



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

WA Award Summary

Cleaners and Caretakers (Car and Caravan Parks) Award

1 July 2017

About this Award Summary

This WA Award Summary is a summary of the state Cleaners and Caretakers (Car and Caravan Parks) Award and does not include all obligations required by the award. It is important that you also refer to the full Cleaners and Caretakers (Car and Caravan Parks) Award that is available on the WA Industrial Relations Commission website www.wairc.wa.gov.au

Provisions of other employment legislation also apply to employees and have been included in this WA Award Summary where appropriate. You may need to refer to the *Minimum Conditions of Employment Act 1993*, the *Long Service Leave Act 1958*, and the *Industrial Relations Act 1979* for full details.

This document is formatted for viewing on the Wageline website and contains web links to other relevant information. If you are using a printed copy in which links are not visible, all additional information can be found at www.dmirs.wa.gov.au/wageline or by contacting Wageline on 1300 655 266.

How can we help?

- Pay rates
- Leave entitlements
- Long service leave
- Employment arrangements
- Record keeping obligations



Three Step Check: to make sure this WA Award Summary is relevant to you

<p>Step 1 Is the business in the state system?</p>	<p>This WA Award Summary applies to businesses in the state industrial relations system. It covers businesses which operate as:</p> <ul style="list-style-type: none"> ✓ sole traders (eg Jane Smith trading as Jane’s Caravan Park) ✓ unincorporated partnerships (eg Jane and Bob Smith trading as Jane’s Caravan Park) ✓ unincorporated trust arrangements (eg Jane and Bob Smith as trustees for Jane’s Caravan Park) <p>This summary does not apply to businesses in the national industrial relations system which operate as:</p> <ul style="list-style-type: none"> ✗ Pty Ltd businesses (eg Smith Pty Ltd trading as Jane’s Caravan Park) ✗ incorporated partnerships or incorporated trusts ✗ Incorporated associations and other non-profit bodies (that are trading or financial corporations) <p>For more information visit the Guide to who is in the WA state system page. If the business is in the national system visit the Fair Work Ombudsman website www.fairwork.gov.au</p>
<p>Step 2 Is the business covered by the Cleaners and Caretakers (Car and Caravan Parks) Award?</p>	<p>The Cleaners and Caretakers (Car and Caravan Parks) Award applies to businesses in the state industrial relations system which are:</p> <ul style="list-style-type: none"> ✓ caravan parks ✓ car parks
<p>Step 3 Is the employee’s job covered by the Cleaners and Caretakers (Car and Caravan Parks) Award?</p>	<p>The Cleaners and Caretakers (Car and Caravan Parks) Award sets pay rates, working hours and other employment arrangements for employees working as:</p> <ul style="list-style-type: none"> ✓ caretakers ✓ cleaners ✓ parking attendants ✓ watchpersons



Employers covered by this WA Award are legally required to keep employment records. Employers can be fined up to \$5,000 for not keeping employment records, for keeping inadequate or fraudulent records, or for not providing records to Industrial Inspectors when required to do so. Page 8 details record keeping requirements.

The Cleaners and Caretakers (Car and Caravan Parks) Award is a legal document that outlines the minimum wages and condition of employment that must be provided to employees who are covered by the award. Employers and employees cannot agree to lesser conditions.

Industrial Inspectors at the Department of Mines, Industry Regulation and Safety have statutory powers to investigate employee complaints about underpayment of wages or leave entitlements under this WA Award and state employment laws. The Department can prosecute employers in the Industrial Magistrates Court for not paying the rates of pay, including overtime, penalty rates and allowances required by this WA Award.



Rates of pay

All rates of pay are gross rates (before tax). Current rates applied from the first pay period on or after **1 July 2017**.



Adult wages – applicable from the first pay period on or after 1 July 2017 until end of last pay period commenced in June 2018 (new rates applied first pay period on or after 1 July 2018).

Classification	Weekly	Hourly	Casual (includes 20% loading)
Caretaker	\$742.50	\$19.54	\$23.45
Cleaner	\$725.00	\$19.08	\$22.89
Watchperson	\$722.60	\$19.02	\$22.82
Parking Attendant	\$720.20	\$18.95	\$22.74



Junior rates of pay – applicable from the first pay period on or after 1 July 2017 until end of last pay period commenced in June 2018 (new rates applied first pay period on or after 1 July 2018).

