



WA award summary

# Metal Trades (General) Award

1 July 2021

## About this award summary

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This WA award summary is a summary of the state Metal Trades (General) Award and does not include all obligations required by the award. It is important that you also refer to the full Metal Trades (General) Award that is available on the WA 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. You may need to refer to the *Minimum Conditions of Employment Act 1993*, the *Long Service Leave Act 1958*, and the *Industrial Relations Act 1979* for full details.

This document is formatted for viewing on the Wageline website and contains web links to other relevant information. If you are using a printed copy in which links are not visible, all additional information can be found at [www.dmirs.wa.gov.au/wageline](http://www.dmirs.wa.gov.au/wageline) or by contacting Wageline on 1300 655 266.

## How can we help?

-  Pay rates
-  Leave entitlements
-  Long service leave
-  Employment arrangements
-  Record keeping obligations



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

|  |  |
|--|--|
| <p><b>Step 1</b><br/>Is the business in the state system?</p>                                      | <p>This WA award summary applies to businesses in the <b>state industrial relations system</b>. It covers businesses which operate as:</p> <ul style="list-style-type: none"> <li>✓ <b>sole traders</b> (e.g. Jane Smith trading as Jane’s Boat Repairers )</li> <li>✓ <b>unincorporated partnerships</b> (e.g. Jane and Bob Smith trading as Jane’s Boat Repairers)</li> <li>✓ <b>unincorporated trust arrangements</b> (e.g. Jane and Bob Smith as trustees for Jane’s Boat Repairers)</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> cover 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 Boat Repairs)</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><br/>Is the business covered by the Metal Trades (General) Award Part 1?</p>       | <p>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. A complete list of types of businesses covered is in Clause 19 of the Metal Trades (General) Award available on the WA Industrial Relations Commission website <a href="http://www.wairc.wa.gov.au">www.wairc.wa.gov.au</a></p> <p>Please note –</p> <ul style="list-style-type: none"> <li>✓ The Metal Trades (General) Award is divided into two parts – Part 1 (General) and Part 2 (Construction).</li> <li>✓ This WA award summary provides information on Part 1 (General) only.</li> <li>✓ 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 on the WA Industrial Relations Commission website <a href="http://www.wairc.wa.gov.au">www.wairc.wa.gov.au</a> for full details. Employees covered by Part 2 (Construction) may have additional entitlements not listed in this award summary.</li> </ul>   |
| <p><b>Step 3</b><br/>Is the employee’s job covered by the Metal Trades (General) Award Part 1?</p> | <p>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:</p> <ul style="list-style-type: none"> <li>✓ Tradespersons including auto electrical fitters, motor mechanics, and motor cycle mechanics, boilermakers, welders, machinists and locksmiths</li> <li>✓ Trades assistants</li> </ul>   |



Employers covered by this WA award are legally required to keep employment records. Employers can be fined up to \$5,000 for not keeping employment records, for keeping inadequate or fraudulent records, or for not providing records to Industrial Inspectors when required to do so. Page 9 details record keeping requirements.

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.

Industrial Inspectors at the Department of Mines, Industry Regulation and Safety have statutory powers to investigate employee complaints about underpayment of wages or leave entitlements under this WA award and state employment laws. The department can prosecute employers in the Industrial Magistrates Court for not paying the rates of pay, including overtime, penalty rates and allowances required by this WA award.

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



## Rates of pay

All rates of pay are gross rates (before tax). The table below provides the rates that apply from the first pay period on or after **1 July 2021**.

