



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

WA award summary

Transport Workers (General) Award

1 July 2020 – 31 December 2020

About this award summary

This WA award summary is a summary of the state Transport Workers (General) Award and does not include all obligations required by the award. It is important that you also refer to the full Transport Workers (General) Award that is available on the WA Industrial Relations Commission website 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 www.dmirs.wa.gov.au/wageline or by contacting Wageline on 1300 655 266.

This WA award summary includes information on the provisions of the COVID-19 General Order issued by the Western Australian Industrial Relations Commission (WAIRC) on 14 April 2020 which applies until 31 March 2021 unless extended, and information on the provisions of the COVID-19 JobKeeper General Order issued by the WAIRC on 15 May 2020 which applies until 28 March 2021 unless extended.

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>Step 1 - is the business in the state system?</p>	<p>This WA award summary applies to businesses in the state industrial relations system. It covers businesses which operate as:</p> <ul style="list-style-type: none"> ✓ sole traders (e.g. Jane Smith trading as Jane’s Removalists) ✓ unincorporated partnerships (e.g. Jane and Bob Smith trading as Jane’s Removalists) ✓ unincorporated trust arrangements (e.g. Jane and Bob Smith as trustees for Jane’s Removalists) ✓ incorporated associations and other non-profit bodies that are not trading or financial corporations <p>This summary does not cover businesses and organisations in the national industrial relations system which operate as:</p> <ul style="list-style-type: none"> ✗ Pty Ltd businesses that are trading or financial corporations (e.g. Smith Pty Ltd trading as Jane’s Removalists) ✗ incorporated partnerships or incorporated trusts ✗ incorporated associations and other non-profit bodies that are trading or financial corporations. <p>For more information visit the Guide to who is in the WA state system page. If the business or organisation is in the national system visit the Fair Work Ombudsman website www.fairwork.gov.au</p>
<p>Step 2 - is the business covered by the Transport Workers (General) Award?</p>	<p>The Transport Workers (General) Award applies to businesses in the state industrial relations system which can include:</p> <ul style="list-style-type: none"> ✓ Furniture removalists and newspaper delivery ✓ Florists and/or nurseries, laundries and/or dry cleaners ✓ Cartage contractors, milk vendors and dairies <p>The award also applies to relevant employees in a range of other industries – See Clause 12.1 of the Transport Workers (General) Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au for a complete list of industries. This award does not apply to bread carters or employees delivering goods or materials solely beyond the West Australian state border.</p>
<p>Step 3 - is the employee’s job covered by the Transport Workers (General) Award?</p>	<p>The Transport Workers (General) Award sets pay rates, working hours and other employment arrangements for full time, part time and casual employees working as:</p> <ul style="list-style-type: none"> ✓ Drivers and Motor Driver’s Assistants ✓ Washers, Loaders and Yards people ✓ Mobile Crane and Fork Lift Drivers



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 7 details record keeping requirements.

The Transport Workers (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). Current rates applied from the first pay period on or after **1 July 2020**. The 2020 State Wage Order increased pay rates effective from the first pay period on or after 1 January 2021.

Rates of pay – applicable from the first pay period on or after 1 July 2020 until end of last pay period commenced in December 2020 (new rates applied from first pay period on or after 1 January 2021).

