

# WAGE BULLETIN 2018

## CLERKS PRIVATE SECTOR AWARD 2010 [MA000002]

The Fair Work Commission has determined that minimum wage rates in Modern Awards will be increased 3.5% from the first full pay period commencing (ppc) on or after 1 July 2018. In addition, Modern Awards contain a range of allowances, including expense related allowances linked to CPI movements, with any increases also payable from ppc 1 July 2018.

Where an employer is required to contribute under the Federal Superannuation Guarantee Legislation the minimum contribution is 9.5% of ordinary time earnings, as at 1 July 2014.

The classification criteria in Schedule B provide guidelines to determine the appropriate classification level of persons employed pursuant to this award.

Further details can be obtained from the Industrial Relations Department on (03) 9411 4560.

## Wage Rates - Adults

Classification	Weekly Rate ppc 1 July 2018 \$	Hourly Rate ppc 1 July 2018 \$	Casual Hourly Rate ppc 1 July 2018 \$
<b>Level 1</b>			
Year 1	764.70	20.12	25.15
Year 2	802.50	21.12	26.40
Year 3	827.60	21.78	27.23
<b>Level 2</b>			
Year 1	837.40	22.04	27.55
Year 2	852.90	22.44	28.05
<b>Level 3</b>	884.50	23.28	29.10
Call centre principal	890.70	23.44	29.30
<b>Level 4</b>	928.80	24.44	30.55
<b>Level 5</b>	966.50	25.43	31.79
Call centre technical	1058.70	27.86	34.83

## Casual Rates

A casual employee must be paid per hour at the rate of 1/38th of the weekly rate prescribed for the class of work performed, plus 25%. The loading is instead of entitlements to paid leave and other matters from which casuals are excluded by the terms of the award and the NES such as public holidays, annual leave, personal/carer's leave, notice of termination and redundancy.

## Juniors

Junior employees must be paid the following percentage of the appropriate wage:

Age	%
Under 16 years of age	45
16 years of age	50
17 years of age	60
18 years of age	70
19 years of age	80
20 years of age	90

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## Annual Salary

Pursuant to clause 17 of the Clerks – Private Sector Award, an employer may pay an employee an annual salary in satisfaction of any or all of the following provisions of the award:

- clause 16 - Minimum weekly wages;
- clause 19 - Allowances;
- clauses 27 and 28 - Overtime and penalty rates; and
- clause 29.3 - Annual leave loading.

Where an annual salary is paid the employer must advise the employee in writing of the annual salary that is payable and which of the provisions of this award will be satisfied by payment of the annual salary.

The annual salary must be no less than the amount the employee would have received under this award for the work performed over the year for which the salary is paid (or if the employment ceases earlier over such lesser period as has been worked).

The annual salary of the employee must be reviewed by the employer at least annually to ensure that the compensation is appropriate having regard to the award provisions which are satisfied by the payment of the annual salary.

For the purposes of the NES, the base rate of pay of an employee receiving an annual salary under this clause comprises the portion of the annual salary equivalent to the relevant rate of pay in clause 16 - Minimum weekly wages and excludes any incentive - based payments, bonuses, loadings, monetary allowances, overtime and penalties.

## Allowances

	Amount from ppc 1 July 2018
<b>Meal allowance – Clause 19.3</b>	
more than 1.5 hours overtime and not given 24 hours notice	\$15.45
more than 4 hours overtime	\$12.37
<b>Vehicle allowance – Clause 19.4 (unchanged)</b>	
Motor cars – (maximum 400 km per week)	\$0.78 per kilometre
Motor cycles – (maximum 400 km per week)	\$0.26 per kilometre
<b>Uniform allowance – Clause 19.2(c) (unchanged)</b>	
Full-time employee	\$3.55 per week
Part-time or casual employee	\$0.71 per shift
<b>First Aid allowance – Clause 19.6</b>	\$12.56 per week



## Minimum Wages for Traineeships

### Wage Level A

Minimum wages for a trainee undertaking a **full - time** AQF Certificate Level I-III:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per week	per week	per week
	\$	\$	\$
School leaver	323.10	355.80	423.90
Plus 1 year out of school	355.80	423.90	493.30
Plus 2 years out of school	423.90	493.30	574.10
Plus 3 years out of school	493.30	574.10	657.30
Plus 4 years out of school	574.10	657.30	
Plus 5 or more years out of school	657.30		

### Wage Level A

Minimum wages for a trainee undertaking a **part - time** AQF Certificate Level I-III:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per week	per week	per week
	\$	\$	\$
School leaver	10.63	11.72	13.95
Plus 1 year out of school	11.72	13.95	16.24
Plus 2 years out of school	13.95	16.24	18.88
Plus 3 years out of school	16.24	18.88	21.61
Plus 4 years out of school	18.88	21.61	
Plus 5 or more years out of school	21.61		

**Note:** An employee who was employed by an employer immediately prior to becoming a trainee with that employer must not suffer a reduction in their minimum wage per week or per hour by virtue of becoming a trainee. Casual loadings will be disregarded when determining whether the employee has suffered a reduction in their minimum wage.

