



**Please note – This is a previous WA award summary and does not contain the current award scope**  
WA award summary

# Clerks (Commercial, Social and Professional Services) Award

**1 July – 18 December 2023**

## About this award summary

This document is a summary of the state Clerks (Commercial, Social and Professional Services) Award. WA awards are legal documents that outline the pay rates, allowances, working hours, and leave entitlements for employees in a particular industry or type of work.

**Complying with the provisions of a WA award is compulsory** and all employers who are covered by this WA award must provide employees with the pay rates and employment entitlements in the WA award, as outlined in this award summary and in the full award as a minimum. Potential penalties for employers who do not meet WA award requirements are detailed on page 2.

This WA award summary is a summary only and does not include all obligations required by the award. It is important to also refer to the full Clerks (Commercial, Social and Professional Services) Award that is available on the Western Australian Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au). Provisions of other employment legislation also apply to employees and have been included in this WA award summary where appropriate. Reference should also be made to the *Minimum Conditions of Employment Act 1993* (MCE Act), the *Long Service Leave Act 1958* (LSL Act), and the *Industrial Relations Act 1979* (IR Act) for full details.

This document is formatted for viewing on the Wageline website and contains web links to other relevant information. If using a printed copy in which links are not visible, all additional information can be found at [www.dmirs.wa.gov.au/wageline](http://www.dmirs.wa.gov.au/wageline) or by contacting Wageline on 1300 655 266.

## Disclaimer

The Department of Mines, Industry Regulation and Safety has prepared this WA award 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. The department does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.

## Three Step Check: to make sure this WA award summary is relevant to you

<p><b>Step 1</b> Is the business in the state system?</p>	<p>This WA award summary applies to businesses in the <b>state industrial relations system</b>. It covers businesses (and their employees) that operate as:</p> <ul style="list-style-type: none"> <li>✓ <b>sole traders</b></li> <li>✓ <b>unincorporated partnerships</b></li> <li>✓ <b>unincorporated trust arrangements</b></li> <li>✓ <b>incorporated associations and other non-profit bodies</b> that are not trading or financial corporations</li> </ul> <p>This summary does <b>not</b> apply to businesses and organisations in the national system which operate as:</p> <ul style="list-style-type: none"> <li>✗ <b>Pty Ltd businesses</b> that are trading or financial corporations</li> <li>✗ <b>incorporated partnerships or incorporated trusts</b></li> <li>✗ <b>incorporated associations and other not-for-profit bodies</b> that are trading or financial corporations</li> </ul> <p>For more information visit the <a href="#">Guide to who is in the WA state system</a> page.</p> <p>If the business or organisation is in the national system visit the Fair Work Ombudsman website <a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a></p>
<p><b>Step 2</b> Is the business covered by the Clerks (Commercial, Social and Professional Services) Award?</p>	<p>The Clerks (Commercial, Social and Professional Services) Award applies to clerical staff in a wide variety of businesses such as:</p> <ul style="list-style-type: none"> <li>✓ doctor's surgeries and real estate agents</li> <li>✓ hairdressing salons and chiropractic clinics</li> <li>✓ architects, churches and associations and societies</li> </ul> <p>A complete list of types of businesses covered is available in Schedule A in the full award at the WA Industrial Relations Commission website <a href="http://www.wairc.wa.gov.au">www.wairc.wa.gov.au</a>.</p> <p>This award has effect over the whole of Western Australia excluding parts of the Great Sandy Desert, the Gibson Desert and Central Australia. For more information on excluded towns please contact Wageline on 1300 655 266.</p>
<p><b>Step 3</b> Is the employee's job covered by the Clerks (Commercial, Social and Professional Services) Award?</p>	<p>The Clerks (Commercial, Social and Professional Services) Award sets pay rates, working hours and other employment arrangements for employees working as receptionists and in clerical, secretarial and administrative roles in a wide variety of businesses.</p>

Industrial inspectors at the Department of Mines, Industry Regulation and Safety have powers under the IR Act to investigate employee complaints about underpayments of pay rates and leave entitlements under this WA award and state employment laws. Industrial inspectors also undertake regular proactive compliance audits in particular industries to determine if employers are paying correct wages and keeping correct employment records.

The penalty for contravening a provision of a WA award or not complying with a requirement relating to employment records is up to \$13,000 for individuals and \$65,000 for bodies corporate. Higher penalties apply for serious contraventions of up to \$130,000 for individuals and \$650,000 for bodies corporate. An industrial inspector is also able to give a person a civil infringement notice, similar to an 'on-the-spot fine', for not complying with employment record-related requirements. Record keeping requirements are outlined in the Employment records section.

Employees who believe that they have been underpaid, or who wish to make an anonymous report of wage theft, should visit the [Making a complaint about underpayment of wages or entitlements](#) page.

Stay informed when WA award pay rates change, subscribe to [Wageline News](#) or follow [Wageline on social media](#).

## Rates of pay

All rates of pay are gross rates (before tax). The tables below provide the rates that apply from the first pay period on or after **1 July 2023**.

See pages 12 - 16 for descriptions of each grade.

