



## Transport Workers' (General) 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 award summary outlines only the MOST COMMON ENTITLEMENTS within the Western Australian STATE SYSTEM of industrial relations under the *Transport Workers' (General) Award 1961*.

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

### Wages – apply as of the first pay period on or after 1 July 2013

CLASSIFICATIONS	AGE	WEEKLY	HOURLY	CASUAL 24% Loading
GRADE 1	Adult	\$680.90	\$17.92	\$22.22
	19 yrs	\$544.70	\$14.33	\$17.77
	< 19 yrs	\$476.60	\$12.54	\$15.55
GRADE 2	Adult	\$696.70	\$18.33	\$22.73
	19 yrs	\$557.40	\$14.67	\$18.19
	< 19 yrs	\$487.70	\$12.83	\$15.91
GRADE 3	Adult	\$704.70	\$18.54	\$22.99
	19 yrs	\$563.80	\$14.84	\$18.40
	< 19 yrs	\$493.30	\$12.98	\$16.10
GRADE 4	Adult	\$716.60	\$18.86	\$23.39
	19 yrs	\$573.30	\$15.09	\$18.71
	< 19 yrs	\$501.60	\$13.20	\$16.37
GRADE 5	Adult	\$724.40	\$19.06	\$23.63
	19 yrs	\$579.50	\$15.25	\$18.91
	< 19 yrs	\$507.10	\$13.34	\$16.54
GRADE 6	Adult	\$732.40	\$19.27	\$23.89
	19 yrs	\$585.90	\$15.42	\$19.12
	< 19 yrs	\$512.70	\$13.49	\$16.73

GRADE 7	Adult	\$742.40	\$19.54	\$24.23
	19 yrs	\$593.90	\$15.63	\$19.38
	< 19 yrs	\$519.70	\$13.68	\$16.96
GRADE 8	Adult	\$762.10	\$20.06	\$24.87
	19 yrs	\$609.70	\$16.04	\$19.89
	< 19 yrs	\$533.50	\$14.04	\$17.41
GRADE 9	Adult	\$774.00	\$20.37	\$25.26
	19 yrs	\$619.20	\$16.29	\$20.20
	< 19 yrs	\$541.80	\$14.26	\$17.68
GRADE 10	Adult	\$793.70	\$20.89	\$25.90
	19 yrs	\$635.00	\$16.71	\$20.72
	< 19 yrs	\$555.60	\$14.62	\$18.13

## 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 view the Employment of Children Laws factsheet at [www.commerce.wa.gov.au/labourrelations](http://www.commerce.wa.gov.au/labourrelations) for more information.

## Allowances

### Meal allowance

An employee required to work overtime for two hours or more shall be supplied with a reasonable meal by the employer or paid **\$7.64** for a meal. If the amount of overtime worked necessitates a second or subsequent meal, the employer shall provide such meals or pay **\$5.23** for each second or subsequent meal.

### Location allowance

In addition to the rates prescribed in the wages clause of this award, an employee shall be paid a weekly allowance when employed in the towns prescribed by this clause. Please contact **Wageline** on **1300 655 266** or see a full copy of the award on [www.waipc.wa.gov.au](http://www.waipc.wa.gov.au).

## Hours and overtime

### Ordinary hours

The ordinary hours of work shall be an average of 38 hours per week, to be worked on one of the prescribed bases in the award. Ordinary hours can be worked on any or all days Monday to Friday inclusive, between the hours of 6:00am and 6:30pm. Ordinary hours shall not exceed 10 hours on any day. Provided that any arrangement of ordinary working hours, where such ordinary hours are to exceed eight hours on any day, shall be subject to the agreement between the employer and the majority of employees in the plant or section or sections concerned.

Ordinary hours may be different for employees engaged in the transportation of particular goods, such as livestock or dairy produce, or for employees engaged in driving over distances of 320km in

a complete journey. Please contact **Wageline** on **1300 655 266** or see a full copy of the award at [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au) for details.

### **Overtime**

All hours outside the ordinary hours of work prescribed in the award shall be paid for at the rate of time and one half for the first two hours and double time thereafter. Provided that all overtime worked on Sunday and Saturday after 12 noon shall be paid for at the rate of double time.

In addition to normal overtime rates a casual employee while working overtime or outside of ordinary hours, shall be paid on an hourly basis one thirty-eighth of the appropriate weekly wage rate prescribed by the Award, plus 10% of ordinary time earnings for the work performed.

### **Weekend work**

All ordinary time worked on Saturdays shall be paid for at the rate of time and one half, and all ordinary time worked on Sundays shall be paid for at the rate of double time.

All overtime worked on Sunday and on Saturday after 12 noon shall be paid for at the rate of double time.

### **Meal breaks**

Every employee shall be allowed each day a meal break of not less than 30 minutes nor more than one hour, to commence at any time between the end of the third and end of the fifth hour of the day's employment. An employee whose meal break is postponed for more than half an hour shall be paid at overtime rates until released for a meal.

