



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

WA Award Summary

# Security Officers Award

**1 July 2017**

## About this Award Summary

This WA Award Summary is a summary of the state Security Officers Award and does not include all obligations required by the award. It is important that you also refer to the full Security Officers Award that is available on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://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](http://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><b>Step 1</b><br/>- is the business in the state system?</p>                          | <p>This information applies to businesses in the <b>state industrial relations system</b>. It covers businesses (and their employees) that operate as:</p> <ul style="list-style-type: none"> <li>✓ <b>sole traders</b> (eg Jane Smith trading as Jane’s Security Service)</li> <li>✓ <b>unincorporated partnerships</b> (eg Jane and Bob Smith trading as Jane’s Security Service)</li> <li>✓ <b>unincorporated trust arrangements</b> (Jane and Bob Smith as trustees for Jane’s Security Service)</li> </ul> <p>This information does <b>not</b> cover businesses and organisations in the national ‘fair work’ industrial relations system which operate as:</p> <ul style="list-style-type: none"> <li>✗ <b>Pty Ltd businesses</b> that are trading or financial corporations (eg Smith Pty Ltd trading as Jane’s Security Service)</li> <li>✗ <b>incorporated partnerships or incorporated trusts</b></li> <li>✗ <b>incorporated associations and other non-profit bodies</b> (that are trading or financial corporations)</li> </ul> <p>For more information visit the <a href="#">Guide to who is in the WA state system</a> page. If the business or organisation is in the national system visit the Fair Work Ombudsman website <a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a></p> |
| <p><b>Step 2</b><br/>- is the business covered by the Security Officers Award?</p>       | <p>The Security Officers Award covers security services businesses in the state industrial relations system.</p> <p>A complete list of types of businesses covered is available in the full Security Officers Award on the WA Industrial Relations Commission website <a href="http://www.wairc.wa.gov.au">www.wairc.wa.gov.au</a></p>  |
| <p><b>Step 3</b><br/>- is the employee’s job covered by the Security Officers Award?</p> | <p>The Security Officers Award sets pay rates, working hours and other employment arrangements for employees working as:</p> <ul style="list-style-type: none"> <li>✓ Security Officers</li> <li>✓ Guards</li> </ul>  |



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 5 details record keeping requirements.

The Security Officers 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**.

**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<br>(see descriptions on page 9) | Weekly   | Hourly  | Casual<br>(includes 20% loading) |
|--|----------|---------|----------------------------------|
| Probationary Security Officer - Level 1        | \$720.30 | \$18.96 | \$22.75                          |
| Probationary Security Officer - Level 2        | \$735.60 | \$19.36 | \$23.23                          |
| Security Officer - Level 1                     | \$750.30 | \$19.74 | \$23.69                          |
| Security Officer - Level 2                     | \$766.30 | \$20.17 | \$24.20                          |
| Security Officer - Level 3                     | \$777.20 | \$20.45 | \$24.54                          |
| Security Officer - Level 4                     | \$788.20 | \$20.74 | \$24.89                          |



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



## Hours and overtime

### Full time – ordinary hours

- A full time employee must be provided with an average of 38 hours of work per week.
- The ordinary hours must be worked within a 20-day four-week cycle with 0.4 of an hour of each day worked accruing as an entitlement to take the 20th day in each cycle as an Accrued Day Off.
- The ordinary working hours must be worked on not more than five consecutive days of the week and must be worked within a spread of ten hours each day.
- Full time, part time and casual officers required to work their ordinary hours on a Saturday must be paid at the rate of time and a half, and on a Sunday must be paid double time. These rates are instead of, not in addition to shift work allowances.
- Officers required to work on Sundays must be paid for a minimum of three hours.

### Full time – overtime

- A full time employee must be paid overtime rates for any hours they are required to work in excess of the ordinary hours of work. Overtime is payable at the rate of time and a half for the first two hours and double time after that. Overtime on Sunday must be paid at the rate of double time.

### Part time – ordinary hours

- A part time employee may be engaged for between 10 and 38 hours per week.
- Part time employees must be rostered for a minimum of three consecutive hours on any shift.
- A part time employee must have reasonably predictable hours of work. At the time of engagement, the employer and the part time employee must agree in writing on a regular pattern of work specifying at least the number of hours worked each week, and unless unique circumstances make it impossible, the employer must also specify which days of the week the employee works and daily start and finish times. Any agreed variation to the regular pattern of work must be recorded in writing.
- Part time officers required to work their ordinary hours on a Saturday must be paid at the rate of time and a half, and on a Sunday must be paid double time. These allowances are instead of, not in addition to shift work allowances.
- Officers required to work on Sundays must be paid for a minimum of three hours.

