

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

**WA Award Summary** 

# Furniture Trades Industry Award

1 July 2017

# **About this Award Summary**

This WA Award Summary is a summary of the state Furniture Trades Industry Award and does not include all obligations required by the award. It is important that you also refer to the full Furniture Trades Industry Award that is available on the WA Industrial Relations Commission website <a href="https://www.wairc.wa.gov.au">www.wairc.wa.gov.au</a>

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 <a href="https://www.dmirs.wa.gov.au/wageline">www.dmirs.wa.gov.au/wageline</a> or by contacting Wageline on 1300 655 266.





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

#### Step 1

Is the business in the state system?

This WA Award Summary applies to businesses in the **state industrial relations system.** It covers businesses which operate as:

- ✓ sole traders (eg Jane Smith trading as Jane's Furniture)
- unincorporated partnerships (eg Jane and Bob Smith trading as Jane's Furniture)
- unincorporated trust arrangements. (eg Jane and Bob Smith as trustees for Jane's Furniture)

This summary does **not** apply to businesses in the national industrial relations system which operate as:

- Pty Ltd businesses (eg Smith Pty Ltd trading as Jane's Furniture)
- incorporated partnerships or incorporated trusts
- incorporated associations and other not-for-profit bodies (that are trading or financial corporations)

For more information visit the <u>Guide to who is in the WA state system</u> page. If the business or organisation is in the national system visit the Fair Work Ombudsman website <u>www.fairwork.gov.au</u>

## Step 2

Is the business covered by the Furniture Trades Industry Award?

The Furniture Trades Industry Award applies to a range of businesses in the state industrial relations system in the furniture manufacturing industry including:

- ✓ Furniture and kitchen manufacturers
- ✓ Upholsterers
- ✓ Cabinet makers and picture framers
- ✓ Blind, curtain and floor covering manufacturers

## Step 3

Is the employee doing a job covered by the Furniture Trades Industry Award?

The Furniture Trades Industry Award sets pay rates, working hours and other employment arrangements for employees working as:

- Y Furniture makers / restorer
- Cabinet makers
- French polishers
- Carpet layers



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 4 details record keeping requirements.

The Furniture Trades Industry Award is a legal document that outlines the minimum wages and conditions 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.



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

Adult rates of pay – applicable from 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 Title (descriptions on page 10)	Weekly	Hourly	Casual (includes 20% loading)	Tool Allowance*
Furniture Making Group 1	\$708.90	\$18.66	\$22.39	N/A
Furniture Making Group 2	\$726.50	\$19.12	\$22.94	N/A
Furniture Making Group 3	\$750.30	\$19.74	\$23.69	N/A
Furniture Making Group 4	\$772.40	\$20.33	\$24.39	N/A
Furniture Making Group 5	\$810.10	\$21.32	\$25.58	\$12.30
Furniture Making Group 6	\$832.70	\$21.91	\$26.30	\$12.30
Furniture Making Group 7	\$855.10	\$22.50	\$27.00	\$12.30

 <sup>\*</sup>Tool allowance is paid to cabinetmakers if tools are not provided by the employer and forms part of the ordinary weekly wages.



Apprentices aged 21 and above must receive the minimum adult wage of \$607.60 per week or the prescribed apprenticeship rate, whichever is higher, for ordinary hours of work.

4 Year	3.5 Year Term	3 Year	3 Year	% of	Weekly	Hourly	% of Tool	Tool
Term		Term	(if completed 12 months full time training)	Group 5			(cabinet makers)	Allowance (cabinet makers)
1st year	0-6 Months	1st Year	11.	42%	\$340.20	\$8.95	33.3%	\$4.10
2nd year	7-18 Months	2nd Year	1st Year	55%	\$445.60	\$11.73	100%	\$12.30
3rd year	19-30 Months		2nd Year	75%	\$607.60	\$15.99	100%	\$12.30
4th year	31-42 Months	3rd Year	3rd Year	88%	\$712.90	\$18.76	100%	\$12.30

<sup>\*\*</sup> Tool allowance is paid to apprentice cabinetmakers if tools are not provided by the employer and forms part of ordinary weekly wages. For tool allowance for other apprentices please check Clause 34 of the Furniture Trades Industry Award on the WA Industrial Relations Commission website <a href="https://www.wairc.wa.gov.au">www.wairc.wa.gov.au</a>



•	Age	Weekly	Hourly	Casual
				(includes 20% loading)
	15 years	\$283.60	\$7.46	\$8.95
	16 years	\$354.50	\$9.33	\$11.19
	17 years	\$425.40	\$11.19	\$13.43
	18 years	\$530.30	\$13.96	\$16.75
	19 years	\$581.20	\$15.29	\$18.35
	20 years	\$638.10	\$16.79	\$20.15

<sup>•</sup> Some of the junior pay rates in the Furniture Trades Industry Award fall below the minimum wages set by the 2017 State Wage Order. In such instances the rates listed here are the legal minimum rate.