Classifications (Descriptions on page 13)	Age	Weekly	Hourly	Casual (includes 24% loading)
Grade 1	Adult - 20 years and over	\$783.60	\$20.62	\$25.57
	19 years old	\$626.90	\$16.50	\$20.46
	Less than 19 years old	\$548.50	\$14.43	\$17.90
Grade 2	Adult - 20 years and over	\$800.20	\$21.06	\$26.11
	19 years old	\$640.20	\$16.85	\$20.89
	Less than 19 years old	\$560.10	\$14.74	\$18.28
Grade 3	Adult - 20 years and over	\$808.50	\$21.28	\$26.38
	19 years old	\$646.80	\$17.02	\$21.11
	Less than 19 years old	\$566.00	\$14.89	\$18.47
Grade 4	Adult - 20 years and over	\$821.10	\$21.61	\$26.79
	19 years old	\$656.90	\$17.29	\$21.44
	Less than 19 years old	\$574.80	\$15.13	\$18.76
Grade 5	Adult - 20 years and over	\$829.20	\$21.82	\$27.06
	19 years old	\$663.40	\$17.46	\$21.65
	Less than 19 years old	\$580.40	\$15.27	\$18.94
Grade 6	Adult - 20 years and over	\$837.60	\$22.04	\$27.33
	19 years old	\$670.10	\$17.63	\$21.87
	Less than 19 years old	\$586.30	\$15.43	\$19.13
Grade 7	Adult - 20 years and over	\$848.10	\$22.32	\$27.67
	19 years old	\$678.50	\$17.86	\$22.14
	Less than 19 years old	\$593.70	\$15.62	\$19.37
Grade 8	Adult - 20 years and over	\$871.50	\$22.93	\$28.44
	19 years old	\$697.20	\$18.35	\$22.75
	Less than 19 years old	\$610.10	\$16.06	\$19.91
Grade 9	Adult - 20 years and over	\$884.30	\$23.27	\$28.86
	19 years old	\$707.40	\$18.62	\$23.08
	Less than 19 years old	\$619.00	\$16.29	\$20.20
Grade 10	Adult - 20 years and over	\$905.40	\$23.83	\$29.54
	19 years old	\$724.30	\$19.06	\$23.64
	Less than 19 years old	\$633.80	\$16.68	\$20.68



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Employment of children

- Under the *Children and Community Services Act 2004*, it is illegal to employ children under the age of 15 in this industry, except if the child is working as part of a school program or in a family business.
- School aged children must not be employed during school hours unless participating in a school program.
- Visit the [When children can work in Western Australia](#) page for more information.



Ordinary working hours, penalty rates and overtime – full time employees

- The ordinary hours for full time employees is as follows.
 - An average of 38 hours per week to be worked in one of the following arrangements:
 - 38 hours within a work cycle not exceeding seven consecutive days;
 - 76 hours within a work cycle not exceeding fourteen consecutive days;
 - 114 hours within a work cycle not exceeding twenty-one consecutive days; or
 - 152 hours within a work cycle not exceeding twenty-eight consecutive days.
 - Ordinary hours may be worked on any or all days of the week, Monday to Friday inclusive, between the hours of 6:00am and 6:30pm
 - Ordinary hours may not exceed 10 hours on any day.
- Any arrangement of ordinary working hours that exceeds eight hours on any day must be subject to the agreement between the employer and the majority of employees in the plant or section or sections concerned.
- All ordinary time worked on Saturdays must be paid for at the rate of time and one half, and all ordinary time worked on Sundays must be paid for at the rate of double time. **Note: only those employees working in the industries listed below (under the heading “Variation for particular industries”) may be rostered to work ordinary hours on Saturdays and Sundays.**
- Employees employed on any shift Monday to Friday where the ordinary hours of duty include hours between 7.00pm and 7.00am must be paid an extra 15 per cent for each shift.

Variations for particular industries:

- The ordinary hours of work for employees working in connection with the transportation of livestock; newspaper delivery; milk, cream, ice cream or dairy produce industries; pastry cooks' products; and ice-carting must not exceed 38 hours per week, or an average of 38 hours per week (in one of the hours arrangements listed above), to be worked in continuous shifts (except for meal breaks) on not more than six days of the week.
- The ordinary hours of work for employees engaged in driving over distances in excess of 320 kilometres in a complete journey (but only in respect of that journey), must not exceed 38 hours per week, or an average of 38 hours per week (in one of the hours arrangements listed above), to be worked in continuous shifts (except for meal breaks) on not more than six days of the week.

Overtime

- All work performed outside of ordinary hours must be paid for at the rate of time and one half for the first two hours and double time thereafter.
- All overtime worked on Sunday and Saturday after 12 noon must be paid for at the rate of double time.
- 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.

Shift work

Specific rostering arrangements and allowances apply for employees working on a continuous shift basis. See clause 5.1 of the Transport Workers (General) Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au for details.