## Part time – overtime

- A part time employee must be paid overtime rates for any hours they are required to work:
  - In excess of the ordinary hours of work
  - In excess of the hours agreed at the time of engagement (or any hours thereafter agreed to in writing)
- Overtime is payable at the rate of time and a half for the first two hours and double time after that. Overtime on Sunday must be paid at the rate of double time.

## Casual – ordinary hours

- An employee who does not meet the definition of a part time employee or full time employee will be paid as a casual employee.
- A casual employee must receive payment for at least 4 hours work on any one day, even if they work fewer hours.
- The ordinary working hours for a casual employee must be worked on not more than five consecutive days of the week and must be worked within a spread of ten hours each day.
- Casual officers required to work their ordinary hours on a Saturday must be paid at the rate of time and a half, and on a Sunday must be paid double time. These allowances are instead of, *not* in addition to shift work allowances.
- Officers required to work on Sundays must be paid for a minimum of three hours.

## Casual – overtime

- A casual employee must be paid overtime rates for any hours they are required to work:
  - In excess of the ordinary hours of work
  - In excess of 38 hours per week
- **Overtime** must be paid at the rate of time and a half for the first two hours and double time after that. Overtime on Sunday must be paid at the rate of double time.

## Shift work

Specific hours and overtime arrangements apply for employees working on a continuous shift basis – see the Security Officers Award on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au)



## Meal breaks

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Employees must be allowed a meal break of between half an hour and one hour between the fourth and fifth hour of work unless, otherwise agreed by the employer and the employee in times of emergency or staff accident or illness.



## Deductions from pay

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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.



## Employment records

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- Employers are legally required to keep employment records which demonstrate that employees have been paid all entitlements under the Security Officers 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 Security Officers award, such as overtime hours worked and allowances paid. Contact [Wageline](#) or view the full Security Officers Award on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://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.



## Payslips

- All employees must receive a payslip for each pay period which includes, the employee's hourly rate, overtime, penalties, allowances, gross wage, deductions as well as the net wage.
- Visit the [Record keeping requirements page](#) for Wageline's payslip and record keeping templates.



## Allowances

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### Motor Vehicle Allowance

- An employee required to use their own vehicle in the performance of their duties is paid a vehicle allowance as shown below:

| Motor Vehicle                                   | 1600 cc & Under | 1600cc-2600cc | Over 2600 cc  |
|---|-----------------|---------------|---------------|
| Metro Area                                      | 68.0 cents/km   | 76.9 cents/km | 88.4 cents/km |
| SW Land Division                                | 70.1 cents/km   | 78.9 cents/km | 90.9 cents/km |
| North of 23.5 Parallel                          | 77.5 cents/km   | 86.9 cents/km | 99.7 cents/km |
| Rest of WA                                      | 72.3 cents/km   | 81.5 cents/km | 93.9 cents/km |
| <b>Motor Cycle (in all areas)</b> 30.5 cents/km |                 |               |               |

### Location allowance

- An employee working in specified regional towns in Western Australia is entitled to a weekly location allowance. Visit the [Location Allowance](#) page for details.

### Meal allowance

- An officer required to work in excess of one hour after completion of their ordinary shift, without being notified before the completion of the previous day or shift, must be paid a meal allowance of \$10.35. A further meal allowance of \$7.00 must be paid on the completion of each additional four hours' overtime worked.



## Public holidays

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- 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 a public holiday falls on a Saturday or Sunday, the following Monday will be considered to be the public holiday. 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.
- If an employee works on a public holiday or substituted public holiday, they must be paid at the rate of double time and a half.
- Visit the [Public Holidays in Western Australia](#) page to view the public holiday dates.



## Employment of children

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- 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.
- A child under 18 must not be employed in a job where their wellbeing is likely to be jeopardised.
- Visit the [When children can work in Western Australia](#) page for more information.



## 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 Security Officers Award but does **not** include all details on leave obligations and entitlements. Full details of conditions are contained in the Security Officers' Award on the [WA Industrial Relations Commission](http://www.wairc.wa.gov.au) website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au) the *Minimum Conditions of Employment Act 1993* and the *Long Service Leave Act 1958*.



### Bereavement leave

- All employees, including casual employees, are entitled to two days paid bereavement leave per occasion 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*.



