

## Guide

# Modern Awards Pay Database

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## **Table of contents**

List of	List of charts3						
List of	abbr	eviations	3				
Introd	uctio	n	4				
Backg	round	l	4				
Overv	iew o	f the MAPD system	5				
3.1	D	atabase structure					
3	3.1.1	Classification record	5				
3	3.1.2	Wage-related allowances record	6				
3	3.1.3	Expense-related allowances record	6				
3	3.1.4	Penalty record	6				
Data f	iles		7				
4.1	F	ormat	7				
4.2	Id	lentifiers	7				
A	ward	l level:	7				
C	Clause	level:	8				
F	Recor	d level:	8				
4.3	C	onsiderations with linking data over time	8				
4.4	D	ata conventions	ç				
4	1.4.1	Dummy clauses	9				
4	1.4.2	Split clauses	10				
4	1.4.3	Classification and allowance descriptions	10				
4	1.4.4	Classifications with multiple calculated rates	1′				
4.5	U	sing the export files	11				
4	1.5.1	Example 1: Awards with classification base rates equal to the national minimum wage	11				
4	1.5.2	Example 2: Awards with an industry or disability allowance applying for all purposes	1′				
4	1.5.3	Example 3: Time series data on the meal allowance for a selected award	12				
Feedb	ack		12				
Refere	ences		13				
Dec	ision	s	13				
Res	earch	papers and other sources	13				
Attach	men	t A – Record types	15				
Attach	men	t B – Data dictionary	19				
Aw	ards f	ile extract definition	19				
Aw	Award dictionary 19						
Clas	Classification data dictionary 20						
Wa	Wage-related allowance data dictionary 22						
Ехр	ense-	related allowance data dictionary	24				
Pen	alty	data dictionary	26				

## **List of charts**

Figure 1: MAPD Classification record	15
Figure 2: MAPD Wage allowance record	16
Figure 3: MAPD Expense allowance record	17
Figure 4: MAPD Penalty record	18

## List of abbreviations

2018–19 Review Annual Wage Review 2018–19

2019–20 Review Annual Wage Review 2019–20

4 yearly review 4 yearly review of modern awards

AWR decision Annual Wage Review Decision

CPI Consumer Price Index

CSV Comma Separated Value

Commission Fair Work Commission

MAPD Modern Awards Pay Database

#### Introduction

The Modern Awards Pay Database (MAPD) stores minimum rates of pay, allowances, overtime and penalty rates (minimum rates of pay data) contained in 155 modern awards<sup>1</sup> covering employees in the national workplace relations system. The Commission has built the MAPD to provide public access to the calculated minimum rates of pay following each year's Annual Wage Review Decision. The MAPD system allows the Commission to export the minimum rates of pay data which may be of interest to the public for analysis.

This guide has been made to assist the public in using the minimum rates of pay data. It covers the structure of the MAPD, how the data files are provided, data conventions and examples of how the data can be analysed with a simple spreadsheet program.

Individuals, employer, employee and public organisations are invited to peruse the data for their own research purposes, to assist in their submissions to the annual wage review, modern award variation applications or as a complement to their own payroll tools.

## **Background**

The MAPD was created to automate updating wages, allowances, penalties and overtime rates in modern awards following any increase to the national minimum wage and modern award minimum wages handed down by the Expert Panel for annual wage reviews (Expert Panel). The MAPD system brings together formulas and figures previously stored in a large number of spreadsheets into one central location. The minimum rates of pay data from the database are linked directly to modern award documents and the determinations that give effect to the Annual Wage Review Decision (AWR decision).

Research conducted during the 4 yearly review of modern awards (4 yearly review) showed that users preferred rates in awards to be expressed as calculated (dollar) amounts rather than being expressed as percentages.<sup>2</sup> For example, wage-related allowances in awards were expressed as percentages of a defined rate—the standard rate. Similarly, many awards contained penalty and overtime rates that were expressed as percentages of the employee's minimum or ordinary hourly rate.

During the 4 yearly review, modern awards were comprehensively varied to include summary tables setting out these rates as calculated amounts. These innovations to reduce complexity and make modern awards simpler and more user friendly has led to an increase in the number of monetary figures expressed in modern awards. This has reduced the need for interpretation and calculation of wages and in doing so provided greater clarity on the amount to pay employees. The increased number of rates meant that the Fair Work Commission's (Commission) previous system of updating wages was no longer viable. By streamlining and automating this process it allows the Commission to meet its legislative requirement to publish the modern awards by 1 July each year.<sup>3</sup>

Whilst the primary purpose of the MAPD is to ensure that the modern awards are able to be updated in accordance with AWR decisions, it was recognised that the minimum rate of pay data being collected and stored within the system could be very useful for a range of other purposes. The data may be useful to researchers, payroll companies and other interested parties.

<sup>&</sup>lt;sup>1</sup> Consisting of 121 industry and occupational modern awards and 34 enterprise and state reference public sector modern awards as at 11 November 2021.

<sup>&</sup>lt;sup>2</sup> Sweeney Research (2014), Citizen co-design with small-business owners, prepared for the Fair Work Commission, August. Available from: https://www.fwc.gov.au/documents/sites/awardsmodernfouryr/citizen-codesign-report.pdf

<sup>&</sup>lt;sup>3</sup> As per s.292(1) of the Fair Work Act 2009 (Cth)

## Overview of the MAPD system

#### 3.1 Database structure

The minimum rates of pay data stored for each award in the MAPD are divided into four main records or files: Classification, Wage-related Allowances, Expense-related Allowances and Penalties.

Each of the records are presented to resemble the corresponding table in the modern award. Amounts in the award that appear as part of a sentence (like most allowances) are also captured.

Data are provided for each year from 2015 and represent the minimum rates of pay contained in the award instrument at the end of financial year.<sup>4</sup> For example, the 2015 data will reflect the rates of pay as at 30 June 2016—the day proceeding the operative date of the next annual wage review increase of 2015—16. This is to account for corrections or variations to a modern award that may take effect during the financial year.

There is an exception to the rule above. For the 121 industry and occupational modern awards, the minimum rates of pay data for 2019 will reflect the 2010 modern award instrument before they were consolidated into the new 2020 version. For example, the *Legal Services Award 2010*<sup>5</sup> was consolidated into the *Legal Services Award 2020*<sup>6</sup> on 4 February 2020. The 2019 MAPD data for this award is therefore structured according to the 2010 award as at 3 February 2020 in respect of clause numbers, classifications and allowances.<sup>7</sup>

The MAPD provides two operative date fields (operativeFrom and operativeTo) to show the date when a modern award rate came into effect as well as the date when the rate ceases to apply. Taking the exceptional circumstances in the AWR decision years of 2019–20 and 2020–21 as an example, the MAPD will show that the *operativeFrom* date of records in the *General Retail Industry Award 2020* in MAPD year 2020 is 1 February 2021, with an *operativeTo* date of 30 August 2021.8 If the rate of pay has not changed from year to year, as tends to be the case for particular types of expense-related allowances, then the operative date will reflect the date from when it was last adjusted.

