



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

WA award summary

Electrical Contracting Industry Award

1 July 2021 – 21 January 2022

About this award summary

This WA award summary is a summary of the state Electrical Contracting Industry Award and does not include all obligations required by the award. It is important that you also refer to the full Electrical Contracting Industry Award 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.

This WA Award Summary was updated in March 2022 to include information on the provisions of the COVID-19 General Order issued by the Western Australian Industrial Relations Commission on 25 March 2022.

State employment laws are changing soon

For details on the changes visit www.dmirs.wa.gov.au/new-employment-laws.

How can
we help?





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 (e.g. Jane Smith trading as Jane’s Electrical) ✓ unincorporated partnerships (e.g. Jane and Bob Smith trading as Jane’s Electrical) ✓ unincorporated trust arrangements (e.g. Jane and Bob Smith as trustees for Jane’s Electrical) ✓ incorporated associations and other non-profit bodies that are not trading or financial corporations <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 (e.g. Smith Pty Ltd trading as Jane’s Electrical) ✗ 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 or organisation 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 Electrical Contracting Industry Award?</p>	<p>The Electrical Contracting Industry Award applies to businesses in the state industrial relations system that undertake electrical contracting work.</p>
<p>Step 3 Is the employee’s job covered by the Electrical Contracting Industry Award?</p>	<p>The Electrical Contracting Industry Award sets pay rates, working hours and other employment arrangements for full time, part time and casual employees working in the classifications listed below, including</p> <ul style="list-style-type: none"> ✓ electricians ✓ electrical trades assistants ✓ apprentice electricians ✓ electrical fitter / installer ✓ linesperson / cable jointer



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 Electrical Contracting 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.

Employees who believe that they have been underpaid, or wish to make an anonymous report of wage theft, should visit the [Making a complaint about underpayment of wages or entitlements](#) page for more information.



Rates of pay

All rates of pay are gross rates (before tax). The tables below provide the rates that apply from the first pay period on or after **1 July 2021 until end of last pay period on or before 21 January 2022**.

Adult rates of pay – applicable from the first pay period on or after 1 July 2021 until end of last pay period on or before 21 January 2022

Adult rates of pay

Level	Classification title (see page 14)	Weekly	Hourly	Casual (includes 20% loading)
Level 1	Electronics Tradesperson	\$1,038.80	\$27.34	\$32.80
Level 2	Instrument Fitter/Electrical Grade 2	\$980.20	\$25.79	\$30.95
	Electrician - Special Class	\$971.20	\$25.56	\$30.67
Level 3	Instrument Fitter/Electrical Grade 1	\$963.50	\$25.36	\$30.43
	Electrical Installer/Mechanic	\$943.20	\$24.82	\$29.79
	Electrical Fitter	\$943.20	\$24.82	\$29.79
	Cable Joiner	\$943.20	\$24.82	\$29.79
	Linesperson Grade 1	\$943.20	\$24.82	\$29.79
Level 4	Linesperson Grade 2	\$924.60	\$24.33	\$29.20
Level 5	Electrical Assistant	\$857.40	\$22.56	\$27.08

Adult rates in this table do not include grievance allowance or tool allowance; see the allowances table on page 4.

Apprentice rates of pay– applicable from the first pay period on or after 1 July 2021 until end of last pay period on or before 21 January 2022

Apprentices aged 21 and above must be paid the minimum adult apprentice rate of **\$665.60** per week or the appropriate apprenticeship rate for their year, whichever is the higher, for ordinary hours of work.

