



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

WA award summary

Vehicle Builders Award

Pay rates applicable from 1 July 2023 to 30 June 2024

About this award summary

This document is a summary of the state Vehicle Builders Award. WA awards are legal documents that outline the pay rates, allowances, working hours, and leave entitlements for employees in a particular industry or type of work.

Complying with the provisions of a WA award is compulsory and all employers who are covered by this WA award must provide employees with the pay rates and employment entitlements in the WA award, as outlined in this award summary and in the full award as a minimum. Potential penalties for employers who do not meet WA award requirements are detailed on page 2.

This WA award summary is a summary only and does not include all obligations required by the award. It is important to also refer to the full Vehicle Builders Award that is available on the Western Australian 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. Reference should also be made to the *Minimum Conditions of Employment Act 1993* (MCE Act), the *Long Service Leave Act 1958* (LSL Act), and the *Industrial Relations Act 1979* (IR Act) for full details.

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

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.

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. The state system covers businesses (and their employees) that operate as:</p> <ul style="list-style-type: none"> ✓ sole traders ✓ unincorporated partnerships ✓ unincorporated trust arrangements ✓ incorporated associations and other non-profit bodies that are not trading or financial corporations <p>This summary does not apply to businesses in the national industrial relations system which operate as:</p> <ul style="list-style-type: none"> ✗ Pty Ltd businesses ✗ incorporated partnerships or incorporated trusts ✗ incorporated associations and other non-profit bodies that are trading or financial corporations <p>Wageline’s Guide to who is in the WA state system has more information.</p> <p>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 Vehicle Builders Award?</p>	<p>The Vehicle Builders Award applies to businesses in the state industrial relations system in the vehicle and caravan building and repair trade including:</p> <ul style="list-style-type: none"> ✓ vehicle body builders and repairers ✓ motor trimmers ✓ panel beaters and/or spray painters ✓ caravan builders and repairers
<p>Step 3 Is the employee’s job covered by the Vehicle Builders Award?</p>	<p>The Vehicle Builders 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"> ✓ tradespeople ✓ vehicle builders

Industrial inspectors at the Department of Mines, Industry Regulation and Safety have powers under the IR Act to investigate employee complaints about underpayments of pay rates and leave entitlements under this WA award and state employment laws. Industrial inspectors also undertake regular proactive compliance audits in particular industries to determine if employers are paying correct wages and keeping correct employment records.

The penalty for contravening a provision of a WA award or not complying with a requirement relating to employment records is up to \$13,000 for individuals and \$65,000 for bodies corporate. Higher penalties apply for serious contraventions of up to \$130,000 for individuals and \$650,000 for bodies corporate. An industrial inspector is also able to give a person a civil infringement notice, similar to an ‘on-the-spot fine’, for not complying with employment record-related requirements. Record keeping requirements are outlined in the Employment Records section of this summary.

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

Stay informed when WA award pay rates change, subscribe to [Wageline News](#) or follow [Wageline on social media](#).

Rates of pay

All rates of pay are gross rates (before tax). The tables below provide the rates that apply from the first full pay period on or after **1 July 2023**.

Adult (21 years and older) rates of pay- applicable from the first pay period on or after 1 July 2023 until end of last pay period commenced in June 2024.

Classification (see page 12-15 for descriptions)	Weekly	Hourly	Casual (includes 20% loading)	Tool allowance
Vehicle Builder - Level 1	\$863.40	\$22.72	\$27.27	N/A
Vehicle Builder - Level 2	\$883.30	\$23.24	\$27.89	N/A
Vehicle Builder - Level 3	\$910.00	\$23.95	\$28.74	N/A
Vehicle Builder - Level 4	\$935.00	\$24.61	\$29.53	N/A
Tradesperson - Level 1	\$977.90	\$25.73	\$30.88	\$11.75
Tradesperson - Level 2	\$1,004.60	\$26.44	\$31.72	\$11.75
Tradesperson - Level 3	\$1,031.00	\$27.13	\$32.56	\$11.75
Tradesperson - Level 4	\$1,055.30	\$27.77	\$33.33	\$11.75
Advanced Tradesperson	\$1,134.90	\$29.87	\$35.84	\$11.75

Apprentice rates of pay- applicable from the first pay period on or after 1 July 2023 until end of last pay period commenced in June 2024.