Grade 1		Adult	20 years (90% of adult rate)	19 years (80%)	18 years (70%)	17 years (60%)	16 years (50%)	15 years (40%)
1st year of experience at this grade	Weekly	\$903.20	\$812.90	\$722.60	\$632.20	\$541.90	\$451.60	\$361.30
	Hourly	\$23.77	\$21.39	\$19.02	\$16.64	\$14.26	\$11.88	\$9.51
	Casual	\$29.71	\$26.74	\$23.77	\$20.80	\$17.83	\$14.86	\$11.88
2nd year of experience at this grade	Weekly	\$919.60	\$827.60	\$735.70	\$643.70	\$551.80	\$459.80	n/a
	Hourly	\$24.20	\$21.78	\$19.36	\$16.94	\$14.52	\$12.10	n/a
	Casual	\$30.25	\$27.22	\$24.20	\$21.17	\$18.15	\$15.13	n/a
3rd year of experience and after that	Weekly	\$933.40	\$840.10	\$746.70	\$653.40	\$560.00	n/a	n/a
	Hourly	\$24.56	\$22.11	\$19.65	\$17.19	\$14.74	n/a	n/a
	Casual	\$30.70	\$27.63	\$24.56	\$21.49	\$18.42	n/a	n/a
<b>Grade 2</b>								
1st year of experience at this grade	Weekly	\$945.90	\$851.30	\$756.70	\$662.10	\$567.50	\$473.00	\$378.40
	Hourly	\$24.89	\$22.40	\$19.91	\$17.42	\$14.93	\$12.45	\$9.96
	Casual	\$31.12	\$28.00	\$24.89	\$21.78	\$18.67	\$15.56	\$12.45
2nd year of experience at this grade	Weekly	\$950.80	\$855.70	\$760.60	\$665.60	\$570.50	\$475.40	n/a
	Hourly	\$25.02	\$22.52	\$20.02	\$17.52	\$15.01	\$12.51	n/a
	Casual	\$31.28	\$28.15	\$25.02	\$21.89	\$18.77	\$15.64	n/a
3rd year of experience and thereafter	Weekly	\$957.80	\$862.00	\$766.20	\$670.50	\$574.70	n/a	n/a
	Hourly	\$25.21	\$22.68	\$20.16	\$17.64	\$15.12	n/a	n/a
	Casual	\$31.51	\$28.36	\$25.20	\$22.06	\$18.90	n/a	n/a
<b>Grade 3</b>								
1st year of experience at this grade	Weekly	\$966.80	\$870.10	\$773.40	\$676.80	\$580.10	\$483.40	\$386.70
	Hourly	\$25.44	\$22.90	\$20.35	\$17.81	\$15.27	\$12.72	\$10.18
	Casual	\$31.80	\$28.62	\$25.44	\$22.26	\$19.08	\$15.90	\$12.72
2nd year of experience and thereafter	Weekly	\$977.90	\$880.10	\$782.30	\$684.50	\$586.70	\$489.00	n/a
	Hourly	\$25.73	\$23.16	\$20.59	\$18.01	\$15.44	\$12.87	n/a
	Casual	\$32.17	\$28.95	\$25.73	\$22.52	\$19.30	\$16.09	n/a
<b>Grade 4</b>								
	Weekly	\$1,013.40	\$912.10	\$810.70	\$709.40	\$608.00		
	Hourly	\$26.67	\$24.00	\$21.33	\$18.67	\$16.00		
	Casual	\$33.34	\$30.00	\$26.67	\$23.34	\$20.00		
<b>Grade 5</b>								
	Weekly	\$1,055.50	\$950.00	\$844.40	\$738.90	\$633.30		
	Hourly	\$27.78	\$25.00	\$22.22	\$19.44	\$16.67		
	Casual	\$34.72	\$31.25	\$27.78	\$24.31	\$20.83		
<b>Grade 6</b>								
	Weekly	\$1,106.70	\$996.00	\$885.40	\$774.70	\$664.00		
	Hourly	\$29.12	\$26.21	\$23.30	\$20.39	\$17.47		
	Casual	\$36.40	\$32.76	\$29.13	\$25.48	\$21.84		

## Registered trainees

- Registered trainees are employees who are undertaking a traineeship registered with the [Apprenticeship Office](#) at the Department of Training and Workforce Development.
- The minimum weekly wage payable to a registered trainee under the Clerks' (Commercial, Social and Professional Services) Award is calculated by:
  - determining the hourly rate that would otherwise be applicable under the award based on the trainee's age and classification; and
  - multiplying that hourly rate by the number of weekly ordinary hours of work, less the average weekly time specified in the registered training agreement to be spent in structured training.
- Under this award traineeships can only be undertaken on a full time basis.
- Registered trainees are covered by all other provisions of the Clerks' (Commercial, Social and Professional Services) Award including working hours, penalty rates, allowances and leave entitlements.
- All time that a registered trainee spends at TAFE (or other off the job training) is considered to be normal working hours. An employer is not required to pay TAFE fees on behalf of the registered trainee.

## Deductions from pay

- An employer may **only** make a deduction from an employee's pay if:
  - the employer is required by a court or a state or federal law to make the deduction (e.g. tax that must be withheld from the employee's pay);
  - the employee has authorised the deduction in writing (as part of a written employment contract or otherwise) and the deduction is paid on behalf of the employee; or
  - the employer is authorised by the WA award to make the deduction and the deduction is paid on behalf of the employee.
- Deductions or requirements to pay an amount of money to the employer or another person in relation to an employee under the age of 18 are not permitted unless the deduction or payment is agreed to in writing by the employee's parent or guardian.
- A term of a WA award or employment contract providing for a deduction from an employee's pay will be of no effect if it is for the benefit of the employer or a party related to the employer and is unreasonable in the circumstances.
- An employer cannot directly or indirectly compel an employee to access goods, accommodation or other services instead of money as part of the employee's pay.

## Allowances

### Meal allowance

If an employee works two hours or more overtime, after the completion of the ordinary hours on any day or works until after 1.00pm on a Sunday or a public holiday, they must be supplied with a suitable meal or paid **\$8.10**.