Ordinary working hours, penalty rates and overtime - part time employees

- A part time employee is an employee required to work less than 38 ordinary 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.
- Before commencing part time employment, the employee and employer must agree upon the usual hours to be worked by the employee, the regular days upon which they will be worked and the expected commencing and finishing times.
- A part time employee must receive a minimum payment of four hours each day worked.
- A part time employee is entitled to be paid for the hours agreed upon, and additional hours to those may be worked by agreement. Part time employees may be offered additional work up to 38 hours per week at ordinary pay.
- All ordinary time worked on Saturdays must be paid for at the rate of time and one half, and all ordinary time worked on Sundays must be paid for at the rate of double time. **Note: Under the award only employees working in particular industries are able to work ordinary hours on Saturdays and Sundays (refer to the information above regarding full time employees).**
- Employees employed on any shift Monday to Friday where the ordinary hours of duty include hours between 7.00pm. and 7.00am must be paid an extra 15 per cent for each shift.
- Overtime rates are to be paid after completing the number of ordinary hours for a full time employee on any one day or after 38 hours in any one week or outside the spread of ordinary hours as detailed above for full time employees.



Ordinary working hours, penalty rates and overtime - casual employees

- A casual employee is an employee who is employed on the basis that:
 - the employment is casual; and
 - there is no entitlement to paid leave, except bereavement leave.
- Casual employees must be informed of those conditions of employment before they are employed.
- While working ordinary hours a casual employee must be paid a casual loading of 24%. A minimum payment of four hours pay is to be paid.
- When casual employees are working overtime, or outside of ordinary hours, a separate formula is applied to calculate overtime payments. To calculate the rate of overtime, a 10% loading is added to the hourly rate of pay for a non-casual employee. The resulting amount then forms the casual employee's ordinary rate of pay to be used for overtime calculations (note: the 10% loading replaces the 24% casual loading for overtime purposes). For example, if overtime is being paid at time and one half, the calculation would be:

$$\text{Casual overtime payment} = (\text{hourly rate of pay for non-casual employee} + 10\%) \times 1.5$$

COVID-19 JobKeeper General Order

The COVID-19 JobKeeper General Order issued by the Western Australian Industrial Relations Commission on 15 May 2020 has introduced temporary provisions for employers and employees who are participating in the Commonwealth JobKeeper scheme.

The state system JobKeeper provisions allow employers to give certain directions to employees and make certain requests of them, including provisions that allow employers to:

- issue a 'JobKeeper enabling direction' to temporarily alter or reduce an employee's working hours (which may be reduced to nil), change an employee's duties and change their location of work; and
- request that an employee change their days/times of work.

There are a range of specific rules and requirements about the state system JobKeeper provisions. The [State system COVID-19 JobKeeper provisions](#) page of the Wageline website has detailed information.

These new provisions apply from 15 May 2020 until 28 March 2021, unless extended.



Allowances

Allowance	When allowance is paid	Rate
Meal Money	An employee who is required to work overtime for two hours or more must be supplied with a reasonable meal by the employer or paid \$7.64 for a first meal and \$5.23 per meal if the amount of overtime worked necessitates a second or subsequent meal.	Meal money of \$7.64 per occasion and \$5.23 for each second or subsequent meal.
Furniture carting	An employee who is a recognised furniture carter working in removing and/or delivering furniture.	\$12.58 per week.
Location Allowance	If working in certain regional towns in Western Australia (paid on a proportionate basis to casual/part time employees and apprentices).	Visit the Location Allowance page for the amount payable for each town or Clause 5.13 of the Award
Leading Hand Allowance	A leading hand placed in charge of: <ul style="list-style-type: none"> not less than 3 and not more than 10 other employees more than 10 and not more than 20 other employees more than 20 other employees. 	\$23.96 per week \$35.73 per week \$45.38 per week
Distant work	An employee engaged on work from which they are unable to return to their home at night must be supplied with reasonable food and accommodation or must be paid for such personal expenses as they reasonably incur. An employee engaged on work which requires them to sleep in or about their truck while travelling from one point to another or in the absence of suitable accommodation is obliged to live in a tent or hut must be paid an allowance of \$14.31 per night.	\$14.31 per night if required to sleep in or about a truck or obliged to live in a tent or hut.
Cash handling	Drivers who handle cash or cheques during any week or portion of a week as part of their duties and account for it must be paid an allowance as follows: <ul style="list-style-type: none"> For any amount handled up to \$20 Over \$20 but not exceeding \$200 Over \$200 but not exceeding \$600 Over \$600 but not exceeding \$1000 Over \$1000 but not exceeding \$1200 Over \$1200 but not exceeding \$1600 Over \$1600 but not exceeding \$2000 Over \$2000 	\$0.98 per week \$1.89 per week \$3.39 per week \$4.74 per week \$6.83 per week \$9.77 per week \$11.44 per week \$13.04 per week
Industry allowance	Employees employed in rock quarries and sand pits to compensate for dust and climatic conditions.	\$19.95 per week

Other allowances

The Transport Workers (General) Award requires payment of a range of additional extra rates and allowance which apply in certain circumstances and/or when carting certain goods. Please view the Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au for details.