Due to the point in time nature of the database, it is not possible to capture a flow of changes that may have occurred over a year. For example, as a result of a Work Value decision<sup>9</sup>, the Commission increased the minimum weekly wage of a Pharmacist and higher classifications by 2.5 per cent on 1 October 2019 which occurred on top of the 3 per cent awarded in the 2018–19 Review on 1 July 2019. In this case, the MAPD data will reflect the rates of pay of Pharmacists from 1 October 2019. It does not capture the rates that applied between 1 July 2019 and 1 October 2019.

#### 3.1.1 Classification record

This record contains information related to the classifications of a modern award such as the classification name, its base rate and any associated calculated rate (see <u>Figure 1 of Attachment A</u>). The unit of a base rate can be, for example: weekly, hourly, or a piece rate, among others.

The AWR Review decision applies directly to all base rates in the system and flows on to all calculated rates in accordance with its formula.

There are many classifications, such as apprentices and juniors, whose base rate is derived as a percentage or function of another classification. These are called calculated base rates as they are dependent on a formula.

<sup>&</sup>lt;sup>4</sup> Except in 2020, 2021 and 2022 when there were different end dates for different awards due to exceptional circumstances. For example in 2021, the end date for the *Airline Operations—Ground Staff Award 2020* [MA000048] was 30 September 2022.

<sup>&</sup>lt;sup>5</sup> MA000116

<sup>&</sup>lt;sup>6</sup> MA000116

<sup>&</sup>lt;sup>7</sup> Generally, the only difference between the 2010 and 2020 award will be their clause number. The classifications and allowances may be presented differently, but nonetheless, the rate of pay will be the same. In a few cases, a wage-related allowance may have been transferred to an expense-related allowance at the operation of the 2020 award, such as the uniforms allowance of *Ports, Harbours and Enclosed Water Vessels Award 2020* [MA000052].

<sup>&</sup>lt;sup>8</sup> [2020] FWCFB 3500 at [186]–[187], [2021] FWCFB 3500 at [299].

<sup>&</sup>lt;sup>9</sup> [2019] FWCFB 3949.

In addition, there are a few modern enterprise awards and State reference public sector modern awards that contain wage-related allowances that were adjusted in accordance with the AWR decision. As such, these allowances have been included in the Classification record to ensure that the AWR decision has a direct effect.<sup>10</sup>

#### 3.1.2 Wage-related allowances record

This record contains information related to the wage-related allowances of an award, such as the allowance name, whether it applies for all-purposes, payment frequency, the base rate of the classification it is linked to as well as the formula and percentage amount used to calculate the allowance (see Figure 2 of Attachment A).

These records must be a function of a classification base rate (ie the classification used to derive the standard rate) and a percentage amount for it to be included as a wage-related allowance. This will also include wage-related penalty or shift payments that are paid as a percentage of the standard rate such as the afternoon and night shift allowance provided under the *Business Equipment Award 2020*.<sup>11</sup>

Fixed allowances, such as the 'Special allowance' of the *Plumbing and Fire Sprinklers Award 2020*<sup>12</sup>, have fixed amounts that are not adjusted through either the standard rate or by the Consumer Price Index (CPI). For the purposes of capturing these data, they have been entered within the Wage Allowance record.

#### 3.1.3 Expense-related allowances record

This record contains information related to the expense-related allowances of an award, such as the allowance name, the applicable CPI group and its current index value. It also shows the year, CPI value and allowance (\$) amount at the time of when the allowance was last adjusted (see Figure 3 of Attachment A).

Expense-related allowances are adjusted for positive movements in the corresponding CPI group between the most recent quarter at the time of the Review decision and the quarter when the allowance was last adjusted. The allowance amount otherwise remains the same if the CPI falls or remains constant over the period, or if the increase was so small that it was not sufficient to change the allowance (\$) value. The system recognises these cases and retains the allowance (\$) value and index figure of the last adjustment in preparation for the following year until an adjustment occurs.

#### 3.1.4 Penalty record

This record contains information related to the penalties and overtime rates of a modern award. For the purposes of the database, penalties and overtime rates are referred to as 'penalties'. The record includes details of the penalty name, the penalty rate (%), the classification name and classification clause to which the penalty is linked to, and the percentage amount used for the penalty rate (see Figure 4 of Attachment A).

Penalties are what employees are awarded on top of their minimum or ordinary hourly rate of pay as compensation for working outside or beyond their ordinary hours of work as overtime, on weekends or public holidays or for shift work.

Penalty rates (\$) are calculated in the system by linking a penalty to a clause from the Classification record. The system automatically multiplies the penalty rate (%) across each classification and their base rate under that clause. A formula is applied so that the base rate is converted to an hourly amount before the penalty percentage is applied.

These records in the Classification file can be identified with the label 'Allowance adjusted by the AWR' in their clause description (clauseDescription). Note that as a result of [2023] FWCFB 46, these records were varied so that they are expressed as a percentage of the award's standard rate in the 2022 data.

<sup>&</sup>lt;sup>11</sup> MA000021.

<sup>&</sup>lt;sup>12</sup> MA000036.

More information on the methodology of adjusting expense-related allowances in modern awards is provided on the Commission's website at: <a href="https://www.fwc.gov.au/hearings-decisions/major-cases/annual-wage-reviews/annual-wage-review-2021-22/determinations-annual">https://www.fwc.gov.au/hearings-decisions/major-cases/annual-wage-reviews/annual-wage-review-2021-22/determinations-annual</a>, see 'Method of adjusting exprense related allowances'.

This has proven to be the case for allowances with low absolute values such as the 'Stonemasonry tools and equipment allowance' from the *Joinery and Building Trades Award 2020*. Despite the all groups CPI increasing over the period in the 2018–19 Review by a little over 1 per cent, the allowance rate remained unchanged from the previous year at \$0.07 per hour when rounded to the nearest cent.

The penalty data will only reflect the penalty rates (\$) that are presented as calculated dollar figures in the modern award. For the few outstanding 2010 awards, 15 the penalty data may be inserted once the 2020 consolidated awards are finalised and the variations come into operation. 16

Although the consolidated 2020 modern awards contain an extensive number of penalty rates, it may not cover all permutations of penalties for every type of employee. Only the Fair Work Ombudsman maintains this information. In addition, a small number of 2020 modern awards do not contain any calculated penalty rates.<sup>17</sup>

For the enterprise and state reference public sector modern awards, the penalty data has been included from 2015 as applicable.

