Department of **Local Government, Industry Regulation and Safety**
Private Sector Labour Relations

GOVERNMENT OF WESTERN AUSTRALIA

wageline 1300 655 266

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

Not the current wage

WA award summary

Transport Workers (General) Award

1 July 2025 – 30 June 2026

About this award summary

This document is a summary of the state Transport Workers (General) 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 Transport Workers (General) Award that is available on the Western Australian Industrial Relations Commission website www.wairc.wa.gov.au. Provisions of other employment legislation also apply to employees and have been included in this WA award summary where appropriate. 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.lgirs.wa.gov.au/wageline or by contacting Wageline on 1300 655 266.

This WA award summary includes information on employment entitlements introduced by the *Industrial Relations Legislation Amendment Act 2024* effective from 31 January 2025 – www.lgirs.wa.gov.au/new-employment-laws

Disclaimer

The Department of Local Government, Industry Regulation and Safety has prepared this WA award summary to provide information on pay rates and major award provisions. It 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

Step 1 Is the business in the state system?	This WA award summary applies to businesses in the **state industrial relations system.** The state system covers businesses (and their employees) that operate as: ✓ **sole traders** ✓ **unincorporated partnerships** ✓ **unincorporated trust arrangements** ✓ **incorporated associations and other non-profit bodies** that are not trading or financial corporations This summary does **not** cover businesses and organisations in the national industrial relations system which operate as: ✘ **Pty Ltd businesses** that are trading or financial corporations ✘ **incorporated partnerships or incorporated trusts** ✘ **incorporated associations and other non-profit bodies** that are trading or financial corporations. For more information visit Which system of employment law applies. If the business or organisation is in the national system visit the Fair Work Ombudsman website www.fairwork.gov.au
Step 2 Is the business covered by the Transport Workers (General) Award?	The Transport Workers (General) Award covers businesses in the 'road transport and distribution industry' in the state industrial relations system which includes: ✓ transport by road of all types of goods, wares, merchandise and materials ✓ transport of livestock, petrol and new or used vehicles ✓ furniture removalists and newspaper delivery ✓ drivers working for florists, nurseries, laundries and/or dry cleaners ✓ cartage contractors, milk vendors and dairy suppliers ✓ bread carting and mobile food vending Note: the industry coverage of this WA award was expanded on 7 October 2024 when the award was updated by the Western Australian Industrial Relations Commission.
Step 3 Is the employee's job covered by the Transport Workers (General) Award?	The Transport Workers (General) Award sets pay rates, working hours and other employment arrangements for full time, part time and casual employees working as: ✓ Drivers and Motor Driver's Assistants ✓ Washers, Loaders and Yards people ✓ Mobile Crane and Fork Lift Drivers

Industrial inspectors at the Department of Local Government, 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 $18,000 for individuals and $93,000 for bodies corporate. Higher penalties apply for serious contraventions of up to $180,000 for individuals and $930,000 for bodies corporate. An industrial inspector is also able to give a person a civil infringement notice, similar to an 'on-the-spot fine', for not complying with employment record-related requirements. Record keeping requirements are outlined in the Employment Records section of this summary.

Employees who believe that they have been underpaid wages or leave entitlements under state employment laws, can follow the Steps to making an underpayment complaint.

Stay informed when WA award pay rates change, subscribe to Wageline News or follow Wageline on social media.

Not the current wage rates

Rates of pay – applicable from the first full pay period that started on or after 1 July 2025 to the last full pay period that ended on or before 30 June 2026.

- All rates of pay are gross rates (before tax). The table below provides the rates that apply from the beginning of the first full pay period that started on or after **1 July 2025**.
- **A bread carter employed at 31 January 2024 under either the *Breadcarters (Metropolitan) Award* or the *Breadcarters (Country) Award* who continues to be employed with the same employer after that date must not be paid less than they would have been paid for the same work prior to 31 January 2024.**

