



INDUSTRIAL CIRCULAR 8/2018

Date: 25 June 2018

**Subject: CLERKS – PRIVATE SECTOR AWARD 2010 -
Wages Summary for Clerical Employees, July 2018**

CLERKS – PRIVATE SECTOR AWARD 2010

This is the modern award applicable to employers employing clerical employees in the transport industry. **These new rates and allowances apply from the first pay period commencing on or after 1 July 2018.**

MINIMUM WEEKLY WAGE RATES

The minimum weekly wage rates for clerical employees are detailed below. The classification structure is very detailed and is contained at Schedule B of the Award which is accessible at the following web site:

www.fwc.gov.au/documents/documents/modern_awards/award/MA000002/default.htm

Please review the classifications criteria very carefully because you must give consideration to the characteristics of each level as well as typical duties/skills. The characteristics are the primary guide as they indicate the:

- Level of basic knowledge required;
- comprehension of issues;
- problems/procedures required
- Level of supervision/accountability of the position
- **Higher Duties:** An employee, when required to perform any of the duties in a classification higher than their usual classification **for more than one day** must be paid at least the rate which would be applicable if such duties were performed on a permanent basis.



Classification	Per week \$
Level 1—Year 1	\$764.70
Level 1—Year 2	\$802.50
Level 1—Year 3	\$827.60
Level 2—Year 1	\$837.40
Level 2—Year 2	\$852.90
Level 3	\$884.50
Call centre principal customer contact specialist	\$890.70
Level 4	\$928.80
Level 5	\$966.50
Call centre technical associate	\$1,058.70

Juniors	
Junior employees must be paid the following percentage of the appropriate wage rates.	
Age	% Rate
< 16 years	45
16	50
17	60
18	70
19	80
20	90

Allowances

First Aid Allowance: \$12.56 per week

Meal Allowance: \$15.45, where required to work more than 1 ½ hours overtime without 24 hours’ notice. Where such overtime work exceeds four hours a further meal allowance of **\$12.37** will be paid.

Vehicle Allowance: cars - 78 cents per km, **motorcycles – 26 cents** per km

Clothing: where required to wear a uniform the cost of it must be reimbursed and full time employees paid **\$3.55** per week for laundry expenses, part timers or casuals should receive **71 cents** per shift.

Spread of Hours & Overtime

Ordinary hours of work should not exceed 38 per week. The spread of hours in this Award is from **7.00am to 7.00pm, Monday to Friday and from 7.30am to 12pm on Saturday**. Any work outside of those hours or beyond agreed daily working hours, which can be up to 10 in a day, should be paid at **overtime rates which are time and a half for the first 2 hours and double time thereafter**. Each day’s overtime stands alone. Further, all employees must be allowed a minimum of two 10 minute rest intervals per day, that is a morning and afternoon break which shall be counted as time worked.

Casuals

A casual employee shall be entitled to a loading of 25% and it is calculated by dividing the weekly rate by 38 and then multiplying that sum by 1.25 to give a casual hourly rate. A casual employee is entitled to a minimum of 3 hours payment per engagement.

For further information on these or any specific industrial matters: Please contact Paul Ryan, our industrial adviser on Ph: (03) 9646 8590, or email reception@vta.com.au