



INDUSTRIAL CIRCULAR

7/2015

Date: 19 June 2015

**Subject: CLERKS – PRIVATE SECTOR AWARD 2010 - Wages
Summary for Clerical Employees, July 2015**

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 2015.**

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:

- o Level of basic knowledge required;
- o comprehension of issues;
- o problems/procedures required
- o Level of supervision/accountability of the position

Classification	Per week \$
Level 1—Year 1	\$698.40
Level 1—Year 2	\$733.00
Level 1—Year 3	\$756.00
Level 2—Year 1	\$764.90
Level 2—Year 2	\$779.10
Level 3	\$807.90
Call centre principal customer contact specialist	\$813.60
Level 4	\$848.30
Level 5	\$882.80
Call centre technical associate	\$967.00

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: \$11.47 per week

Meal Allowance: \$14.65, where required to work more than 1 ½ hours overtime without 24 hours notice

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 **5.30am to 6.30pm, Monday to Friday**. 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:
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