

17. Minimum rates

[Varied by [PR718821](#),[PR726419](#);corrected by [PR725977](#);varied by [PR728848](#),[PR730833](#),[PR729257](#),[PR731018](#),[PR733977](#)]

17.1 Adult rates

[17.1 varied by [PR718821](#);corrected by [PR725977](#);varied by [PR729257](#) ppc 01Sep21]

An employer must pay an adult employee (other than an apprentice) the minimum hourly rate specified in column 3 or for a full-time employee the minimum weekly rate specified in column 2, in accordance with the employee classification specified in column 1 of [Table 4—Minimum rates](#).

NOTE 1: Adult employee is defined in clause [2—Definitions](#).

NOTE 2: Provision for calculating rates for a junior employee is at clause [17.2](#).

NOTE 3: Clause [25—Rate of pay for shiftwork](#) sets out rates of pay for shiftwork.

NOTE 4: [Schedule B—Summary of Hourly Rates of Pay](#) contains a summary of hourly rates including overtime, shiftwork and penalty rates.

Table 4—Minimum rates

Column 1 Employee classification	Column 2 Minimum weekly rate (full-time employee)	Column 3 Minimum hourly rate
	\$	\$
Retail Employee Level 1	848.50	22.33
Retail Employee Level 2	868.80	22.86
Retail Employee Level 3	882.30	23.22
Retail Employee Level 4	899.50	23.67
Retail Employee Level 5	936.50	24.64
Retail Employee Level 6	950.10	25.00
Retail Employee Level 7	997.70	26.26
Retail Employee Level 8	1038.20	27.32

17.2 Junior rates (retail employee levels 1,2 and 3 only)

[17.2 renamed and substituted by [PR728848](#) ppc 01May21]

NOTE: Junior employee is defined in clause [2—Definitions](#).

An employer must pay a junior employee, who is classified as a retail employee level 1,2 or 3 and aged as specified in column 1 of [Table 5—Junior rates \(retail employee levels 1,2 and 3 only\)](#), the minimum percentage specified in column 2 of the minimum rate that would otherwise be applicable under [Table 4—Minimum rates](#).

Table 5—Junior rates (retail employee levels 1,2 and 3 only)

Column 1 Age	Column 2 % of minimum rate
15 years of age and under	45%
16 years of age	50%
17 years of age	60%
18 years of age	70%
19 years of age	80%
20 years of age and employed by the employer for 6 months or less	90%
20 years of age and employed by the employer for more than 6 months	100%

17.3 Apprentice rates

(a) An employer must pay an apprentice completing a 4 year apprenticeship who began the apprenticeship before 1 January 2014 the minimum percentage specified in column 2 of the [standard weekly rate](#) in accordance with the year of the apprenticeship specified in column 1 of [Table 6—4 year apprentice minimum rates \(pre-January 2014 start\)](#).

Table 6—4 year apprentice minimum rates (pre-January 2014 start)

Column 1 Year of apprenticeship	Column 2 % of the standard weekly rate
1st year	50%
2nd year	60%
3rd year	80%
4th year	90%

(b) An employer must pay an apprentice completing a 4 year apprenticeship who began the apprenticeship on 1 January 2014 or later the minimum percentage specified in column 2 or, for an apprentice who has completed year 12, the minimum percentage specified in column 3 of the [standard weekly rate](#) in accordance with the year of the apprenticeship specified in column 1 of [Table 7—4 year apprentice minimum rates \(start January 2014 or later\)](#).

Table 7—4 year apprentice minimum rates (start January 2014 or later)

Column 1 Year of apprenticeship	Column 2 % of the standard weekly rate if apprentice has not completed year 12	Column 3 % of the standard weekly rate if apprentice has completed year 12
1st year	50%	55%
2nd year	60%	65%
3rd year	80%	80%
4th year	90%	90%

(c) An employer must pay an apprentice completing a 3 year apprenticeship who began the apprenticeship before 1 January 2014 the minimum percentage specified in column 2 of the [standard weekly rate](#) in accordance with the year of the apprenticeship specified in column 1 of [Table 8—3 year apprentice minimum rates \(pre-January 2014 start\)](#).

