



## Contract Cleaners (State) 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 *Contract Cleaners Award, 1986*.

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 award, which details all entitlements and obligations, please 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 2011

CLASSIFICATION	WEEKLY	HOURLY	CASUAL 20% Loading
Cleaner	\$646.30	\$17.01	\$20.41
Window Cleaner	\$653.00	\$17.18	\$20.62

### Junior wages – apply as of the first pay period on or after 1 July 2011

AGE	% of ADULT	CLEANER	WINDOW CLEANER
Under 19 years	70%	452.41	\$457.1
Between 19 and 20 years	80%	517.04	\$522.40
Between 20 and 21 years	90%	581.67	\$587.70

### 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](http://www.commerce.wa.gov.au/labourrelations) for more information.

## Allowances

### Leading hand allowance

If a full-time employee is placed in charge of other employees, they must be paid the following allowance in addition to their weekly wage:

In charge of up to 10 cleaners	\$0.90 per hour
More than 10 cleaners	\$1.70 per hour

### Meal allowance

An employee required to work two or more hours of overtime, without being notified the previous day or earlier, must be supplied with a meal by the employer or be paid a meal allowance of **\$10.70**. If an employee works such overtime that a second meal is required, they must be provided with such meal or be paid **\$7.25**.

### Motor vehicle allowance and travelling time

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
<b>Metropolitan Area</b>	88.4 c/km	76.9 c/km	68.0 c/km
<b>South West Land Division</b>	90.9 c/km	78.9 c/km	70.1 c/km
<b>North of 23.5 South Latitude</b>	99.7 c/km	86.9 c/km	77.4 c/km
<b>Rest of the State</b>	93.8 c/km	81.5 c/km	72.3 c/km
<b>Motor Cycle (in all areas): 30.5 c/km</b>			

If an employee is required by their employer to work at any place other than their usual place of employment, they must be paid for any excess time and travelling expenses.

### 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](http://www.wairc.wa.gov.au) for details.

## Hours and overtime

### Ordinary hours

The ordinary hours of duty shall be an average of 38 per week with the actual hours worked being 40 per week, with two hours of each week's work accruing as an entitlement to a maximum of 12 Accrued Day(s) Off in each 12 months period. Ordinary hours are to be worked eight hours per day on any five days of the week.

Except in the case of shift, casual and part-time employees, the ordinary hours of duty shall be worked between the hours of 6:00am and 6:00pm.

The minimum engagement for an employee shall be two hours per work period.

Employees required to work ordinary hours on Saturdays must be paid at the rate of time and one half.

Employees required to work ordinary hours on Sundays must be paid at the rate of double time.

All employees shall be paid a loading of 15% for all time worked after 6:00pm and before 6:00am. This loading shall not be applicable where the employee is entitled to the penalty rates described above for Saturday and Sunday work.

## Overtime

All time worked in excess of the daily hours prescribed above shall be paid for at the rate of time and one half for the first two hours and double time after that. Provided that all overtime time worked on Sundays shall be paid at the rate of double time. Overtime rates shall apply after eight hours have been worked on each day. This also applies to part-time employees who agree to extend their ordinary rostered hours up to but not exceeding eight hours in any one day.

## Meal breaks

An employee must not work more than five consecutive hours without a meal break, which shall not exceed one hour.

## 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 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](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** or access a full copy of the award at [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).

Type of leave	Entitlement
Annual leave	Full-time employees accrue 2.923 hours weekly; this amounts to 4 weeks per year (pro rata for part-time) which is allowed annually after a period of 12 months' continuous service. Leave accumulates from 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, as prescribed by this award, had the employee not been on leave during the relevant period and such additional rates would have entitled him/her to a greater amount than the loading of 17.5%, then such additional rates shall be added to their ordinary rate of wage in lieu of the 17.5% loading. To view the annual leave calculation sheet visit <a href="http://www.commerce.wa.gov.au">www.commerce.wa.gov.au</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. To view the personal leave calculation sheet visit <a href="http://www.commerce.wa.gov.au">www.commerce.wa.gov.au</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.
Parental leave	Please contact <b>Wageline</b> on <b>1300 655 266</b> for details, or view the parental leave factsheet at <a href="http://www.commerce.wa.gov.au">www.commerce.wa.gov.au</a> .
Long service leave	8.667 weeks after 10 years of 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 visit <a href="http://www.commerce.wa.gov.au">www.commerce.wa.gov.au</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 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](http://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 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>
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 of continuous service at the time of termination shall receive an additional week's notice.\*

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

### Notice by an employee

A full-time or part-time employee may terminate their employment by giving at least one week's notice.

### Termination by casual

A casual employee may be terminated with one hour's notice (on either side).

### Redundancy

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

## Other entitlements

### This award also includes:

- Shift work loading
- Broken shift allowance
- Performance of higher duties
- Breakdowns
- Special rates and conditions – deals with appliances and materials, dressing accommodation, meal accommodation, closet cleaning allowance, protective clothing, height money, broken shift allowances
- Payment of wages
- Dispute settlement procedures

To access a full copy of the award please visit [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).

**This 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 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 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.*