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# 2018 RATES OF PAY

IN THE REAL ESTATE INDUSTRY

## OPERATIVE DATE

The rates of pay in this booklet are operative from the first full pay period to commence on or after 1 July 2018.

This booklet contains the minimum rates of pay for employees engaged under the *Real Estate Industry Award* and the *Clerks – Private Sector Award*.

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## REAL ESTATE INDUSTRY AWARD **ADULT RATES**

Award classification	Full-time rate \$p/w	Part-time rate \$p/h	Casual rate \$p/h	Public holiday rate – F/T and P/T employees \$p/h	Public holiday rate – casual employees \$p/h
<b>Level</b>					
Real Estate Employee Level 1 (Associate Level) – <i>first 12 months at this Level</i>	\$753.70	\$19.83	\$24.79	\$39.66	\$49.58
Real Estate Employee Level 1 (Associate Level) – <i>after 12 months at this Level</i>	\$795.50	\$20.93	\$26.16	\$41.86	\$52.32
Real Estate Employee Level 2 (Representative Level)	\$837.40	\$22.04	\$27.55	\$44.08	\$55.10
Real Estate Employee Level 3 (Supervisory Level)	\$921.20	\$24.24	\$30.30	\$48.48	\$60.60
Real Estate Employee Level 4 (In-Charge Level)	\$963.10	\$25.34	\$31.68	\$50.68	\$63.36

Minimum Income Threshold Amount (MITA) for commission-only employees  
In any MITA calculation between 1 July 2018 and 30 June 2019, the MITA is \$54,578.

## REAL ESTATE INDUSTRY AWARD **JUNIOR RATES**

Award classification	Full-time rate \$p/w	Part-time rate \$p/h	Casual rate \$p/h	Public holiday rate – F/T and P/T employees \$p/h	Public holiday rate – casual employees \$p/h
<b>Real Estate Employee Level 1 (Associate Level) – <i>first 12 months at this Level</i></b>					
*under 19 yrs of age	\$452.22	\$11.90	\$14.88	\$23.80	\$29.76
*19 yrs of age	\$527.59	\$13.88	\$17.35	\$27.76	\$34.70
*20 yrs of age	\$602.96	\$15.87	\$19.84	\$31.74	\$39.68
<b>Real Estate Employee Level 1 (Associate Level) – <i>after 12 months at this Level</i></b>					
*under 19 yrs of age	\$477.30	\$12.56	\$15.70	\$25.12	\$31.40
*19 yrs of age	\$556.85	\$14.65	\$18.31	\$29.30	\$36.62
*20 yrs of age	\$636.40	\$16.75	\$20.94	\$33.50	\$41.88
<b>Real Estate Employee Level 2 (Representative Level)</b>					
*under 19 yrs of age	\$502.44	\$13.22	\$16.53	\$26.44	\$33.06
*19 yrs of age	\$586.18	\$15.43	\$19.29	\$30.86	\$38.58
*20 yrs of age	\$669.92	\$17.63	\$22.04	\$35.26	\$44.08
<b>Real Estate Employee Level 3 (Supervisory Level)</b>					
*under 19 yrs of age	\$552.72	\$14.55	\$18.19	\$29.10	\$36.38
*19 yrs of age	\$644.84	\$16.97	\$21.21	\$33.94	\$42.42
*20 yrs of age	\$736.96	\$19.39	\$24.24	\$38.78	\$48.48

**Note:** This wage rate schedule does not include rates of pay for a Real Estate Employee Level 4 (In-Charge Level) as such a classification is unlikely to apply to a Junior employee. If however you believe you require such rates please contact us on 1300 616 170.

## EXPENSE RELATED ALLOWANCES UNDER THE REAL ESTATE INDUSTRY AWARD

### 1. Car allowance

Following the 2018 National Wage Review there has been NO increase to the following car allowance rates.

