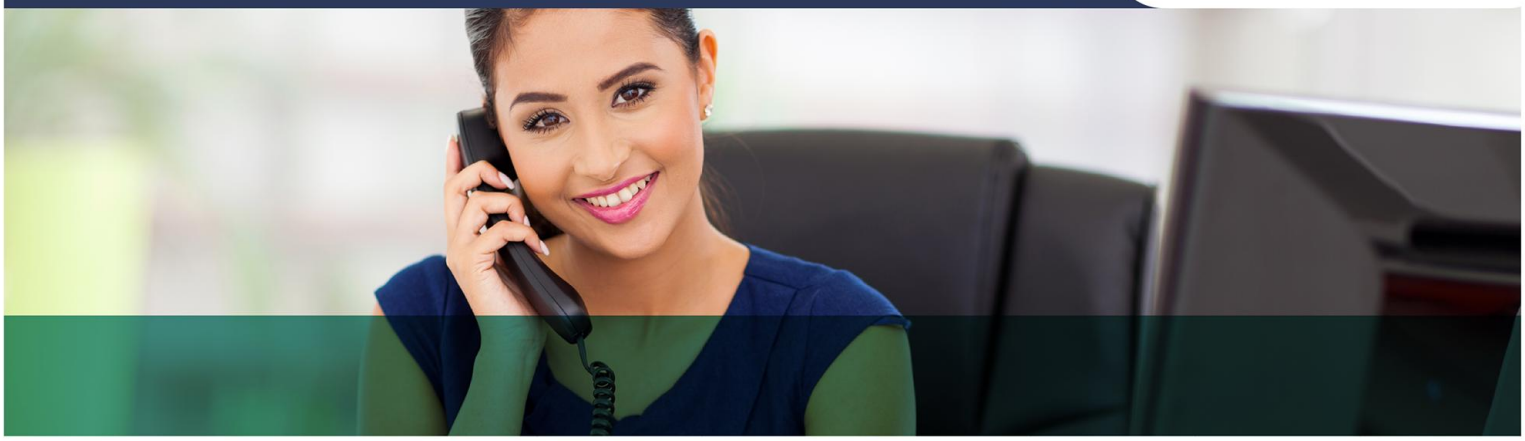
Department of **Local Government, Industry Regulation and Safety**
Private Sector Labour Relations

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

WA award summary

Clerks (Hotels, Motels and Clubs) Award

1 July 2025 – 30 June 2026

Not the current award

About this award summary

This document is a summary of the state Clerks (Hotels, Motels and Clubs) 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 Clerks (Hotels, Motels and Clubs) 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** 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 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 Clerks (Hotel, Motels and Clubs) Award?	The Clerks (Hotel, Motels and Clubs) Award covers businesses in the hospitality industry; including but not limited to: ✓ hotels and motels, guest houses, resorts, hostels, serviced apartments and other residential or tourist accommodation and boarding establishments ✓ caravan parks ✓ health or recreational farms ✓ clubs ✓ wine bars or taverns ✓ restaurants and function centres operating in or in connection with premises owned or operated by employers otherwise covered by this award.

Step 3 Is the employee's job covered by the Clerks (Hotel, Motels and Clubs) Award?	The Clerks (Hotel, Motels and Clubs) Award sets pay rates, working hours and other employment arrangements for full time, part time and casual employees working as: ✓ Clerks and clerical assistants ✓ Receptionists

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.

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 tables below provide the rates that apply from the beginning of the first full pay period that started on or after **1 July 2025**.

Some pay rates in this award are below the applicable state minimum wage. The rates in this summary reflect the legal minimum rate payable to employees.

Classification	Rate	Fortnightly	Hourly	Casual (includes 25% casual loading)
Senior Clerk		$2,014.60	$26.51	$33.13
Adult Clerk (21 years and over)*	100%	$1,999.40	$26.31	$32.88
20 years of age	90%	$1,761.60	$23.18	$28.97
19 years of age	80%	$1,565.80	$20.60	$25.75
18 years of age	70%	$1,370.10	$18.03	$22.53
17 years of age	60%	$1,174.40	$15.45	$19.32

- *The Clerks (Hotels, Motels and Clubs) Award contains a scale of pay rates for adult employees aged 21 - 24 years of age. It is unlawful under the *Equal Opportunity Act 1984* to pay adult employees less or more based solely on their age. As such the adult rate for a 25 year old is listed here.
- The Clerks (Hotels, Motels and Clubs) Award also provides wage rates for employees 16 years of age and under 16 years of age. Please consult the award on the WA Industrial Relations Commission website www.wairc.wa.gov.au for details.
- A "**Clerk**" is an employee engaged for or substantially employed on clerical work and without limiting the generality of the term it includes typists, stenographers and telephonists; receptionists and messengers where such employees do clerical work, and employees employed to operate calculating, billing or other machines designed to perform or assist in performing any clerical work whatsoever.

