



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

WA award summary

# Sheet Metal Workers Award

**Pay rates applicable from 1 July 2021 to 30 June 2022**

## About this award summary

---

This document is a summary of the state Sheet Metal Workers Award. WA awards are legal documents that outline the pay rates, allowances, working hours, and leave entitlements for employees in a particular industry or type of work.

**Complying with the provisions of a WA award is compulsory** and all employers who are covered by this WA award must provide employees with the pay rates and employment entitlements in the WA award, as outlined in this award summary and in the full award as a minimum. Potential penalties for employers who do not meet WA award requirements are detailed on page 2.

This WA award summary is a summary only and does not include all obligations required by the award. It is important to also refer to the full Sheet Metal Workers Award that is available on the Western Australian 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. Reference should also be made to the *Minimum Conditions of Employment Act 1993* (MCE Act), the *Long Service Leave Act 1958* (LSL Act), and the *Industrial Relations Act 1979* (IR Act) for full details.

This document is formatted for viewing on the Wageline website and contains web links to other relevant information. If 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.

This WA award summary includes information on new employer obligations and employee entitlements introduced by the *Industrial Relations Legislation Amendment Act 2021* which commenced on 20 June 2022.

## 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.

## Three Step Check: to make sure this WA award summary is relevant to you

<p><b>Step 1</b> Is the business in the state system?</p>	<p>This WA award summary applies to businesses in the <b>state industrial relations system</b>. The state system covers businesses (and their employees) that operate as:</p> <ul style="list-style-type: none"> <li>✓ <b>sole traders</b> (e.g. Jane Smith trading as Jane’s Sheet Metal Services)</li> <li>✓ <b>unincorporated partnerships</b> (e.g. Jane and Bob Smith trading as Jane’s Sheet Metal Services)</li> <li>✓ <b>unincorporated trust arrangements</b> (e.g. Jane and Bob Smith as trustees for the Smith Family Trust trading as Jane’s Sheet Metal Services)</li> <li>✓ <b>incorporated associations and other non-profit bodies</b> that are not trading or financial corporations</li> </ul> <p>This summary does <b>not</b> apply to businesses and organisations in the national system which operate as:</p> <ul style="list-style-type: none"> <li>✗ <b>Pty Ltd businesses</b> that are trading or financial corporations (e.g. Smith Pty Ltd trading as Jane’s Sheet Metal Services)</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.</p> <p>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> Is the business covered by the Sheet Metal Workers Award?</p>	<p>The Sheet Metal Workers Award applies to businesses who engage employees to do work in:</p> <ul style="list-style-type: none"> <li>✓ galvanised iron, sheet-tin and other sheet metal (ten gauge or lighter), including stove and oven making and repairing, canister making, and gas meter making and repairing</li> <li>✓ the manufacture of metal furniture</li> <li>✓ making and repairing circulating radiators</li> <li>✓ porcelain enamelling wet and dry</li> </ul>
<p><b>Step 3</b> Is the employee’s job covered by the Sheet Metal Workers Award?</p>	<p>The Sheet Metal Workers Award sets pay rates, working hours and other employment arrangements for full time, part time and casual employees employed to do work in engineering or production.</p>

Industrial inspectors at the Department of Mines, Industry Regulation and Safety have powers under the IR Act to investigate employee complaints about underpayments of pay rates and leave entitlements under this WA award and state employment laws. Industrial inspectors also undertake regular proactive compliance audits in particular industries to determine if employers are paying correct wages and keeping correct employment records.

The penalty for contravening a provision of a WA award or not complying with a requirement relating to employment records is up to \$13,000 for individuals and \$65,000 for bodies corporate. Higher penalties apply for serious contraventions of up to \$130,000 for individuals and \$650,000 for bodies corporate. An industrial inspector is also able to give a person a civil infringement notice, similar to an ‘on-the-spot fine’, for not complying with employment record-related requirements. Record keeping requirements are outlined in the Employment Records section of this summary.

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

Stay informed when WA award pay rates change, subscribe to [Wageline News](#) or follow [Wageline on social media](#).

## 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**.

### Adult rates of pay – applicable from the first pay period on or after 1 July 2021 until end of last pay period commenced in June 2022.