Junior employees receive a percentage of the minimum rate for the appropriate classification of work:

Age	% of adult
15 or 16 years of age	50%
17 years of age	60%
18 years of age	70%
19 years of age	80%
20 years of age	90%

- Under the *Children and Community Services Act 2004*, it is illegal to employ children under the age of 15 in this industry, except if the child is working as part of a school program or in a family business.



To receive email updates when WA award pay rates change, subscribe to the Wageline Newsletter at www.dmirs.wa.gov.au/wageline



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, except if the child is working as part of a school program or in a family business.
- School aged children must not be employed during school hours, unless participating in a school program.
- Visit the [When children can work in Western Australia](#) page for more information.



Deductions from pay

An employer may deduct from an employee's pay an amount:

- the employer is authorised, in writing, by the employee to deduct and pay on behalf of the employee
- the employer is authorised to deduct and pay on behalf of the employee under the relevant WA award
- the employer is authorised or required to deduct by law or a court order.



Hours and overtime

Ordinary hours

- An average of 38 hours 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.
- Worked 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 and casual employees have a minimum shift length of 3 hours.
- Part time employees work less than 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.
- 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, is considered overtime.
- Overtime must 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 employees. View the Cleaners and Caretakers (Car and Caravan Parks) Award on the WA Industrial Relations Commission website 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.



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.



Allowances

Allowance	When allowance is paid	Rate
Meal Money	An employee, required to work overtime for two or more hours, must be supplied with a meal by the employer or be paid \$9.05 for a meal and, if owing to the amount of overtime worked, a second or subsequent meal is required the employee must be supplied with such meal or paid \$6.20 for each meal so required. Meal money provisions do not apply: <ul style="list-style-type: none"> • if the employee was notified the previous day or earlier that he/she is required to work overtime, or • if the employee lives in the same locality as their place of work and can reasonably go home for a meal. 	Meal money of \$9.05 per occasion, and \$6.20 for a subsequent meal.

Allowance	When allowance is paid	Rate
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: <ul style="list-style-type: none"> • If in charge of between 3 and 6 staff • If in charge of between 7 and 10 staff • If in charge of between 11 and 15 staff • If in charge of between 16 and 20 staff • If in charge of more than 20 staff 	\$14.20 \$25.30 \$31.60 \$38.40 \$49.30
Toilet Cleaning Allowance	If an employee is required to clean closets (toilets), they must be paid the following allowance in addition to their weekly wage: <ul style="list-style-type: none"> • 5 or more closets but less than 10 closets <u>per day</u>* • 10 or more closets but less than 30 closets <u>per day</u>* • 30 or more closets but less than 50 closets <u>per day</u>* • 50 or more closets or greater <u>per day</u>* <p>* One metre of urinal counts as one closet and three urinal stalls counts as one closet.</p>	\$4.40 \$13.10 \$26.10 \$32.70
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.	\$3.15 per day
Money Handling Allowance	If an employee is required by the employer to collect money from customers, they must be paid an allowance of \$7.60 per week.	\$7.60 per week.
Location Allowance	Where working in certain regional towns in Western Australia (paid on a proportionate basis to casual/part time employees and apprentices)	Visit Location Allowance page for the amount payable for each town or Clause 22 of the Award

- **Motor Vehicle Allowance** - See the full Cleaners and Caretakers (Car and Caravan Parks) Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au for details on motor vehicle allowance.
- **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 they must be reimbursed for any reasonable travelling expenses incurred.



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.
- When any of the days observed as a holiday under this award falls on a day when an employee is rostered off duty and the employee has not been required to work on that day the employee must be paid as if the day was an ordinary working day, or, if the employee agrees, be allowed a day's leave with pay in lieu of the holiday at a time mutually acceptable to the employer and the employee.
- If an employee works on a public holiday or substituted public holiday they must be paid at the rate of double time and one half, or if they agree paid at time and a half plus an additional day's leave.
- Visit the [Public Holidays in Western Australia](#) page to view the public holiday dates.



