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IMPORTANT INFORMATION

In March 2006 the Federal Government introduced major changes to industrial relations in Australia, through the Workplace Relations Amendment (Work Choices) Act 2005. Many employers and employees who have previously been covered by State awards, agreements and/or the Western Australian minimum conditions legislation are now be covered by the federal industrial relations system.

Any employers who are uncertain whether their business is affected by the federal changes, should contact their employer association, Wageline on 1300 655 266 or the Fair Work Infoline on 13 13 94.

The Department of Commerce has prepared the following State award summary in an endeavour to provide advice and assistance regarding pay rates and certain major award provisions. It is provided as a general guide and is not designed to be comprehensive nor to render legal advice. For detail regarding the content of each Award clause, please obtain a full copy of the award. State awards are available at the WAIRC website at www.wairc.wa.gov.au. Information on State award coverage and specific clauses can be obtained by telephoning Wageline on 1300 655 266. Every attempt has been made to ensure the contents of this summary are accurate. However, neither the Department of Commerce nor its officers accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.

Award Name: The Draughtsmen, Tracers', Planners' and Technical Officers' Award

38 hr week

Effective from: (1) Effective on and from the commencement of the first pay period on or after 1 October 2009 (Order No. 1/2009) – State Wage Case Decision
(2) Effective from the beginning of the first pay period to commence on or after 1 July 2009 (Order No.24/2009) - Increase to Location Allowances.

The rates of pay under this award in some cases fall below those prescribed by the Minimum Award Wage General Order or the Minimum Conditions of Employment Act 1993 (MCE). Where this is the case the legally required rate of pay payable is listed next to the current award rate.

All rates on this summary are gross (before tax)					
ADULT TRACERS	WEEKLY	HOURLY	CASUAL 20% loading		
First year of experience	\$576.00	\$15.16	\$18.19		
Thereafter	\$588.10	\$15.48	\$18.57		
TRAINEE DRAUGHTSPERSON	20 years	19 years	18 years	17 years MIN WAGE	16 years and under
% of First Year Experience	88%	75%	62%	(See above)	52%
Weekly	\$564.96	\$481.50	\$398.04	\$341.90	\$333.84
Hourly	\$14.87	\$12.67	\$10.47	\$9.00	\$8.79
Casual	\$17.84	\$15.21	\$12.57	\$10.80	\$10.54

Draughtsperson-Detail Asst. / Survey Draughtsperson / Planning Asst. / Technical Asst. / Asst. Estimator

The rates below include a supplementary payment on top of the base rate as per the award

	WEEKLY	HOURLY	CASUAL
First year of experience	\$642.00	\$16.89	\$20.27
Second year of experience	\$650.00	\$17.11	\$20.53
Third year of experience	\$664.70	\$17.49	\$20.99
Fourth year of experience	\$677.50	\$17.83	\$21.39
Thereafter	\$689.70	\$18.15	\$21.78

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.

Draughtsperson-Senior Detail / Survey Draughtsperson / Planning Technician / Technician Estimator			
	WEEKLY	HOURLY	CASUAL
First year of experience	\$698.80	\$18.39	\$22.07
Second year of experience	\$713.10	\$18.77	\$22.52
Thereafter	\$729.70	\$19.20	\$23.04
Draughtsperson-Designing Sen. / Survey Draughtsperson / Production Planner / Technical Officer / Sen. Estimator			
	WEEKLY	HOURLY	CASUAL
First year of experience	\$742.20	\$19.53	\$23.44
Second year of experience	\$760.90	\$20.02	\$24.03
Thereafter	\$787.20	\$20.72	\$24.86
An employee who in addition to their ordinary duties, is required to supervise the work of three or more employees shall receive the following weekly allowances:			
(a) Draughtsperson Detail / Ass. Survey Draughtsperson / Planning Ass. / Technical Ass.			\$32.20
(b) Draughtsperson / Senior Detail / Survey Draughtsperson / Planning Technician / Technician			\$36.90
(c) Draughtsperson / Designing / Sen. Survey Draughtsperson / Production Planner / Technical Officer			\$41.60
(d) Tracer			\$16.40
Unless such an employee is required to supervise the work of ten or more other employees when the allowance shall be:			
	for an employee classified in paragraph (a) above		\$41.60
	for an employee classified in paragraph (b) above		\$45.80
	for an employee classified in paragraph (c) above		\$50.30
	for an employee classified in paragraph (d) above		\$28.20

Draughtsmen, Tracers', Planners' & Technical Officers' Award

Classifications: There are three categories of workers in this award; Full-time, Part-time and Casual. An employee's category depends entirely upon what basis he or she is employed. It is the employer's responsibility to decide on what basis an employee is to be engaged and to ensure that the employee is aware of the nature of his/her employment.