4 Year Term	Age	% of electrical installer rate	Weekly	Hourly	Tool Allowance	Grievance Allowance
1st year	Under 21 years old	39%	\$367.80	\$9.68	\$7.18	\$14.74
	21 years or over		\$665.60	\$17.52	\$12.33	\$25.33
2nd year	Under 21 years old	51%	\$481.00	\$12.66	\$9.38	\$19.28
	21 years or over		\$665.60	\$17.52	\$12.33	\$25.33
3rd year	Under 21 years old	67%	\$631.90	\$16.63	\$12.33	\$25.33
	21 years or over		\$665.60	\$17.52	\$12.33	\$25.33
4th year	All ages	79%	\$745.10	\$19.61	\$14.54	\$29.86

- An employer is required to pay an apprentice for the time spent at TAFE (or other off the job training) as normal working hours. An employer is not required to pay TAFE fees on behalf of the apprentice.
- If the apprentice is a high school student undertaking a school based apprenticeship they must be paid the relevant hourly rate for the year of their apprenticeship for:
 - all hours spent working on the job; plus
 - hours spent in off the job training (deemed to be 25% of actual hours worked each week).
- Visit the [Pay rates for apprentices](#) page for more information

Junior wages

- Juniors working in the electrical contracting industry must be paid at adult rates.
- 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.



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Allowances

Applicable from the first pay period on or after 1 July 2021 until end of last pay period on or before 21 January 2022

Allowance	Description	Rate
Grievance allowance	A special allowance of \$37.80 per week must be paid as a flat amount each week except where direct industrial action takes place. Apprentices receive a percentage of this allowance.	<ul style="list-style-type: none">• \$37.80 per week for employees• Rates for apprentices as shown in the apprentices table above
Tool Allowance	If a tradesperson or an apprentice is not supplied with the tools ordinarily required by that tradesperson or apprentice in the performance of their work, the employer must pay tool allowance.	<ul style="list-style-type: none">• \$18.40 per week for tradespersons.• Rates for apprentices as shown in the apprentices table above
Licence Allowance	A tradesperson who holds and may be required to use a current "A" Grade or "B" Grade licence issued pursuant to the relevant regulation in force at the date of this WA award under the <i>Electricity Act 1945</i> .	\$27.00 per week
Construction allowance	If employed on particular types of construction, an employee must receive a weekly allowance: <ul style="list-style-type: none">• If working on the construction of a multi-storey building which will have less than 5 storeys on completion• If working on the construction of a building which will have at 5 or more storeys on completion, but only until the exterior walls have been erected and the windows completed and a lift made available to carry the employee between the ground floor and the floor upon which the employee is required to work• If working on the construction of a large undertaking or large civil engineering project.	\$30.20 per week \$51.10 per week \$56.80 per week
Leading hand allowance	A leading hand receives an allowance if placed in charge of: <ul style="list-style-type: none">• at least 3 but no more than 10 other employees• more than 10 but no more than 20 other employees• more than 20 other employees	\$31.90 per week \$48.90 per week \$63.20 per week
Meal Allowance	An employee required to work overtime for more than 2 hours without being notified on the previous day or earlier must be supplied with a meal by the employer or be paid \$14.70 for a meal and \$14.70 for a second or subsequent meal if so required.	Meal allowance of \$14.70 per occasion

Car allowance

Where an employee is required and authorised to use their own vehicle in the course of their duties the employee must be paid an allowance of **87 cents** per kilometre travelled. Provided that the employer and the employee may make any other arrangement as to car allowance not less favourable to the employee.

Travel allowance

- An employee who is required to work away from their usual workshop or depot must be paid for time spent in travelling between their home and the job (to the extent that it exceeds normal time spent in travel) and must be reimbursed for any fares incurred in such travelling (to the extent that the fares exceed normal fares incurred).
- An employee using their own vehicle for travel to or from outside jobs must be paid the amount of excess fares and travelling time which the employee would have incurred in using public transport unless the employee has an arrangement with their employer for a regular allowance.
- Employees engaged on construction work are entitled to alternative allowances for travel. See Clause 20 of the Electrical Contracting Industry Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au for details.

Location Allowance for employees in regional areas

- Employees employed in certain regional towns must be paid the location allowance relevant to that town. Rates listed below are for adult employees working full time. Junior employees, casual employees, part time employees, apprentices and trainees must be paid proportionate location allowance based on the proportion which their weekly wage is to the adult rate under the WA award.
- If an employee has a dependant (a spouse or partner, or a child if there is no spouse or partner) the employee is entitled to receive double the allowance specified for the relevant town except if the dependant also receives a location or district allowance payment as part of their own employment.
- If an employee has a 'partial dependant' (a dependant who receives a district or location allowance of their own which is less than the location allowance the employee is entitled to under this award) the employee is entitled to receive:
 - the relevant location allowance for the employee's town; **plus**
 - an amount equal to the difference between the employee's location allowance and the amount their partial dependant receives in district or location allowance.
- If an employee receives free board and lodging, or is paid an allowance for board and lodging, the rate of location allowance is adjusted to 66.67% (two thirds) of the rate for the relevant town.