#### **Data files**

The initial release of the MAPD (on 18 December 2020) provided minimum rates of pay data from 2015 to 2020 with 5 separate data files for each year. The MAPD data files will be updated on an annual basis following the conclusion of each annual wage review, or on an ad hoc basis if data are revised.

The description of a record within a file reflects the language contained in modern awards, particularly the language used in the summary tables contained in the Schedules. As such, the name of a penalty rate may simply be 'Night shift', or the name of an expense-related allowance could be 'Meal—overtime'. The MAPD will not define what a night shift is or detail the circumstances in which a meal allowance is provided for working overtime. Similarly, the MAPD does not provide definitions of each classification. The user will have to ascertain this information by referring to the modern award.

The modern award minimum rates of pay data from the system is exported separately for each year and not as a time series. Users looking to merge records over time should note the identifiers available and the considerations in linking the MAPD data in sections 4.2 and 4.3 below.

#### 4.1 Format

Modern award minimum rates of pay data from the MAPD are extracted into a Comma Separated Value (CSV) file format. This is a plain text format for storing tabular data where the column headings and row values are separated by commas.

The CSV file has been converted to a Microsoft Excel spreadsheet for publication on the Commission website. Both types of files can be imported into more advanced statistical software packages such as Stata or SAS. Files in CSV file format can be provided to users via an email request to awards@fwc.gov.au.

The minimum rates of pay data are extracted into five separate files for each year. These files, along with a list of variables and identifiers are provided in the data dictionary at <u>Attachment B</u>.

#### 4.2 Identifiers

#### Award level:

• **awardID** – the top level unique identification number of each modern award. It is used by the system to sort data. Unlike the *awardFixedID* or the modern award number its value changes each year.

 awardFixedID – this is a unique identification number of the award record, but unlike awardID, the number is fixed and so it persists over each year.

<sup>&</sup>lt;sup>15</sup> This includes the *Aged Care Award 2010* [MA000018], the *Social, Community, Home Care and Disability Services Industry Award 2010* [MA000100] and *Children's Services Award 2010* [MA000120].

<sup>&</sup>lt;sup>16</sup> The penalty data for the 2010 awards that were previously published was indicative only and yet to be finalised. This penalty data was removed from the extract on 10 February 2021.

<sup>&</sup>lt;sup>17</sup> This includes, for example, the *Building and Construction General On-site Award 2020* [MA000020], *Graphic Arts, Printing and Publishing Award 2020* [MA000026] and the *Medical Practioners Award 2020* [MA00031].

#### Clause level:

- **clauseID** the unique identification value for the clause number of a classification, wage/expense-related allowance and penalty record. As its value changes in each year, it cannot link clause numbers over time.
- clauseLookupID this is a fixed identifier of the clause number and can be used to link clauses over time, regardless of any modern award variation renumbering clauses. Please note however, that the number is not unique across awards.
- **clauseFixedID** this is a fixed and unique identifier of the clause number. Its value is derived from the *clauseID* when the clause is created and is fixed, even if the clause is later renumbered. Unlike the *clauseLookupID*, its value is unique across award records.

#### **Record level:**

- classificationID; wageAllowanceID; expenseAllowanceID; penaltyID these are unique identification numbers at the unit record level for the classification, wage/expense-related allowance and penalty data files. As their ID number changes each year, they are not useful for linking data over time by themselves.
- sourceClassificationID; sourceWageAllowanceID; sourceExpenseAllowanceID; sourcePenaltyID provides the value of the identifier above from the *previous* year.
- classificationFixedID; wageAllowanceFixedID; expenseAllowanceFixedID; penaltyFixedID these are unique, fixed identification numbers at the unit record level. The value is based on the record's ID at creation, which persists over each year.
- basePayRateID; calculatedPayRateID these identifiers are unique, fixed values of the classification record's base rate (baseRate) and calculated rate(s) (calculatedRate), respectively. If the record does not have a value as a base rate, then the basePayRateID (and calculatedPayRateID) will be null. The basePayRateID can be used to link a particular classification record to the penalty record. The basePayRateID and calculatedPayRateID were added to the system from 2021.

#### 4.3 Considerations with linking data over time

Users who wish to look at the MAPD minimum rates of pay data over time should be mindful of the significant changes that have occurred in 2020 as a result of the exposure drafts becoming the modern award instrument.

This has led to the following changes:

- The clause number for all records has changed. The order of classification and allowance records as they appear in the award may also have changed.
- Some Classification and Allowance records may have split from one clause to many or many clauses into
  one. The source identifiers are largely lost in this process. However, the record's fixed identifier can be
  used to link records in these circumstances.
- The description of many wage and expense-related allowances have been amended to a more detailed description in line with the summary of allowance tables contained in the schedule of the 2020 modern awards. Allowance records were previously recorded in the MAPD using a combination of headings<sup>18</sup> (ie 'Leading hand allowance') and non-headings ('3 to 10 employees).<sup>19</sup> The allowance records have since changed to merge the description of headings and non-headings ('Leading hand allowance—3 to 10 employees').

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<sup>&</sup>lt;sup>18</sup> The *isHeading* variable indicates whether a record is used as heading or not (1 = true, 2 = false). This is used as a flag for the purposes of mapping certain records in a table.

<sup>19</sup> This was done in the same style as the Allowance sheets that were previously attached to each modern award.

For consistency, the allowance descriptions from the 2020 modern award have been applied to the pre-2020 data.

- The Quarrying Award 2010<sup>20</sup> was amalgamated into the Cement and Lime Award 2010<sup>21</sup> to form the Cement, Lime and Quarrying Award 2020<sup>22</sup>. The Award record for the Quarrying Award 2010 is thus deleted. The record fixed identifiers have been carried over from the Quarrying Award 2010 to ensure that the data can be linked over time.
- Similarly, the vehicle manufacturing classifications and allowances belonging to the Vehicle
   Manufacturing, Repair Services and Retail Award 2010<sup>23</sup> were moved to the Manufacturing and
   Associated Industries Occupations Award 2020.<sup>24</sup> The record fixed identifiers have been linked between
   these awards.

#### 4.4 Data conventions

#### 4.4.1 Dummy clauses

Some clause numbers in the Classification record contain an asterisk ('\*') followed by a description. This is used to indicate a dummy clause. Dummy clauses are included if the original clause cannot be used to form the corresponding penalty rate table in the modern award. Table 1 shows the circumstances in which dummy clauses are used.

