



Wages and Conditions Guide 2026

Clerks, Private Sector Award

Wages are effective from the start of the employee's first full pay period on or after 1 July 2026



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Wages and Conditions Guide 2026

Clerks - Private Sector Award

Effective from the start of the employee's first full pay period on or after 1 July 2026

This wages and conditions guide is a summary of the Clerks, Private Sector Award and does not include all obligations required by the award. It is important that you also refer to the Clerks, Private Sector Award which is available on the MTA WA website.

Does this award cover your business?

The Clerks - Private Sector Award covers employers in the private sector throughout Australia with respect to their employees engaged wholly or principally in clerical, payroll, or administrative duties **AND** are covered by the national 'fair work' industrial relations system.

The national 'fair work' industrial relations system cover businesses and organisations which operate as:

- Pty Ltd businesses that are trading or financial corporations (e.g. Smith Pty Ltd trading as Jane's Wholesalers);
- incorporated partnerships or incorporated trusts;
- incorporated associations and other non-profit bodies that are trading or financial corporations.

This Award and the National Employment Standards (NES) contain the minimum conditions of employment for employees covered by this Award.

Disclaimer

MTA WA has prepared this wages and award conditions of employment summary to provide information on pay rates and major award provisions. It is provided as a general guide only and is not designed to be comprehensive or to provide legal advice. MTA WA does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, information contained in this summary document.

Summary of Award Entitlements

1. Types of Employment

a) Full-time employees (*other than a shift workers*)

Employees work a maximum of 38 ordinary hours per week Monday – Saturday.

b) Part-time employees

Employees work **less** than 38 ordinary hours per week Monday to Saturday.

Days and hours worked are to be agreed in writing.

The minimum payment per shift for part time employees is 3 hours.

All time worked over the agreed hours is paid at overtime rates.

c) Casual employees

The casual rate includes a 25% loading for work from 7am to 7pm on Monday to Friday in lieu of all leave entitlements eg. annual and personal leave (excluding long service leave).

The minimum payment per shift for casuals is 3 hours.

d) Shift Workers

Employees are shift workers if they are required to work their ordinary hours on any of the following shifts:

- a shift finishing after 7.00 pm and at or before midnight (afternoon shift); or
- a shift finishing after midnight, and at or before 7.00 am (night shift); or
- a night shift which does not rotate with another shift or shifts or day work and which continues for a period of 4 consecutive weeks or longer (permanent night shift).

Please contact MTA WA Employer Services for rates of pay.

2. Ordinary hours of work (Full time, Part time and Casual)

The maximum ordinary hours that can be worked is **38 hours per week**.

The hours may be averaged over a period of up to 4 weeks or over an agreed roster period.

Ordinary hours of work are to be worked continuously (except for meal/rest breaks).

Maximum of 10 ordinary hours per day (excluding meal breaks). Employees may work longer hours on one or more days over a roster cycle and take a rostered day off at a later time (refer to Award).

Ordinary hours may be worked between:

- 7:00am and 7:00pm Monday – Friday; and
- 7:00am and 12:30pm on Saturday (penalty rates apply).

3. Overtime hours

Overtime rates apply for all hours worked:

- over the ordinary weekly hours (or over the agreed ordinary hours for part time employees); or
- over 10 ordinary hours on any one day (excluding meal breaks); or
- outside the spread of ordinary hours as outlined above; or
- on an RDO; or

For overtime worked on a Saturday the minimum payment is 3 hours.

For overtime worked on a Sunday the minimum payment 4 hours.

4. Penalty Rates and Overtime Rates - Full time / Part time employees

Overtime Rates	
Monday to Saturday (<i>first two hours</i>)	150%
Monday – Saturday (<i>thereafter</i>)	200%
Sunday	200%
Public Holiday	250%
Penalty Rates - Ordinary Hours	
Saturday (<i>7am and 12.30pm</i>)	125%
Public Holiday	250% (minimum 4 hours' pay)

5. Casual loadings – Casual employees

The following loadings are in addition to the base hourly rate of pay (1/38th) of the weekly rate:

Day or Time Worked	
Monday – Friday (<i>7am – 7pm</i>)	125%
Monday – Friday (<i>7pm – 7am</i>)	Overtime Rates apply
Saturday (<i>7am – 12.30pm</i>)	150%
Saturday (<i>after 12.30pm</i>)	Overtime Rates apply
Sunday	225%
Public Holiday	275%
Overtime Rates	
First two hours	175%
Thereafter	225%

6. Breaks (other than a shift worker)

a) Meal break

An employee who works more than 5 hours is entitled to an unpaid meal break of 30 to 60 minutes, to be taken within the first 5 hours of work.