### Location allowance for employees in regional areas

- Employees employed in certain regional towns must be paid the weekly location allowance relevant to that town. Rates listed below are for adult employees working full time. Junior employees, casual employees, part time employees, apprentices and trainees must be paid proportionate location allowance based on the proportion which their weekly wage is to the adult rate under the WA award.
- If an employee has a dependant (a spouse or partner, or a child if there is no spouse or partner) the employee is entitled to receive double the allowance specified for the relevant town except if the dependant also receives a location or district allowance payment as part of their own employment.
- If an employee has a 'partial dependant' (a dependant who receives a district or location allowance of their own which is less than the location allowance the employee is entitled to under this award) the employee is entitled to receive:
  - the relevant location allowance for the employee's town; **plus**
  - an amount equal to the difference between the employee's location allowance and the amount their partial dependant receives in district or location allowance.
- If an employee receives free board and lodging, or is paid an allowance for board and lodging, the rate of location allowance is adjusted to 66.67% (two thirds) of the rate for the relevant town.

## Location allowance rates effective first pay period on or after 1 July 2023

Town	\$ per week	Town	\$ per week	Town	\$ per week
Agnew	\$24.70	Halls Creek	\$58.40	Norseman	\$22.10
Argyle	\$66.60	Kalbarri	\$9.00	Nullagine	\$64.70
Balladonia	\$25.80	Kalgoorlie	\$10.60	Onslow	\$43.40
Barrow Island	\$43.40	Kambalda	\$10.60	Pannawonica	\$32.30
Boulder	\$10.60	Karratha	\$41.90	Paraburdoo	\$32.20
Broome	\$39.90	Koolan Island	\$43.70	Port Hedland	\$34.60
Bullfinch	\$11.50	Koolyanobbing	\$11.50	Ravensthorpe	\$13.00
Carnarvon	\$20.50	Kununurra	\$66.60	Roebourne	\$48.30
Cockatoo Island	\$43.70	Laverton	\$25.40	Sandstone	\$24.70
Coolgardie	\$10.60	Learmonth	\$36.60	Shark Bay	\$20.50
Cue	\$25.50	Leinster	\$24.70	Southern Cross	\$11.50
Dampier	\$34.80	Leonora	\$25.40	Telfer	\$59.40
Denham	\$20.50	Madura	\$26.80	Teutonic Bore	\$24.70
Derby	\$41.40	Marble Bar	\$64.80	Tom Price	\$32.20
Esperance	\$7.10	Meekatharra	\$22.00	Whim Creek	\$41.50
Eucla	\$27.80	Mount Magnet	\$27.60	Wickham	\$40.00
Exmouth	\$36.60	Mundrabilla	\$27.30	Wiluna	\$25.00
Fitzroy Crossing	\$50.40	Newman	\$23.80	Wyndham	\$62.30

## Ordinary working hours, penalty rates and overtime – full time employees

Full time employees are engaged in ongoing employment and work 38 hours per week.

### Ordinary hours of work

The ordinary hours for full time employees is as follows:

- not exceeding 38 hours per week or 8 hours in any day;
- at the employer's discretion, may be worked in a five or five and a half day week Monday to Saturday; or
- in businesses where hours are worked over 19 days in a four week cycle, forty hours may be worked in any three weeks of each cycle.

### Overtime and penalty rates

When penalty rates apply for a full time employee	Penalty rates
Ordinary hours worked prior to 7.00am or after 7.00pm on any day Monday to Friday	Ordinary rate plus 20% for every hour so worked
Ordinary hours worked on a Saturday <i>prior</i> to 12 noon	Time and a quarter
Ordinary hours worked on a Saturday <i>after</i> 12 noon	Time and a half
Time worked on a public holiday or substituted day	Double time and a half

When overtime applies for a full time employee	Overtime rates
All time worked in excess of 8 hours in any one day.	Time and a half for the first two hours and double time after that
Time worked <i>after</i> 12 noon on a Saturday	Double time
Time worked on a Sunday	Double time
When the employee elects to work on a rostered day off	Double time, minimum of four hours
If employee is required to work through the meal break	Overtime rates until meal break allowed

- An employee and an employer may agree to time off in lieu of payment of overtime in which case the time off must be equivalent to the overtime rate that otherwise would have been paid.
- Any employee receiving a salary that is 20% per week or more above the rate for a Clerical Officer Grade 3 Year 1 is not entitled to overtime rates for any overtime worked.
- An employee classified at Level 4 or above may agree with their employer to be paid an annualised salary. More details can be found in Clause 36 of the Clerks (Commercial Social and Professional Services) Award at the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au)

## Ordinary working hours, penalty rates and overtime – part time employees

- Part time employees are engaged in ongoing employment and regularly work no more than 32 ordinary hours per week.
- When a part time employee commences employment, the employer and employee must agree to the number of ordinary hours to be worked in each week, and this can be varied by giving one week's notice.
- Part time employees receive the same wages and conditions as full time employees but on a proportionate basis to the number of hours they work.

### Ordinary hours of work

The ordinary hours for part time employees is as follows:

- maximum of 32 hours per week;
- not exceeding 8 hours in any day; and
- at the employer's discretion, may be worked in a five or five and a half day week Monday to Saturday.

### Overtime and penalty rates

When penalty rates apply for a part time employee	Penalty rates
Employees who are required to work any ordinary hours prior to 7.00am or after 7.00pm on any day Monday to Friday	Ordinary rate plus 20% for every hour so worked
Ordinary hours worked on a Saturday <i>prior</i> to 12 noon	Time and a quarter
Ordinary hours worked on a Saturday <i>after</i> 12 noon	Time and a half
Time worked on a public holiday or substituted day	Double time and a half

When overtime applies for a part time employee	Overtime rates
All time worked in excess of 8 hours in any one day	Time and a half for the first two hours and double time after that
Time worked <i>after</i> 12 noon on a Saturday	Double time
Time worked on a Sunday	Double time
When the employee elects to work on a rostered day off	Double time minimum of 4 hours
Where an employee is required by the employer to work through the meal break	Overtime rates must be paid until the meal period is allowed

An employee and an employer may agree to time off in lieu of payment of overtime in which case the time off must be equivalent to the overtime rate that otherwise would have been paid.

