Government of Western Australia
Department of Commerce

wageline 1300 655 266

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

WA Award Summary

Metal Trades (General) Award

1 July 2016

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

Step 1 Is the business in the state system?	This WA Award Summary applies to businesses in the **state industrial relations system.** It covers businesses which operate as: ✓ **sole traders** (eg Jane Smith trading as Jane's Boat Repairers) ✓ **partnerships** (eg Jane and Bob Smith trading as Jane's Boat Repairers) ✓ **unincorporated trust arrangements** (eg Jane and Bob Smith as trustees for Jane's Boat Repairers) This information does **not** cover businesses and organisations in the national system which operate as: ✗ **Pty Ltd businesses** that are trading or financial corporations (eg Smith Pty Ltd trading as Jane's Boat Repairs) If the business or organisation is in the national system visit the Fair Work Ombudsman website: www.fairwork.gov.au
Step 2 Is the business covered by the Metal Trades (General) Award Part 1?	The Metal Trades (General) Award Part 1 applies to businesses in a wide range of manufacturing, and engineering industries in the state industrial relations system including: ✓ Domestic appliance manufacturers and repairers ✓ Motor garages and service stations ✓ Motor tyre dealers and manufacturers ✓ Boat builders and repairers A complete list of types of businesses covered is in Clause 19 of the Metal Trades (General) Award available at www.wairc.wa.gov.au.
Step 3 Is the employee's job covered by the Metal Trades (General) Award Part 1?	The Metal Trades (General) Award sets pay rates, working hours and other employment arrangements for full time, part time and casual employees working in relevant job classifications in the relevant industries: ✓ Tradespersons including auto electrical fitters, motor mechanics, and motor cycle mechanics, boilermakers, welders, machinists and locksmiths ✓ Trades assistants

Not the current wage rates

Please note –

- The Metal Trades (General) Award is divided into two parts – Part 1 (General) and Part 2 (Construction).
- This WA Award Summary provides information on Part 1 (General) only.
- Part 1 (General) applies to all employees covered by the award. Part 2 applies only to employees engaged in construction work as defined in Clause 1.6 of the award – see the Metal Trades award at www.wairc.wa.gov.au for full details. Employees covered by Part 2 (Construction) may have additional entitlements not listed in this award summary.

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Wageline can answer your questions on the information in this WA Award Summary, other provisions of the award and relevant employment laws. Contact Wageline on 1300 655 266.

Rates of pay

All rates of pay are gross rates (before tax). Current rates applied from the first pay period on or after **1 July 2016.**

Adult wages – applicable from the first pay period on or after 1 July 2016 until end of last pay period commenced in June 2017 (new rates applied first pay period on or after 1 July 2017).

Wage Group	Classification Title	Weekly	Hourly	Casual (includes 25% loading)	Tools*
Level C14	Engineering/Production Employee - Level I	$692.90	$18.23	$22.79	N/A
Level C13	Engineering/Production Employee - Level II	$710.50	$18.70	$23.37	N/A
Level C12	Engineering/Production Employee - Level III	$734.30	$19.32	$24.15	N/A
Level C11	Engineering/Production Employee - Level IV	$756.40	$19.91	$24.88	N/A
Level C10	Engineering Tradesperson - Level I Engineering/Production Employee	$791.90	$20.84	$26.05	$17.10
Level C9	Engineering Tradesperson - Level II	$814.00	$21.42	$26.78	$17.10
Level C8	Engineering Tradesperson Special Class - Level I	$835.90	$22.00	$27.50	$17.10
Level C7	Engineering Tradesperson Special Class - Level II	$855.90	$22.52	$28.15	$17.10
Level C6	Advanced Engineering Tradesperson - Level I	$899.90	$23.68	$29.60	$17.10
Level C5	Advanced Engineering Tradesperson - Level II	$922.00	$24.26	$30.33	$17.10

Level C10 is the base tradesperson's rate and includes auto electrical fitters, motor mechanics, and motor cycle mechanics.

*Tool allowance must be paid if the employer does not provide tools and forms part of ordinary weekly wages.

Apprentices

Apprentice wages – applicable from the first pay period on or after 1 July 2016 until end of last pay period commenced in June 2017 (new rates applied first pay period on or after 1 July 2017).

