



HOW TO...

CHOOSE THE RIGHT PAY RATE

People and Culture
130 Lonsdale Street
Melbourne VIC 3000
Telephone: (03) 9116 1400
Facsimile: (03) 9116 1499
Email: People&Culture@victas.uca.org.au

Getting an employee's pay rate right can be complex. It's important to consider the organisation's resources, legal obligations and the current job market.

AWARDS

The right rate of pay is usually determined by an industrial award. Awards are legal documents that outline minimum pay rates and conditions of employment. Sometimes employment can be covered by an individual contract, where no award applies.

Use the 'Coverage' section of the award to determine the correct award and the 'Classification' section of the award to determine the appropriate level for the role.

Depending on the role and award, the employee's hours of work may attract penalty rates.

Table 1. Guide only – Awards and example roles.

Award	Example role
Clerks – Private Sector Award	Office Manager, Administrator, Coordinator.
General Retail Industry Award	Op shop employee.
Hospitality Industry (General) Award	Café employee.
Miscellaneous Award	Cleaner, maintenance employee.
Social, Community, Home Care, and Disability Services Industry Award (SCHADS)	Support Worker, Playgroup Coordinator, Community Development Worker, Crisis Worker.

CONTACT US

Email your position description to People&Culture@victas.uca.org.au for an evaluation.

We can

- Determine the correct award and pay rate.
- Advise you on how to determine pay rates
- Review your draft PD
- Help you with penalty rates
- Direct you to other advisors as needed
- Provide market comparisons