Location allowance rates effective 1 July 2021

Town	\$ per week	Town	\$ per week	Town	\$ per week
Agnew	\$22.70	Halls Creek	\$53.30	Norseman	\$20.10
Argyle	\$60.80	Kalbarri	\$8.10	Nullagine	\$58.90
Balladonia	\$23.50	Kalgoorlie	\$9.70	Onslow	\$39.50
Barrow Island	\$39.50	Kambalda	\$9.70	Pannawonica	\$29.60
Boulder	\$9.70	Karratha	\$38.20	Paraburdoo	\$29.40
Broome	\$36.50	Koolan Island	\$40.00	Port Hedland	\$31.60
Bullfinch	\$10.60	Koolyanobbing	\$10.60	Ravensthorpe	\$11.90
Carnarvon	\$18.70	Kununurra	\$60.80	Roebourne	\$44.00
Cockatoo Island	\$40.00	Laverton	\$23.20	Sandstone	\$22.70
Coolgardie	\$9.70	Learmonth	\$33.40	Shark Bay	\$18.70
Cue	\$23.30	Leinster	\$22.70	Southern Cross	\$10.60
Dampier	\$31.80	Leonora	\$23.20	Telfer	\$54.20
Denham	\$18.70	Madura	\$24.50	Teutonic Bore	\$22.70
Derby	\$37.90	Marble Bar	\$59.00	Tom Price	\$29.40
Esperance	\$6.60	Meekatharra	\$20.10	Whim Creek	\$37.80
Eucla	\$25.40	Mount Magnet	\$25.20	Wickham	\$36.50
Exmouth	\$33.40	Mundrabilla	\$25.00	Wiluna	\$22.90
Fitzroy Crossing	\$46.10	Newman	\$21.80	Wyndham	\$56.90

Other allowances

A range of other special rates and allowances apply in certain circumstances and when employees are undertaking particular tasks. See Clause 18 of the Electrical Contracting Industry Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au for details.



Meal breaks

- The ordinary hours of work must be consecutive except for a meal break of not more than one hour.
- When an employee is required for duty during their usual meal break and the meal break is therefore postponed for more than half an hour, the employee must be paid at overtime rates until they are provided with a meal.
- A paid rest period of 10 minutes for refreshments must be allowed each morning and must be arranged at a time and in a manner to suit the convenience of the employer.



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 except as part of a school program (e.g. work experience placement).
- Visit the [When children can work in Western Australia](#) page for more information.



Ordinary working hours, penalty rates and overtime – full time employees

- The ordinary hours of work are:
 - worked Monday to Friday;
 - worked between 6.00 am and 6.00 pm (unless altered by agreement between the employer and the majority of employees in the work section concerned);
 - not more than 10 hours on any day; and
 - an average of 38 per week to be work on one of the following basis:
 - 38 hours within a work cycle not exceeding seven consecutive days;
 - 76 hours within a work cycle not exceeding 14 consecutive days;
 - 114 hours within a work cycle not exceeding 21 consecutive days; and
 - 152 hours within a work cycle not exceeding 28 consecutive days.
- Shift workers have different hours and overtime provisions see Clause 13 of the Electrical Contracting Industry Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au

Overtime and penalty rates

When overtime applies for a full time employee	Overtime rates
All work done beyond the ordinary working hours on any day, Monday to Friday Ordinary hours means those hours of work fixed in a workplace arrangement in accordance with Clause 11. – Hours of the Award.	Time and one half for the first 2 hours and double time after that
Work done on Saturdays prior to 12 noon	Minimum 3 hours at overtime rates Time and a half for the first 2 hours and double time after that
Work done on Saturdays after 12 noon or on Sundays	Minimum 3 hours at overtime rates Double time
Work done on a public holiday or substitute public holiday	Minimum 3 hours at overtime rates Double time and a half



Ordinary working hours, penalty rates and overtime – part time employees

- Part time employees receive the same wages and conditions as full time employees but on a proportionate basis to the hours they work.
- Part time employees cannot work more than 24 hours per week, except by written agreement with the relevant union.

