



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

## Motel, Hostel, Service Flats & Boarding House Workers' 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 *Motel, Hostel, Service Flats & Boarding House Workers' 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 award, which details all entitlements and obligations, visit [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).

### Adult wages – apply as of the first pay period on or after 1 July 2015

**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	Full time/Part-Time Employee				Casual Employee (Rate includes casual loading)		
	Fortnightly	Hourly Mon-Fri	Hourly Sat/Sun	Public Holiday	Hourly Mon-Fri	Hourly Sat/Sun	Public Holiday
<b>Introductory *</b>	\$1,359.90	\$17.89	\$26.84	\$44.73	\$22.36	\$26.84	\$40.25
<b>Level 1</b>	\$1,395.10	\$18.36	\$27.54	\$45.90	\$22.95	\$27.54	\$41.31
<b>Level 2</b>	\$1,448.10	\$19.05	\$28.58	\$47.63	\$23.81	\$28.58	\$42.86
<b>Level 3</b>	\$1,486.80	\$19.56	\$29.34	\$48.90	\$24.45	\$29.34	\$44.01
<b>Level 4</b>	\$1,557.90	\$20.50	\$30.75	\$51.25	\$25.63	\$30.75	\$46.13
<b>Level 5</b>	\$1,646.00	\$21.66	\$32.49	\$54.15	\$27.08	\$32.49	\$48.74
<b>Level 6</b>	\$1,685.90	\$22.18	\$33.27	\$55.45	\$27.73	\$33.27	\$49.91

**\*Introductory level** means the level of an employee who enters the *industry* and who has not demonstrated the competency requirements of Level 1. Such an employee will remain at this level for up to three months while the appropriate training for Level 1 is undertaken and an assessment

is made to move the employee from the Introductory Level to Level 1. After three months from entry, an employee will move to a Level 1 except where an agreement has been reached and recorded between the employee and the employer that further training of up to three months is required for the employee to achieve competence for movement to Level 1.

## Additional rates

In addition to the above rates, a full time or part time employee must receive an extra **\$1.66 per hour** for any ordinary hours worked between 7:00pm and 7:00am Monday to Friday (**\$1.75 per hour** if most of those hours are between 12:00 midnight and 7:00am).

## Apprentice wages – apply as of the first pay period on or after 1 July 2015

**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).**

4 year term	Fortnightly	Hourly Mon-Fri	Hourly Sat-Sun	Public Holiday
1st Year	\$654.30	\$8.61	\$12.92	\$21.53
2nd Year	\$856.80	\$11.27	\$16.91	\$28.18
3rd Year	\$1,168.40	\$15.37	\$23.06	\$38.43
4th Year	\$1,371.00	\$18.04	\$27.06	\$45.10

## Adult apprentices

Apprentices aged 21 and above receive the minimum adult wage of **\$1168.40** per week or the prescribed apprenticeship rate, whichever is the higher, for ordinary hours of work.

## Junior wages – apply as of the first pay period on or after 1 July 2015

**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 are to be paid a percentage of the appropriate adult total rate according to the following table:

Age	% of appropriate adult rate
Under 16 years of age	50%
At 16 years of age	60%
At 17 years of age	70%
At 18 years of age	80%
At 19 years of age	Full Adult Rates

## 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.

Please note: The *Liquor Control Act 1988* also provides legislative requirements in regard to juveniles being employed or engaged in licensed premises. Please contact the Department of Racing, Gaming and Liquor on 1800 634 541 or visit [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au) for further information.

## Allowances

### Meal allowance

If an employee is required to work two or more hours of overtime without being notified the previous day or earlier, they are entitled to be supplied with a substantial meal or be paid a meal allowance of **\$11.30 per occasion**.

### Location allowance

An employee working in a specified regional area must be paid a weekly location allowance. Please contact **Wageline** on **1300 655 266** or see the full copy of the award on [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au) for details.

## Hours and overtime

### Full-time – ordinary hours

The ordinary hours of work for a full-time employee are 76 hours of work per fortnight. The ordinary hours of work shall be exclusive of meal breaks and be so rostered that a worker shall not be required to commence work on more than ten days in each fortnight. The number of ordinary hours worked each shift must not be less than four hours and no more than ten hours. The ordinary hours must be worked within a 12 hour period or spread of shift.

### Full-time – overtime

A full-time employee must be paid overtime rates for any hours they are required to work in excess of:

- the rostered ordinary hours of work or
- the daily spread of shift

### Part-time – minimum hours

A part-time employee must be provided with at least 20 hours of work per fortnight. A part time employee must receive at least three hours per work period. The employer and the employee may agree to increase the ordinary hours to be worked in any particular pay period. Such extra hours shall be paid for at ordinary rates of pay.

