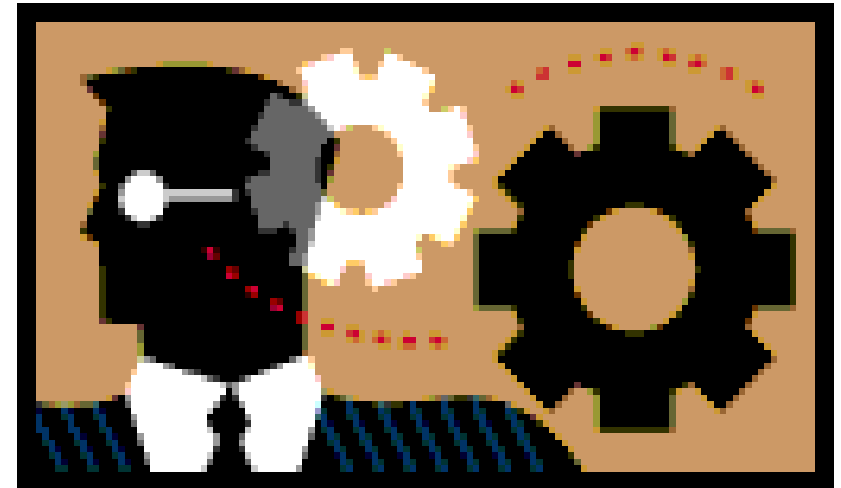




# ***Department of Commerce Labour Relations***

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**Albany WA 6330**



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# ***What system are you in?***

State System

National System

Sole

Partnership

Trader

Constitutional Corporation  
(PTY LTD)

