Government of Western Australia
Department of Mines, Industry Regulation and Safety

wageline 1300 655 266

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

Not the current wage

WA award summary

Photographic Industry Award

Pay rates applicable from 1 July 2023 to 30 June 2024

About this award summary

This document is a summary of the state Photographic 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 Photographic Industry Award that is available on the Western Australian Industrial Relations Commission website www.wairc.wa.gov.au. Provisions of other employment legislation also apply to employees and have been included in this WA award summary where appropriate. Reference should also be made to the *Minimum Conditions of Employment Act 1993* (MCE Act), the *Long Service Leave Act 1958* (LSL Act), and the *Industrial Relations Act 1979* (IR Act) for full details.

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

Disclaimer

The Department of Mines, Industry Regulation and Safety has prepared this WA award summary to provide information on pay rates and major award provisions. It is provided as a general guide only and is not designed to be comprehensive or to provide legal advice. The department does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.

Three Step Check: to make sure this WA award summary is relevant to you

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** apply to businesses and organisations in the national 'fair work' 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 the Guide to who is in the WA state system page. If the business or organisation is in the national system visit the Fair Work Ombudsman website www.fairwork.gov.au
Step 2 Is the business covered by the Photographic Industry Award?	The Photographic Industry Award covers businesses in the photographic industry in the state industrial relations system. Businesses covered include: ✓ Portrait, advertising and commercial studios ✓ Developing, printing and finishing establishments
Step 3 Is the employee's job covered by the Photographic Industry Award?	The Photographic Industry Award sets pay rates, working hours and other employment arrangements for employees working: ✓ as developers, printers, mounters, retouchers, colourers, enlargers and finishers of photographs ✓ in the maintenance and repair of cameras and photographic equipment ✓ as photographers ✓ as receptionists employed in portrait, advertising and commercial studios ✓ taking photographs in addition to performing other work listed above.

Not the current wage rates

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

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

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

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

Rates of pay

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

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

For employees employed to work in portrait, advertising or commercial studios:

Classification	Weekly	Hourly	Casual (includes 20% loading)
Portrait, advertising and commercial studios			
Photographer	$890.80	$23.44	$28.13
All others – Introductory rate for the first three months	$863.40	$22.72	$27.27
All others – Employed for more than three months	$878.80	$23.13	$27.75
Developing, printing and finishing establishments			
Colour filter determinator, custom colour enlargement printer and colour printer controller	$900.50	$23.70	$28.44
Rack and tank colour film processor machine operator, colour enlargement printer, colour quality corrector, kit mixing operator and colour printer operator	$890.80	$23.44	$28.13
Rack and tank black and white film processor, black and white enlargement printer and black and white printer operator	$882.00	$23.21	$27.85
All others – Introductory rate for the first three months	$863.40	$22.72	$27.27
All others – Employed for more than three months	$878.80	$23.13	$27.75

View the award on the WA Industrial Relations Commission website at www.wairc.wa.gov.au or contact Wageline for more information.

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

Junior employees receive a percentage of the minimum rate for the appropriate classification:

Age	Percentage of adult classification
20 years of age	90%
19 years of age	80%
18 years of age	70%
17 years of age	60%
15 or 16 years	50%

Higher duties

An employee who is performing work at a higher classification level than their normal level must be paid the higher pay rate for those hours. If the employee is required to perform higher duties for more than 2 hours of one day or one shift, they must paid the higher wage rate for the whole day or shift.

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 the When children can work page for more information.

Not the current wage rates

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.

Allowances

Leading hand allowance

In addition to the appropriate total **weekly** wage, a leading hand must be paid the following, if placed in charge of:

- More than 3 and not more than 10 other workers **$27.05 per week / $0.71 per hour**
- More than 10 and not more than 20 other workers **$41.35 per week / $1.09 per hour**

Overtime meal allowance

When an employee is required to work overtime for more than 2 hours, and not supplied with a meal by the employer, they must be paid **$9.05**. If owing to the amount of overtime worked, a second or subsequent meal is required and a meal is not supplied by the employer, a subsequent meal allowance of **$6.20** must be paid. Meal money provisions do not apply if the employee was notified the previous day or earlier that they are required to work overtime or if the employee lives in the same locality as their place of work and can reasonably go home.

Late night trading meal allowance

An employee who commences work prior to 4.30pm on the day of late night trading and is required to work beyond 7.00pm on that day, shall be paid a meal allowance of **$9.05**.

Outside work allowances

- When a worker is sent to outside work, the employer shall pay all fares and an allowance for all necessary meals.
- When a worker is engaged at such a distance that they cannot return at night, suitable board and lodging shall be provided at the employer's expense.
- Travelling time outside ordinary working hours shall be paid for at ordinary rates, up to a maximum of 12 hours in a 24-hour period from the time of starting on the journey.

Motor vehicle allowance

If an employee is required and authorised to use their own vehicle in the course of their duties, they must be paid a motor vehicle allowance and any reasonable travelling expenses. Allowance rates are available in the Photographic Industry Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au or by contacting Wageline.