### Part-time – overtime

A part-time employee must be paid overtime rates for any hours they are required to work in excess of:

- the rostered ordinary hours of work or
- the daily spread of shift

Overtime worked on a weekday is paid at the rate of time and a half for the first two hours and double time after that. Overtime worked on a Saturday or Sunday is paid at the rate of double time for all hours. Please contact **Wageline** on **1300 655 266** to ensure that correct overtime rates are paid.

### Casual – ordinary hours

A casual employee must receive at least two hours per work period. A casual employee shall be paid only an hourly base rate of pay for the relevant classification for any work performed. For rates of pay for casuals on weekdays, weekends and public holidays please see the wages table on page one.

## Meal breaks

An employee shall be entitled to a meal break of not less than 30 minutes and not more than one hour. The meal break shall be taken after not more than six hours of work. If an employee works for more than six hours without receiving a meal break, they must receive an additional 50% on the applicable hourly rate until they are released for a meal break.

Where an employee is required to work six or more consecutive hours in a shift the employee shall also be entitled to a one only paid break of 10 minutes at a time agreed between the employer and the employee. Provided that the employer shall not require that the break is taken in the first or last hour of any work period and the employee shall not work more than six hours before the break is taken.

## Public holidays

A full-time employee is entitled to public holidays without deduction of pay. A part-time employee is entitled to a public holiday without deduction of pay if they would ordinarily be required to work on that day if it was not a public holiday.

If work is performed by a full time or part time employee on a public holiday the employee shall be entitled to a minimum payment of four hours work even if they work fewer hours. For public holiday rates of pay please see the wages table on page one.

To view public holiday dates please visit our website [www.commerce.wa.gov.au/labourrelations](http://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** for more details or access the full copy of the award at [www.waipc.wa.gov.au](http://www.waipc.wa.gov.au).

Type of leave	Entitlement
Annual leave	Full-time employees accrue 2.923 hours weekly; this amounts to four weeks per year (pro rata for part-time) which is allowed annually after a period of 12 months' continuous service. Leave accumulates year to year. In addition, a loading of 17.5% applies. Provided that where the worker would have received any additional rates for work performed in ordinary hours, had he not been on leave during the relevant period, and such additional rates would have entitled him to a greater amount than the 17.5% loading, then such additional rates shall be added to the ordinary rate of wage in lieu of the 17.5% loading. For the annual leave information page visit <a href="http://www.commerce.wa.gov.au/labourrelations">www.commerce.wa.gov.au/labourrelations</a> .
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 from year to year. For the personal leave information page visit <a href="http://www.commerce.wa.gov.au/labourrelations">www.commerce.wa.gov.au/labourrelations</a> .
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. In some cases a full time or part time employee may be entitled to bereavement leave on the death (within Australia) of a mother-in-law or father-in-law, please contact <b>Wageline on 1300 655 266</b> for details.
Parental leave	See the <a href="#">parental leave information</a> on the Commerce website or contact <b>Wageline on 1300 655 266</b> for details.
Long service leave	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 <a href="http://www.commerce.wa.gov.au/labourrelations">www.commerce.wa.gov.au/labourrelations</a> .

## Time and wages recordkeeping

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 call **Wageline 1300 655 266** before any termination, to receive information about dismissal laws.

### Termination 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	Period of notice under the <i>Fair Work Act 2009</i> *
Not more than 1 year	1 week
More than 1 year but not more than 3 years	2 weeks
More than 3 years but not more than 5 years	3 weeks
More than 5 years	4 weeks

An additional week's notice shall be given to employees over 45 years of age with over two years' service with the employer.

\* **For employers**, the notice provisions in the award must be read in conjunction with the *Fair Work Act 2009* which may require a greater notice period.

### Termination by an employee

Full-time and part-time employees may terminate their employment by providing the following period of notice:

Period of continuous service	Period of notice
In the first year	At least 1 day
In the second year	At least 1 week
In the third and succeeding years	At least 2 weeks

### Termination of a casual employee

For an employer or employee to terminate the employment of a casual employee for any reason other than misconduct, an **hours' notice** period must be provided.