	VEHICLES NEW TO 5 YEARS OF AGE	VEHICLES OVER 5 YEARS OF AGE
<b>Engine capacity up to 1600cc</b>		
Standing charge kilometre rate	\$79.60 per week; plus \$0.13 per km; or by agreement	\$40.45 per week; plus \$0.13 per km; or by agreement
Lump sum	\$146.15 per week	\$109.61 per week
<b>Engine capacity up to 1601cc – 2600cc</b>		
Standing charge kilometre rate	\$109.10 per week; plus \$0.15 per km; or by agreement	\$60.55 per week; plus \$0.15 per km; or by agreement
Lump sum	\$187.91 per week	\$140.92 per week
<b>Engine capacity over 2600cc</b>		
Standing charge kilometre rate	\$113.52 per per week; plus \$0.17 per km; or by agreement	\$ 66.03 per week; plus \$0.19 per km; or by agreement
Lump sum	\$203.57 per week	\$167.03 per week

ALTERNATIVE – Instead of the provisions contained in the table above, the employer may elect to pay the employee a \$0.78 per kilometre allowance for all use of the employee's own motor vehicle in the course of employment, to a maximum of 400 kms per week.

### 2. Motor cycle allowance

Where the employer requires the employee to use their own motor cycle or motor scooter in the course of their employment, the employee will be entitled to be reimbursed for the use of the motor cycle or motor scooter at the rate of \$0.26 per km for its use, up to a maximum of 400km per week.

### 3. Mobile phone allowance

Where the employer requires the employee to use the employee's own mobile telephone in the course of employment, the employee is entitled to be reimbursed 50% of the employee's monthly mobile phone plan up to a maximum monthly plan of \$100.

# SUPERANNUATION SUMMARY 2018/19



REI Super is the industry super fund for real estate professionals, with over 30,000 members and more than \$1.5 billion in funds under management. Run only to benefit members and with low fees and competitive returns, REI Super is the fund of choice for people working in real estate. **REI Super is MySuper authorised and is listed as a 'default' fund in the Real Estate Industry Award 2010, as well as in the Clerks – Private Sector Award 2010.**

REI Super has a full range of products and services to assist employers in meeting their superannuation obligations, including newsletters, fact sheets, the Employer Helpline, online payment methods and a free clearing house. The Fund also offers members tailored insurance cover for both retainer and commission income.

Below you will find information on superannuation payment deadlines and contributions caps for 2018/19.

## SUPERANNUATION GUARANTEE (SG) PAYMENT DEADLINES

Contributions are due quarterly. Penalties apply to employers for late or non-payment of SG contributions

The legislated cut-off date for contributions is 28 days after the end of the quarter:

QUARTER	July-September	October-December	January-March	April-June
CUT-OFF DATE	28 October	28 January	28 April	28 June

- The compulsory SG rate in 2018/2019 is 9.5% of each eligible employee's **Ordinary Time Earnings (OTE)**, up to the **maximum earnings base**. The maximum earnings base for SG contributions for 2018/2019 is **\$54,030 per quarter**.
- You are required to pay super for your employees if they're over 18 and they earn **\$450 or more (gross) per month**. If they are under 18 they also have to work at least 30 hours per week.
- Your employees are entitled to choose their super fund. You must provide them with an ATO choice form so they can make their choice. This also lists your nominated default fund to use if they do not choose a super fund.
- You can generally claim a tax deduction for super contributions you pay on time. However if you pay late, you cannot claim a tax deduction for the amount you pay.

## CONTRIBUTIONS CAPS FOR 2018/19

Concessional contributions include employer contributions (including contributions made under a salary sacrifice arrangement) and personal contributions claimed as a tax deduction by a self-employed person.

Non-concessional contributions are after-tax contributions including spouse contributions and contributions made under the Super Co-contribution Scheme.

### CONCESSIONAL CONTRIBUTIONS CAP

For the 2018/19 year, the concessional contributions cap for members of all ages is \$25,000.

### NON-CONCESSIONAL CONTRIBUTIONS CAP

For the 2018/19 year, the non-concessional contributions cap is \$100,000. This is also available for members aged between 65 and 74 who meet the test.

Note that the non-concessional contributions cap is nil for a financial year if a member has a total superannuation balance greater than or equal to the general transfer balance cap (\$1.6 million in 2018/19).