- 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	% of Tradesperson	Weekly	Hourly	Tool allowance
1st Year	0-6 months		Under 21	42%	\$410.70	\$10.81	\$4.94
			21 or over		\$733.40	\$19.30	\$4.94
2nd Year	7-18 months	1st Year	Under 21	55%	\$537.80	\$14.15	\$6.46
			21 or over		\$733.40	\$19.30	\$6.46
3rd Year	19-30 months	2nd Year	All ages	75%	\$733.40	\$19.30	\$8.81
4th Year	31-42 months	3rd Year	All ages	88%	\$860.60	\$22.65	\$10.34

Junior (under 21 years of age) rates of pay- applicable from the first pay period on or after 1 July 2023 until end of last pay period commenced in June 2024.

Juniors can be employed in occupations for which an apprenticeship is not provided.

Juniors	Weekly	Hourly	Casual (includes 20% loading)
20 years of age	\$803.00	\$21.13	\$25.36
19 years of age	\$690.80	\$18.18	\$21.81
18 years of age	\$604.40	\$15.91	\$19.09
17 years of age	\$518.10	\$13.63	\$16.36
16 years of age	\$431.70	\$11.36	\$13.63
15 years of age	\$345.40	\$9.09	\$10.91

Some of the pay rates in the Vehicle Builders Award fall below the minimum wages set by the 2023 State Wage Order. In such instances the rates listed here are the legal minimum rate.

Registered trainees

- Registered trainees are employees who are undertaking a traineeship registered with the [Apprenticeship Office](#) at the Department of Training and Workforce Development.
- Adult and junior employees undertaking a registered traineeship are covered by the Vehicle Builders Award and the relevant pay rates are outlined in the tables below.
- 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.
- 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 trainee rates of pay

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 in the tables below.

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	\$643.00
B	\$623.00
C	\$574.00

Junior registered trainees

The pay rates for a registered trainee who is under 21 years of age are based on the highest level of schooling the registered trainee has completed, and how long they have been out of school. The rates below apply to full time registered trainees working a 38 hour week.

Industry / Skill Level A

School leaver	Highest Year of Schooling Completed		
	Year 10 and below Weekly	Year 11 Weekly	Year 12 Weekly
	\$257.00(*50%)	\$319.00(*33%)	
	\$299.00(*33%)	\$356.00(*25%)	\$437.00
Plus 1 year out of school	\$356.00	\$437.00	\$505.00
Plus 2 years	\$437.00	\$505.00	\$593.00
Plus 3 years	\$505.00	\$593.00	\$677.00
Plus 4 years	\$593.00	\$677.00	
Plus 5 years	\$677.00		

*Figures in brackets indicate the average proportion of time spent in approved training to which the associated wage rate is applicable. Where not specifically indicated the average proportion of time spent in structured training which has been taken into account in setting the rate is 20%.

Industry / Skill Level B

School leaver	Highest Year of Schooling Completed		
	Year 10 and below Weekly	Year 11 Weekly	Year 12 Weekly
	\$257.00(*50%)	\$319.00(*33%)	
	\$299.00(*33%)	\$356.00(*25%)	\$428.00
Plus 1 year out of school	\$356.00	\$428.00	\$488.00
Plus 2 years	\$428.00	\$488.00	\$575.00
Plus 3 years	\$488.00	\$575.00	\$656.00
Plus 4 years	\$575.00	\$656.00	
Plus 5 years	\$656.00		

*Figures in brackets indicate the average proportion of time spent in approved training to which the associated wage rate is applicable. Where not specifically indicated the average proportion of time spent in structured training which has been taken into account in setting the rate is 20%.