Location allowance for employees in regional areas

- Employees working 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 and apprentices 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 there is no spouse or partner) the employee is entitled to receive double the allowance specified for the relevant town except if the dependant also receives a location or district allowance payment as part of their own employment.

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- If an employee has a 'partial dependant' (a dependant who receives a district or location allowance of their own which is less than the location allowance the employee is entitled to under this award) the employee is entitled to receive:
  - the relevant location allowance for the employee's town; plus
  - an amount equal to the difference between the employee's location allowance and the amount their partial dependant receives in district or location allowance.
- If an employee receives free board and lodging, or is paid an allowance for board and lodging, the rate of location allowance is adjusted to 66.67% (two thirds) of the rate for the relevant town.

Location allowance rates effective from the first pay period on or after 1 July 2023

Town	$ per week	Town	$ per week	Town	$ per week
Agnew	$24.70	Halls Creek	$58.40	Norseman	$22.10
Argyle	$66.60	Kalbarri	$9.00	Nullagine	$64.70
Balladonia	$25.80	Kalgoorlie	$10.60	Onslow	$43.40
Barrow Island	$43.40	Kambalda	$10.60	Pannawonica	$32.30
Boulder	$10.60	Karratha	$41.90	Paraburdoo	$32.20
Broome	$39.90	Koolan Island	$43.70	Port Hedland	$34.60
Bullfinch	$11.50	Koolyanobbing	$11.50	Ravensthorpe	$13.00
Carnarvon	$20.50	Kununurra	$66.60	Roebourne	$48.30
Cockatoo Island	$43.70	Laverton	$25.40	Sandstone	$24.70
Coolgardie	$10.60	Learmonth	$36.60	Shark Bay	$20.50
Cue	$25.50	Leinster	$24.70	Southern Cross	$11.50
Dampier	$34.80	Leonora	$25.40	Telfer	$59.40
Denham	$20.50	Madura	$26.80	Teutonic Bore	$24.70
Derby	$41.40	Marble Bar	$64.80	Tom Price	$32.20
Esperance	$7.10	Meekatharra	$22.00	Whim Creek	$41.50
Eucla	$27.80	Mount Magnet	$27.60	Wickham	$40.00
Exmouth	$36.60	Mundrabilla	$27.30	Wiluna	$25.00
Fitzroy Crossing	$50.40	Newman	$23.80	Wyndham	$62.30

Hours and overtime

- The ordinary hours for a full time employee are:
  - 38 hours a week, to be worked on one of the following bases:
    - 38 hours within a work cycle not exceeding seven consecutive days; or
    - 76 hours within a work cycle not exceeding 14 consecutive days; or
    - 114 hours within a work cycle not exceeding 21 consecutive days; or
    - 152 hours within a work cycle not exceeding 28 consecutive days.
  - The hours of work must be rostered so that the employee does not work more than 5 days in each week or 10 days in each fortnight of any work cycle.
- Ordinary hours of work:
  - shall not exceed 10 hours on any day; and
  - may be worked between the hours of 6.30am and 6.00pm, unless the employee is also rostered to work late night trading between 6.30am and 9.00pm.
- 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.
- Part time employees must not work less than 2 days per week. The hours of a part time work cannot be altered without the employee agreeing to the changes or the giving of one week's notice.

Late night trading

No employee shall be rostered to work more than 11.5 ordinary hours on the day of late night trading.

Penalty rates

Employees employed in a retail area on photography duties on a Saturday between 8.00am and 5.30pm must be paid the rate of time and a quarter.

Not the current

Overtime

- All work performed outside the ordinary hours of duty is overtime.
- Any employee recalled to work after his or her normal shift has been completed must be paid for a minimum of 3 hours at overtime rates.
- Any overtime worked Monday to Friday is to be paid at the rate of time and a half for the first 2 hours and double time after that. By agreement between the employee and employer, time off in lieu of payment for overtime may be granted proportionate to the payment to which the employee is entitled.
- Work done after 12 noon on Saturdays or at any time on Sundays must be paid at the rate of double time.
- Work done on a public holiday must be paid at the rate of double time and a half.
- Employees who ordinarily work in retail between the hours of 8.00am and 6.00pm must be paid at the rate of double time for any hours worked in respect of late night trading.

Shift work

Specific hours and overtime provisions apply for employees working continuous shift work. See Clause 33 of the Photographic Industry Award available on the WA Industrial Relations Commission website www.wairc.wa.gov.au

Meal breaks

- Employees are entitled to an unpaid meal break of between 30 minutes and one hour each working day.
- Employees working the day of late night trading are entitled to a meal break of between 45 minutes and one hour, and must not be required to work more than 5 hours without a break for a meal.

