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TASMANIAN INDUSTRIAL COMMISSION

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

Minister administering the *State Service Act 2000*
(T12871 of 2007)

ADMINISTRATIVE AND CLERICAL EMPLOYEES AWARD

FULL BENCH:
PRESIDENT P L LEARY
COMMISSIONER T J ABEY
COMMISSIONER J P McALPINE

Award variation – arbitrated safety net adjustments – application amended – all public sector awards – application approved - operative date ffpp 1 August 2006

ORDER BY CONSENT-

No. 1 of 2007
(Consolidated)

AMEND THE **ADMINISTRATIVE AND CLERICAL EMPLOYEES AWARD** BY DELETING CLAUSES 4, 5 and 8 INSERTING IN LIEU THEREOF THE FOLLOWING; AND THE AWARD IS CONSOLIDATED:

S081

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1. TITLE

This award is the "Administrative and Clerical Employees Award".

2. CONTENTS

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3. SCOPE

This award is to apply to persons employed under the *Tasmanian State Service Act 1984* or the *Tasmanian Development Act 1983* or the *Retirement Benefits Act 1993* occupying administrative or clerical positions and for whom classifications are not included in other awards of the Tasmanian Industrial Commission.

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4. DATE OF EFFECT

This award shall come into operation from the first full pay period to commence on or after 1 August 2006.

5. SUPERSESSION AND SAVINGS

This award incorporates and supersedes the Administrative and Clerical Employees Award No. 1 of 1997 (Consolidated), No. 2 of 1997 and No. 1 of 2001.

PROVIDED that no entitlement accrued or obligation incurred is to be affected by the supersession.

6. AWARD INTEREST

(a) The employee organisations having, under Section 63(10) of the Act, an interest in this award are:

(i) The Australian Education Union, Tasmanian Branch;

(ii) The Community and Public Sector Union (State Public Services Federation Tasmania);

(iii) the Health Services Union of Australia, Tasmania No. 1 Branch.

(b) The employers deemed to be an employer organisation having an interest in this award, under Section 62(4) of the Act are:

(i) the Minister for Public Sector Administration;

(ii) the Tasmanian Development Authority;

(iii) the Retirement Benefits Fund Board.

7. DEFINITIONS

(a) General Definitions

'Casual employee' means a person engaged to work for a period not exceeding five consecutive days, or on an irregular basis as required by the employer.

'Employee' means a person employed under the provisions of the *Tasmanian State Service Act 1984* or the *Tasmanian Development Act 1983* or the *Retirement Benefits Act 1993*.

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'Employer' means the Minister for Public Sector Administration or the Tasmanian Development Authority, or the Retirement Benefits Fund Board.

'Full-time employee' means a person engaged to work for the full ordinary weekly hours of work of the relevant position.

'Part-time employee' means a person engaged to work on a regular basis for a lesser number of ordinary weekly hours than is applicable to an equivalent full-time employee.

(b) Classification Standard Definitions

'Administrative work' means the exercise of an appropriate level of responsibility and discretion in undertaking functions of an administrative nature where administration is concerned with achievement of the organisation's corporate goals through planning, organising, directing and controlling resources and/or activities. Administration is also concerned with the development and implementation of policy to achieve set objectives and desired outcomes.

'Broad direction' means that employees are expected to develop and achieve objectives for specific functions under their control that will ensure the attainment of results critical to the efficient operation of the work Unit, Section, Branch or Agency.

'Clerical direction' means instructions and guidance on particular tasks and programs given by supervisors or managers to subordinate staff. It includes direction from sources such as legislation, standards and manuals.

'Clerical supervision' means supervision provided by supervisors or managers to subordinate staff to ensure adherence to directions given, to decide on proposed solutions or courses of action, and to review and check the work of clerical staff.

'Clerical work' means the exercise of an appropriate level of responsibility and clerical knowledge and skill under a requisite degree of direction and supervision in the understanding of the preparation, processing and maintenance of documents, records and electronic date representing the transactions or business of the work unit or organisation being served. Clerical work is performed within a framework of legislation, policies, procedures, regulations, guidelines, precedents, instructions, or custom and practice, both written and oral.

