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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 fpp 7 September 2000

OPTICAL INDUSTRIES AWARD

ORDER BY CONSENT-

No. 3 of 2000

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THE **OPTICAL INDUSTRIES AWARD** IS VARIED IN THE FOLLOWING MANNER:

1. By deleting Clause 3 - ARRANGEMENT, and inserting in lieu thereof:

3. ARRANGEMENT

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2. By deleting Clause 7 - DEFINITIONS AND CLASSIFICATION DESCRIPTIONS, and inserting in lieu thereof:

"7. DEFINITIONS AND CLASSIFICATION DESCRIPTIONS

'CARE' means the Clerical and Retail Employees Superannuation Fund.

'Casual employee' means any person who is employed on a casual basis and includes any person who is employed for a period not exceeding five days at any one time.

PROVIDED that a casual employee may be employed for a period exceeding five days where the extension of hours does not reduce the ordinary hours of existing full-time and part-time staff. Where a casual employee does work for a period in excess of five days that arrangement shall not exceed a period of three months and the employee shall be given consideration for either part-time or full time work based on the needs of the business and merits of the employees.

'Clerical Structure'

Classification Standards

'Adult Entry' - Proposed wage relativity to Clerical Officer, Grade 3, more than 12 months experience at the completion of the minimum rates adjustment process = 80% first 6 months and 85% second 6 months)

'Adult Entry' shall mean the entry point for adult employees (21 years and over) with less than 12 months clerical experience either as a junior or adult, and on completion of 12 months clerical experience (whether with one employer or more) such adult employees shall be advanced to a graded position dependent on skills held and position requirement.

'Clerical Officer - Grade 1' - (Proposed wage relativity to Clerical Officer, Grade 3, more than 12 months experience at the completion of the minimum rates adjustment process = 87%, 1 - 12 months and 90% thereafter)

A. GRADING

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

- (i) The exercise of the 'General Requirements' specified in 'B' hereunder and

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- (ii) In addition to the 'General Requirements' are required to exercise any one or more of the broad skill levels set out in 'C' hereunder.

B. GENERAL REQUIREMENTS

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

C. SKILL REQUIREMENTS

- (i) 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.

- (ii) 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. Ability to generate invoices and receipts from sales transactions.

'Clerical Officer - Grade 2' - (Proposed wage relativity to Clerical Officer, Grade 3, more than 12 months experience at the completion of the minimum rates adjustment process = 92%, 1 - 12 months and 95% thereafter)

A. GRADING

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

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

B. GENERAL REQUIREMENTS

- (i) 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 Grade 1. They are responsible and accountable for their own work which is

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performed within established routines, methods and procedures. Supervision is routine.

- (ii) Employees in this grade 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. Perform reception and retail work involving a knowledge of optical work. Impart knowledge of employer products and services to clients.

C. SKILL REQUIREMENTS

- (i) Technical Skills

Machine Operation - Skill Level 2:

Employees at this level are able to operate adding machines, switchboard, paging system, 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% accuracy. Utilise basic word processing skills.

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

- (ii) 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.

- (iii) 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).

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'Clerical Officer - Grade 3' - (Proposed wage relativity to Clerical Officer, Grade 3, more than 12 months experience at the completion of the minimum rates adjustment process = 97%, 1 - 12 months and 100% thereafter)

A. GRADING

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

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

OR ARE:

- (iii) 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 Grade 3.

B. GENERAL REQUIREMENTS

- (i) 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 Grade 2. 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.
- (ii) 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.

C. SKILL REQUIREMENTS

- (i) Technical Skills

Machine Operation - Skill Level 3:

Employees at this level are able to operate micro/personal computer, printing devices attached to a personal computer.

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 percent accuracy, audio type.

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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.

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, eg. standard correspondence and business documents.

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

(ii) Secretarial - Skill Level 1:

Employees at this level are able to take shorthand notes at 70 words per minute and transcribe with 95 percent accuracy.

(iii) 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.

(iv) 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.

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'Clerical Officer - Grade 4' - (Proposed wage relativity to Clerical Officer, Grade 3, more than 12 months experience at the completion of the minimum rates adjustment process = 105%)

A. GRADING

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

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

B. GENERAL REQUIREMENT

- (i) 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 Grade 3. 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.
- (ii) 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.
- (iii) Employees in this grade shall be capable of guiding employees graded at a lower level by means of personal instruction and demonstration.
- (iv) Employees in this grade shall be capable of acquiring and using specialist vocabulary, ie. technical, medical, legal etc. within the scope of this grade.

C. SKILLS REQUIREMENTS

(i) 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, eg. database, communications, accounting, payroll/personnel, spreadsheets, graphics, other applications; or

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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

are able to apply additional functions such as search and replace, variable fonts, moving and merging across documents, text columns, money columns, tables, eg. to produce financial statements, printed forms.

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

(ii) 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 90 words per minute and transcribe with 95 percent accuracy.

(iii) 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.

(iv) 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.

'Administrative Officer - Grade 5' - (Proposed wage relativity to Clerical Officer, Grade 3, more than 12 months experience at the completion of the minimum rates adjustment process = 110%)

A. GRADING

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

(i) The exercise of the 'General Requirements' specified in 'B' hereunder and

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- (ii) In addition to the 'General Requirements' are required to exercise any one or more of the broad skill levels set out in 'C' hereunder.

B. GENERAL REQUIREMENTS

- (i) 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 Grade 4. 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. Accountable to Senior Management.
- (ii) Employees in this grade must be able to acquire a detailed knowledge of enterprise operations and structures and a sound knowledge of the industry. 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.
- (iii) Employees in this grade shall be capable of guiding employees in lower grades by means of personal instruction and demonstration.