### **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 award.

Hours worked on a public holiday or substituted holiday must be paid at the rate of double time and a half and employees must receive a minimum of four hours pay.

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

## **Leave entitlements**

The table below outlines the basic leave entitlements for employees covered by this award. For more information relating to leave entitlements, please contact **Wageline** on **1300 655 266** or access a full copy 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 a year (pro rata for part-time) and accumulates year to year. In addition, a loading of 17.5% applies. For the annual leave calculation sheet 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 calculation sheet 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	Please contact <b>Wageline</b> on <b>1300 655 266</b> for details, or see the parental leave factsheet at <a href="http://www.commerce.wa.gov.au/labourrelations">www.commerce.wa.gov.au/labourrelations</a> .
Long service leave	In accordance with the <i>Long Service Leave Act 1958</i> , 8.667 weeks after 10 years' continuous employment for any employee (including casuals), and a further 4.333 weeks every subsequent 5 years, with pro-rata payments due on termination any time after 7 years' continuous employment. For the long service leave calculation sheet 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 award or legislation.

For more information about time and wages recordkeeping please contact **Wageline** on **1300 655 266** or see the Time and wages recordkeeping factsheet at [www.commerce.wa.gov.au](http://www.commerce.wa.gov.au).

## Termination

### Termination by employer

Full-time and part-time employees, except in cases of serious misconduct, may be terminated by the employer giving the employee the following notice (or payment in lieu):

Period of continuous service	Period of notice
1 year or less	1 week
1 year and up to the completion of 3 years	2 weeks
3 years and up to the completion of 5 years	3 weeks
5 years and over	4 weeks

In addition to the above notice employees over 45 years of age at the date of termination with not less than two years continuous service, shall be entitled to an additional week's notice.

**For employers**, the notice requirements of the award must be read in conjunction with the *Fair Work Act 2009*, as a greater period of notice may be required.

### Termination by employee

The period of notice to be given by an employee shall be the same as that required of an employer, except that there is no additional notice based on the age of the employee.

### Redundancy

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

## Other entitlements

### The Award also includes:

- Shift work
- Living away from home
- Special rates and provisions – applicable to specific working conditions, type of work of performed and the possession of certificates
- Special tools and protective clothing
- Settlement of disputes
- Right of entry

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

**This Award summary has only included the MOST COMMON EMPLOYEE ENTITLEMENTS.**

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

## GRADE CLASSIFICATIONS

### GRADE 1

Motor Driver's Assistant  
Washers (except can and night washers)  
Driver of mechanical horse with or without trailer  
Loaders  
Yardsperson

### GRADE 2

Driver, rigid vehicle to 4.5 tonnes GVM (Gross Vehicle Mass)  
Employee riding a motorcycle in the course of employment  
Night Washer  
Driver of tow motor

### GRADE 3

Driver, rigid vehicle from 4.5 to 13.9 tonnes GVM or GCM (Gross Combination Mass)  
Driver, fork lift up to and including 5 tonnes lifting capacity  
Driver, tractor without power operated attachments

### GRADE 4

Driver, rigid vehicle over 13.9 tonnes GVM or GCM and up to 13 tonnes capacity  
Straddle carrier driver  
Driver of dump truck (unlicensed)  
Driver of fork lift over 5 and up to 10 tonnes lifting capacity

### GRADE 5

Driver, articulated vehicle to 22.4 tonnes GCM  
Driver, rigid vehicle and heavy trailer to 22.4 tonnes GCM  
Driver, rigid vehicle 4 or more axles over 13.9 tonnes GVM or GCM  
Driver of fork lift over 10 and up to 34 tonnes lifting capacity

### GRADE 6

Driver low loader to 43 tonnes GCM  
Driver articulated vehicle over 22.4 tonnes GCM and up to 39 tonnes capacity  
Driver mobile crane up to 25 tonnes lifting capacity  
Driver rigid vehicle and heavy trailer over 22.4 tonnes GCM  
Driver of fork lift over 34 tonnes lifting capacity

### GRADE 7

Driver, articulated vehicle over 22.4 tonnes GCM over 39 and up to 60 tonnes capacity  
Driver, multiple articulated vehicle up to 53.4 tonnes GCM  
Driver, low loader over 43 tonnes GCM  
(for each additional complete tonne over 43 an extra 79 cents as part of the weekly wage rate for all purposes shall be payable)

**GRADE 8**

Driver mobile crane over 25 and up to 50 tonnes lifting capacity

Driver multiple articulated vehicle over 53.4 tonnes up to 94 tonnes GCM up to 65 tonnes capacity

**GRADE 9**

Driver multiple articulated vehicle over 94 tonnes GCM up to 75 tonnes capacity

Driver of mobile crane over 50 tonnes lifting capacity

**GRADE 10**

Driver multiple articulated vehicle over 94 tonnes GCM over 75 and up to 95 tonnes capacity

(for each additional complete tonne over 95 an extra 79 cents as part of the weekly wage rate for all purposes shall be payable)