Ordinary hours of work

The ordinary hours for part time employees is as follows:

- maximum of 24 hours per week;
- worked Monday to Friday;
- worked between 6.00am and 6.00pm (unless altered by agreement between the employer and the majority of employees in the work section concerned); and
- not more than 10 hours on any day.

Overtime and penalty rates

When overtime applies for a part time employee	Overtime rates
All work done beyond the ordinary working hours on any day, Monday to Friday Ordinary hours means those hours of work fixed in a workplace arrangement in accordance with Clause 11. – Hours of the Award.	Time and one half for the first 2 hours and double time after that
Work done on Saturdays prior to 12 noon	Minimum 3 hours at overtime rates Time and a half for the first 2 hours and double time after that
Work done on Saturdays after 12 noon or on Sundays	Minimum 3 hours at overtime rates Double time
Work done on a public holiday or substitute public holiday	Minimum 3 hours at overtime rates Double time and a half



Ordinary working hours, penalty rates and overtime – casual employees

- Casual employees can be employed for up to one month.
- Hours and overtime arrangements as per those listed above for full time or part time employees, depending on the number of hours worked by the casual employee.



Public holidays

For the purposes of payment of public holiday rates under this award:

- 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.
- Another day may be taken as a holiday by arrangement between the parties concerned in lieu of any of the days named in the award.
- If a public holiday (except Easter Sunday) 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.
- From 2022, Easter Sunday is a public holiday in Western Australia. The Easter Sunday public holiday is observed on the actual day, and it is not substituted to another day solely because it falls on a weekend. Employees required to work on Easter Sunday must be paid at public holiday penalty rates. Visit the [Easter Sunday public holiday](#) page for more information.
- If an employee works on a public holiday or substituted public holiday, they must receive at least three hours' payment at the appropriate overtime rate. All hours worked on a public holiday must be paid for at the rate of double time and a half.
- An employee (other than a casual employee) who has been employed for at least three consecutive months and whose services are terminated by the employer through no fault of the employee within seven days of any of the holidays referred to in the award must be paid for eight hours at the ordinary rate of wage set by the award for that holiday.



Deductions from pay

An employer may **only** make a deduction from an employee's pay if:

- the employee has agreed to the deduction in writing, (as part of a written employment contract or otherwise) and the deduction is paid on behalf of the employee;
- the employer is authorised by the WA award to make the deduction and the deduction is paid on behalf of the employee; or
- the employer is required by a court or a state or federal law to make the deduction (e.g. tax that must be withheld from the employee's pay).



Employment records

- Employers are legally required to keep employment records which demonstrate that employees have been paid all entitlements under the Electrical Contracting 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. Employers often fail to keep sufficient detail in their 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 Electrical Contracting Industry Award, such as overtime hours worked and allowances paid. Contact [Wageline](#) or view the full Electrical Contracting Industry 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 [Employment record obligations for WA award employers](#) publication helps state system employers keep correct employment records. The publication features helpful step by step guides to record keeping and Wageline's new look [record keeping templates](#).

Pay slips

- All employees must receive a pay slip which includes the employee's ordinary rate of wage and hours worked, the number of overtime hours worked, the amount of any allowances and special rates paid, any leave payments paid, the gross amount of wages and allowances, all deductions and the net amount of wages and allowances.
- Wageline's [Employment record obligations for WA award employers](#) publication includes a pay slip template.



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	✓	✓	✓
Unpaid pandemic leave	✓	✓	✓

This WA award summary covers the basic leave entitlements for employees covered by the Electrical Contracting Industry Award but does **not** include all details on leave obligations and entitlements. Full details of conditions are contained in the Electrical Contracting Industry 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* (or the *Construction Industry Portable Paid Long Service Leave Act 1985* where applicable).