## Ordinary working hours, penalty rates and overtime – casual employees

Casual employees may be employed on an hourly rate for a period of less than four weeks, or up to 13 weeks if employed to cover for another employee who is on long service leave, annual leave, sick leave, workers compensation or authorised unpaid leave.

### Ordinary hours of work

The ordinary hours for casual employees are:

- a minimum shift of 4 hours, maximum of 8 hours; and
- at the employer's discretion, may be worked in a five or five and a half day week Monday to Saturday.

### Overtime and penalty rates

When penalty rates apply for a casual employee	Penalty rates
Employees who are required to work any ordinary hours prior to 7.00am or after 7.00pm on any day Monday to Friday	An extra 20% on their ordinary rate for every hour so worked
Ordinary hours worked on a Saturday <i>prior</i> to 12 noon	Time and a quarter
Ordinary hours worked on a Saturday <i>after</i> 12 noon	Time and a half
Time worked on a public holiday or substituted day	Double time and a half

When overtime applies for a casual employee	Overtime rates
All time worked in excess of 8 hours in any one day	Time and a half for the first two hours and double time after that
Time worked <i>after</i> 12 noon on a Saturday	Double time
Time worked on a Sunday	Double time
Where an employee is required by the employer to work through the meal break	Overtime rates must be paid until the meal period is allowed

An employee and an employer may agree to time off in lieu of payment of overtime in which case the time off must be equivalent to the overtime rate that otherwise would have been paid.

## Meal breaks

After no more than five hours work, an unpaid meal break must be taken at a time mutually arranged between the employer and the employee. The meal break must be one hour, except where the employer and the employee agree that the meal break must be for a lesser period not shorter than 30 minutes.

## Employment of children

- Under the *Children and Community Services Act 2004*, it is illegal to employ children under the age of 15 in this industry, except if the child is working as part of a school program (e.g. work experience placement), in a not for profit organisation or in a family business.
- School aged children must not be employed during school hours, unless participating in a school program.
- The [When children can work in Western Australia](#) page has more information.

## Public holidays

- A full time employee is entitled to public holidays (or days substituted for public holidays) without deduction of pay. A part time employee is entitled to a public holiday (or day substituted for a public holiday) without deduction of pay if they would ordinarily be required to work on that day if it was not a public holiday.
- Under this award, if a public holiday (except Easter Sunday) falls on a Saturday or Sunday, the following Monday will be considered to be the public holiday. However, if Boxing Day falls on a Sunday or Monday, the following Tuesday will be considered to be the public holiday. When a public holiday is substituted with another day, the public holiday itself is no longer considered a public holiday for the purposes of this WA award.
- The Easter Sunday public holiday is observed on the actual day, and it is not substituted to another day solely because it falls on a weekend. Employees required to work on Easter Sunday must be paid at public holiday penalty rates. Visit the [Easter Sunday public holiday](#) page for more information.
- Visit the [Public Holidays in Western Australia](#) page to view the public holiday dates.

## Leave entitlements

### Quick reference guide

Leave entitlement	Full time	Part time	Casual
Annual leave	✓	✓	✗
Personal leave	✓	✓	✗
Unpaid personal leave for caring purposes	✓	✓	✓
Bereavement leave	✓	✓	✓
Unpaid parental leave	✓	✓	✓
Long service leave	✓	✓	✓
Unpaid family and domestic violence leave	✓	✓	✓

This WA Award summary covers the basic leave entitlements for employees covered by the Clerks (Commercial, Social and Professional Services) Award but does not include all details on leave obligations and entitlements. Full details of conditions are contained in the Clerks (Commercial, Social and Professional Services) Award on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au), the *Minimum Conditions of Employment Act 1993* and the *Long Service Leave Act 1958*.

### Bereavement leave

- All employees, including casual employees, are entitled to two days paid bereavement leave on the death of a spouse, de facto partner, parent, step-parent, grandparent, child, step-child, grandchild, sibling or any other member of the employee's household. The two days need not be consecutive.
- Bereavement leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.

### Parental leave

Employees, including eligible casual employees, are entitled to the unpaid parental leave entitlements in the National Employment Standards of the *Fair Work Act 2009*, as well as a number of more beneficial conditions contained in the *Minimum Conditions of Employment Act 1993* (a return to work after parental leave on a modified basis and a reversion to pre-parental leave working conditions). Visit the [Parental leave](#) page for more details.

### Personal leave

- Personal leave entitles a full time or part time employee to paid time off work due to either illness or injury to themselves, or because they have to care for a member of their family or household who requires care or support because they are sick, injured or affected by an unexpected emergency.
- Each year, full time and part time employees accrue paid personal leave equal to the number of hours they would ordinarily work in a two week period, up to 76 hours per year. Personal leave is a cumulative entitlement, and any leave not taken in one year is carried over and able to be taken in future years.
- Paid personal leave accrues on a weekly basis for full and part time employees. Wageline's [Personal leave calculation guide](#) can assist with calculating paid personal leave entitlements.
- An employee, including a casual employee, is entitled to up to two days of unpaid personal leave per occasion when a member of the employee's family or household requires care or support because of a personal illness or injury or unexpected emergency affecting the member. A full time or part time employee cannot take unpaid personal leave for caring purposes if they have paid personal leave available.
- Casual employees are not entitled to paid personal leave. Casual employees can access up to two days of unpaid personal leave for caring purposes per occasion.
- Personal leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.
- Visit Wageline's [Personal leave](#) page for definitions of 'member of the family or household' or for more information.