Table 1: Types of dummy clauses

Dummy clause type	Description				
{clause number}*_OrdHrRate	This dummy clause is used to form the ordinary hourly rate of a classification in the event that an all-purpose allowance is needed for a penalty rate to link to. The modern award will specify whether an all-purpose allowance is included in the ordinary hourly rate for penalties. <sup>25</sup>				
	These rates will be equal to the 'Ordinary hours' penalty presented in the Penalty record.				
	A dummy clause of this type is also made for the calculation of certain penalties, such as the shift work penalties under the <i>Aluminium Industry Award 2020</i> .				
{clause number}*_MinHrRate	Used to derive the minimum hourly rate for certain classifications with a non-weekly base rate.				
{clause number}*_Lookup	This dummy clause has the following uses:				
	<ul> <li>In order to refer to the national minimum wage for the calculation of certain records<sup>26</sup></li> </ul>				
	<ul> <li>In order to refer to other modern award rates which are derived from another award.<sup>27</sup></li> </ul>				
	To link to particular wage-related allowance records which, have up until March 2023, been adjusted by the increase to wages in the award, rather than as a percentage of the standard rate.				

<sup>&</sup>lt;sup>20</sup> MA000037.

<sup>&</sup>lt;sup>21</sup> MA000055.

<sup>&</sup>lt;sup>22</sup> MA000055.

<sup>&</sup>lt;sup>23</sup> MA000089.

<sup>&</sup>lt;sup>24</sup> MA000010.

<sup>&</sup>lt;sup>25</sup> As a general rule, the ordinary hourly rate in the modern award includes an all-purpose allowance if it applies across all employees (ie industry allowance).

 $<sup>^{26}</sup>$  Used for the calculation of the adult apprentice rates in the *Plumbng and Fire Sprinklers Award 2020*.

<sup>&</sup>lt;sup>27</sup> For example, the calculation of the educational leader allowance in the *Children's Services Award 2010* needs to refer to the standard rate from the *Educational Services (Teachers) Award 2020*.

Dummy clause type	Description			
{clause number}*_Formatted	A dummy clause is made for presentation reasons. The dummy clause will be tailored to align with the penalty table presented in the modern award.			
{clause number}*_Example	Some awards provide an example of how a user would calculate their rate of pay for illustration (for example, see the <i>Security Services Industry Award 2020</i> <sup>28</sup> and <i>Cleaning Services Award 2020</i> <sup>29</sup> ). As these examples are updated following an annual wage review, they have also been captured within the database for the Commission's use.			

Dummy clauses have been retained in the Classification data file for reference.

#### 4.4.2 Split clauses

In some cases, the clause number (clauses) may be presented more than once but distinguished by '[1]', '[2]', and so on. Many of these were created for the Penalty record, where the penalty rates contained within a table had to be based on different classification clauses. However, they should be considered as belonging to the same clause.

In the *Aluminum Industry Award 2020*<sup>30</sup> for example, the penalty table at clause B.2.2 includes the penalty rates for day, weekend and public holiday work, as well as afternoon and rotating night shift and permanent night shift work. The shiftwork penalties for this award are calculated as a percentage of the standard rate rather than each classification rate. Therefore, a dummy clause had to be created to make the calculated base rates for these types of shift work.

- Clause 'B.2.2 [1]' from the Penalty record links to a dummy clause in the Classification record which sets the ordinary hourly rate to be used for the day, weekend and public holiday penalty rates;
- Clause 'B.2.2 [2]' links to a different dummy clause which creates the ordinary hourly rate for afternoon and rotating shift work (15 per cent of the standard rate); and
- Clause 'B.2.2 [3]' links to another dummy clause creating the ordinary hourly rate for permanent night shift work (30 per cent of the standard rate).<sup>31</sup>

While they are all part of the same penalty table in B.2.2 in the modern award, they had to be contained in 'separate' clauses for the purposes of the database.

#### 4.4.3 Classification and allowance descriptions

The classification and allowance names in the system are created to match the wording of the modern award. Some of these records contain square brackets at the end of their description with a number or an asterisk. These turn into a footnote reference in the modern award document.

In addition, some of the record names contain flags which we use to create a particular format or to make a unique value in a modern award table. For example, the wage allowance records of the *Higher Education Industry – General Staff – Award 2020*<sup>32</sup> and the *Australian Capital Territory Public Sector Enterprise Award 2016*<sup>33</sup> use double-brackets ('//') or other labels ('[#b]' and ['#i]') in the allowance name (wageAllowance) in order to insert a line break or bold or italicise text as necessary to match the presentation of the corresponding table.

<sup>&</sup>lt;sup>28</sup> MA000016.

<sup>&</sup>lt;sup>29</sup> MA000022.

<sup>&</sup>lt;sup>30</sup> MA000060.

<sup>&</sup>lt;sup>31</sup> As the ordinary hourly rate is equivalent to the shiftwork penalty being created, these penalties will have a penalty rate (%) of 100 per cent.

<sup>&</sup>lt;sup>32</sup> MA000007.

<sup>&</sup>lt;sup>33</sup> MA000146.

#### 4.4.4 Classifications with multiple calculated rates

The vast majority of Classification records have the minimum weekly rate as a base rate followed by an hourly calculated rate. However, there are some awards that present more than one calculated rate such as the *Rail Industry Award 2020* which has a weekly base rate with a converted annual and hourly calculated rate.

Calculated rates (calculatedRate) in the MAPD must always refer to the base rate of a classification in their formula. Due to the limitations of the system, when a classification contains more than one calculated rate, the classification record and its base rate are repeated in another row for each type of calculated rate (calculatedRateType).

This will also repeat the identifiers of the record, however, it can be distinguished by the type of calculated rate (calculatedRateType) and, from 2021, by the calculatedPayRateID.

#### 4.5 Using the export files

The following examples demonstrate how an Excel spreadsheet can be used for basic analysis:

#### 4.5.1 Example 1: Awards with classification base rates equal to the national minimum wage

- 1) Open the 'Classification' file.
- 2) Select a cell within the table range, click on the 'Data' tab and click 'Filter'. The top row containing the column headings should now appear with a filter icon.
- 3) Select the filter under "baseRateType" (column Y) and place a tick mark next to 'Weekly'.
- 4) Select the filter under "baseRate" (column W), highlight 'Number Filters' and select 'Equals...' from the menu.
- 5) Type in the national minimum wage for the relevant year (for example, \$812.60<sup>34</sup> if using the 2022 data) next to the 'equals' criterion and click 'OK'. This will filter the dataset to classification records with a base rate equal to the amount specified.
- 6) To restrict the data to adult rates of pay only, select the filter under 'employeeRateTypeCode' (column F) and deselect the tick marks next to all categories except 'AD' (designates an adult rate of pay). This will remove all classifications that correspond with an apprentice, junior or some other non-adult rate of pay.
- 7) Select all of the filtered data and copy to a separate spreadsheet. Repeat steps 3 to 6 to collect data for the other types of base rates as desired.

