



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

## The Draughtsmen's, Tracers', Planners' and Technical Officers' WA Award Summary

Things to check as an employee or employer include:

- ✓ Pay rates
- ✓ Employment of children
- ✓ Allowances
- ✓ Overtime rates
- ✓ Public holidays
- ✓ Meal breaks
- ✓ Leave entitlements
- ✓ Dismissal laws and entitlements due on termination
- ✓ Time and wages record keeping
- ✓ Laws relating to [taxation](#), [superannuation](#), [workers compensation](#), [discrimination](#) and [occupational health and safety](#)

This WA award summary outlines only the most common entitlements within the Western Australian state system of industrial relations under the *Draughtsmen's, Tracers', Planners' and Technical Officers' Award 1979*.

It applies only to sole traders and partnerships. If the business is a Pty Ltd company, it does not apply. If you are unsure contact **Wageline** on **1300 655 266**.

To access the full version of the WA award, which details all entitlements and obligations, visit [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).

### Adult wages - apply as of the first pay period on or after 1 July 2015

**Adult wages – applicable from the first pay period on or after 1 July 2015 until end of last pay period commenced in June 2016 (new rates applied first pay period on or after 1 July 2016).**

Adult Tracers	Weekly	Hourly	Casual 20% loading
First year of experience	\$686.60	\$18.07	\$21.68
Thereafter	\$699.40	\$18.41	\$22.09

**Trainee draughtsperson wages – apply as of the first pay period on or after 1 July 2015**

**Trainee wages – applicable from the first pay period on or after 1 July 2015 until end of last pay period commenced in June 2016 (new rates applied first pay period on or after 1 July 2016).**

	20 years	19 years	18 years *	17 years *	16 years and under
% of first year experience	88%	75%	62%	52%	52%
<b>Weekly</b>	\$665.50	\$567.20	<b>\$475.90</b>	<b>\$407.90</b>	\$393.30
<b>Hourly</b>	\$17.51	\$14.93	<b>\$12.52</b>	<b>\$10.73</b>	\$10.35
<b>Casual</b>	\$21.01	\$17.92	<b>\$15.03</b>	<b>\$12.88</b>	\$12.42

\* Where rates of pay under this WA award fall below the minimum wage prescribed by the State Wage Order, the legally required rate of pay is that which is listed in the General Order, not the WA award. For more information on the State Wage Order please call **Wageline** on **1300 655 266** or visit [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).

**Adult wages- apply as of the first pay period on or after 1 July 2015**

**Adult wages – applicable from the first pay period on or after 1 July 2015 until end of last pay period commenced in June 2016 (new rates applied first pay period on or after 1 July 2016).**

<b>Draughtsperson-Detail, Assistant Survey Draughtsperson, Planning Assistant, Technical Assistant, Assistant Estimator</b>			
	<b>Weekly</b>	<b>Hourly</b>	<b>Casual 20% loading</b>
First year of experience	\$756.30	\$19.90	\$23.88
Second year of experience	\$764.70	\$20.12	\$24.14
Third year of experience	\$780.20	\$20.53	\$24.64
Fourth year of experience	\$793.70	\$20.89	\$25.07
Thereafter	\$806.60	\$21.23	\$25.48

Provided that where an employee has been classified in a higher tradesperson classification such as a toolmaker or patternmaker immediately prior to being classified as a draughtsperson detail or assistant survey draughtsperson, he/she shall commence on the second year of the scale.

<b>Senior Draughtsperson-Detail, Survey Draughtsperson, Planning Technician, Technician Estimator</b>			
	<b>Weekly</b>	<b>Hourly</b>	<b>Casual 20% loading</b>
First year of experience	\$816.20	\$21.48	\$25.78
Second year of experience	\$831.30	\$21.88	\$26.26
Thereafter	\$848.90	\$22.34	\$26.81

<b>Draughtsperson-Designing, Senior Survey Draughtsperson, Production Planner, Technical Officer, Senior Estimator</b>			
	<b>Weekly</b>	<b>Hourly</b>	<b>Casual 20% loading</b>
First year of experience	\$862.00	\$22.68	\$27.22
Second year of experience	\$881.70	\$23.20	\$27.84
Thereafter	\$909.50	\$23.93	\$28.72

## 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.

Exemptions may apply to children working in a family business where the business is carried out by a parent or relative of the child, in a not-for-profit organisation or when they are participating in a school program.