Wage Group	Classification Title (see classifications pages 15)	Weekly	Hourly	Casual (includes 20% loading)
Level C14	Engineering/Production Employee - Level I	\$779.00	\$20.50	\$24.60
Level C13	Engineering/Production Employee - Level II	\$797.90	\$21.00	\$25.20
Level C12	Engineering/Production Employee - Level III	\$823.30	\$21.67	\$26.00
Level C11	Engineering/Production Employee - Level IV	\$847.00	\$22.29	\$26.75
Level C10	Engineering Tradesperson - Level I	\$887.40	\$23.35	\$28.02

### Apprentice rates of pay – applicable from the first pay period on or after 1 July 2021 until end of last pay period commenced in June 2022

- An employer is required to pay an apprentice for 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.
- Apprentices aged 21 and above receive the minimum adult wage of **\$665.60** per week or the prescribed apprenticeship rate, whichever is the higher, for ordinary hours of work.

4 Year Term	3.5 Year Term	3 Year Term	Age	Weekly	Hourly
1st year	0-6 months		Under 21	\$372.70	\$9.81
			21 or over	\$665.60	\$17.52
2nd year	7-18 months	1st year	Under 21	\$488.10	\$12.84
			21 or over	\$665.60	\$17.52
3rd year	19-30 months	2nd year	All ages	\$665.60	\$17.52
4th year	31-42 months	3rd year	All ages	\$780.90	\$20.55

### Junior rates of pay – applicable from the first pay period on or after 1 July 2021 until end of last pay period commenced in June 2022

Junior employees must not be employed in any occupation in which an apprenticeship can be undertaken.

Age	Weekly	Hourly	Casual (includes 20% loading)
20 years	\$742.00	\$19.53	\$23.43
19 years	\$626.40	\$16.48	\$19.78
18 years	\$545.30	\$14.35	\$17.22
17 years	\$467.40	\$12.30	\$14.76
16 years	\$389.50	\$10.25	\$12.30
15 years	\$311.60	\$8.20	\$9.84

**Note** – some of the pay rates in the Sheet Metal Workers Award fall below the minimum wages set by the 2021 State Wage Order. In such instances the rates listed here are the legal minimum rate.

## Registered trainees

- Registered trainees are employees who are undertaking a traineeship registered with the [Apprenticeship Office](#) at the Department of Training and Workforce Development.
- The Sheet Metal Workers Award covers adult and junior employees undertaking a registered traineeship. Traineeships must be undertaken on a full time basis.
- The pay rates for a registered trainee are based on the Industry / Skill Level of the traineeship being undertaken, and if the employee is under 21 year of age, the highest level of schooling the trainee has completed, and how long they have been out of school.
- Wage rate tables for each of the three Industry/ Skill Levels A, B and C are provided below. The appropriate Industry/Skill Level for a traineeship can be found by matching the first three letters of the National Qualification Code and the AQF Certificate Level of the employee's traineeship (found in the Traineeship Details section on the trainee's Training Contract) with the Level A, B or C section of the Industry/ Skill level list on the [Pay rates for trainees](#) page.

- Registered trainees who are undertaking qualifications at AQF IV level are entitled to an additional **3.8% loading** on top of the applicable rate as shown below.
- An employer is required to pay a registered trainee for 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 registered trainee.

**Registered trainee rates of pay – applicable from the first pay period on or after 1 July 2021 until end of last pay period commenced in June 2022**

**Adult registered trainees**

A registered trainee who has reached 21 years of age is entitled to the following weekly rates of pay:

Industry/Skill Level	Weekly pay rate
A	\$610.00
B	\$590.00
C	\$541.00

**Junior registered trainees**

**Industry / Skill Level A**

Highest Year of Schooling						
School leaver	Year 10 and below		Year 11		Year 12	
	Weekly	Part time trainee per hour	Weekly	Part time trainee per hour	Weekly	Part time trainee per hour
	\$231.00 (*50%)	\$6.08	\$287.00 (*33%)	\$7.55		
	\$269.00 (*33%)	\$7.08	\$320.00 (*25%)	\$8.42	\$394.00	\$10.37
Plus 1 year out of school	\$320.00	\$8.42	\$394.00	\$10.37	\$456.00	\$12.00
Plus 2 years	\$394.00	\$10.37	\$456.00	\$12.00	\$534.00	\$14.05
Plus 3 years	\$456.00	\$12.00	\$534.00	\$14.05	\$610.00	\$16.05
Plus 4 years	\$534.00	\$14.05	\$610.00	\$16.05		
Plus 5 years	\$610.00	\$16.05				