Users can also use the 'Advanced' filter to set multiple criterion to obtain base rates equal to the national minimum wage across each base rate type. For example, the following criteria could be used to obtain the weekly, hourly and annual base rates that are equal to the corresponding national minimum wage in 2022.

(baseRateType = "Weekly" AND baseRate = 812.6) OR (baseRateType = "Hourly" and baseRate = 21.38) OR (baseRateType = "Annual" AND baseRate = 42255) AND (employeeRateType = "AD")

#### 4.5.2 Example 2: Awards with an industry or disability allowance applying for all purposes

- 1) Open the 'Wage Allowance' extract file (any year).
- 2) Select a cell within the table range, click on the 'Data' tab and click 'Filter'. The top row containing the column headings should now appear with a filter icon.
- 3) Select the filter under 'isAllPurpose' (column S) and place a tick mark next to the value of '1' (designates a value of 'true'). This will filter all wage-related allowances to those that apply for all purposes, including

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<sup>&</sup>lt;sup>34</sup> Note that the column is presented with a 'General' cell format so '812.6' should be used in this example.

those that apply to all or a group of employees (ie industry allowance), as well as those that apply to employees that meet specific provisions under an award (ie leading hand or first aid allowance).

- 4) Select the filter under 'allowance' (column Q), highlight the 'Text Filters' and select 'Contains...'
- 5) Type in the text 'industry' next to the 'contains' criterion. Add another criterion by clicking on the 'Or' radio button. Select 'contains' from the drop-down menu, type in the text 'disability' for the second criterion and click 'OK'. The data should now be restricted to all-purpose wage-related allowances that contain the text 'industry' or 'disability' within their descriptions.<sup>35</sup>
- 6) Users may wish to sort the filtered allowance (\$) data in a numerical order. Select the filter under 'allowanceAmount' (column X) and select either 'Sort Smallest to Largest' or 'Sort Largest to Smallest'. To make allowances more comparable, user may wish to ensure that 'paymentFrequency' (column Y) is filtered to a common unit (ie per week).

#### 4.5.3 Example 3: Time series data on the meal allowance for a selected award

For the purposes of this example, the steps below explain how a user can compile data across several spreadsheets into a 'long' file. This is a simple way of analysing data over time for a few records at a time.

- 1) Open the 'Expense Allowance' files for each year from 2015 to 2022.
- 2) Select all of the 2022 data and copy across into a new spreadsheet.
- 3) Open the remaining 'Expense Allowance' files and copy the data for each year (excluding the column headings) into the spreadsheet. Ensure that there are no blank rows within the data range.
- 4) Select a cell within the table range, click on the 'Data' tab and click 'Filter'.
- 5) At this point the user may wish to scan the data by award and year. To do this select the 'Data' tab and then 'Sort'. Within the pop-up interface, sort the data by the column heading 'awardCode' (ordered from A to Z) in the first row. Then click 'Add Level' and sort by 'publishedYear', then by 'clauseDisplayOrder' and finally by 'displayOrder' (with the last two headers in ascending order).
- 6) Select the filter on 'allowance' (column Q), highlight the 'Text filters' and select 'Contains...'.
- 7) Type in the text 'meal' next to the 'contains' criterion and click 'OK'.
- 8) Select the filter under 'awardCode' (column C) and place a tick mark next to the desired award (ie MA000003). The spreadsheet should now contain a condensed list of 'meal' allowances provided under the Fast Food Industry Award 2020 from 2015 to 2022.

#### **Feedback**

The Commission welcomes any feedback and/or suggestions on how we can improve the database and will consider whether they can be implemented in a future update of the MAPD.

Any questions about the data files, the variables or this guide or concerns about the accuracy and completeness of this data should be submitted using the <u>Feedback form</u>.

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 www.fwc.gov.au
 12/27

<sup>&</sup>lt;sup>35</sup> To complete this analysis, the user may wish to remove the leading hand allowances under the *Cement, Lime and Quarrying Award 2020* [MA000055] from the filtered list. These are not in scope of the example question, but were not filtered out because from MAPD year 2020 these allowances contain the text 'industry' within their descriptions to differentiate between the 'cement and lime industry' and the 'quarrying industry'.

#### References

#### **Decisions**

[2023] FWCFB 46

[2021] FWCFB 3500

[2020] FWCFB 3500

[2019] FWCFB 3949

#### Research papers and other sources

Fair Work Commission (2020), 'Methodology for adjusting expense related allowances in modern awards', 19 June, <a href="https://www.fwc.gov.au/documents/wage-reviews/2019-20/research/method-of-adjustment-2020.pdf">www.fwc.gov.au/documents/wage-reviews/2019-20/research/method-of-adjustment-2020.pdf</a>.

Sweeney Research (2014), 'Citizen co-design with small business owners, Ref No. 24210, 13 August, www.fwc.gov.au/documents/sites/awardsmodernfouryr/citizen-codesign-report.pdf.

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This guide is not intended to be comprehensive. It is designed to assist in gaining an understanding of the Fair Work Commission and its work. The Fair Work Commission does not provide legal advice.

While the Commission takes the utmost care to ensure the accuracy of the MAPD data, the Commission cannot guarantee, and accepts no legal liability whatsoever arising from or in connection to the accuracy, reliability, currency or completeness of the data. Please refer to the 'Disclaimer' on the Commission's website for more information: <a href="https://www.fwc.gov.au/agreements-awards/awards/modern-awards-pay-database">www.fwc.gov.au/agreements-awards/awards/modern-awards-pay-database</a>.