C. SKILL REQUIREMENTS

- (i) 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, ie. 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.

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(ii) Secretarial Skills - Skill Level 3:

Employees at this level are able to write shorthand notes at 100 words per minute and transcribe at 95 percent 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.

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(iii) 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, eg. 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.

(iv) 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.

(v) Supervisory - Skill Level 1:

Employees at this level are able to allocate work tasks to individuals, check work progress and correct errors.

(vi) 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.

'Administrative Officer - Grade 6' (Proposed wage relativity to Clerical Officer, Grade 3, more than 12 months experience at the completion of the minimum rates adjustment process = 115%)

A. GRADING

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

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

B. GENERAL REQUIREMENTS

- (i) 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 Grade 5. 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

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knowledge. Supervision is by means of reporting to more senior officers as required.

- (ii) 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, eg. knowledge of competitors and major clients market structure in the performance of own responsibilities.
- (iii) Employees in this grade shall be capable of guiding employees graded at a lower level by means of personal instruction and demonstration.

C. SKILL REQUIREMENTS

(i) 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 at this level 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.

(ii) Secretarial Skills - Skill Level 4:

Employees at this level are able to write shorthand notes at 120 words per minute and transcribe at 95 percent 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.

(iii) 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;

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compose original business correspondence from minimal instructions.

(iv) 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.

(v) 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.

(vi) 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.

'Employer' means an optometrist or maker repairer or wholesaler distributor of optical goods or supplies who is subject to the Optical Industries Award.

'Optical Structure'

'Optical Worker Grade 1' - Proposed wage relativity to Optical Tradesperson Grade 1 at the completion of the minimum rates adjustment process = 72%)

Means an adult employee not engaged as a tradesman who during the first 3 months of employment undertakes familiarisation and basic training in a prescription workshop.

'Optical Worker Grade 2' - Proposed wage relativity to Optical Tradesperson Grade 1 at the completion of the minimum rates adjustment process = 78%)

Means an adult employee not engaged as a tradesman, but engaged in blocking up on blanks, cleaning of lenses, attaching fining and/or polishing pads, fining polishing and all other work performed in a prescription workshop other than that performed by a tradesman.

'Optical Worker Grade 3' - Proposed wage relativity to Optical Tradesperson Grade 1 at the completion of the minimum rates adjustment process = 92%)

Means an adult employee whose duties will include the interpretation and selection of grinding materials. Ordering of grinding materials and prescription computer calculations.

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'Optical Tradesperson Grade 1' - (Proposed wage relativity at the completion of the minimum rates adjustment process = 100%)

Means an employee who has completed a four year apprenticeship an optical mechanic or an adult employee who holds qualifications deemed equivalent by the employer and who is engaged to perform one or more of the following tasks in

- (i) grinding angles or prisms using an auto collimator or similar checking instrument in hand finishing of highly accurate work, including localising and figuring, and in making of testplates; and
- (ii) computation of lens curves, marking up for frame fitting and final checking; and
- (iii) fitting, marking up, generating and/or edging and lap section; and
- (iv) prescription interpretation and selection of lenses; and
- (v) maintenance of optical equipment and machines; and
- (vi) assists in the training of apprentices and optical workers.

'Optical Tradesperson Grade 2 - (Proposed wage relativity to Optical Tradesperson Grade 1 at the completion of the minimum rates adjustment process = 105%)

Means an optical tradesperson with responsibilities for final checking and quality control related to prescription interpretations.

'Optical Tradesperson Grade 3 - (Proposed wage relativity to Optical Tradesperson Grade 1 at the completion of the minimum rates adjustment process = 110%)

Means an optical tradesperson performing Grade 2 duties and who has additional responsibilities in one or more of the following areas:

- (i) supervision of the work of two or more employees; and
- (ii) customer relations

'Retail Services' means a business involved in the sale of optical products (eg frames, lenses, sunglasses and associated products) at retail to the public.

'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, therefore making a total of 11 paid public holidays per year.

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'Tasplan' means the superannuation fund established by Trust Deed and Articles on 16 March 1987."

3. By deleting from Clause 8 - WAGE RATES, subclause 2, CLERICAL EMPLOYEE and inserting in lieu thereof:

"2. CLERICAL EMPLOYEES

(a) Adults

Except as prescribed in subclause 3 - Minimum Wage hereof, adult employees of a classification hereunder mentioned shall be paid the weekly wage rate assigned opposite that classification.

	Base Rate Relativit y %	Base Rate \$	Safety Net Adjustment \$	Weekly Wage Rate \$
1. Clerical Officer Entry Level				
1st 6 months	80	333.80	75.00	408.80
2nd 6 months	85	354.60	75.00	429.60
2. Clerical Officer Grade 1				
1-12 months	87	363.00	75.00	438.00
Thereafter	90	375.50	75.00	450.50
3. Clerical Officer Grade 2				
1-12 months	92	383.80	75.00	458.80
Thereafter	95	396.30	75.00	471.30
4. Clerical Officer Grade 3				
1-12 months	97	404.70	75.00	479.70
Thereafter	100	417.20	75.00	492.20
5. Clerical Officer Grade 4	105	438.10	75.00	513.10
6. Administrative Officer Grade 5	110	458.90	75.00	533.90
7. Administrative Officer Grade 6	115	479.80	73.00	552.80

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(b) Ratio of Juniors to Adult Employees

The maximum number of junior employees to be employed shall not exceed the ratio of two junior employees to every one adult. These ratio provisions shall not apply to trainee clerks."

4. By deleting Clause 40 - TRAINEE CLERK.

5. By renumbering Clause 41 - TRAINING, to Clause 40 - TRAINING.

Operative Date

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

P C Shelley
COMMISSIONER

29 September 2000