### Termination of an apprentice

To terminate an apprentice or trainee an employer must apply in writing to the Department of Training and Workforce Development Apprenticeship Office. For more information, please contact the Department of Training and Workforce Development Apprenticeship Office (formerly the Apprenticentre) on 13 19 54. For information relating to 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

This award also includes:

- Employee equipment allowance – use of employee's own knives
- Split shift allowance
- Uniforms and laundry allowance



- Protective clothing allowance
- Payment of wages
- Option for annualised salary
- Performance of higher duties
- Board and lodging
- Travelling facilities
- Roster
- Change rooms
- Breakdowns
- Right of entry
- Resolution of disputes

**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 [www.commerce.wa.gov.au/labourrelations](http://www.commerce.wa.gov.au/labourrelations).**

***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.*



## Classifications

### Appropriate Level of Training

- Completion of a training course and the employee qualifying for an appropriate certificate relevant to the employee's particular classification; or
- That the employee's skills have been assessed to be at least the equivalent of those attained through the suitable course described in paragraph (a) of this sub-clause assessment to be undertaken by a qualified skills assessor.

### Introductory Level

Means the level of an employee who enters the industry and who has not demonstrated the competency requirements of level 1. Such an employee will remain at this level for up to three months while the appropriate training for level 1 is undertaken and assessment made to move from the introductory level-to-level 1. At the end of three months from entry, an employee will move to level 1 other than where agreement has been reached and recorded between the employee and the employer that further training of up to three months is required for the employee to achieve competence for movement to level 1.

### Food and Beverage

#### Food and Beverage Attendant Grade 1 (Level 1)

Means an employee who is engaged in any of the following:

- Picking up glasses;
- Emptying ashtrays;
- General assistance to food and beverage attendants of a higher grade not including service to customers;
- Removing food plates;
- Setting and/or wiping down tables;
- Cleaning and tidying of associated areas.

#### Food and Beverage Attendant Grade 2 (Level 2)

Means an employee who has not achieved the appropriate level of training and who is engaged in any of the following:

- Supplying, dispensing or mixing of liquor including the sale of liquor from the bottle department;
- Assisting in the cellar or bottle department;
- Undertaking general waiting duties of both food and/or beverage including cleaning of tables;
- Receipt of monies;
- Attending a snack bar;
- Engaged on delivery duties.

#### Food and Beverage Attendant Grade 3 (Level 3)

Means an employee who has the appropriate level of training and is engaged in any of the following:

- Supplying, dispensing or mixing of liquor including the sale of liquor from the bottle department;
- Assisting in the cellar or bottle department, where duties could include working up to four hours per day (averaged over the relevant work cycle) in the cellar without supervision;
- Undertaking general waiting duties of both food and liquor including cleaning of tables;
- Receipt and dispensing of monies;
- Engaged on delivery duties; or

In addition to the tasks performed by a food and beverage attendant grade 2 the employee is also involved in:

- The operation of a mechanical lifting device; or
- Attending a wagering (eg. TAB) terminal, electronic gaming terminal or similar terminal.

And/or means an employee who is engaged in any of the following:

- Full control of a cellar or liquor store (including the receipt, delivery and recording of goods within such an area);
- Mixing a range of sophisticated drinks;
- Supervising food and beverage attendants of a lower grade;
- Taking reservations, greeting and seating guests;
- Training food and beverage attendants of a lower grade.

#### **Food and Beverage Attendant (Tradesperson) Grade 4 (Level 4)**

Means an employee who has completed an apprenticeship in waiting or who has passed the appropriate trade test and as such carries out specialised skilled duties in a fine dining room or restaurant.

#### **Food and Beverage Supervisor (Level 5)**

Means an employee who has the appropriate level of training including a supervisory course and who has the responsibility for supervision, training and co-ordination of food and beverage staff, or stock control for a bar or series of bars.

#### **Liquor Service Employee**

Means a person employed to sell or dispense liquor in bars and/or bottle departments or shops and includes a cellar employee.

### **Kitchen**

#### **Kitchen Attendant Grade 1 (Level 1)**

Means an employee engaged in any of the following:

- General cleaning duties within a kitchen or food preparation area and scullery, including the cleaning of cooking and general utensils used in a kitchen and restaurant;
- Assisting employees who are cooking;
- Assembly and preparation of ingredients for cooking; or
- General pantry duties.

#### **Kitchen Attendant Grade 2 (Level 2)**

Means an employee who has the appropriate level of training, and who is engaged in specialised non-cooking duties in a kitchen or food preparation area, or supervision of kitchen attendants.

#### **Kitchen Attendant Grade 3 (Level 3)**

Means an employee who has the appropriate level of training including a supervisory course, and has the responsibility for the supervision, training and co-ordination of kitchen attendants of a lower grade.