### Annual leave

- Full time employees are entitled to a minimum of four weeks of paid annual leave for each year of completed service, up to 152 hours. Part time employees are entitled to a minimum of four weeks of paid annual leave per year paid on a pro rata basis according to the number of hours they are required ordinarily to work in a four week period. Casual employees are not entitled to annual leave.
- Annual leave is a minimum entitlement in the *Minimum Conditions of Employment Act* and the Clerks (Commercial, Social and Professional Services) Award sets out additional requirements regarding annual leave and annual leave loading.
- During a period of annual leave an employee must be paid annual leave loading of 17.5%. On termination, annual leave loading of 17.5% is paid out on fully accrued annual leave entitlements for completed years of employment. Annual leave loading is not paid on proportionate leave (leave accrued in an incomplete year of employment) on termination.
- Annual leave accrues on a weekly basis:
  - A full time employee accrues 2.923 hours of annual leave for each completed week of work.
  - A part time employee accrues the relevant proportion of 2.923 hours annual leave for each completed week of work.
  - Wageline's [Annual leave calculation guide](#) can assist with calculating annual leave entitlements.
- Visit Wageline's [Annual leave](#) page for more information.



## Long service leave

- Long service leave is a paid leave entitlement for full time, part time and casual employees. Under the *Long Service Leave Act 1958* (LSL Act), an employee may be eligible for long service leave:
  - after 10 years of continuous employment with the same employer, and for every 5 years of continuous employment after the initial 10 years; and
  - on a pro-rata basis when their employment ends after 7 years of continuous employment but before 10 years.
- The [Long service leave](#) pages of the Wageline website contain information on who is covered by the LSL Act, the entitlement to long service leave, how long service leave can be taken and frequently asked questions.
- To be entitled to long service leave an employee's employment with their employer must be continuous. There are some paid and unpaid absences or interruptions to an employee's employment that:
  - do not break an employee's continuous employment; and
  - count towards the employee's period of employment for the purposes of accruing long service leave.Some other types of absences do not break an employee's continuous employment, but do not count towards an employee's period of employment for the purposes of accruing long service leave. Visit the [Long service leave – What is continuous employment](#) page for details.
- An employee's employment may in some circumstances also be continuous despite a change in the ownership of a business and the associated change of employer. This applies regardless of anything written in a sale of business contract. Visit the [Long service leave – What happens when business ownership changes?](#) page for details.
- The [WA long service leave calculator](#) can provide an estimate of an employee's long service leave entitlement when employment ends as a result of resignation, dismissal, death or redundancy.

## Family and domestic violence leave

- All employees are entitled to five days' unpaid family and domestic violence leave in each 12 month period. This leave is available in full at the start of each 12 month period of an employee's employment and does not accumulate from year to year. The five days' leave is available in full to part time and casual employees (i.e. it is not pro rata).
- An employee is able to take unpaid family and domestic violence leave if:
  - the employee is experiencing family and domestic violence; and
  - the employee needs to do something to deal with the impact of the family and domestic violence; and
  - it is impractical for the employee to do that thing outside the employee's ordinary hours of work.
- Leave can be taken in a single continuous five day period, separate periods of one or more days each, or periods of less than one day.
- Family and domestic violence leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.
- Visit Wageline's [Family and domestic violence leave](#) page for more information.

## Resignation, termination and redundancy

### Resignation by the employee

Full time and part time employees must provide one week's notice.

A casual employee can resign by giving one hour's notice.

### Termination

An employer can terminate the employment of a casual employee by providing one hour's notice or pay in lieu of notice.

Except in cases of serious misconduct, an employer is required to give full time and part time employees the following period of notice of termination (or payment in lieu):

Period of continuous service	Notice period
Not more than 1 year	1 week
More than 1 year but not more than 3 years*	2 weeks
More than 3 years but not more than 5 years*	3 weeks
More than 5 years*	4 weeks

- \*Employees over 45 years of age with two or more years of continuous service must receive an additional week's notice.
- These obligations are in the *Fair Work Act 2009* which applies rather than the notice provisions in the Clerks (Commercial, Social and Professional Services) Award.

## Dismissal requirements

Under state laws, employees cannot be dismissed if to do so would be harsh, unfair or oppressive. There must be a valid and fair reason for dismissal, such as:

- consistent unsatisfactory work performance (which has been raised with the employee and the employee given further training and an opportunity to improve their work performance);
- inappropriate behaviour or actions; or
- serious misconduct.

The [Dismissal – General information](#) page outlines obligations and requirements when an employee is terminated.

## Redundancy

An employee is redundant when their employer has made a definite decision that they no longer wish the job the employee has been doing to be done by anyone.

When an employee has been made redundant they are entitled to receive:

- the appropriate notice period or pay in lieu of notice, as outlined in the Termination section above;
- paid leave for job interviews;
- any unpaid wages;
- any unused accrued and pro rata annual leave;
- any unused accrued long service leave;
- pro rata long service leave (if applicable); and
- severance pay (if applicable).

Visit the [Redundancy – General information](#) page for information on redundancy obligations.

### Severance pay – Employers who employ 15 or more employees

Employers covered by this award who employ 15 or more employees must pay severance pay when an employee is made redundant, as outlined in the following table.

Period of continuous service*	Number of weeks severance pay
Less than 1 year	Nil
1 year and less than 2 years	4 weeks
2 years and less than 3 years	6 weeks
3 years and less than 4 years	7 weeks
4 years and less than 5 years	8 weeks
5 years and less than 6 years	10 weeks
6 years and less than 7 years	11 weeks
7 years and less than 8 years	13 weeks
8 years and less than 9 years	14 weeks
9 years and less than 10 years	16 weeks
10 years and over	12 weeks

\*An employee's period of continuous service includes any service with that business under a previous employer where there has been a transmission of business.