'Direct supervision' means there is limited responsibility for the final outcome of work undertaken because only limited discretion is available to select the appropriate means of completing the task. Conformity with instruction is measured by the satisfactory completion of allocated tasks.

'General direction' means situations where detailed or specific instructions are limited to unusual features.

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'General supervision' means that general instructions are given and tasks are undertaken to achieve the required outcomes or objectives. Discretion and choice in selecting the most appropriate method for completing the allotted tasks is expected and encouraged.

'Limited supervision' means that work is undertaken within established objectives and with little guidance. Conformity with instructions is usually measured in terms of achievement of stated objectives to senior management-agreed standards.

'Routine supervision' means the responsibility for the final outcome is limited because the work is carried out in accordance with established guidelines and practices, however there is scope for the exercise of discretion in the choice of work methods.

'Specific direction' means situations where precise instructions are given with little or no choice provided.

8. SALARIES

(a) An employee appointed to a position classified under this award is to be paid at the salary rate applicable to a level in accordance with the classification standards set out in this clause. Effective on and from 3 October 1996 the salary rate shown in Column B includes provision for the annualisation of the Recreation Leave Allowance.

PROVIDED that employees covered by the Police Departmental Employees Award are to be paid a salary contained in Column B on and from 3 January 1997.

		Salary per Annum $
Level 1	First year of service	26,222
	Second year	27,457
	Third year	28,693
	Fourth year and thereafter	29,928

PROVIDED FURTHER that an employee who has completed 12 months service on the maximum salary rate prescribed for Level 1 is to progress to Level 2, subject to the employer being satisfied that the employee's overall performance has justified the progression.

Level 1 classification standard:

Trainee level concerned with basic clerical work undertaken under specific direction and direct supervision. Ability to acquire the required knowledge and skills derived from a reasonable standard of education.

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		Salary per Annum $
Level 2	First year of service	31,267
	Second year	32,501
	Third year & thereafter	33,632

Level 2 classification standard:

Routine work generally by specific direction undertaken under direct and/or routine supervision. Choices made based on established guidelines and instructions, written or verbal. Ability to acquire the required knowledge and skills to effectively undertake the work.

		Salary per Annum $
Level 3	First year of service	34,763
	Second year	35,106
	Third year	35,644
	Fourth Year	36,337
	Fifth year & thereafter	36,947

Level 3 classification standard:

Experienced clerical level - to achieve set outcomes, undertaken under routine supervision. Choices made based on established guidelines and instructions, written or verbal. Directly responsible for completion of tasks. A knowledge of established work practises is required. Experienced clerical level requiring good communication skills.

		Salary per Annum $
Level 4	First year of service	38,596
	Second year	39,231
	Third year	39,868
	Fourth Year	40,504
	Fifth year & thereafter	41,131

Level 4 classification standard:

Specialist functions undertaken under general direction and general supervision based on established procedures and practices. Exercise of limited discretion is required. Supervision of a small number of employees may be a feature. Experienced clerical level requiring a comprehensive understanding of relevant procedures and high-level communication skills.

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		Salary per Annum $
Level 5	First year of service	42,310
	Second year	42,856
	Third year & thereafter	43,581

Level 5 classification standard:

Clerical and administrative work of a value having an effect on the efficient operation of the work unit or Agency. A supervisory level. Work undertaken under general direction and general supervision, requiring initiative and the exercise of discretion. The exercise of a formal delegation may be required. Extensive knowledge of the specific discipline with well-developed communication and problem-solving skills. Ability and experience in staff supervision.