## **Attachment A – Record types**

#### Figure 1: MAPD Classification record

MA000004 | General Retail Industry Award 2020

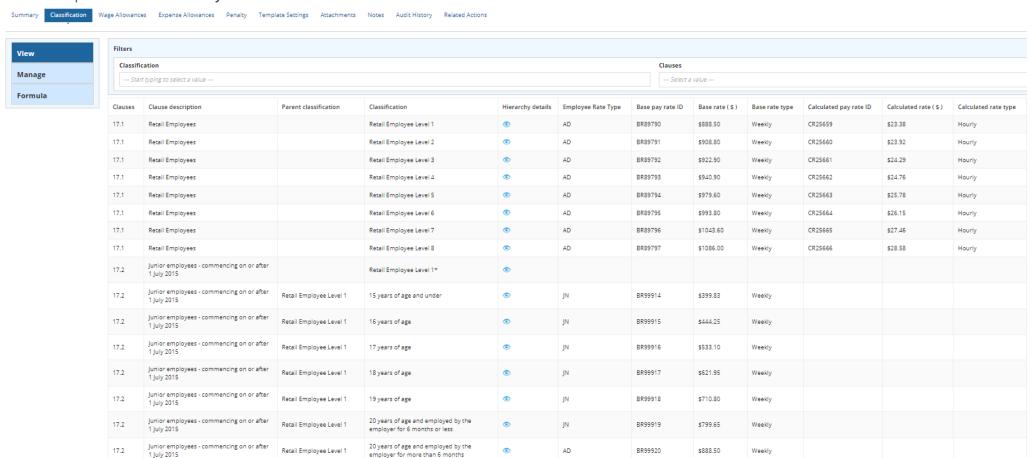
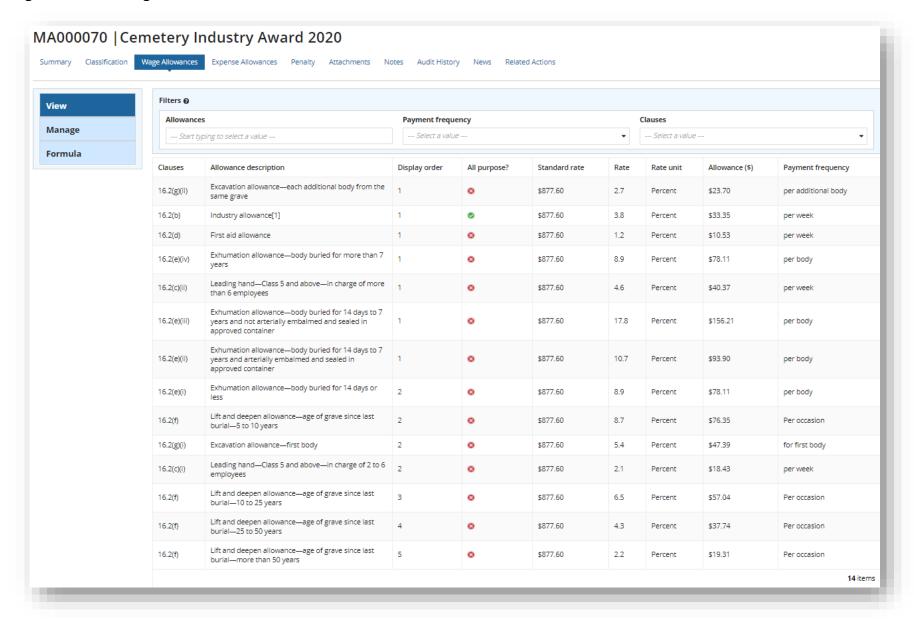
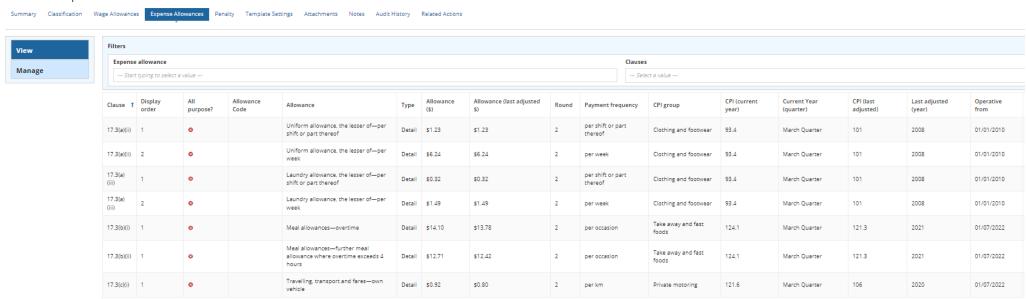


Figure 2: MAPD Wage allowance record



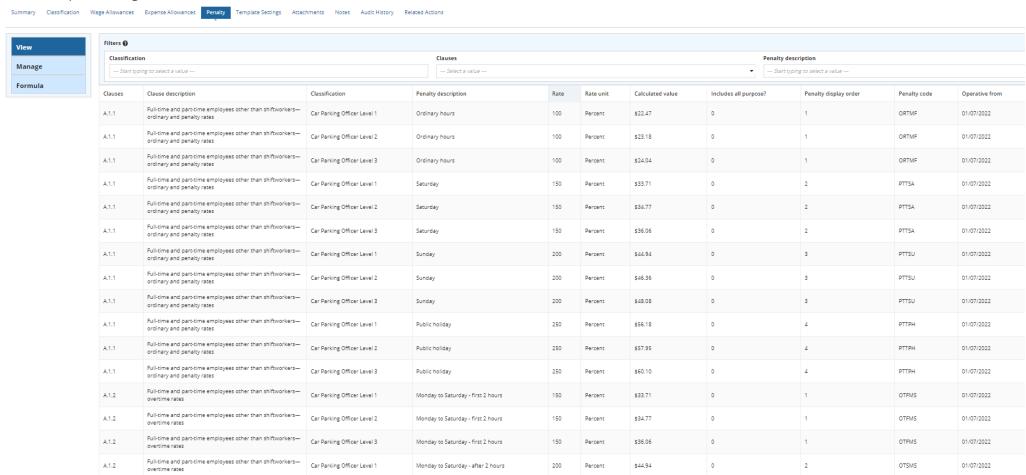
#### Figure 3: MAPD Expense allowance record

#### MA000034 | Nurses Award 2020



#### Figure 4: MAPD Penalty record

#### MA000095 | Car Parking Award 2020



## **Attachment B – Data dictionary**

#### Awards file extract definition

The files are published in Microsoft Excel format in 5 separate files. The AwardID is common across all files and can be used as the primary key across the data, adding name & awardNumber for context.

The Published year across all extract files is the year for which the value is valid, ie the Published year of the award value.

These files only relate to one year and should be combined with earlier year extracts to use for time series evaluation.

Note – these files are supplied as is and any issues with completeness or accuracy should be directed to <a href="mailto:awards@fwc.gov.au">awards@fwc.gov.au</a>.

#### **Award dictionary**

Field Name	Data type	Null	Description
awardCode	String	N	The code assigned to the modern award. Also known as the award number.
awardFixedID	Integer	N	A unique code for this instance of the modern award resource that is fixed over each year.
awardID	Integer	N	Unique identification number of award.
awardOperativeFrom	Date	N	The date when the award came into operation.
awardOperativeTo	Date	Υ	The date when the award ceased to be in effect (was revoked).
name	String	N	Title of the award.
lastModifiedDateTime	DateTime	N	This is the date and time that the response was last modified.
versionNumber	Integer	N	This number indicates the version of the award resource. It is incremented by one each time the resource is updated.

