



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

WA Award Summary

Licensed Establishments (Retail and Wholesale) Award

1 July 2017

About this Award Summary

This WA Award Summary is a summary of the state Licensed Establishments (Retail and Wholesale) Award and does not include all obligations required by the award. It is important that you also refer to the full Licensed Establishments (Retail and Wholesale) Award that is available on the WA Industrial Relations Commission website www.wairc.wa.gov.au

Provisions of other employment legislation also apply to employees and have been included in this WA Award Summary where appropriate. You may need to refer to the *Minimum Conditions of Employment Act 1993*, the *Long Service Leave Act 1958*, and the *Industrial Relations Act 1979* for full details.

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

How can we help?

-  Pay rates
-  Leave entitlements
-  Long service leave
-  Employment arrangements
-  Record keeping obligations



Three Step Check: to make sure this WA Award Summary is relevant to you

<p>Step 1 - is the business in the state system?</p>	<p>This information applies to businesses in the state industrial relations system. It covers businesses (and their employees) that operate as:</p> <ul style="list-style-type: none"> ✓ sole traders (eg Jane Smith trading as Jane’s Liquor Store) ✓ unincorporated partnerships (eg Jane and Bob Smith trading as Jane’s Liquor Store) ✓ unincorporated trust arrangements (Jane and Bob Smith as trustees for Jane’s Liquor Store) <p>This information does not cover businesses and organisations in the national ‘fair work’ industrial relations system which operate as:</p> <ul style="list-style-type: none"> ✗ Pty Ltd businesses that are trading or financial corporations (eg Smith Pty Ltd trading as Jane’s Liquor Store) ✗ incorporated partnerships or incorporated trusts ✗ incorporated associations and other non-profit bodies (that are trading or financial corporations) <p>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</p>
<p>Step 2 - is the business covered by the Licensed Establishments Award?</p>	<p>The Licensed Establishments (Retail and Wholesale) Award covers many types of retail businesses in the state industrial relations system. Businesses covered include:</p> <ul style="list-style-type: none"> ✓ Liquor stores ✓ Liquor wholesalers
<p>Step 3 - is the employee’s job covered by the Licensed Establishments Award?</p>	<p>The Licensed Establishments (Retail and Wholesale) Award sets pay rates, working hours and other employment arrangements for employees working as:</p> <ul style="list-style-type: none"> ✓ Shop assistants ✓ Window dressers ✓ Store persons



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

The Licensed Establishments (Retail and Wholesale) Award is a legal document that outlines the minimum wages and conditions of employment that must be provided to employees who are covered by the award. Employers and employees cannot agree to lesser conditions.

Industrial Inspectors at the Department of Mines, Industry Regulation and Safety have statutory powers to investigate employee complaints about underpayment of wages or leave entitlements under this WA Award and state employment laws. The Department can prosecute employers in the Industrial Magistrates Court for not paying the rates of pay, including overtime, penalty rates and allowances required by this WA Award.



Rates of pay

All rates of pay are gross rates (before tax). Current rates applied from the first pay period on or after **1 July 2017**.



Adult rates of pay

Retail establishments – applicable from the first pay period on or after 1 July 2017 until end of last pay period commenced in June 2018 (new rates applied first pay period on or after 1 July 2018)

Shop Assistant includes Salesperson, Demonstrator, Canvasser or Collector, Storeperson, Packer, Despatch Hand and Reserve Stock Hand

Classification (see classifications on page 9)	Weekly	Hourly	Casual (includes 20% loading)
Shop Assistant	\$771.90	\$20.31	\$24.38
In charge (less than 3 employees)	\$782.80	\$20.60	\$24.72
In charge (3 to 9 employees)	\$792.90	\$20.87	\$25.04
In charge (10 or more employees)	\$814.80	\$21.44	\$25.73

- The Licensed Establishments (Retail and Wholesale) Award includes rates for the classifications of Window Dresser, Storeperson operator Grade 1, and Storeperson operator Grade 2 in retail establishments - see the Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au for details.