**Industry / Skill Level B**

Highest Year of Schooling						
School leaver	Year 10 and below		Year 11		Year 12	
	Weekly	Part time trainee per hour	Weekly	Part time trainee per hour	Weekly	Part time trainee per hour
	\$231.00 (*50%)	\$6.08	\$287.00 (*33%)	\$7.55		
	\$269.00 (*33%)	\$7.08	\$320.00 (*25%)	\$8.42	\$385.00	\$10.13
Plus 1 year out of school	\$320.00	\$8.42	\$385.00	\$10.13	\$439.00	\$11.55
Plus 2 years	\$385.00	\$10.13	\$439.00	\$11.55	\$517.00	\$13.61
Plus 3 years	\$439.00	\$11.55	\$517.00	\$13.61	\$590.00	\$15.53
Plus 4 years	\$517.00	\$13.61	\$590.00	\$15.53		
Plus 5 years	\$590.00	\$15.53				

## Industry / Skill Level C

Highest Year of Schooling						
School leaver	Year 10 and below		Year 11		Year 12	
	Weekly	Part time trainee per hour	Weekly	Part time trainee per hour	Weekly	Part time trainee per hour
	\$231.00 (*50%)	\$6.08	\$287.00 (*33%)	\$7.55		
	\$269.00 (*33%)	\$7.08	\$320.00 (*25%)	\$8.42	\$382.00	\$10.05
Plus 1 year out of school	\$320.00	\$8.42	\$382.00	\$10.05	\$429.00	\$11.29
Plus 2 years	\$382.00	\$10.05	\$429.00	\$11.29	\$482.00	\$12.68
Plus 3 years	\$429.00	\$11.29	\$482.00	\$12.68	\$541.00	\$14.24
Plus 4 years	\$482.00	\$12.68	\$541.00	\$14.24		
Plus 5 years	\$541.00	\$14.24				

\*Figures in brackets indicate the average proportion of time spent on approved training to which the associated wage rate is applicable. Where not specified, the average proportion of time spent in structured training which has been taken into account in setting the rate is 20%.

### School based trainee rates of pay – applicable from the first pay period on or after 1 July 2021 until end of last pay period commenced in June 2022

Industry/Skill Level	Current year of schooling	
	Year 11 or lower	Year 12
A	\$8.42	\$10.37
B	\$8.42	\$10.13
C	\$8.42	\$10.05

## Deductions from pay

- An employer may **only** make a deduction from an employee's pay if:
  - 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);
  - the employee has authorised the deduction in writing (as part of a written employment contract or otherwise) and the deduction is paid on behalf of the employee; or
  - the employer is authorised by the WA award to make the deduction and the deduction is paid on behalf of the employee.
- Deductions or requirements to pay an amount of money to the employer or another person in relation to an employee under the age of 18 are not permitted unless the deduction or payment is agreed to in writing by the employee's parent or guardian.
- A term of a WA award or employment contract providing for a deduction from an employee's pay will be of no effect if it is for the benefit of the employer or a party related to the employer and is unreasonable in the circumstances.
- An employer cannot directly or indirectly compel an employee to accept goods, accommodation or other services instead of money as part of the employee's pay.

## Allowances

### Meal allowance

If an employee is required to work overtime for more than 2 hours, without notification the previous day or earlier, they must be supplied with a meal by the employer or be paid **\$8.80** for a meal and if owing to the amount of overtime worked, a second or subsequent meal is required, the employee shall be supplied with each such meal by the employer or be paid **\$6.00** for each meal so required.

### Leading hand allowance

In addition to the appropriate total **weekly** wage a leading hand must be paid the following, if placed in charge of:

- Not less than 3 nor more than 10 other workers **\$21.00 per week**
- More than 10 and not more than 20 other workers **\$32.20 per week**
- More than 20 other workers **\$41.60 per week**

## 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

The Sheet Metal Workers Award contains a range of other allowances, which apply to specific working arrangements. These include:

- construction allowance (clause 6(5))
- fares and travel allowance (clause 23)
- car allowance (clause 24)
- distant work allowance (clause 25)
- special rates and provisions (clause 7)

Please view the award on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au) for details.

## 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 (e.g. work experience placement) 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.

## Ordinary working hours and overtime – full time employees

Full time employees are engaged in ongoing employment and work an average of 38 ordinary hours per week.