#### **Cook Grade 1 (Level 2)**

Means an employee who carries out cooking of breakfasts and snacks, baking, pastry cooking or butchering

#### **Cook Grade 2 (Level 3)**

Means an employee who has the appropriate level of training and who performs cooking duties including baking, pastry cooking or butchering.



**Cook (Tradesperson) Grade 3 (Level 4)**

Means a "commit chef" or equivalent who has completed an apprenticeship or who has passed the appropriate trade test, and who is engaged in cooking, baking, pastry cooking or butchering duties.

**Cook (Tradesperson) Grade 4 (Level 5)**

Means a "demi chef" or equivalent who has completed an apprenticeship or has passed the appropriate trade test and who is engaged to perform general or specialised cooking, butchering, baking or pastry cooking duties and/or supervises and trains other cooks and kitchen employees.

**Cook (Tradesperson) Grade 5 (Level 6)**

Means a "chef de partie" or equivalent who has completed an apprenticeship or has passed the appropriate trade test in cooking, butchering, baking or pastry cooking and has completed additional appropriate training who performs any of the following:

- General and specialised duties including supervision or training of other kitchen staff;
- Ordering and stock control; or
- Solely responsible for other cooks and other kitchen employees in a single kitchen establishment.

<b>Guest Service</b>
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**Guest Service Grade 1 (Level 1)**

Means an employee who performs any of the following:

- Laundry and/or linen duties which may include minor repairs to linen or clothing such as buttons, zips, seams, and working with flat materials;
- The collection and delivery of guests personal dry cleaning and laundry, linen and associated materials to and from accommodation areas;
- Performs general cleaning duties; or
- Parking guest cars

**Guest Service Grade 2 (Level 2)**

Means an employee who has not achieved the appropriate level of training and who is engaged in any of the following:

- Servicing accommodation areas and cleaning thereof;
- Receiving and assisting guests at the entrance to the establishments;
- Driving a passenger vehicle or courtesy bus;
- Transferring guests baggage to and from rooms;
- Assisting in the dry cleaning process;
- Cleaning duties using specialised equipment and chemicals; or
- Providing butler services such as food, beverage and personalised guest service.

**Guest Service Grade 3 (Level 3)**

Means an employee who has the appropriate level of training and who is engaged in any of the following:

- Supervising guest service employees of a lower grade;
- Providing butler services such as food, beverage and personalised guest service;
- Major repair of linen and/or clothing including basic tailoring and major alterations and refitting; or
- Dry-cleaning.

**Guest Service Grade 4 (Level 4)**

Means an employee who has completed an apprenticeship or who has passed the appropriate trade test or otherwise has the appropriate level of training to perform the work of a tradesperson in dry cleaning, tailoring or as a butler.

**Guest Service Supervisor (Level 5)**

Means an employee with the appropriate level of training including a supervisory course, who supervises, trains and co-ordinates the work of employees engaged in a housekeeping department.

<b>Security</b>
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**Doorperson/security officer grade 1 (Level 2)**

Means a person who assists in maintenance of dress standards and good order at an establishment.

**Timekeeper/security officer grade 2 (Level 3)**

Means a person who is responsible for timekeeping of staff, for the security of keys, for the checking in and out of delivery vehicles and/or for the supervision of doorperson/security officer grade 1 personnel.

<b>Store and other activities</b>
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**Store person grade 1 (Level 2)**

Means an employee who receives and stores general and perishable goods and cleans the store area.

**Store person grade 2 (Level 3)**

Means an employee who, in addition to the duties for a store person grade 1, may also operate mechanical lifting equipment such as a forklift and/or who may perform duties of more complex nature

**Store person grade 3 (Level 4)**

Means an employee who has the appropriate level of training and who:

- Implements quality control techniques and procedures; and
- Understands and is responsible for a stores/warehouse area or a large section of such an area; and
- Has a highly developed level of interpersonal and communications skills; and
- Is able to supervise and provide direction and guidance to other employees including the ability to assist in the provision of on-the-job training and induction; and
- Exercises discretion within the scope of this grade; and
- May exercise skills attained through the successful completion of an appropriate warehousing certificate; and;

May perform indicative tasks at this level such as:

- Liaising with management, suppliers and customers with respect to stores operations;
- Detailing and co-ordinating activities of other store persons and acting in a leading hand capacity for in excess of ten store persons;
- Maintaining control registers including inventory control and being responsible for preparation and reconciliation of regular reports or stock movements, dispatches, etc;
- Supervises the receipt and delivery of goods, records, outgoing goods, responsible for the contents of a store.

**Handyperson (Level 3)**

Means a person who is not a tradesperson and whose duties include the performance of routine repair work and maintenance in and about the employer's premises