## Classification data dictionary

Field name	Data type	Null	Description
awardCode	String	N	The code assigned to the modern award. Also known as the award number.
awardFixedID	Integer	N	A unique code for this instance of the modern award resource that is fixed over each year.
awardID	Integer	N	Unique identification number of award.
basePayRateID*	String	Υ	A unique identification number of the base pay rate resource. Values have the prefix ("BR").
baseRate	Decimal	Υ	Base rate of classification in clause.
baseRateType	String	Y	Base rate type (Weekly, Hourly, Annual, Daily, Piece rate, Cents per km, Engagement rate).
calculatedIncludesAllPurpose*	TinyInteger	N	Used to flag whether the base rate includes an allowance that applies for all purposes (1 = True, 2 = False). These rates generally form the ordinary hourly rate of the award.
calculatedPayRateID*	String	Υ	A unique identification number of the calculated pay rate resource. Values have the prefix ("CR").
calculatedRate	Decimal	Υ	Calculate rate of classification within clause – derived value from base rate.
calculatedRateType	String	Υ	Calculated rate type (Hourly, Weekly, Annual, Daily, Fortnightly, Casual Hourly, Cents per km, Engagement rate).
classification	String	N	Sub level classification of clause.
classificationID	Integer	N	Unique identification number of classification.
classification Fixed ID	Integer	N	Unique identification number of classification that is fixed over each year.
classificationLevel*	Integer	Y	A numerical representation of the classification within the hierarchical structure of classifications in a clause. Starts at 1 for the lowest level classification.
clauseDescription	String	Υ	Clause description.
clauseDisplayOrder	Integer	N	Order in which clause appears in award.
clauseFixedID	Integer	N	Unique identification number of clauses that is fixed over each year.
clauseID	Integer	N	Unique identification number of clauses.
clauseLookupID	Integer	N	Static look up ID for clause.
clauses	String	N	Clause number.
displayOrder	Integer	N	Order in which classification appears in clause.

Field name	Data type	Null	Description
employeeRateTypeCode*	String	Y	An indicator if the rate is for an adult or otherwise:  • AD – Adult • JN – Junior • AP – Apprentice • AA – Adult Apprentice • TN – Trainee rates • XT – Exited from traineeship but not an Adult • CA – Cadet
isHeading	TinyInteger	N	States if it's a header field (0 = No, 1 = Yes). Used by the Commission to flag records which act as headings within a table.
lastModifiedDateTime	DateTime	N	This is the date and time that the resource was last modified.
nextDownClassificationFixedID*	Integer	Y	Refers to the <i>classificationFixedID</i> for the next logical classification down the classification hierarchy.
nextUpClassificationFixedID*	Integer	Y	Refers to the <i>classificationFixedID</i> for the next logical classification up the classification hierarchy.
operativeFrom	Date	N	The date on which the classification came into effect.
operativeTo	Date	Υ	The date on which the classification ceased to be in effect.
parentClassificationName	String	Υ	Parent level classification of clause.
publishedYear	Integer	N	Year in which the minimum rates of pay were determined in the annual wage review.
sourceClassificationID	Integer	Υ	Classification ID from the previous year.
type	Integer	N	The type in Detail or Group. Group is used to assign a classification description as a parent classification.
versionNumber*	Integer	N	This number indicates the version of the classification resource. It is incremented by one each time the resource is updated.

<sup>\*</sup> Field is populated from 2021 onwards.

## Wage-related allowance data dictionary

Field name	Data type	Null	Description
allowance	String	N	Description of allowance.
allowanceAmount	Decimal	Υ	Contains calculated allowance value (\$) for the current year.
allowanceLookupCode	Integer	N	Allowance lookup code. Indicates the record type (8 = Group, 10 = Detail).
awardCode	String	N	The code assigned to the modern award. Also known as the award number.
awardFixedID	Integer	N	A unique code for this instance of the modern award resource that is fixed over each year.
awardID	Integer	N	Unique identification number of award.
basePayRateID*	String	Y	A unique identification number of the base pay rate resource used as the <i>standardRate</i> . Values have the prefix ("BR").
baseRate	Decimal	N	Base rate (standard rate) used to calculate the allowance.
clauseDisplayOrder	Integer	N	Order in which clause appears in the Award.
clauseFixedID	Integer	N	Unique identification number of clauses that is fixed over each year.
clauseID	Integer	N	Unique identification number of clause.
clauseLookupID	Integer	N	Static Look up ID for clause.
clauses	String	N	Clause number.
displayOrder	Integer	N	Order in which allowance appears in the clause.
isAllPurpose	TinyInteger	N	Used to flag whether an allowance applies for all purposes (1 = True, 0 = False). An all-purpose allowance applies to all employees or a specific group of employees and forms part of their ordinary hourly rate.
isHeading	TinyInteger	N	States if it's a header field (0 = No, 1 = Yes). Used by the Commission to flag records which act as headings within a table.
lastModifiedDateTime	DateTime	N	This is the date and time that the resource was last modified.
operativeFrom	Date	N	The date on which the allowance came into effect.
operativeTo	Date	Υ	The date on which the allowance ceased to be in effect.
parentAllowance	String	Υ	Description of parent allowance.
paymentFrequency	String	Υ	Denotes when the payment is made (ie per week, per hour etc.).
publishedYear	Integer	N	Year in which the minimum rates of pay were determined in the annual wage review.
rate	Decimal	Υ	Percentage of standard rate (base rate).
rateUnit	String	N	Rate unit (Percent).
sourceWageAllowanceID	Integer	Y	Wage-related allowance ID code from previous year.

Field name	Data type	Null	Description	
type	String	N	The type in Detail or Group. Group is used to assign an allowance description as a parent allowance.	
versionNumber*	Integer	N	This number indicates the version of the allowance resource. It is incremented by one each time the resource is updated.	
wageAllowanceFixedID	Integer	N	Unique identification number of the wage-related allowance that is fixed over each year.	
wageAllowanceID	Integer	N	Unique identification number of wage-related allowance.	

<sup>\*</sup> Field is populated from 2021 onwards.