### Ordinary hours of work

The ordinary hours for full time employees (other than continuous shift employees) is:

- average of 38 hours per week worked based on one of the following cycles:
  - 38 hours within a work cycle not exceeding 7 consecutive days;
  - 76 hours within a work cycle not exceeding 14 consecutive days;
  - 114 hours within a work cycle not exceeding 21 consecutive days; or
  - 152 hours within a work cycle not exceeding 28 consecutive days.
- worked on any or all days of the week, Monday to Friday, between 6.00am and 6.00pm; and
- not more than 8 hours on any day, except where the employer and the majority of employees in the plant, section or sections concerned have agreed (subject to certain conditions).

### Overtime

All time worked outside the ordinary hours of work, is paid for at overtime rates.

When overtime applies for a full time employee	Overtime rates
For all work done beyond the ordinary working hours of work fixed for the workplace Monday to Friday	Time and a half for the first 2 hours and double time after that
If an employee works on Saturday prior to 12 noon	Time and a half for the first 2 hours and double time after that
If an employee works on Saturday after 12 noon	Double time
If an employee works on Sunday	Double time
If an employee works on a public holiday (or substituted day)	Double time and a half

### Shift work

Specific hours and overtime provisions apply for employees working continuous shift work. See clauses 31 and 8(2) of the Sheet Metal Workers Award available on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au)

## Ordinary working hours and overtime – part time employees

- Part time employees are engaged in ongoing employment to work a constant number of ordinary hours each week, which must average less than 38 hours per week.
- Part time employees receive the same wages and conditions as full time employees but on a proportionate basis to the hours they work.

### Ordinary hours of work

The ordinary hours for part time employees (other than continuous shift employees) is:

- set hours averaging less than 38 per week;
- worked Monday to Friday between 6.00am and 6.00pm; and
- not more than 8 hours on any day, except where the employer and the majority of employees in the plant, section or sections concerned have so agreed (subject to certain conditions).

### Overtime rates

When overtime applies for a part time employee	Overtime rates
For all work done beyond the ordinary working hours for that workplace Monday to Friday	Time and a half for the first 2 hours and double time after that
If a part time employee works in excess of the hours fixed under their contract of employment	Time and a half for the first 2 hours and double time after that
If an employee works on Saturday prior to 12 noon	Time and a half for the first 2 hours and double time after that
If an employee works on Saturday after 12 noon	Double time
If a part time employee works on a Sunday	Double time
If an employee works on a public holiday (or substituted day)	Double time and a half

## Ordinary working hours and overtime – casual employees

### Ordinary hours of work

The ordinary hours for casual employees (other than continuous shift employees) is:

- variable hours of less than 38 hours per week;
- worked Monday to Friday between 6:00am and 6:00pm; and
- not more than 8 hours on any day, except where the employer and the majority of employees in the plant, section or sections concerned have agreed (subject to certain conditions).

### Overtime

When overtime applies for a casual employee	Overtime rates
All work done beyond the ordinary working hours for that workplace Monday to Friday	Time and a half for the first 2 hours and double time after that
If an employee works on Saturday prior to 12 noon	Time and a half for the first 2 hours and double time after that
If the employee works on Saturday after 12 noon	Double time
If the employee works on Sunday	Double time
If an employee works on a public holiday (or substituted day)	Double time and a half

### Meal breaks

- Employees are entitled to an unpaid meal break of not more than one hour. An employee must not be required to work for more than 5 hours without a meal break except if the employer and the majority of employees in the workplace agree that up to 6 hours can be worked without a meal break.
- An employee who is required to postpone their meal break for more than 30 minutes must be paid at overtime rates until released for a meal.
- A paid rest period of 7 minutes must be allowed each morning, in a manner to suit the convenience of the employer.
- The time of taking a scheduled meal break or rest break by one or more employees may be altered by the employer if it is necessary to do so in order to meet a requirement for continuity of operations.

### Public holidays

- 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.
- Under this 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 also a public holiday. 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.
- Hours worked on a public holiday or substituted holiday 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.



## Leave entitlements

Quick reference guide

Leave entitlement	Full time	Part time	Casual
Annual leave	✓	✓	✗
Personal leave	✓	✓	✗
Unpaid personal leave for caring purposes	✓	✓	✓
Bereavement leave	✓	✓	✓
Unpaid parental leave	✓	✓	✓
Long service leave	✓	✓	✓
Unpaid family and domestic violence leave	✓	✓	✓
Unpaid pandemic leave	✓	✓	✓

This WA award summary covers the basic leave entitlements for employees covered by the Sheet Metal Workers Award but does **not** include all details on leave obligations and entitlements. Full details of conditions are contained in the Sheet Metal Workers Award on the WA Industrial Relations Commission 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* (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.