Industry / Skill Level C

School leaver	Highest Year of Schooling Completed		
	Year 10 and below Weekly	Year 11 Weekly	Year 12 Weekly
	\$257.00(*50%)	\$319.00(*33%)	
	\$299.00(*33%)	\$356.00(*25%)	\$426.00
Plus 1 year out of school	\$356.00	\$426.00	\$479.00
Plus 2 years	\$426.00	\$479.00	\$538.00
Plus 3 years	\$479.00	\$538.00	\$604.00
Plus 4 years	\$538.00	\$604.00	
Plus 5 years	\$604.00		

*Figures in brackets indicate the average proportion of time spent in approved training to which the associated wage rate is applicable. Where not specifically indicated the average proportion of time spent in structured training which has been taken into account in setting the rate is 20%.

Allowances

Tool allowance

Where an employer does not provide a tradesperson or an apprentice with the tools ordinarily required them, the employer must pay the applicable tool allowance rates on page 3.

Meal money

An employee required to work overtime for more than 2 hours without being notified the previous day or earlier, and not provided with a meal must be paid **\$8.75** or **\$5.95** for a second or subsequent meal.

Leading hand allowance

When placed in charge of:

- not less than 3, nor more than 10 employees **\$21.00** per week
- more than 10 and not more than 20 employees **\$32.20** per week
- more than 20 employees **\$41.60** per week

Other allowances

The Vehicle Builders 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.

Deductions from pay

- An employer may **only** make a deduction from an employee's pay if:
 - 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);
 - the employee has authorised the deduction in writing (as part of a written employment contract or otherwise) and the deduction is paid on behalf of the employee; or
 - the employer is authorised by the WA award to make the deduction and the deduction is paid on behalf of the employee.
- Deductions or requirements to pay an amount of money to the employer or another person in relation to an employee under the age of 18 are not permitted unless the deduction or payment is agreed to in writing by the employee's parent or guardian.
- A term of a WA award or employment contract providing for a deduction from an employee's pay will be of no effect if it is for the benefit of the employer or a party related to the employer and is unreasonable in the circumstances.
- An employer cannot directly or indirectly compel an employee to accept goods, accommodation, or other services instead of money as part of the employee's pay.

Hours and overtime

- The ordinary hours for full time employees is as follows:
 - an average of 38 per week to be worked on one of the bases prescribed in the award (see clause 7 of the award for details);
 - Monday to Friday;
 - between 6.00am and 6.00pm; and
 - not exceeding 10 hours on any day.
- Where the ordinary working hours are to exceed 8 on any day, the arrangement of hours must be subject to agreement between the employer and the majority of employees in the plant, section or sections concerned.

Overtime

- All overtime worked Monday to Friday is paid for at the rate of time and one half for the first 2 hours and double time after that.
- Work done on Saturdays prior to 12 noon must be paid for at the rate of time and one half for the first 2 hours and double time after that, except in certain circumstances in which ordinary hours can be worked on Saturday (see clause 7 – Hours of the Vehicle Builders Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au for details).
- Work done on Saturdays after 12 noon or on Sundays must be paid for at the rate of double time.
- A part time employee must be paid overtime rates for all hours in excess of the hours fixed under their contract of employment.

Shift work

Specific hours, rostering arrangements and allowances apply for employees working on a continuous shift basis. See clause 7 of the Vehicle Builders Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au for details.

Meal breaks – all employees

- An employee is entitled to an unpaid meal break which must not exceed one hour, after not more than 5 hours of work. If the meal break is postponed for more than half an hour, the employee must be paid at overtime rates until released for a meal break.
- A rest period of 7 minutes from the time of ceasing to the time of resumption of work is to be allowed each morning.

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 Wageline's [when children can work in Western Australia](#) page for more information.

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.
- When Christmas Day or New Year's Day falls on a Saturday or Sunday, these public holidays are observed on the following Monday and when Boxing Day falls on a Sunday or a Monday, the holiday is observed on the following Tuesday. 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.
- The Easter Sunday public holiday is observed on the actual day, and it is not substituted to another day solely because it falls on a weekend. Employees required to work on Easter Sunday must be paid at public holiday penalty rates. Visit the [Easter Sunday public holiday](#) page for more information.
- Work performed on public holidays must be paid for at the rate of double time and one half.
- 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	✓	✓	✗
Personal leave	✓	✓	✗
Unpaid personal leave for caring purposes	✓	✓	✓
Bereavement leave	✓	✓	✓
Unpaid parental leave	✓	✓	✓
Long service leave	✓	✓	✓
Unpaid family and domestic violence leave	✓	✓	✓

This WA award summary covers the basic leave entitlements for employees covered by the Vehicle Builders Award but does **not** include all details on leave obligations and entitlements. Full details of conditions are contained in the Vehicle Builders 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 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 Wageline's [Parental leave](#) page for more details.

