial Skills - Skill Level 5

Employees at this level are able to arrange conferences and external meetings; originate executive correspondence; assist executive in preparing, attending and following up appointments, interviews, meetings, etc; act on delegated authority of executive.

(3) Business/Financial - Skill Level 6

Employees at this level are able to assist in preparing - budgets, cashflow records, balance sheets, trading accounts, cash management analysis, FBT and company tax requirements; administer individual executive salary packages, travel expenses and allowances, company transport; administer specialised salary and payroll requirements, e.g. Eligible Termination Payments, Superannuation Trust Deed Requirements, Workers' Compensation, Maintenance Support Scheme, etc; assist in financial forecasting; interpret and prepare financial information for senior management and prepare reports and assessment relevant to areas of responsibility.

(4) Supervisory - Skill Level 3

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Employees at this level are able to plan and organise work priorities of unit or section; reschedule the workloads as necessary and resolve operational problems in area of responsibility; monitor work quality of those supervised; use observations, diagnosis and intervention skills to ensure unit/section meets objectives; organise and chair necessary work meetings/ conferences; assist in planning future sectional/office organisational resources and equipment needs.

(5) Specialist Skills - Skill Level 3

Employees at this level are able to use knowledge of basic statistics to interpret data from spreadsheets, statistical tables, graphs and frequency tables using tools such as mean, mode, median variation, etc. apply knowledge of exchange rate fluctuations in areas of functional responsibility; apply working knowledge of legal requirements, e.g. personal income tax and company tax law, company law, contract law, superannuation law, local government and environmental regulation.

'OPERATIONAL EMPLOYEE'

Grade 1 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanding adjustment = 78%)

An employee at this level shall mean an employee who is undertaking up to 494 hours induction training which may include information on the enterprise, conditions of employment, introduction to supervisors and fellow workers, training and career path opportunities, work and documentation procedures, occupational health and safety, equal employment opportunity, quality control/assurance and initial on-the-job training.

Grade 2 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanding adjustment = 82%)

An employee at this level is an employee who has completed the Operational Employee Grade 1 induction training so as to enable the employee to perform work within the scope of this level.

An employee at this level performs work to the level of his/her training:

- (i) works under direct supervision either individually or in a team environment;
- (ii) understands and undertakes basic quality control/assurance procedures including the ability to recognise basic quality deviations/faults;
- (iii) understands and utilises basic statistical process control procedures.

Indicative of the tasks which an employee at this level may perform are the following:

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- * general labouring duties;
- * general cleaning duties;
- * repetition work on automatic, semi-automatic or single purpose machines or equipment.

Grade 3 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanding adjustment = 87.4%)

An employee at this level is an employee who performs work above and beyond the skills of an employee at Operational Employee Grade 2 and to the level of his/her training:

- (i) is responsible for the quality of his/her own work subject to routine supervision;
- (ii) works under routine supervision either individually or in a team environment;
- (iii) exercises discretion within his/her level of skills and training;

Indicative of the tasks which an employee at this level may perform are the following:

- * receiving, despatching, distributing, sorting, checking, packing, documenting and recording of goods, materials and components;
- * operates machinery and equipment requiring the exercise of skill and knowledge beyond that of an Operational Employee Grade 2;
- * cleaning duties requiring the exercise of skill and knowledge beyond that of an Operational Employee Grade 2;
- * non-trade engineering skills;
- * basic keyboard skills.

Grade 4 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanding adjustment = 92.4%)

An employee at this level performs work above and beyond the skills of an Operational Employee Grade 3 and to the level of his/her training:

- (i) works from complex instructions and procedures;
- (ii) assists in the provision of on-the-job training to a limited degree;
- (iii) co-ordinates work in a team environment or works individually under general supervision;
- (iv) is responsible for assuring the quality of his/her own work.

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Indicative of the tasks which an employee at this level may perform are the following:

- * inventory and store control including:
 - licensed operation of all appropriate equipment;
 - use of tools and equipment within the scope (basic non-trades maintenance);
 - computer operation at a level higher than that of an Operational Employee Grade 3;
- * Intermediate keyboard skills;
- * courier.

