



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

WA award summary

# Electrical Contracting Industry Award

1 July – 9 October 2024

## About this award summary

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This document is a summary of the state Electrical Contracting Industry 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 Electrical Contracting Industry Award that is available on the Western Australian Industrial Relations Commission website [www.wairc.wa.gov.au](http://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 should 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 using a printed copy in which links are not visible, all additional information can be found at [www.demirs.wa.gov.au/wageline](http://www.demirs.wa.gov.au/wageline) or by contacting Wageline on 1300 655 266.

## Disclaimer

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The Department of Energy, 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><b>Step 1</b> Is the business in the state system?</p>	<p>This WA award summary applies to businesses in the <b>state industrial relations system</b>. The state system covers businesses (and their employees) that operate as:</p> <ul style="list-style-type: none"> <li>✓ <b>sole traders</b></li> <li>✓ <b>unincorporated partnerships</b></li> <li>✓ <b>unincorporated trust arrangements</b></li> <li>✓ <b>incorporated associations and other non-profit bodies</b> that are not trading or financial corporations</li> </ul> <p>This summary does <b>not</b> apply to businesses in the national industrial relations system which operate as:</p> <ul style="list-style-type: none"> <li>✗ <b>Pty Ltd businesses</b></li> <li>✗ <b>incorporated partnerships or incorporated trusts</b></li> <li>✗ <b>incorporated associations and other non-profit bodies</b> that are trading or financial corporations</li> </ul> <p>For more information visit the <a href="#">Which system of employment law applies</a> page.</p> <p>If the business or organisation is in the national system visit the Fair Work Ombudsman website <a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a>.</p>
<p><b>Step 2</b> Is the business covered by the Electrical Contracting Industry Award?</p>	<p>The Electrical Contracting Industry Award applies to businesses in the state industrial relations system that undertake electrical contracting work.</p>
<p><b>Step 3</b> Is the employee's job covered by the Electrical Contracting Industry Award?</p>	<p>The Electrical Contracting Industry Award sets pay rates, working hours and other employment arrangements for full time, part time and casual employees working in the classifications listed below, including</p> <ul style="list-style-type: none"> <li>✓ electricians</li> <li>✓ electrical trades assistants</li> <li>✓ apprentice electricians</li> <li>✓ electrical fitter / installer</li> <li>✓ linesperson / cable jointer</li> </ul>

Industrial inspectors at the Department of Energy, Mines, Industry Regulation and Safety have powers under the *Industrial Relations Act 1979* 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 not complying with 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.

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 2024**.

### Adult rates of pay

Level	Classification title (see page 13-14)	Weekly	Hourly	Casual (includes 20% loading)
<b>Level 1</b>	Electronics Tradesperson	\$1,190.50	\$31.33	\$37.59
<b>Level 2</b>	Instrument Fitter/Electrical Grade 2	\$1,123.40	\$29.56	\$35.48
	Electrician - Special Class	\$1,113.10	\$29.29	\$35.15
<b>Level 3</b>	Instrument Fitter/Electrical Grade 1	\$1,104.20	\$29.06	\$34.87
	Electrical Installer/Mechanic	\$1,081.00	\$28.45	\$34.14
	Electrical Fitter	\$1,081.00	\$28.45	\$34.14
	Cable Jointer	\$1,081.00	\$28.45	\$34.14
	Linesperson Grade 1	\$1,081.00	\$28.45	\$34.14
<b>Level 4</b>	Linesperson Grade 2	\$1,059.70	\$27.89	\$33.46
<b>Level 5</b>	Electrical Assistant	\$983.70	\$25.89	\$31.06

\*Adult rates in this table do not include grievance allowance or tool allowance; see *Allowances* on page 4.

### Apprentice rates of pay – applicable from the first pay period on or after 1 July until end of last pay period on or after 9 October 2024.

4 Year Term	Age	% of electrical installer rate	Weekly	Hourly	Tool Allowance	Grievance Allowance
1st year	Under 21 years old	39%	\$421.60	\$11.09	\$8.27	\$16.97
	21 years or over		\$762.80	\$20.07	\$14.20	\$29.15
2nd year	Under 21 years old	51%	\$551.30	\$14.51	\$10.81	\$22.19
	21 years or over		\$762.80	\$20.07	\$14.20	\$29.15
3rd year	Under 21 years old	67%	\$724.30	\$19.06	\$14.20	\$29.15
	21 years or over		\$762.80	\$20.07	\$14.20	\$29.15
4th year	All ages	79%	\$854.00	\$22.47	\$16.75	\$34.37

- An adult apprentice (21 years of age or older) must be paid the minimum pay rate for adult apprentices, or the apprentice pay rate for the relevant year of their apprenticeship, whichever is higher.
- 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).