Where an employee is required to work through their meal break, the employee is paid at double time from when the meal break would have commenced until the employee is able to take their meal break.

b) Rest breaks

An employee is entitled to a break in accordance with the following table for the number of hours worked on any one day:

Hours worked	Breaks
More than 3 and up to 8 ordinary hours	One x 10 minute paid rest break
More than 8 ordinary hours	Two x 10 minute paid rest breaks
More than 4 hours on a Saturday morning	One x 10 minute paid rest break

7. Annual leave loading

When an employee takes paid annual leave, the employee is also paid an additional payment which is the greater of:

- 17.5% of the minimum hourly rate for the employee's ordinary hours of work in the period; or
- The minimum hourly rate for the employee's ordinary hours of work in the period inclusive of shift and weekend penalty rates.

8. Payment of Wages

The pay period is to be weekly or fortnightly (or monthly by agreement).

On termination, wages and entitlements are to be paid within 7 days after the termination date.

9. Allowances

A list of the most commonly used allowances. Other wages and expenses allowances refer to the Clerks, Private Sector Award – Clause 19.

Allowance	Description	Rate
First aid allowance (Full time, part time and casual)	Employee holds a first aid qualification and is appointed to perform first aid duty	\$16.79 per week
Higher duties allowance (Full time, part time and casual)	Employee required to perform duties of a higher classification for more than one day	Minimum rate applicable to higher classification
Laundry allowance (Full time)	Employee is required to wear and launder uniform	\$3.64 per week
Laundry allowance (Part time and casual)	Employee is required to wear and launder uniform	\$0.73 per shift
Meal allowance – 1st meal (Full time, part time and casual)	More than 1.5 hours overtime without 24 hours' notice	\$20.75 per occasion
Meal allowance – 2nd meal (Full time, part time and casual)	Where the same overtime exceeds 4 hours - 2nd meal allowance to be provided	\$16.62 per occasion
Vehicle allowance – Motor vehicle (Full time, part time and casual)	Required to use own motor vehicle in performing work duties	\$1.00 per km (Max 400km per week)
Vehicle allowance – Motor cycle (Full time, part time and casual)	Required to use own motor cycle in performing work duties	\$0.34 per km (Max 400km per week)

Clerical Traineeships & Call Centre Staff

Please contact MTA WA Employer Services for information regarding classifications, rates of pay, and the terms and conditions applicable to employees undertaking clerical traineeships, and call centre roles.

Adult (21 years of age +) Full time and Part time

All rates are gross.

The weekly rates are gross based on a 38 hour week.

Any service in the classification level with a previous employer, counts towards a year of service.

Classification	Ordinary Hours				
	Weekly Rate based on 38 hr wk	Hourly Rate Mon – Fri (7am – 7pm)	Hourly Rate Saturday (7am-12.30pm)	Hourly Rate Sunday	Hourly Rate Public Holiday
		100%	125%	200%	250%
Level 1 – Year 1	\$1,024.70	\$26.97	\$33.71	\$53.94	\$67.43
Level 1 – Year 2	\$1,073.10	\$28.24	\$35.30	\$56.48	\$70.60
Level 1 – Year 3	\$1,106.20	\$29.11	\$36.39	\$58.22	\$72.78
Level 2 – Year 1	\$1,119.10	\$29.45	\$36.81	\$58.90	\$73.63
Level 2 – Year 2	\$1,139.90	\$30.00	\$37.50	\$60.00	\$75.00
Level 3	\$1,182.10	\$31.11	\$38.89	\$62.22	\$77.78
Level 4	\$1,241.40	\$32.67	\$40.84	\$65.34	\$81.68
Level 5	\$1,291.80	\$33.99	\$42.49	\$67.98	\$84.98