Unpaid pandemic leave

- An entitlement to two weeks' unpaid pandemic leave has been re-introduced for private sector state system employees through the COVID-19 General Order issued by the Western Australian Industrial Relations Commission on 25 March 2022.
- Full time, part time and casual employees are entitled to take up to two weeks' unpaid pandemic leave if the employee is required, by government or medical authorities or acting on the advice of a medical practitioner, to self-isolate or is otherwise prevented from working by measures taken by government or medical authorities in response to the COVID-19 pandemic.
- The General Order applies until 30 September 2022, unless extended.
- The [Unpaid pandemic leave](#) page of the Wageline website details the specifics of the unpaid pandemic leave entitlement – please refer to this page for information.
- Comprehensive information for state system employers and employees on COVID-19 related topics is available on the [Employment Impacted by COVID-19](#) page.

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*.

Long service leave

- This WA award summary provides information based on the provisions of the *Long Service Leave Act 1958*. Employees who work on site in the construction industry may instead be covered by the *Construction Industry Portable Paid Long Service Leave Act 1985*. Visit www.myleave.wa.gov.au for more information.
- Long service leave is a paid leave entitlement for employees who have continuous employment with 'one and the same employer' for a specified period. Full time, part time and casual employees are entitled to long service leave under the *Long Service Leave Act 1958*.
- If the business is working in the construction industry portable long service leave arrangements may apply– please visit the My Leave website www.myleave.wa.gov.au for details.
- To be entitled to long service leave an employee's employment with their employer must be continuous. The amount of their long service leave is determined by the employee's period of continuous employment.

- There are a range of paid and unpaid absences or interruptions to an employee’s employment that count towards the employee’s period of employment for the purposes of accruing long service leave. Some other types of absences do not break an employee’s continuous employment, but do not count towards an employee’s period of employment for the purposes of accruing long service leave. See the [Long service leave – What is continuous employment](#) page for more information.
- ‘The one and the same employer’ also includes employers who previously owned a business, where there has been a transmission of business. This means an employer who buys or otherwise acquires 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 a sale of business contract.

Taking long service leave

The long service leave entitlement for full time, part time and casual employees is:

- after 10 years of continuous employment with the one and the same employer – $8^{2/3}$ (8.667) weeks of leave on ordinary pay; and
- for every 5 years of continuous employment with the one and the same employer after the initial 10 years – $4^{1/3}$ (4.333) weeks of leave on ordinary pay.

When employment ceases

Employee with between 7 and 10 years of continuous employment	<p>When an employee with at least 7 but less than 10 years of continuous employment resigns or is terminated, they are entitled to pro rata long service leave on the basis of $8^{2/3}$ (8.667) weeks for 10 years of continuous employment. This entitlement:</p> <ul style="list-style-type: none"> • is calculated on the employee’s entire period of employment; that is, years, months, weeks and days; • applies to employees who resign, are made redundant, die or whose employer has terminated them for any reason other than serious misconduct; and • does not apply to an employee whose employer has terminated them for serious misconduct.
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Employee with 10 or more years of continuous employment	<p>Full entitlement – 10 years or more of continuous employment</p> <p>An employee who resigns or whose employment is terminated for any reason is entitled to:</p> <ul style="list-style-type: none"> • $8^{2/3}$ (8.667) weeks of leave if they have completed 10 years of continuous employment; and • an additional $4^{1/3}$ (4.333) weeks of leave for each subsequent 5 years after the initial 10 years of continuous employment. <p>Pro-rata entitlement – more than 10 years of continuous employment</p> <p>When an employee with more than 10 years but less than 15 years of continuous employment resigns or is terminated, they are entitled to pro rata leave. This entitlement:</p> <ul style="list-style-type: none"> • is calculated on the basis of $8^{2/3}$ weeks for 10 years of continuous employment for each year of employment since they completed 10 years of continuous employment; • is calculated on completed years of employment only; that is, it does not include months, weeks or days; and • does not apply to an employee whose employer has terminated them for serious misconduct. <p>This pro rata entitlement (calculated on the basis of $8^{2/3}$ weeks for 10 years of continuous employment) will also apply to each year of employment since an employee completed 15, 20, 25, 30, 35 years etc. of employment.</p>
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- The [Long service leave](#) pages of the Wageline website contain extensive information on:
 - What counts as continuous employment, including details on the impact of various types of paid and unpaid absences or interruptions on continuous employment.
 - What happens when business ownership changes.
- The [WA long service leave calculator](#) can provide an estimate of an employee’s long service leave entitlement when employment ends as a result of resignation, dismissal, death or redundancy. The WA long service leave calculator is available at www.dmirs.wa.gov.au/ls/calculator.