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**For more information contact REI Super on 1300 13 44 33 or go to [www.reisuper.com.au](http://www.reisuper.com.au)**

## CLERKS – PRIVATE SECTOR AWARD ADULT RATES

Award classification	Full-time rate: Mon-Fri \$p/w	Part-time rate: Mon-Fri \$p/h	Part-time rate: Saturday \$p/h	Part-time rate: Sunday \$p/h	Casual rate: Mon-Fri \$p/h	Casual rate: Saturday \$p/h	Casual rate: Sunday \$p/h	Public holiday rate: F/T and P/T employees \$p/h
Level 1 - Year 1	\$764.70	\$20.12	\$25.15	\$40.24	\$25.15	\$30.18	\$45.27	\$50.30
Level 1 - Year 2	\$802.50	\$21.12	\$26.40	\$42.24	\$26.40	\$31.68	\$47.52	\$52.80
Level 1 - Year 3	\$827.60	\$21.78	\$27.23	\$43.56	\$27.23	\$32.67	\$49.01	\$54.45
Level 2 - Year 1	\$837.40	\$22.04	\$27.55	\$44.08	\$27.55	\$33.06	\$49.59	\$55.10
Level 2 - Year 2	\$852.90	\$22.44	\$28.05	\$44.88	\$28.05	\$33.66	\$50.49	\$56.10
Level 3	\$884.50	\$23.28	\$29.10	\$46.56	\$29.10	\$34.92	\$52.38	\$58.20
Level 4	\$928.80	\$24.44	\$30.55	\$48.88	\$30.55	\$36.66	\$54.99	\$61.10
Level 5	\$966.50	\$25.43	\$31.79	\$50.86	\$31.79	\$38.15	\$57.22	\$63.58

**Note 1:** Under the *Clerks – Private Sector Award 2010*, a penalty of **time and a quarter** applies to ordinary hours worked by employees on a Saturday\*, and a penalty of **double time** applies to ordinary hours worked by employees on a Sunday.

\*This applies if an employee works in association with employees covered by the Real Estate Industry Award and where the majority of the employees in the workplace are covered by the Real Estate Industry Award.

**Note 2:** The *Clerks – Private Sector Award 2010* has a casual loading of 25%.

**Note 3:** If you require the minimum rate of pay for a “casual” employee who works on a public holiday, please contact us on 1300 616 170.

## CLERKS – PRIVATE SECTOR AWARD JUNIOR RATES

Award classification	Full-time rate: Mon-Fri \$p/w	Part-time rate: Mon-Fri \$p/h	Part-time rate: Saturday \$p/h	Part-time rate: Sunday \$p/h	Casual rate: Mon-Fri \$p/h	Casual rate: Saturday \$p/h	Casual rate: Sunday \$p/h	Public holiday rate: F/T and P/T employees \$p/h
<b>Level 1-Yr 1</b>								
Less than 16yrs	\$343.90	\$9.05	\$11.31	\$18.10	\$11.31	\$13.58	\$20.36	\$22.63
16 yrs	\$382.28	\$10.06	\$12.58	\$20.12	\$12.58	\$15.09	\$22.64	\$25.15
17 yrs	\$458.66	\$12.07	\$15.09	\$24.14	\$15.09	\$18.11	\$27.16	\$30.18
18 yrs	\$535.04	\$14.08	\$17.60	\$28.16	\$17.60	\$21.12	\$31.68	\$35.20
19 yrs	\$611.80	\$16.10	\$20.13	\$32.20	\$20.13	\$24.15	\$36.23	\$40.25
20 yrs	\$688.18	\$18.11	\$22.64	\$36.22	\$22.64	\$27.17	\$40.75	\$45.28
<b>Level 1-Yr 2</b>								
Less than 16yrs	\$361.00	\$9.50	\$11.88	\$19.00	\$11.88	\$14.25	\$21.38	\$23.75
16 yrs	\$401.28	\$10.56	\$13.20	\$21.12	\$13.20	\$15.84	\$23.76	\$26.40
17 yrs	\$481.46	\$12.67	\$15.84	\$25.34	\$15.84	\$19.01	\$28.51	\$31.68
18 yrs	\$561.64	\$14.78	\$18.48	\$29.56	\$18.48	\$22.17	\$33.26	\$36.95
19 yrs	\$642.20	\$16.90	\$21.13	\$33.80	\$21.13	\$25.35	\$38.03	\$42.25
20 yrs	\$722.38	\$19.01	\$23.76	\$38.02	\$23.76	\$28.52	\$42.77	\$47.53