## **Expense-related allowance data dictionary**

Field name	Data type	Null	Description
allowance	String	N	Description of allowance.
allowanceAmount	Decimal	Y	Contains calculated allowance value for the current year.
allowanceLastAdjusted	Decimal	Υ	Contains the last adjusted allowance value.
allowanceLookupCode	Integer	N	Lookup code for allowance. Indicates the record type (8 = Group, 10 = Detail).
awardCode	Varchar	N	The code assigned to the modern award. Also known as the award number.
awardFixedID	Integer	N	A unique code for this instance of the modern award resource that is fixed over each year.
awardID	Integer	N	Unique identification number of award.
clauseDisplayOrder	Integer	N	Order in which clause appears in award.
clauseFixedID	Integer	N	Unique identification number of clauses that is fixed over each year.
clauseID	Integer	N	Unique identification number of clause.
clauseLookupID	Integer	N	Static Look up ID for clause.
clauses	String	N	Clause number.
cpiGroupDescription	String	Υ	Name of the CPI Group or sub-group.
cpiQuarterCurrentYear	Sting	Y	The quarter in which the <i>cpiValueCurrentYear</i> is based on (March, June, September or December quarter). It is populated in a year in which different quarters were used to update expense allowances across awards (ie 2020).
cpiQuarterLastAdjusted	Varchar	Y	The quarter in which the CPI of last adjusted year relates to. It will be populated in 2021 for those expense allowances that were adjusted in 2020.
cpiSeriesID	String	Υ	CPI series ID as supplied by the ABS.
cpiValueCurrentYear	Decimal	Υ	CPI value for the published year.
cpiValueLastAdjusted	Decimal	Y	Value of the CPI when the expense allowance was last adjusted.
displayOrder	Integer	Υ	Order in which allowance appears in the clause.
expenseAllowanceFixedID	Integer	N	Unique identification number of the expense- related allowance that is fixed over each year.
expenseAllowanceID	Integer	N	Unique identification number of expense-related allowance.
isAllPurpose	TinyInteger	N	Used to flag whether an allowance applies for all purposes (1 = True, 0 = False). An all-purpose allowance applies to all employees or a specific group of employees and forms part of their ordinary hourly rate.
isHeading	TinyInteger	N	States if it's a header field (0 = No, 1 = Yes). Used by the Commission to flag records which act as headings within a table.

Field name	Data type	Null	Description
lastAdjustedYear	Integer	Y	The year in which the expense allowance was last adjusted.
lastModifiedDateTime	DateTime	N	This is the date and time that the resource was last modified.
operativeFrom	Date	N	The date on which the allowance came into effect.
operativeTo	Date	Υ	The date on which the allowance ceased to be in effect.
parentAllowance	String	Υ	Description of parent allowance.
paymentFrequency	String	Y	Denotes when the payment is made (ie per meal, per km etc.).
publishedYear	Integer	N	Year in which the minimum rates of pay were determined in the annual wage review.
roundValue	Integer	Y	Number of decimal places allowance value is rounded to.
sourceExpenseAllowanceID	Integer	Y	Expense-related allowance ID code from the previous year.
type	String	N	The type in Detail or Group. Group is used to assign an allowance description as a parent allowance.
versionNumber*	Integer	N	This number indicates the version of the allowance resource. It is incremented by one each time the resource is updated.

<sup>\*</sup> Field is populated from 2021 onwards.

## Penalty data dictionary

Field name	Data type	Null	Description
awardCode	String	N	The code assigned to the modern award. Also known as the award number.
awardFixedID	Integer	N	A unique code for this instance of the modern award resource that is fixed over each year.
awardID	Integer	N	Unique identification number of award.
basePayRateID*	String	Y	A unique identification number of the base pay-rate resource used to calculate the penalty value.
calculatedIncludesAllPurpose*	TinyInteger	N	Used to flag whether the base rate on which the calculatedPenaltyValue is based on includes an allowance that applies for all purposes (1 = True, 2 = False). These base rates generally form the ordinary hourly rate of the award.
classification	String	N	Sub level classification of clause.
classification Display Order	Integer	N	Order in which a classification that is linked to the Penalty record appears in the clause. It is equal to <i>displayOrder</i> in the Classification record.
classificationLevel*	Integer	Y	A numerical representation of the classification within the hierarchical structure of classifications in a clause. Starts at 1 for the lowest level classification.
clauseDescription	String	N	Adds context to the penalties of a clause.  Description is taken from the clause heading from the corresponding Summary table in the Award (ie Full-time and part-time adult employees—ordinary and penalty rates).
clauseDisplayOrder	Integer	N	Order in which penalty clause appears in the award.
clauseFixedID	Integer	N	Unique identification number of clause that is fixed over each year.
clauseID	Integer	N	Unique identification number of clause.
clauseLink	String	N	The clause number from the classification file linked to the penalty record.
clauseLinkDisplayOrder	Integer	N	Order in which classification clause that is linked to the Penalty record appears in the award.
clauseLookupID	Integer	N	Static look-up ID for clause.
clauses	String	N	Clause number.

Field name	Data type	Null	Description
employeeRateTypeCode*	String	Y	An indicator if the rate is for an adult or otherwise:  • AD – Adult • JN – Junior • AP – Apprentice • AA – Adult Apprentice • TN – Trainee rates • XT – Exited from traineeship but not an Adult • CA – Cadet
isHeading	TinyInteger	N	States if it's a header field (0 = No, 1 = Yes). Used by the Commission to flag records which act as headings within a table.
lastModifiedDateTime	DateTime	N	This is the date and time that the resource was last modified.
operativeFrom	Date	N	The date on which the penalty rate came into effect.
operativeTo	Date	Y	The date on which the penalty rate ceased to be in effect.
parentClassificationName	String	Υ	Parent level classification of clause.
penaltyCalculatedValue	Decimal	Υ	Calculated value of penalty.
penaltyColumnDisplayOrder	Integer	N	Order in which penalty rate column appears in the table in the award.
penaltyDescription	String	N	Penalty description.
penaltyFixedID	Integer	N	Unique identification number of the penalty that is fixed over time.
penaltyID	Integer	N	Unique identification number of penalty.
penaltyRateUnit	String	N	Penalty rate unit (percent).
penaltyText	String	Y	In cases where a (\$) figure does not apply, the numeric field is replaced with text.
publishedYear	Integer	N	Year in which the minimum rates of pay were determined in the annual wage review.
rate	Decimal	N	The value of penalty that is applied as a percentage to the minimum/ordinary hourly rate.
sourcePenaltyID	Integer	Υ	Penalty ID from previous year.
type	String	N	The type in Detail or Group. Group is used to assign a penalty description as a parent penalty.
versionNumber*	Integer	N	This number indicates the version of the penalty resource. It is incremented by one each time the resource is updated.

<sup>\*</sup> Field is populated from 2021 onwards.