		Salary per Annum $
Level 6	First year of service	44,750
	Second year	45,386
	Third year & thereafter	46,032

Level 6 classification standard:

Administrative work which may require the management of human and material resources in carrying out a variety of complex functions under a broad range of conditions under general supervision. The exercise of judgement and initiative consistent with the possession of sound knowledge in the field of work within which the position operates. Guidelines and procedures are generally well recognised but there may be some interpretation required in order to establish and select the most appropriate approach to functions. Ability to research, evaluate and formulate information is critical. Experience in resource management is essential.

		Salary per Annum $
Level 7	First year of service	47,293
	Second year	48,548
	Third year & thereafter	49,805

Level 7 classification standard:

Positions require a high degree of proficiency in the use of established administrative or managerial skills such as human resource management or accounting. Positions usually have responsibility for resource allocation and management and supervision of lower level employees in the achievement of divisional or organisational goals. Interpretation of policy and guidelines is a feature and functions are undertaken with general or limited supervision. A high level of experience in management practices is paramount.

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		Salary per Annum $
Level 8	First year of service	52,315
	Second year	53,570
	Third year & thereafter	54,825

Level 8 classification standard:

Positions at this level work with limited supervision, usually manage the operations of an organisational element, undertake a management function or provide consultative or administrative support and advice to a particular program or activity. The tasks may be either complex or specific in nature but directed to the organisation's goals. Immediate subordinate positions may include staff in technical or professional structures, in which case supervision is for administrative purposes only. In other circumstances supervision may involve the exercise of technical or professional skill and judgement. Independence of action including the use and allocation of resources within laid-down restraints may be a feature. Decisions taken or responsibilities exercised may have a major effect on the operation of the work area. General management skills and the ability to contribute to the development of policy initiatives are required as is a high level of interpersonal and communication skills.

		Salary per Annum $
Level 9	First year of service	57,332
	Second year & thereafter	58,590

Level 9 classification standard:

Positions at this level operate as for Level 8 but only work under broad direction and are required to provide more authoritative specialist consultative or management advice generally or as it relates to a particular work area. Positions at this level are required to operate with a significant degree of independence of action and autonomy in day-to-day activities, accountable to management in terms of strategic direction and meeting objectives. The tasks carried out would be of a highly complex nature encompassing a significant element of total agency operations. Significant independence and autonomy of action is expected in achieving desired outcomes. Delegations exercised at this level may include being the final authority in the process of approving the expenditure of funds, undertaking specific action in line with the policy of the Agency, or reviewing previous actions or decisions. The development of rules, regulations and guidelines may be coordinated at this level. High level management skills are essential. Liaison and communication skills of a high order, including the ability to consult, negotiate or communication with clients or other groups on behalf of the Agency, often to finality, may be needed. A detailed understanding of legislation and the capacity to undertake specific or major research, and investigations or reviews is required.

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	Salary per Annum $
Level 10	61,102

Level 10 classification standard:

A specialist consultative advisory level reporting to senior management under broad direction to achieve outcomes. The position would play a key role in planning, developing and implementing programs. The position would have a significant effect on the operation of the Agency and requires specialist administrative research or analytical skills. Highly developed marketing, conceptual and strategic skills are required for positions at this level.

	Salary per Annum $
Level 11	63,614

Level 11 classification standard:

A specialist with direct effect on government policy development and commentary. Required to initiate, develop and implement systems for effective forecasting, monitoring and control of government programs. Positions at this level are required to take initiative in providing a high standard of policy advice to government requiring a high level of expertise and/or extensive practical experience in relation to the implementation of a specialised program. Extensive investigative research and analytical skills with a high degree of proficiency in communication including the capacity to represent the Agency and/or Minister in public forums.

	Salary per Annum $
Level 12	67,380

Level 12 classification standard:

A principal adviser to government in relation to specific programs that have a direct and critical effect on governmental objectives. The highest level of professional and technical competency is required. The work is carried out in direct consultation with the chief executive or the government. Duties are undertaken without supervision and complete autonomy within the field of expertise is exercised. The highest level of skill in relation to communication, conceptual and strategic skills and investigative research and analytical skills.