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 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 1993* and the Electrical Contracting 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%.
- Annual leave loading of 17.5% is payable on unused annual leave entitlements paid out on termination, except where the employee has been terminated for serious misconduct.
- The Electrical Contracting Industry Award specifies arrangements for annual leave if the employer closes the business for a period of weeks for holidays. See Clause 23 of the Award for details.
- Provisions relating to additional annual leave in lieu of certain public holidays apply to employees working some regional areas. See the public holidays information above and Clause 23 of the Award.
- 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.
 - Wageline's [Annual leave calculation guide](#) can assist with calculating annual leave entitlements.
- Wageline's [Employment record obligations for WA award employers](#) publication includes a 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 a member of their family or household who requires care or support because they are sick, injured or affected by an unexpected emergency (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 is carried over to the next year.
- Sick and carer's leave accrues on a weekly basis for full and part time employees. Wageline's [Sick leave calculation guide](#) can assist with calculating sick and carer's leave entitlements.
- 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*.
- Visit Wageline's [Sick leave](#) page for definitions of 'member of the family or household' or for more information.
- Wageline's [Employment record obligations for WA award employers](#) publication includes a 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.



Resignation by the employee

- Full time and part time employees are required to provide the following notice:
 - One day's notice during the first month of employment.
 - One week's notice if employed for less than 1 year but more than 1 months.
 - Two weeks' notice if employed more than 1 year, but less than 3 years.
 - Three weeks' notice if employed more than 3 years but less than 5 years.
 - Four weeks' notice if employed 5 years or more.
- A casual employee can resign by providing one hour's notice to the employer.

Termination

- An employer is required to give a casual employee 1 hours' notice of termination.
- 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* which apply in addition to the notice provisions in the Electrical Contracting Industry Award.

Redundancy

Severance pay – Employers who employ less than 15 employees

- If an employee ceases to be employed for any reason other than misconduct, the following award severance payments must be paid to the employee:

Period of continuous service*	Award severance pay
Less than 12 months #	1.75 hours per week of service
1 year and less than 2 years ^	2.4 weeks' pay plus, for all service in excess of 1 year, 1.75 hours' pay per completed week of service up to a maximum of 4.8 weeks' pay.
2 years and less than 3 years ^	4.8 weeks' pay plus, for all service in excess of 2 years, 1.6 hours' pay per completed week of service up to a maximum of 7 weeks' pay.
3 years and less than 4 years ^	7 weeks' pay plus, for all service in excess of 3 years, 0.73 hours' pay per completed week of service up to a maximum of 8 weeks' pay.
4 years or more ^	8 weeks' pay.

* An employee's period of continuous service includes any service with that business under a previous employer where there has been a transmission of the business.

Employees with less than 12 months continuous service are only entitled to severance pay if the employer terminates the employment (for any reason other than misconduct).

^ Employees with more than 12 months continuous service are entitled to severance pay if their employment ends for any reason (including resignation by the employee) other than misconduct.

- Service as an apprentice counts as part of the employee's continuous service if the employee completes an apprenticeship and remains employed for a further 12 months.
- Any period of service as a casual does not count as continuous service for the purposes of severance.

- Redundancy pay is calculated based on the applicable number of weeks' severance multiplied by ordinary time earnings. Ordinary time earnings excludes overtime, penalty rates, and allowances.
- If the employer has given notice of termination to the employee and the employee resigns during the notice period, the employee is entitled to the same severance pay they would receive if they had worked until the end of the notice period. However, in this circumstance the employee is not entitled to payment in lieu of notice.
- Visit the [Redundancy payments](#) page for more information on redundancy payments.

