

# Pay Scale Summary

## PAY SCALE SUMMARY

derived from the

### **Victorian Legal Professional, Clerical and Administrative Employees Award 2004 [AP831581 – Fed]**

Published 18Jul08

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 applies in Victoria to legal professionals, clerical and administrative employees.

In addition, this pay scale summary has common rule application in Victoria, which means that all employers that fall within the industry description are covered (subject to exceptions).

For detail of the coverage provisions see the pre-reform award.

### **Wages**

<b>Classification</b>	<b>Basic hourly rate</b>
Grade 1 Legal Clerical Assistant	\$14.75
Grade 2 Legal Clerical Assistant	\$15.89
Grade 3 Legal Clerical Officer Entry Level	\$16.78
Grade 4 Legal Clerical Officer/Articled Clerk	\$17.87
Grade 5 Legal Clerical and Administrative Officer	\$19.35
Grade 6 Law Clerk/Solicitor	\$20.30
Grade 7 Legal Administrative and Professional Officer	\$21.94
Grade 7A 2nd Year of Service	
Grade 7 Legal Administrative and Professional Officer	\$22.93
Grade 7B 3rd Year of Service	

## Casual Rates

<b>Loading for Casual employees</b>	<b>Loading</b>
Based on relevant basic hourly rate	25%

## Classifications

For detail of classification descriptions see the pre-reform award.

## Juniors

### **Grade 1 Legal Clerical Assistant**

<b>Year/Stage</b>	<b>Rate</b>	<b>Rate based on</b>
Under 16 years	45% (\$6.64)	Grade 1 Legal Clerical Assistant
At 16 years of age	50% (\$7.38)	Grade 1 Legal Clerical Assistant
At 17 years of age	60% (\$8.85)	Grade 1 Legal Clerical Assistant
At 18 years of age	70% (\$10.33)	Grade 1 Legal Clerical Assistant
At 19 years of age	80% (\$11.80)	Grade 1 Legal Clerical Assistant
At 20 years of age	90% (\$13.28)	Grade 1 Legal Clerical Assistant

### **Grade 2 Legal Clerical Assistant**

<b>Year/Stage</b>	<b>Rate</b>	<b>Rate based on</b>
Under 16 years	45% (\$7.15)	Grade 2 Legal Clerical Assistant
At 16 years of age	50% (\$7.95)	Grade 2 Legal Clerical Assistant
At 17 years of age	60% (\$9.53)	Grade 2 Legal Clerical Assistant
At 18 years of age	70% (\$11.12)	Grade 2 Legal Clerical Assistant
At 19 years of age	80% (\$12.71)	Grade 2 Legal Clerical Assistant
At 20 years of age	90% (\$14.30)	Grade 2 Legal Clerical Assistant

### **Grade 3 Legal Clerical Officer**

<b>Year/Stage</b>	<b>Rate</b>	<b>Rate based on</b>
Under 16 years	45% (\$7.55)	Grade 3 Legal Clerical Officer
At 16 years of age	50% (\$8.39)	Grade 3 Legal Clerical Officer
At 17 years of age	60% (\$10.07)	Grade 3 Legal Clerical Officer
At 18 years of age	70% (\$11.75)	Grade 3 Legal Clerical Officer
At 19 years of age	80% (\$13.42)	Grade 3 Legal Clerical Officer
At 20 years of age	90% (\$15.10)	Grade 3 Legal Clerical Officer

### Grade 4 Legal Clerical Officer/Articled Clerk

Year/Stage	Rate	Rate based on
Under 16 years	45% (\$8.04)	Grade 4 Legal Clerical Officer/Articled Clerk
At 16 years of age	50% (\$8.94)	Grade 4 Legal Clerical Officer/Articled Clerk
At 17 years of age	60% (\$10.72)	Grade 4 Legal Clerical Officer/Articled Clerk
At 18 years of age	70% (\$12.51)	Grade 4 Legal Clerical Officer/Articled Clerk
At 19 years of age	80% (\$14.30)	Grade 4 Legal Clerical Officer/Articled Clerk
At 20 years of age	90% (\$16.08)	Grade 4 Legal Clerical Officer/Articled Clerk

### Grade 5 Legal Clerical and Administrative Officer

Year/Stage	Rate	Rate based on
Under 16 years	45% (\$8.71)	Grade 5 Legal Clerical and Administrative Officer
At 16 years of age	50% (\$9.68)	Grade 5 Legal Clerical and Administrative Officer
At 17 years of age	60% (\$11.61)	Grade 5 Legal Clerical and Administrative Officer
At 18 years of age	70% (\$13.55)	Grade 5 Legal Clerical and Administrative Officer
At 19 years of age	80% (\$15.48)	Grade 5 Legal Clerical and Administrative Officer
At 20 years of age	90% (\$17.42)	Grade 5 Legal Clerical and Administrative Officer

### Grade 6 Law Clerk/Solicitor

Year/Stage	Rate	Rate based on
Under 16 years	45% (\$9.14)	Grade 6 Law Clerk/Solicitor
At 16 years of age	50% (\$10.15)	Grade 6 Law Clerk/Solicitor
At 17 years of age	60% (\$12.18)	Grade 6 Law Clerk/Solicitor
At 18 years of age	70% (\$14.21)	Grade 6 Law Clerk/Solicitor
At 19 years of age	80% (\$16.24)	Grade 6 Law Clerk/Solicitor
At 20 years of age	90% (\$18.27)	Grade 6 Law Clerk/Solicitor

### Trainees

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

### Apprentices

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

### Frequency of payment

Wages are payable fortnightly unless the employer and employee otherwise agree.

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.