



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

Animal Welfare Industry 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 WA award summary outlines only the most common entitlements within the Western Australian state system of industrial relations under the *Animal Welfare Industry Award*.

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 WA award, which details all entitlements and obligations, please visit www.wairc.wa.gov.au.

Adult 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	Weekly	Hourly	Casual 20% loading
Introductory	\$679.90	\$17.89	\$21.47
Level 1	\$721.10	\$18.98	\$22.78
Level 2	\$733.90	\$19.31	\$23.17
Level 3 (Cert III)	\$778.90	\$20.50	\$24.60
Level 4 (Cert IV)	\$838.20	\$22.06	\$26.47
Level 5 (Diploma.)	\$893.90	\$23.52	\$28.22

Junior 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). Junior employees shall receive the prescribed percentage of the minimum rate for the appropriate classification of work they are performing:

Age	% of adult
Under 17 years of age	50%
Between 17 and 18 years of age	60%
Between 18 and 19 years of age	70%
Between 19 and 20 years of age	80%
Between 20 and 21 years of age	90%

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 children working in a family business where the business is carried out by a parent or relative of the child, in a not-for-profit organisation or when they are participating in a school program.

School aged children 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.

A child under 18 must not be employed in a job that jeopardises their wellbeing.

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

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 WA award at www.wairc.wa.gov.au for details.

Motor vehicle allowance

If an employee is required to use their own motor vehicle in the course of their duties, they shall be paid the following allowance:

Area Details	Engine Displacement (in cubic centimetres)		
	Over 2600cc	Over 1600cc - & 2600cc	1600cc Under
Metropolitan Area	75.3 c/km	65.5 c/km	57.9 c/km
South West Land Division	77.4 c/km	67.2 c/km	59.7 c/km
North of 23.5 South Latitude	84.9 c/km	74.0 c/km	66.0 c/km
Rest of the State	79.9 c/km	69.4 c/km	61.6 c/km
Motor Cycle (in all areas): 26 c/km			

Hours and overtime

Ordinary hours are:

- 38 hours a week;
- worked on not more than 5 consecutive days of the week; and
- between 7:00am and 7:00pm.

Ordinary hours shall be worked in a 20-day, 4-week cycle with 0.4 of an hour of each day accruing as an entitlement to take the 20th day in each cycle as an Accrued Day Off. However, the employer and employee may agree that ordinary hours may be worked on different bases as prescribed in the full WA award. Please call **Wageline** on **1300 655 266** or see a full copy of the WA award at www.wairc.wa.gov.au.

All work performed outside the ordinary hours of duty is overtime, and paid at the rate of time and a half for the first two hours and double time after that.

The employer shall give at least one week's notice (from the first day of a cycle of the standard ordinary hours) at which they require the employee to commence and cease work. If notice is not provided or work is performed outside the hours notified they shall be paid for at overtime rates (except in cases of emergency, staff illness or accidents which prevent such notification).

By agreement between the employee and employer time off in lieu of payment for overtime may be granted proportionate to the payment to which the employee is entitled. This time is to be taken in unbroken periods according to each period of overtime worked (unless otherwise agreed between the employee and employer). The actual period of time off may be accrued and taken at a time agreed between the employer and employee.

Weekend work

Penalty rates may apply for weekend work, please call **Wageline** on **1300 655 266** or access a full copy of the WA award at www.wairc.wa.gov.au for details.

Public holidays

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

If a public holiday falls on a Saturday or Sunday, the following Monday will be considered to be the public holiday. However, if Boxing Day falls on a Sunday or Monday, the following Tuesday will be considered to be the public holiday. When a public holiday is substituted with another day, the public holiday itself is no longer considered a public holiday for the purposes of the WA award.

If an employee works on a public holiday or substituted public holiday they shall be paid at the rate of double time and one half.

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

Leave entitlements

The table below outlines the basic leave entitlements for employees covered by this WA award. For more information relating to leave entitlements, please contact **Wageline** on **1300 655 266** or access a full copy of the WA 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) and accumulates year to year. In addition, a loading of 17.5% applies. For the annual leave information page please visit www.commerce.wa.gov.au/labour-relations .
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	2 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 5 years, with pro-rata payments due on termination any time after 7 years' continuous employment. For the long service leave information page please visit www.commerce.wa.gov.au/labourrelations .

Time and wages recordkeeping

Employers must keep time and wages records which demonstrate that employees have been paid all entitlements under the relevant WA 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 may be terminated by the following period of notice (or payment in lieu), except in the case of misconduct justifying instant dismissal:

Period of continuous service	Notice Period *
Less than 1 year	1 week
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, an additional weeks' notice shall be provided. * **For employers**, the notice provisions in the WA award must be read in conjunction with the *Fair Work Act 2009* as a greater period of notice may be required.