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## Schedule B – Classifications

In determining the appropriate level, consideration must be given to both the characteristics and typical duties/skills. The characteristics are the primary guide to classification as they indicate the level of basic knowledge, comprehension of issues, problems and procedures required and the level of supervision or accountability of the position. The totality of the characteristics must be read as a whole to obtain a clear understanding of the essential features of any particular level and the competency required. The typical duties/skills are a non - exhaustive list of duties/skills that may be comprehended within the particular level. They are an indicative guide only and at any particular level employees may be expected to undertake duties of any level lower than their own. Employees at any particular level may perform/utilise one such duty/skill, or many of them, depending on the particular work allocated.

The key issue to be looked at in properly classifying an employee is the level of competency and skill that the employee is required to exercise in the work they perform, not the duties they perform per se. It will be noted that some typical duties/skills appear in more than one level, however when assigning a classification to an employee this needs to be done by reference to the specific characteristics of the level. For example, whilst word processing and copy typing are first specifically mentioned at Level 2 in terms of typical duty/skill, it does not mean that as soon as an employee operates a word processor or typewriter they automatically become Level 2. They would achieve a Level 2 classification when they have achieved the level of skill and competency envisaged by the characteristics and the relevant indicative duty(ies)/skill(s) of a Level 2. Level 1 in this structure is to be viewed as the level at which employees learn and gain competence in the basic clerical skills required by the employer, which in most cases would lead to progression through the classification structure as their competency and skills increase and are utilised.

### B.1 Level 1

#### B.1.1 Characteristics

Employees at this level may include the initial recruit who may have limited relevant experience. Initially work is performed under close direction using established practices, procedures and instructions.

Such employees perform routine clerical and office functions requiring an understanding of clear, straightforward rules or procedures and may be required to operate certain office equipment. Problems can usually be solved by reference to established practices, procedures and instructions.

Employees at this level are responsible and accountable for their own work within established routines, methods and procedures and the less experienced employees' work may be subject to checking at all stages. The more experienced employee may be required to give assistance to less experienced employees in the same classification.

#### B.1.2 Typical duties/skills

Indicative typical duties and skills at this level may include:



- (i) Reception/switchboard, e.g. directing telephone callers to appropriate staff, issuing and receiving standard forms, relaying internal information and initial greeting of visitors.
- (ii) Maintenance of basic records.
- (iii) Filing, collating, photocopying, etc.
- (iv) Handling or distributing mail including messenger service.
- (v) Recording, matching, checking and batching of accounts, invoices, orders, store requisitions, etc.
- (vi) The operation of keyboard and other allied equipment in order to achieve competency as prescribed in Level 2.

## **B.2 Level 2**

### **B.2.1 Characteristics**

This level caters for the employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under general direction. Employees at this level are responsible and accountable for their own work which is performed within established guidelines. In some situations detailed instructions may be necessary. This may require the employee to exercise limited judgment and initiative within the range of their skills and knowledge.

The work of these employees may be subject to final checking and as required, progress checking. Such employees may be required to check the work and/or provide guidance to other employees at a lower level and/or provide assistance to less experienced employees at the same level.

### **B.2.2 Typical duties/skills**

Indicative typical duties and skills at this level may include:

- (i) Reception/switchboard duties as in Level 1 and in addition responding to enquiries as appropriate, consistent with the acquired knowledge of the organisation's operations and services, and/or where presentation, and use of interpersonal skills are a key aspect of the position.
- (ii) Operation of computerised radio/telephone equipment, micro personal computer, printing devices attached to personal computer, dictaphone equipment, typewriter.
- (iii) Word processing, e.g. the use of a word processing software package to create, format, edit, correct, print and save text documents, e.g. standard correspondence and business documents.
- (iv) Stenographer/person solely employed to take shorthand and to transcribe by means of appropriate keyboard equipment.
- (v) Copy typing and audio typing.



- (vi) Maintenance of records and/or journals including initial processing and recording relating to the following:
  - reconciliation of accounts to balance; incoming/outgoing cheques; invoices; debit/credit items; payroll data; petty cash imprest system; and letters etc.
- (vii) Computer application involving use of a software package which may include one or more of the following functions:
  - create new files and records; spreadsheet/worksheet; graphics; accounting/payroll file; and following standard procedures and using existing models/fields of information.
- (viii) Arrange routine travel bookings and itineraries, make appointments.
- (ix) Provide general advice and information on the organisation's products and services, e.g. front counter/telephone.

