



Cleaners and Caretakers (Car and Caravan Parks) 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 *Cleaners and Caretakers (Car and Caravan Parks) Award 1975*.

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 a full copy of the WA award, which details all entitlements and obligations, visit www.wairc.wa.gov.au.

Adult wages – apply as of the first pay period on or after 1 July 2013

		ADULT	20 YRS 90%	19 YRS 80%	18 YRS 70%	17 YRS 60%	UNDER 17 50%
Caretaker	Weekly	\$678.80	\$610.90	\$543.00	\$475.20	\$407.30	\$339.40
	Hourly	\$17.86	\$16.08	\$14.29	\$12.51	\$10.72	\$8.93
	Casual	\$21.43	\$19.30	\$17.15	\$15.01	\$12.86	\$10.72
Cleaner	Weekly	\$661.70	\$595.50	\$529.40	\$463.20	\$397.00	\$330.90
	Hourly	\$17.41	\$15.67	\$13.93	\$12.19	\$10.45	\$8.71
	Casual	\$20.89	\$18.80	\$16.72	\$14.63	\$12.54	\$10.45
Watchman	Weekly	\$659.30	\$593.40	\$527.40	\$461.50	\$395.60	\$329.70
	Hourly	\$17.35	\$15.62	\$13.88	\$12.14	\$10.41	\$8.68
	Casual	\$20.82	\$18.74	\$16.66	\$14.57	\$12.49	\$10.42
Parking Attendant	Weekly	\$657.00	\$591.30	\$525.60	\$459.90	\$394.20	\$328.50
	Hourly	\$17.29	\$15.56	\$13.83	\$12.10	\$10.37	\$8.64
	Casual	\$20.75	\$18.67	\$16.60	\$14.52	\$12.44	\$10.37

Tip for employers!

To avoid underpaying staff, please check for applicable allowances on page two. Common allowances include a leading hand allowance and a toilet cleaning allowance.

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 view the Employment of Children Laws fact sheet at www.commerce.wa.gov.au/labourrelations for more information.

Allowances

Leading hand allowance

If an employee is placed in charge of other employees, they must be paid the following allowance in addition to their **weekly** wage:

If in charge of between 3 and 6 staff	\$14.20
If in charge of between 7 and 10 staff	\$25.30
If in charge of between 11 and 15 staff	\$31.60
If in charge of between 16 and 20 staff	\$38.40
If in charge of more than 20 staff	\$49.30

Toilet cleaning allowance

If an employee is required to clean closets (toilets) connected with septic tanks and sewerage, they must be paid the following allowance in addition to their **weekly** wage:

5 closets but less than 10 closets per day*	\$4.40
10 closets but less than 30 closets per day*	\$13.10
30 closets but less than 50 closets per day*	\$26.10
50 closets or greater per day*	\$32.70

* One metre of urinal shall count as one closet and three urinal stalls shall count as one closet.

Broken shift allowance

If an employee is required to work their ordinary hours of duty per day in more than one shift and the break between shifts is three hours or more, they must be paid an allowance of **\$3.15 per day**.

Money handling allowance

If an employee is required by the employer to collect money from customers, they shall be paid an allowance of **\$7.60 per week**.

Meal allowance

If an employee is required to work two or more hours of overtime and has not been informed of this the previous day or earlier, they must be provided with a meal or be paid **\$9.05**.

If an employee works such overtime that a second meal is required, they must be provided with a meal or be paid **\$6.20**. The meal allowances do not apply if the employee could reasonably go home for a meal.

Fares and travelling time

If an employee is required to work outside their usual place of employment during working hours and is not paid the motor vehicle allowance below, they must be reimbursed for any reasonable travelling expenses incurred.