### 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 Sheet Metal Workers Award sets out additional requirements regarding annual leave and annual leave loading.
- During a period of annual leave an employee must be paid annual leave loading of 17.5%. If an employee would have received any additional rates for work performed in ordinary hours, had he or she not been on leave, and such additional rates would have entitled them to a greater amount than the 17.5% loading, then such additional rates must be added to the ordinary rate of wage in lieu of the 17.5% loading.
- On termination, annual leave loading of 17.5% is paid out on fully accrued annual leave entitlements for completed years of employment. Annual leave loading is not paid on proportionate leave (leave accrued in an incomplete year of employment) on termination.
- Annual leave accrues on a weekly basis:
  - A full time employee accrues 2.923 hours of annual leave for each completed week of work.
  - A part time employee accrues the relevant proportion of 2.923 hours annual leave for each completed week of work.
  - Wageline's [Annual leave calculation guide](#) can assist with calculating annual leave entitlements.
- Visit Wageline's [Annual leave](#) page for more information.

## Personal leave

- Personal leave entitles a full time or part time employee to paid time off work due to either illness or injury to themselves, 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.
- Each year, full time and part time employees accrue paid personal leave equal to the number of hours they would ordinarily work in a two week period, up to 76 hours per year. Personal leave is a cumulative entitlement, and any leave not taken in one year is carried over and able to be taken in future years.
- Paid personal leave accrues on a weekly basis for full and part time employees. Wageline's [Personal leave calculation guide](#) can assist with calculating paid personal leave entitlements.
- An employee, including a casual employee, is entitled to up to two days of unpaid personal leave per occasion when a member of the employee's family or household requires care or support because of a personal illness or injury or unexpected emergency affecting the member. A full time or part time employee cannot take unpaid personal leave for caring purposes if they have paid personal leave available.
- Casual employees are not entitled to paid personal leave. Casual employees can access up to two days of unpaid personal leave for caring purposes per occasion.
- Personal leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.
- Visit Wageline's [Personal leave](#) page for definitions of 'member of the family or household' or for more information.

## 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 [Parental leave](#) page for more details.

## Family and domestic violence leave

- All employees are entitled to five days' unpaid family and domestic violence leave in each 12 month period. This leave is available in full at the start of each 12 month period of an employee's employment and does not accumulate from year to year. The five days' leave is available in full to part time and casual employees (i.e. it is not pro rata).
- An employee is able to take unpaid family and domestic violence leave if:
  - the employee is experiencing family and domestic violence; and
  - the employee needs to do something to deal with the impact of the family and domestic violence; and
  - it is impractical for the employee to do that thing outside the employee's ordinary hours of work.
- Leave can be taken in a single continuous five day period, separate periods of one or more days each, or periods of less than one day.
- Family and domestic violence leave is a minimum entitlement from the MCE Act.
- Visit Wageline's [Family and domestic violence leave](#) page for more information.

## Long service leave

- Long service leave is a paid leave entitlement for full time, part time and casual employees. Under the *Long Service Leave Act 1958* (LSL Act), an employee may be eligible for long service leave:
  - after 10 years of continuous employment with the same employer, and for every 5 years of continuous employment after the initial 10 years; and
  - on a pro-rata basis when their employment ends after 7 years of continuous employment but before 10 years.
- The [Long service leave](#) pages of the Wageline website contain information on who is covered by the LSL Act, the entitlement to long service leave, how long service leave can be taken and frequently asked questions.

- To be entitled to long service leave an employee's employment with their employer must be continuous. There are some paid and unpaid absences or interruptions to an employee's employment that:
  - do not break an employee's continuous employment; and
  - 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. Visit the [Long service leave – What is continuous employment](#) page for details.
- An employee's employment may in some circumstances also be continuous despite a change in the ownership of a business and the associated change of employer. This applies regardless of anything written in a sale of business contract. Visit the [Long service leave – What happens when business ownership changes?](#) page for details.
- 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.

## Resignation, termination and redundancy

### Resignation by the employee

Full time and part time employees are required to provide:

- During the first month of employment - 1 day's notice.
- After one month of employment - 1 week's notice.