Grade 5 - (Proposed wage relativity to Technical Employee, Grade 5 after completion of minimum rates adjustment and broadbanding adjustment = 100%)

An employee at this level is an employee who applies skills acquired through the successful completion of a relevant trade certificate level qualification or equivalent accredited training or has experience deemed by the employer to be equivalent.

An employee at this level works above and beyond an Operational Employee Grade 4 and to the level of his/her training:

- (i) understands and applies quality control techniques;
- (ii) exercises discretion within the scope of this grade;
- (iii) exercises good interpersonal communications skills;
- (iv) exercises keyboard skills at a level higher than an Operational Employee Grade 4;
- (v) performs work under general supervision either individually or in a team environment.

Indicative of the tasks which an employee at this level may perform are as follows:

- * high level stores and inventory responsibility beyond the requirements of an Operational Employee Grade 4;
- * assist in the provision of on-the-job training.

Grade 6 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanding adjustment = 105%)

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An employee at this level is an employee who applies skills acquired through the successful completion of a relevant post trade qualification or equivalent accredited training or has experience deemed by the employer to be equivalent.

An employee at this level works above and beyond an Operational Employee Grade 5 and to the level of his/her training:

- (i) exercises the skill attained through the satisfactory completion of the training relevant to this classification;
- (ii) exercises discretion within the scope of this grade;
- (iii) works under general supervision either individually or in a team environment;
- (iv) understands and implements quality control techniques;
- (v) provides trade guidance and assistance as part of a work team.

'TECHNICAL EMPLOYEE'

Grade 1 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanning adjustment = 78%)

An employee at this level shall mean an employee who works in a laboratory environment and/or routinely handles specimens and is undertaking up to 494 hours induction training which may include information on the enterprise, conditions of employment, introduction to supervisors and fellow workers, training and career path opportunities, work and documentation procedures, occupational health and safety, equal employment opportunity, quality control/assurance and initial on-the-job training.

Grade 2 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanning adjustment = 82%)

Technical Assistant Level 1.1

An employee at this level is an employee who has completed the Technical Employee Grade 1 induction training and is undertaking on-the-job training so as to enable the employee to perform work within the scope of this level. (The full range of skills and training specified for this level may occur at various stages throughout the time period stipulated in the incremental scale for Technical Assistant).

An employee at this level performs work to the level of his/her training:

- (i) works under direct supervision either individually or in a team environment;
- (ii) understands and undertakes basic quality control/assurance procedures including the ability to recognise basic quality deviations/faults;

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- (iii) understands and utilises basic statistical process control procedures;
- (iv) works in a laboratory environment and routinely handles specimens.

Indicative of the tasks which an employee at this level may perform are the following:

- * repetition work on automatic, semi-automatic or single purpose machines or equipment;
- * keyboard skills;
- * performs work under supervision either individually or in a team environment;
- * maintain records;
- * assist in laboratory functions.

OR

Specimen Collector Level 1.1

An employee at this level is an employee who has completed the Technical Employee Grade 1 induction training and is undertaking on-the-job training so as to enable the employee to perform work within the scope of this level. (The full range of skills and training specified for this level may occur at various stages throughout the time period stipulated in the incremental scale for Specimen Collector.)

An employee at this level performs work to the level of his/her training:

- (i) works under direct supervision either individually or in a team environment;
- (ii) understands and undertakes basic quality control/assurance procedures including the ability to recognise basic quality deviations/faults;
- (iii) routinely takes and handles specimens.

Indicative of the tasks which an employee at this level may perform are the following:

- * specimen collection;
- * keyboard skills;
- * performs work under supervision either individually or in a team environment;
- * maintain records.

Grade 3 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanding adjustment = 87.4%)

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Technical Assistant Level 1.2

An employee at this level shall mean an employee who has completed 1976 hours work, as a Technical Assistant, with the current employer or an employer providing a similar service.

OR

Specimen Collector Level 1.2

An employee at this level shall mean an employee who has completed 1976 hours work, as a Specimen Collector, with the current employer or an employer providing a similar service.