### Junior wages

Juniors working in the electrical contracting industry must be paid at adult rates.

### Registered Trainees

- Registered trainees are employees who are undertaking a traineeship registered with the [Apprenticeship Office](#) at the Department of Training and Workforce Development. Traineeships can be undertaken on a full time, part time or school-based basis.
- Adult or junior employees undertaking a registered traineeship would not be covered by the Electrical Contracting Industry Award as there is no job classification for registered trainees under this award, and therefore registered trainees in this industry are award free.
- View the pay rates in the [Award free minimum pay rates and entitlements summary](#) for award free full time, part time and school based registered trainees.
- 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 trainees in this industry are entitled to [annual leave](#), [personal leave](#) and other leave and employment entitlements that apply to award free employees while undertaking a traineeship.

## 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 except as part of a school program.
- Visit the [When children can work in Western Australia](#) page for more information.

## 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. Visit the [Prohibition on accepting goods, accommodation or services as payment](#) page for more information.

## Allowances

**Allowance rates apply from the first pay period on or after 1 July until end of last pay period on or after 9 October 2024**

### Grievance allowance

A special allowance of **\$43.50 per week** must be paid as a flat amount each week except where direct industrial action takes place. Apprentices receive a percentage of this allowance (see **Rates for apprentices table** on the previous page).

### Tool allowance

If a tradesperson is not supplied with the tools ordinarily required by that tradesperson in the performance of their work, the employer must pay tool allowance of **\$21.20** per week.

If an apprentice is not supplied with the tools ordinarily required by that apprentice in the performance of their work, the employer must pay the applicable rate on the **Rates for apprentices** table on the previous page.

### Car allowance

Where an employee is required and authorised to use their own vehicle in the course of their duties the employee must be paid an allowance of **\$1.03** per kilometre travelled. Provided that the employer and the employee may make any other arrangement as to car allowance not less favourable to the employee.

### Construction allowance

- Employees working on the construction of a multi-storey building which will have less than 5 storeys on completion must be paid **\$34.70** per week.
- Employees working on the construction of a building which will have 5 or more storeys on completion, but only until the exterior walls have been erected and the windows completed and a lift made available to carry the employee between the ground floor and the floor upon which the employee is required to work must be paid **\$58.80** per week.
- Employees working on the construction of a large undertaking or large civil engineering project must be paid **\$65.30** per week.

### Leading hand allowance

A leading hand receives an allowance if placed in charge of:

- at least 3 but no more than 10 other employees **\$36.60** per week
- more than 10 but no more than 20 other employees **\$56.20** per week
- more than 20 other employees **\$72.70** per week

## Licence allowance

A tradesperson who holds and may be required to use a current "A" Grade or "B" Grade licence issued pursuant to the relevant regulation in force at the date of this WA award under the *Electricity Act 1945* must be paid **\$31.10** per week.

## Meal allowance

An employee required to work overtime for more than 2 hours without being notified on the previous day or earlier must be supplied with a meal by the employer or be paid **\$17.10** for a meal and **\$17.10** for a second or subsequent meal if so required.

## Location Allowance for employees in regional areas

- Employees employed in certain regional towns must be paid the weekly location allowance relevant to that town. Rates listed below are for adult employees working full time. Junior employees, casual employees, part time employees, apprentices and trainees must be paid proportionate location allowance based on the proportion which their weekly wage is to the adult rate under the WA award.
- If an employee has a dependant (a spouse or partner, or a child if they do not have a spouse or partner) who does not get a location allowance the employee must receive double the relevant location allowance.'
- If an employee has a 'partial dependant' (a dependant who gets a district or location allowance which is less than the location allowance the employee gets) the employee must be paid their relevant location allowance rate plus the difference between the employee's location allowance and what the partial dependant is receiving in district or location allowance.
- If an employee receives free meals and accommodation, or is paid an allowance for meals and accommodation, the employee is only entitled to receive 66.67% of amount for the relevant town.