Meal breaks

- Every employee must be allowed each day a meal break of not less than 30 minutes or 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 must be paid at overtime rates until released for a meal.



Employment records

- Employers are legally required to keep employment records which demonstrate that employees have been paid all entitlements under the Transport Workers (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 Transport Workers (General) Award, such as overtime hours worked and allowances paid. Contact [Wageline](#) or view the full Transport Workers (General) Award on the WA Industrial Relations Commission website 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 employer is required to provide a payslip each pay period. The pay slip must specify the employee's name, hourly rate of pay, gross and net wage, as well as any overtime, allowances, penalties and deductions that may apply.
- All overtime, allowances and penalty rates must be paid within five days of the end of the week in which they accrue.
- Wageline's [Employment record obligations for WA award employers](#) publication includes a payslip template.



Deductions from pay

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

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



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.
- By agreement in writing between any employee and their employer work may be performed on any of the public holidays at time and a half in which case an additional day must be added to the Annual Leave for each day so worked.
- Visit the [Public Holidays in Western Australia](#) page to view the public holiday dates.



Leave entitlements

Quick reference guide

Leave entitlement	Full time	Part time	Casual
Annual leave	✓	✓	✗
Sick and carer's leave	✓	✓	✗
Unpaid carer's leave	✓	✓	✓
Bereavement leave	✓	✓	✓
Unpaid parental leave	✓	✓	✓
Long service leave	✓	✓	✓
Unpaid pandemic leave	✓	✓	✓

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

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 2 days need not be consecutive.
- Bereavement leave is an entitlement from the *Minimum Conditions of Employment Act 1993*.

Long service leave

- 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"> • after 10 years of continuous employment with the one and the same employer – $8^{2/3}$ (8.667) weeks of leave on ordinary pay; and • for every 5 years of continuous employment with the one and the same employer after the initial 10 years – $4^{1/3}$ (4.333) weeks of leave on ordinary pay. 	
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 $8^{2/3}$ (8.667) weeks for 10 years of continuous employment. This entitlement:</p> <ul style="list-style-type: none"> • is calculated on the employee's entire period of employment; that is, years, months, weeks and days; • applies to employees who resign, are made redundant, die or whose employer has terminated them for any reason other than serious misconduct; and • does not apply to an employee whose employer has terminated them for serious misconduct.
Employee with 10 or more years of continuous employment	<p>Full entitlement – 10 years or more of continuous employment</p> <p>An employee who resigns or whose employment is terminated for any reason is entitled to:</p> <ul style="list-style-type: none"> • $8^{2/3}$ (8.667) weeks of leave if they have completed 10 years of continuous employment; and • an additional $4^{1/3}$ (4.333) weeks of leave for each subsequent 5 years after the initial 10 years of continuous employment. <p>Pro-rata entitlement – more than 10 years of continuous employment</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"> • is calculated on the basis of $8^{2/3}$ weeks for 10 years of continuous employment for each year of employment since they completed 10 years of continuous employment; • is calculated on completed years of employment only; that is, it does not include months, weeks or days; and • does not apply to an employee whose employer has terminated them for serious misconduct. <p>This pro rata entitlement (calculated on the basis of $8^{2/3}$ 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.

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 an ill or injured family or household member (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 can be carried over to the next year.
- Sick and carer's leave accrues on a weekly basis for full and part time employees.
- 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 exceed 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*.
- Wageline's [Sick leave calculation guide](#) can assist with calculating sick and carer's leave entitlements.
- Wageline's [Employment record obligations for WA award employers](#) publication includes a leave record template.

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 annual leave of four weeks 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 Transport Workers (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%.
- 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 service.
 - 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 payslip template.
- The COVID-19 General Order has implemented new annual leave flexibility provisions enabling employers and employees to agree to an employee taking twice as much annual leave at half pay or to agree for the employee to take annual leave in advance.