<sup>•</sup> 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. See page 6 for details.



For pay rates for registered trainees working under the Furniture Trades Award, please contact Wageline on 1300 655 266.



To receive email updates when WA award pay rates change, subscribe to the Wageline Newsletter at <a href="https://www.dmirs.wa.gov.au/wageline">www.dmirs.wa.gov.au/wageline</a>



# **Employment records**

- Employers are legally required to keep employment records which demonstrate that employees have been paid all entitlements under the Furniture Trades Industry 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
  - O 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
  - O Daily start and finish time and meal breaks taken
  - Employment status (full time, part time, casual)
  - Employee's classification under the award
  - O 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 Furniture Trades Industry Award, such as overtime hours worked and allowances paid. Contact <u>Wageline</u> or view the full Furniture Trades Industry Award on the WA Industrial Relations Commission website <u>www.wairc.wa.gov.au</u> 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 <u>record keeping templates</u> help small business employers meet their legal obligations for time and wages record keeping and keep accurate employee leave records.



# 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.



- A full time employee is entitled to public holidays (or days substituted for public holidays) without deduction of pay. A part time employee is entitled to a public holiday (or day substituted for 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 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.
- 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.
- Visit the Public Holidays in Western Australia page to view the public holiday dates.



### **Allowances**

Allowance	When allowance is paid	Rate
Meal	An employee required to work overtime for more than two	Meal money of \$9.30 per
Allowance	hours Monday to Friday must be supplied with a meal by	occasion or \$6.30 for each
	the employer or paid \$9.30 for a meal. If a second or	subsequent meal.
	subsequent meal is required \$6.30 must be paid.	
Location	If working in certain regional towns in Western Australia	Visit the <u>Location Allowance</u> page
Allowance	(paid on a proportionate basis to casual/part time	for the amount payable for each
	employees and apprentices).	town or Clause 46 of the Award.
Leading hand	A leading hand must be paid an allowance if placed in	
allowance	charge of:	
	<ul> <li>not less than 3 nor more than 10 other employees</li> </ul>	<b>\$22.80</b> per week
	<ul> <li>more than 10 and not more than 20 other employees</li> </ul>	<b>\$28.00</b> per week
	<ul> <li>more than 20 other employees</li> </ul>	<b>\$37.10</b> per week

The Furniture Trades Industry Award contains a range of other allowances which apply to specific working arrangements. View the full award on the WA Industrial Relations Commission website <a href="www.wairc.wa.gov.au">www.wairc.wa.gov.au</a> for details.



## Hours and overtime

- The ordinary hours of work must not exceed 38 in any one week and must not exceed seven hours and 36 minutes daily, to be worked, except for shift employees, between the hours of 6:00am and 6:00pm, from Monday to Friday inclusive.
  - All hours worked in excess of the ordinary hours Monday to Friday must be paid for at the rate of time and one half for the first two hours and double time after that.
- Work performed on Saturdays prior to 12:00pm must be paid for at the rate of time and one half for the first four hours and double time after that. All work performed on Saturdays after 12:00pm or on Sundays must be paid at double time.



- Meal break will be between 30 minutes and one hour, to be taken at a time which is as near as practicable to equally dividing the working day or shift.
- The shift must be at least five hours for an employee to be entitled to a meal break.
- An employee's meal time may be postponed for a period not exceeding two hours, as is agreed between the employer and the employee. If the employee's meal time is postponed beyond this, the employee must be paid at overtime rates until he or she receives a meal break.



# **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.



## Leave entitlements

## Quick reference guide

Leave entitlement	Full time	Part time	Casual
Annual leave		✓	x
Sick and carer's leave	N.X.	✓	×
Unpaid carer's leave		✓	✓
Bereavement leave	<b>V</b>	✓	✓
Unpaid parental leave	$\checkmark$	✓	✓
Long Service leave	✓	✓	✓

This WA Award summary covers the basic leave entitlements for employees covered by the Furniture Trades Industry Award but does **not** include all details on leave obligations and entitlements. Full details of conditions are contained in the Furniture Trades Industry Award on the WA Industrial Relations Commission website <a href="https://www.wairc.wa.gov.au">www.wairc.wa.gov.au</a>, 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 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 <u>Parental leave</u> page for more details.