Leave entitlements

Quick reference guide

Leave entitlement	Full time	Part time	Casual
Annual leave	✓	✓	✗
Sick and carer's leave	✓	✓	✗
Unpaid carer's leave	✓	✓	✓
Bereavement leave	✓	✓	✓
Unpaid parental leave	✓	✓	✓
Long service leave	✓	✓	✓

This WA Award summary covers the basic leave entitlements for employees covered by the Cleaners and Caretakers (Car and Caravan Parks) Award but does **not** include all details on leave obligations and entitlements. Full details of conditions are contained in the Cleaners and Caretakers (Car and Caravan Parks) Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au, the *Minimum Conditions of Employment Act 1993* and the *Long Service Leave Act 1958*.



Annual leave

- Full time employees are entitled to a minimum of four weeks of paid annual leave for each year of completed service, up to 152 hours. Part time employees are entitled to a minimum of four weeks of paid annual leave per year paid on a pro rata basis according to the number of hours they are ordinarily required work in a four week period. Casual employees are not entitled to annual leave.
- Annual leave is a minimum entitlement in the *Minimum Conditions of Employment Act 1993* and the Cleaners and Caretakers (Car and Caravan Parks) Award sets out additional requirements regarding annual leave and annual leave loading.
- During a period of annual leave an employee must be paid annual leave loading of 17.5%. If an employee would have received any additional rates for work performed in ordinary hours, had they not been on leave, and such additional rates would have entitled them to a greater amount than the 17.5% loading, then such additional rates must be paid in lieu of the 17.5% loading.
- Annual leave loading is not paid on pro rata leave paid out on termination.
- Annual leave accrues on a weekly basis:
 - A full time employee accrues 2.923 hours of annual leave for each completed week of work.
 - A part time employee accrues the relevant proportion of 2.923 hours annual leave for each completed week of work.
 - Visit Wageline's [Annual Leave Calculation Guide](#) to help work out annual leave entitlements.
 - Wageline's [record keeping templates](#) include an annual leave record template.



Parental leave

- Employees, including eligible casual employees, are entitled to the unpaid parental leave entitlements in the National Employment Standards of the *Fair Work Act 2009*, as well as a number of more beneficial conditions contained in the *Minimum Conditions of Employment Act 1993* (a return to work after parental leave on a modified basis and a reversion to pre-parental leave working conditions). Visit the [Parental leave](#) page for more details.



Bereavement leave

- All employees, including casual employees, are entitled to two days paid bereavement leave on the death of a spouse, de facto partner, parent, step-parent, grandparent, child, step-child, grandchild, sibling or any other member of the employee's household. The two days need not be consecutive.
- Bereavement leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.



Sick and carer's leave

- Sick and carer's leave entitles a full time or part time employee to paid time off work due to either illness or injury to themselves (sick leave), or because they have to care for an ill or injured family or household member (carer's leave).
- Full time and part time employees are entitled to paid sick and carer's leave equal to the number of hours they would ordinarily work in a two week period, up to 76 hours per year. Sick and carer's leave is a cumulative entitlement, and any leave not taken in one year can be carried over to the next year.
- Sick and carer's leave accrues on a weekly basis for full and part time employees.
- In the first year of employment, a full time or part time employee can use any paid sick and carer's leave that they have accrued to date for caring purposes.
- In the second and subsequent years of employment, a full time employee can only use a maximum of 76 hours of their accrued sick leave entitlement for caring purposes, or a part time employee the relevant proportion of 76 hours based on their ordinary hours of work.
- An employee is entitled to up to two days of unpaid carer's leave per occasion if an employee does not have sufficient paid leave accrued or has exceeded the maximum amount of carer's leave that can be taken in any 12 month period.
- Casual employees are not entitled to paid sick leave or paid carer's leave. Casual employees can access up to two day's unpaid carer's leave per occasion.
- Sick and carer's leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.
- Wageline's [Sick Leave Calculation Guide](#) can assist with calculating sick and carer's leave entitlements.
- Wageline's [record keeping templates](#) include a sick and carer's leave record template.



Long service leave

- Full time, part time and casual employees are entitled to long service leave (LSL).
- Long service leave is an entitlement from the *Long Service Leave Act 1958*.
- The length of continuous employment for an employee's long service leave entitlement is based on the total time with the business, rather than any one employer. An employer who buys a business or part of a business will take on the long service leave obligations for existing employees if there has been a transmission of business. This applies regardless of anything written in the sale contract.