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* and the Vehicle Builders 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 work.
 - Wageline's [Annual leave calculation guide](#) can assist with calculating annual leave entitlements.
- Visit Wageline's [Annual leave](#) page for more information.
- Specific provisions for annual leave for shift workers apply in the Vehicle Builders Award. Please see the award on the WA Industrial Relations Commission website www.wairc.wa.gov.au

Personal leave

- Personal leave entitles a full time or part time employee to paid time off work due to either illness or injury to themselves, 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.
- Each year, full time and part time employees accrue paid personal leave equal to the number of hours they would ordinarily work in a two week period, up to 76 hours per year. Personal leave is a cumulative entitlement, and any leave not taken in one year is carried over and able to be taken in future years.
- Paid personal leave accrues on a weekly basis for full and part time employees. Wageline's [Personal leave calculation guide](#) can assist with calculating paid personal leave entitlements.
- An employee, including a casual employee, is entitled to up to two days of unpaid personal leave per occasion when a member of the employee's family or household requires care or support because of a personal illness or injury or unexpected emergency affecting the member. A full time or part time employee cannot take unpaid personal leave for caring purposes if they have paid personal leave available.
- Casual employees are not entitled to paid personal leave. Casual employees can access up to two days of unpaid personal leave for caring purposes per occasion.
- Personal leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.
- Visit Wageline's [Personal leave](#) page for definitions of 'member of the family or household' or for more information.

Family and domestic violence leave

- All employees are entitled to five days' unpaid family and domestic violence leave in each 12 month period. This leave is available in full at the start of each 12 month period of an employee's employment and does not accumulate from year to year. The five days' leave is available in full to part time and casual employees (i.e. it is not pro rata).
- An employee is able to take unpaid family and domestic violence leave if:
 - the employee is experiencing family and domestic violence; and
 - the employee needs to do something to deal with the impact of the family and domestic violence; and
 - it is impractical for the employee to do that thing outside the employee's ordinary hours of work.
- Leave can be taken in a single continuous five day period, separate periods of one or more days each, or periods of less than one day.
- Family and domestic violence leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.
- Visit Wageline's [Family and domestic violence leave](#) page for more information.

Long service leave

- Long service leave is a paid leave entitlement for full time, part time and casual employees. Under the *Long Service Leave Act 1958* (LSL Act), an employee may be eligible for long service leave:
 - after 10 years of continuous employment with the same employer, and for every 5 years of continuous employment after the initial 10 years; and
 - on a pro-rata basis when their employment ends after 7 years of continuous employment but before 10 years.
- The [Long service leave](#) pages of the Wageline website contain information on who is covered by the LSL Act, the entitlement to long service leave, how long service leave can be taken and frequently asked questions.
- To be entitled to long service leave an employee's employment with their employer must be continuous. There are some paid and unpaid absences or interruptions to an employee's employment that:
 - do not break an employee's continuous employment; and
 - 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. Visit the [Long service leave – What is continuous employment](#) page for details.
- An employee's employment may in some circumstances also be continuous despite a change in the ownership of a business and the associated change of employer. This applies regardless of anything written in a sale of business contract. Visit the [Long service leave – What happens when business ownership changes?](#) page for details.
- 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.

Resignation, termination and redundancy

Resignation by the employee

Full time and part time employees are required to provide one week's notice, except during the first month of employment, when one days' notice must be given.

A casual employee can resign by providing one hour's notice.

Termination

An employer is required to give a casual employee one hour's notice of termination.

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.

- These obligations are in the *Fair Work Act 2009* which applies rather than the notice provisions in the Vehicle Builders Award.

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.

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 above in the termination section;
- 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.

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.

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

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.

Pay slip and record keeping requirements

Employers must provide all employees with a pay slip, and must keep employment records as required by state employment law. There are penalties for not keeping records and not providing a pay slip.