Full Time Workers: The ordinary hours of work for a full-time worker shall not exceed 38 in any one week, to be worked between 6.00am and 6.00pm Monday to Friday. Any hours worked outside the ordinary hours shall be deemed to be overtime.

Part Time Workers: Are engaged on a weekly basis and regularly work less than 38 hours per week. Part-time workers are paid an hourly rate equal to 1/38 of the weekly wage and are entitled to paid annual leave, sick leave and paid public holidays in proportion to the number of ordinary hours worked each week.

Casual Workers: A casual employee shall mean an employee who is employed for sixteen consecutive weeks or less. Such employee shall be paid by the hour and receive a loading of 20% on the ordinary hourly rate for a full-time employee however they do not have an entitlement to sick leave, annual leave and paid public holidays.

Overtime: 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 thereafter. 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 thereafter. Work done on Saturdays after 12 noon or on Sundays shall be paid for at the rate of double time. Work performed on public holidays shall be paid for at the rate of double time and one half.

Meal Break: A meal break of not less than thirty minutes nor more than one hour shall be allowed each day between the hours of 11.30am and 2.00 pm Monday to Friday inclusive.

Annual Leave: Full time and part time employees are entitled to 4 weeks paid annual leave (plus a loading of 17.5%) per 12 month period. Annual leave accrues weekly at the rate of 2.923 hours per completed week of service for a full time employee, and on a proportionate basis for a part time employee. Full time and part time employees who leave their employment, or are terminated, may be entitled to be paid their unused annual leave. This includes annual leave accrued in an incomplete year of service.

Sick Leave: Full-time workers are entitled to paid sick leave if they are unable to attend or remain at work because of personal ill health or injury (other than illness or injury compensated under the *Workers Compensation and Injury Management Act 1981*) and if they have sufficient sick leave credits. Sick Leave credits accrue on weekly basis of 1.461 hours for every week of completed service. This accrues proportionately for part time employees based on the average number of hours worked each week.

Carer's Leave: The *Minimum Conditions of Employment Act 1993* permits an employee to take paid carer's leave in certain circumstances. Such leave is to be deducted from an employee's personal leave (commonly known as sick leave); it is not a separate leave entitlement. There is also an entitlement to unpaid carer's leave in certain circumstances.

Parental Leave: Parental leave entitlements will be governed by the *Minimum Conditions of Employment Act 1993*.

Contract of Service: Except in the case of a casual employee the contract of service may be terminated by either party by the giving of one week's notice on either side or the payment by the employer or the forfeiture by the worker (as the case may be) of one week's wages. One hour's notice is required on either side to terminate the services of a casual employee.

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

Termination, Change and Redundancy: This award is subject to the Termination, Change and Redundancy Order of the Western Australian Industrial Relations Commission. This General Order prescribes for many employees an entitlement to severance payments of up to 16 weeks of pay. This entitlement does not apply if the employer has fewer than 15 employees.

Other mandatory requirements on termination or introduction of change in the workplace include:

- * written notice of and discussions with employees about significant change in which job restructuring, changing of hours or location or operational changes in the business may occur;
- * time off of up to one day's paid leave during each week of the notice period to search for other employment; and
- * if requested by the employee, a statement specifying the period of employment and classification or type of work performed.

Time and Wage Records: Each employer bound by this award shall maintain a record at each establishment, containing information relating to each worker. A Times and Wages publication is available on the Department of Commerce website explaining the way time and wage records are maintained and the rules relating to inspection of these records. For further advice please contact Wageline on 1300 655 266.

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 for regional Western Australia. See full copy of the award for details at www.wairc.wa.gov.au.

Long Service Leave: An employee's entitlement to long service leave under this award will be as prescribed by the *Long Service Leave Act 1958*. Under this Act, an employee is entitled to 8.667 weeks long service leave after 10 continuous years of service. An employee who has completed at least seven continuous years of service may be entitled to pro rata long service leave on termination. **For further information, or to obtain a copy of a publication regarding long service leave, please contact Wageline on 1300 655 266.**

Superannuation: The federal Government's *Superannuation Guarantee Charge Act 1992* requires that all employers (including companies) shall make superannuation contributions, at least quarterly, to an approved fund for most employees with gross earnings of more than \$450 per month. The current rate of contribution is 9% of your earnings base. Further information is available from the Superannuation Helpline on 13 10 20. For further information regarding choice of fund provisions, telephone Wageline on 1300 655 266.

For further information on any of the clauses in this award, please contact Wageline on 1300 655 266.