## **B.3 Level 3**

### **B.3.1 Characteristics**

Employees at this level have achieved a standard to be able to perform specialised or non - routine tasks or features of the work. Employees require only general guidance or direction and there is scope for the exercise of limited initiative, discretion and judgment in carrying out their assigned duties.

Such employees may be required to give assistance and/or guidance (including guidance in relation to quality of work and which may require some allocation of duties) to employees in Levels 1 and 2 and would be able to train such employees by means of personal instruction and demonstration.

### **B.3.2 Typical duties/skills**

Indicative typical duties and skills at this level may include:

- (i) Prepare cash payment summaries, banking report and bank statements; calculate and maintain wage and salary records; follow credit referral procedures; apply purchasing and inventory control requirements; post journals to ledger.
- (ii) Provide specialised advice and information on the organisation's products and services; respond to client/public/supplier problems within own functional area utilising a high degree of interpersonal skills.
- (iii) \* Apply one or more computer software packages developed for a micro personal computer or a central computer resource to either:
  - Create new files and records; maintain computer based records management systems; identify and extract information from internal and external sources; or use of advanced word processing/keyboard functions.



- (iv) Arrange travel bookings and itineraries; make appointments; screen telephone calls; respond to invitations; organise internal meetings on behalf of executive(s); establish and maintain reference lists/personal contact systems for executive(s).
- (v) Application of specialist terminology/processes in professional offices.

An employee who holds a Certificate III (Customer Contact) or equivalent is to be classified at this level when employed to perform the functions defined.

\* Note: These typical duties/skills may be either at Level 3 or Level 4 dependent upon the characteristics of that particular level.

## B.5 Level 4

### B.5.1 Characteristics

Employees at this level will have achieved a level of organisation or industry specific knowledge sufficient for them to give advice and/or information to the organisation and clients in relation to specific areas of their responsibility. They would require only limited guidance or direction and would normally report to more senior staff as required. Whilst not a pre-requisite a principal feature of this level is supervision of employees in lower levels in terms of responsibility for the allocation of duties, coordinating work flow, checking progress, quality of work and resolving problems.

They exercise initiative, discretion and judgment at times in the performance of their duties.

They are able to train employees in Levels 1-3 by personal instruction and demonstration.

### B.5.2 Typical duties/skills

Indicative typical duties and skills at this level may include:

- (i) Secretarial/executive support services which may include the following: maintaining executive diary; attending executive/organisational meetings and taking minutes; establishing and/or maintaining current working and personal filing systems for executive; answering executive correspondence from verbal or handwritten instructions.
- (ii) Able to prepare financial/tax schedules, calculating costings and/or wage and salary requirements; completing personnel/payroll data for authorisation; reconciliation of accounts to balance.
- (iii) Advising on/providing information on one or more of the following:
  - employment conditions; workers compensation procedures and regulations; and superannuation entitlements, procedures and regulations.
- (iv) \*Applying one or more computer software packages, developed for a micro personal computer or a central computer resource to either:





- creating new files and records; maintaining computer based management systems; identifying and extract information from internal and external sources; or using of advanced word processing/keyboard functions.

An employee who holds a Certificate IV (Customer Contact) or equivalent is to be classified at this level when employed to perform the functions defined.

\* Note: These typical duties/skills may be either at Level 3 or Level 4 dependent upon the characteristics of that particular level.

### **B.6 Level 5**

#### **B.6.1 Characteristics**

Employees at this level are subject to broad guidance or direction and would report to more senior staff as required.

Such employees will typically have worked or studied in a relevant field and will have achieved a standard of relevant and/or specialist knowledge and experience sufficient to enable them to advise on a range of activities and features and contribute, as required, to the determination of objectives, within the relevant field(s) of their expertise.

They are responsible and accountable for their own work and may have delegated responsibility for the work under their control or supervision, including, scheduling workloads, resolving operations problems, monitoring the quality of work produced and counselling staff for performance and work related matters.

They would also be able to train and to supervise employees in lower levels by means of personal instruction and demonstration. They would also be able to assist in the delivery of training courses. They would often exercise initiative, discretion and judgment in the performance of their duties.

The possession of relevant post secondary qualifications may be appropriate but are not essential.

#### **B.6.2 Typical duties/skills**

Indicative typical duties and skills at this level may include:

- (i) Apply knowledge of organisation's objectives, performance, projected areas of growth, product trends and general industry conditions.
- (ii) Application of computer software packages within either a micro personal computer or a central computer resource including the integration of complex word processing/desktop publishing, text and data documents.
- (iii) Provide reports for management in any or all of the following areas:
  - account/financial; staffing; legislative requirements; and other company activities.



- (iv) Administer individual executive salary packages, travel expenses, allowances and company transport; administer salary and payroll requirements of the organisation.

An employee who holds a Diploma - Front Line Management or equivalent is to be classified at this level when employed to perform the functions defined.