Wholesale and other establishments – applicable from the first pay period on or after 1 July 2017 until end of last pay period commenced in June 2018 (new rates applied first pay period on or after 1 July 2018)

Classification (see classifications on page 9)	Weekly	Hourly	Casual (includes 20% loading)
Head cellar person	\$816.30	\$21.48	\$25.78
Storeperson, Packer, Despatch Hand, Reserve Stock Hand	\$771.90	\$20.31	\$24.38
In charge (less than 3 employees)	\$782.80	\$20.60	\$24.72
In charge (3 to 9 employees)	\$791.90	\$20.84	\$25.01
In charge (10 or more employees)	\$815.80	\$21.47	\$25.76
Filling Process Employee	\$754.60	\$19.86	\$23.83

- The Licensed Establishments (Retail and Wholesale) Award includes rates for the classifications of Storeperson Operator Grade 1, and Storeperson Operator Grade 2 in wholesale and other establishments - see the Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au for details.



Junior rates of pay – applicable from the first pay period on or after 1 July 2017 until end of last pay period commenced in June 2018 (new rates applied first pay period on or after 1 July 2018)

Age	% of Shop Assistant	Weekly	Hourly	Casual (includes 20% loading)
17 years	60%	\$463.10	\$12.19	\$14.62
18 years	70%	\$540.30	\$14.22	\$17.06
19 years	80%	\$617.50	\$16.25	\$19.50
20 years	90%	\$694.70	\$18.28	\$21.94



Trainees

For pay rates for registered trainees working under the Licensed Establishments (Retail and Wholesale) Award, please contact Wageline on 1300 655 266.



To receive email updates when WA award pay rates change, subscribe to the Wageline Newsletter at www.dmirs.wa.gov.au/wageline



Hours and overtime

The hours and overtime arrangements and information on meal breaks provided below are for retail establishments only. For details of hours arrangements in wholesale establishments, please consult the Licensed Establishments (Retail and Wholesale) Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au

Retail establishments – Ordinary hours

- Ordinary hours are an average of 38 hours per week to be worked on one of the bases outlined in the award.
- An employee must not be rostered for more than 10 days in any two week period.
- For shop assistants, demonstrators, window dressers, storeperson, packers and despatch hands the ordinary hours are worked between 7:00am and 10:00pm on Monday to Saturday inclusive.
- All ordinary hours of work performed between 6:00pm and 10:00pm Monday to Friday inclusive must be paid at a loading of 20% in addition to the ordinary rate.
- Work performed by employees on Saturdays may incur extra loadings. Please see Clause 32 – Saturday work (Retail Establishments) in the full copy of the award on the WA Industrial Relations Commission website www.wairc.wa.gov.au for details.

Part time employees

- A part time employee may be engaged any day Monday to Saturday inclusive, for a maximum of 60 hours per fortnight with not more than 10 daily work commencements in any fortnightly period.
- A part time employee must not be engaged for more than nine and a half consecutive hours exclusive of meal times on any one day (or 11 hours on the day of late night trading).

Overtime

- All time worked outside of the ordinary hours must be paid for at the rate of time and a half for the first two hours and double time after that.
- Work performed on Sundays must be paid at the rate of double time.



Meal breaks

- Meal breaks must be not less than 30 minutes nor more than one hour. Meal breaks must be taken after not more than five hours nor less than three hours of work.
- An employee must also be allowed a ten minute break each day either in the first or second half of the employee's shift that day (Monday to Saturday inclusive).
- Such break must be taken in accordance with Clause 10 – Meal Times and Meal Allowances of the award.



Allowances

Meal allowance

When an employee is required to continue working after the usual finishing time for more than one hour they must be paid \$12.75 for the purchase of any meal required.

Location allowance

A Location Allowance is payable when an employee is working in certain regional towns in Western Australia. Visit the [Location Allowance](#) page for the amount payable for each town.



Employment of children

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- Under the *Children and Community Services Act 2004*, it is illegal to employ children under the age of 13 in this industry, except if the child is working as part of a school program or in a family business. School aged children must not be employed during school hours, unless participating in a school program.
 - A child aged 13 or 14 years may work in a *retail establishment* if the employer has obtained written permission from a parent or guardian of the child. It is illegal to employ children aged between 13 and 15 years before 6:00am or after 10:00pm.
 - The [Employment of children laws in WA – shop, restaurant, fast food or takeaway food businesses](#) page has more information about employing children under the age of 15 years, including an [Employer Information Pack](#) which provides a template for written parental permission.