Severance pay – Employers who employ 15 or more employees

- Employers covered the Electrical Contracting Industry Award who employ 15 or more employees must pay the award severance pay detailed above, or the severance pay outlined below, based on whichever provides **the greater entitlement to the employee**.
- The severance payments outlined below are only applicable if the **employer has made the employee redundant** because the employer has made a definite decision that the employer no longer wishes the job the employee has been doing done by anyone. If an employee resigns, or they are terminated by the employer for reasons other than redundancy, the severance payments below are not applicable. However, the award severance payments detailed above *may* still be applicable (refer to the information regarding the award severance payments in the above table).
- The severance payments outlined below do not apply to probationary employees, apprentices and trainees, casual and contract employees or employees terminated due to serious misconduct or for other reasons not related to redundancy. However, the award severance payments detailed above *may* still be applicable (refer to the information regarding the award severance payments in the above table).

Period of continuous service*	Number of weeks' severance pay
Less than 1 year	Nil
1 year and less than 2 years	4 weeks
2 years and less than 3 years	6 weeks
3 years and less than 4 years	7 weeks
4 years and less than 5 years	8 weeks
5 years and less than 6 years	10 weeks
6 years and less than 7 years	11 weeks
7 years and less than 8 years	13 weeks
8 years and less than 9 years	14 weeks
9 years and less than 10 years	16 weeks
10 years and over	12 weeks

*An employee's period of continuous service includes any service with that business under a previous employer where there has been a transmission of the business.

- Redundancy pay is calculated based on the applicable number of weeks' severance multiplied by ordinary time earnings. Ordinary time earnings excludes overtime, penalty rates, and allowances.
- If the employee resigns during the notice period, they are entitled to the same severance pay they would receive if they had worked until the end of the notice period. However, in this circumstance the employee is not entitled to payment in lieu of notice.
- Visit the [Redundancy payments](#) page for more information on redundancy payments.

Other redundancy obligations

- When an employee has been made redundant by the employer they are entitled to receive:
 - the appropriate notice period or pay in lieu of notice, as outlined in the termination section above;
 - paid leave for job interviews;
 - any unpaid wages;
 - any unused accrued and pro rata annual leave;
 - any unused accrued long service leave;
 - pro rata long service leave (if applicable); and
 - severance pay (if applicable).
- Visit the [Redundancy – General information](#) page for information on 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

- An "**Electrical Assistant**" shall mean an employee directly assisting any other employee covered by this award.
- An "**Electrical Fitter**" means an employee engaged in making, repairing, altering, assembling, testing, winding, or wiring electrical machines, instruments, meters, or other apparatus, other than wires leading thereto, but an employee shall not be deemed to be an electrical fitter:
 - Solely by reason of the fact that this work consists of placing electrodes in "neon" tubes sealed by the employee; or
 - If the employee is employed as a meter tester.
- An "**Electrical Installer/Mechanic**" means an employee engaged in the installation of electric lighting, electric meters, bells, telephones or motors and apparatus used in connection therewith and includes an employee engaged in running, repairing or testing of conductors used for lighting, heating or power purposes but does not include an employee who is a linesperson or a meter fixer.
- An "**Electrician - Special Class**" means, subject to paragraph (c) below, an electrical fitter or electrical installer who:
 - (a) (i) Has satisfactorily completed a prescribed post trade course in industrial electronics; or
(ii) Has, whether through practical experience or otherwise, achieved a standard of knowledge comparable to that which would be achieved under sub-paragraph (i) hereof; and
 - (b) (i) Is engaged on work on or in connection with complicated or intricate circuitry, which work requires for its performance the standard of knowledge referred to in paragraph (a) hereof;
(ii) Is able, where necessary and practicable, to perform such work without supervision and to examine, diagnose and modify systems comprising inter-connected circuit;