Classifications (Descriptions on page 13)	**Age**	**Weekly**	**Hourly**	**Casual** (includes 25% loading)
Grade 1	Adult - 20 years and over	$974.90	$25.66	$32.07
	19 years old	$779.90	$20.52	$25.66
	Less than 19 years old	$682.40	$17.96	$22.45
Grade 2	Adult - 20 years and over	$994.80	$26.18	$32.72
	19 years old	$795.80	$20.94	$26.18
	Less than 19 years old	$696.40	$18.33	$22.91
Grade 3	Adult - 20 years and over	$1,004.50	$26.43	$33.04
	19 years old	$803.60	$21.15	$26.43
	Less than 19 years old	$703.20	$18.51	$23.13
Grade 4	Adult - 20 years and over	$1,019.60	$26.83	$33.54
	19 years old	$815.70	$21.47	$26.83
	Less than 19 years old	$713.70	$18.78	$23.48
Grade 5	Adult - 20 years and over	$1,029.00	$27.08	$33.85
	19 years old	$823.20	$21.66	$27.08
	Less than 19 years old	$720.30	$18.96	$23.69
Grade 6	Adult - 20 years and over	$1,039.10	$27.34	$34.18
	19 years old	$831.30	$21.88	$27.34
	Less than 19 years old	$727.40	$19.14	$23.93
Grade 7	Adult - 20 years and over	$1,051.40	$27.67	$34.59
	19 years old	$841.10	$22.13	$27.67
	Less than 19 years old	$736.00	$19.37	$24.11
Grade 8	Adult - 20 years and over	$1,080.90	$28.44	$35.56
	19 years old	$864.70	$22.76	$28.44
	Less than 19 years old	$756.60	$19.91	$24.89
Grade 9	Adult - 20 years and over	$1,096.70	$28.86	$36.08
	19 years old	$877.40	$23.09	$28.86
	Less than 19 years old	$767.70	$20.20	$25.25
Grade 10	Adult - 20 years and over	$1,122.70	$29.54	$36.93
	19 years old	$898.20	$23.64	$29.54
	Less than 19 years old	$785.90	$20.68	$25.85

Not the current 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 Transport Workers (General) 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 employees minimum pay rates and entitlements summary.
- 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.

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 Deductions and pay protections for more information.

Employment of children

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

Allowances

Meal money

An employee who is required to work overtime for 2 hours or more must be supplied with a reasonable meal by the employer or paid **$7.64** for a first meal and **$5.23** per meal if the amount of overtime worked necessitates a second or subsequent meal.

Leading hand allowance

A leading hand placed in charge of:

• not less than 3 and not more than 10 other employees	**$23.96** per week
• more than 10 and not more than 20 other employees	**$35.73** per week
• more than 20 other employees.	**$45.38** per week

Furniture carting allowance

An employee who is a recognised furniture carter working in removing and/or delivering furniture must be paid **$12.58 per week**.

Industry allowance

Employees employed in rock quarries and sand pits to compensate for dust and climatic conditions must be paid **$19.95 per week**.

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. 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.

Not the current wage rates

- 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 the amount for the relevant town.

Location allowance rates effective first pay period on or after 1 July 2025

Town	$ per week	Town	$ per week	Town	$ per week
Agnew	$25.90	Halls Creek	$61.40	Norseman	$23.30
Argyle	$70.00	Kalbarri	$9.40	Nullagine	$68.10
Balladonia	$27.20	Kalgoorlie	$11.10	Onslow	$45.60
Barrow Island	$45.60	Kambalda	$11.10	Pannawonica	$33.90
Boulder	$11.10	Karratha	$44.10	Paraburdoo	$33.80
Broome	$41.90	Koolan Island	$45.80	Port Hedland	$36.40
Bullfinch	$12.10	Koolyanobbing	$12.10	Ravensthorpe	$13.60
Carnarvon	$21.50	Kununurra	$70.00	Roebourne	$50.80
Cockatoo Island	$45.80	Laverton	$26.60	Sandstone	$25.90
Coolgardie	$11.10	Learmonth	$38.50	Shark Bay	$21.50
Cue	$26.70	Leinster	$25.90	Southern Cross	$12.10
Dampier	$36.50	Leonora	$26.60	Telfer	$62.50
Denham	$21.50	Madura	$28.20	Teutonic Bore	$25.90
Derby	$43.50	Marble Bar	$68.20	Tom Price	$33.80
Esperance	$7.40	Meekatharra	$23.10	Whim Creek	$43.60
Eucla	$29.10	Mount Magnet	$29.00	Wickham	$42.00
Exmouth	$38.50	Mundrabilla	$28.70	Wiluna	$26.10
Fitzroy Crossing	$52.90	Newman	$24.90	Wyndham	$65.40

Distant work

An employee engaged on work from which they are unable to return to their home at night must be supplied with reasonable food and accommodation or must be paid for such personal expenses as they reasonably incur.

