

REVIEW DECISION: 2009 General Review of Award Wages and Minimum Standard for Remuneration

INCREASE IN STATE AWARD RATES OF PAY AND THE MINIMUM WAGE

On 21 August 2009, the Industrial Relations Commission of SA handed down its decision in the 2009 General Review of Award Wages and the Minimum Standard for Remuneration.

The Statement, Decision and Orders are available under "Latest News" on the Commission's website at: <http://www.industrialcourt.sa.gov.au/>

The Commission has determined that:

- Adult award rates of pay will be increased by \$14.00 per week, and the new State Minimum Award Wage will be \$560.65 per week.
- The State minimum wage for a full time adult will also be established at \$560.65 per week.
- All awards and the minimum wage will be increased from a common operative date of the first pay period to commence on or after 1 October 2009.
- Proportionate adjustments will apply to juniors, trainees and other employees.

The Decision covers all Awards of the Industrial Relations Commission of SA and the increased rates apply to all employers and employees who are not covered by the Federal *Fair Work Act 2009*.

The Commission's Registrar will now vary each of the awards to reflect the increases in rates of pay, work related allowances and service increments.

Wage Rate Sheets published by SafeWork SA will be made available as soon as the Registrar has made the required variations to the relevant awards.

In the mean time, for further information or assistance regarding the wage increases or the timing of the Wage Rate Sheets, please contact the SafeWork SA Help Centre on 1300 365 255

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Manager
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SAFEWORK SA



Wages Rate Sheet for CLERKS' (SOUTH AUSTRALIA) AWARD

Operative: First pay period commencing on or after 1 October 2008 ⁽¹⁾

Subject to Clause 1.3, this Award covers clerks and other clerical and office workers EXCEPT those covered by:

- Clerks (Clubs, Hotels and Motels) Award
- Clerks Metal Industry (South Australia) Award
- Clerks (Retail Industry) Award
- Any Federal Clerks Award

'Service' in respect to this schedule means any adult **service** as a clerk within the industry of clerks - see Schedule 2, Clause S2.1.2.

CLASSIFICATION	WEEKLY AND PART-TIME EMPLOYEES				CASUAL EMPLOYEES		
			OVERTIME		Monday to Friday Per Hour as prescribed by the Award	OVERTIME	
	Weekly Rate	Hourly Rate	Time & a Half	Double Time		Time & a Half	Double Time
	\$ c	\$ c	\$ c	\$ c	\$ c	\$ c	\$ c
ADULTS							
LEVEL 1 (as defined)							
1st year of adult service	600.90	15.81	23.72	31.63	18.97	28.46	37.94
2nd year of adult service	613.40	16.14	24.21	32.28	19.37	29.06	38.74
3rd & subsequent years	625.90	16.47	24.71	32.94	19.76	29.65	39.53
LEVEL 2 (as defined)							
1st year of adult service	630.10	16.58	24.87	33.16	19.90	29.85	39.80
2nd & subsequent years	640.40	16.85	25.28	33.71	20.22	30.33	40.45
LEVEL 3 (as defined)							
1st year of adult service	661.30	17.40	26.10	34.81	20.88	31.32	41.77
2nd & subsequent years	682.10	17.95	26.93	35.90	21.54	32.31	43.08
LEVEL 4 (as defined)							
1st year of adult service	701.00	18.45	27.67	36.89	22.14	33.21	44.27
2nd & subsequent years	721.80	18.99	28.49	37.99	22.79	34.19	45.59
LEVEL 5 (as defined)							
1st year of adult service	737.70	19.41	29.12	38.83	23.29	34.94	46.58
2nd & subsequent years	753.20	19.82	29.73	39.64	23.78	35.67	47.56
JUNIORS							
LEVEL 1 (as defined)							
At 16 years and under	300.50	7.91	11.86	15.82	9.49	14.23	18.98
At 17 years	360.50	9.49	14.23	18.97	11.39	17.09	22.78
At 18 years	420.60	11.07	16.60	22.14	13.28	19.92	26.56
At 19 years	480.70	12.65	18.98	25.30	15.18	22.77	30.36
At 20 years	540.80	14.23	21.35	28.46	17.08	25.62	34.16
LEVEL 2 (as defined)							
At 16 years and under	315.10	8.29	12.44	16.58	9.95	14.93	19.90
At 17 years	378.10	9.95	14.93	19.90	11.94	17.91	23.88
At 18 years	441.10	11.61	17.41	23.22	13.93	20.89	27.86
At 19 years	504.10	13.27	19.90	26.53	15.92	23.88	31.84
At 20 years	567.10	14.92	22.39	29.85	17.90	26.85	35.80

(1) This rate sheet replaces that operative from 1 October 2007 and incorporates 2008 State Wage Case adjustments.