4 Year Term	3.5 Year Term	3 Year Term	Age	Weekly	Hourly	Tools
1st year	0-6 months		If under 21	$332.60	$8.75	$7.18
			If 21 or over	$593.90	$15.63	$7.18
2nd year	7-18 months	1st Year	If under 21	$435.50	$11.46	$9.41
			If 21 or over	$593.90	$15.63	$9.41
3rd year	19-30 months	2nd year	All ages	$593.90	$15.63	$12.83
4th year	31-42 months	3rd year	All ages	$696.90	$18.34	$15.05

Tool allowance must be paid if the employer does not provide tools and forms part of ordinary weekly wages.

Junior employee

Junior wages – applicable from the first pay period on or after 1 July 2016 until end of last pay period commenced in June 2017 (new rates applied first pay period on or after 1 July 2017).

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

Age	Weekly	Hourly	Casual (includes 25% loading)
17 years	$415.80	$10.94	$13.68
18 years	$485.10	$12.77	$15.96
19 years	$557.70	$14.68	$18.35
20 years	$660.80	$17.39	$21.74

The Metal Trades (General) Award also sets wage rates for workers 16 years of age and under 16 years of age.

Not the current wage rates

Time and wages record keeping

Employers must keep time and wages records which demonstrate that employees have been paid all entitlements under the Metal Trades (General) Award and relevant legislation. For information about time and wages record keeping, visit the Record Keeping Requirements webpage on the Commerce website.

Ordinary working hours, penalty rates 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 Monday to Friday between 6:00am and 6:00pm
  - 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 to alternate hours arrangements (subject to certain conditions).

Overtime

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 two hours and double time after that**
If an employee works on Saturday prior to 12:00 noon	**Time and a half for the first two hours and double time after that**
If an employee works on Saturday after 12:00 noon	**Double time**
If an employee works on Sunday	**Double time**
If an employee works on a public holiday, on a substituted day	**Double time and a half**

Shift work

Specific hours and overtime provisions apply for employees working continuous shift work. See Clause 3.3 of the Metal Trades (General) Award available at www.wairc.wa.gov.au

Ordinary working hours, penalty rates 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 of less than 38 per week
  - Worked Monday to Friday between 6:00am and 6:00pm
  - 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 and penalty 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 two hours and double time after that**
If a part time employee who works in excess of the hours fixed under their contract of employment	**Time and a half for the first two hours and double time after that**

Not the current wage rates

When overtime applies for a part time employee	Overtime rates
If an employee works on Saturday prior to 12:00 noon	**Time and a half for the first two hours and double time after that**
If an employee works on Saturday after 12:00 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, penalty rates and overtime – casual employees

Ordinary hours of work

- The ordinary hours for casual employees (other than continuous shift employees) is
  - Average of 38 hours per week
  - Worked Monday to Friday between 6:00am and 6:00pm
  - 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 two hours and double time after that**
If an employee works on Saturday prior to 12:00 noon	**Time and a half for the first two hours and double time after that**
If the employee works on Saturday after 12:00 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 a meal break of not more than one hour. An employee must not be required to work for more than five hours without a meal break except if the employer and the majority of employees in the workplace agree that up to six hours can be worked without a meal break.
- An employee who is required to postpone their meal break for more than half an hour must be paid at overtime rates until released for a meal.
- A paid rest period of seven 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.

Employment of children

- Under the *Children and Community Services Act 2004*, it is illegal to employ children under the age of 15 in this industry, except if the child is working as part of a school program or in a family business.
- School aged children must not be employed during school hours, unless participating in a school program.

Not the current wage rates

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.
- If a public holiday falls on a Saturday or Sunday, the following Monday will be considered to be the public holiday. However, if Boxing Day falls on a Sunday or Monday, the following Tuesday will be considered to be the public holiday. When a public holiday is substituted with another day, the public holiday itself is no longer considered a public holiday for the purposes of the WA award.
- View public holiday dates on the Commerce website.

Allowances

Allowance	When allowance is paid	Rate
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 • More than 10 and not more than 20 other workers • More than 20 other workers	**$31.20 per week** **$47.70 per week** **$61.70 per week**
Meal allowance	If an employee is required to work overtime for more than two hours, without notification the previous day or earlier, he or she must be supplied with a meal by the employer or be paid **$13.15** 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 **$8.95** for each meal so required.	Meal money of **$13.15**, or **$8.95** for a second meal.
Location Allowance	If working in certain regional towns in Western Australia (paid on a proportionate basis to casual/part time employees and apprentices).	See Location Allowance page of Commerce website for the amount payable for each town or Clause 5.6 of the Award
Other Allowances	The Metal Trades (General) Award contains a range of other allowances which apply to specific working arrangements. Please view the award at www.wairc.wa.gov.au for details.	