School aged children must not be employed during school hours, unless they are participating in a school program or have received an exemption from the Department of Education.

A child under 18 must not be employed in a job that jeopardises their wellbeing.

Please contact **Wageline** on **1300 655 266** or visit the Commerce website at [When Can Children Work?](#) for employers, or [Young Workers](#) for employees for more information.

## Allowances

### Meal allowance

An employee required to work overtime for more than two hours, without being notified on the previous day or earlier, shall be supplied with a meal by the employer or paid **\$8.45** for a meal. If the amount of overtime required to be worked necessitates a second or subsequent meal the employer shall provide such meals or pay an amount of **\$5.95** per meal required, unless the employee has been notified on the previous day or earlier that an additional meal will also be required. No meal or allowance need be provided to an employee living in the same locality who can reasonably return home for any such meal.

### Location allowance

An employee working in a specified regional area is entitled to a weekly location allowance. Please contact **Wageline** on **1300 655 266** or see a full copy of the WA award at [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au) for details.

### Supervising allowance

An employee who in addition to their ordinary duties is required to supervise the work of other employees shall, in addition to the rate prescribed herein for their class of work performed, be paid the following **weekly** allowances -

#### **Draughtsperson-detail, assistant survey draughtsperson, planning assistant or technical assistant:**

i) supervising 3 or more employees	\$32.20
ii) supervising 10 or more employees	\$41.60

#### **Draughtsperson-senior detail, survey draughtsperson, planning technician or technician:**

i) supervising 3 or more employees	\$36.90
ii) supervising 10 or more employees	\$45.80

#### **Draughtsperson-designing, senior survey draughtsperson, production planner or technical officer:**

i) supervising 3 or more employees	\$41.60
ii) supervising 10 or more employees	\$50.30

#### **Tracer:**

i) supervising 3 or more employees	\$16.40
ii) supervising 10 or more employees	\$28.20

## Hours and overtime

The ordinary hours of work shall be an average of 38 per week to be worked on one of the prescribed bases in the WA award. Ordinary hours shall be worked between 6:00am and 6:00pm Monday to Friday. Such spread of hours may be altered by agreement between the employer and employee concerned, or the majority of employees in an establishment or section or sections concerned.

All time worked before the usual starting time or after the usual finishing time on any day Monday to Friday, inclusive, shall be paid for at the rate of time and one-half for the first two hours and double time after that.

### Weekend work

Work done on Saturdays prior to 12 noon shall be paid for at the rate of time and one-half for the first two hours and double time after that. Work done on Saturdays after 12 noon or on Sundays shall be paid for at the rate of double time.

### Public holidays

Full-time employees are entitled to public holidays (or days substituted for public holidays) without deduction of pay. Part-time employees are entitled to public holidays (or days substituted for public holidays) without deduction of pay if they would ordinarily be required to work on that day.

If a public holiday falls on a Saturday or Sunday, the following Monday will be considered to be the public holiday. 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.

Work performed on a public holiday or substituted day, shall be paid for at the rate of double time and one half.

To view public holiday dates please visit [www.commerce.wa.gov.au](http://www.commerce.wa.gov.au).

### Meal breaks

A meal break of not less than 30 minutes nor more than one hour shall be allowed each day between the hours of 11:30am and 2:00pm Monday to Friday inclusive. An employee shall not be compelled to work for more than five hours without a break for a meal.

When a worker is required for duty during any meal time whereby their meal time is postponed for more than one hour, they shall be paid at overtime rates until they get their meal.