Pay slips

Employers need to provide a pay slip to each employee within one working day of paying the employee for work performed. The employer can decide whether to give a hard copy or electronic form of the pay slip.

A pay slip needs to include the following information:

- the employer's name and Australian Business Number (if any);
- the employee's name;
- the period to which the pay slip relates;
- the date on which the payment referred to in the pay slip was made;
- the gross and net amounts of the payment, and any amount withheld as tax;
- any incentive based payment, or payment of a bonus, loading, penalty rates or another monetary allowance or separately identifiable entitlement;
- if an amount is deducted from the gross amount of the payment:
 - the name of the person in relation to whom or which the deduction was made;
 - if the deduction was paid into a fund or account - the name, or the name and number, of the fund or account; and
 - the purpose of the deduction;
- if the employee is paid at an hourly rate of pay:
 - the rate of pay for the employee's ordinary hours;
 - the number of hours worked during the period to which the pay slip relates; and
 - the amount of the payment made at that rate;
- if the employee is paid a weekly or an annual rate of pay - the rate as at the latest date to which the payment relates;
- if the employer is required to make superannuation contributions for the benefit of the employee:
 - the amount of each contribution that the employer made during the period to which the pay slip relates and the name, or the name and number, of any fund to which the contribution was made; or
 - the amounts of the contributions that the employer is liable to make in relation to the period to which the pay slip relates, and the name, or the name and number, of any fund to which the contributions will be made.

Wageline's [Pay slip information](#) page provides more information and a pay slip template to assist employers.

Employment records

Record keeping requirements

It is compulsory for all employers to keep employment records which include the following information:

- the employee's name and, if under 21 years of age, their date of birth;
- the employer's name and Australian Business Number (if any);
- the name of the WA award that applies (in this case the Vehicle Builders Award);
- date the employee commenced employment with the employer;
- for each day of work:
 - the time at which the employee started and finished work;
 - period/s for which the employee was paid; and
 - details of work breaks including meal breaks;
- for each pay period:
 - the employee's designation (such as full time, part time, casual) and employee classification;
 - the gross and net amounts paid to the employee;
 - any amount withheld as tax; and
 - all deductions from pay and the reasons for them;
- any incentive based payment, bonus, loading, penalty rates or other monetary allowance or entitlement;
- all leave taken, whether paid, partly paid or unpaid;

- the following matters relating to superannuation:
 - the date on which each superannuation contribution was made, the amount of the contributions, the period over which the contributions were made, the name of any fund to which a contribution was made;
 - how the employer worked out the amount of superannuation owed; and
 - any choice made by the employee as to which fund their contributions are to be made and the date on which the choice was made;
- the information necessary for the calculation of and payment of long service leave under the LSL Act. Employers are also be required to comply with the record keeping requirements in the LSL Act. Visit www.dmirs.wa.gov.au/longserviceleave for details;
- any other information necessary to show that the pay and benefits received by the employee comply with the WA award and other legal obligations such as employee entitlements under the MCE Act or LSL Act; and
- any other information required by the WA award to be recorded.

It is also compulsory to keep employment records that detail specific information regarding:

- termination related matters; and
- any supported wage system or a supported wage industrial instrument provision that applies to an employee with a disability.

If an employer makes a payment to an employee in cash, the employer must provide a record of the payment to the employee and ensure that a copy of the record of payment is kept as an employment record.

Wageline's [Employment records - Employer obligations](#) page provides more information and record keeping templates to assist employers.

Time periods for keeping records

It is compulsory that each entry in relation to annual leave and long service leave must be retained during the employee's period of employment and for not less than 7 years after the employment ends and each other employment record must be retained for not less than 7 years after it is made.

Classifications / Job duties

Vehicle builder level I

An employee who undertakes up to 38 hours induction training which may include information on the enterprise, conditions of employment, introduction to supervisors and fellow employees, training and career path opportunities, plant layout, work and documentation procedures, occupational health and safety, equal employment opportunity and quality control/assurance. An employee at this level performs routine duties essentially of a manual nature and to the level of their training –

- Performs general labouring and cleaning duties.
- Exercises minimal judgement.
- Works under direct supervision.
- May undertake structured training so as to enable them to work at Vehicle - Level II.