## Location allowance rates effective from first pay period on or after 1 July 2024

Town	\$ per week	Town	\$ per week	Town	\$ per week
Agnew	\$25.30	Halls Creek	\$60.10	Norseman	\$22.70
Argyle	\$68.50	Kalbarri	\$9.20	Nullagine	\$66.60
Balladonia	\$26.60	Kalgoorlie	\$10.90	Onslow	\$44.60
Barrow Island	\$44.60	Kambalda	\$10.90	Pannawonica	\$33.20
Boulder	\$10.90	Karratha	\$43.10	Paraburdoo	\$33.10
Broome	\$41.00	Koolan Island	\$44.80	Port Hedland	\$35.60
Bullfinch	\$11.80	Koolyanobbing	\$11.80	Ravensthorpe	\$13.30
Carnarvon	\$21.00	Kununurra	\$68.50	Roebourne	\$49.70
Cockatoo Island	\$44.80	Laverton	\$26.10	Sandstone	\$25.30
Coolgardie	\$10.90	Learmonth	\$37.60	Shark Bay	\$21.00
Cue	\$26.20	Leinster	\$25.30	Southern Cross	\$11.80
Dampier	\$35.70	Leonora	\$26.10	Telfer	\$61.10
Denham	\$21.00	Madura	\$27.60	Teutonic Bore	\$25.30
Derby	\$42.50	Marble Bar	\$66.70	Tom Price	\$33.10
Esperance	\$7.20	Meekatharra	\$22.60	Whim Creek	\$42.60
Eucla	\$28.50	Mount Magnet	\$28.40	Wickham	\$41.10
Exmouth	\$37.60	Mundrabilla	\$28.10	Wiluna	\$25.60
Fitzroy Crossing	\$51.80	Newman	\$24.40	Wyndham	\$64.00

## Travel allowance

- An employee who is required to work away from their usual workshop or depot must be paid for time spent in travelling between their home and the job (to the extent that it exceeds normal time spent in travel) and must be reimbursed for any fares incurred in such travelling (to the extent that the fares exceed normal fares incurred).
- An employee using their own vehicle for travel to or from outside jobs must be paid the amount of excess fares and travelling time which the employee would have incurred in using public transport unless the employee has an arrangement with their employer for a regular allowance.
- Employees engaged on construction work are entitled to alternative allowances for travel. See Clauses 20 and 21 of the Electrical Contracting Industry Award on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au) for details.

## Other allowances

A range of other special rates and allowances apply in certain circumstances and when employees are undertaking particular tasks. See Clause 18 of the Electrical Contracting Industry Award on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au) for details.

## Meal breaks

- The ordinary hours of work must be consecutive except for a meal break of not more than one hour.
- When an employee is required for duty during their usual meal break and the meal break is therefore postponed for more than half an hour, the employee must be paid at overtime rates until they are provided with a meal.
- A paid rest period of 10 minutes for refreshments must be allowed each morning and must be arranged at a time and in a manner to suit the convenience of the employer.

## Ordinary working hours and overtime – full time employees

- The ordinary hours of work are:
  - worked Monday to Friday;
  - worked between 6.00 am and 6.00 pm (unless altered by agreement between the employer and the majority of employees in the work section concerned);
  - not more than 10 hours on any day; and
  - an average of 38 per week to be worked on one of the following basis:
    - 38 hours within a work cycle not exceeding 7 consecutive days;
    - 76 hours within a work cycle not exceeding 14 consecutive days;
    - 114 hours within a work cycle not exceeding 21 consecutive days; and
    - 152 hours within a work cycle not exceeding 28 consecutive days.
- Shift workers have different hours and overtime provisions see Clause 13 of the Electrical Contracting Industry Award on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au)

## Overtime rates

When overtime applies for a full time employee	Overtime rates
All work done beyond the ordinary working hours on any day, Monday to Friday. Ordinary hours means those hours of work fixed in a workplace arrangement in accordance with Clause 11. – Hours of the Award.	Time and one half for the first 2 hours and double time after that.
Work done on Saturdays <i>prior</i> to 12 noon.	Minimum 3 hours at overtime rates Time and a half for the first 2 hours and double time after that.
Work done on Saturdays <i>after</i> 12 noon or on Sundays.	Minimum 3 hours at overtime rates Double time.
Work done on a public holiday or substitute public holiday.	Minimum 3 hours at overtime rates Double time and a half.

## Ordinary working hours and overtime – part time employees

- Part time employees receive the same wages and conditions as full time employees but on a proportionate basis to the hours they work.
- Part time employees cannot work more than 24 hours per week, except by written agreement with the relevant union.