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(b) Part-time and Casual employees

(i) Employees are to be paid in the same ratio that their ordinary weekly hours bear to the ordinary weekly hours of equivalent full-time employees.

(ii) Casual employees are to be paid a loading of 20 percent to compensate for having no entitlement to payment for annual leave, sick leave and holidays not worked.

(iii) A casual employee is to be engaged by the hour with a minimum payment of three hours for each day worked.

9. CONDITIONS OF EMPLOYMENT

(a) Unless specified otherwise in this award, conditions of employment applying to employees covered by this award are to be as prescribed in the General Conditions of Employment Award.

(b) Where there is an inconsistency between the 'second tier' agreement T1233 of 1988 and provisions contained in this award or the General Conditions of Employment Award the provisions of the 'second tier' agreement are to prevail.

10. SPREAD OF HOURS

Ordinary hours of work may be performed between 7.00 am and 7.00 pm.

11. OVERTIME

(a) Employees classified up to and including Level 6 are entitled to payment for authorised overtime worked at the direction of the employer. The payment is to be calculated by reference to the employee's actual salary as prescribed in this award and the overtime rates as prescribed in the General Conditions of Employment Award.

(b) Employees classified at Level 7 and above are not entitled to receive payment for overtime worked.

12. HIGHER DUTIES ALLOWANCE

Higher duties allowances are payable as follows:

(a) An employee classified up to and including Level 7 is entitled to a higher duties allowance only when the employee acts in and performs the duties of a higher-classified position for a minimum period of 10 consecutive working days and the acting position is two or more levels higher than the employee's substantive classification;

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(b) An employee classified at Level 8 and above is entitled to a higher duties allowance only when the employee acts in and performs the duties of a higher-classified position for a minimum period of 20 consecutive working days and the acting position is two or more levels higher than the employee's substantive classification;

(c) An employee substantively classified between Level 1 and Level 11 is entitled to a higher duties allowance if required to act in and perform the duties of a position classified one level higher than the employee's substantive classification and where the acting appointment is for a period of 40 consecutive working days or more.

13. SALARY INCREMENTS

(a) An employee occupying a position covered by a classification containing a salary scale providing for annual increments is entitled, at the completion of each period of 12 months continuous service in that position, to receive the relevant annual increment until the maximum salary for that classification is reached.

(b) An employee is not entitled to an annual increment unless, in the opinion of the employer, the employee's conduct, diligence and efficiency have been satisfactory during the 12 month period preceding the date upon which the increment falls due

14. AWARD TRANSLATION

The positions covered by the awards listed in Column 1 below prior to 7 March 1996 are to be translated to the relevant classification levels contained in this award in accordance with the Annexure to this award contained in Column 2 below.

	Column 1	**Column 2**
S081	Administrative and Clerical Employees Award	Annexure A
S088	Grain Elevators Board Staff Award	
S095	Inland Fisheries Commission Award	
S126	Tasmanian Dairy Industry Authority Staff Award	
S143	Tasmanian Museum and Art Gallery Employees Award	
S083	Drafting Employees Award	Annexure B
S092	Hobart Regional Water Board Staff Award	Annexure C
S141	Sport and Recreation Officers Award	Annexure D
S138	Welfare Workers Award (Employees occupying positions of Home School Liaison Officer and Aboriginal Home School Liaison Officer in the Department of Education, Community and Cultural Development only)	Annexure E

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PROVIDED that where an existing position classified in accordance with the Clerical Employees Award No. 2 of 1995 (Consolidated) cannot be classified in accordance with this award, that position is to continue to be classified and paid in accordance with Column 1 of Annexure A.