Table 8—3 year apprentice minimum rates (pre-January 2014 start)

Column 1 Year of apprenticeship	Column 2 % of the standard weekly rate
1st year	50%
2nd year	60%
3rd year	80%

(d) An employer must pay an apprentice completing a 3 year apprenticeship who began the apprenticeship on 1 January 2014 or later the minimum percentage specified in column 2 (or, for an apprentice who has completed year 12, the minimum percentage specified in column 3) of the [standard weekly rate](#) in accordance with the year of the apprenticeship specified in column 1 of [Table 9—3 year apprentice minimum rates \(start January 2014 or later\)](#).

Table 9—3 year apprentice minimum rates (start January 2014 or later)

Column 1 Year of apprenticeship	Column 2 % of the standard weekly rate if apprentice has not completed year 12	Column 3 % of the standard weekly rate if apprentice has completed year 12
1st year	50%	55%
2nd year	60%	65%
3rd year	80%	80%

17.4 Adult apprentices

NOTE: Adult apprentice is defined in clause [2—Definitions](#).

(a) An employer must pay a first year adult apprentice who began the apprenticeship on 1 January 2014 or later and is in the first year of their apprenticeship at not less than whichever of the following is the greater:

(i) 80% of the [standard weekly rate](#); or

(ii) the rate in either [Table 7—4 year apprentice minimum rates \(start January 2014 or later\)](#) or [Table 9—3 year apprentice minimum rates \(start January 2014 or later\)](#), as applicable, for the first year of the apprenticeship.

(b) An employer must pay an adult apprentice who commenced on 1 January 2014 or later and is in the second or a subsequent year of the apprenticeship at not less than whichever of the following is the greater:

(i) the lowest rate in [Table 4—Minimum rates](#); or

(ii) the rate in either [Table 7—4 year apprentice minimum rates \(start January 2014 or later\)](#) or [Table 9—3 year apprentice minimum rates \(start January 2014 or later\)](#), as applicable, for the relevant year of the apprenticeship.

[17.4(c) varied by [PR733977](#) from 27Sep21]

(c) Clause [17.4\(d\)](#) applies to an employee who, immediately before entering into a training agreement as an adult apprentice with an

employer, had been employed by the employer as a full-time employee for not less than 6 months, or as a part-time or regular casual employee for not less than 12 months.

(d) The minimum rate that was applicable to the employee immediately before the person entered into the training agreement continues to be applicable to the employee throughout the apprenticeship.

17.5 Higher duties

(a) An employer must pay an employee who performs for more than 2 hours on any particular day or shift duties of a classification higher than the employee's ordinary classification, the minimum hourly rate specified in column 3 of [Table 4—Minimum rates](#) for that higher classification for the whole of that day or shift.

(b) An employer must pay an employee who performs for 2 hours or less on any particular day or shift duties of a classification higher than the employee's ordinary classification, the minimum hourly rate specified in column 3 of [Table 4—Minimum rates](#) for that higher classification for the time during which those duties were performed.

17.6 Supported wage system

For employees who, because of the effects of a disability, are eligible for a supported wage, see [Schedule E—Supported Wage System](#).

17.7 National training wage

(a) Schedule E to the [Miscellaneous Award 2020](#) sets out minimum wage rates and conditions for employees undertaking traineeships.

[17.7(b) varied by [PR718821](#); corrected by [PR725977](#); varied by [PR729257](#) ppc 01Sep21]

(b) This award incorporates the terms of Schedule E to the [Miscellaneous Award 2020](#) as at 1 September 2021. Provided that any reference to "this award" in Schedule E to the [Miscellaneous Award 2020](#) is to be read as referring to the *General Retail Industry Award 2020* and not the [Miscellaneous Award 2020](#).

[Note inserted by [PR723829](#);deleted by [PR726419](#);inserted by [PR730833](#);deleted by [PR731018](#) ppc 01Sep21]

18. Payment of wages

NOTE: Regulations 3.33(3) and 3.46(1)(g) of *Fair Work Regulations 2009* set out the requirements for pay records and the content of payslips including the requirement to separately identify any allowance paid.

18.1 The employer may determine the pay period of an employee as being either weekly or fortnightly. However,if before 1 January 2010 the employer paid employees classified at Retail Employee Level 4 or above on a monthly pay cycle,the employer may continue that arrangement.

18.2 Wages must be paid for a pay period according to the number of hours worked by the employee in the period or they may be averaged over a fortnight.

18.3 Pay day

(a) Wages must be paid on a regular pay day.

