

PAY SCALE SUMMARY

derived from the

Clerical and Administrative Employees (Victoria) Award 1999 [AP773032 – Fed]

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This pay scale summary was developed by the Workplace Authority and is derived from the above award as it was on 26 March 2006 as adjusted by the Australian Fair Pay Commission. This summary incorporates increases determined by the Australian Fair Pay Commission with effect commencing from the employee's first pay period on or after the 1 October 2008.

Enquiries about the application of the Australian Fair Pay Commission's decision should be referred to the Workplace Infoline on **1300 363 264**.



Australian Government
Workplace Authority

Coverage

This pay scale summary covers employees in Victoria engaged wholly or principally in clerical work which may include administrative duties of a clerical nature.

However, this pay scale summary contains a number of exclusions, including any person who is a proprietor, director or manager or any person to whom the right to engage or terminate employees has been delegated.

This pay scale summary does not apply to businesses in the contract call centre industry (as defined).

Employers can be covered by this pay scale summary through individual citation or through transmission of business. In addition, this pay scale summary has common rule application in Victoria, which means that all employers that fall within the industry description are bound by its terms (subject to exclusions)¹. For detail of the coverage provisions see the 26 March 2006 version of the award and the common rule declaration.

Wages

Classification	Basic hourly rate
Clerical assistant Grade 1 First 6 months experience at this grade	\$15.59
Clerical assistant Grade 1 More than 6 months and less than 12 months experience at this grade	\$15.72
Clerical assistant Grade 1 After 12 months experience at this grade	\$15.86
Clerical officer Grade 2 First 6 months experience at this grade	\$16.13

¹ Note that a pay scale derived from a common rule is separate to the pay scale derived from the underlying award. This summary consolidates both for convenience. For the detail of the pay scale derived from the common rule, see the relevant common rule declaration of the Australian Industrial Relations Commission, as that declaration applied on 26 March 2006.

Classification	Basic hourly rate
Clerical officer Grade 2 More than 6 months and less than 12 months experience at this grade	\$16.26
Clerical officer Grade 2 After 12 months experience at this grade	\$16.40
Clerical officer Grade 3 First 6 months experience at this grade	\$16.59
Clerical officer Grade 3 After 6 months experience at this grade	\$16.78
Clerical officer Grade 4	\$17.51
Administrative officer Grade 5	\$18.38
Administrative officer Grade 6	\$19.30

Casual Rates

Loading based on	Loading
relevant basic hourly rate	25%

Other information - casuals

Casual employees who had an agreement in place with their employer on 26 March 2006 in accordance with clause 27.16 of the pre-reform award which provided for the payment of a further one-twelfth of the appropriate hourly rate payable in lieu of annual leave entitlements continues in force.

Classifications

For detail of classification descriptions see the 26 March 2006 version of the award.

Juniors

Rates for Juniors: Grade 1 or 2 - First 6 months experience at this grade:

Year/Stage	Rate	Rate based on
Under 16	45% (\$7.26)	Grade 2 - First 6 months experience
At 16	50% (\$8.07)	Grade 2 - First 6 months experience
At 17	60% (\$9.68)	Grade 2 - First 6 months experience
At 18	70% (\$11.29)	Grade 2 - First 6 months experience
At 19	80% (\$12.90)	Grade 2 - First 6 months experience
At 20	90% (\$14.52)	Grade 2 - First 6 months experience

Rates for Juniors: Grade 1 or 2 - More than 6 months and less than 12 months experience at this grade:

Year/Stage	Rate	Rate based on
Under 16	45% (\$7.32)	Grade 2 - More than 6 months and less than 12 months experience
At 16	50% (\$8.13)	Grade 2 - More than 6 months and less than 12 months experience
At 17	60% (\$9.76)	Grade 2 - More than 6 months and less than 12 months experience
At 18	70% (\$11.38)	Grade 2 - More than 6 months and less than 12 months experience
At 19	80% (\$13.01)	Grade 2 - More than 6 months and less than 12 months experience
At 20	90% (\$14.63)	Grade 2 - More than 6 months and less than 12 months experience

Rates for Juniors: Grade 1 or 2 - More than 12 months experience at this grade:

