

RosterElf

Clerks Award (MA000002) — Pay Rates 2026/27

Effective the first full pay period on or after 1 July 2026 · Source: Fair Work pay guide (published 24 June 2026)

Adult classification rates

Level	Typical roles	Weekly	Ordinary /hr	Casual /hr
Level 1 – year 1	New clerical starters: reception, filing, mail, data entry, basic word processing and cash handling under direct supervision	\$1024.70	\$26.97	\$33.71
Level 1 – year 2	Level 1 clerical/administrative work after 12 months of service	\$1073.10	\$28.24	\$35.30
Level 1 – year 3	Level 1 clerical/administrative work after 24 months of service	\$1106.20	\$29.11	\$36.39
Level 2 – year 1	Clerical work requiring some experience and judgement: accounts, payroll data entry, secretarial and customer-service duties	\$1119.10	\$29.45	\$36.81
Level 2 – year 2	Level 2 clerical/administrative work after 12 months at Level 2	\$1139.90	\$30.00	\$37.50
Level 3	Clerical work needing knowledge and skills beyond Level 2: maintaining accounts, PA/secretarial, some guidance of other staff	\$1182.10	\$31.11	\$38.89
Call centre – principal customer contact specialist	Experienced call-centre operators handling complex customer contact as a principal specialist	\$1190.40	\$31.33	\$39.16
Level 4	Responsibility for a work area or function: bookkeeping to trial balance, senior secretarial, supervision of clerical staff	\$1241.40	\$32.67	\$40.84
Level 5	Advanced clerical and administrative skills: office management, coordinating a team, higher-level responsibility	\$1291.80	\$33.99	\$42.49
Call centre – technical associate	Call-centre technical associates providing specialised technical customer support	\$1415.10	\$37.24	\$46.55

Casual /hr includes the 25% casual loading on ordinary hours. Penalties below apply on top.

Penalty rates

When worked	Full-time / part-time	Casual
Saturday (ordinary 7am–12.30pm)	\$33.71 (125%)	\$40.46 (150%)
Sunday (all day)	\$53.94 (200%)	\$60.68 (225%)
Public holiday	\$67.43 (250%)	\$74.17 (275%)

Dollar figures are for Level 1 – year 1. Other levels scale from their own ordinary rate above.

Junior rates (% of adult)

Age	% of adult rate
16	50%
17	60%
18	70%
19	80%
20	90%
Under 16	45%

Common allowances

Allowance	Amount
First aid allowance	\$16.79 per week
Laundry allowance – full-time	\$3.64 per week
Laundry allowance – part-time or casual	\$0.73 per shift
Meal allowance – overtime	\$20.75 (plus a further \$16.62 when more than 4 hours of overtime is worked)
Vehicle allowance – motor car	\$1.00 per km (max 400 km per week)
Vehicle allowance – motorcycle	\$0.34 per km (max 400 km per week)

General information only — not legal, payroll, tax or financial advice; do not rely on it for payroll decisions. Rates are indicative FY2026/27 minimums under the Clerks – Private Sector Award 2020 [MA000002] and depend on classification, enterprise agreements and individual circumstances; always confirm against the current Fair Work pay guide before paying wages. RosterElf is not affiliated with, or endorsed by, the Fair Work Ombudsman, and RosterElf Pty Ltd accepts no liability for reliance on this sheet.

Full guide, live calculator & penalty breakdowns: rosterelf.com/guides/award-rates/clerks-private-sector