(b) Employers must notify employees in writing about which day is the regular pay day.

(c) The regular pay day of an employee may only be changed by the employer giving the employee 4 weeks'written notice.

18.4 Payment on termination of employment

(a) The employer must pay an employee no later than 7 days after the day on which the employee's employment terminates:

(i) the employee's wages under this award for any complete or incomplete pay period up to the end of the day of termination;and

(ii) all other amounts that are due to the employee under this award and the NES.

(b) The requirement to pay wages and other amounts under clause [18.4\(a\)](#) is subject to further order of the Commission and the employer making deductions authorised by this award or the Act.

NOTE 1: Section 117(2) of the Act provides that an employer must not terminate an employee's employment unless the employer has

given the employee the required minimum period of notice or “has paid” to the employee payment instead of giving notice.

NOTE 2: Clause [18.4\(b\)](#) allows the Commission to make an order delaying the requirement to make a payment under this clause. For example, the Commission could make an order delaying the requirement to pay redundancy pay if an employer makes an application under section 120 of the Act for the Commission to reduce the amount of redundancy pay an employee is entitled to under the NES.

NOTE 3: State and Territory long service leave laws or long service leave entitlements under section 113 of the Act, may require an employer to pay an employee for accrued long service leave on the day on which the employee’s employment terminates or shortly after.

19. Allowances

[Varied by [PR718821](#), [PR718977](#); corrected by [PR725977](#); varied by [PR729257](#), [PR729444](#)]

NOTE: Regulations 3.33(3) and 3.46(1)(g) of *Fair Work Regulations 2009* set out the requirements for pay records and the content of payslips including the requirement to separately identify any allowance paid.

19.1 Clause [19](#) gives employees an entitlement to monetary allowances of specified kinds in specified circumstances.

NOTE: [Schedule C—Summary of Monetary Allowances](#) contains a summary of monetary allowances and methods of adjustment.

19.2 Meal allowance

(a) Clause [19.2](#) applies to an employee to whom all of the following apply:

(i) the employee is required to work overtime of more than one hour on any day after the time at which the employee ordinarily finishes work for the day; and

(ii) the employee was not given at least 24 hours’ notice of that requirement; and

(iii) the employee cannot reasonably return home for a meal within the period of the meal break.

(b) The employer must:

[19.2(b)(i) varied by [PR718977](#) ppc 01Feb21]

(i) pay the employee a meal allowance of **\$19.45**;or

(ii) supply the employee with a meal.

[19.2(c) varied by [PR718977](#) ppc 01Feb21]

(c) If the number of hours worked under a requirement mentioned in clause [19.2\(a\)\(i\)](#) exceeds 4, the employer must pay the employee a further meal allowance of **\$17.63**.

19.3 Special clothing allowance

(a) In clause [19.3](#) **special clothing** means any article of clothing (including uniform, waterproof or other protective clothing) that the employer requires the employee to wear or that it is necessary for the employee to wear.

(b) The employer must reimburse an employee who is required to wear special clothing for the cost of purchasing any such clothing (including purchasing replacement clothing due to normal wear and tear) that is not supplied or paid for by the employer.

(c) If the employee is responsible for laundering any special clothing that is required to be worn by them, the employer must pay the employee a laundry allowance of:

(i) **\$6.25** per week for a full-time employee;and

(ii) **\$1.25** per shift for a part-time or casual employee.

19.4 Excess travelling costs

(a) Clause [19.4](#) applies to an employee who is required to work at a place other than their usual place of work for a period of up to 3 weeks.

(b) The employer must reimburse the employee any additional costs they incurred in travelling to and from the other place of work.

19.5 Travelling time reimbursement

(a) Clause [19.5](#) applies to an employee who on any day is required to work at a place other than their usual place of work.

(b) The employer must pay the employee at their ordinary rate of pay (or at **150%** of that rate on a Sunday or public holiday) for time spent travelling both ways between the employee's residence (or, if the employer provides transport from a pick up point, between that pick up point) and the other place of work in excess of the time normally spent in travelling to and from their usual place of work.

(c) The employer must also reimburse the employee any additional costs they incurred in travelling to and from the other place of work.

19.6 Moving expenses

(a) Clause [19.6](#) applies if an employer transfers an employee from one township to another.

(b) The employer must pay the total cost (including fares and other transport charges) of moving the employee and any member of the employee's immediate family who reside in the employee's household.