## Ordinary hours of work

The ordinary hours for part time employees is as follows:

- maximum of 24 hours per week;
- worked Monday to Friday;
- worked between 6.00am and 6.00pm (unless altered by agreement between the employer and the majority of employees in the work section concerned); and
- not more than 10 hours on any day.

## Overtime rates

When overtime applies for a part time employee	Overtime rates
All work done beyond the ordinary working hours on any day, Monday to Friday. Ordinary hours means those hours of work fixed in a workplace arrangement in accordance with Clause 11. – Hours of the Award.	Time and one half for the first 2 hours and double time after that.
Work done on Saturdays prior to 12 noon.	Minimum 3 hours at overtime rates Time and a half for the first 2 hours and double time after that.
Work done on Saturdays after 12 noon or on Sundays.	Minimum 3 hours at overtime rates Double time.
Work done on a public holiday or substitute public holiday.	Minimum 3 hours at overtime rates Double time and a half.

## Ordinary working hours and overtime – casual employees

- Casual employees can be employed for up to one month.
- Hours and overtime arrangements as per those listed above for full time or part time employees, depending on the number of hours worked by the casual employee.

## Public holidays

For the purposes of payment of public holiday rates under this award:

- 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.
- Another day may be taken as a holiday by arrangement between the parties concerned in lieu of any of the days named in the award.
- If a public holiday (except Easter Sunday) 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 WA award.
- The Easter Sunday public holiday is observed on the actual day, and it is not substituted to another day. Employees required to work on Easter Sunday must be paid at public holiday rates.
- Hours worked on a public holiday or substituted public holiday, must be paid for a minimum of 3 hours' at public holiday rates.
- An employee (other than a casual employee) who has been employed for at least 3 consecutive months and whose services are terminated by the employer through no fault of the employee within 7 days of any of the holidays referred to in the award must be paid for 8 hours at the ordinary rate of wage set by the award for that holiday.

## Leave entitlements

### Quick reference guide

Leave entitlement	Full time	Part time	Casual
Annual leave	✓	✓	✗
Paid personal leave	✓	✓	✗
Unpaid personal leave for caring purposes	✓	✓	✓
Bereavement leave	✓	✓	✓
Unpaid parental leave	✓	✓	✓
Long service leave	✓	✓	✓
Family and domestic violence leave	✓	✓	✓

This WA award summary covers the basic leave entitlements for employees covered by the Electrical Contracting Industry Award but does **not** include all details on leave obligations and entitlements. Full details of conditions are contained in the Electrical Contracting Industry Award on the WA Industrial Relations Commission website [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au), the *Minimum Conditions of Employment Act 1993* and the *Long Service Leave Act 1958* (or the *Construction Industry Portable Paid Long Service Leave Act 1985* where applicable).

### Bereavement leave

- All employees, including casual employees, are entitled to 2 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 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 the [Parental leave](#) page for more details.

### Annual leave

- Full time employees are entitled to a minimum of 4 weeks of paid annual leave for each year of completed service, up to 152 hours. Part time employees are entitled to a minimum of 4 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 4 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 Electrical Contracting 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%.
- Provisions relating to additional annual leave in lieu of certain public holidays apply to employees working some regional areas. See the public holidays information above and Clause 23 of the Award.
- 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.
- For annual leave entitlements when employment ends see the *Resignation, termination and redundancy* section.
- Visit Wageline's [Annual leave](#) page for more information.

### 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 2 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 2 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.
- Personal leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.
- Unused personal leave entitlements are not paid out on termination.
- 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 10 days' **paid** family and domestic violence leave under the national *Fair Work Act 2009*.
- In addition, all state system employees are entitled to 5 days' **unpaid** family and domestic violence leave under the *Minimum Conditions of Employment Act 1993*.
- Family and domestic violence 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 leave is available in full to part time and casual employees (i.e. it is not pro rata).
- An employee is able to take 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 period, separate periods of one or more days each, or periods of less than one day.
- Visit Wageline's [Family and domestic violence leave](#) page for more information.

## Long service leave

- This WA award summary provides information based on the provisions of the *Long Service Leave Act 1958*. Employees who work on site in the construction industry may instead be covered by the *Construction Industry Portable Paid Long Service Leave Act 1985*. Visit [www.myleave.wa.gov.au](http://www.myleave.wa.gov.au) for more information.
- 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

An employee is entitled to be paid out annual leave when employment ends.

Unused annual leave for any completed year of employment (including annual leave loading) gets paid out when employment ends due to resignation, dismissal or redundancy.