## CLERKS – PRIVATE SECTOR AWARD **JUNIOR RATES** (continued)

Award classification	Full-time rate: Mon-Fri \$p/w	Part-time rate: Mon-Fri \$p/h	Part-time rate: Saturday \$p/h	Part-time rate: Sunday \$p/h	Casual rate: Mon-Fri \$p/h	Casual rate: Saturday \$p/h	Casual rate: Sunday \$p/h	Public holiday rate: F/T and P/T employees \$p/h
<b>Level 1-Yr 3</b>								
Less than 16yrs	\$372.40	\$9.80	\$12.25	\$19.60	\$12.25	\$14.70	\$22.05	\$24.50
16 yrs	\$413.82	\$10.89	\$13.61	\$21.78	\$13.61	\$16.34	\$24.50	\$27.23
17 yrs	\$496.66	\$13.07	\$16.34	\$26.14	\$16.34	\$19.61	\$29.41	\$32.68
18 yrs	\$579.50	\$15.25	\$19.06	\$30.50	\$19.06	\$22.88	\$34.31	\$38.13
19 yrs	\$661.96	\$17.42	\$21.78	\$34.84	\$21.78	\$26.13	\$39.20	\$43.55
20 yrs	\$744.80	\$19.60	\$24.50	\$39.20	\$24.50	\$29.40	\$44.10	\$49.00
<b>Level 2-Yr 1</b>								
Less than 16yrs	\$376.96	\$9.92	\$12.40	\$19.84	\$12.40	\$14.88	\$22.32	\$24.80
16 yrs	\$418.76	\$11.02	\$13.78	\$22.04	\$13.78	\$16.53	\$24.80	\$27.55
17 yrs	\$502.36	\$13.22	\$16.53	\$26.44	\$16.53	\$19.83	\$29.75	\$33.05
18 yrs	\$586.34	\$15.43	\$19.29	\$30.86	\$19.29	\$23.15	\$34.72	\$38.58
19 yrs	\$669.94	\$17.63	\$22.04	\$35.26	\$22.04	\$26.45	\$39.67	\$44.08
20 yrs	\$753.92	\$19.84	\$24.80	\$39.68	\$24.80	\$29.76	\$44.64	\$49.60
<b>Level 2-Yr 2</b>								
Less than 16yrs	\$383.80	\$10.10	\$12.63	\$20.20	\$12.63	\$15.15	\$22.73	\$25.25
16 yrs	\$426.36	\$11.22	\$14.03	\$22.44	\$14.03	\$16.83	\$25.25	\$28.05
17 yrs	\$511.48	\$13.46	\$16.83	\$26.92	\$16.83	\$20.19	\$30.29	\$33.65
18 yrs	\$596.98	\$15.71	\$19.64	\$31.42	\$19.64	\$23.57	\$35.35	\$39.28
19 yrs	\$682.10	\$17.95	\$22.44	\$35.90	\$22.44	\$26.93	\$40.39	\$44.88
20 yrs	\$767.60	\$20.20	\$25.25	\$40.40	\$25.25	\$30.30	\$45.45	\$50.50
<b>Level 3</b>								
Less than 16yrs	\$398.24	\$10.48	\$13.10	\$20.96	\$13.10	\$15.72	\$23.58	\$26.20
16 yrs	\$442.32	\$11.64	\$14.55	\$23.28	\$14.55	\$17.46	\$26.19	\$29.10
17 yrs	\$530.86	\$13.97	\$17.46	\$27.94	\$17.46	\$20.96	\$31.43	\$34.93
18 yrs	\$619.40	\$16.30	\$20.38	\$32.60	\$20.38	\$24.45	\$36.68	\$40.75
19 yrs	\$707.56	\$18.62	\$23.28	\$37.24	\$23.28	\$27.93	\$41.90	\$46.55
20 yrs	\$796.10	\$20.95	\$26.19	\$41.90	\$26.19	\$31.43	\$47.14	\$52.38

**Note 1:** This wage rate schedule does not include rates of pay for a Junior employee at Levels 4 and 5 as such classifications are unlikely to apply. If you believe you require such rates please contact us on 1300 616 170.

**Note 2:** If you require the minimum casual rates for work performed on a public holiday please contact us on 1300 616 170.