19.7 Motor vehicle allowance

[19.7 varied by [PR729444](#) ppc 01Sep21]

If an employer requests an employee to use their own motor vehicle in performing their duties, the employer must pay the employee an allowance of **\$0.82** for each kilometre travelled.

19.8 Transport reimbursement

(a) Clause [19.8](#) applies to an employee (other than a shiftworker) to whom each of the following applies:

(i) the employee starts work before 7.00 am or starts or finishes work after 10.00 pm; and

- (ii) the employee's regular means of transport is not available;and
- (iii) the employee is unable to arrange their own alternative means of transport;and
- (iv) a proper means of transport to or from the employee's usual place of residence is not provided to,or arranged for,the employee by the employer at no cost to the employee.
- (b) The employer must reimburse the employee the cost they reasonably incurred in taking a commercial passenger vehicle between the place of employment and the employee's usual place of residence.

19.9 Cold work allowance

- (a) Clause [19.9](#) applies to an employee who is principally employed on any day to enter cold chambers or to stock or refill refrigerated storages such as dairy cases or freezer cabinets.

[19.9(b) varied by [PR729257](#) ppc 01Sep21]

- (b) The employer must pay the employee an allowance of **\$0.31** per hour while so employed.

[19.9(c) varied by [PR718821](#);corrected by [PR725977](#);varied by [PR729257](#) ppc 01Sep21]

- (c) If a cold chamber in which the employee is required to work is below 0°C,the employer must pay the employee an additional allowance of **\$0.47** per hour while so employed.

19.10 First aid allowance

- (a) Clause [19.10](#) applies to an employee who:
 - (i) has a current first aid qualification from St John Ambulance Australia or a similar body;and
 - (ii) is appointed by the employer to perform first aid duty.

[19.10(b) varied by [PR718821](#);corrected by [PR725977](#);varied by [PR729257](#) ppc 01Sep21]

(b) The employer must pay the employee an allowance of **\$11.69** per week.

Schedule A—Classification Definitions

A.1 Retail Employee Level 1

A.1.1 Retail Employee Level 1 means an employee performing any of the following functions at a retail establishment:

- (a) receiving or preparing for sale or displaying goods in or about a shop;or
- (b) pre-packing,packing,weighing,assembling,pricing or preparing goods,provisions or produce for sale;or
- (c) displaying,filling shelves,replenishing or any other method of exposing or presenting goods for sale;or
- (d) selling or hiring goods by any means;or
- (e) receiving,arranging or paying by any means;or
- (f) recording a sale or sales by any means;or
- (g) wrapping or packing goods for despatch or despatching goods;or
- (h) delivering goods;or
- (i) window dressing or merchandising;or
- (j) loss prevention;or
- (k) demonstrating goods for sale;or
- (l) providing information,advice or assistance to customers;or
- (m) receiving,preparing or packing goods for repair or replacement or making minor repairs to goods;or
- (n) as a direct employee of the retailer,providing cleaning,store greetinging,security,lift attending,store cafeteria services or food services;or

(o) any function of a Clerical Assistant Level 1;or

(p) work that is incidental to,or connected with,any of the functions mentioned in clause [A.1.1\(a\)](#) to clause [A.1.1\(o\)](#).

A.1.2 A Retail Employee Level 1 must undertake duties as directed within the limits of their competence,skills and training,including incidental cleaning. For this purpose,the cleaning of toilets is not incidental cleaning except for a take away food establishment.

A.1.3 Indicative job titles that are usually within the definition of a Retail Employee Level 1 are:

- (a) shop assistant;
- (b) clerical assistant;
- (c) check-out operator;
- (d) store worker;
- (e) reserve stock hand;
- (f) driver;
- (g) boot or shoe repairer (not qualified);
- (h) window dresser (not qualified);
- (i) loss prevention officer;
- (j) photographic employee;
- (k) store greeter;
- (l) assembler;
- (m) ticket writer (not qualified);
- (n) trolley collector;
- (o) video hire worker;
- (p) telephone order salesperson;

(q) door-to-door salesperson or retail outdoor salesperson;

(r) demonstrator or merchandiser not elsewhere classified (including a demonstrator or merchandiser who is not a direct employee of the retailer).

A.1.4 Clerical Assistant Level 1 means an employee accountable for clerical and office tasks as directed within the skill levels set out in this clause.

