

CURRENT WAGE RATES

Members requiring additional information should contact
VECCI Information Services on (03) 8662 5222 or 1800 672 731

VECCI WAGE RATE UPDATE

AUSTRALIAN PAY AND CLASSIFICATION SCALES

Clerical and Administrative Employees (Victoria) Award 1999 (PLF0117)

October 2008

This Member Update provides information about the wage rates that apply to employees covered by the Clerical and Administrative Employees (Victoria) Award 1999

The rates detailed in this Update include increases granted by the Australian Fair Pay Commission **from the first pay period on or after 1 October 2008** of-

- an increase of \$21.66 per week (\$0.57 per hour) to the standard Federal Minimum Wage, bringing the weekly rate to \$543.78 (\$14.31 per hour); and
- an increase of approximately \$21.66 (\$0.57 per hour) in adult Pay Scales, the AFPC Increase will also flow to junior employees, employees to whom training arrangements apply, casual employees and basic piece rates of pay; and
- the minimum weekly payment for an employee under the Supported Wage System will increase to \$69.00 per week.

Please note the increases do not apply to businesses that are not incorporated, i.e. partnerships, sole traders. Please contact VECCI's Telephone Information Centre if you have any questions about this issue.

Disclaimer

The information contained in this document has been prepared by VECCI in this format for the convenience and benefit of its members and is based on material originating from third parties. VECCI does not accept responsibility for the accuracy of the information.

The information **does not** constitute, and should not be relied on, as legal or other professional advice about the content and does not reflect the opinion of VECCI, its employees or agents. VECCI does not accept responsibility for loss or damage suffered as a result of reliance on this information. If you are uncertain about the application of this information in your own circumstances you should obtain specific advice.

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Allowances

The Allowances contained in this Update have been adjusted to reflect the Australian Industrial Relations Commission 2008 Wage Setting Decision.

Absorption

The increases only apply to minimum wage rates. They can be absorbed into any amounts now being paid in excess of those minimum rates.

“WorkChoices” Agreements

Please note also that employees covered by collective agreements or AWA's put in place from 26th March 2006 under the “WorkChoices” legislation must at all times receive rates of pay at least equivalent to the relevant minimum rates.

Accordingly, if the rates in any of those post “WorkChoices” Agreements fall below the new minimum rates then they will need to be increased to the new levels.

A Word of Warning

VECCI has endeavoured to ensure the rates it now publishes are correct. In some cases minor corrections may be required. VECCI does not accept any liability for loss or damage suffered as a result of reliance on this information. If you have any concerns please seek further advice from VECCI. We will be in contact again if it does become necessary to make any amendments to the current information.

Future Decisions

The Australian Fair Pay Commission “has determined to conduct an annual wage review and announce its wage – setting decisions in July each year, with an implementation date in October of that year.”

Further Information

We repeat if you need any clarification about any issues in this update please do not hesitate to get in contact with VECCI's Telephone Information Centre on 03 8662 5222 or 1800 672 731.

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Please ensure that you read the introductory section of this Wage Rate Update.

Wages (Clause 16)

Adult Wage Rates

Classification	Award Rate \$	Hourly Rate \$
Grade 1 - Clerical Assistant First six months experience at this grade	592.42	15.59
More than six months and less than 12 months experience at this grade	597.36	15.72
After 12 months experience at this grade	602.68	15.86
Grade 2 - Clerical Officer First six months experience at this grade	612.94	16.13
More than six months and less than 12 months experience at this grade	617.88	16.26
After 12 months experience at this grade	623.20	16.40

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Grade 3 - Clerical Officer First six months experience at this grade	630.42	16.59
After six months experience at this grade	637.64	16.78
Grade 4 - Clerical Officer	665.38	17.51
Grade 5 - Administrative Officer	698.44	18.38
Grade 6 - Administrative Officer	733.40	19.30

Juniors - Grade 1 or 2

	% of Adult Wage %	Weekly Rate \$	Hourly Rate \$
First Six Months experience			
Under 16	45%	275.88	7.26
At 16	50%	306.66	8.07
At 17	60%	367.84	9.68
At 18	70%	429.02	11.29
At 19	80%	490.20	12.90
At 20	90%	551.76	14.52
More than six months and less than 12 months experience			
Under 16	45%	278.16	7.32
At 16	50%	308.94	8.13
At 17	60%	370.88	9.76
At 18	70%	432.44	11.38
At 19	80%	494.38	13.01
At 20	90%	555.94	14.63
More than 12 months experience			
Under 16	45%	280.44	7.38
At 16	50%	311.60	8.20
At 17	60%	373.92	9.84
At 18	70%	436.24	11.48
At 19	80%	498.56	13.12
At 20	90%	560.88	14.76

Juniors - Grade 3			
First six months experience			
Under 16	45%	283.86	7.47
At 16	50%	315.40	8.30
At 17	60%	378.10	9.95
At 18	70%	441.18	11.61
At 19	80%	504.26	13.27
At 20	90%	567.34	14.93
After six months experience			
Under 16	45%	286.90	7.55
At 16	50%	318.82	8.39
At 17	60%	382.66	10.07
At 18	70%	446.50	11.75
At 19	80%	509.96	13.42
At 20	90%	573.80	15.10

Casual Rates - Adults Only***

	Per hour without annual leave allowance \$	Per hour including annual leave allowance \$
Grade 1 - Clerical Assistant		
First six months experience at this grade	19.4875	20.7867
More than six months and less than 12 months experience at this grade	19.6500	20.9600
After 12 months experience at this grade	19.8250	21.1467
Grade 2 - Clerical Officer		
First six months experience at this grade	20.1625	21.5067
More than six months and less than 12 months experience at this grade	20.3250	21.6800
After 12 months experience at this grade	20.5000	21.8667
Grade 3 - Clerical Officer		
First six months experience at this grade	20.7375	22.1200
After six months experience at this grade	20.9750	22.3733
Grade 4 - Clerical Officer		
	21.8875	23.3467

Grade 5 - Administrative Officer	22.9750	24.5067
Grade 6 - Administrative Officer	24.1250	25.7333

*** Basis of payment 1/38th of weekly rate per hour plus 25% plus 1/12th of weekly rate for annual leave (latter option to be notified in writing).

Special Conditions as to Contract Payroll Envelopers (Clause 13.7) -

The provisions of this clause shall apply to contract security service establishments as listed in Schedule of Respondents.

(a) Employees engaged as casuals performing enveloping duties in payroll operations shall be paid the following rates:

		Per hour \$
Between 8.00am and 6.00pm Monday to Friday inclusive	Adult envelopers	14.3100
Between 6.00pm and 8.00pm Monday to Friday	Adult envelopers	18.6620
After 8.00pm Monday to Friday	Adult envelopers	23.7514

Supported Wages System (Clause 17)

17.3.2 \$69.00 per week

17.9.3 \$69.00 per week

Allowances (Clause 19)

19.1 Bank Deposits and/or Withdrawals

\$300.00

19.4 Meal Allowance

19.4.1(a) \$12.00 and \$9.60

19.4.1(b) \$12.00 and \$9.60

19.5 Vehicle Allowance

19.5.1(a) Motor cars - 63 cents per kilometre with a maximum payment as for 400 kilometres per week; and

19.5.1(b) Motorcycles - 34 cents per kilometre with a maximum payment as for 400 kilometres per week.

19.7. Uniform Allowance

\$3.65 per week

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