Public holidays

- Full time employees are entitled to public holidays (or days substituted for public holidays) without deduction of pay. Part time employees are entitled to public holidays (or days substituted for public holidays) without deduction of pay if they would ordinarily be required to work on that day if it was not a public holiday.
- Under this 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 solely because it falls on a weekend. Employees required to work on Easter Sunday must be paid at public holiday penalty rates. Visit the Easter Sunday public holiday page for more information.
- If an employee works on a public holiday or substituted public holiday, they must be paid at the rate of double time and one half.
- Visit the Public Holidays in Western Australia page to view the public holiday dates.

Leave entitlements

Quick reference guide

Leave entitlement	Full time	Part time	Casual
Annual leave	✓	✓	✘
Personal leave	✓	✓	✘
Unpaid personal leave for caring purposes	✓	✓	✓
Bereavement leave	✓	✓	✓
Unpaid parental leave	✓	✓	✓
Long service leave	✓	✓	✓
Unpaid family and domestic violence leave	✓	✓	✓

This WA award summary covers the basic leave entitlements for employees covered by the Photographic Industry Award but does **not** include all details on leave obligations and entitlements. Full details of conditions are contained in the Photographic Industry 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*.

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Annual leave

- Full time employees are entitled to a minimum of four weeks of paid annual leave for each year of completed service, up to 152 hours. Part time employees are entitled to a minimum of four weeks of paid annual leave per year paid on a pro rata basis according to the number of hours they are required ordinarily to work in a four week period. Casual employees are not entitled to annual leave.
- Annual leave is a minimum entitlement in the *Minimum Conditions of Employment Act 1993* and the Photographic Industry Award sets out additional requirements regarding annual leave and annual leave loading.
- During a period of annual leave, a non-shift work employee must be paid annual leave loading of 17.5%.
- An employee working a seven-day shift roster is entitled to an additional week of annual leave.
- During a period of annual leave, shift work employees are entitled to whichever is greater between a loading of 17.5% and the shift/weekend penalties they would receive had they not been on annual leave.
- On termination, annual leave loading of 17.5% is paid on fully accrued annual leave entitlements for completed years of employment. Annual leave loading is not paid on proportionate leave (leave accrued in an incomplete year of employment) on termination.
- Annual leave accrues on a weekly basis:
    - A full time employee accrues 2.923 hours of annual leave for each completed week of work.
    - A part time employee accrues the relevant proportion of 2.923 hours annual leave for each completed week of work.
    - Wageline's Annual leave calculation guide can assist with calculating annual leave entitlements.
- Visit Wageline's Annual leave page for more information.

Bereavement leave

- All employees, including casual employees, are entitled to two days' paid bereavement leave on the death of a spouse, de facto partner, parent, step-parent, grandparent, child, step-child, grandchild, sibling or any other member of the employee's household. The two days need not be consecutive.
- Bereavement leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.

Parental leave

Employees, including eligible casual employees, are entitled to the unpaid parental leave entitlements in the National Employment Standards of the *Fair Work Act 2009*, as well as a number of more beneficial conditions contained in the *Minimum Conditions of Employment Act 1993* (a return to work after parental leave on a modified basis and a reversion to pre-parental leave working conditions). Visit the Parental leave page for more details.

Personal leave

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

Family and domestic violence leave

- All employees are entitled to five days' unpaid family and domestic violence leave in each 12 month period. This leave is available in full at the start of each 12 month period of an employee's employment and does not accumulate from year to year. The five days' leave is available in full to part time and casual employees (i.e. it is not pro rata).

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- An employee is able to take unpaid family and domestic violence leave if:
  - the employee is experiencing family and domestic violence; and
  - the employee needs to do something to deal with the impact of the family and domestic violence; and
  - it is impractical for the employee to do that thing outside the employee's ordinary hours of work.
- Leave can be taken in a single continuous five day period, separate periods of one or more days each, or periods of less than one day.
- Family and domestic violence leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.
- Visit Wageline's Family and domestic violence leave page for more information.

Long service leave

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

  Some other types of absences do not break an employee's continuous employment, but do not count towards an employee's period of employment for the purposes of accruing long service leave. Visit the Long service leave – What is continuous employment page for details.
- An employee's employment may in some circumstances also be continuous despite a change in the ownership of a business and the associated change of employer. This applies regardless of anything written in a sale of business contract. Visit the Long service leave – What happens when business ownership changes? page for details.
- The WA long service leave calculator can provide an estimate of an employee's long service leave entitlement when employment ends as a result of resignation, dismissal, death or redundancy.

Resignation, termination and redundancy

Resignation by the employee

Full time and part time employees are required to provide:

- one day's notice if the employee is in their first week of work;
- one day's notice if the employee is on a probationary period of up to 3 months; and
- one week's notice at all other times.

Termination

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.

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.

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The Dismissal information page outlines obligations and requirements when an employee is terminated.

Redundancy

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

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

- the appropriate notice period or pay in lieu of notice, as outlined 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 – General information page for information on redundancy obligations.

Severance pay – Employers who employ 15 or more employees

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

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

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

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

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

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

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

Visit the Redundancy payments page for information on redundancy payments.

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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 Photographic 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;

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

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

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

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

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

Time periods for keeping records

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

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