An employee engaged on work which requires them to sleep in or about their truck while travelling from one point to another or in the absence of suitable accommodation is obliged to live in a tent or hut must be paid an allowance of **$14.31** per night.

Cash handling

Drivers who handle cash or cheques during any week or portion of a week as part of their duties and account for it must be paid an allowance as follows:

- For any amount handled up to $20 **$0.98** per week
- Over $20 but not exceeding $200 **$1.89** per week
- Over $200 but not exceeding $600 **$3.39** per week
- Over $600 but not exceeding $1000 **$4.74** per week
- Over $1000 but not exceeding $1200 **$6.83** per week
- Over $1200 but not exceeding $1600 **$9.77** per week
- Over $1600 but not exceeding $2000 **$11.44** per week
- Over $2000 **$13.04** per week

Other allowances

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

Meal breaks

- Every employee must be allowed each day a meal break of not less than 30 minutes or more than one hour, to commence at any time between the end of the third and end of the fifth hour of the day's employment.
- An employee whose meal break is postponed for more than half an hour must be paid at overtime rates until released for a meal.
- An employee engaged in the bread carting industry is entitled to a 10 minute paid break after 8 hours of work in any shift and a further 10 minute paid break for every 2 hours worked thereafter in that shift .

Not the current Wage rates

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

Employees (except bread carters)

- The ordinary hours for full time employees is as follows:
  - An average of 38 hours per week to be worked in one of the following arrangements:
    - 38 hours within a work cycle not exceeding 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; or
    - 152 hours within a work cycle not exceeding 28 consecutive days.
  - Ordinary hours may be worked on any or all days of the week, Monday to Friday inclusive, between the hours of 6.00am and 6.30pm
  - Ordinary hours may not exceed 10 hours on any day.
- Any arrangement of ordinary working hours that exceeds 8 hours on any day must be subject to the agreement between the employer and the majority of employees in the plant or section or sections concerned.
- All ordinary time worked on Saturdays must be paid for at the rate of time and a half, and all ordinary time worked on Sundays must be paid for at the rate of double time. **Note: only those employees working in the industries listed below (under the heading "Variation for particular industries") may be rostered to work ordinary hours on Saturdays and Sundays.**
- Employees employed on any shift Monday to Friday where the ordinary hours of duty include hours between 7.00pm and 7.00am must be paid an extra 15% for each shift.
- Variations for particular industries:
  - The ordinary hours of work for employees working in connection with the transportation of livestock; newspaper delivery; milk, cream, ice cream or dairy produce industries; pastry cooks' products; and ice-carting must not exceed 38 hours per week, or an average of 38 hours per week (in one of the hours arrangements listed above), to be worked in continuous shifts (except for meal breaks) on not more than 6 days of the week.
  - The ordinary hours of work for employees engaged in driving over distances in excess of 320 kilometres in a complete journey (but only in respect of that journey), must not exceed 38 hours per week, or an average of 38 hours per week (in one of the hours arrangements listed above), to be worked in continuous shifts (except for meal breaks) on not more than 6 days of the week.

Bread carters

- Ordinary hours of work are 8 consecutive hours each day unless agreed between the employer and majority of employees in the workplace and shall be worked:
  - For a country bread carter, from Monday to Saturday inclusive.
  - For a metropolitan bread carter, on five consecutive days from Monday to Friday inclusive.
- Bread loaders required to commence work:
  - before 4am shall be paid an extra 30% for each shift*.
  - Between 4.01am and 7am shall be paid an extra 15% for each shift*.
- Bread carters required to commence work before 7am shall be paid an extra 15% for each shift*.

* Penalty rates are not payable on overtime hours worked.