Employers who employ less than 15 employees are not required to make severance payments to redundant employees.

These severance pay requirements do not apply to probationary employees, apprentices and trainees, casual and contract employees or employees terminated due to serious misconduct or for other reasons not related to redundancy.

Redundancy pay is calculated based on the applicable number of weeks' severance multiplied by ordinary time earnings. Ordinary time earnings excludes overtime, penalty rates, and allowances.

If the employee resigns during the notice period, they are entitled to the same severance pay they would receive if they had worked until the end of the notice period. However, in this circumstance the employee is not entitled to payment in lieu of notice.

Visit the [Redundancy payments](#) page for information on redundancy payments.

## Pay slip and record keeping requirements

Employers must provide all employees with a pay slip, and must keep employment records as required by state employment law. There are penalties for not keeping records and not providing a pay slip.

### Pay slips

Employers need to provide a pay slip to each employee within one working day of paying the employee for work performed. The employer can decide whether to give a hard copy or electronic form of the pay slip.

A pay slip needs to include the following information:

- the employer's name and Australian Business Number (if any);
- the employee's name;
- the period to which the pay slip relates;
- the date on which the payment referred to in the pay slip was made;
- the gross and net amounts of the payment, and any amount withheld as tax;
- any incentive based payment, or payment of a bonus, loading, penalty rates or another monetary allowance or separately identifiable entitlement;
- if an amount is deducted from the gross amount of the payment:
  - the name of the person in relation to whom or which the deduction was made;
  - if the deduction was paid into a fund or account - the name, or the name and number, of the fund or account; and
  - the purpose of the deduction;
- if the employee is paid at an hourly rate of pay:
  - the rate of pay for the employee's ordinary hours;
  - the number of hours worked during the period to which the pay slip relates; and
  - the amount of the payment made at that rate;
- if the employee is paid a weekly or an annual rate of pay - the rate as at the latest date to which the payment relates;
- if the employer is required to make superannuation contributions for the benefit of the employee:
  - the amount of each contribution that the employer made during the period to which the pay slip relates and the name, or the name and number, of any fund to which the contribution was made; or
  - the amounts of the contributions that the employer is liable to make in relation to the period to which the pay slip relates, and the name, or the name and number, of any fund to which the contributions will be made.

Wageline's [Pay slip information](#) page provides more information and a pay slip template to assist employers.

### Employment records

#### Record keeping requirements

It is compulsory for all employers to keep employment records which include the following information:

- the employee's name and, if under 21 years of age, their date of birth;
- the employer's name and Australian Business Number (if any);
- the name of the WA award that applies (in this case the Clerks (Commercial, Social and Professional Services Award));
- date the employee commenced employment with the employer;
- for each day of work:
  - the time at which the employee started and finished work;
  - period/s for which the employee was paid; and
  - details of work breaks including meal breaks;
- for each pay period:
  - the employee's designation (such as full time, part time, casual) and employee classification;
  - the gross and net amounts paid to the employee;
  - any amount withheld as tax; and
  - all deductions from pay and the reasons for them;
- any incentive based payment, bonus, loading, penalty rates or other monetary allowance or entitlement;
- all leave taken, whether paid, partly paid or unpaid;

- the following matters relating to superannuation:
  - the date on which each superannuation contribution was made, the amount of the contributions, the period over which the contributions were made, the name of any fund to which a contribution was made;
  - how the employer worked out the amount of superannuation owed; and
  - any choice made by the employee as to which fund their contributions are to be made and the date on which the choice was made;
- the information necessary for the calculation of and payment of long service leave under the LSL Act. Employers are also be required to comply with the record keeping requirements in the LSL Act. Visit [www.dmirs.wa.gov.au/longserviceleave](http://www.dmirs.wa.gov.au/longserviceleave) for details;
- any other information necessary to show that the pay and benefits received by the employee comply with the WA award and other legal obligations such as employee entitlements under the MCE Act or LSL Act; and
- any other information required by the WA award to be recorded.

It is also compulsory to keep employment records that detail specific information regarding:

- termination related matters; and
- any supported wage system or a supported wage industrial instrument provision that applies to an employee with a disability.

If an employer makes a payment to an employee in cash, the employer must provide a record of the payment to the employee and ensure that a copy of the record of payment is kept as an employment record.

Wageline's [Employment records - Employer obligations](#) page provides more information and record keeping templates to assist employers.

#### **Time periods for keeping records**

It is compulsory that each entry in relation to annual leave and long service leave must be retained during the employee's period of employment and for not less than 7 years after the employment ends and each other employment record must be retained for not less than 7 years after it is made.

### **Grading structure**

All employees must be graded according to the award grading structure. Employers must advise their employees in writing of their grading and of any changes to their grading.

#### **Grade 1 clerical assistant**

Employees in this grade perform and are accountable for clerical and office tasks as directed within the skill levels set out. They work within established routines, methods and procedures. Supervision is routine or direct.

##### **Machine operation - skill level 1**

Operate telephone/intercom systems (e.g. Commander type), telephone answering machines, fax machines, photocopiers, franking machines, guillotines, calculator and adding machines, paging system.

##### **Computer - skill Level 1**

Use knowledge of keyboard and basic menu-driven options and function keys to enter, retrieve and print data; use printer. Use of safe and correct opening and closing down procedures.

##### **Information handling skills - skill level 1**

- Receive, sort, open, and distribute incoming mail, process outgoing mail, receive incoming and despatch outgoing courier mail, deliver messages and documents to appropriate persons/locations.
- Work with established filing/records system in accordance with set procedures including creating and indexing new files, distributing files/publications within the organisation as requested; monitoring file locations.
- Prepare and collate documents, take telephone messages.
- Transcribe information into records, sort and file documents/records accurately in correct locations/sequence using an established filing system.