## Leave entitlements

The table below outlines the basic leave entitlements for employees covered by this WA award. For more information relating to leave entitlements, please contact **Wageline** on **1300 655 266** or access a full copy of the WA award at [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).

Type of leave	Entitlement
Annual leave	Full-time employees accrue 2.923 hours weekly; this amounts to four weeks per year (pro rata for part-time) which is allowed annually after a period of 12 months' continuous service. Leave accumulates year to year. In addition, a loading of 17.5% applies. For the annual leave information page visit <a href="http://www.commerce.wa.gov.au/labourrelations">www.commerce.wa.gov.au/labourrelations</a> .
Personal leave	Full-time employees accrue 1.461 hours weekly; this amounts to 10 days a year (pro rata for part-time). This can be used for sick leave or carer's leave and accumulates year to year. For the personal leave information page visit <a href="http://www.commerce.wa.gov.au/labourrelations">www.commerce.wa.gov.au/labourrelations</a> .
Bereavement leave	Two days per occasion for any employee (including casuals), applies

	on the death of a partner, parent, step-parent, grandparent, child, step-child, grandchild, sibling or any other member of the employee's household.
Parental leave	See the <a href="#">parental leave information</a> on the Commerce website or contact <b>Wageline</b> on <b>1300 655 266</b> for details.
Long service leave	8.667 weeks after 10 years' continuous employment for any employee (including casuals), and a further 4.333 weeks every subsequent five years, with pro-rata payments due on termination any time after seven years' continuous employment. For the long service leave information page please visit <a href="http://www.commerce.wa.gov.au/labourrelations">www.commerce.wa.gov.au/labourrelations</a> .

## Time and wages recordkeeping

Employers must keep time and wages records which demonstrate that employees have been paid all entitlements under the relevant WA award or legislation.

For information about time and wages record keeping, contact **Wageline** on **1300 655 266** or visit [Record Keeping Requirements](#) on the Commerce website.

## Termination

It is recommended that an employer contact **Wageline** on **1300 655 266** before any termination, to receive information about dismissal laws.

### Notice by an employer

Full-time and part-time employees, except in the case of misconduct justifying instant dismissal, may be terminated with the following period of notice (or payment in lieu):

Period of continuous service	Period of notice under the <i>Fair Work Act 2009</i> *
Not more than 1 year	1 week
More than 1 year but less than 3 years	2 weeks
More than 3 years but less than 5 years	3 weeks
More than 5 years	4 weeks

Employees over 45 years of age, with two or more years' continuous service at the time of termination shall receive an additional week's notice.

\* **For employers**, the notice provisions in the WA award must be read in conjunction with the *Fair Work Act 2009* which may require a greater notice period.

### Notice by an employee

A full-time or part-time employee may terminate their employment by providing one week's notice. Employees who do not provide the required notice may be liable to forfeit certain entitlements. Please contact **Wageline** on **1300 655 266** for more information.

### Termination of a casual employee

A casual employee may be terminated by at least one hour's notice (on either side).

### Redundancy

Please contact **Wageline** on **1300 655 266** for information relating to redundancy.

## Other entitlements

The WA Award also includes:

- Shift work
- Fares and travelling
- Car allowance
- Distant work



- Special rates and provisions – applicable to specific working conditions, type of work of performed and the possession of certificates
- Settlement of disputes
- Right of entry

To access a full copy of the WA award please visit [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).

**This WA award summary has only included the most common employee entitlements.**

**To minimise the risk of non-compliance with State employment laws, please contact Wageline on 1300 655 266 to clarify your understanding of this WA award summary.**

**Wageline offers advice and publications to assist employees and employers better understand their rights and obligations in the workplace.**

**To keep informed and receive practical information on employment issues, please subscribe to Wageline's email newsletters at [www.commerce.wa.gov.au/labourrelations](http://www.commerce.wa.gov.au/labourrelations).**

***Disclaimer:** The Department of Commerce has prepared this state 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