



Please note - This is a previous WA award summary and does not contain the current rates of pay

Aged and Disabled Persons Hostels WA Award Summary

Things to check as an employee or employer include:

- ✓ Pay rates
- ✓ Employment of children
- ✓ Allowances
- ✓ Overtime rates
- ✓ Public holidays
- ✓ Meal breaks
- ✓ Leave entitlements
- ✓ Dismissal laws and entitlements due on termination
- ✓ Time and wages record keeping
- ✓ Laws relating to [taxation](#), [superannuation](#), [workers compensation](#), [discrimination](#) and [occupational health and safety](#)

This award summary outlines only the most common entitlements within the Western Australian state system of industrial relations under the *Aged and Disabled Persons Hostels Award, 1987*.

It applies only to sole traders and partnerships. If the business is a Pty Ltd company, it does not apply. If you are unsure contact **Wageline** on **1300 655 266**.

To access the full version of the award, which details all entitlements and obligations, please visit www.wairc.wa.gov.au.

Wages – applicable from the first pay period on or after 1 July 2015 until end of last pay period commenced in June 2016 (new rates applied first pay period on or after 1 July 2016).

Classification	% of adult	19 yrs + 100%	18 yrs 80%	17 yrs 70%	Under 17 60%
Qualified Cook	Weekly	\$825.10	\$660.10	\$577.60	\$495.10
	Hourly	\$21.71	\$17.37	\$15.20	\$13.03
	Casual	\$26.05	\$20.84	\$18.24	\$15.64
Cook Working Alone	Weekly	\$759.70	\$607.80	\$531.80	\$455.80
	Hourly	\$19.99	\$15.99	\$13.99	\$11.99
	Casual	\$23.99	\$19.19	\$16.79	\$14.39
Cook, Other	Weekly	\$754.30	\$603.40	\$528.00	\$452.60
	Hourly	\$19.85	\$15.88	\$13.89	\$11.91
	Casual	\$23.82	\$19.06	\$16.67	\$14.29
Supervisor	Weekly	\$788.60	\$630.90	\$552.00	\$473.20
	Hourly	\$20.75	\$16.60	\$14.53	\$12.45
	Casual	\$24.90	\$19.92	\$17.44	\$14.94
Assistant Supervisor	Weekly	\$762.50	\$610.00	\$533.80	\$457.50
	Hourly	\$20.07	\$16.05	\$14.05	\$12.04
	Casual	\$24.08	\$19.26	\$16.86	\$14.45

Domestic	Weekly	\$735.70	\$588.60	\$515.00	\$441.40
	Hourly	\$19.36	\$15.49	\$13.55	\$11.62
	Casual	\$23.23	\$18.59	\$16.26	\$13.94
Driver	Weekly	\$761.80	\$609.40	\$533.30	\$457.10
	Hourly	\$20.05	\$16.04	\$14.03	\$12.03
	Casual	\$24.06	\$19.25	\$16.84	\$14.44

Apprentice wages – applicable from the first pay period on or after 1 July 2015 until end of last pay period commenced in June 2016 (new rates applied first pay period on or after 1 July 2016).

3 year	% of tradesperson	Weekly	Hourly
1st Year	55%	\$453.80	\$11.94
2nd Year	75%	\$618.80	\$16.28
3rd Year	88%	\$726.10	\$19.11

Adult apprentices

Apprentices aged 21 and above receive the minimum adult wage of **\$584.20** per week or the prescribed apprenticeship rate, whichever is the higher, for ordinary hours of work.

Employment of children

Under the *Children and Community Services Act 2004*, **it is illegal to employ children under the age of 15 in this industry.**

Exemptions may apply to a child working in a family business where the business is carried out by a parent or relative of the child or participating in a school program. A child under 18 must not be employed in a job where their wellbeing is likely to be jeopardised.

A school aged child must not be employed during school hours, unless they are participating in a school program or have received an exemption from the Department of Education.

Please contact **Wageline** on **1300 655 266** or visit the Commerce website at [When Can Children Work?](#) for employers, or [Young Workers](#) for employees for more information.

Allowances

Travel allowance

Where an employee is required to work outside their usual place of employment, the employer shall pay the employee any reasonable travelling expenses incurred except where the vehicle allowance is applicable. Where an employee is required to use their own vehicle during the course of employment, an allowance in accordance with the table below is payable:

Area Details	Engine Displacement (in cubic centimetres)		
	Over 2600cc	Over 1600cc - & 2600cc	1600cc Under
Metropolitan Area	88.4 c/km	76.7 c/km	68.0 c/km
South West Land Division	90.9 c/km	78.9 c/km	70.1 c/km

North of 23.5 South Latitude	99.7 c/km	86.9 c/km	77.4 c/km
Rest of WA	93.8 c/km	81.5 c/km	72.3 c/km
Motor Cycle (in all areas): 30.5 c/km			

Meal allowance

Where an employee is required to work overtime and such overtime is worked for a period of two hours or more in excess of the required daily hours of work, the employee shall be provided with a meal free of cost, or shall be paid **\$9.20** as meal money. This subclause shall not apply where the employee has been advised of the requirement to work overtime on the previous day or earlier.