##### **Enterprise/industry, specialist skills - skill level 1**

- Acquire and apply a limited knowledge of office procedures and requirements.
- Relay internal information.

##### **Business/Financial - skills level 1**

Sort, process and record original source financial documents (e.g. invoices, cheques, correspondence) on a daily basis.

## Grade 2 clerical officer

Employees in this grade perform clerical and office tasks using a more extensive range of skills and knowledge at a level higher than required in Grade 1. They are responsible and accountable for their own work, which is performed within established routines, methods and procedures. Supervision is general.

### Technical skills

#### Machine Operation - skill level 2

Operate switchboard (PABX system).

#### Keyboard Typing - skill level 1

Produce documents using standard formats at 25 wpm with 98% accuracy.

#### Computer- skill level 2

Manipulate previously created data bases, spreadsheets/worksheets; calculate alpha-numerical and related information to perform routine tasks and generate simple reports.

#### Word Processing - skill level 1

Produce simple and routine documents using keyboard skills within designated timeframes.

#### Information handling skills - skill level 2

Maintain mail register and records. Use and maintain established filing/records systems in accordance with set procedures including creating and indexing new files, distributing files within the organisation as requested, monitoring file locations.

#### Enterprise/industry, specialist skills - skill level 2

- Acquire and apply a working knowledge of office or sectional operating procedures and requirements.
- Interpret and action information supplied.
- Acquire and apply a working knowledge of the organisation's structure and personnel in order to deal with inquiries at first instance, locate appropriate staff in different sections, relay internal information, respond to or redirect inquiries, greet visitors.

#### Business/financial skills - skill level 1

- Assist in the maintenance of financial records and journals, including cheques and authorisation.
- Maintain and record petty cash, prepare bank deposits and withdrawals banking.
- Check time and wage records.

## Grade 3 clerical officer

Employees in this grade perform clerical and office tasks using a more extensive range of skills and knowledge at a level higher than required in Grade 2. They are responsible and accountable for their own work, which is performed within established guidelines and they exercise limited discretion within the range of their skill and knowledge. Supervision is limited.

Employees holding a Certificate of Office & Secretarial Studies (TAFE) or accredited equivalent and who are required to use skills and perform tasks within the range of skills in Grade 3 shall be graded at Grade 3 or above.

### Technical skills

#### Machine Operation - skill level 3

Operate computerised radio telephone equipment, dictaphone equipment or other equipment of equal complexity.

#### Computer - skill level 3

- Use one or more software application package(s) to operate and populate a database, spreadsheet/ worksheet to achieve a desired result; graph previously prepared spreadsheet; use simple menu utilities.
- Following standard procedures to template for the preceding functions using existing models/fields of information.
- Create, maintain and generate simple reports.

#### Keyboard Typing - skill level 2

- Accurately produce documents and correspondence using knowledge of standard formats, touch type, audio type within established procedures.
- Copy type at 40 wpm with 98% accuracy.

### **Word Processing - skill level 2**

- Use one or more software packages to create format, edit, proof read, spell check, print and save text documents, e.g. standard correspondence and business documents.
- Apply additional functions such as search and replace, variable fonts, moving and merging across documents and simple maths.

### **Secretarial - skill level 1**

Take shorthand notes at 80 words per minute and transcribe with 98% accuracy. Arrange travel bookings and itineraries, make appointments.

### **Enterprise/industry, specialist skills - skill level 3**

Apply a working knowledge of the organisation's products/services, functions, locations and clients. Respond to and act upon most internal/external inquiries in own function area.

### **Information handling skills - skill level 3**

Oversee record management systems including review and analysis.

### **Business/financial skills - skill level 2**

Maintain financial records and journals, maintain payroll records, prepare accounts payable for payment.

### **Grade 4 clerical officer**

Employees in this grade perform clerical and office tasks using a more extensive range of skills and knowledge at a level higher than required in Grade 3. They are responsible and accountable for their own work, and exercise discretion and initiative in the organisation of work within prescribed limits. Supervision is limited.

### **Keyboard typing - skill level 3**

Format complex documents including technical data, technical language, tables, graphs, text design, indexing, variable type face; produce documents requiring specified form or to comply with regulations or standards.

### **Word processing - skill level 2**

Use one or more software packages to apply advanced functions such as text columns, money columns, tables, e.g. to produce financial statements, printed forms, sorting, boxes, create displays of charts or graphs in report format, select style sheets appropriate to final presentation.

### **Secretarial - skill level 2**

Take shorthand notes at 100 words per minute and transcribe at 95% accuracy; manage executive appointments; respond to invitations; organise internal meetings on behalf of executive; establish and maintain reference lists/personal contact systems for executives.

### **Supervisory - skill level 1**

Allocate work tasks to individuals, check work progress and correct errors.

### **Computer - skill level 3**

Apply knowledge of intermediate functions to manipulate data, i.e. modify fields of information, develop new basic databases or spreadsheet models; spreadsheet, perform reconciliation.

### **Enterprise/industry, specialist skills - skill level 4**

- Provide detailed advice and information on the organisation's products and services; respond to client/public/supplier and internal organisation inquiries, within own function area, using such techniques as personal interview and liaison; explain organisation's viewpoint to clients and appropriate persons; using knowledge of internal/external regulatory requirements related to own function area.
- Acquire and use specialist vocabulary, i.e. technical/medical/legal within the scope of this grade.

### **Information handling skills - skill level 4**

Create new forms of files and records as required using computer-based records systems; e.g. customer/client/supplier and subscription lists. Access, identify, and extract information as required from external sources, e.g. databases, libraries, local authorities.