- 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	Amount of leave
business	
After 10 years of continuous employment	8 <sup>2/3</sup> weeks
For every <b>5 years</b> of continuous employment after this	4 <sup>1/3</sup> weeks
initial 10 years	
When an employee is terminated (except for serious	The employee is entitled to be paid out for LSL on a
misconduct) or resigns after they have completed	proportionate basis. LSL payment is worked out on a
between 7 and 10 years continuous employment	pro-rata basis for the entire period of employment,
	including years, months and days
When an employee is terminated or resigns after they	The employee is entitled to be paid out for LSL. LSL
have worked continuously for 10 or more years	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.
- Wageline's Long Service Leave Calculation Guide can assist with calculating long service leave entitlements.
- Wageline's record keeping templates include a long service leave record template.



- 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 required ordinarily to 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 and the Furniture
  Trades Industry 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 shift loading had he or she not been on leave, and this would be 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:
  - o 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.
- Wageline's Annual Leave Calculation Guide can assist with calculating annual leave entitlements.
- Wageline's record keeping templates include an annual leave record template.



- 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 exceed 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.



# Resignation, termination and redundancy

# Resignation by the employee

- Full time and part time employees are required to provide one week's notice of resignation.
- 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 or payment in lieu of notice.
- Prior to terminating an apprentice, an employer must contact the Department of Training and Workforce Development Apprenticeship Office on 13 19 54 to discuss any proposed termination of an apprentice.
- 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.
- These obligations are in the *Fair Work Act 2009 (section 117)* which applies rather than the notice provisions in Furniture Trades Industry Award.

#### 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 <u>Redundancy</u> 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:
  - o 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)
  - o inappropriate behaviour or actions or
  - o serious misconduct.
- The <u>Dismissal information</u> page outlines obligations and requirements when an employee is terminated.



# Classifications

# **Furniture Making Employee Group 1**

Furniture Making Group 1 employee means an employee classified as such who is engaged on work in connection with or incidental to the production, maintenance and distribution operations of the employer. The Furniture Making Group 1 employee may be required by the employer to perform any, but not necessarily, all of the duties listed hereunder and for training purposes, the duties of higher classifications of employees:

Cleaning		$\sim$
Factory Hand		
Glass	Breakout (Automatic Cutting Table)	Vinyl Back Operating
Material Handling	Bagging	Grinding
	Drilling	Loading/Unloading

## **Furniture Making Employee Group 2**

Furniture Making Group 2 employee means an employee classified as such who is engaged on work in connection with or incidental to the production, maintenance and distribution operations of the employer. The Furniture Making Group 2 employee may be required by the employer to perform any, but not necessarily, all of the duties listed hereunder. In addition, the Furniture Making Group 2 employee will perform those duties of a lower classification related to the duties listed hereunder, and for training purposes, the duties of higher classifications of employees:

Bedding Making	Border Wiring	Foam Box Assembling
	Edge Banding	Stapling
	Fibre Padding	Tufting
	Filling	
Glass	Shower Screen Assembling	
Sub Assembling	Edging/Trimming	Staining
Timber	Veneer Gluing & Laying	Varnishing
	Sanding	Veneering
	Spraying	
Metal	Bed Ends Assembling	Spring Base Assembling
	Furnace Operating	Resistance Welding

## **Furniture Making Employee Group 3**

Furniture Making Group 3 employee means an employee classified as such who is engaged on work in connection with or incidental to the production, maintenance and distribution operations of the employer. The Furniture Making Group 3 employee may be required by the employer to perform any, but not necessarily, all of the duties of the positions listed hereunder. In addition, the Furniture Making Group 3 employee will perform those duties of a lower classification related to the duties listed hereunder, and for training purposes, the duties of higher classifications of employees:

Bedding Making	Bagging Base Upholstering Mattress	Spring Unit Spring Coiling
Blinds & Awnings	Assembling	Cutting
Fabric Cutting	Pre-planned	

Furniture Making Employee Group 3 (continued from previous page)				
Glass	Automatic Cutting	Automatic Edge Grinding/Polishing		
	Cutting maximum 6mm	Automatic Levelling/Polishing		
	Pockering			
Machine Operating/Adjustments				
Metal Welding				
Packing				
Metal /Timber (Assembling)	Cabinet	Chair		
	Sofa	Hospital Bed/Trolley		
	Table	Hospital Equipment		
Frame Making				
Picture Frame Making		XX		
Powder Coating				
Sewing Machining				
Spray Painting		10.		
Timber	Wood machining (Other)			
Upholstering (Pre-Planned)				
Wickerwork	Ironwork	Other		
Eurniture Making Employee Group	. 1			