Employment records

- Employers are legally required to keep employment records which demonstrate that employees have been paid all entitlements under the Licensed Establishments (Retail and Wholesale) Award and relevant legislation.
- Employers must keep all employment records for at least seven years after they are made for both current and past employees. Records relating to long service leave must be kept for seven years from the date employment ends.
- Employers can be fined up to \$5,000 by the Industrial Magistrates Court for not keeping employment records or for keeping inadequate or fraudulent records. A common requirement that employers fail to observe is a lack of detail in keeping employment records.
- Employers must keep records that detail:
 - Employee's name
 - Date of birth if under 21 years of age
 - Date employee commenced with the employer
 - Total number of hours worked each week
 - The gross and net amounts paid to the employee
 - All information required to calculate long service leave entitlements and payment
 - All pay deductions and reasons for them
 - Name of WA award that applies
 - Daily start and finish time and meal breaks taken
 - Employment status (full time, part time, casual)
 - Employee's classification under the award
 - All leave taken, whether paid, partly paid or unpaid
 - Any other information necessary to prove that the wages received by an employee comply with the requirements of the Licensed Establishments (Retail and Wholesale) Award, such as overtime hours worked and allowances paid. Contact [Wageline](#) or view the full Licensed Establishments (Retail and Wholesale) Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au for details.
- Employment records can be written or electronic as long as they are in a form that can be printed. Time and wage books can be used to keep employment records, however, it is the employer's responsibility to ensure the time and wage book includes all of the required information.
- The records must be in English.
- Wageline's [record keeping templates](#) help small business employers meet their legal obligations for time and wages record keeping and keep accurate employee leave records.



Payslips

- Employees may be provided with a payslip each pay period which includes the number of ordinary hours and overtime worked each day and the totals and the wages and allowances paid and any deductions made.
- If a payslip is not provided the employee may inspect the payment records.
- Visit the [Record keeping requirements page](#) for Wageline’s payslip and record keeping templates.



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 a public holiday falls on a Saturday or Sunday, the following Monday will be considered to be the public holiday. 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 award.
- If an employee works on a public holiday or substituted public holiday, they must be paid at the rate of double time and a 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	✓	✓	✗
Sick and carer’s leave	✓	✓	✗
Unpaid carer’s leave	✓	✓	✓
Bereavement leave	✓	✓	✓
Unpaid parental leave	✓	✓	✓
Long service leave	✓	✓	✓

This WA Award summary covers the basic leave entitlements for employees covered by the Licensed Establishments (Retail and Wholesale) Award but does **not** include all details on leave obligations and entitlements. Full details of conditions are contained in the Licensed Establishments (Retail and Wholesale) Award on the WA Industrial Relations Commission website www.wairc.wa.gov.au, the *Minimum Conditions of Employment Act 1993* and the *Long Service Leave Act 1958*.



Parental leave

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



Bereavement leave

- All employees, including casual employees, are entitled to two days paid bereavement leave per occasion 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*.



Sick and carer's leave

- Sick and carer's leave entitles a full time or part time employee to paid time off work due to either illness or injury to themselves (sick leave), or because they have to care for an ill or injured family or household member (carer's leave).
- Full time and part time employees are entitled to paid sick and carer's leave equal to the number of hours they would ordinarily work in a two week period, up to 76 hours per year. Sick and carer's leave is a cumulative entitlement, and any leave not taken in one year can be carried over to the next year.
- Sick and carer's leave accrues on a weekly basis for full and part time employees.
- In the first year of employment, a full time or part time employee can use any paid sick and carer's leave that they have accrued to date for caring purposes.
- In the second and subsequent years of employment, a full time employee can only use a maximum of 76 hours of their accrued sick leave entitlement for caring purposes, or a part time employee the relevant proportion of 76 hours based on their ordinary hours of work.
- An employee is entitled to up to two days of unpaid carer's leave per occasion if an employee does not have sufficient paid leave accrued or has exceeded the maximum amount of carer's leave that can be taken in any 12 month period.
- Casual employees are not entitled to paid sick leave or paid carer's leave. Casual employees can access up to two day's unpaid carer's leave per occasion.
- Sick and carer's leave is a minimum entitlement from the *Minimum Conditions of Employment Act 1993*.
- Wageline's [Sick Leave Calculation Guide](#) can assist with calculating sick and carer's leave entitlements.
- Wageline's [record keeping templates](#) include a sick and carer's leave record template.