### Adult rates of pay

| Wage Group | Classification Title<br>(see classifications on page 14 & 15) | Weekly     | Hourly  | Casual<br>(includes<br>25% loading) | Tools*  |
|------------|---|------------|---------|-------------------------------------|---------|
| Level C14  | Engineering/Production Employee - Level I                     | \$779.00   | \$20.50 | \$25.63                             | N/A     |
| Level C13  | Engineering/Production Employee - Level II                    | \$797.90   | \$21.00 | \$26.25                             | N/A     |
| Level C12  | Engineering/Production Employee - Level III                   | \$823.30   | \$21.67 | \$27.08                             | N/A     |
| Level C11  | Engineering/Production Employee - Level IV                    | \$847.00   | \$22.29 | \$27.86                             | N/A     |
| Level C10  | Engineering Tradesperson - Level I                            | \$887.40   | \$23.35 | \$29.19                             | \$17.10 |
| Level C9   | Engineering Tradesperson - Level II                           | \$911.60   | \$23.99 | \$29.99                             | \$17.10 |
| Level C8   | Engineering Tradesperson Special Class - Level I              | \$935.60   | \$24.62 | \$30.78                             | \$17.10 |
| Level C7   | Engineering Tradesperson Special Class - Level II             | \$957.70   | \$25.20 | \$31.50                             | \$17.10 |
| Level C6   | Advanced Engineering Tradesperson - Level I                   | \$1,005.80 | \$26.47 | \$33.09                             | \$17.10 |
| Level C5   | Advanced Engineering Tradesperson - Level II                  | \$1,030.00 | \$27.11 | \$33.88                             | \$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.

### Apprentice rates of pay

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

| 4 Year Term | 3.5 Year Term | 3 Year Term | Age        | Weekly   | Hourly  | Tools   |
|-------------|---------------|-------------|------------|----------|---------|---------|
| 1st year    | 0-6 months    |             | Under 21   | \$372.70 | \$9.81  | \$7.18  |
|             |               |             | 21 or over | \$665.60 | \$17.52 | \$7.18  |
| 2nd year    | 7-18 months   | 1st Year    | Under 21   | \$488.10 | \$12.84 | \$9.41  |
|             |               |             | 21 or over | \$665.60 | \$17.52 | \$9.41  |
| 3rd year    | 19-30 months  | 2nd year    | All ages   | \$665.60 | \$17.52 | \$12.83 |
| 4th year    | 31-42 months  | 3rd year    | All ages   | \$780.90 | \$20.55 | \$15.05 |

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

## Junior rates of pay

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

| Age      | Weekly   | Hourly  | Casual<br>(includes 25% loading) |
|----------|----------|---------|----------------------------------|
| 20 years | \$742.00 | \$19.53 | \$24.41                          |
| 19 years | \$626.40 | \$16.48 | \$20.61                          |
| 18 years | \$545.30 | \$14.35 | \$17.94                          |
| 17 years | \$467.40 | \$12.30 | \$15.38                          |

- The Metal Trades (General) Award also sets wage rates for workers 15 and 16 years of age.
- 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.

## 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 Metal Trades Award covers adult and junior employees undertaking a registered traineeship. Traineeships can be undertaken on a full time, part time or school-based 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 trainees rates of pay

### 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

| School leaver             | Highest Year of Schooling |  |                 |  |          |  |
|---------------------------|---------------------------|--|-----------------|--|----------|--|
|                           | Year 10 and below         |  | Year 11         |  | Year 12  |  |
|                           | Weekly                    | Part time and school based trainees per hour | Weekly          | Part time and school based trainees per hour | Weekly   | Part time and school based trainees per hour |
|                           | \$231.00 (*50%)           | \$7.60                                       | \$287.00 (*33%) | \$9.44                                       |          |  |
|                           | \$269.00 (*33%)           | \$8.85                                       | \$320.00 (*25%) | \$10.53                                      | \$394.00 | \$12.96                                      |
| Plus 1 year out of school | \$320.00                  | \$10.53                                      | \$394.00        | \$12.96                                      | \$456.00 | \$15.00                                      |
| Plus 2 years              | \$394.00                  | \$12.96                                      | \$456.00        | \$15.00                                      | \$534.00 | \$17.57                                      |
| Plus 3 years              | \$456.00                  | \$15.00                                      | \$534.00        | \$17.57                                      | \$610.00 | \$20.07                                      |
| Plus 4 years              | \$534.00                  | \$17.57                                      | \$610.00        | \$20.07                                      |          |  |
| Plus 5 years              | \$610.00                  | \$20.07                                      |                 |  |          |  |