P C Shelley
DEPUTY PRESIDENT

22 June 2007

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ANNEXURE A

ADMINISTRATIVE AND CLERICAL EMPLOYEES AWARD
GRAIN ELEVATORS BOARD STAFF AWARD
INLAND FISHERIES COMMISSION AWARD
TASMANIAN DAIRY INDUSTRY AUTHORITY STAFF AWARD
TASMANIAN MUSEUM AND ART GALLERY EMPLOYEES AWARD
Translation to Administrative and Clerical Stream

Administrative and Clerical Employees

	COLUMN 1			COLUMN 2	
	Existing			**New**	
Line 1	**Class I**	18 years	15068	17673	**Level 1**
Line 2		19 years	17338	17673	
Line 3				18875	
Line 4		20 years	19196	20077	
Line 5		1st year	20641	21279	
Line 6		2nd year	21153	21279	
Line 7		3rd year	21659	22480	**Level 2**
Line 8		4th year	22180	22480	
Line 8		5th year	22720	23681	
Line 10		6th year	23241	23681	
Line 11		7th year	23820	24883	
Line 12	**Class II**		24674	24883	
Line 13			25415	26085	**Level 3**
Line 14			26144	26686	
Line 15	**Class III**		26879	27286	
Line 16			27612	27887	
Line 17	**Class IV**		28334	28488	
Line 18			29066	29713	**Level 4**
Line 19	**Class V**		29653	29713	
Line 20			30313	30331	
Line 21	**Class VI**		30941	30951	
Line 22				31570	
Line 23			31573	32179	
Line 24			32201	33428	**Level 5**
Line 25	**Class VII**		32837	33428	
Line 26			33631	34047	
Line 27			34416	34665	
Line 28	**Class VIII**		35202	35904	**Level 6**
Line 29			35838	35904	
Line 30				36523	
Line 31			36628	37142	

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Line 32	**Class IX**	37256	38380	**Level 7**
Line 33		38054	38380	
Line 34		38837	39617	
Line 35	**Class X**	39625	40857	
Line 36		40414	40857	
Line 37	**Class XI**	41282	43332	**Level 8**
Line 38		42153	43332	
Line 39	**Class XII**	43016	43332	
Line 40		43883	44570	
Line 41	**Class XIII**	45630	45808	
Line 42	**Class XIV**	47359	48280	**Level 9**
Line 43	**Class XV**	49256	49521	
Line 44	**Class XVI**	51153	51998	**Level 10**
Line 45	**Class XVII**	52867	54475	**Level 11**
Line 46	**Class XVIII**	54733	58189	**Level 12**
Line 47	**Class XIX**	56884	58189	
Line 48	**Class XX**	59031*		
Line 49	**Class XXII**	61183*		

EXPLANATORY NOTES

Translation is to the next highest salary point within the stream. For example, an existing Class VI 3rd increment (line 24) translates to a new Level 5 1st increment (line 24).

An employee who has completed 12 months service on the maximum salary rate prescribed for Level 1 is to progress to Level 2, subject to the employer being satisfied that the employee's overall performance has justified the progression.

Persons employed in positions on lines 12, 17, 21 and 23 translate to the next highest salary point. Such persons are to progress to the top of the new level, ie in the case of line 12 - new Level 3; line 17 - new Level 4; lines 21 and 23 - new Level 5 respectively.

*Salary maintenance is to apply to existing classifications highlighted with asterisk, ie lines 48 and 49.

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Keyboard Employees and Office Assistants