Grade 4 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanding adjustment = 92.4%)

Technical Assistant Level 1.3

An employee at this level shall mean an employee who has completed 3952 hours work, as a Technical Assistant, with the current employer or an employer providing a similar service.

OR

Specimen Collector Level 1.3

An employee at this level shall mean an employee who has completed 3952 hours work, as a Specimen Collector, with the current employer or an employer providing a similar service.

Grade 5 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanding adjustment = 100%)

Technical Assistant Level 1.4

An employee at this level shall mean an employee who has completed 5928 hours work, as a Technical Assistant, with the current employer or an employer providing a similar service.

OR

Specimen Collector Level 1.4

An employee at this level shall mean an employee who has completed 5928 hours work, as a Specimen Collector, with the current employer or an employer providing a similar service.

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OR

Specimen Collector and Courier

An employee at this level shall mean an employee who has been trained in the multi-skilled role of specimen collection and courier and performs those duties on an ongoing basis.

OR

Technician Level 1.1

An employee at this level is an employee who applies skills acquired through the successful completion of a relevant qualification or equivalent accredited training or has experience deemed by the employer to be equivalent.

An employee at this level:

- (i) understands and applies quality control techniques;
- (ii) exercises good interpersonal and communication skills;
- (iii) exercises keyboard skills at a level appropriate to this grade;
- (iv) performs work under limited supervision either individually or in a team environment;
- (v) performs non-technical tasks incidental to his/her work.

OR

Cytology Technician Level 1.1

An employee at this level is an employee who applies skills acquired through the successful completion of a relevant trade certificate level qualification or equivalent accredited training or has experience deemed by the employer to be equivalent.

An employee at this level:

- (i) understands and applies quality control techniques;
- (ii) exercises discretion within the scope of this grade;
- (iii) exercise good interpersonal communications skills;
- (iv) exercises keyboard skills at a level higher than Technical Employee Grade 4;
- (v) performs work under general supervision either individually or in a team environment.

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Indicative of the tasks which an employee at this level may perform are as follows:

- * on-the-job training in the microscopic examination of cells for cancerous or pre-cancerous changes and the undertaking of this task when competent;
- * assists in the provision of on-the-job training.

Grade 6 - Proposed wage relativity to Technical Employee Grade 5 after completion of the minimum rates adjustment and broadbanding adjustment = 105%)

Technician Level 1.2

An employee at this level shall mean an employee who has completed 1976 hours work as a Technician with the current employer or an employer providing a similar service.

OR

Cytology Technician Level 1.2

An employee at this level shall mean an employee who has completed 1976 hours work as a Cytology Technician with the current employer or an employer providing a similar service.

Grade 7 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanding adjustment = 110%)

Technical Level 1.3

An employee at this level shall mean an employee who has completed 3952 hours work as a Technician with the current employer or an employer providing a similar service.

OR

Cytology Technician Level 1.3

An employee at this level shall mean (subject to accelerated advancement) an employee who has completed 3952 hours work as a Cytology Technician with the current employer or an employer providing a similar service.

OR

Specimen Collection Supervisor

An employee at this level shall mean a specimen collector who has been appointed by the employer to supervise lower grade specimen collectors.

Grade 8 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment or broadbanding adjustment = 115%)

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Technician Level 2.1

An employee at this level shall mean a Technical Employee Grade 7 who has gained expertise in medical science and has been appointed to this level by the employer.

An employee at this level performs work to the level of his/her training:

- (i) is able to provide guidance, assistance and direction as part of a work team;
- (ii) provides training in conjunction with supervisors;
- (iii) understands and implements quality control techniques;
- (iv) works under limited supervision either individually or in a team environment;
- (v) is able to competently carry out laboratory procedures to the level of his/her training.

OR

Cytology Technician Level 1.4

An employee at this level shall mean (subject to accelerated advancement) an employee who has completed 5928 hours work as a Cytology Technician with the current employer or an employer providing a similar service.

Grade 9 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanning adjustment = 125%)

Technician Level 2.2

An employee at this level shall mean an employee who has completed 1976 hours work as a Technician Level 2 with the current employer or an employer providing a similar service.