## Industry / Skill Level B

| Highest Year of Schooling |                   |  |                 |  |          |  |
|---------------------------|-------------------|--|-----------------|--|----------|--|
| School leaver             | Year 10 and below |  | Year 11         |  | Year 12  |  |
|                           | Weekly            | Part time and school based trainees per hour | Weekly          | Part time and school based trainees per hour | Weekly   | Part time and school based trainees per hour |
|                           | \$231.00 (*50%)   | \$7.60                                       | \$287.00 (*33%) | \$9.44                                       |          |  |
|                           | \$269.00 (*33%)   | \$8.85                                       | \$320.00 (*25%) | \$10.53                                      | \$385.00 | \$12.66                                      |
| Plus 1 year out of school | \$320.00          | \$10.53                                      | \$385.00        | \$12.66                                      | \$439.00 | \$14.44                                      |
| Plus 2 years              | \$385.00          | \$12.66                                      | \$439.00        | \$14.44                                      | \$517.00 | \$17.01                                      |
| Plus 3 years              | \$439.00          | \$14.44                                      | \$517.00        | \$17.01                                      | \$590.00 | \$19.41                                      |
| Plus 4 years              | \$517.00          | \$17.01                                      | \$590.00        | \$19.41                                      |          |  |
| Plus 5 years              | \$590.00          | \$19.41                                      |                 |  |          |  |

## Industry / Skill Level C

| Highest Year of Schooling |                   |  |                 |  |          |  |
|---------------------------|-------------------|--|-----------------|--|----------|--|
| School leaver             | Year 10 and below |  | Year 11         |  | Year 12  |  |
|                           | Weekly            | Part time and school based trainees per hour | Weekly          | Part time and school based trainees per hour | Weekly   | Part time and school based trainees per hour |
|                           | \$231.00 (*50%)   | \$7.60                                       | \$287.00 (*33%) | \$9.44                                       |          |  |
|                           | \$269.00 (*33%)   | \$8.85                                       | \$320.00 (*25%) | \$10.53                                      | \$382.00 | \$12.57                                      |
| Plus 1 year out of school | \$320.00          | \$10.53                                      | \$382.00        | \$12.57                                      | \$429.00 | \$14.11                                      |
| Plus 2 years              | \$382.00          | \$12.57                                      | \$429.00        | \$14.11                                      | \$482.00 | \$15.86                                      |
| Plus 3 years              | \$429.00          | \$14.11                                      | \$482.00        | \$15.86                                      | \$541.00 | \$17.80                                      |
| Plus 4 years              | \$482.00          | \$15.86                                      | \$541.00        | \$17.80                                      |          |  |
| Plus 5 years              | \$541.00          | \$17.80                                      |                 |  |          |  |

\*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%.



## Allowances

### 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.

### 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 **\$31.20 per week**
- More than 10 and not more than 20 other workers **\$47.70 per week**
- More than 20 other workers **\$61.70 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 Metal Trades (General) Award contains a range of other allowances which apply to specific working arrangements. Please view the award on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au) for details.



### 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.
- Visit the [Public Holidays in Western Australia](#) page to view the public holiday dates.



## 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; 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 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 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, 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 on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://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; 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 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 2 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 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, penalty rates and overtime – casual employees

### Ordinary hours of work

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

- up to 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 a 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 half an hour 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.



### 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.



### Deductions from pay

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

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





## Employment records

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- Employers are legally required to keep employment records which demonstrate that employees have been paid all entitlements under the Metal Trades (General) Award and relevant legislation.
- Employers must keep all employment records for at least seven years after they are made for both current and past employees. Records relating to long service leave must be kept for seven years from the date employment ends.
- Employers can be fined up to \$5,000 by the Industrial Magistrates Court for not keeping employment records or for keeping inadequate or fraudulent records. Employers often fail to keep sufficient detail in their employment records.
- Employers must keep records that detail:
  - Employee's name
  - Date of birth if under 21 years of age
  - Date employee commenced with the employer
  - Total number of hours worked each week
  - The gross and net amounts paid to the employee
  - All information required to calculate long service leave entitlements and payment
  - All pay deductions and reasons for them
  - Name of WA award that applies
  - Daily start and finish time and meal breaks taken
  - Employment status (full time, part time, casual)
  - Employee's classification under the award
  - All leave taken, whether paid, partly paid or unpaid
  - Any other information necessary to prove that the wages received by an employee comply with the requirements of the Metal Trades (General) Award, such as overtime hours worked and allowances paid. Contact [Wageline](#) or view the full Metal Trades (General) Award on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au) for details.
- Employment records can be written or electronic as long as they are in a form that can be printed. Time and wage books can be used to keep employment records, however, it is the employer's responsibility to ensure the time and wage book includes all of the required information.
- The records must be in English.
- Wageline's [Employment record obligations for WA award employers](#) publication helps state system employers keep correct employment records. The publication features helpful step by step guides to record keeping and Wageline's new look [record keeping templates](#).