A.1.5 Employees at this level may include the initial recruit who may have limited relevant experience. An initial recruit performs work under close direction using established practices, procedures and instructions.

A.1.6 Employees at Clerical Assistant Level 1 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.

A.1.7 Employees at this level are responsible and accountable for their own work within established routines, methods and procedures and the less experienced employee's work may be subject to checking at all stages. The more experienced employee may be required to give assistance to less experienced employees in the same classification.

A.1.8 Indicative typical duties and skills within the definition of a Clerical Assistant Level 1 include any of the following:

(a) reception or switchboard, for example, directing telephone callers to appropriate staff, issuing or receiving standard forms, relaying internal information or the initial greeting of visitors; or

(b) maintaining basic records; or

(c) filing, collating or photocopying; or

(d) handling or distributing mail, including messenger service; or

(e) recording, matching, checking or batching of accounts, invoices, orders or store requisitions; or

(f) operating keyboard or other allied equipment in order to achieve competency as set out in Level 2.

A.2 Retail Employee Level 2

A.2.1 Retail Employee Level 2 means an employee performing work at a retail establishment at a higher skill level than a Retail Employee Level 1.

A.2.2 Indicative job titles that are usually within the definition of a Retail Employee Level 2 include:

- (a) forklift operator;
- (b) ride on equipment operator.

A.3 Retail Employee Level 3

A.3.1 Retail Employee Level 3 means an employee performing work at a retail establishment at a higher level than a Retail Employee Level 2.

A.3.2 Indicative of the tasks that might be required at this level are the following:

- (a) providing supervisory assistance to a designated section manager or team leader;or
- (b) opening or closing the premises or providing associated security;or
- (c) securing cash;or
- (d) fitting a surgical corset.

A.3.3 Indicative job titles that are usually within the definition of a Retail Employee Level 3 include:

- (a) machine operators;
- (b) second-in-charge to department manager;
- (c) senior salesperson (including designated second-in-charge of a section);
- (d) corsetiere;
- (e) driver selling stock;
- (f) cook (not qualified) in a cafeteria;
- (g) senior loss prevention officer,including an armed loss prevention officer;

- (h) loss prevention officer supervisor;
- (i) Designated second-in-charge to a service supervisor;
- (j) person employed alone, with responsibilities for the security and general running of a shop.

A.4 Retail Employee Level 4

A.4.1 Retail Employee Level 4 means an employee performing work at a retail establishment at a higher level than a Retail Employee Level 3. This may include an employee who has completed an appropriate trades course or holds an appropriate Certificate III and is required to use their qualifications in the course of their work.

A.4.2 Indicative of the tasks that might be required at this level are the following:

- (a) managing a defined department or section; or
- (b) supervising up to 4 sales staff (including self); or
- (c) stock control; or
- (d) buying or ordering requiring the exercise of discretion as to price, quantity, quality and other matters; or
- (e) utilising the skills of a trades qualification for the majority of the time in a week; or
- (f) any function of a Clerical Officer Level 2.

A.4.3 Indicative job titles that are usually within the definition of a Retail Employee Level 4 include:

- (a) assistant, deputy, or second-in-charge shop manager of a shop without departments;
- (b) butcher, baker, pastry cook or florist (for an employee who is required to utilise the skills of a trade qualification for the majority of the time in a week);
- (c) qualified auto parts and accessories salesperson;
- (d) window dresser (Certificate III or equivalent experience);

- (e) boot or shoe repairer (Certificate III);
- (f) shiftwork supervisor;
- (g) department or section manager with up to 2 employees (including self);
- (h) service supervisor of up to 15 employees;
- (i) nightfill supervisor or leader.

A.4.4 Clerical Officer Level 2 characteristics:

- (a) Clerical Officer Level 2 caters for employees who have had sufficient experience or training to enable them to carry out their assigned duties under general direction.
- (b) 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.
- (c) The work of these employees may be subject to final checking and, as required, progress checking. These employees may be required to check the work of, or provide guidance to, other employees at a lower level or provide assistance to less experienced employees at the same level.