OR

Cytology Technician Level 1.5

An employee at this level shall mean (subject to accelerated advancement) an employee who has completed 7904 hours work as a Cytology Technician with the current employer or an employer providing a similar service.

Grade 10 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanning adjustment = 130%)

Technician Level 3.1

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An employee at this level is an employee who applies skills acquired through the successful completion of a relevant advanced certificate or equivalent accredited training or has experience deemed by the employer to be equivalent.

An employee at this level works above and beyond a Technical Employee Grade 9 and to the level of his/her training:

- (i) provides technical guidance or advice within the scope of this level;
- (ii) prepares reports of a technical nature on specific tasks or assignments as directed or within the scope or discretion of this grade;
- (iii) has an overall knowledge and understanding of the principles of the systems and equipment on which the employee is required to perform the work;
- (iv) assists in the provision of on-the-job training in conjunction with supervisors.

OR

Cytology Technician Level 1.6

An employee at this level shall mean (subject to accelerated advancement) an employee who has completed 9880 hours work as a Cytology Technician with the current employer or an employer providing a similar service.

Grade 11 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanning adjustment = 135%)

Technician Level 3.2

An employee at this level shall mean an employee who has completed 1976 hours work as a Technician Level 3 with the current employer or an employer providing a similar service.

OR

Cytology Technician Level 1.7

An employee at this level shall mean (subject to accelerated advancement) an employee who has completed 11856 hours work as a Cytology Technician with the current employer or an employer providing a similar service.

Grade 12 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanning adjustment = 145%)

Technician Level 4

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An employee at this level is an employee who is appointed as such by the employer and who applies skills acquired through the successful completion of a relevant Associate Diploma or equivalent accredited training or has experience deemed by the employer to be equivalent, and is engaged in performing duties which require the exercise of judgement and skill in excess of that required by a Technical Employee Grade 11.

OR

Cytology Technician Level 2

An employee at this level is a Technical Employee Grade 11 (Cytology Technician Level 1.7) who has successfully completed the examinations for membership of The Australian Society of Cytology.

'PROFESSIONAL EMPLOYEE'

Graduate Trainee - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanding adjustment = 115%)

- (i) An employee at this level is an employee who applies skills acquired through the successful completion of a relevant Degree in Science or Applied Medical Science or the equivalent thereto.

An employee shall remain at this level until 3952 hours work has been completed.

OR

- (ii) An employee at this level is an employee who applies skills acquired through the successful completion of a Diploma of Diagnostic Radiography, or the equivalent thereto.

An employee shall remain at this level until 3952 hours work has been completed.

Grade 1.1 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanding adjustment = 125%)

An employee at this level shall mean (subject to accelerated advancement) a person who has successfully completed a relevant Degree in Science or Applied Medical Science or the equivalent thereto or Diploma of Diagnostic Radiography or the equivalent thereto and who has completed 3952 hours work with the current employer or an employer providing a similar service.

Grade 1.2 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanding adjustment = 130%)

An employee at this level shall mean (subject to accelerated advancement) a person who has successfully completed a relevant Degree in Science or Applied Medical Science or

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the equivalent thereto or Diploma of Diagnostic Radiography or the equivalent thereto and who has completed 5928 hours work with the current employer or an employer providing a similar service.

Grade 1.3 - (Proposed wage relativity to Technical Employee Grade 5 after completion of the minimum rates adjustment and broadbanding adjustment = 135%)

An employee at this level shall mean (subject to accelerated advancement) a person who has successfully completed a relevant Degree in Science or Applied Medical Science or the equivalent thereto or Diploma of Diagnostic Radiography or the equivalent thereto and who has completed 7904 hours work with the current employer or an employer providing a similar service.

Grade 1.4 - (Proposed wage relativity to Technical Employee Grade 5 after completion of the minimum rates adjustment and broadbanding adjustment = 145%)

An employee at this level shall mean (subject to accelerated advancement) a person who has successfully completed a relevant Degree in Science or Applied Medical Science or the equivalent thereto or Diploma of Diagnostic Radiography or the equivalent thereto and who has completed 9880 hours work with the current employer or an employer providing a similar service.