## Payslips

- An employee may request an employer to provide payslips for each pay period which includes the number of hours worked and the amount of wages paid, the amount of deductions made and the net amount paid.
- Wageline's [Employment record obligations for WA award employers](#) publication includes a payslip template.



## Public holidays

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- 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.
- Visit the [Public Holidays in Western Australia](#) page to view the public holiday dates.



### 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 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).

### 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.

### Sick and carer's leave

- Sick and carer's leave entitles a full time or part time employee to paid time off work due to either illness or injury to themselves (sick leave), or because they have to care for a member of their family or household who requires care or support because they are sick, injured or affected by an unexpected emergency (carer's leave).
- Full time and part time employees are entitled to paid sick and carer's leave equal to the number of hours they would ordinarily work in a two week period, up to 76 hours per year. Sick and carer's leave is a cumulative entitlement, and any leave not taken in one year is carried over to the next year.
- Sick and carer's leave accrues on a weekly basis for full and part time employees. Wageline's [Sick leave calculation guide](#) can assist with calculating sick and carer's leave entitlements.
- In the first year of employment, a full time or part time employee can use any paid sick and carer's leave that they have accrued to date for caring purposes.
- In the second and subsequent years of employment, a full time employee can only use a maximum of 76 hours of their accrued sick leave entitlement for caring purposes, or a part time employee the relevant proportion of 76 hours based on their ordinary hours of work.
- An employee is entitled to up to two days of unpaid carer's leave per occasion if an employee does not have sufficient paid leave accrued or has exceeded the maximum amount of carer's leave that can be taken in any 12 month period.
- Casual employees are not entitled to paid sick leave or paid carer's leave. Casual employees can access up to two day's unpaid carer's leave per occasion.
- Sick and carer's leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.
- Visit Wageline's [Sick leave](#) page for definitions of 'member of the family or household' or for more information.
- Wageline's [Employment record obligations for WA award employers](#) publication includes a leave record template.

## Long service leave

- This WA award summary provides information based on the provisions of the *Long Service Leave Act 1958*. Employees who work on site in the construction industry may instead be covered by the *Construction Industry Portable Paid Long Service Leave Act 1985*. Visit [www.myleave.wa.gov.au](http://www.myleave.wa.gov.au) for more information.
- Long service leave is a paid leave entitlement for employees who have continuous employment with 'one and the same employer' for a specified period. Full time, part time and casual employees are entitled to long service leave under the *Long Service Leave Act 1958*.
- To be entitled to long service leave an employee's employment with their employer must be continuous. The amount of their long service leave is determined by the employee's period of continuous employment.
- There are a range of paid and unpaid absences or interruptions to an employee's employment that count towards the employee's period of employment for the purposes of accruing long service leave. Some other types of absences do not break an employee's continuous employment, but do not count towards an employee's period of employment for the purposes of accruing long service leave. See the [Long service leave – What is continuous employment](#) page for more information.
- 'The one and the same employer' also includes employers who previously owned a business, where there has been a transmission of business. This means an employer who buys or otherwise acquires a business or part of a business will take on the long service leave obligations for existing employees if there has been a transmission of business. This applies regardless of anything written in a sale of business contract.