A.4.5 Indicative typical duties and skills within the definition of Clerical Officer Level 2 include:

- (a) reception or 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, or where presentation and use of interpersonal skills are a key aspect of the position; or
- (b) operating computerised radio telephone equipment, micro personal computer, printing devices attached to personal computer or dictaphone equipment; or

(c) using a word processing software package to create,format,edit,correct,print and save text documents,for example,standard correspondence and business documents;or

(d) stenographer or person solely employed to take shorthand and to transcribe by means of appropriate keyboard equipment;or

(e) copy typing and audio typing;or

(f) maintaining records or journals,including initial processing and recording relating to any of the following:

(i) reconciliation of accounts to balance;or

(ii) incoming or outgoing cheques;or

(iii) invoices;or

(iv) debit or credit items;or

(v) payroll data;or

(vi) petty cash imprest system;or

(vii) letters;or

(g) using a software package that may include any of the following functions:

(i) creating new files or records;or

(ii) spreadsheet or worksheet;or

(iii) graphics;or

(iv) accounting or payroll file;or

(v) following standard procedures and using existing models or fields of information;or

(h) arranging routine travel bookings and itineraries or making appointments;or

(i) providing general advice or information on the organisation's products and services,for example,front counter or telephone.

A.5 Retail Employee Level 5

A.5.1 Retail Employee Level 5 means an employee performing work in or in connection with a retail establishment at a higher level than a Retail Employee Level 4.

A.5.2 Indicative job titles that are usually within the definition of a Retail Employee Level 5 include:

- (a)** tradesperson in charge of other tradespersons within a department or section;
- (b)** service supervisor (more than 15 employees).

A.6 Retail Employee Level 6

A.6.1 Retail Employee Level 6 means an employee performing work in or in connection with a retail establishment at a higher level than a Retail Employee Level 5.

A.6.2 Indicative job titles that are usually within the definition of a Retail Employee Level 6 include:

- (a)** department or section manager with 5 or more employees (including self);
- (b)** manager or duty manager in a shop without departments or sections (may be under direction of a person not exclusively involved in shop management);
- (c)** assistant or deputy or second-in-charge to a shop manager of a shop with departments or sections;
- (d)** Clerical Officer Level 3.

A.6.3 Clerical Officer Level 3 characteristics:

- (a)** 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.

(b) Employees may be required to give assistance or guidance (including guidance in relation to quality of work and that may require some allocation of duties) to employees at Levels 1 and 2 and be able to train such employees by means of personal instruction and demonstration.

A.6.4 Indicative typical duties and skills at this level 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; post journals to ledger; or

(b) providing specialised advice or information on the organisation's products and services; responding to client or public or supplier problems within own functional area utilising a high degree of interpersonal skills; or

(c) applying one or more computer software packages developed for a micro personal computer or a central computer resource to do any of the following:

(i) create new files or records; or

(ii) maintain computer-based records management systems; or

(iii) identify and extract information from internal and external sources; or

(iv) use advanced word processing or keyboard functions; or

(d) arranging travel bookings and itineraries; making appointments; screening telephone calls; responding to invitations; organising internal meetings on behalf of executive(s); establishing and maintaining reference lists or personal contact systems for executive(s); or

(e) applying specialist terminology or processes in professional offices.

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

A.7 Retail Employee Level 7

A.7.1 Retail Employee Level 7 means an employee performing work in or in connection with a retail establishment at a higher level than a Retail Employee Level 6.

A.7.2 Indicative job titles that are usually within the definition of a Retail Employee Level 7 include:

- (a) visual merchandiser (Diploma);and
- (b) Clerical Officer Level 4.

A.7.3 Clerical Officer Level 4 characteristics:

- (a) Employees at this level must have achieved a level of organisation or industry specific knowledge sufficient for them to give advice or provide information to the organisation and clients in relation to specific areas of their responsibility.
- (b) Employees would require only limited guidance or direction and would normally report to more senior staff as required. Although not a pre-requisite,a principal feature of this level is supervision of employees in lower levels in terms of responsibility for the allocation of duties,co-ordinating workflow,checking progress,quality of work and resolving problems.
- (c) Employees exercise initiative,discretion and judgment at times in the performance of their duties.
- (d) Employees are able to train employees in Clerical Levels 1–3 by personal instruction and demonstration.