Deductions from Pay

An employer may deduct from an employee's pay an amount:

- the employer is authorised, in writing, by the employee to deduct and pay on behalf of the employee
- the employer is authorised to deduct and pay on behalf of the employee under the relevant WA award
- the employer is authorised or required to deduct by law or a court order.

Not the current wage rates

Leave entitlements

Quick reference guide

Leave entitlement	Full time	Part time	Casual
Annual leave	✓	✓	✗
Sick and carers leave	✓	✓	✗
Unpaid carers leave	✓	✓	✓
Bereavement leave	✓	✓	✓
Unpaid Parental leave	✓	✓	✓
Long Service leave	✓	✓	✓

This WA Award summary covers the basic leave entitlements for employees covered by the Metal Trades (General) Award Part 1 but does **not** include all details on leave obligations and entitlements. Full details of conditions are contained in the Metal Trades (General) Award Part 1 at www.wairc.wa.gov.au, the *Minimum Conditions of Employment Act 1993* and the *Long Service Leave Act 1958*.

Sick and carer's leave

- Sick and carer's leave entitles an employee to paid time off work due to either illness or injury to themselves (sick leave), or because they have to care for an ill or injured family member (carer's leave). Casual employees are not entitled to paid sick leave or paid 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, any leave not taken in one year can be carried over to the next year.
- Sick and carer's leave accrues on a weekly basis for full and part time employees. Wageline's Sick Leave Calculation Guide can help to work out sick and carer's leave entitlements.
- Employees, including casuals, are entitled to unpaid carer's leave of up to two days for each occasion on which a member of the employee's family or household requires care or support because of an illness or injury or an unexpected emergency affecting the member.
- Sick and carer's leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993.*

Long service leave

- Full time, part time and casual employees are entitled to long service leave (LSL).
- Long service leave is an entitlement from the *Long Service Leave Act 1958.*
- The length of continuous employment for an employee's long service leave entitlement is based on the total time with the business, rather than any one employer. An employer who buys a business or part of a business will take on the long service leave obligations for existing employees if there has been a transmission of business. This applies regardless of anything written in the sale contract.

Amount of continuous employment with same business	Amount of leave
After **10 years** of continuous employment	$8^{2/3}$ weeks
For every **5 years** of continuous employment after this initial 10 years	$4^{1/3}$ weeks
When an employee is terminated (except for serious misconduct) or resigns after they have completed **between 7 and 10 years** continuous employment	The employee is entitled to be paid out for LSL on a proportionate basis. LSL payment is worked out on a pro-rata basis for the entire period of employment, including years, months and days.
When an employee is terminated or resigns after they have worked continuously for **10 or more years**	The employee is entitled to be paid out for LSL. LSL payment is worked out on completed years of service only.

Not the current wage rates

- An employee who has completed a full qualifying period of service (e.g. 10 years) is entitled to be paid out their full long service leave entitlement (e.g. $8^{2/3}$ weeks) on termination, regardless of the circumstances of the termination.
- Where an employee has a period of service that is less than the full qualifying period and they were terminated by their employer for serious misconduct, they are not entitled to **pro rata** LSL.
- More detail and a calculation guide are on the Long Service Leave page of the Commerce website.

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 Metal Trades (General) 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 is not paid on proportionate leave 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 help to work out annual leave entitlements.

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). Further details are on the Parental leave page of the Commerce website.

Resignation, termination and redundancy

Resignation by the employee

- Full time and part time employees are required to provide:
  - If employed for less than 1 year - 1 week's notice
  - If employee for 1 year or more but less than 3 years –2 weeks' notice
  - If employed for 3 years or more but less than 5 years - 3 weeks' notice
  - If employed for 5 years or more - 4 weeks' notice
- A casual employee can resign by providing one hour's notice.

Redundancy

- An employee is redundant when their employer has made a definite decision that they no longer wish the job the employee has been doing to be done by anyone. An employer has a number of obligations in redundancy situations and may be required to pay severance pay. Please visit the Redundancy pages on the Commerce website for redundancy obligations.

Not the current wage rates

Termination

- An employer is required to give a short term casual employee (with less than 12 months service) one hour's notice of termination. A casual employee with at least 12 months regular and systematic employment who would, but for the decision to terminate his or her employment, have a reasonable expectation of continuing employment, is entitled to the same notice periods as a full time or part time employee.
- 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.

About this Award Summary

This WA Award Summary is a summary of the state Metal Trades (General) Award Part 1 and does not include all obligations required by the award. **It is important that you also refer to the full Metal Trades (General) Award** which is available on the WA Industrial Relations Commission website - www.wairc.wa.gov.au. Relevant provisions of other employment legislation also apply to employees and you may need to refer to the *Minimum Conditions of Employment Act 1993* and the *Long Service Leave Act 1958*.