| Taking long service leave  |   |
|--|---|
| <p>The long service leave entitlement for full time, part time and casual employees is:</p> <ul style="list-style-type: none"> <li>• after 10 years of continuous employment with the one and the same employer – <math>8^{2/3}</math> (8.667) weeks of leave on ordinary pay; and</li> <li>• for every 5 years of continuous employment with the one and the same employer after the initial 10 years – <math>4^{1/3}</math> (4.333) weeks of leave on ordinary pay.</li> </ul> |   |
| When employment ceases   |   |
| Employee with between 7 and 10 years of continuous employment  | <p>When an employee with at least 7 but less than 10 years of continuous employment resigns or is terminated, they are entitled to pro rata long service leave on the basis of <math>8^{2/3}</math> (8.667) weeks for 10 years of continuous employment. This entitlement:</p> <ul style="list-style-type: none"> <li>• is calculated on the employee's entire period of employment; that is, years, months, weeks and days;</li> <li>• applies to employees who resign, are made redundant, die or whose employer has terminated them for any reason other than serious misconduct; and</li> <li>• does not apply to an employee whose employer has terminated them for serious misconduct.</li> </ul>   |
| Employee with 10 or more years of continuous employment  | <p><b>Full entitlement – 10 years or more of continuous employment</b></p> <p>An employee who resigns or whose employment is terminated for any reason is entitled to:</p> <ul style="list-style-type: none"> <li>• <math>8^{2/3}</math> (8.667) weeks of leave if they have completed 10 years of continuous employment; and</li> <li>• an additional <math>4^{1/3}</math> (4.333) weeks of leave for each subsequent 5 years after the initial 10 years of continuous employment.</li> </ul> <p><b>Pro-rata entitlement – more than 10 years of continuous employment</b></p> <p>When an employee with more than 10 years but less than 15 years of continuous employment resigns or is terminated they are entitled to pro rata leave. This entitlement:</p> <ul style="list-style-type: none"> <li>• is calculated on the basis of <math>8^{2/3}</math> weeks for 10 years of continuous employment for each year of employment since they completed 10 years of continuous employment;</li> <li>• is calculated on completed years of employment only; that is, it does not include months, weeks or days; and</li> <li>• does not apply to an employee whose employer has terminated them for serious misconduct.</li> </ul> <p>This pro rata entitlement (calculated on the basis of <math>8^{2/3}</math> weeks for 10 years of continuous employment) will also apply to each year of employment since an employee completed 15, 20, 25, 30, 35 years etc. of employment.</p> |

- The [Long service leave](#) pages of the Wageline website contain extensive information on:
  - What counts as continuous employment, including details on the impact of various types of paid and unpaid absences or interruptions on continuous employment.
  - What happens when business ownership changes.
- The [WA long service leave calculator](#) can provide an estimate of an employee's long service leave entitlement when employment ends as a result of resignation, dismissal, death or redundancy. The WA long service leave calculator is available at [www.dmirs.wa.gov.au/lslcalculator](http://www.dmirs.wa.gov.au/lslcalculator).

## 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%. 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.
  - Visit Wageline's [Annual leave calculation guide](#) to work out annual leave entitlements.
- Wageline's [Employment record obligations for WA award employers](#) publication includes a leave record template.



## Resignation, termination and redundancy

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### 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.

### 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.

### 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.

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

| 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.

- 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.