## EXPENSE AND WORK RELATED ALLOWANCES UNDER THE CLERKS – PRIVATE SECTOR AWARD

CAR ALLOWANCE	\$0.78 per km with a maximum payment for 400 kms.
LAUNDRY ALLOWANCE	Where the employer requires the employee to wear and launder a uniform, the employer must reimburse any cost of the uniform and the employee must be paid the following applicable allowance: (i) For a full-time employee - \$3.55 for laundry expenses per week; (ii) For a part-time or casual employee – \$0.71 per shift.
MEAL ALLOWANCE	An employee required to work for more than one and a half hours of overtime without being given 24 hours' notice after the employee's ordinary time of ending work will be either provided with a meal or paid a meal allowance of \$15.45. Where such overtime work exceeds four hours a further meal allowance of \$12.37 will be paid.
FIRST AID ALLOWANCE	Where an employee is appointed to perform first aid duty and has undertaken the necessary training to render first aid (including is the current holder of appropriate first aid qualifications such as a certificate from the St John Ambulance Australia or similar body), a first aid allowance of \$12.56 per week applies.
HIGHER DUTIES ALLOWANCE	An employee, when required to perform any of the duties in a classification higher than their usual classification for more than one day must be paid at least the rate which would be applicable if such duties were performed on a permanent basis.

## TRAINEESHIPS – RATES OF PAY

These rates apply to employees who are undertaking a traineeship under a training contract which leads to an AQF certificate level qualification.

A **full-time** traineeship is based on 38 ordinary hours per week with 20% of ordinary hours being approved training. A **part-time** traineeship is based on less than 38 ordinary hours per week with 20% of ordinary hours being approved training solely on-the-job and partly off-the-job, or where training is fully off-the-job.

## MINIMUM WAGES WEEKLY RATES – WAGE LEVEL B

Minimum wages for a trainee undertaking a full-time **AQF Certificate Level I – III** traineeship whose training package and AQF certificate levels are allocated to Wage Level B (Property Services) are:

### Highest year of schooling completed

	YEAR 10 \$ per week	YEAR 11 \$ per week	YEAR 12 \$ per week
School leaver	323.10	355.80	412.40
Plus 1 year out of school	355.80	412.40	474.40
Plus 2 years out of school	412.40	474.40	556.40
Plus 3 years out of school	474.40	556.40	634.70
Plus 4 years out of school	556.40	634.70	
Plus 5 years or more	634.70		

The minimum wages for a trainee undertaking a full-time **AQF Certificate Level IV** traineeship are the minimum wages prescribed above with the addition of **3.8%** to those minimum wages. Provided that the minimum wages for an adult trainee undertaking a full-time AQF Certificate Level IV traineeship are as follows:

Wage level	First Year of traineeship per week \$	Second and subsequent years of traineeship per week \$
Wage Level B	658.60	683.90

## MINIMUM WAGES FOR PART-TIME TRAINEESHIPS – WAGE LEVEL B

Minimum wages for a trainee undertaking a part-time **AQF Certificate Level I – III** traineeship whose training package and AQF certificate levels are allocated to Wage Level B (Property Services) are:

Highest year of schooling completed	YEAR 10 \$ per week	YEAR 11 \$ per week	YEAR 12 \$ per week
School leaver	10.63	11.72	13.58
Plus 1 year out of school	11.72	13.58	15.61
Plus 2 years out of school	13.58	15.61	18.32
Plus 3 years out of school	15.61	18.32	20.89
Plus 4 years out of school	18.32	20.89	
Plus 5 years or more	20.89		

The minimum wages for a trainee undertaking a full-time **AQF Certificate Level IV** traineeship are the minimum wages prescribed above with the addition of **3.8%** to those minimum wages. Provided that the minimum wages for an adult trainee undertaking a full-time AQF Certificate Level IV traineeship are as follows:

Wage level	First Year of traineeship per hour \$	Second and subsequent years of traineeship per hour \$
Wage Level B	21.64	22.48

**Note:** Where the approved training for a part-time traineeship is provided fully off-the-job by a registered training organisation (e.g. at school or at TAFE), the relevant minimum weekly wage in the tables above applies to each ordinary hour worked by the trainee. Where the approved training for a part-time traineeship is undertaken solely on-the-job or partly on-the-job and partly off-the-job, a reduction of 20% should be applied to the above rates.

## MINIMUM WAGES FOR SCHOOL-BASED TRAINEESHIPS – WAGE LEVEL B

The minimum wages for a trainee undertaking a school-based **AQF Certificate Level I – III** traineeship whose training package and AQF certificate levels are allocated to Wage Level B are as follows when the trainee works ordinary hours:

Year of schooling	YEAR 11 \$ per hour	YEAR 12 \$ per hour
School leaver	10.63	11.72



### Contact

**The Real Estate Employers' Federation**

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