Pro-rata annual leave for part of a year of employment (including annual leave loading) is paid out when employment ends due to resignation, redundancy or dismissal (except for dismissal for serious misconduct).

## Resignation by the employee

Full time and part time employees are required to provide the following notice:

- One day's notice during the first month of employment.
- One week's notice if employed for less than 1 year but more than 1 months.
- Two weeks' notice if employed more than 1 year, but less than 3 years.
- Three weeks' notice if employed more than 3 years but less than 5 years.
- Four weeks' notice if employed 5 years or more.

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

## Termination

An employer is required to give a casual employee 1 hours' 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 apply in addition to the notice provisions in the Electrical Contracting Industry 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

### Severance pay – Employers who employ less than 15 employees

If an employee ceases to be employed for any reason other than misconduct, the following award severance payments must be paid to the employee:

Period of continuous service*	Award severance pay
Less than 12 months #	1.75 hours per week of service
1 year and less than 2 years ^	2.4 weeks' pay plus, for all service in excess of 1 year, 1.75 hours' pay per completed week of service up to a maximum of 4.8 weeks' pay.
2 years and less than 3 years ^	4.8 weeks' pay plus, for all service in excess of 2 years, 1.6 hours' pay per completed week of service up to a maximum of 7 weeks' pay.
3 years and less than 4 years ^	7 weeks' pay plus, for all service in excess of 3 years, 0.73 hours' pay per completed week of service up to a maximum of 8 weeks' pay.
4 years or more ^	8 weeks' pay.

\* An employee's period of continuous service includes any service with that business under a previous employer where there has been a transfer of the business.

# Employees with less than 12 months continuous service are only entitled to severance pay if the employer terminates the employment (for any reason other than misconduct).

^ Employees with more than 12 months continuous service are entitled to severance pay if their employment ends for any reason (including resignation by the employee) other than misconduct.

Service as an apprentice counts as part of the employee's continuous service if the employee completes an apprenticeship and remains employed for a further 12 months.

Any period of service as a casual does not count as continuous service for the purposes of severance.

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 employer has given notice of termination to the employee and the employee resigns during the notice period, the employee is 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.

### Severance pay – Employers who employ 15 or more employees

Employers covered the Electrical Contracting Industry Award who employ 15 or more employees must pay the award severance pay detailed above, or the severance pay outlined below, based on whichever provides **the greater entitlement to the employee**.

The severance payments outlined below are only applicable if the **employer has made the employee redundant** because the employer has made a definite decision that the employer no longer wishes the job the employee has been doing done by anyone. If an employee resigns, or they are terminated by the employer for reasons other than redundancy, the severance payments below are not applicable. However, the award severance payments detailed above *may* still be applicable (refer to the information regarding the award severance payments in the above table).

The severance payments outlined below 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. However, the award severance payments detailed above *may* still be applicable (refer to the information regarding the award severance payments in the above table).

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 transfer of the business.

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.

### Other redundancy obligations

When an employee has been made redundant by the employer they are entitled to receive:

- the appropriate notice period or pay in lieu of notice, as outlined in the termination section above;
- 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 information](#) page for information on redundancy obligations.

## 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 Electrical Contracting Industry 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.demirs.wa.gov.au/longserviceleave](http://www.demirs.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

- An "**Electrical Assistant**" shall mean an employee directly assisting any other employee covered by this award.
- An "**Electrical Fitter**" means an employee engaged in making, repairing, altering, assembling, testing, winding, or wiring electrical machines, instruments, meters, or other apparatus, other than wires leading thereto, but an employee shall not be deemed to be an electrical fitter:
  - Solely by reason of the fact that this work consists of placing electrodes in "neon" tubes sealed by the employee; or
  - If the employee is employed as a meter tester.
- An "**Electrical Installer/Mechanic**" means an employee engaged in the installation of electric lighting, electric meters, bells, telephones or motors and apparatus used in connection therewith and includes an employee engaged in running, repairing or testing of conductors used for lighting, heating or power purposes but does not include an employee who is a linesperson or a meter fixer.
- An "**Electrician - Special Class**" means, subject to paragraph (c) below, an electrical fitter or electrical installer who:
  - (a) (i) Has satisfactorily completed a prescribed post trade course in industrial electronics; or
  - (ii) Has, whether through practical experience or otherwise, achieved a standard of knowledge comparable to that which would be achieved under sub-paragraph (i) hereof; and
  - (b) (i) Is engaged on work on or in connection with complicated or intricate circuitry, which work requires for its performance the standard of knowledge referred to in paragraph (a) hereof;
  - (ii) Is able, where necessary and practicable, to perform such work without supervision and to examine, diagnose and modify systems comprising inter-connected circuit;