- These provisions apply to all full time and part time employees covered by this WA award effective from 14 April 2020 until 31 March 2021, unless extended.
- The annual leave at half pay provisions in the COVID-19 General Order are:
 - Instead of an employee taking paid annual leave at full pay, the employee and their employer may agree to the employee taking twice as much leave at half pay.
Example: Instead of an employee taking one week's annual leave at full pay, the employee and their employer may agree to the employee taking two weeks' annual leave at half pay. In this example:
 - the employee's pay for the two weeks' leave is the same as the pay the employee would have been entitled to for one week's leave at full pay; and
 - one week of leave is deducted from the employee's annual leave accrual.
 - Any agreement to take twice as much annual leave at half pay must be recorded in writing and signed by the employee (and a parent/guardian if the employee is under 18).
 - The employer must keep the written agreement as part of the employee's employment record.
 - The agreed period of leave must start before 31 March 2021, but may end after that date.
- The granting annual leave in advance provisions in the COVID-19 General Order are:
 - An employee and employer may agree to an employee taking a period of annual leave in advance of the entitlement being accrued if all of the following conditions are met:
 - any agreement to annual leave in advance must be recorded in writing and signed by the employee (and a parent/guardian if the employee is under 18); and
 - the written agreement must state the amount of leave to be taken in advance and the date on which the leave will commence; and
 - the employer must keep the written agreement as part of the employee's employment record.
 - If, on the termination of the employee's employment, the employee has not accrued an entitlement to all of the period of paid annual leave taken in advance, the employer may deduct from any money due to the employee on termination an amount equal to the amount that was paid to the employee in respect of any part of the period of annual leave taken in advance to which an entitlement has not been accrued. This provision will continue to apply notwithstanding the expiration of the General Order.
 - Where an agreement has been reached under this clause and the leave commenced before the expiration of the General Order, then the arrangement may continue to operate for the period agreed between the parties.

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.

Unpaid pandemic leave

- The COVID-19 General Order has implemented a new entitlement to unpaid pandemic leave for all employees working under this WA award. The new provision is effective from 14 April 2020 and applies until 31 March 2021 unless extended.
- The unpaid pandemic leave provisions in the COVID-19 General Order are:
 - (1) Subject to subclauses (2) and (3), an employee is entitled to take up to two weeks' unpaid leave if the employee is required, by government or medical authorities or acting on the advice of a medical practitioner, to self-isolate or is otherwise prevented from working by measures taken by government or medical authorities in response to the COVID-19 pandemic. An employer and employee may agree that the employee may take more than two weeks' unpaid pandemic leave.
 - (2) The employee must give their employer notice of the taking of leave under subclause (1) and of the reason the employee requires the leave, as soon as practicable. This may be a time after the leave has started.
 - (3) The employee who has given their employer notice of taking leave under subclause (1) must, if required by the employer, give the employer evidence that would satisfy a reasonable person that the leave is taken for a reason given in subclause (1).

- (4) Leave taken under subclause (1) does not affect any other paid or unpaid leave entitlement of the employee and counts as service for the purposes of entitlements.
- (5) Such leave:
 - (a) is available in full immediately rather than accruing progressively during any period of service;
 - (b) will be available until 31 March 2021 (unless extended by further variation depending on the duration of the COVID-19 pandemic);
 - (c) will be available to full time, part time and casual employees (it is not pro rata); and
 - (d) must start before 31 March 2021, but may end after that date.
- (6) It is not necessary for employees to exhaust their paid leave entitlements before accessing unpaid pandemic leave.
- (7) Such unpaid leave does not operate on a 'per occasion' basis and is available once for those employees compelled to self-isolate, even if they are required to self-isolate on more than one occasion.
- (8) Those caring for others who are compelled to self-isolate are not entitled to unpaid pandemic leave.



Resignation, termination and redundancy

Resignation by the employee

- Full time and part time employees are to provide the same notice as required of the employer (outlined in the table above) except that there is no additional notice based on the age of the employee.
- The employer and employee may agree to a shorter notice period to suit individual circumstances.

Termination

- An employer must wherever practicable notify a casual employee if services are not required the next working day.
- 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.
- An employer has a number of obligations in redundancy situations and may be required to pay severance pay. Visit the [Redundancy](#) page for redundancy obligations.

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
 - serious misconduct.
- The [Dismissal information](#) page outlines obligations and requirements when an employee is terminated.



Grade 1

- Motor Driver's Assistant
- Washers (except can and night washers)
- Loaders
- Yards person

Grade 2

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

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 attachment

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 is 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 is payable)

Not the current wage rates

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.