A casual employee can resign by providing one hour's notice.

### 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.

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.

### Dismissal requirements

Under state laws, employees cannot be dismissed if to do so would be harsh, unfair or oppressive. There must be a valid and fair reason for dismissal, such as:

- consistent unsatisfactory work performance (which has been raised with the employee and the employee given further training and an opportunity to improve their work performance);
- inappropriate behaviour or actions; or
- serious misconduct.

The [Dismissal information](#) page outlines obligations and requirements when an employee is terminated.

### Redundancy

An employee is redundant when their employer has made a definite decision that they no longer wish the job the employee has been doing to be done by anyone.

When an employee has been made redundant 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.

### Severance pay – Employers who employ 15 or more employees

Employers covered by this award who employ 15 or more employees must pay severance pay when an employee is made redundant, as outlined in the table below.

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.

Employers who employ less than 15 employees are not required to make severance payments to redundant employees.

These severance pay requirements 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.

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.

## Pay slip and record keeping requirements

Employers must provide all employees with a pay slip, and must keep employment records as required by state employment law. There are penalties for not keeping records and not providing a pay slip.

### Pay slips

Employers need to provide a pay slip to each employee within one working day of paying the employee for work performed. The employer can decide whether to give a hard copy or electronic form of the pay slip.

A pay slip needs to include the following information:

- the employer's name and Australian Business Number (if any);
- the employee's name;
- the period to which the pay slip relates;
- the date on which the payment referred to in the pay slip was made;
- the gross and net amounts of the payment, and any amount withheld as tax;
- any incentive based payment, or payment of a bonus, loading, penalty rates or another monetary allowance or separately identifiable entitlement;
- if an amount is deducted from the gross amount of the payment:
  - the name of the person in relation to whom or which the deduction was made;
  - if the deduction was paid into a fund or account - the name, or the name and number, of the fund or account; and
  - the purpose of the deduction;
- if the employee is paid at an hourly rate of pay:
  - the rate of pay for the employee's ordinary hours;
  - the number of hours worked during the period to which the pay slip relates; and
  - the amount of the payment made at that rate;
- if the employee is paid a weekly or an annual rate of pay - the rate as at the latest date to which the payment relates;
- if the employer is required to make superannuation contributions for the benefit of the employee:
  - the amount of each contribution that the employer made during the period to which the pay slip relates and the name, or the name and number, of any fund to which the contribution was made; or
  - the amounts of the contributions that the employer is liable to make in relation to the period to which the pay slip relates, and the name, or the name and number, of any fund to which the contributions will be made.

Wageline's [Pay slip information](#) page provides more information and a pay slip template to assist employers.

### Employment records

#### Record keeping requirements

It is compulsory for all employers to keep employment records which include the following information:

- the employee's name and, if under 21 years of age, their date of birth;
- the employer's name and Australian Business Number (if any);
- the name of the WA award that applies (in this case the Sheet Metal Workers Award);
- date the employee commenced employment with the employer;
- for each day of work:
  - the time at which the employee started and finished work;
  - period/s for which the employee was paid; and
  - details of work breaks including meal breaks;
- for each pay period:
  - the employee's designation (such as full time, part time, casual) and employee classification;
  - the gross and net amounts paid to the employee;
  - any amount withheld as tax; and
  - all deductions from pay and the reasons for them;
- any incentive based payment, bonus, loading, penalty rates or other monetary allowance or entitlement;
- all leave taken, whether paid, partly paid or unpaid;

- the following matters relating to superannuation:
  - the date on which each superannuation contribution was made, the amount of the contributions, the period over which the contributions were made, the name of any fund to which a contribution was made;
  - how the employer worked out the amount of superannuation owed; and
  - any choice made by the employee as to which fund their contributions are to be made and the date on which the choice was made;
- the information necessary for the calculation of and payment of long service leave under the LSL Act. Employers are also be required to comply with the record keeping requirements in the LSL Act. Visit [www.dmirs.wa.gov.au/longserviceleave](http://www.dmirs.wa.gov.au/longserviceleave) for details;
- any other information necessary to show that the pay and benefits received by the employee comply with the WA award and other legal obligations such as employee entitlements under the MCE Act or LSL Act; and
- any other information required by the WA award to be recorded.

It is also compulsory to keep employment records that detail specific information regarding:

- termination related matters; and
- any supported wage system or a supported wage industrial instrument provision that applies to an employee with a disability.