Grade 1.5 - (Proposed wage relativity to Technical Employee Grade 5 after completion of the minimum rates adjustment and broadbanding adjustment = 150%)

An employee at this level shall mean (subject to accelerated advancement) a person who has successfully completed a relevant Degree in Science or Applied Medical Science or the equivalent thereto or Diploma of Diagnostic Radiography or the equivalent thereto and who has completed 11856 hours work with the current employer or an employer providing a similar service.

Grade 1.6 - (Proposed wage relativity to Technical Employee Grade 5 after completion of the minimum rates adjustment and broadbanding adjustment = 160%)

An employee at this level shall mean (subject to accelerated advancement) a person who has successfully completed a relevant Degree in Science or Applied Medical Science or the equivalent thereto or Diploma of Diagnostic Radiography or the equivalent thereto and who has completed 13832 hours work with the current employer or an employer providing a similar service.

Grade 1.7 - (Proposed wage relativity to Technical Employee Grade 5 after completion of the minimum rates adjustment and broadbanding adjustment = 170%)

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An employee at this level shall mean a Grade 1.6 employee who applies skills acquired through the successful completion of a relevant postgraduate qualification which may include the completion of the necessary criteria to be a:

- * Fellow of the Australian Institute of Medical Scientists;
- * Member of the Australian Association of Clinical Biochemists;
- * Fellow of the Australian Association of Clinical Biochemists;
- * Fellow of the Australian Society for Microbiology.

Grade 2 - (Proposed wage relativity to Technical Employee Grade 5 after completion of the minimum rates adjustment and broadbanding adjustment = 180%)

An employee at this level shall mean an employee appointed at this level by the employer and who meets the minimum criteria for a Professional Employee Grade 1.1 and who is responsible for assisting a Professional Employee Grade 3 in all or designated components of the management and administration of a department.

Grade 3 - (Proposed wage relativity to Technical Employee Grade 5 after completion of minimum rates adjustment and broadbanding adjustment = 210%)

An employee at this level shall mean an employee appointed at this level by the employer and who meets the minimum criteria for a Professional Employee Grade 1.1 and who is responsible for the following:

- to supervise and control departmental procedures carried out by the professional and/or technical employees;
- to be responsible for the general management and administration of the department;
- to perform more complex procedures and control the project work of the department;
- to originate and develop new and improved techniques, methods and standards and to make decisions on the techniques and methods required for more complex procedures;
- to supervise and direct the training of employees within the department;
- to identify departmental equipment requirements and to maintain all departmental equipment;
- to maintain the departmental consumable requirements;
- to perform other duties as directed.

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(b) GENERAL DEFINITIONS

'Accelerated advancement' means:

(i) Professional Employee

Where a Professional Employee Grade 1.1 to 1.5 has obtained an appropriate and relevant postgraduate qualification by examination or thesis, and such qualification would advance the employee to Professional Employee Grade 1.7 if such employee was a Professional Employee Grade 1.6, then that employee shall advance one increment in the professional scale in recognition of the qualification.

PROVIDED that such employee shall not move beyond Professional Employee, Grade 1.7 as a result of this provision.

(ii) Technical Employee

Where a technical employee classified as a Cytology Technician Level 1.1 to 1.6 has successfully completed the examinations for membership of The Australian Society of Cytology, and such examinations would advance the employee to Cytology Technician Level 2 if such employee was Cytology Technician Level 1.7, then that employee shall advance one increment in the technical scale in recognition of the completion of the examinations.

PROVIDED that such employee shall not move beyond Technical Employee Grade 12 and specifically Cytology Technician, Level 2, as a result of this provision.

'Casual employee' means an employee engaged and paid as such, but whose term of engagement shall not exceed five days at any one time.

'Part-time employee' means an employee regularly engaged to work less hours per day or week than a full-time employee but does not include a casual employee.

'Roster' means a work pattern designed for a specific work area for all or any work performed outside the span of hours, 8.00am to 8.00pm, Monday to Friday but within the span of hours 7.00am to 11.00pm, Monday to Sunday, excluding work performed outside the span of hours and paid in accordance with Clause 22 - Overtime.