Location allowance

An employee working in a specified regional area is entitled to a weekly location allowance. Please contact **Wageline** on **1300 655 266** or see a full copy of the award at www.wairc.wa.gov.au for details.

Hours and overtime

The ordinary hours of work shall be 38 hours per week, not exceeding 10 hours per day, to be worked over not more than 5 days of the week. Each employee shall be entitled to 2 clear days off duty per week, or 4 clear days off duty per fortnight.

All time worked in excess of the ordinary rostered hours of duty prescribed by the award shall be paid for at the rate of time and one half for the first two hours and double time after that. Please contact **Wageline** on **1300 655 266** to ensure that correct overtime rates are paid.

Weekend work

An employee shall be paid for ordinary hours worked between midnight on Friday and midnight on Saturday at the rate of time and one-half. An employee shall be paid to work ordinary hours between midnight on Saturday to midnight on Sunday at the rate of time and three-quarters.

Public holidays

Full-time employees are entitled to public holidays without deduction of pay. Part-time employees are entitled to public holidays without deduction of pay if they would ordinarily be required to work on that day if it was not a public holiday.

An employee who works on a public holiday shall be paid a loading of 50% of the ordinary wage for time worked in ordinary hours on that day.

To view public holiday dates visit our website www.commerce.wa.gov.au/labourrelations.

Leave entitlements

The table below outlines the basic leave entitlements for employees covered by this award. For more information relating to leave entitlements, please contact **Wageline** on **1300 655 266** or access a full copy of the award at www.wairc.wa.gov.au.

Type of leave	Entitlement
Annual leave	Full-time employees accrue 2.923 hours weekly; this amounts to 4 weeks a year (pro rata for part-time) allowed after a period of 12 months continuous service. Leave accumulates year to year. In addition, a loading of 17.5% applies. For the annual leave information page visit our website www.commerce.wa.gov.au/labourrelations .

Personal leave	Full-time employees accrue 1.461 hours weekly; this amounts to 10 days a year (pro rata for part-time). This can be used for sick leave or carer's leave and accumulates year to year. For the personal leave information page visit www.commerce.wa.gov.au/labourrelations .
Bereavement leave	Two days per occasion for any employee (including casuals), applies on the death of a partner, parent, step-parent, grandparent, child, step-child, grandchild, sibling or any other member of the employee's household.
Parental leave	See the parental leave information on the Commerce website or contact Wageline on 1300 655 266 for details.
Long service leave	In accordance with the <i>Long Service Leave Act 1958</i> , 8.667 weeks after 10 years' continuous employment for any employee (including casuals), and a further 4.333 weeks every subsequent five years, with pro-rata payments due on termination any time after seven years' continuous employment. For the long service leave information page please visit www.commerce.wa.gov.au/labourrelations .

Time and wages record keeping

Employers must keep time and wages records which demonstrate that employees have been paid all entitlements under the relevant award or legislation.

For information about time and wages record keeping, contact **Wageline** on **1300 655 266** or visit [Record Keeping Requirements](#) on the Commerce website.

Termination

It is recommended that an employer contact **Wageline** on **1300 655 266** before any termination, to receive information about dismissal laws.

Notice by an employer

Full-time and part-time employees, except in the case of misconduct justifying instant dismissal, may be terminated by the following period of notice (or payment in lieu):

Period of continuous service	Notice period
Less than 1 year	2 weeks
1 year or more but less than 3 years	2 weeks
3 years or more but less than 5 years	3 weeks *
5 years or more	4 weeks *

Employees over 45 years of age with two or more years' continuous service at the time of termination shall receive an additional week's notice.

***For employers** the notice provisions of the award must be read conjunction with the *Fair Work Act 2009*, as a greater period of notice may be required.

Notice by employee

Full-time and part-time employees may terminate their employment by providing two weeks' written notice. Probationary employees may terminate by giving one day's written notice.

Termination of casual employees

Casual employees may terminate or be terminated with one hour's notice.

Termination of an apprentice

To terminate an apprentice or trainee an employer must apply in writing to the Department of Training and Workforce Development. For more information, please contact the Department of Training and Workforce Development Apprenticeship Office (formerly the Apprenticentre) on 13 19 54. For information about notice periods for apprentices, please contact **Wageline** on **1300 655 266**.

Redundancy

Please contact **Wageline** on **1300 655 266** for information relating to redundancy.

Other entitlements

The Award also includes:

- On-call allowance
- Performance of higher duties
- Uniforms and laundering allowance
- Boarding and/or lodging
- Breakdowns
- Shift work
- Settlement of disputes
- Inspection of records

To access the full version of the award please visit www.wairc.wa.gov.au.

This award summary has only included the most common employee entitlements.

To minimise the risk of non-compliance with WA employment laws, please contact Wageline on 1300 655 266 to clarify your understanding of this award summary.

Wageline offers advice and publications to assist employees and employers better understand their rights and obligations in the workplace.

To keep informed and receive practical information on employment issues, please subscribe to Wageline's email newsletters at <http://www.commerce.wa.gov.au/labour-relations/services>.

***Disclaimer:** The Department of Commerce has prepared this WA award summary to provide information on pay rates and major award provisions. It is provided as a general guide only and is not designed to be comprehensive or to provide legal advice. The Department of Commerce does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.*