but does not include such an employee unless the work on which they are engaged requires for its performance, knowledge in excess of that gained by the satisfactory completion of the appropriate Technical College trade course.
- (c) For the purposes of this award an employee shall be deemed to be an Electrician - Special Class only for the time during which the employee meets the foregoing conditions, unless:
  - (i) that time exceeds 16 hours per week; or
  - (ii) that time is likely, during the course of their employment, to exceed sixteen hours per week on average;

in which case the employee shall be classified as Electrician - Special Class for as long as their employment continues on either of those bases.

- (d) For the purpose of this definition the following courses are deemed to be prescribed post trade courses in industrial electronics:
- (i) Post Trade Industrial Electronics Course of the N.S.W. Department of Technical Education.
  - (ii) The Industrial Electronics Course (Grades 1 and 2) as approved by the Education Department of Victoria.
  - (iii) The Industrial Electronics Course of the South Australian School of Electrical Technology.
  - (iv) Industrial Electronics (Course "C") of the Department of Education, Queensland.
  - (v) The Industrial Electronics Course of the Technical Education Department of Tasmania.
  - (vi) The Certificate in Industrial Electronics of the Technical Education Division, Education Department of Western Australia.

- An "**Electronics Tradesperson**" means an electrical tradesperson working at a level beyond that of electrician special class and who is mainly engaged in applying their knowledge and skills to the tasks of installing, repairing, maintaining, servicing, modifying, commissioning, testing, fault finding and diagnosing of various forms of machinery and equipment which are electronically controlled by complex digital and/or analogue control systems utilising integrated circuitry. The application of this skill and knowledge would require an overall understanding of the operating principles of the systems and equipment on which the tradesperson is required to carry out their tasks.

To be classified as an electronics tradesperson, a tradesperson must have at least three years on the job experience as a tradesperson in electronics systems utilising integrated circuits and in addition must have satisfactorily completed a post trades course in electronics equivalent to at least two years' part-time study.

In addition, to be classified as an electronics trades, a tradesperson must be capable of:

- Maintaining and repairing multi-function printed circuitry using circuit diagrams and test equipment;
- Working under minimum supervision and technical guidance;
- Providing technical guidance within the scope of the work described in this definition;
- Preparing reports of a technical nature on specific tasks or assignments as directed and within the scope of the work described in this definition.

- An "**Instrument Fitter/Electrical Grade 1**" means a tradesperson who is mainly engaged in installing, testing and/or repairing and maintaining electrical and/or electro-pneumatic measuring and/or recording appliances and/or scientific electrical instruments and associated services thereto, including small bore piping up to 25 m/m in diameter.

An Instrument Fitter/Electrical Grade 1 shall demonstrate a knowledge and understanding of industrial instrumentation and be able to apply that knowledge and understanding to the tasks assigned by the employer. The required knowledge and understanding would have been gained by undertaking a formal training course run by a State Education Department or Technical Education Department or its equivalent or by at least 12 months on the job experience as a tradesperson at instrument work.

- An "**Instrument Fitter/Electrical Grade 2**" means a tradesperson working at a level above that of Instrument Fitter/Electrical Grade 1, who is mainly engaged in installing, repairing, maintaining, servicing, testing, modifying, commissioning, calibrating and fault finding instruments which make up a complex control system which utilises some combination of electrical, electronic, mechanical, hydraulic and pneumatic principles.

To be classified as an Instrument Fitter/Electrical Grade 2 a tradesperson will have:

- (a) Had a minimum of two years on the job experience as a tradesperson working predominantly on complex and/or intricate instruments and instrument systems as will enable the employee to perform such work under minimum supervision and technical guidance, and
- (b) Satisfactorily completed an appropriate post trade course equivalent to at least two years' part-time study or has achieved to the satisfaction of the employer a comparable standard of skill and knowledge by other means including in-plant training or on the job experience referred to in (a) above.

- A "**Linesperson**" means an employee engaged (with or without assistance) in erecting poles for electrical wires, cables or other conductors or erecting wires, cables or other conductors on poles or over buildings, or tying them to insulators, or joining or insulating them, or doing any work on electrical poles off the ground.
- A "**Cable Jointer**" shall mean an employee who is engaged in joining cables or sweating on lugs in connection with the installing and maintenance of underground or overhead distributing systems.