Amount of continuous employment with same business	Amount of leave
After 10 years of continuous employment	8 ^{2/3} weeks
For every 5 years of continuous employment after this initial 10 years	4 ^{1/3} weeks
When an employee is terminated (except for misconduct) or resigns after they have completed between 7 and 10 years continuous employment	The employee is entitled to be paid out for LSL on a proportionate basis. LSL payment is worked out on a pro-rata basis for the entire period of employment, including years, months and days
When an employee is terminated or resigns after they have worked continuously for 10 or more years	The employee is entitled to be paid out for LSL. LSL payment is worked out on completed years of service only

- An employee who has completed a full qualifying period of service (e.g. 10 years) is entitled to be paid out their full long service leave entitlement (e.g. 8^{2/3} weeks) on termination, regardless of the circumstances of the termination.
- Where an employee has a period of service that is less than the full qualifying period and they were terminated by their employer for serious misconduct, they are not entitled to **pro rata** LSL.
- Visit the [Long Service Leave](#) page for more details and a calculation guide.
- Wageline's [record keeping templates](#) include a long service leave record template.



Employment records

- Employers are legally required to keep employment records which demonstrate that employees have been paid all entitlements under the Cleaners and Caretakers (Car and Caravan Parks) Award and relevant legislation.
- Employers must keep all employment records for at least seven years after they are made for both current and past employees. Records relating to long service leave must be kept for seven years from the date employment ends.
- Employers can be fined up to \$5,000 by the Industrial Magistrates Court for not keeping employment records or for keeping inadequate or fraudulent records. A common requirement that employers fail to observe is a lack of detail in keeping employment records.
- Employers must keep records that detail:
 - Employee's name
 - Date of birth if under 21 years of age
 - Date employee commenced with the employer
 - Total number of hours worked each week
 - The gross and net amounts paid to the employee
 - All information required to calculate long service leave entitlements and payment
 - All pay deductions and reasons for them
 - Name of WA award that applies
 - Daily start and finish time and meal breaks taken
 - Employment status (full time, part time, casual)
 - Employee's classification under the award
 - All leave taken, whether paid, partly paid or unpaid
 - Any other information necessary to prove that the wages received by an employee comply with the requirements of the Cleaners and Caretakers (Car and Caravan Parks) Award, such as overtime hours worked and allowances paid. Contact [Wageline](#) or view the full Cleaners and Caretakers (Car and Caravan Parks) Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au for details.
- Employment records can be written or electronic as long as they are in a form that can be printed. Time and wage books can be used to keep employment records, however, it is the employer's responsibility to ensure the time and wage book includes all of the required information.
- The records must be in English.
- Wageline's [record keeping templates](#) help small business employers meet their legal obligations for time and wages record keeping and keep accurate employee leave records.



Resignation, termination and redundancy

Resignation by the employee

- Full time and part time employees are required to provide one week's notice, or if the employee is within the three month probationary period, one day's notice.

Dismissal requirements

- Under State laws, employees cannot be dismissed if to do so would be harsh, unfair or oppressive. There must be a valid and fair reason for dismissal, such as:
 - consistent unsatisfactory work performance (which has been raised with the employee and the employee given further training and an opportunity to improve their work performance)
 - inappropriate behaviour or actions or
 - serious misconduct.
- The [Dismissal information](#) page outlines obligations and requirements when an employee is terminated.

Redundancy

- An employee is redundant when their employer has made a definite decision that they no longer wish the job the employee has been doing to be done by anyone.
- An employer has a number of obligations in redundancy situations and may be required to pay severance pay. Visit the [Redundancy](#) page for redundancy obligations.

Termination

- An employer can terminate the services of a casual employee at any time and all wages due must be paid at the termination of the employment.
- Except in cases of serious misconduct an employer is required to give full time and part time employees the following period of notice of termination (or payment in lieu):

Period of continuous service	Notice period
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

- *Employees over 45 years of age with two or more years of continuous service must receive an additional week's notice

Disclaimer

The Department of Mines, Industry Regulation and Safety 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 does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.