A.7.4 Indicative typical duties and skills at this level include:

- (a) providing secretarial or executive support services that may include maintaining executive diary;attending executive or organisational meetings and taking minutes;establishing or maintaining current working and personal filing systems for executive;answering executive correspondence from oral or handwritten instructions;or
- (b) preparing financial or tax schedules,calculating costings or wage and salary requirements;completing personnel or payroll data for authorisation;reconciliation of accounts to balance;or

(c) giving advice or providing information on any of the following:

(i) employment conditions;or

(ii) workers compensation procedures and regulations;or

(iii) superannuation entitlements,procedures and regulations;or

(d) applying one or more computer software packages,developed for a micro personal computer or a central computer resource to do any of the following:

(i) create new files or 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 or keyboard functions.

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

A.8 Retail Employee Level 8

A.8.1 Retail Employee Level 8 means an employee performing work in or in connection with a retail establishment at a higher level than a Retail Employee Level 7.

A.8.2 A Retail Employee Level 8 may have a Diploma qualification.

A.8.3 Indicative job titles that are usually within the definition of a Retail Employee Level 8 include:

(a) shop manager of a shop with departments or sections;and

(b) Clerical Officer Level 5.

A.8.4 Clerical Officer Level 5 characteristics:

(a) Employees at this level are subject to broad guidance or direction and report to more senior staff as required.

(b) Employees 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, within the relevant field(s) of their expertise.

(c) Employees are responsible and accountable for their own work and may have delegated responsibility for the work under their control or supervision, in terms of, among other things, scheduling workloads, resolving operations problems, monitoring the quality of work produced as well as counselling staff for performance as well as work related matters.

(d) Employees would also be able to train and supervise employees in lower levels by means of personal instruction and demonstration. They would also be able to assist in the delivery of training courses. They often exercise initiative, discretion and judgment in the performance of their duties.

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

A.8.5 Indicative typical duties and skills at this level include:

(a) applying knowledge of the organisation's objectives, performance, projected areas of growth, product trends and general industry conditions; or

(b) applying computer software packages within either a micro personal computer or a central computer resource, including integrating complex word processing or desktop publishing, text and data documents or

(c) providing reports for management in any of the following areas:

(i) account or financial; or

(ii) staffing; or

(iii) legislative requirements; or

(iv) other company activities.

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

Schedule B—Summary of Hourly Rates of Pay

[Varied by [PR718821](#); corrected by [PR725977](#); varied by [PR727385](#), [PR728848](#); corrected by [PR729006](#); varied by [PR729257](#)]

See also [Part 4—Wages and Allowances](#) and [Part 5—Overtime and Penalty Rates](#).

B.1 Full-time and part-time adult employees other than shiftworkers

B.1.1 Full-time and part-time adult employees other than shiftworkers—ordinary and penalty rates

[B.1.1 varied by [PR718821](#); corrected by [PR725977](#); varied by [PR729257](#) ppc 01Sep21]

	Ordinary hours	Monday to Friday after 6.00 pm	Saturday	Sunday	Public holiday
	% of minimum hourly rate				
	100%	125%	125%	150%	225%
	\$	\$	\$	\$	\$
Retail Employee Level 1	22.33	27.91	27.91	33.50	50.24
Retail Employee Level 2	22.86	28.58	28.58	34.29	51.44
Retail Employee Level 3	23.22	29.03	29.03	34.83	52.25
Retail Employee Level 4	23.67	29.59	29.59	35.51	53.26
Retail Employee Level 5	24.64	30.80	30.80	36.96	55.44
Retail Employee Level 6	25.00	31.25	31.25	37.50	56.25

Retail Employee Level 7	26.26	32.83	32.83	39.39	59.09
Retail Employee Level 8	27.32	34.15	34.15	40.98	61.47

B.1.2 Full-time and part-time adult shiftworkers—shiftwork and penalty rates

[B.1.2 varied by [PR718821](#);corrected by [PR725977](#);varied by [PR729257](#) ppc 01Sep21]

	Other than baking production employees (OBPE)	Baking production employees (BPE) Early morning shifts		All shiftworkers		
	Monday to Friday			Saturday	Sunday	Public holiday
	Starting at or after 6.00 pm and before 5.00 am	Starting at or after 2.00 am and before 6.00 am	Starting before 2.00 am	OBPE ¹ BPE ²		All hours within shift
	% of minimum hourly rate					
	130%	112.5%	130%	150%	175%	225%
	\$	\$	\$	\$	\$	\$
Retail Employee Level 1	29.03	25.12	29.03	33.50	39.08	50.24
Retail Employee Level 2	29.72	25.72	29.72	34.29	40.01	51.44
Retail Employee Level 3	30.19	26.12	30.19	34.83	40.64	52.25
Retail Employee Level 4	30.77	26.63	30.77	35.51	41.42	53.26
Retail Employee Level 5	32.03	27.72	32.03	36.96	43.12	55.44
Retail Employee Level 6	32.50	28.13	32.50	37.50	43.75	56.25