	COLUMN 1					COLUMN 2	
	Existing					**New**	
	Keyboard Employees and Office Assistants		**Clerical and Library Assistants**				
Line 1						17673	**Level 1**
Line 2						18875	
Line 3			**Class I**	1st year	19484	20077	
Line 4				2nd year	19740	20077	
Line 5				3rd year	20004	20077	
Line 6	**Class I**	Grade 1		4th year	20261	21279	
Line 7		Grade 2	**Class II**	1st year	20517	21279	
Line 8		Grade 3		2nd year	20772	21279	
Line 9	**Class II**	Grade 1		3rd year	21023	21279	
Line 10		Grade 2	**Class III**	1st year	21276	21279	
Line 11		Grade 3		2nd year	21527	22480	**Level 2**
Line 12		Grade 4		3rd year	21782	22480	
Line 13	**Class III**	Grade 1	**Class IV**	1st year	22055	22480	
Line 14		Grade 2		2nd year	22317	22480	
Line 15		Grade 3		3rd year	22582	23681	
Line 16		Grade 4	**Class V**	1st year	22851	23681	
Line 17	**Class IV**			2nd year	23111	23681	
Line 18	**Class V**	Grade 1	**Class VI**	1st year	23389	23681	
Line 19				2nd year	23674	23681	
Line 20		Grade 2	**Class VII**	1st year	23974	24883	
Line 21				2nd year	24399	24883	
Line 22			**Class VIII**	1st year	24826	24883	
Line 23	**Class VI**	Grade 1		2nd year	25261	26085	**Level 3**
Line 24		Grade 2	**Class IX**	1st year	25897	26085	
Line 25	**Class VII**	Grade 1		2nd year	26296	26686	
Line 26		Grade 2	**Class X**	1st year	26702	27286	
Line 27	**Class VIII**			2nd year	27104	27286	
Line 28						27887	
Line 29						28488	

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EXPLANATORY NOTES

Translation is to the next highest salary point within the stream. For example, an existing Keyboard Employee or Office Assistant Class IV (line 17) translates to the new Level 2, 2nd year of service (line 17).

An employee who has completed 12 months service on the maximum salary rate prescribed for Level 1 is to progress to Level 2, subject to the employer being satisfied that the employee's overall performance has justified the progression.

Persons employed as Clerical or Library Assistants Class VIII 1st year of service (line 22) translate to the next highest salary point. Such persons paid in accordance with line 22 are to progress to the top of the new Level 3.

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ANNEXURE B

DRAFTING EMPLOYEES AWARD
Translation to Administrative and Clerical Stream

	COLUMN 1			COLUMN 2		
	Existing			**New**		
Line 1	**Drafting Assistants**					**Level 1**
Line 2	**Class 1**	1st year	20871	21279	4th year	
Line 3		2nd year	21311	22480	1st year	**Level 2**
Line 4		3rd year	21752	22480		
Line 5		4th year	22186	22480		
Line 6		5th year	22747	23681	2nd year	
Line 7	**Class II**	1st year	23292	23681		
Line 8		2nd year	23847	24883	3rd year	
Line 9		3rd year	24658	24883		

EXPLANATORY NOTES:

Translation is to the next highest salary point within the stream. For example, an existing Class II 1st increment (line 7) translates to a new Level 2 2nd increment (line 7).

An employee who has completed 12 months service on the maximum salary rate prescribed for Level 1 is to progress to Level 2, subject to the employer being satisfied that the employee's overall performance has justified the progression.

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ANNEXURE C

HOBART REGIONAL WATER BOARD STAFF AWARD
Translation to Administrative and Clerical Stream

Drafting Officers

	COLUMN 1			COLUMN 2		
	Existing			**New**		
Line 1	**Drafting Assistants**					**Level 1**
Line 2	**Class 1**	18 years	14223	17673		
Line 3		19 years	16366	17673		
Line 4		20 years	18120	18875		
Line 5				20077		
Line 6		21 years	20871	21279	4th year	
Line 7		2nd year	21311	22480	1st year	**Level 2**
Line 8		3rd year	21752	22480		
Line 9		4th year	22186	22480		
Line 10		5th year	22747	23681	2nd year	
Line 11	**Class II**	1st year	23292	23681		
Line 12		2nd year	23847	24883	3rd year	
Line 13		3rd year	24658	24883		

EXPLANATORY NOTES:

Translation is to the next highest salary point within the stream. For example, an existing Class II 1st increment (line 11) translates to a new Level 2 2nd increment (line 11).

An employee who has completed 12 months service on the maximum salary rate prescribed for Level 1 is to progress to Level 2, subject to the employer being satisfied that the employee's overall performance has justified the progression.