If an employer makes a payment to an employee in cash, the employer must provide a record of the payment to the employee and ensure that a copy of the record of payment is kept as an employment record.

Wageline's [Employment records - Employer obligations](#) page provides more information and record keeping templates to assist employers.

#### **Time periods for keeping records**

It is compulsory that each entry in relation to annual leave and long service leave must be retained during the employee's period of employment and for not less than 7 years after the employment ends and each other employment record must be retained for not less than 7 years after it is made.

## Classifications

Level	Description
C14	<p><b>Engineering/Production Employee - Level I</b></p> <p><b>Training</b> Up to 38 hours induction training.</p> <p><b>Indicative duties</b> An employee at this level performs routine duties essentially of a manual nature, and to the level of their training:</p> <ul style="list-style-type: none"> <li>• performs general labouring and cleaning duties;</li> <li>• works under direct supervision and exercising minimal judgement; or</li> <li>• undertakes structured training so as to enable them to work at C13 level.</li> </ul>
C13	<p><b>Engineering/Production Employee - Level II</b></p> <p><b>Training</b> Up to three months of structured training.</p> <p><b>Indicative duties</b> Performs work above and beyond the skills of an employee at C14, and to the level of their training:</p> <ul style="list-style-type: none"> <li>• works under direct supervision either individually or in a team environment;</li> <li>• understands and undertakes basic quality control/assurance procedures including the ability to recognise basic quality deviations and faults; or</li> <li>• understands and utilises basic statistical process control procedures.</li> </ul> <p><b>Indicative tasks</b></p> <ul style="list-style-type: none"> <li>• repetitive work on automatic, semi-automatic or single purpose machines or equipment;</li> <li>• assembling components using basic written, spoken and/or diagrammatic instructions in an assembly environment;</li> <li>• basic soldering or butt and spot welding skills or cutting scrap with oxy-acetylene blow pipe;</li> <li>• using selected hand tools;</li> <li>• cleaning boilers;</li> <li>• maintaining simple records;</li> <li>• using hand trolleys and pallet trucks; and</li> <li>• assisting in the provision of on the job training in conjunction with tradespersons and supervisor/trainers.</li> </ul>
C12	<p><b>Engineering/Production Employee - Level III</b></p> <p><b>Training</b> Production/Engineering Certificate I, or equivalent training to enable the employee to perform work within the scope of this level.</p> <p><b>Indicative duties</b> Performs work above and beyond the skills of an employee at C13 and to the level of their training:</p> <ul style="list-style-type: none"> <li>• is responsible for the quality of their own work subject to routine supervision;</li> <li>• works under routine supervision either individually or in a team environment;</li> <li>• exercises discretion within their level of skills and training.</li> </ul> <p><b>Indicative tasks</b></p> <ul style="list-style-type: none"> <li>• operating flexibly between assembly stations;</li> <li>• operating machinery and equipment which requires exercising skills and knowledge beyond that of an employee at Level C13;</li> <li>• applying non-trade engineering skills;</li> <li>• applying basic tracing and sketching skills;</li> <li>• receiving, despatching, distributing, sorting, checking, packing (other than repetitive packing in a standard container in which such goods are ordinarily sold), documenting and recording of goods, materials and components;</li> <li>• undertaking basic inventory control in the context of a production process;</li> </ul>