'Show Day' means not more than one local show day observed on an employee's ordinary working day, other than a Saturday or a Sunday, in the city, town or district in which the employee is employed; or such other day which, in the absence of such a local show day, is agreed on by the employee and the employer.

'Union' shall mean the Health Services Union of Australia, Tasmania No. 1 Branch.

'Year of Service' means 1976 hours of employment at the relevant classification contained in Clause 8 - Wages Rates of this award.

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When calculating years of service to determine the appropriate grade, employment with an employer providing a similar service shall be counted."

3. By deleting Clause 8 - Wage Rates, and inserting in lieu thereof the following:

"8. WAGE RATES

1. ADULT EMPLOYEES

An employee shall be classified on commencement in one of the classifications contained in this award and shall be paid not less than the weekly wage rate assigned to the relevant grade provided hereunder. The classification structure listed here shall be read in conjunction with the definitions set out in Clause 7 - Definitions of this award.

	Base Rate Relativity %	Base Rate \$	Safety Net Adjustment \$	Weekly Wage Rate \$
(i) Administrative Employee				
Grade 1	78	325.40	75.00	400.40
Grade 2	82	342.10	75.00	417.10
Grade 3	87.4	364.60	75.00	439.60
Grade 4	92.4	385.50	75.00	460.50
Grade 5	100	417.20	75.00	492.20
Grade 6	105	438.10	75.00	513.10
Grade 7	110	458.90	75.00	533.90
Grade 8	115	479.80	73.00	552.80
Grade 9	125	521.50	71.00	592.50
(ii) Operational Employee				
Grade 1	78	325.40	75.00	400.40
Grade 2	82	342.10	75.00	417.10
Grade 3	87.4	364.60	75.00	439.60
Grade 4	92.4	385.50	75.00	460.50
Grade 5	100	417.20	75.00	492.20
Grade 6	105	438.10	75.00	513.10

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(iii) Technical Employee

Grade 1	78	325.40	75.00	400.40
Grade 2	82	342.10	75.00	417.10
Grade 3	87.4	364.60	75.00	439.60
Grade 4	92.4	385.50	75.00	460.50
Grade 5	100	417.20	75.00	492.20
Grade 6	105	438.10	75.00	513.10
Grade 7	110	458.90	75.00	533.90
Grade 8	115	479.80	73.00	552.80
Grade 9	125	521.50	71.00	592.50
Grade 10	130	542.40	71.00	613.40
Grade 11	135	563.20	71.00	634.20
Grade 12	145	604.90	71.00	675.90

(iv) Professional Employee

Graduate Trainee	115	479.80	73.00	552.80
Grade 1.1	125	521.50	71.00	592.50
Grade 1.2	130	542.40	71.00	613.40
Grade 1.3	135	563.20	71.00	634.20
Grade 1.4	145	604.90	71.00	675.90
Grade 1.5	150	625.80	71.00	696.80
Grade 1.6	160	667.50	69.00	736.50
Grade 1.7	170	709.20	69.00	778.20
Grade 2	180	751.00	69.00	820.00
Grade 3	210	876.10	69.00	945.10

2. JUNIOR EMPLOYEES

(a) Operational Employee

The minimum weekly wage rate to be paid to junior employees shall be the undermentioned percentages of the weekly wage rate prescribed for Operational Employee Grade 1.

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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.

	%
Under 17 years of age	50
17 years of age	60
18 years of age	70
19 Years of age	80
20 years of age	90

(b) Technical Employee and Administrative Employee

The minimum weekly wage rate to be paid to junior employees shall be the undermentioned percentages of the weekly wage rate prescribed for Administrative Employee Grade 3.

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.

	%
Under 17 years of age	50
17 years of age	60
18 years of age	70
19 Years of age	80
20 years of age	90"

4. By deleting Clause 31 - Trainee Clerk.

5. By renumbering all clauses following Clause 30 - Tools, Material and Equipment.

Operative Date

These variations shall come into operation from the first full pay period to commence on or after 7 September 2000.

Tim Abey
COMMISSIONER

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27 September 2000