### 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.



### 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 annual leave of four weeks per year paid on a pro rata basis according to the number of hours they are required ordinarily to work in a four week period. Casual employees are not entitled to annual leave.
- An employee who is rostered to work regularly on Sundays and holidays must be allowed one week's additional leave.
- Annual leave is a minimum entitlement in the *Minimum Conditions of Employment Act 1993* and the Security Officers Award sets out additional requirements regarding annual leave and annual leave loading.
- During a period of annual leave an employee must receive a loading of 17.5% calculated on their ordinary wage for that period of leave. 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 loading of 17.5%, then such additional rates must be added to the ordinary rate of wage instead of the 17.5% loading.
- 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 work out annual leave entitlements.
  - Wageline's [record keeping templates](#) include an annual leave record template.



## 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 <b>10 years</b> of continuous employment  | 8 <sup>2/3</sup> weeks  |
| For every <b>5 years</b> of continuous employment after this initial 10 years   | 4 <sup>1/3</sup> weeks  |
| When an employee is terminated (except for serious misconduct) or resigns after they have completed <b>between 7 and 10 years</b> 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 <b>10 or more years</b>   | 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<sup>2/3</sup> 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.





## Resignation, termination and redundancy

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### Resignation by the employee

- Full time and part time employees are required to provide one week's notice.
- A casual employee can resign by providing one hour's notice to the employer.

### Termination

- An employer is required to give a casual employee one hour's notice of termination.
- 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.

### 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.

### 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.



## Classifications

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An employer must classify existing and new security officers at a level 1 to 4, according to the criteria set out below. Existing employees, and new employees upon engagement, must be informed by the employer in writing of the classification into which they have been placed.

### Probationary security officer - level 1 and level 2

An employee can be a probationary security officer at the appropriate level for the first 3 months of employment.

### Security officer - level 1

A Security Officer - Level 1 is an employee who performs work to the level of his or her training. Indicative of the tasks which an employee at this level may perform are the following:

- Watch, guard or protect premises and/or property
- Be stationed at an entrance and/or exit, whose principal duties shall include the control of movement of persons, vehicles, goods and/or property coming out of or going into premises or property, including vehicles carrying goods of any description, to ensure that the quantity and description of such goods is in accordance with the requirements of the relevant document and/or gate pass and who also may have other duties to perform and shall include an area or door attendant or commissionaire in a commercial building

- (c) Respond to basic fire/security alarms at their designated post
- (d) In performing the duties referred to above the officer may be required to use electronic equipment such as hand-held scanners and simple closed circuit television systems utilising basic keyboard skills.

### **Security officer - level 2**

A Security Officer - Level 2 is an employee who performs work above and beyond the skills of an employee at Level 1 to the level of his or her training. Indicative of the tasks which an employee at this level may perform are:

- (a) Duties of securing, watching, guarding and/or protecting as directed, including responses to alarm signals and attendances at and minor non-technical servicing of automatic teller machines, and is required to patrol in a vehicle two or more separate establishments or sites or
- (b) Monitors and responds to electronic intrusion detection or access control equipment terminating at a visual display unit and/or computerised printout (except for simple closed circuit television systems)
- (c) May be required to perform the duties of Security Officer - Level 1
- (d) Monitors and acts upon walk through magnetic detectors; and/or monitor, interpret and act upon screen images using x-ray imaging equipment
- (e) The operation of a public weighbridge by a Security Officer appropriately licensed to do so

### **Security officer - level 3**

A Security Officer - Level 3 is an employee who performs work above and beyond the skills of an employee at Level 2 to the level of his or her training, and is also required to perform the duties of a Security Officer - Level 1 and/or Security Officer -Level 2. Indicative of the tasks which an employee at this level may perform are the following:

- (a) The monitoring and operation of integrated intelligent building management and security systems terminating at a visual display unit or computerised printout which requires data input from the Security Officer
- (b) A Security Officer, who in the opinion of the Employer has no previous relevant experience at this level, and is undertaking the tasks of a Security Officer Level 4 whilst undergoing training and gaining experience during the first 6 months of employment as such

A Security Officer Level 3 is also required to perform the duties of a Security Officer Level 1 and/or Level 2.

### **Security officer - level 4**

A Security Officer - Level 4 is an employee who performs work above and beyond the skills of an employee at Level 3 to the level of his or her training. Indicative of the tasks which an employee at this level may perform are:

- (a) Monitoring, recording, inputting information or reacting to signals and instruments related to electronic surveillance of any kind within a central station
- (b) Keyboard operation to alter the parameters within an integrated intelligent building management and/or security system. The co-ordinating, monitoring or recording of the activities of Security Officers utilising a Security Officer Level 4 is also required to perform the duties of Security Officer Level 1 and/or Security Officer Level 2 and/or Security Officer Level 3.

## **Disclaimer**

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