Retail Employee Level 7	34.14	29.54	34.14	39.39	45.96	59.09
Retail Employee Level 8	35.52	30.74	35.52	40.98	47.81	61.47

¹ Other than baking production employees (OBPE):Starting at or after 6.00 pm and before 5.00 am on the following day;

² Baking production employees (BPE):

–working a shift starting at or after 2.00 am and before 6.00 am;or

–start shift prior to 2.00 am.

B.1.3 All full-time and part-time adult employees—overtime rates

[B.1.3 varied by [PR718821](#);corrected by [PR725977](#);varied by [PR729257](#) ppc 01Sep21]

	Monday to Saturday – first 3 hours	Monday to Saturday – after 3 hours	Sunday –all day	Public holiday
	% of minimum hourly rate			
	150%	200%	200%	250%
	\$	\$	\$	\$
Retail Employee Level 1	33.50	44.66	44.66	55.83
Retail Employee Level 2	34.29	45.72	45.72	57.15
Retail Employee Level 3	34.83	46.44	46.44	58.05
Retail Employee Level 4	35.51	47.34	47.34	59.18
Retail Employee Level 5	36.96	49.28	49.28	61.60
Retail Employee Level 6	37.50	50.00	50.00	62.50
Retail Employee Level 7	39.39	52.52	52.52	65.65

Retail Employee Level 8	40.98	54.64	54.64	68.30
-------------------------	-------	-------	-------	-------

B.2 Casual adult employees

B.2.1 Casual adult employees other than shiftworkers—ordinary and penalty rates

[B.2.1 varied by [PR718821](#);corrected by [PR725977](#);varied by [PR727385](#),[PR729257](#) ppc 01Sep21]

	Ordinary hours	Monday to Friday after 6.00 pm	Saturday	Sunday	Public holiday
	% of minimum hourly rate				
	125%	150%	150%	175%	250%
	\$	\$	\$	\$	\$
Retail Employee Level 1	27.91	33.50	33.50	39.08	55.83
Retail Employee Level 2	28.58	34.29	34.29	40.01	57.15
Retail Employee Level 3	29.03	34.83	34.83	40.64	58.05
Retail Employee Level 4	29.59	35.51	35.51	41.42	59.18
Retail Employee Level 5	30.80	36.96	36.96	43.12	61.60
Retail Employee Level 6	31.25	37.50	37.50	43.75	62.50
Retail Employee Level 7	32.83	39.39	39.39	45.96	65.65
Retail Employee Level 8	34.15	40.98	40.98	47.81	68.30

B.2.2 Casual adult shiftworkers—shiftwork and penalty rates

[B.2.2 varied by [PR718821](#);corrected by [PR725977](#);varied by [PR729257](#) ppc 01Sep21]

--	--	--	--	--	--

	Other than baking production employees (OBPE)	Baking production employees (BPE) Early morning shifts		All shiftworkers		
	Monday to Friday			Saturday	Sunday	Public holiday
	Starting at or after 6.00 pm and before 5.00 am	Starting at or after 2.00 am and before 6.00 am	Starting before 2.00 am	OBPE ¹ BPE ²		All hours within shift
	% of minimum hourly rate					
	155%	137.5%	155%	175%	200%	250%
	\$	\$	\$	\$	\$	\$
Retail Employee Level 1	34.61	30.70	34.61	39.08	44.66	55.83
Retail Employee Level 2	35.43	31.43	35.43	40.01	45.72	57.15
Retail Employee Level 3	35.99	31.93	35.99	40.64	46.44	58.05
Retail Employee Level 4	36.69	32.55	36.69	41.42	47.34	59.18
Retail Employee Level 5	38.19	33.88	38.19	43.12	49.28	61.60
Retail Employee Level 6	38.75	34.38	38.75	43.75	50.00	62.50
Retail Employee Level 7	40.70	36.11	40.70	45.96	52.52	65.65
Retail Employee Level 8	42.35	37.57	42.35	47.81	54.64	68.30