Overtime

- All work performed outside of ordinary hours must be paid for at the rate of time and a half for the first 2 hours and double time thereafter.
- All overtime worked on Sunday and Saturday after 12 noon must be paid for at the rate of double time.
- Hours worked on a public holiday or substituted holiday must be paid at the rate of double time and a half and employees must receive a minimum of 4 hours pay.
- All time worked by a country bread carter in excess of 10 hours on a double delivery day or in excess of 12 hours on a treble or quadruple delivery day is paid at overtime rates of double time.

Shift work

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

Not the current Wage rates

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

- A part time employee is an employee required to work less than 38 ordinary hours per week.
- Part time employees receive the same wages and conditions as full time employees but on a proportionate basis to the hours they work.
- Before commencing part time employment, the employee and employer must agree upon the usual hours to be worked by the employee, the regular days upon which they will be worked and the expected commencing and finishing times.
- A part time employee must receive a minimum payment of 4 hours each day worked.
- A part time employee is entitled to be paid for the hours agreed upon, and additional hours to those may be worked by agreement. Part time employees may be offered additional work up to 38 hours per week at ordinary pay.
- All ordinary time worked on Saturdays must be paid for at the rate of time and a half, and all ordinary time worked on Sundays must be paid for at the rate of double time. **Note: Under the award only employees working in particular industries are able to work ordinary hours on Saturdays and Sundays (refer to the information above regarding full time employees).**
- Employees employed on any shift Monday to Friday where the ordinary hours of duty include hours between 7.00pm. and 7.00am must be paid an extra 15% for each shift.
- Overtime rates are to be paid after completing the number of ordinary hours for a full time employee on any one day or after 38 hours in any one week or outside the spread of ordinary hours as detailed above for full time employees.

Ordinary working hours, penalty rates and overtime - casual employees

- A casual employee is an employee who is employed on the basis that:
  - the employment is casual; and
  - there is no entitlement to paid leave, except bereavement leave.
- Casual employees must be informed of those conditions of employment before they are employed.
- A minimum payment of 4 hours pay is to be paid.
- When casual employees are working overtime, or outside of ordinary hours, a separate formula is applied to calculate overtime payments. To calculate the rate of overtime, a 10% loading is added to the hourly rate of pay for a non-casual employee. The resulting amount then forms the casual employee's ordinary rate of pay to be used for overtime calculations (note: the 10% loading replaces the 25% casual loading for overtime purposes). For example, if overtime is being paid at time and one half, the calculation would be:

  Casual overtime payment = (hourly rate of pay for non-casual employee + 10%) x 1.5

- A casual employee (other than an irregular casual employee*) who has been engaged for a period of 12 months is eligible to have their employment converted to full time or part time employment. For full details, refer to clause 2.5 of the Transport Workers (General) Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au.

  * an "irregular casual employee" is a casual employee who has been engaged to perform work on an occasional or non-systematic or irregular basis.

Flexible working arrangement requests

- Written requests for a flexible work arrangement can be made by employees with at least 12 months' service. Requests can only be made in relation to specific circumstances, which include pregnancy, caring responsibilities, disability, and family and domestic violence. The employer must consider the request and provide a written response within 21 days.
- An employer can refuse the request for specified reasons, including reasonable business grounds.
- Any flexible work arrangement agreed between the employer and employee must be consistent with the working hours and employment arrangements in this WA award.
- Visit Flexible work requests for more information.

Not the current wage rates

Public holidays

Under this award:

- If a public holiday (except Easter Sunday) falls on a Saturday or Sunday, the following Monday is considered to be the public holiday. If Boxing Day falls on a Sunday or Monday, the following Tuesday is 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.
- The Easter Sunday public holiday is on the actual day and it **is not** substituted to another day.

Visit Public Holidays in Western Australia to view public holiday dates.

Minimum entitlement to be absent on a public holiday

- All employees have a minimum entitlement to be absent from work on a day that is a public holiday.
- An employer is able to request an employee to work on a public holiday if the request is reasonable, but an employee is entitled to refuse a request to work on a public holiday if the request is not reasonable or refusal is reasonable.
- There are a range of specific factors that need to be taken into account when determining whether a request or a refusal of a request is reasonable. These are outlined on Public holiday pay and arrangements.