## Classifications

| New Level  | Old Classification   | New Level  | Old Classification   |
|------------|--|------------|--|
|            | <b>General Engineering Section</b>   |            | <b>Welding Section</b>   |
| <b>C13</b> | Cycle assembler<br>Process employee  | <b>C13</b> | Welder – third & fourth class  |
|            |  | <b>C12</b> | Welder – second class  |
| <b>C12</b> | Assembler window frame making<br>Cycle mechanic<br>Heat treater – operative<br>Machinist – second & third class<br>Motor cycle assembler<br>Motor vehicle assembler<br>Weighing instrument mechanic – sectional licence<br>Sewing machine assembler & adjuster<br>Tractor & Agricultural implement assembler<br>Viewer | <b>C10</b> | Welder – first class   |
|            |  |            | <b>Foundry section</b>   |
|            |  | <b>C13</b> | Assistant furnace operator<br>Employee directly assisting tradesperson<br>Plate or machine moulder &/or core maker first year<br>Shot blast & sand blast dresser – protected<br>Tapper out   |
| <b>C10</b> | Brass finisher<br>Examiner<br>Fitter – refrigeration<br>Fitter – window frame<br>Fuel injector or fitter<br>Locksmith<br>Machinist – first class<br>Weighing instrument mechanic – full licence<br>Sewing machine mechanic (industrial)<br>Tradesperson  | <b>C12</b> | Annealing stove attendant<br>Core stove or oven attendant<br>Dresser &/or fettler and/or grinder<br>Furnace operator<br>Plate or machine moulder &/or core maker there after<br>Shot blast & sand blast dresser – not protected  |
|            |  | <b>C10</b> | Jobbing core maker moulder   |
|            |  |            | <b>Wrought Pipe Section</b>  |
|            |  | <b>C13</b> | Employee assisting furnace faucet maker<br>Employee or tar dip & sand rolling  |
| <b>C9</b>  | Heat treater<br>Inspector<br>Scientific instrument maker<br>Machinist – first class (tool room)<br>Patternmaker<br>Toolmaker   | <b>C12</b> | Faucet maker in charge of furnace<br>Machine operator in charge of machine<br>Pipe building & rounding   |
|            |  |            | <b>Smith Section</b>   |
|            |  | <b>C13</b> | Blacksmith's striker<br>Hammer driver  |
| <b>C13</b> | Battery attendants<br>Electrical fitter's assistant<br>Electrical installer's assistant<br>Motor attendant<br>Process employee   | <b>C11</b> | Forge furnace operator   |
|            |  | <b>C10</b> | Blacksmith or coppersmith  |
|            |  |            | <b>Iron Working &amp; General Section</b>  |
| <b>C12</b> | Switchboard attendant  | <b>C13</b> | Assistant furnace operator<br>Attendant at small rivet or bolt heating or similar type fires<br>Bender or iron & steel frames used for reinforcing concrete<br>Dresser &/or fettler &/or grinder<br>Friction saw operator<br>Lagger – first 18 months experience<br>Rigger & splicer or scaffolder other ships & buildings who is so protected |
| <b>C11</b> | Linesperson grade 2 – less than 3 years experience   |            |  |
| <b>C10</b> | Battery fitter<br>Electrical fitter & /or armature winder<br>Electrical installer<br>Linesperson grade 1 – not less than 3 years experience  |            |  |
| <b>C9</b>  | Electrician in charge of an electrical supply undertaking  | <b>C12</b> | Boiler (inside) cleaner and chipper<br>Cold saw operator   |



| New | Old Classification  | New | Old Classification  |
|-----|---|-----|---|
| C8  | Electrician special class<br>Electronics tradesperson   |     | Crane driver – overhead cabin controlled<br>Crane attendant and dogman<br>Dresser &/or fettler &/or grinder when using a portable machine<br>Furnace operator<br>Lagger – thereafter<br>Painter of iron work (other than coach Painter & ship painter) – using brush or spray<br>Rigger and splicer or scaffolder other than on ships or building not Protected from flying shot and sand<br>Tool material store person |
|     | <b>Electroplating Section</b>   |     |   |
| C13 | Wet process operative   |     |   |
| C12 | Electroplater – second class<br>Polisher  |     |   |
| C10 | Electroplater – first class   |     |   |
|     | <b>Boiler making &amp; Ship Construction Section</b>  |     |   |
| C13 | Driller using stationary machines   |     |   |
| C11 | Driller using portable machines   |     |   |
| C10 | Tradesman   |     |   |
| C9  | Boiler smith and/or angle iron smith<br>Plate setter and frame bender<br>Tradesperson – the greater part of whose time is occupied in marking off &/or template marking | C9  | Rigger & slicer or scaffolder on shops & building   |
|     | <b>Steel Construction Section (including nut, bolt and spike Making)</b>  |     | <b>Industrial Gases Section</b>   |
| C13 | Machinist – second class  | C12 | Acetylene plant or other gas plant<br>General process hand<br>Oxygen plant operator   |
| C12 | Machinist – first class   |     | <b>Industrial instrumentation Section</b>   |
| C10 | Tradesperson  | C9  | Instrument Tradesperson<br>Instrument Tradesperson - Complex systems<br>Instrumentation & Controls - tradesperson   |
| C9  | Tradesperson – the greater part of whose time is occupied in marking off &/or template marking  | C13 | <b>Tradesperson’s Assistant</b>   |
|     |   | C14 | <b>Labourer</b>   |

## 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.