Vehicle builder - level II

An employee who has completed up to three months' structured training so as to enable the employee to perform work within the scope of this level. At this level an employee performs work above and beyond the skills of an employee at Vehicle Builder – Level I and to the level of their training:

- Works under direct supervision either individually or in a team environment.
- Understands and undertakes basic quality control/assurance procedures including the ability to recognise basic quality deviations and faults.
- Understands and utilises basic statistical process control procedures.

Indicative of the tasks which an employee at this level may perform are the following:

- Repetitive work on automatic, semi-automatic or single purpose machines or equipment.
- Assembles components using basic written, spoken and/or diagrammatic instructions in an assembly environment.
- Basic soldering or butt and spot welding skills or cutting scrap with oxy-acetylene blow pipe.

- Basic maintenance of equipment and cleanliness of work area.
- Maintains simple records.
- Uses hand trolleys and pallet trucks, or uses selected hand tools.
- Assists in the provision of on-the-job training in conjunction with tradespersons and supervisors / trainers.
- Performs basic store functions.
- Operation of mobile equipment including forklifts, hand trolleys, pallet trucks, overhead cranes and winch operation.

Vehicle builder - level III

An employee who has completed a Vehicle Building Certificate I or equivalent training to enable the employee to perform work within the scope of this level. At this level an employee performs work above and beyond the skills of an employee at Vehicle Builder Level II and to the level of their training:

- Is responsible for the quality of their own work subject to routine supervision.
- Works under routine supervision either individually or in a team environment.
- Exercises discretion within their level of skills and training.

Indicative of the tasks which an employee at this level may perform are the following:

- Operates flexibly between assembly stations.
- Operates machinery and equipment which requires exercising skills and knowledge beyond that of an employee at Vehicle Builder Level II.
- Non-trade engineering skills.
- Basic tracing and sketching skills.
- Receiving, despatching, distributing, sorting, checking, packing (other than repetitive packing in a standard container or containers in which such goods are ordinarily sold), documenting and recording of goods, materials and components.
- Basic inventory control in the context of a production process.
- Basic keyboard skills.
- Ability to measure accurately.
- Assists one or more tradespersons.
- Welding which requires use of an electric spot or butt welding machine or cutting scrap or tack welding.

Vehicle builder level – IV

An employee who has completed a Vehicle Building Certificate II or equivalent training so as to enable the employee to perform work within the scope of this level. An employee at this level performs work above and beyond the skills of an employee at Vehicle Builder Level III and to the level of their training:

- Works from complex instructions and procedures.
- Assists in the provision of on-the-job training to a limited degree.
- Co-ordinates work in a team environment or works individually under general supervision.
- Is responsible for assuring the quality of their own work.

Indicative of the tasks which an employee at this level may perform are the following:

- Use of precision measuring instruments.
- Machine setting, loading and operation.
- Responsibility for the operation and co-ordination of a store.
- Intermediate keyboard skills.
- Basic engineering and fault finding skills.
- Basic quality checks on the work of other.
- Knowledge of the employer's operations as it relates to production processes.

Vehicle building tradesperson - level I

An employee who holds a Trade Certificate or Tradesperson's Rights Certificate as a – Spring maker, fitter, electrician, body builder, panel beater, first class welder, painter, spray painter, trimmer, sign writer, fitter and turner or auto electrician and is able to exercise the skills and knowledge of that trade.

A Vehicle Building Tradesperson - Level I works above and beyond an employee at Vehicle Builder Level IV and to the level of their training:

- Understands and applies quality control techniques.
- Performs basic draughting and planning skills.
- Exercises good interpersonal and communications skills.
- Provides trade guidance and assistance.
- Exercises keyboard skills at a level higher than Vehicle Builder Level II.
- Exercises discretion within the scope of this grade.
- Performs work under limited supervision either individually or in a team environment.
- Operates all lifting equipment incidental to their work.
- Performs non-trade tasks incidental to their work.
- Performs work which while primarily involving the skills of the employee's trade is incidental or peripheral to the primary task and facilitates the completion of the whole task. Such incidental or peripheral work would not require additional formal technical training.
- Performs painting, trimming, signwriting, panel beating, fibre glassing or electrical work.