Payment for public holidays

- If a full time or part time employee is absent from work on a public holiday (and their absence is consistent with the minimum entitlements described above) they are entitled to be paid:
  - as if they were required to work their ordinary hours on the public holiday; and
  - at the rate they would have received as payment for those hours under this WA award.
- If a casual employee does not work on a public holiday they are not entitled to payment.
- Employees who would not ordinarily work on the public holiday (such as part time employees who do not work on that day of the week) and employees on unpaid leave on the public holiday are not entitled to payment.
- If a full time, part time or casual employee works on a public holiday (or a substituted public holiday) they must be paid at the rate of double time and a half and employees must receive a minimum of 4 hours pay.
- By agreement in writing between any employee and their employer work may be performed on any of the public holidays at time and a half in which case an additional day must be added to the annual leave for each day so worked.

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

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*. Visit Parental leave for more details.

Not the current wage rates

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 annual leave of 4 weeks 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 Transport Workers (General) Award sets out additional requirements regarding annual leave and annual leave loading.
- During a period of annual leave an employee must be paid annual leave loading of 17.5%.
- Annual leave accrues on a weekly basis:
  - A full time employee accrues 2.923 hours of annual leave for each completed week of work.
  - A part time employee accrues the relevant proportion of 2.923 hours annual leave for each completed week of service.
  - The 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 Annual leave for more information.

Bereavement leave

- All employees, including casual employees, are entitled to 2 days paid bereavement leave on the death of a member of the employee's family or household. The 2 days need not be consecutive.
- Bereavement leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993.*
- Visit Bereavement leave 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. The 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* and the Transport Workers (General) Award sets out additional requirements regarding personal leave.
- When a business changes ownership, an employee's paid personal leave balance with the old employer must be credited to the employee by the new employer if under the *Long Service Leave Act*:
  - there has been a transmission / transfer of business; and
  - the employee's service is deemed continuous.
- Unused personal leave entitlements are not paid out on termination.
- Visit Personal leave 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).
- Visit Family and domestic violence leave for more information.

Not the current wage rates

Long service leave

- Long service leave is a paid leave entitlement for full time, part time and casual employees. Under the *Long Service Leave Act 1958* (LSL Act), an employee may be eligible for long service leave:
  - after 10 years of continuous employment with the same employer, and for every 5 years of continuous employment after the initial 10 years; and
  - on a pro rata basis when their employment ends after 7 years of continuous employment but before 10 years.
- The Long service leave pages of the Wageline website contain information on who is covered by the LSL Act, the entitlement to long service leave, how long service leave can be taken and frequently asked questions.
- To be entitled to long service leave an employee's employment with their employer must be continuous. There are some paid and unpaid absences or interruptions to an employee's employment that:
  - do not break an employee's continuous employment; and
  - count towards the employee's period of employment for the purposes of accruing long service leave.

  Some other types of absences do not break an employee's continuous employment, but do not count towards an employee's period of employment for the purposes of accruing long service leave. Visit What is continuous employment 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 When a business changes ownership for details.
- The WA long service leave calculator can provide an estimate of the number of weeks of long service leave an employee is entitled to 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 is paid out when employment ends due to redundancy or dismissal (except for dismissal for serious misconduct) and is also paid out when the employee resigns and gives the notice required under the WA award. Annual leave loading is not paid on pro rata annual leave.

Resignation by the employee

Full time and part time employees are to provide the same notice as required of the employer (outlined in the table above) except that there is no additional notice based on the age of the employee.

The employer and employee may agree to a shorter notice period to suit individual circumstances.

Termination

An employer must wherever practicable notify a casual employee if services are not required the next working day.

Except in cases of serious misconduct, an employer is required to give full time and part time employees the following period of notice of termination (or payment in lieu):

Period of continuous service	Notice period
Not more than 1 year	1 week
More than 1 year but not more than 3 years*	2 weeks
More than 3 years but not more than 5 years*	3 weeks
More than 5 years*	4 weeks

*Employees over 45 years of age with 2 or more years of continuous service must receive an additional week's notice.

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.

Dismissal and unfair dismissal outlines obligations and requirements when an employee is terminated.

Not the current wage rates

Redundancy

An employee is redundant when their employer has made a definite decision that they no longer wish the job the employee has been doing to be done by anyone.

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

- the appropriate notice period or pay in lieu of notice, as 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 Redundancy for information on redundancy obligations.