Classification	Overtime Hours			
	Hourly Rate Mon-Sat (first 2 hours)	Hourly Rate Mon-Sat (after 2 hours)	Hourly Rate Sunday	Hourly Rate Public Holiday
	150%	200%	200%	250%
Level 1 – Year 1	\$40.46	\$53.94	\$53.94	\$67.43
Level 1 – Year 2	\$42.36	\$56.48	\$56.48	\$70.60
Level 1 – Year 3	\$43.67	\$58.22	\$58.22	\$72.78
Level 2 – Year 1	\$44.18	\$58.90	\$58.90	\$73.63
Level 2 – Year 2	\$45.00	\$60.00	\$60.00	\$75.00
Level 3	\$46.67	\$62.22	\$62.22	\$77.78
Level 4	\$49.01	\$65.34	\$65.34	\$81.68
Level 5	\$50.99	\$67.98	\$67.98	\$84.98

Full time / Part time penalty rates and overtime rates

Penalty Rates – Ordinary Hours	
Saturday (7am-12.30pm)	125%
Public Holiday	250%
Overtime Rates	
Monday to Saturday (first two hours)	150%
Monday – Saturday (after two hours)	200%
Sunday	200%
Public Holiday	250%

Adult (21 years of age +) Casual

The casual rates outlined below are inclusive of the casual loadings. The minimum payment per shift for casuals is 3 hours.

Classification	Ordinary Hours			
	Hourly Rate Mon – Fri (7am – 7pm)	Hourly Rate Saturday (7am-12.30pm)	Hourly Rate Sunday	Hourly Rate Public Holiday
	125%	150%	225%	275%
Level 1 – Year 1	\$33.71	\$40.46	\$60.68	\$74.17
Level 1 – Year 2	\$35.30	\$42.36	\$63.54	\$77.66
Level 1 – Year 3	\$36.39	\$43.67	\$65.50	\$80.05
Level 2 – Year 1	\$36.81	\$44.18	\$66.26	\$80.99
Level 2 – Year 2	\$37.50	\$45.00	\$67.50	\$82.50
Level 3	\$38.89	\$46.67	\$70.00	\$85.55
Level 4	\$40.84	\$49.01	\$73.51	\$89.84
Level 5	\$42.49	\$50.99	\$76.48	\$93.47

Casual loadings

Day and Time Worked	
Monday – Friday (7am – 7pm)	125%
Monday – Friday (7pm– 7am)	Overtime rates apply
Saturday (7am – 12.30pm)	150%
Saturday (after 12.30pm)	Overtime rates apply
Sunday	225%
Public Holiday	275%
Overtime Rates	
First two hours	175%
After two hours	225%

Juniors 16 – 20 years of age

Full time and Part time Mon-Fri (7am – 7pm)

Classification	20 Years	19 Years	18 Years	17 Years	16 Year	Under 16 Years
	90%	80%	70%	60%	50%	45%
Level 1 – Year 1	\$24.27	\$21.57	\$18.88	\$16.18	\$13.48	\$12.13
Level 1 – Year 2	\$25.42	\$22.59	\$19.77	\$16.94	\$14.12	\$12.71
Level 1 – Year 3	\$26.20	\$23.29	\$20.38	\$17.47	\$14.56	\$13.10
Level 2 – Year 1	\$26.51	\$23.56	\$20.62	\$17.67	\$14.73	\$13.25
Level 2 – Year 2	\$27.00	\$24.00	\$21.00	\$18.00	\$15.00	\$13.50
Level 3	\$28.00	\$24.89	\$21.78	\$18.66	\$15.55	\$14.00
Level 4	\$29.40	\$26.13	\$22.87	\$19.60	\$16.33	\$14.70
Level 5	\$30.60	\$27.20	\$23.80	\$20.40	\$17.00	\$15.30

Casual Mon-Fri (7am – 7pm)