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Administrative and Clerical Employees

	COLUMN 1			COLUMN 2	
	Existing			**New**	
Line 1	**Class I**	18 years	15068	17673	**Level 1**
Line 2		19 years	17338	17673	
Line 3				18875	
Line 4		20 years	19196	20077	
Line 5		21 years	20641	21279	
Line 6		2nd year	21153	21279	
Line 7		3rd year	21659	22480	**Level 2**
Line 8		4th year	22180	22480	
Line 9		5th year	22720	23681	
Line 10		6th year	23241	23681	
Line 11		7th year	23820	24883	
Line 12	**Class II**		24674	24883	
Line 13			25415	26085	**Level 3**
Line 14			26144	26686	
Line 15	**Class III**		26879	27286	
Line 16			27612	27887	
Line 17	**Class IV**		28334	28488	
Line 18			29055	29713	**Level 4**
Line 19	**Class V**		29653	29713	
Line 20			30313	30331	
Line 21	**Class VI**		30941	30951	
Line 22				31570	
Line 23			31573	32179	
Line 24			32201	33428	**Level 5**
Line 25	**Class VII**		32837	33428	
Line 26			33631	34047	
Line 27			34416	34665	
Line 28	**Class VIII**		35202	35904	**Level 6**
Line 29			35838	35904	
Line 30				36523	
Line 31			36628	37142	
Line 32	**Class IX**		37256	38380	**Level 7**
Line 33			38054	38380	
Line 34			38837	39617	
Line 35	**Class X**		39625	40857	
Line 36			40414	40857	
Line 37	**Class XI**		41282	43332	**Level 8**
Line 38			42153	43332	
Line 39	**Class XII**		43016	43332	
Line 40			43883	44570	
Line 41	**Class XIII**		45630	45808	

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Line 42	**Class XIV**	47359	48280	**Level 9**
Line 43	**Class XV**	49256	49521	
Line 44	**Class XVI**	51153	51998	**Level 10**
Line 45	**Class XVII**	52867	54475	**Level 11**
Line 46	**Class XVIII**	54733	58189	**Level 12**
Line 47	**Class XIX**	56884	58189	
Line 48	**Class XX**	59031*		
Line 49	**Class XXII**	61183*		

EXPLANATORY NOTES

Translation is to the next highest salary point within the stream. For example, an existing Class II 3rd increment (line 14) translates to a new Level 3 2nd increment (line 14).

An employee who has completed 12 months service on the maximum salary rate prescribed for Level 1 is to progress to Level 2, subject to the employer being satisfied that the employee's overall performance has justified the progression.

Persons employed in positions on lines 12, 17, 21 and 23 translate to the next highest salary point. Such persons are to progress to the top of the new level, ie in the case of line 12 - new Level 3; line 17 - new Level 4; lines 21 and 23 - new Level 5 respectively.

*Salary maintenance is to apply to existing classifications highlighted with asterisk, ie lines 48 and 49.

Keyboard Employees and Office Assistants

	COLUMN 1				COLUMN 2		
	Keyboard Employees and Office Assistants				**New**		
Line 1	**Class I**	**Grade 1**	18 years	14791	17673	1st year	**Level 1**
Line 2			19 years	17019	17673		
Line 3			20 years	18843	18875	2nd year	
Line 4					20077	3rd year	
Line 5			21 years	20261	21279	4th year	
Line 6		**Grade 2**		20517	21279		
Line 7		**Grade 3**		20772	21279		
Line 8	**Class II**	**Grade 1**		21023	21279		
Line 9		**Grade 2**		21276	21279		
Line 10		**Grade 3**		21527	22480	1st year	**Level 2**
Line 11		**Grade 4**		21782	22480		
Line 12	**Class III**	**Grade 1**		22055	22480		
Line 13		**Grade 2**		22317	22480		
Line 14					23681	2nd year	
Line 15					24883	3rd year	

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EXPLANATORY NOTES

Translation is to the next highest salary point within the stream. For example, an existing Keyboard Employee or Office Assistant Class I Grade 2 (line 6) translates to the new Level 1, 4th year of service (line 6).