Severance pay – Employers who employ 15 or more employees

Employers covered by this award who employ 15 or more employees must pay severance pay when an employee is made redundant, as outlined in the table below.

Period of continuous service*	Number of weeks severance pay
Less than 1 year	Nil
1 year and less than 2 years	4 weeks
2 years and less than 3 years	6 weeks
3 years and less than 4 years	7 weeks
4 years and less than 5 years	8 weeks
5 years and less than 6 years	10 weeks
6 years and less than 7 years	11 weeks
7 years and less than 8 years	13 weeks
8 years and less than 9 years	14 weeks
9 years and less than 10 years	16 weeks
10 years and over	12 weeks

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

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

These severance pay requirements do not apply to probationary employees, apprentices and trainees, casual and contract employees or employees terminated due to serious misconduct or for other reasons not related to redundancy.

Redundancy pay is calculated based on the applicable number of weeks' severance multiplied by ordinary time earnings. Ordinary time earnings excludes overtime, penalty rates, and allowances.

If the employee resigns during the notice period, they are entitled to the same severance pay they would receive if they had worked until the end of the notice period. However, in this circumstance the employee is not entitled to payment in lieu of notice.

Visit Redundancy for more information on redundancy payments.

Not the current wage rates

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.

Visit Pay slip requirements for 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 *Transport Workers (General) 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;

Not the current wage rates

- 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 *Long Service Leave Act 1958*. Employers are also required to comply with the record keeping requirements in the *Long Service Leave Act 1958*. Visit Long service leave 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 *Minimum Conditions of Employment Act 1993* or *Long Service Leave Act 1958*; 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.

The Record keeping obligations 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.

Not the current wage rates

Classifications / Job duties

Grade 1

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

Grade 2

- Night Washer
- Driver, rigid vehicle to 4.5 tonnes GVM (Gross Vehicle Mass)
- Driver of tow motor
- Employee riding a motorcycle in the course of employment
- Loader in charge of automatic slicing and wrapping machine.

Grade 3

- Driver, rigid vehicle from 4.5 to 13.9 tonnes GVM or GCM (Gross Combination Mass)
- Driver, fork lift up to and including 5 tonnes lifting capacity
- Driver, tractor without power operated attachment.

Grade 4

- Driver, rigid vehicle over 13.9 tonnes GVM or GCM and up to 13 tonnes capacity
- Straddle carrier driver
- Driver of dump truck (unlicensed)
- Driver of fork lift over 5 and up to 10 tonnes lifting capacity.

Grade 5

- Driver, articulated vehicle to 22.4 tonnes GCM
- Driver, rigid vehicle and heavy trailer to 22.4 tonnes GCM
- Driver, rigid vehicle 4 or more axles over 13.9 tonnes GVM or GCM
- Driver of fork lift over 10 and up to 34 tonnes lifting capacity.

Grade 6

- Driver low loader to 43 tonnes GCM
- Driver articulated vehicle over 22.4 tonnes GCM and up to 39 tonnes capacity
- Driver mobile crane up to 25 tonnes lifting capacity
- Driver rigid vehicle and heavy trailer over 22.4 tonnes GCM
- Driver of fork lift over 34 tonnes lifting capacity.

Grade 7

- Driver, articulated vehicle over 22.4 tonnes GCM over 39 and up to 60 tonnes capacity
- Driver, multiple articulated vehicle up to 53.4 tonnes GCM
- Driver, low loader over 43 tonnes GCM (for each additional complete tonne over 43 an extra 79 cents as part of the weekly wage rate for all purposes is payable).

Grade 8

- Driver mobile crane over 25 and up to 50 tonnes lifting capacity
- Driver multiple articulated vehicle over 53.4 tonnes up to 94 tonnes GCM up to 65 tonnes capacity.

Grade 9

- Driver multiple articulated vehicle over 94 tonnes GCM up to 75 tonnes capacity
- Driver of mobile crane over 50 tonnes lifting capacity.

Grade 10

- Driver multiple articulated vehicle over 94 tonnes GCM over 75 and up to 95 tonnes capacity (for each additional complete tonne over 95 an extra 79 cents as part of the weekly wage rate for all purposes is payable).

Not the current wage rates