Classification	20 Years	19 Years	18 Years	17 Years	16 Year	Under 16 Years
	90%	80%	70%	60%	50%	45%
Level 1 – Year 1	\$30.34	\$26.96	\$23.60	\$20.23	\$16.85	\$15.16
Level 1 – Year 2	\$31.78	\$28.24	\$24.71	\$21.18	\$17.65	\$15.89
Level 1 – Year 3	\$32.75	\$29.11	\$25.48	\$21.84	\$18.20	\$16.38
Level 2 – Year 1	\$33.14	\$29.45	\$25.78	\$22.09	\$18.41	\$16.56
Level 2 – Year 2	\$33.75	\$30.00	\$26.25	\$22.50	\$18.75	\$16.88
Level 3	\$35.00	\$31.11	\$27.23	\$23.33	\$19.44	\$17.50
Level 4	\$36.75	\$32.66	\$28.59	\$24.50	\$20.41	\$18.38
Level 5	\$38.25	\$34.00	\$29.75	\$25.50	\$21.25	\$19.13

Penalty Rates and Overtime Rates

Full-time / Part-time

Ordinary Hours	
Monday – Friday (7am – 7pm)	N/A
Saturday (7am-12.30pm)	125%
Public Holiday	250% (minimum 4 hours' pay)
Overtime	
Monday to Saturday (first two hours)	150%
Monday – Saturday (after two hours)	200%
Sunday	200%
Public Holiday	250%

Casual

Day or Hours Worked	
Monday – Friday (7am – 7pm)	125%
Monday – Friday (7pm – 7am)	Overtime rates apply
Saturday (7am-12.30pm)	150%
Saturday after 12.30pm)	Overtime rates apply
Sunday	225%
Public Holiday	275%
Overtime	
First 2 hours	175%
Thereafter	225%

Classifications and Levels

The classification criteria in this Schedule provide guidelines to determine the appropriate classification level of employees covered by this award. In determining that level, consideration must be given to both the characteristics and typical duties and skills of the level.

However, 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 and skills are non-exhaustive lists of those that may be required within the particular level. They are an indicative guide only and, at any particular level, employees may be expected to undertake duties of a lower classification level. Depending on the particular task, employees at a given level may perform or exercise one or more duty or skill listed.

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 as such.

NOTE 1: Some duties and skills appear in more than one level, however assigning a classification needs to be done by reference to the specific characteristics of the level. For example, an employee must be classified at Level 2 when they have achieved the level of skill and competency envisaged by the characteristics and the relevant indicative duties and skills of a Level 2. Therefore, an employee who operates a word processor or typewriter is not automatically to be classified at Level 2 despite word processing and copy typing being first specifically mentioned at Level 2.

NOTE 2: Level 1 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.

Level 1

Characteristics

Employees at this level include initial recruits who have limited relevant experience. Initially work is performed under close direction using established practices, procedures and instructions.

Employees at this level 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 and skills

Indicative typical duties and skills at this level may include:

- a) reception or switchboard duties including:
 - directing telephone callers to appropriate staff;
 - issuing and receiving standard forms;
 - relaying internal information;
 - greeting visitors;
- b) maintaining basic records;
- c) filing, collating and copying documents;
- d) handling or distributing mail including messenger service;
- e) dealing with accounts, invoices, orders and store requisitions through recording, matching, checking and batching;
- f) operating a keyboard and related business equipment in order to achieve the competency in Level 2.

Level 2

Characteristics

This level caters for employees who have had sufficient experience 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 employees at this level may be subject to final checking and, as required, progress checking.

Employees at this level may be required to check the work or provide guidance to other employees at a lower level or provide assistance to less experienced employees at the same level or any combination of one or more of these requirements.

Typical duties and skills

Indicative typical duties and skills at this level may include:

