

# WAGE BULLETIN 2020

(From 1 November 2020)

## CLERKS - PRIVATE SECTOR AWARD 2020 [MA000002]

**This wage bulletin contains information about minimum wages and allowances under the Clerks - Private Sector Award 2020 (the Award) that are applicable from the first full pay period commencing on or after 1 November 2020.**

### How to use this wage bulletin

To identify the applicable rate of pay, you must firstly determine the employee's classification. You can determine the applicable classification by referring to Part B of this wage bulletin.

Part B of this wage bulletin has been extracted from the Award and contains guidance on the tasks and duties for each classification level, as well as the competencies associated with each level.

Once the applicable classification has been determined, you can refer to Part A to identify the employee's applicable rate of pay.

### Structure of this wage bulletin

There are two parts to this wage bulletin:

- Part A – Wage rates and allowances (see page 2 onwards)
- Part B – Classification schedule (see page 5 onwards)

### Update to this wage bulletin

In its Annual Wage Review, the Fair Work Commission (FWC) has determined that rates of pay in the Award will increase from the first full pay period commencing on or after 1 November 2020. The FWC has determined that this increase will be 1.75%.

In addition to this percentage increase, expense related allowances have been adjusted in accordance with CPI movements. These adjustments are also applicable from the first full pay period on or after 1 November 2020.

If you require further assistance, please contact the MBV IR team on (03) 9411 4555.

Whilst we have taken care in the preparation of this Wage Bulletin, Master Builders Victoria accepts no responsibility or liability for the accuracy of the information.

## Wage Rates – Adults

The following rates apply to employees that are aged 21 years or older:

Classification	Weekly Rate \$	Hourly Rate \$	Casual Hourly Rate \$
<b>Level 1</b>			
Year 1	801.40	21.09	26.36
Year 2	841.10	22.13	27.66
Year 3	867.30	22.82	28.53
<b>Level 2</b>			
Year 1	877.60	23.09	28.86
Year 2	893.90	23.52	29.40
<b>Level 3</b>	926.90	24.39	30.49
Call centre principal	933.50	24.57	30.71
<b>Level 4</b>	973.40	25.62	32.02
<b>Level 5</b>	1012.90	26.66	33.33
Call centre technical	1109.60	29.20	36.50

## 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



## Allowances

Allowance	Rate \$
<b>Meal allowance</b>	
more than 1.5 hours overtime and not given 24 hours' notice	\$16.28
more than 4 hours overtime	\$13.03
<b>Vehicle allowance</b>	
Motor cars – (maximum 400 km per week)	\$0.78 per kilometre
Motorcycles – (maximum 400 km per week)	\$0.26 per kilometre
<b>Laundry allowance</b>	
Full-time employee	\$3.55 per week
Part-time or casual employee	\$0.71 per shift
<b>First aid allowance</b>	\$13.16 per week

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## 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	338.60	372.90	444.20
Plus 1 year out of school	372.90	444.20	517.00
Plus 2 years out of school	444.20	517.00	601.60
Plus 3 years out of school	517.00	601.60	688.80
Plus 4 years out of school	601.60	688.80	
Plus 5 or more years out of school	688.80		

### 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 hour	per hour	per hour
	\$	\$	\$
School leaver	11.14	12.28	14.62
Plus 1 year out of school	12.28	14.62	17.02
Plus 2 years out of school	14.62	17.02	19.79
Plus 3 years out of school	17.02	19.79	22.65
Plus 4 years out of school	19.79	22.65	
Plus 5 or more years out of school	22.65		

**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.