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Australian Government

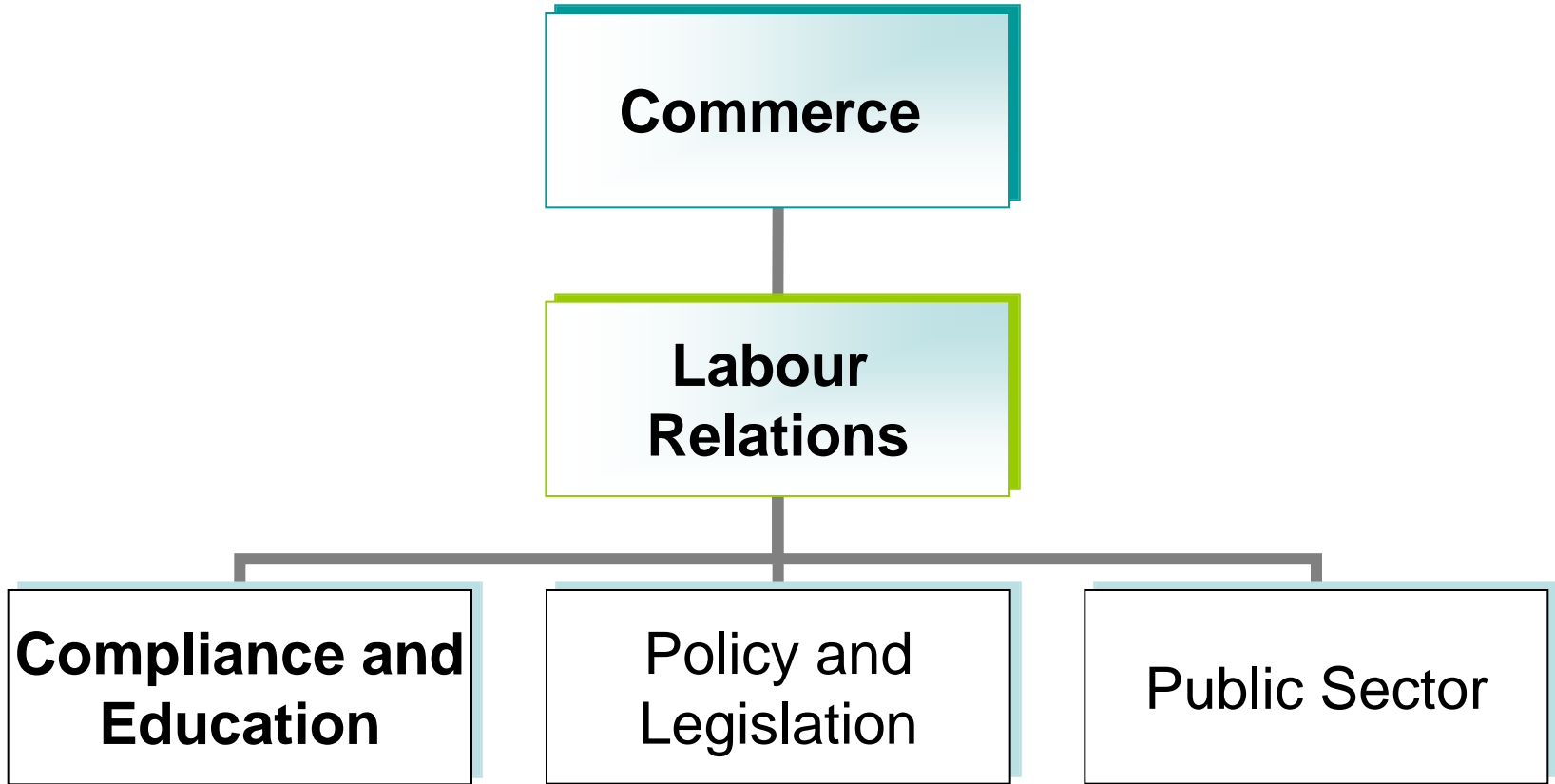
**Fair Work**

OMBUDSMAN

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# About the Division





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# Compliance and Education

## Wageline

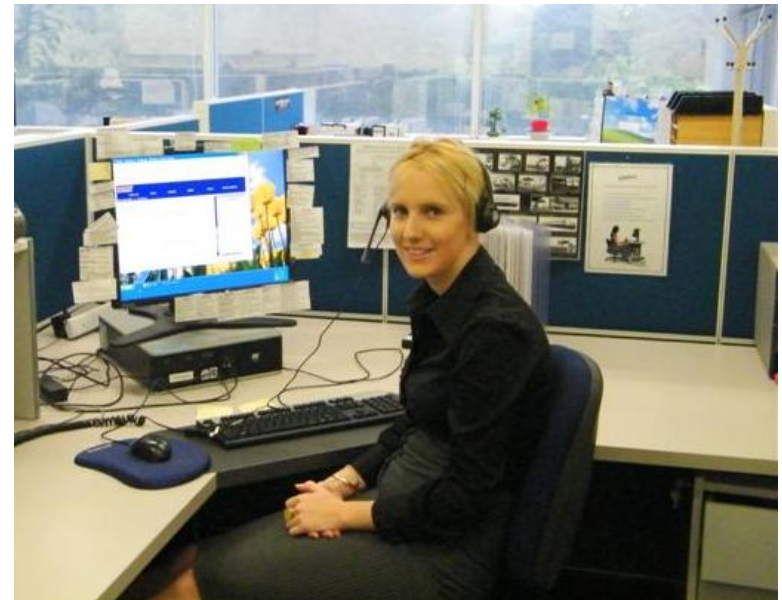
- Telephone advisory service for private sector employees and employers

## Education Services

- Education services for small business and vulnerable workers

## Compliance

- Enforcing industrial awards and legislation





# Education & Advisory Services

## Major clients:

- Private sector employers and employees
- Small businesses
- Schools, TAFEs, Training organisations
- Vulnerable workers

## Regional offices:

- Albany
- Bunbury
- Geraldton
- Kalgoorlie
- Broome





# Education & Advisory Services

**Wageline**

- **Wageline** provides employment information to private sector employers and employees in the State system of Industrial Relations
- Receives approximately 4,000 calls a month
- Source of intelligence as well as information





**Wageline**  
1300 655 266  
'It always pays to call Wageline'

# Fundamental principle

## Advisory and consultancy services:

- Confidential
  - Impartial
  - Free
- 
- Promote accurate business accounting and costing and therefore efficient business practice



## Focus: Employer compliance with industrial laws

- New employer kits
- Workshops - Chambers of Commerce
- Workshops - Small Business Centres
- Advisory services to employer associations
- News Articles
- Individual consultancy services
- Connecting with Regional Communities





# State industrial instruments

Western  
Australia

- **Awards and agreements** - legal documents registered with government bodies (WAIRC, AIRC)
- **Legislation and General Orders** (IR Act, MCE Act, LSL Act, TCR ) - policed and enforced by government bodies (eg DoC)
- **Investigation and Prosecutions** - penalties for breaching employment laws (IMC)





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# Employment obligations

- **Minimum conditions of employment, awards and agreements**
- **Long service leave**
- **Superannuation**
- **Taxation**
- **Record keeping**
- **Compliance with child employment laws**
- **A safe workplace**
- **Equal opportunity**
- **Workers' compensation**



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# LR Website Resources

Labour Relations - Department of Commerce - Windows Internet Explorer

http://www.commerce.wa.gov.au/LabourRelations/

Links Customise Links Free Hotmail Windows Windows Marketplace Windows Media ABN ABNLookup AIRC ASIC Austlii Awards BNWA

Labour Relations - Department of Commerce

## Department of Commerce

Commerce **Labour Relations**

Wages and leave Your business, your workplace Public Sector Work Life Balance Services Publications About Us

### Welcome to Labour Relations

#### The role of Labour Relations

Labour Relations aims to promote fair, flexible and productive employment practices in Western Australia.

