



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

WA award summary

Vehicle Builders Award

1 July 2020 – 31 December 2020

About this award summary

This WA award summary is a summary of the state Vehicle Builders Award and does not include all obligations required by the award. It is important that you also refer to the full Vehicle Builders 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 at www.dmits.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 Panel Beaters) ✓ unincorporated partnerships (e.g. Jane and Bob Smith trading as Jane’s Panel Beaters) ✓ unincorporated trust arrangements (e.g. Jane and Bob Smith as trustees for Jane’s Panel Beaters) ✓ 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 (e.g. Smith Pty Ltd trading as Jane’s Panel Beaters) ✗ 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. 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



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

The Vehicle Builders Award is a legal document that outlines the minimum wages and conditions 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.

Adults (21 years and older) – 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).

Classification (see page 11 for descriptions)	Weekly	Hourly	Casual (includes 20% loading)	Tool allowance
Vehicle Builder - Level 1	\$746.90	\$19.66	\$23.59	N/A
Vehicle Builder - Level 2	\$765.00	\$20.13	\$24.16	N/A
Vehicle Builder - Level 3	\$789.40	\$20.77	\$24.93	N/A
Vehicle Builder - Level 4	\$812.10	\$21.37	\$25.65	N/A
Tradesperson - Level 1	\$850.90	\$22.39	\$26.87	\$11.75
Tradesperson - Level 2	\$874.10	\$23.00	\$27.60	\$11.75
Tradesperson - Level 3	\$897.10	\$23.61	\$28.33	\$11.75
Tradesperson - Level 4	\$918.20	\$24.16	\$29.00	\$11.75
Advanced Tradesperson	\$987.50	\$25.99	\$31.18	\$11.75

Apprentice 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).

Apprentices aged 21 and above must be paid the minimum adult apprentice rate of **\$638.20** per week or the appropriate apprenticeship rate for their year, whichever is the higher, for ordinary hours of work.

4 Year Term	3.5 Year Term	3 Year Term	% of Tradesperson	Weekly	Hourly	Tool allowance
1st Year	0-6 months		42%	\$357.40	\$9.41	\$4.94
2nd Year	7-18 months	1st Year	55%	\$468.00	\$12.32	\$6.46
3rd Year	19-30 months	2nd Year	75%	\$638.20	\$16.79	\$8.81
4th Year	31-42 months	3rd Year	88%	\$748.80	\$19.71	\$10.34

Juniors (under 21 years of age) – 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).

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

Juniors	Weekly	Hourly	Casual (includes 20% loading)
15 years of age	\$298.80	\$7.86	\$9.44
16 years of age	\$373.50	\$9.83	\$11.79
17 years of age	\$448.20	\$11.79	\$14.15
18 years of age	\$522.90	\$13.76	\$16.51
19 years of age	\$597.60	\$15.73	\$18.87
20 years of age	\$694.60	\$18.28	\$21.93

- Some of the pay rates in the Vehicle Builders Award fall below the minimum wages set by the 2020 State Wage Order. In such instances the rates listed here are the legal minimum rate.
- 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.

Trainees

For pay rates for registered trainees working under the Vehicle Builders Award, please contact Wageline on 1300 655 266.



To receive email updates when WA award pay rates change, subscribe to [Wageline News](#).



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; and
- the employer is authorised or required to deduct by law or a court order.



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 eight 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 two hours and double time after that.
- Work done on Saturdays prior to 12:00pm must be paid for at the rate of time and one half for the first two hours and double time after that, except in certain circumstances in which ordinary hours can be worked on Saturday (see Clause 7. – Hours for details).
- Work done on Saturdays after 12:00pm 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.

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.



Meal breaks – all employees

- An employee is entitled to a meal break which must not exceed one hour, after not more than five 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 seven minutes from the time of ceasing to the time of resumption of work is to be allowed each morning.



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, such holiday is to be observed on the next succeeding Monday - where Boxing Day falls on a Sunday or a Monday, such holiday is observed on the next succeeding 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.
- 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.



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



Allowances

Allowance	When allowance is paid	Rate
Tool Allowance	Where an employer does not provide a tradesperson or an apprentice with the tools ordinarily required.	As listed in the rates of pay tables above.
Meal Money	When required to work overtime for more than two hours without being notified the previous day or earlier, and not provided with a meal.	Meal money of \$8.75 or \$5.95 for a second or subsequent meal.
Leading hand allowance	When placed in charge of: <ul style="list-style-type: none"> • not less than 3, nor more than 10 employees • more than 10 and not more than 20 employees • more than 20 employees 	\$21.00 per week \$32.20 per week \$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.



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 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*.

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.

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 exceeded the maximum amount of carer's leave that can be taken in any 12 month period.
- Casual employees are not entitled to paid sick leave or paid carer's leave. Casual employees can access up to two day's unpaid carer's leave per occasion.
- Sick and carer's leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.
- 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.

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 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 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; and • 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.

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

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*.

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.



Employment records

- Employers are legally required to keep employment records which demonstrate that employees have been paid all entitlements under the Vehicle Builders 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 Vehicle Builders Award, such as overtime hours worked and allowances paid. Contact Wageline or view the full Vehicle Builders 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 employee may request an employer to provide payslips for each pay period.
- The payslip should include the amount of wages paid, the amount of deductions made, the net amount being paid and the number of hours worked.
- Wageline's [Employment record obligations for WA award employers](#) publication includes a payslip template.



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.
- Visit Wageline's [Termination and Dismissal](#) page for more information about the requirements that must be met when an employee is dismissed or resigns.

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



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 his/her 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 his/her 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.

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