- a) reception or switchboard duties set out in Level 1 and, in addition, responding to enquiries, as appropriate, consistent with their knowledge of the organisation's operations and services or where presentation, or the use of interpersonal skills, is a key aspect of the position;
- b) operation of business equipment including computerised radio or telephone equipment, computers, printing devices, dictaphone equipment and typewriters;
- c) word processing, such as the use of a word processing software package to create, format, edit, correct, print and save text documents such as standard correspondence and business documents;
- d) stenographer or person employed to take shorthand and to transcribe by means of appropriate keyboard equipment;
- e) copy typing and audio typing;
- f) maintenance of records or journals (or both) including initial processing and recording relating to the following:
 - reconciliation of accounts to balance; and
 - incoming or outgoing cheques; and
 - invoices; and
 - debit or credit items; and
 - payroll data; and
 - petty cash imprest system; and
 - letters;
- g) computer applications, including using a software package which may include one or more of the following functions:
 - create new files and records;
 - spreadsheet or worksheet;
 - graphics;
 - accounting or payroll file;
 - following standard procedures and using existing models or fields of information;
- h) arrange routine travel bookings and itineraries or make appointments;
- i) provide general advice and information on the organisation's products and services such as at the front counter or by 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 at this level 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.

Employees at this level may be required to give assistance 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 should be able to train such employees by means of personal instruction and demonstration.

Typical duties and skills

Indicative typical duties and skills at this level may include:

- a) preparing cash payment summaries, banking reports and bank statements; calculating and maintaining wage and salary records; following credit referral procedures; applying purchasing and inventory control requirements; and posting journals to ledger;
- b) providing specialised advice and information on the organisation's products and services;
- c) responding to clients, the public or suppliers' problems within own functional area utilising a high degree of interpersonal skills;
- d) *applying computer software in order to:
 - create new files and records;
 - maintain computer based records management systems;
 - identify and extract information from internal and external sources; or
 - use advanced word processing or keyboard functions;
- e) arranging travel bookings and itineraries, making appointments, screening telephone calls, responding to invitations, organising internal meetings, establishing and maintaining reference lists or personal contact systems;
- f) applying specialist terminology and processes in professional offices.

Level 4

Characteristics

Employees at this level will have achieved a level of organisation or industry specific knowledge sufficient for them to give advice or information to the organisation and clients in relation to specific areas of their responsibility.

Employees at this level require only limited guidance or direction and would normally report to more senior staff as required.

A principal feature, but not a requirement, of this level is supervision of employees in lower levels in terms of responsibility for the allocation of duties, co-ordination of work flow, checking of progress, quality of work and resolving problems.

Employees at this level exercise initiative, discretion and judgment at times in performing their duties.

Employees at this level are able to train employees in Levels 1-3 by personal instruction and demonstration.

Typical duties and skills

Indicative typical duties and skills at this level may include:

- a) secretarial and executive support services including:
 - maintaining executive diary; and
 - attending executive and organisational meetings and taking minutes; and
 - establishing and maintaining current working and personal filing systems for executive; and
 - answering executive correspondence from oral or handwritten instructions;
- b) ability to prepare financial or tax schedules, calculate costings, wage or salary requirements; complete personnel or payroll data for authorisation; reconcile accounts to balance;
- c) advising or providing information on one or more of the following:
 - i. employment conditions;
 - ii. workers compensation procedures and regulations;
 - iii. superannuation entitlements, procedures and regulations;
- d) *applying one or more computer software packages to:
 - (i) create new files and records; or
 - (ii) maintain computer based management systems; or
 - (iii) identify and extract information from internal and external sources; or
 - (iv) use advanced word processing/keyboard functions.

* NOTE: These typical duties and skills may be either at Level 3 or Level 4 depending on 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.

Employees at this level will typically have worked or studied in a relevant field and will have achieved a standard of relevant 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, with the relevant field or fields of their expertise.

Employees at this level are responsible 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:

Employees at this level would also be able to:

- i. train and supervise employees in lower levels by means of personal instruction and demonstration; and
- ii. assist in the delivery of training courses.

Employees at this level would often exercise initiative, discretion and judgment in the performance of their duties.

Employees at this level may possess relevant post-secondary qualifications. However, this is not essential.

Typical duties and skills required

Indicative typical duties and skills at this level may include:

- a) Application of knowledge of organisation's objectives, performance, projected areas of growth, product trends and general industry conditions;
- b) application of computer software packages including the integration of complex word processing and desktop publishing, text and data documents;
- c) providing reports for management in any or all of the following areas:
 - i. accounts and finances; and
 - ii. staffing; and
 - iii. legislative requirements; and
 - iv. other company activities;
- d) administering individual executive salary packages, travel expenses, allowances and company transport; administering salary and payroll requirements of the organisation.



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