but does not include such an employee unless the work on which they are engaged requires for its performance, knowledge in excess of that gained by the satisfactory completion of the appropriate Technical College trade course.
 - (c) For the purposes of this award an employee shall be deemed to be an Electrician - Special Class only for the time during which the employee meets the foregoing conditions, unless:
 - (i) that time exceeds 16 hours per week; or
 - (ii) that time is likely, during the course of their employment, to exceed sixteen hours per week on average;in which case the employee shall be classified as Electrician - Special Class for as long as their employment continues on either of those bases.
 - (d) For the purpose of this definition the following courses are deemed to be prescribed post trade courses in industrial electronics -
 - (i) Post Trade Industrial Electronics Course of the N.S.W. Department of Technical Education.
 - (ii) The Industrial Electronics Course (Grades 1 and 2) as approved by the Education Department of Victoria.
 - (iii) The Industrial Electronics Course of the South Australian School of Electrical Technology.
 - (iv) Industrial Electronics (Course "C") of the Department of Education, Queensland.
 - (v) The Industrial Electronics Course of the Technical Education Department of Tasmania.
 - (vi) The Certificate in Industrial Electronics of the Technical Education Division, Education Department of Western Australia.

- An "**Electronics Tradesperson**" means an electrical tradesperson working at a level beyond that of electrician special class and who is mainly engaged in applying their knowledge and skills to the tasks of installing, repairing, maintaining, servicing, modifying, commissioning, testing, fault finding and diagnosing of various forms of machinery and equipment which are electronically controlled by complex digital and/or analogue control systems utilising integrated circuitry. The application of this skill and knowledge would require an overall understanding of the operating principles of the systems and equipment on which the tradesperson is required to carry out their tasks.

To be classified as an electronics tradesperson, a tradesperson must have at least three years on the job experience as a tradesperson in electronics systems utilising integrated circuits and in addition must have satisfactorily completed a post trades course in electronics equivalent to at least two years' part-time study.

In addition, to be classified as an electronics trades, a tradesperson must be capable of:

- Maintaining and repairing multi-function printed circuitry using circuit diagrams and test equipment;
- Working under minimum supervision and technical guidance;
- Providing technical guidance within the scope of the work described in this definition;
- Preparing reports of a technical nature on specific tasks or assignments as directed and within the scope of the work described in this definition.

- An "**Instrument Fitter/Electrical Grade 1**" means a tradesperson who is mainly engaged in installing, testing and/or repairing and maintaining electrical and/or electro-pneumatic measuring and/or recording appliances and/or scientific electrical instruments and associated services thereto, including small bore piping up to 25 m/m in diameter.

An Instrument Fitter/Electrical Grade 1 shall demonstrate a knowledge and understanding of industrial instrumentation and be able to apply that knowledge and understanding to the tasks assigned by the employer. The required knowledge and understanding would have been gained by undertaking a formal training course run by a State Education Department or Technical Education Department or its equivalent or by at least 12 months on the job experience as a tradesperson at instrument work.

- An "**Instrument Fitter/Electrical Grade 2**" means a tradesperson working at a level above that of Instrument Fitter/Electrical Grade 1, who is mainly engaged in installing, repairing, maintaining, servicing, testing, modifying, commissioning, calibrating and fault finding instruments which make up a complex control system which utilises some combination of electrical, electronic, mechanical, hydraulic and pneumatic principles.

To be classified as an Instrument Fitter/Electrical Grade 2 a tradesperson will have:

- (a) Had a minimum of two years on the job experience as a tradesperson working predominantly on complex and/or intricate instruments and instrument systems as will enable the employee to perform such work under minimum supervision and technical guidance, and
- (b) Satisfactorily completed an appropriate post trade course equivalent to at least two years' part-time study or has achieved to the satisfaction of the employer a comparable standard of skill and knowledge by other means including in-plant training or on the job experience referred to in (a) above.

- A "**Linesperson**" means an employee engaged (with or without assistance) in erecting poles for electrical wires, cables or other conductors or erecting wires, cables or other conductors on poles or over buildings, or tying them to insulators, or joining or insulating them, or doing any work on electrical poles off the ground.

- A "**Cable Jointer**" shall mean an employee who is engaged in joining cables or sweating on lugs in connection with the installing and maintenance of underground or overhead distributing systems.

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.