Motor vehicle allowance

If an employee is required and authorised by their employer to use their own car in the course of their duties, they must be paid at least the following motor vehicle allowance:

Area Details	Engine Displacement (in cubic centimetres)		
	Over 2600cc	Over 1600cc - & 2600cc	1600cc & Under
Metropolitan Area	88.4 c/km	76.9 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	77.5 c/km
Rest of the State	93.8 c/km	81.5 c/km	72.3 c/km
Motor Cycle (in all areas): 30.5 c/km			

Location allowance

Employees working in specified regional areas are entitled to a weekly location allowance. Contact **Wageline** on **1300 655 266** or see a full copy of the WA award at www.wairc.wa.gov.au for details.

Hours and Overtime

Ordinary hours

The ordinary hours of work for a **cleaner** under this WA award shall be:

- an average of 38 per week with the hours actually worked being 40 per week or 80 per fortnight;
- to be worked eight hours per day on any five days of the week or ten days of the fortnight;
- with two hours of each week's work accruing as an entitlement to a maximum of 12 Accrued Day(s) Off in each 12 month period.

Part-time employees shall work less 38 hours per week. At the time of engagement the employer and the part-time employee will agree in writing, on a regular pattern of work, specifying at least the hours worked each day, which days of the week the employee will work and the actual starting and finishing times each day.

Part-time and casual employees shall be engaged for a minimum of three consecutive hours on any shift.

There shall be no fixed spread of hours for Caretakers who may be required to be on duty on any day of the week but no Caretaker shall be called upon to do cleaning or maintenance work in excess of 40 ordinary hours per week.

Overtime

All time worked in excess of the ordinary hours, including all time worked in excess of the hours mutually agreed upon between the employer and a part-time employee, shall be considered overtime. Overtime shall be paid for at the rate of time and a half for the first two hours and double time after that.

Different overtime rates and conditions apply to continuous shift and shift employees. For more information, please contact **Wageline** on **1300 655 266** or access a full copy of the WA award at www.wairc.wa.gov.au.

Shift and weekend work

Hours	Rate
Afternoon shifts commencing between 12:00 noon and 6:00pm	Additional 15%
Night shifts commencing between 6:00pm and 4:00am	Additional 15%
Ordinary hours worked between midnight on Friday and midnight on Saturday	Time and a half
Ordinary hours worked between midnight on Saturday and midnight on Sunday	Time and three quarters

If weekend/shift rates and overtime are both applicable, the overtime must be paid IN ADDITION to the weekend or shift rates.

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.

Hours worked on a public holiday or substituted holiday must be paid at the rate of double time and a half.

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

Meal breaks

An employee (other than a continuous shift worker) must receive a meal break of between 30 minutes and one hour after no more than six hours of work. A continuous shift worker must receive a 20 minute paid break in each shift.

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.waarc.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) and accumulates year to year. In addition, a loading of 17.5% applies. Provided that where the employee would have received any additional rates for work performed in ordinary hours, had they not been on leave during the relevant period, and such additional rates would have entitled them 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 calculation sheet visit 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 calculation sheet 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	Please contact Wageline on 1300 655 266 for details, or see the parental leave factsheet at www.commerce.wa.gov.au/labourrelations .
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 calculation sheet 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 more information about time and wages record keeping, contact **Wageline** on **1300 655 266** or see the Time and wages record keeping factsheet at www.commerce.wa.gov.au/labourrelations.

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 with the following period of notice (or payment in lieu):

Period of continuous service	Applicable notice
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 shall receive an additional week's notice.	

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

Termination of casual employment

The engagement of a casual employee may be terminated at any time and all wages due shall be paid at the termination of such engagement.

Notice by an employee

Should a full-time or part-time employee wish to terminate their employment, they must provide one week's notice. Employees who do not provide the required notice may be liable to forfeit certain entitlements. Please contact **Wageline** on **1300 655 266** for more information.

Redundancy

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

Other entitlements

The WA Award also includes:

- Shift work
- Special rates and provisions – applicable to specific working conditions, type of work of performed and the possession of certificates
- Settlement of disputes
- Right of entry

To access a full copy of the WA award please visit www.wairc.wa.gov.au.

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
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.