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 annual leave of four weeks 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 Licensed Establishments (Retail and Wholesale) 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 loading is not paid on pro rata leave paid out 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.
- Wageline's [record keeping templates](#) include an annual leave record template.



Long service leave

- Full time, part time and casual employees are entitled to long service leave (LSL).
- Long service leave is an entitlement from the *Long Service Leave Act 1958*.
- The length of continuous employment for an employee's long service leave entitlement is based on the total time with the business, rather than any one employer. An employer who buys a business or part of a business will take on the long service leave obligations for existing employees if there has been a transmission of business. This applies regardless of anything written in the sale contract.

Amount of continuous employment with same business	Amount of leave
After 10 years of continuous employment	8 ^{2/3} weeks
For every 5 years of continuous employment after this initial 10 years	4 ^{1/3} weeks
When an employee is terminated (except for serious misconduct) or resigns after they have completed between 7 and 10 years continuous employment	The employee is entitled to be paid out for LSL on a proportionate basis. LSL payment is worked out on a pro-rata basis for the entire period of employment, including years, months and days
When an employee is terminated or resigns after they have worked continuously for 10 or more years	The employee is entitled to be paid out for LSL. LSL payment is worked out on completed years of service only

- An employee who has completed a full qualifying period of service (e.g. 10 years) is entitled to be paid out their full long service leave entitlement (e.g. 8^{2/3} weeks) on termination, regardless of the circumstances of the termination.
- Where an employee has a period of service that is less than the full qualifying period and they were terminated by their employer for serious misconduct, they are not entitled to **pro rata** LSL.
- Wageline's [Long Service Leave Calculation Guide](#) can assist with calculating long service leave entitlements.
- Wageline's [record keeping templates](#) include a long service leave record template.



Deductions from pay

An employer may deduct from an employee's pay an amount:

- the employer is authorised, in writing, by the employee to deduct and pay on behalf of the employee
- the employer is authorised to deduct and pay on behalf of the employee under the relevant WA award
- the employer is authorised or required to deduct by law or a court order.



Resignation, termination and redundancy

Resignation by the employee

- Full time and part time employees are required to provide:
 - a "moment's notice" in the first month of employment
 - one day's notice in the second month of employment
 - one week's notice after that.
- Casual employees required to provide one hour's notice.

Redundancy

- An employee is redundant when their employer has made a definite decision that they no longer wish the job the employee has been doing to be done by anyone.
- An employer has a number of obligations in redundancy situations and may be required to pay severance pay. Visit the [Redundancy](#) page for redundancy obligations.

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 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.
- The [Dismissal information](#) page outlines obligations and requirements when an employee is terminated.



Classifications

Shop Assistant means an employee performing one or more of the following functions in a retail wine, spirit and liquor shop:

- The receipt into and preparation for sale and or display of goods in or about any shop
- The pre-packing or packing, weighing, assembling, pricing or preparing of goods or provisions or produce for sale
- The display, shelf filling, replenishing or any other method of exposure of presentation for sale of goods
- The sale of goods by any means
- The receiving, arranging or making payment by any means
- The recording by any means of a sale or sales
- The wrapping or packing of goods for despatch

Please consult the Licensed Establishments (Retail and Wholesale) Award available on the WA Industrial Relations Commission website www.wairc.wa.gov.au for full classification descriptions of the classifications of:

- Storeperson, Storeperson Operator Grade I and Storeperson Operator Grade II
- Despatch Hand
- Packer
- Filling process worker

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.