## **Furniture Making Employee Group 4**

Furniture Making Group 4 employee means an employee classified as such who is engaged on work in connection with or incidental to the production, maintenance and distribution operations of the employer. The Furniture Making Group 4 employee may be required by the employer to perform any, but not necessarily, all of the duties of the positions listed hereunder. In addition, the Furniture Making Group 4 employee will perform those duties of a lower classification related to the duties listed hereunder, and for training purposes, the duties of higher classifications of employees:

Bedding Making	Garnetting	Tape Edging
	Hand Cutting	Panel Cutting
	Micro Quilting	Spuhl Automatic Spring Maker (other)
Blinds & Awnings	Finishing	Making
	Installing	
Mechanical Handling (Ride-on)		
Receiving/Storing/	Despatching	Purchasing
Issues	Documenting	Stock Controlling
	_	

#### **Furniture Making Employee Group 5**

Classification in this Group is dependent upon an employee holding the appropriate trade qualifications or an employee qualified and/or engaged to perform any of the duties of a Furniture Making Group 5 employee. Furniture Making Group 5 employee shall mean an employee classified as such who is engaged on work in connection with or incidental to the production, and distribution operations of the employer. The Furniture Making Group 5 employee may be required by the Employer to perform any, but not necessarily, all of the duties of the positions listed hereunder. In addition, the Furniture Making Group 5 employee will perform those duties of a lower classification related to the duties listed hereunder, and for training purposes, the duties of higher classifications of employees.

Bedding Making	Pocket Spring	Spuhl Automatic Spring Maker (defined)
Floor Covering		
Furniture Designing and/or	Computer Aided Drafting	Computer Aided Manufacturing
Drafting	Costing	
Glass	Bevelling	Designing and/or Drawing
	Sandblasting	Leadlight Glazing
	Silvering	
Metal	Jigmaking (Metal Furniture)	Metal Furniture Making

Furniture Making Employee Group 5 (continued from previous page)				
Timber	Cabinet making Chair making and/or Repairing French Polishing (Furniture Finishing) Wicker Furniture Making	Wood Carving Wood Machining Wood Turning		
Upholstering				

## **Furniture Making Employee Group 6**

Classification in this group is dependent upon an employee holding the appropriate trade qualifications and successfully completing one half of the requirements of the recognised Advanced Certificate in Furniture Studies at a College of TAFE.

Furniture Making Group 6 employee means an employee classified as such who is engaged on work in connection with or incidental to the production, and distribution operations of the employer.

The Furniture Making Group 6 employee may be required by the employer to perform any, but not necessarily, all of the duties of the positions listed hereunder. In addition, the Furniture Making Group 6 employee will perform those duties of a lower classification related to the duties listed hereunder, and for training purposes, the duties of higher classifications of employees.

Advanced Furniture Designing	Computer Aided Manufacturing	Costing
and/or Drafting	Computer Aided Drafting	XY)
Advanced Machine Programming		
Advanced Metal	Jig making (Metal Furniture)	Metal Furniture Making
Advanced Timber	Cabinet making	Wicker Furniture Making
	Chair making and/or Repairing	Wood Machining
	French Polishing (Furniture Finishing)	Wood Turning
Advanced Upholstery		
Toolmaking (Metal Furniture)		

## **Furniture Making Employee Group 7**

Classification in this category is dependent upon successfully completing the requirements of the recognised Certificate in Furniture Studies at a College of TAFE.

Furniture Making Group 7 employee means an employee classified as such who is engaged on work in connection with or incidental to the production, and distribution operations of the employer. The Furniture Making Group 7 employee may be required by the employer to perform any, but not necessarily, all of the duties of the positions listed hereunder. In addition, the Furniture Making Group 7 employee will perform those duties of a lower classification related to the duties listed hereunder: and for training purposes, the duties of higher classifications of employees:

Advanced Furniture Designing	Computer Aided Manufacturing	Costing
and/or Drafting	Computer Aided Drafting	
Advanced Machine Programming		
Advanced Metal	Jigmaking (Metal Furniture)	Metal Furniture Making
Advanced Timber	Cabinet making	Wicker Furniture Making
	Chair making and/or Repairing	Wood Machining
	French Polishing (Furniture Finishing)	Wood Turning
Advanced Toolmaking (Metal		
Furniture)		
Advanced Upholstery		

#### **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.