### **Business/financial skills - skill level 3**

Prepare cash payment summaries and banking reports; apply purchasing and inventory control requirements; reconcile debtors, creditors and general ledger accounts to balance; follow-up unpaid accounts by telephone liaison/interview; prepare documentation on overdue accounts for senior officers or referral to debt recovery processes; calculate wage and salary requirements including tax, superannuation and other deductions and transfer payments for authorisation; calculate stock valuations; prepare bank reconciliation; calculate costing using established formula for all inputs and margins.

## Grade 5 administrative officer

Employees in this grade perform clerical and administrative duties using a more extensive range of skills and knowledge at a level higher than required in Grade 4. They are responsible and accountable for their own work, and may have limited responsibility for the work of others. They exercise initiative, discretion and judgement within the range of their skills and knowledge. Supervision is minimal.

### Computer - skill level 4

Use a variety of application software packages within a micro/personal computer network including importing data from one package to another. Evaluate usefulness or applicability of software programs (using existing software programs) and recommend preferred solutions to meet new or different application requirements. Use advanced spreadsheet functions (e.g. Macro functions etc.) to enhance operation of the spreadsheet. Use a central computer resource to an equivalent standard.

### Word processing - skill level 3

Use all preceding word processing functions and integrate word processing software with other application software packages to produce complex text and data documents. Apply knowledge of desktop publishing to integrate complex documents. Apply advanced functions including Macros, moving columns for complex formatting of documents such as multi-column reports and presentations, including booklets. Apply complex maths functions.

### Secretarial - skill level 3

Take shorthand notes at 120 words per minute and transcribe at 95% accuracy; attend executive/organisational meetings and take minutes; answer executive correspondence from verbal or rough hand-written instructions; organise teleconferences.

### Enterprise industry, specialist skills - skill level 5

Apply detailed knowledge of the industry in which the organisation operates to complex issues/arrangements in such areas as consumer/client services, special products/service knowledge, and respond within established internal/external regulatory parameters and policies. Indicative specialist skills include; apply detailed knowledge of customs law and regulations to overseas sales and ordering. Apply detailed knowledge of inventory/stock requirements to obtain competitive quotations and initiate purchasing. Apply detailed knowledge of internal/external regulatory parameters and policies relating to industrial employment law, occupational health and safety, workers compensation claims procedures, superannuation requirements.

### Information handling skills - skill level 5

Develop, plan and implement new paper based/manual filing records systems for the enterprise; assist in separate undertaking research (locate/solicit, summarise/extract and interpret information) related to function areas.

### Business/financial skills - skill level 4

- Post transactions to ledger and prepare a trial balance; prepare end of the period adjustments and transfers using general journal; prepare financial/tax schedules for periodic tax requirements such as payroll, sales and group tax returns reconcile general ledger accounts; determine costing by calculating input costs and margins.
- Apply detailed knowledge of organisations credit terms to new accounts and to following up significant debtors, prepare periodic debtor statements.

### Supervisory - skill level 2

Resolve operational problems for staff in lower grades, co-ordinate work flow within a section or unit, and counsel and advise staff who are under routine supervision.

## Grade 6 administrative officer

Employees in this grade perform clerical and administrative duties using a more extensive range of skills and knowledge at a level higher than required in Grade 5. They are responsible and accountable for their own work, and may have responsibility for the work of a section or unit. They exercise initiative, discretion and judgement within the range of their skills and knowledge. Supervision is by means of reporting to more senior staff as required.

### Computer - skill level 5

Operating/co-ordinating a group of computers such as a small multi-user system or a large group of personal computers which may include operating a help desk, running and monitoring batch jobs and performing regular back-ups and restores.

### **Enterprise/industry, specialist skills - skill level 6**

Apply knowledge of the organisation's objectives and performance, and apply specialist knowledge, in areas such as projected growth, product trends and general industry conditions, examples include: knowledge of competitors and major client's market structure in the performance of own responsibilities; import/export activities. Indicative specialist skills include: use knowledge of basic statistics to interpret data from spreadsheets, statistical tables, graphs and frequency tables in the performance of own responsibilities. Administration of workers compensation claims, insurance and disputed claims.

### **Supervisory - skill level 3**

Plan and organise work priorities of a unit or section; re-schedule workloads as necessary and resolve operational problems for unit or section; monitor work quality of those supervised; use observations, diagnosis and intervention skills to ensure unit/section meets objectives; organise and chair necessary work meetings/conferences; assist in planning future sectional/office organisational resources and equipment needs.

### **Business/financial skills - skill level 5**

Administer individual salary packages, travel expenses, allowances and company transport. Administer specialist salary and payroll requirements, e.g. Eligible Termination Payments, Superannuation Trust Deed Requirements, Redundancy Calculations, Maintenance Support Schemes, etc.

### **Secretarial - skill level 4**

As well as having shorthand skills of Skill Level 3, arrange conferences and external meetings, including venues, agendas, documentation, audio-visual requirements, catering, transport and accommodation; originate executive correspondence; assist executive in preparing, attending and following up appointments, interviews, meetings, etc.; assume responsibility for designated areas of executive's work, on delegated authority.

### **Supervision**

The five defined levels of supervision which can be generally categorised as follows:

- **Direct** - the employee receives detailed instructions on work to be performed and is subject to frequent personal progress checks.
- **Routine** - the employee receives broad instructions on work to be performed except when new or unusual features require more specific instructions. Work in progress is checked intermittently while all work is checked on completion.
- **General** - the employee receives specific instructions only when new procedures or tasks are involved. Work is checked on completion.
- **Limited** - the employee is subject to work checks which are generally confined to establishing that satisfactory progress is being made. Work is reviewed on completion.
- **Minimal** - the employee is subject to final review/report back on work and may receive assistance with specific problems.

*NB. Supervision is not a criteria for determining classification levels but should be used as a guide in determining the overall level of responsibility and autonomy expected of the principal functions of the job.*