An employee who has completed 12 months service on the maximum salary rate prescribed for Level 1 is to progress to Level 2, subject to the employer being satisfied that the employee's overall performance has justified the progression.

Secretaries/Accountants

	COLUMN 1		COLUMN 2	
Line 1	**Class I**	47359	48280	**Level 9**
Line 2	**Class II**	49256	49521	
Line 3	**Class III**	51153	51998	**Level 10**

EXPLANATORY NOTES

Translation is to the next highest salary point within the stream. For example, an existing Secretary/Accountant Class II (line 2) translates to the new Level 9, 2nd year of service (line 2).

Assistant Accountants

	COLUMN 1			COLUMN 2	
Line 1	**Class I**	1st year	32837	33428	**Level 5**
Line 2		2nd year	33631	34047	
Line 3		3rd year	34416	34665	
Line 4	**Class II**	1st year	35202	35904	**Level 6**
Line 5		2nd year	35838	35904	
Line 6				36523	
Line 7		3rd year	36628	37142	

EXPLANATORY NOTES

Translation is to the next highest salary point within the stream. For example, an existing Assistant Accountant Class II 2nd year of service (line 5) translates to the new Level 6, 1st year of service (line 5).

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ANNEXURE D

SPORT AND RECREATION OFFICERS AWARD
Translation to Administrative and Clerical Stream

	COLUMN 1			COLUMN 2		
	Existing			**New**		
Line 1	**Assistant Sports**					
Line 2	**Officer**					
Line 3	**Assistant**					
Line 4	**Recreation Officer**					
Line 5		1st year	26879	27286	3rd year	**Level 3**
Line 6		2nd year	29066	29713	1st year	**Level 4**
Line 7		3rd year	31573	32179	5th year	
Line 8	**Recreation Officer**					
Line 9	**Sports Officer**					
Line 10	**Class I**	1st year	32837	33428	1st year	**Level 5**
Line 11		2nd year	34416	34665	3rd year	
Line 12	**Class II**	1st year	35838	35904	1st year	**Level 6**
Line 13		2nd year	37256	38380	1st year	**Level 7**
Line 14	**Class III**	1st year	38054	38380	1st year	
Line 15		2nd year	38837	39617	2nd year	
Line 16	**Class IV**	1st year	39625	40857	3rd year	
Line 17		2nd year	41282	43332	1st year	**Level 8**
Line 18	**Class V**		42153	43332		
Line 19				44570	2nd year	
Line 20				45808	3rd year	

EXPLANATORY NOTES

Translation is to the next highest salary point within the stream. For example, an existing Class III, 1st increment (line 14) translates to a new Level 7, 1st increment (line 14).

Persons employed in positions on lines 12 and 16 translate to the next highest salary point. Such persons are to progress to the top of the new level, ie in the case of line 12 - new Level 7 and line 16 - new Level 8.

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ANNEXURE E

WELFARE WORKERS AWARD
Translation to Administrative and Clerical Stream

Employees occupying positions of Home School Liaison Officer and Aboriginal Home School Liaison Officer in the Department of Education, Community and Cultural Development

	COLUMN 1		COLUMN 2		
	Existing		**New**		
Line 1	Class 7	25570	26085	1st year	**Level 3**
Line 2	Class 8	26369	26686	2nd year	
Line 3	Class 9	27170	27286	3rd year	
Line 4			27887	4th year	
Line 5	Class 10	27970	28488	5th year	
Line 6	Class 11	28771	29713	1st year	**Level 4**
Line 7	Class 12	29594	29713		
Line 8			30331	2nd year	
Line 9			30951	3rd year	
Line 10			31570	4th year	
Line 11			32179	5th year	

EXPLANATORY NOTES

Translation is to the next highest salary point within the stream. For example an existing Class 9 (line 3) translates to a new Level 3 3rd increment (line 3).

Persons employed in positions on lines 1, 2, 3 and 5, translate to the next highest salary point. Such persons are to progress to the top of the new level, ie - new Level 4.