Notes

This Rate Sheet is NOT applicable to constitutional corporations or other employers covered by the Federal industrial relations system. For Federal system information, contact the Workplace InfoLine on 1300 363 264

s. 103 of the *Fair Work Act* requires an employer to produce the Award and give a copy to an employee who is bound by the Award, on request. The Award must also be exhibited at a place that is reasonably accessible to an employee. The Award can be downloaded from the Commission's website at www.industrialcourt.sa.gov.au or purchased from the Products Unit (8207 0990).

For further advice and assistance, contact the SafeWork SA Help Centre on 1300 365 255.

Disclaimer

This Rate Sheet is subject to variation and should not be relied upon in substitution for the Award. Whilst every effort has been made to ensure the information contained in this Rate Sheet is free from error and/or omissions, no responsibility can be accepted by SafeWork SA, its employees or other persons involved in the preparation of this Rate Sheet for any claim which may arise from any person acting on the information contained herein.

SCHEDULE 1 - CLASSIFICATION OF EMPLOYEES

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CLAUSE S1.2 CLASSIFICATION CRITERIA

The Classification Criteria provides guidelines to determine the appropriate classification level of persons employed pursuant to this Award. 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 undertakes these duties 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 progress through the classification structure as their competency and skills increase and are utilised.

Level 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 employee's 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.

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.

Level 2

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 judgement 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.

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
 - 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
 - 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.

Level 3

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 judgement 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.

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/or:
 - create new files and records
 - maintain computer based records management systems
 - identify and extract information from internal and external sources
 - use of advance 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.

** NOTE: These typical duties/skills may be either at Level 3 or Level 4 dependent upon the characteristics of that particular Level.*

Level 4

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, co-ordinating work flow, checking progress, quality of work and resolving problems.

They exercise initiative, discretion and judgement at times in the performance of their duties. They are able to train employees in Levels 1-3 by personal instruction and demonstration.

Typical Duties/Skills

Indicative typical duties and skills at this level may include:

- Secretarial/Executive support services which may include the following: maintain executive diary; attend executive/organisational meetings and take minutes; establish and/or maintain current working and personal filing systems for executive; answer executive correspondence from verbal or handwritten instructions.
- Able to prepare financial/tax Schedules, calculate costings and/or wage and salary requirements; complete personnel/payroll data for authorisation; reconciliation of accounts to balance.
- Advise on/provide information on one or more of the following:
 - (i) employment conditions
 - (ii) workers compensation procedures and regulations
 - (iii) superannuation entitlements, procedures and regulations

- Apply one or more computer software packages, developed for a micro personal computer or a central computer resource to either/or:
 - create new files and records
 - maintain computer based records management systems
 - identify and extract information from internal and external sources
 - use of advance word processing/keyboard functions.

** NOTE: These typical duties/skills may be either at Level 3 or Level 4 dependent upon the characteristics of that particular Level.*

Level 5

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, in terms of, inter alia, scheduling workloads, resolving operations problems, monitoring the quality of work produced as well as counselling staff for performance as well as 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 often exercise initiative, discretion and judgement in the performance of their duties.

The possession of relevant post secondary qualifications may be appropriate but not essential.

Typical Duties/Skills

Indicative typical duties and skills at this level may include:

- Apply knowledge of organisation's objectives, performance, projected areas of growth, product trends and general industry conditions.
- Application of computer software packages within either a micropersonal computer or a central computer resource including the integration of complex word processing/desktop publishing, text and data documents.
- Provide reports for management in any or all of the following areas:
 - (i) account/financial
 - (ii) staffing
 - (iii) legislative requirements
 - (iv) other company activities.
- Administer individual executive salary packages, travel expenses, allowances and company transport; administer salary and payroll requirements of the organisation.