Vehicle building tradesperson - level II

A Vehicle Building Tradesperson - Level II works above and beyond a Tradesperson at Vehicle Building Tradesperson - Level I and to the level of their training:

- Exercises the skills attained through satisfactory completion of the training for this classification, subject to prescribed standards.
- Exercises discretion within the scope of this grade.
- Works under general supervision, either individually or in a team environment.
- Understands and implements quality control techniques.
- Provides trade guidance and assistance as part of a work team.
- Exercises trade skills relevant to specific requirements of the enterprise at a level higher than Vehicle Building Tradesperson - Level I.

Tasks which an employee at this level may perform are subject to the employee having the appropriate Trade and Post Trade Training to enable such particular tasks to be performed.

Vehicle building tradesperson - level III

A Special Class Vehicle Builder Tradesperson - Level I works above and beyond a Vehicle Builder Tradesperson – Level II and to the level of their training:

- Exercises the skills attained through satisfactory completion of the training for this classification.
- Provides trade guidance and assistance as part of a work team.
- Assists in the provision of training in conjunction with supervisors and trainers.
- Understands and implements quality control techniques.
- Works under minimal supervision, either individually or in a team environment.

The following tasks are indicative of what an employee at this level may perform, subject to the employee having the appropriate Trade and Post Trade Training to enable the particular tasks to be performed:

- Exercises high precision trade skills using various materials and/or specialised techniques.
- Performs operations on a CAD/CAM terminal in the performance of routine modifications to NC/CNC programmes.
- Works on complex machinery and equipment which utilises hydraulic and/or pneumatic principles and in the course of such work, is required to read and understand hydraulic and pneumatic circuitry which controls fluid power systems; or
- Works on complex or intricate electrical interconnected low voltage circuits.

Vehicle building tradesperson - level IV

An Advanced Vehicle Builder works above and beyond a Special Class Vehicle Builder and to the level of their Training:

- Exercises the skills attained through satisfactory completion of the training prescribed for this classification, subject to the standards prescribed by the Implementation Manual.
- Is able to provide trade guidance and assistance as part of a work team.
- Provides training in conjunction with supervisors and trainers.
- Understands and implements quality control techniques.
- Works under minimal supervision, either individually or in a team environment.

The following tasks are indicative of what an employee at this level may perform, subject to the employee having the appropriate Trade and Post Trade Training to enable the particular tasks to be performed:

- Works on machines or equipment which utilise complex mechanical, hydraulic and/or works on machinery or equipment which utilises complex electrical/electronic circuitry and controls.
- Works on instruments which make up a complex control system which utilises some combination of electrical, electronic, mechanical or fluid power principles.
- Applies advanced computer numerical control techniques in machining or cutting or welding or fabrication.

Advanced tradesperson / production technician - vehicle building

An Advanced Tradesperson/Production Technician works above and beyond a Vehicle Building Tradesperson – Level IV and to the level of their training:

- Provides technical guidance or advice within the scope of this level.
- Prepares reports of a technical nature on specific tasks or assignments as directed or within the scope of discretion at this level.
- Has an overall knowledge and understanding of the operating principle of the systems and equipment on which the tradesperson is required to carry out their task.
- Assists in the provision of on the job training in conjunction with supervisors and training.

The following are indicative of tasks which an employee at this level may perform subject to the employee having the appropriate Trade and Post Trade Training to enable the particular tasks to be performed:

- Through a systems approach is able to exercise high level diagnostic skills on complex forms of machinery, equipment and instruments which utilise some combination of electrical, electronic, mechanical or fluid power principles.
- Sets up, commissions, maintains and operates sophisticated maintenance, production and test equipment and/or systems involving the application of computer operating skills at a higher level than Vehicle Building Tradesperson Level IV
- Works on various forms of machinery and equipment electronically controlled by complex digital and/or analogue control systems using integrated circuitry.
- Works on complex electronics or instruments or communications equipment or control systems which utilise electronic principles and electronic circuitry containing complex analogue and/or digital control systems using integrated circuitry.