Notice by an employee

Full time and part time employees may to terminate their employment by providing one week's notice.

Redundancy

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

Other entitlements

This WA award also includes:

- In charge allowance
- Shift allowance
- Split shift allowance
- Protective clothing and uniforms laundering allowance
- Night work
- Callback
- Payment of wages
- Dispute settlement procedures
- Right of entry

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

To minimise the risk of non-compliance with State employment laws, please contact Wageline on 1300 655 266 to clarify your understanding of this WA 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 www.commerce.wa.gov.au/labourrelations.

***Disclaimer:** The Department of Commerce has prepared this state 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.*

Not the current wage

Classifications

Introductory level

An employee who has had no experience in this industry shall initially be engaged at the introductory level for a period not exceeding 3 months. During this period the employer will provide on the job training to assist the employee to gain the appropriate skills.

Level 1

Employees at this level will perform routine tasks involving adherence to determined procedures and with only minimal scope for deviation from these procedures.

An employee at this Level will:

- (i) work under direct supervision with regular close checking of their work;
- (ii) develop and then apply their knowledge and skills to a limited range of tasks and roles;
- (iii) work within a specified range of contexts where the choice of action is clear and restricted;
- (iv) normally develop and then use their competencies within established routines, where methods and procedures are predictable.

Typical activities at this level may include:

- (i) assists other employees in their duties;
- (ii) appropriate induction to the industry and the routines of the practice;
- (iii) basic animal care;

grooming, feeding, cleaning and restraint as instructed.

Level 2

Work at this level will involve the use of limited discretion and initiative. Knowledge relating to the care of animals will be involved.

An employee at this level will, in addition to level 1 duties:

- (i) work under direct supervision with routine checking of their work;
- (ii) develop and then apply their knowledge and skills to a limited range of tasks and roles
- (iii) work within a specified range of contexts where the choice of action is clear and restricted;
- (iv) normally use their competencies within established routines, where methods and procedures are predictable;
- (v) exercise discretion and judgment against established criteria.

Typical activities at this level may include:

- (i) basic animal care, animal handling;
- (ii) consult duty veterinarian;
- (iii) tasks relating to the clinic and surgery including maintaining patient records and compiling patient and client histories;
- (iv) ability to undertake basic animal health procedures.

Level 3

A Level 3 employee will possess the competencies of Certificate III in Companion in Animal Services or other equivalent qualification or possess knowledge and experience which enables them to operate at trade equivalent level;

An employee at this Level will, in addition to lower level duties:

- (i) generally be working under limited supervision ;
- (ii) normally use their competencies within established routines, where methods and procedures are predictable;
- (iii) exercise discretion and judgment against established criteria.

Typical activities at this level may include:

- (i) assist with animal care under limited supervision;
- (ii) limited Staff Supervision of introductory and Level 1;
- (iii) undertake daily clinic routines and routine monitoring of patient care;
- (iv) ability to follow clinic procedures for hazard identification and risk control;
- (v) ability to provide grief support to clients/animal owners;
- (vi) work in the companion animal industry;
- (vii) provide basic first aid for animals.

Level 4

A Level 4 employee will possess the competencies of AQF Level 4, or other equivalent qualification such as the ACVN. The attainment of these competencies by an individual employee will be determined through a formal assessment process carried out through a Registered Training Organisation

An employee at this Level will, in addition to lower level duties:

- (i) use their competencies within established routines, where methods and procedures are predictable;
- (ii) exercise discretion and judgment against established criteria;

Typical activities and competencies at this level for a veterinary nurse may include:

- (i) be registered under the Veterinary Surgeons Act 1960. Notwithstanding the above an employee at this level may also be employed to undertake the duties of an Inspector.
- (ii) ability to undertake limited Staff Supervision ;
- (iii) ability to undertake daily clinic routines and patient care;
- (iv) ability to identifying deviation from normal animal behaviour which may suggest illness, and taking appropriate action;
- (v) ability to undertake the maintenance of records relating to the physical aspects of the animals;
- (vi) can perform clinic pathology procedures;
- (vii) can conduct medical and surgical support;
- (viii) can identify vital signs of patients and relate these findings to the supervising veterinary surgeon.

Level 5

A Level 5 employee will possess a Diploma in Veterinary Nursing or recognized equivalent qualification. The attainment of the competencies by an individual employee necessary for the granting of such qualifications, will be determined through a formal assessment process carried out through a Registered Training Organisation.

An employee at this Level will, in addition to lower level duties:

- (i) exercise skills, discretion and responsibilities beyond that required at Level 4;
- (ii) be registered under the Veterinary Surgeons Act 1960.