	<ul style="list-style-type: none"> <li>● utilising basic keyboard skills;</li> <li>● using advanced soldering techniques;</li> <li>● boiler attendant;</li> <li>● operating mobile equipment including forklifts, hand trolleys, pallet trucks, overhead cranes and winch operation;</li> <li>● measuring accurately;</li> <li>● assisting one or more tradespersons;</li> <li>● welding that requires the exercise of knowledge and skills above level C13; and</li> <li>● assisting in the provision of on the job training in conjunction with tradespersons and supervisor/trainers.</li> </ul>
<b>C11</b>	<p><b>Engineering/Production Employee - Level IV</b></p> <p><b>Training</b> Production/Engineering Certificate II, or equivalent training so as to enable the employee to perform work within the scope of this level.</p> <p><b>Indicative duties</b> Performs work above and beyond the skills of an employee at C12, and to the level of their training:</p> <ul style="list-style-type: none"> <li>● works from complex instructions and procedures;</li> <li>● assists in the provision of on the job training to a limited degree;</li> <li>● co-ordinates work in a team environment or works individually under general supervision; or</li> <li>● is responsible for assuring the quality of their own work.</li> </ul> <p><b>Indicative tasks</b></p> <ul style="list-style-type: none"> <li>● using precision measuring instruments;</li> <li>● machine setting, loading and operation;</li> <li>● rigging (certificated);</li> <li>● inventory and store control including: <ul style="list-style-type: none"> <li>○ licensed operation of all appropriate materials handling equipment;</li> <li>○ use of tools and equipment within the scope of (basic non-trades) maintenance; and</li> <li>○ computer operation at a level higher than that of an employee at C12 level;</li> </ul> </li> <li>● has intermediate keyboard skills;</li> <li>● has basic engineering and fault finding skills;</li> <li>● undertakes basic quality checks on the work of others;</li> <li>● is licensed and certified for forklift, engine driving and crane driving operations to a level higher than C12;</li> <li>● has a knowledge of the employer's operations as it relates to production processes;</li> <li>● lubricating production machinery equipment; and</li> <li>● assisting in the provision of on the job training in conjunction with tradespersons and supervisor/trainers.</li> </ul>
<b>C10</b>	<p><b>Engineering Tradesperson - Level I</b></p> <p><b>Training</b> Production/Engineering Certificate III, Trade Certificate or Tradespersons Rights Certificate as an:</p> <ul style="list-style-type: none"> <li>● Engineering Tradesperson (electrical/electronic) - Level I; or</li> <li>● Engineering Tradesperson (mechanical) - Level I; or</li> <li>● Engineering Tradesperson (fabrication) - Level I;</li> </ul> <p>and is able to exercise the skills and knowledge of that trade.</p> <p><b>Indicative duties/tasks</b> Performs work above and beyond the skills of an employee at C11 and to the level of their training:</p> <ul style="list-style-type: none"> <li>● understands and applies quality control techniques;</li> <li>● exercises good interpersonal and communications skills;</li> <li>● exercises keyboard skills at a level higher than C11;</li> <li>● exercises discretion within the scope of this grade;</li> </ul>



	<ul style="list-style-type: none"> <li>● performs work under limited supervision either individually or in a team environment;</li> <li>● operates all lifting equipment incidental to their work;</li> <li>● performs non-trade tasks incidental to their work;</li> <li>● performs work which while primarily involving the skills of the employee's trade is incidental or peripheral to the primary task and facilitates the completion of the whole task. Such incidental or peripheral work would not require additional formal technical training; and</li> <li>● is able to inspect products and/or materials for conformity with established operational standards.</li> </ul>
<b>C10</b>	<p><b>Production Systems Employee</b></p> <p><b>Training</b> Applies the skills acquired through the successful completion of a trade certificate level qualification in the production, distribution, or stores functions according to the needs of the enterprise.</p> <p><b>Indicative duties</b> Performs work above and beyond an employee at C11 and to the level of their training:</p> <ul style="list-style-type: none"> <li>● understands and applies quality control techniques;</li> <li>● exercises good interpersonal communications skills;</li> <li>● exercises discretion within the scope of this grade;</li> <li>● exercises keyboard skills at a level higher than C11;</li> <li>● performs work under general supervision either individually or in a team environment; and</li> <li>● is able to inspect products and/or materials for conformity with established operational standards.</li> </ul> <p><b>Indicative tasks</b></p> <ul style="list-style-type: none"> <li>● approves and passes first off samples and maintains quality of product;</li> <li>● works from production drawings, prints or plans;</li> <li>● operates, sets up and adjusts all production machinery in a plant including production process welding to the extent of training; and</li> <li>● can perform a range of engineering maintenance functions including: <ul style="list-style-type: none"> <li>○ removal of equipment fastenings including use of destructive cutting equipment;</li> <li>○ lubrication of production equipment;</li> <li>○ running adjustments to production equipment;</li> <li>○ operates all lifting equipment;</li> <li>○ basic production scheduling and materials handling within the scope of the production process or directly related functions within raw materials/finished goods locations in conjunction with technicians;</li> <li>○ understands and applies computer techniques relating to production process operations;</li> <li>○ first class engine drivers' certificate;</li> <li>○ has high level stores and inventory responsibility beyond the requirements of an employee at C11;</li> <li>○ assists in the provision of on the job training in conjunction with tradespersons and trainers; and</li> <li>○ has a sound knowledge of the employer's operations as it relates to the production process.</li> </ul> </li> </ul>