



Australian Road Transport  
Industrial Organisation

## ARTIO INDUSTRIAL CIRCULAR

Date: 22 June 2012

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### CLERKS – PRIVATE SECTOR AWARD 2010

This is the new award applicable to employers employing clerical employees in the transport industry. It commenced on 1 January 2010 and replaced the Clerks (Road Transport Industry) Award 2002. **These new rates and allowances apply from the first pay period commencing on or after 1 July 2012.**

***If you employed workers in NSW prior to 1 January 2010 you may need assistance with the transitional provisions of this Award. If so, please contact your ARTIO Branch.***

#### **MINIMUM WEEKLY WAGE RATES**

The minimum weekly wage rates for clerical employees are detailed below. The classification structure is very detailed and is contained at Schedule B of the Award which is accessible at the following web site:

[www.fwa.gov.au/index.cfm?pagename=awardsmodernlist#C](http://www.fwa.gov.au/index.cfm?pagename=awardsmodernlist#C) and then selecting the Clerks – Private Sector Award.

Please review the classifications criteria very carefully because you must give consideration to the characteristics of each level as well as typical duties/skills. The characteristics are the primary guide as they indicate the:

- Level of basic knowledge required
- Comprehension of issues
- Problems/procedures required
- Level of supervision/accountability of the position

<b>Classification</b>	<b>Per week \$</b>
Level 1—Year 1	644.80
Level 1—Year 2	676.70
Level 1—Year 3	698.00
Level 2—Year 1	706.10
Level 2—Year 2	719.30
Level 3	745.80
Call centre principal customer contact specialist	751.20
Level 4	783.10
Level 5	815.00
Call centre technical associate	892.70

<b>Juniors</b>	
<b>Junior employees must be paid the following percentage of the appropriate wage rates.</b>	
<b>Age</b>	<b>% Rate</b>
< 16 years	45
16	50
17	60
18	70
19	80
20	90

### ***Allowances***

**First Aid Allowance:** \$10.59 per week

**Meal Allowance:** \$13.64, where required to work more than 1 ½ hours overtime without 24 hours notice

**Vehicle Allowance:** **cars** - 75 cents per km, **motorcycles** – 25 cents per km

**Clothing:** where required to wear a uniform the cost of it must be reimbursed and employees paid \$3.55 per week for laundry expenses

### ***Spread of Hours & Overtime***

Ordinary hours of work should not exceed 38 per week. The spread of hours in this Award is from **5.30am to 6.30pm, Monday to Friday**. Any work outside of those hours or beyond agreed daily working hours, which can be up to 10 in a day, should be paid at **overtime rates which are time and a half for the first 2 hours and double time thereafter**. Each day's overtime stands alone.

Further, all employees must be allowed a minimum of two 10 minute rest intervals per day, that is a morning and afternoon break which shall be counted as time worked.

### ***Casuals***

A casual employee shall be entitled to a loading of 25% and it is calculated by dividing the weekly rate by 38 and then multiplying that sum by 1.25 to give a casual hourly rate. A casual employee is entitled to a minimum of 3 hours payment per engagement.

**Should you have any enquiries or want further information please contact your local ARTIO Branch as detailed on page 1.**