The Metal Trades (General) Award is a legal document that outlines the minimum wages and condition of employment that must be provided to employees who are covered by the award. Employers and employees cannot agree to lesser conditions.

Please call **Wageline** on **1300 655 266** if you have any queries on employment wages and conditions in this industry.

Not the current wage rates

Classifications

New Level	Old Classification
General Engineering Section	
C13	Cycle assembler Process employee
C12	Assembler window frame making Cycle mechanic Heat treater – operative Machinist – second & third class Motor cycle assembler Motor vehicle assembler Weighing instrument mechanic – sectional licence Sewing machine assembler & adjuster Tractor & Agricultural implement assembler Viewer
C10	Brass finisher Examiner Fitter – refrigeration Fitter – window frame Fuel injector or fitter Locksmith Machinist – first class Weighing instrument mechanic – full licence Sewing machine mechanic (industrial) Tradesperson
C9	Heat treater Inspector Scientific instrument maker Machinist – first class (tool room) Patternmaker Toolmaker
Electrical Section	
C13	Battery attendants Electrical fitter's assistant Electrical installer's assistant Motor attendant Process employee
C12	Switchboard attendant
C11	Linesperson grade 2 – less than 3 years experience
C10	Battery fitter Electrical fitter & /or armature winder Electrical installer Linesperson grade 1 – not less than 3 years experience

New Level	Old Classification
Welding Section	
C13	Welder – third & fourth class
C12	Welder – second class
C10	Welder – first class
Foundry section	
C13	Assistant furnace operator Employee directly assisting tradesperson Plate or machine moulder &/or core maker first year Shot blast & sand blast dresser – protected Tapper out
C12	Annealing stove attendant Core stove or oven attendant Dresser &/or fettler and/or grinder Furnace operator Plate or machine moulder &/or core maker there after Shot blast & sand blast dresser – not protected
C10	Jobbing coremaker moulder
Wrought Pipe Section	
C13	Employee assisting furnace faucet maker Employee or tar dip & sand rolling
C12	Faucet maker in charge of furnace Machine operator in charge of machine Pipe building & rounding
Smith Section	
C13	Blacksmith's striker Hammer driver
C11	Forge furnace operator
C10	Blacksmith or coppersmith
Iron Working & General Section	
C13	Assistant furnace operator Attendant at small rivet or bolt heating or similar type fires Bender or iron & steel frames used for reinforcing concrete Dresser &/or fettler &/or grinder Friction saw operator Lagger – first 18 months experience Rigger & splicer or scaffolder other ships & buildings who is so protected

Not the current Wage rates

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Classifications (continued)

New	Old Classification
	Electrical Section (Continued)
C9	Electrician in charge of an electrical supply undertaking
C8	Electrician special class Electronics tradesperson
	Electroplating Section
C13	Wet process operative
C12	Electroplater – second class Polisher
C10	Electroplater – first class
	Boilermaking & Ship Construction Section
C13	Driller using stationary machines
C11	Driller using portable machines
C10	Tradesman
C9	Boilersmith and/or angle iron smith Plate setter and frame bender Tradesperson – the greater part of whose time is occupied in marking off &/or template marking
	Steel Construction Section (including nut, bolt and spike Making)
C13	Machinist – second class
C12	Machinist – first class
C10	Tradesperson
C9	Tradesperson – the greater part of whose time is occupied in marking off &/or template marking

New	Old Classification
	Iron Working & General Section (Continued)
C12	Boiler (inside) cleaner and chipper Cold saw operator Crane driver – overhead cabin controlled Crane attendant and dogman Dresser &/or fettler &/or grinder when using a portable machine Furnace operator Lagger – thereafter Painter of iron work (other than coach Painter & ship painter) – using brush or spray Rigger and splicer or scaffolder other than on ships or building not Protected from flying shot and sand Tool material storeperson
C9	Rigger & slicer or scaffolder on shops & building
	Industrial Gases Section
C12	Acety lene plant or other gas plant General process hand Oxygen plant operator
	Industrial instrumentation Section
C9	Instrument Tradesperson Instrument Tradesperson - Complex systems Instrumentation & Controls - tradesperson
C13	**Tradesperson's Assistant**
C14	**Labourer**

Not the current wage rates

Disclaimer

The Department of Commerce 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 of Commerce does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.

Not the current wage rates