Are you covered by the State or Federal industrial relations system? [Click here to determine if the information offered on this website is relevant to your workplace.](#)

#### Frequently used links

- ▶ [Wageline - rates of pay and leave](#)
- ▶ [Public holidays](#)
- ▶ [Daylight saving in WA](#)
- ▶ [Termination of employment](#)
- ▶ [Types of employment](#)
- ▶ [Employing Children](#)
- ▶ [Choice of Super Fund for government employees](#)
- ▶ [Public Sector policies](#)
- ▶ [Services for young or new workers](#)

A fact sheet outlining [rates of pay for retail businesses and employees during extended Christmas and New Year trading hours is available here.](#)

In the media

**Flexibility needed in tough economic times**  
18/03/09 - The current economic slowdown is complicating the business of creating work life balance according to a leading expert in the

Next ▶

What's new

**Employing Someone - An easy guide for small business employers**  
1/09/08 - Employing Someone - An easy guide for small business employers

Next ▶

Local intranet 100%



# Website information

- Labour Relations in WA
- Types of employment
- Record keeping and payslips
- Superannuation
- Key workplace issues
- Terminating employment
- Resources for employers
- Employing children



# Record keeping templates

http://www.commerce.wa.gov.au/LabourRelations/PDF/Templates/Staff%20Employment%20Details%20Temp - Microsoft Internet Explorer

File Edit Go To Favorites Help



Address http://www.commerce.wa.gov.au/LabourRelations/PDF/Templates/Staff%20Employment%20Details%20Template.pdf



<b>STAFF EMPLOYMENT DETAILS</b>		Employer Name:	Employer ABN:	Confidential	
<b>1. PERSONAL INFORMATION:</b>					
Full Name	<input type="text"/>	Home Address	<input type="text"/>		
Date of Birth	<input type="text"/>				
Email	<input type="text"/>				
Phone (Home)	<input type="text"/>	Mailing Address (if different from above)	<input type="text"/>		
Phone (Mobile)	<input type="text"/>				
<b>2. EMERGENCY CONTACT:</b>					
Full Name	<input type="text"/>	Email	<input type="text"/>	Phone (Work)	<input type="text"/>
Relationship	<input type="text"/>	Phone (Home)	<input type="text"/>	Phone (Mobile)	<input type="text"/>
<b>3. EMPLOYMENT DETAILS:</b>					
Commence Date	<input type="text"/>	Award/Agreement Name	<input type="text"/>		
Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Fixed Term <input type="checkbox"/> Apprentice <input type="checkbox"/> Trainee	Employee Position	<input type="text"/>		
		Payment Method (eg. Cheque)	<input type="text"/>	Pay Period (eg. Weekly)	<input type="text"/>
<b>4. BANKING DETAILS:</b>					
Name of Bank	<input type="text"/>	Account Name	<input type="text"/>		
Address	<input type="text"/>	BSB Number	<input type="text"/>	Account Number	<input type="text"/>
<b>5. TAX:</b>					
Under the Privacy Act, 1988 (Cth) you do not need to supply your Tax File Number however you will be taxed at a higher rate.				Tax File Number	<input type="text"/>
<b>6. SUPERANNUATION:</b>					
Nominated Superannuation Fund	<input type="text"/>	Contact Number	<input type="text"/>		
Address	<input type="text"/>	Membership Number	<input type="text"/>		
<b>7. WORKERS' COMPENSATION</b>					
Workers Compensation - Policy Name	<input type="text"/>	Policy Number	<input type="text"/>		
<b>8. TERMINATION DETAILS</b>					
Date Notice Given	<input type="text"/>	Reason Given	<input type="text"/>		
Terminated By	<input type="text"/>	Date Employment Ceased	<input type="text"/>		
NOTE: All records must be retained for a minimum of seven (7) years from the date the employee ceases their employment. Where the business changes hands, the records should be transferred to the new employer.					







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# Our Services

- **Wageline**
- **Seminars**
- **Website Resources**
- **One to one consultations**
- **Workshops:**
  - **Employment obligations**
  - **Industry specific awards**
  - **Termination and redundancy**
  - **Transmission of business**



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Western  
Australia

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[www.commerce.wa.gov.au/wageline](http://www.commerce.wa.gov.au/wageline)

[seminars@commerce.wa.gov.au](mailto:seminars@commerce.wa.gov.au)