Year/Stage	Rate	Rate based on
Under 16	45% (\$7.38)	Grade 2 - More than 12 months experience
At 16	50% (\$8.20)	Grade 2 - More than 12 months experience
At 17	60% (\$9.84)	Grade 2 - More than 12 months experience
At 18	70% (\$11.48)	Grade 2 - More than 12 months experience
At 19	80% (\$13.12)	Grade 2 - More than 12 months experience
At 20	90% (\$14.76)	Grade 2 - More than 12 months experience

Rates for Juniors: Grade 3 - First six months experience at this grade:

Year/Stage	Hourly rate	Rate based on
Under 16	45% (\$7.47)	Grade 3 - First six months experience
At 16	50% (\$8.30)	Grade 3 - First six months experience
At 17	60% (\$9.95)	Grade 3 - First six months experience
At 18	70% (\$11.61)	Grade 3 - First six months experience
At 19	80% (\$13.27)	Grade 3 - First six months experience
At 20	90% (\$14.93)	Grade 3 - First six months experience

Rates for Juniors: Grade 3 - After six months experience at this grade:

Year/Stage	Hourly rate	Rate based on
Under 16	45% (\$7.55)	Grade 3 - After six months experience
At 16	50% (\$8.39)	Grade 3 - After six months experience
At 17	60% (\$10.07)	Grade 3 - After six months experience
At 18	70% (\$11.75)	Grade 3 - After six months experience
At 19	80% (\$13.42)	Grade 3 - After six months experience
At 20	90% (\$15.10)	Grade 3 - After six months experience

Trainees

This pay scale summary incorporates trainee rates derived from the [National Training Wage Award 2000](#), as adjusted from time to time.

Apprentices

Apprentice rates of pay are not covered by this pay scale summary.

Frequency of payment

Wages shall be paid weekly. By agreement between the employer and the majority of employees in the relevant enterprise, wages may be paid fortnightly or monthly.

Where an employee is paid wages by cash or cheque and the employee is, by virtue of the arrangement of their ordinary hours, to take a day off on a day which coincides with payday, such employee must be paid no later than the working day immediately following payday. However, if the employer is able to make suitable arrangements, wages may be paid on the working day preceding payday.

Note that the frequency of payment provisions in this pay scale summary do not apply to employees who are covered by a workplace agreement or contract of employment containing frequency of payment provisions that provide for payments in respect of periods of one month or less. Such employees are guaranteed payment in accordance with the frequency of payment provisions in the workplace agreement or contract of employment.

Pay Scale Summary – Background

This summary sets out basic classification wages, and associated provisions, derived from the 26 March 2006 version of the award. Other conditions of employment (including allowances, penalties and loadings) may be contained in an award, workplace agreement, contract of employment, or Notional Agreement Preserving State Awards.

Demonstrated compliance with the details published in this pay scale summary by an employer bound to observe the provisions of the equivalent preserved Australian Pay and Classification Scale (pay scale) will be deemed by the Workplace Ombudsman as satisfying the employer's obligations under the pay scale, provided that the employee is correctly classified and paid for each hour worked in accordance with the pay scale. The keeping of time and wages records and the issuing of payslips is required by law and will be needed to demonstrate to the Workplace Ombudsman compliance with the pay scale.

This pay scale summary provides information about the effect of Australian Fair Pay Commission decisions. Any questions concerning this summary, or the entitlements of employees under the pay scale or the related award should be directed to the Workplace Infoline on 1300 363 264.

Transitional Arrangements

Despite the coverage provisions of the pay scale, an employee or employer may not be covered by the pay scale while the employee or employer is covered by one of the following:

- a pre-reform federal certified agreement
- a pre-reform federal Australian Workplace Agreement
- an individual or collective preserved State agreement
- a transitional award (for employers in the federal system not covered by the 26 March 2006 workplace reforms, these will apply for up to 5 years from 27 March 2006).

If you require assistance with any provisions of this pay scale summary please call the Workplace Infoline on 1300 363 264.

Disclaimer

By agreeing to use this summary of information, the user agrees:

- that the Commonwealth of Australia does not give any guarantee, undertaking or warranty whatsoever in relation to the summary, including in relation to the accuracy, completeness or currency of the summary; and
- to indemnify and hold harmless the Commonwealth from and against any loss or liability suffered by a user or a third party, arising out of the provision of the information, howsoever caused, including due to the negligence of the Commonwealth.