Clerks Private Sector Award 2020

Effective 1 July 2026

This national award applies to Pty Ltd employers and their employees. In WA it does not apply to sole traders, unincorporated partnerships, or unincorporated trusts. These enterprises are covered by the WA state awards system. For further information contact iradvice@mbawa.com

AWARD INCREASES 1 JULY 2026

Following the Fair Work Commission 2026 Minimum Wage Review, the wages in this award have been increased by 4.75%, effective from first full pay period occurring on or after 1 July 2026.

ALLOWANCES+

Most allowances have increased, effective from 1 July 2026. Allowances are paid in addition to wage rates in this circular unless specifically stated as already included.

WHAT IF I CURRENTLY PAY OVER THE AWARD?

This circular identifies minimum wages only. If you are already paying above the relevant wage rate contained in this circular, absorption of the wage increase may automatically occur, and no adjustment may be necessary.

Types of employment

FULL TIME

Full-time employees are engaged to work 38 hours per week and receive all permanent benefits including annual leave, personal leave and redundancy pay.

CASUAL

Casual employees are engaged for a minimum daily engagement of three (3) hours.

Casual employees receive a 25% loading on top of their hourly rate in compensation for annual leave, personal leave, redundancy pay, termination notice and other permanent benefits.

Time and a half overtime and penalty rates for casuals are calculated by multiplying the relevant full time hourly rate by 175%. For double time the relevant full-time hourly rate is multiplied by 225%.

PART TIME

A part-time employee is an employee who is engaged to work for fewer ordinary hours than 38 per week on a reasonably predictable basis.

On commencement, part-time employees must be advised the days and hours of work.

Ordinary hours of work

Ordinary working hours are an average of 38 per week worked between the hours of 7am to 7pm Monday to Friday and 7am to 12.30pm Saturday. An employer and employee may agree in writing to average hours across a roster cycle provided the hours do not exceed 152 hours in 28 days or 38 hours per week over the agreed cycle.

Any hours worked by an employee on a Saturday within the span of ordinary hours (7am – 12.30pm) attract a 25% loading.

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ADULT CLASSIFICATIONS (see schedule for definitions)	Full-time $ per week	Full time $ per hour	Casuals $ per hour
Level 5	1291.80	33.99	42.49
Level 4	1241.40	32.67	40.84
Level 3	1182.10	31.11	38.89
Level 2 - Year 2	1139.90	30.00	37.50
Level 2 - Year 1	1119.10	29.45	36.81
Level 1 - Year 3	1106.20	29.11	36.39
Level 1 - Year 2	1073.10	28.24	35.30
Level 1 - Year 1	1024.70	26.97	33.71
JUNIOR CLASSIFICATIONS		Full time $ per hour	Casuals $ per hour
Level 1—Year 1			
Under 16 years		12.13	15.16
16 years		13.48	16.85
17 years		16.18	20.23
18 years		18.88	23.60
19 years		21.57	26.96
20 years		24.27	30.34
Level 1—Year 2			
Under 16 years		12.71	15.89
16 years		14.12	17.65
17 years		16.94	21.18
18 years		19.77	24.71
19 years		22.59	28.24
20 years		25.42	31.78
Level 1—Year 3			
Under 16 years		13.10	16.38
16 years		14.56	18.20
17 years		17.47	21.84
18 years		20.38	25.48
19 years		23.29	29.11
20 years		26.20	32.75

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JUNIOR CLASSIFICATIONS	Full time $ per hour	Casuals $ per hour
Level 2—Year 1		
Under 16 years	13.25	16.56
16 years	14.73	18.41
17 years	17.67	22.09
18 years	20.62	25.78
19 years	23.56	29.45
20 years	26.51	33.14
Level 2—Year 2		
Under 16 years	13.50	16.88
16 years	15.00	18.75
17 years	18.00	22.50
18 years	21.00	26.25
19 years	24.00	30.00
20 years	27.00	33.75
Level 3		
Under 16 years	14.00	17.50
16 years	15.55	19.44
17 years	18.66	23.33
18 years	21.78	27.23
19 years	24.89	31.11
20 years	28.00	35.00
Level 4		
Under 16 years	14.70	18.38
16 years	16.33	20.41
17 years	19.60	24.50
18 years	22.87	28.59
19 years	26.13	32.66
20 years	29.40	36.75

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JUNIOR CLASSIFICATIONS	**Full time $ per hour**	Casuals $ per hour
Level 5		
Under 16 years	15.30	19.13
16 years	17.00	21.25
17 years	20.40	25.50
18 years	23.80	29.75
19 years	27.20	34.00
20 years	30.60	38.25

Allowances

Meal allowance Where overtime exceeds I ½ hours without at least 24 hrs notice	$20.75 per meal
Vehicle allowance - car - motorbike	$1.00 per km 34c per km
First-aid allowance	$16.79 per week

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Classifications Schedule

(*Note: Descriptions are not exhaustive. Please contact Master Builders for more detailed descriptions*).

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.

Level 1

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.

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

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.

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 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 to 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).

Level 3

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.

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

Level 4

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.

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 employment conditions; workers compensation procedures and regulations; and/or 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 use of advanced 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

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.

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 the areas of account/financial; staffing; legislative requirements; and/or other company activities.

(iv) Administer individual executive salary packages, travel expenses, allowances and company transport; administer salary and payroll requirements of the organisation.