Registered trainees

- Registered trainees are employees who are undertaking a traineeship registered with the Apprenticeship Office at the Department of Training and Workforce Development.
- The weekly pay rate for a registered trainee under the Clerks (Hotels, Motels and Clubs) Award is calculated by multiplying the rate of pay under the award for the registered trainee's age and classification by 39 and dividing that sum amount by 52.
- Under this WA award, registered traineeships can only be undertaken on a full time basis.
- Registered trainees are covered by all other provisions of the Clerks (Hotels, Motels and Clubs) Award including working hours, penalty rates, allowances and leave entitlements.
- All time that a registered trainee spends at TAFE (or other off the job training) is considered to be normal working hours. An employer is not required to pay TAFE fees on behalf of the registered trainee.

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.

Not the current wage rates

Allowances

Meal allowance

An employee who is required to continue working for 2 hours or more after that employee's rostered ordinary time for ceasing work on any day, must be supplied with a suitable meal or if that meal is not provided, be paid a meal allowance of **$8.10**.

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.
- 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

Meal breaks

- An employee is entitled to an unpaid meal break of between 30 minutes and one hour.
- If an employee's rostered work period on any day is 8 hours or less, the employee must be released for a meal break after not more than 5 hours of work. If an employee's rostered work period on any day exceeds 8 hours, the employee must be released for a meal break after not more than 6 hours of work.
- Where the employer cannot grant the meal break on any day, the employee is to be paid an additional 50% of the applicable hourly rate, from the time the meal break should have been taken until the employee is released for a meal.

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.

Not the current WAGE rates

Ordinary working hours

Full time employees

- The ordinary hours of work for a full time employee are 76 per fortnight.
- Employees must not be required to commence work on more than 10 days in each fortnight.
- Shifts must not be less than 4 or more than 10 hours, and must be worked in a spread not exceeding 12 hours.

Part time employees

- A part time employee means an employee who regularly works 20 or more ordinary hours per fortnight, provided that the ordinary hours are less than 76 per fortnight.
- At the time of engagement the employer and the part time employee must agree to the number of ordinary hours to be worked by the employee each fortnight. Once agreed, the number of ordinary hours may be varied on either side by one week's notice (the notice may be waived at the employee's request with the consent of the employer).
- Part time employees must not be required to commence work on more than 10 days in each fortnight.
- Shifts must not be less than 4 or more than 10 hours, and must be worked in a spread not exceeding 12 hours.

Casual employees

- A casual employee may be employed for periods not exceeding 4 weeks.
- The duration of the casual engagement may be extended to 13 weeks in the event that the employee is engaged to cover for another employee who is absent on account of long service leave, annual leave, sick leave, injury, or an authorised period of unpaid leave.
- Casual employees must not be required to commence work on more than 10 days in each fortnight.
- Shifts must not be less than 4 or more than 10 hours, and must be worked in a spread not exceeding 12 hours.

Penalty rates

The following penalty rates apply for work performed during ordinary hours:

Time of hours worked	Penalty rates
Monday to Friday before 7am or after 7pm	$1.55 per hour
Saturday or Sunday – all hours*	50%
Public holiday	Double time and a half

Overtime rates

All hours worked outside the rostered ordinary hours or outside the daily spread of shift are considered overtime.

When overtime is worked	Overtime rates
Overtime worked on a weekday	Time and a half for the first 2 hours and double time after that.
Overtime worked on a weekend	Double time.
Overtime worked on a public holiday	Double time and a half.

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:

- When a public holiday falls on a Saturday or a Sunday, the public holiday in on that actual day.
- If a public holiday (including Easter Sunday) falls on a full time employee's rostered day off, the employee and employer may agree that the employee receive:
  - an additional day's wages; or
  - another day off within 28 days; or
  - an additional day off may be added to a period of annual leave.

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 they must be paid at the public holiday pay rates required by this award.

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 Clerks (Hotels, Motels and Clubs) Award but does **not** include all details on leave obligations and entitlements. Full details of conditions are contained in the Clerks (Hotels, Motels and Clubs) 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 further details.

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.

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 Clerks (Hotels, Motels and Clubs) Award sets out additional requirements regarding annual leave and annual leave loading.
- 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.
  - 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.

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 Clerks (Hotels, Motels and Clubs) 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.

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.

Not the current wage rates

- 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.

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.

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 resignation, redundancy or dismissal (except for dismissal for serious misconduct). Annual leave loading is not paid on pro rata annual leave.

Resignation by the employee

Full time and part time employees are required to provide one week's notice.

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

Termination

An employer is required to give a casual employee one hour's notice of 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 2 or more years of continuous service must receive an additional week's notice.
- These obligations are in the *Fair Work Act 2009* which applies rather than the notice provisions in the Clerks (Hotels, Motels and Clubs) Award.

Redundancy

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

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

- the appropriate notice period or pay in lieu of notice, as outlined above in the *Termination* section;
- paid leave for job interviews;
- any unpaid wages;
- any unused accrued and pro rata annual leave;
- any unused accrued long service leave;
- pro rata long service leave (if applicable); and
-
- severance pay (if applicable).

Visit Redundancy for information on redundancy obligations.

Not the current wage rates

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 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 information on redundancy payments.

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

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 *Clerks (Hotels, Motels and Clubs) 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.

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