



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

## **Dental Technicians' and Attendant/Receptionists' WA Award Summary**

Things to check as an employee or employer include:

- ✓ Pay rates
- ✓ Employment of children
- ✓ Allowances
- ✓ Overtime rates
- ✓ Public holidays
- ✓ Meal breaks
- ✓ Leave entitlements
- ✓ Dismissal laws and entitlements due on termination
- ✓ Time and wages record keeping
- ✓ Laws relating to [taxation](#), [superannuation](#), [workers compensation](#), [discrimination](#) and [occupational health and safety](#)

This WA award summary outlines only the most common entitlements within the Western Australian state system of industrial relations under the *Dental Technicians' and Attendant/Receptionists' Award, 1982*.

It applies only to sole traders and partnerships. If the business is a Pty Ltd company, it does not apply. If you are unsure contact **Wageline** on **1300 655 266**.

To access the full version of the WA award, which details all entitlements and obligations, visit [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).

### **Wages – apply as of the first pay period on or after 1 July 2015**

**Adult wages – applicable from the first pay period on or after 1 July 2015 until end of last pay period commenced in June 2016 (new rates applied first pay period on or after 1 July 2016).**

Dental technicians	Fortnightly	Hourly	Casual 20%
Dental Technician	\$1,546.60	\$20.35	\$24.42
Snr Dental Technician	\$1,568.80	\$20.64	\$24.77
Adv Dental Technician	\$1,633.80	\$21.50	\$25.80
Snr Adv Dental Tech.	\$1,651.80	\$21.73	\$26.08

An “**Advanced Dental Technician**” is an adult employee with at least four years’ experience as a Dental Technician, other than as an apprentice and has qualified at an approved trade school, and who is engaged in all aspects of Crown and Bridge work (including Ceramics) or Cast Metal Dentures or Maxillo facial work on Orthodontics.

A “**Senior Dental Technician**” is a Dental Technician who, in addition to ordinary duties, is required by the employer, to supervise the work of three or more other Dental Technicians and/or apprentices.

**Adult and Junior wages – applicable from the first pay period on or after 1 July 2015 until end of last pay period commenced in June 2016 (new rates applied first pay period on or after 1 July 2016).**

Laboratory assistants	% of Adult rate	Fortnightly	Hourly	Casual (20% loading)
Lab Assistant		\$1,362.00	\$17.92	\$21.50
20 years of age	99%	\$1,348.40	\$17.74	\$21.29
19 years of age	93%	\$1,266.70	\$16.67	\$20.00
18 years of age	82%	\$1,116.80	\$14.69	\$17.63
17 years of age	69%	\$939.80	\$12.37	\$14.84
16 years of age	58%	\$790.00	\$10.39	\$12.47
Under 16 years of age	48%	\$653.80	\$8.60	\$10.32

A "Laboratory Assistant" is an employee in a Dental Laboratory employed on work other than that work normally performed by a technician or apprentice technician.

**Adult and Junior wages – applicable from the first pay period on or after 1 July 2015 until end of last pay period commenced in June 2016 (new rates applied first pay period on or after 1 July 2016).**

Dental assistants	% of Adult rate	Fortnightly	Hourly	Casual (20% loading)
Snr Dental Asst		\$1,395.10	\$18.36	\$22.03
Dental Asst		\$1,377.10	\$17.75	\$21.30
20 years of age	99%	\$1,335.30	\$17.57	\$21.08
19 years of age	93%	\$1,254.40	\$16.51	\$19.81
18 years of age	82%	\$1,106.00	\$14.55	\$17.46
17 years of age	69%	\$930.70	\$12.25	\$14.70
16 years of age	58%	\$782.30	\$10.29	\$12.35
Under 16 years	48%	\$647.40	\$8.52	\$10.22

A "Dental Assistant" is an employee who performs similar duties to that of a Dental Attendant and/or Receptionist who is undertaking or has concluded a Certificate IV in Dental Clinic Assisting in a dental establishment, or holds a certificate of proficiency as a Dental Assistant issued by the Dental Assistants' Association as a result of having completed to the satisfaction of the Examiners a training course the standards of which have been approved and accepted by the Australian Dental Association (WA Branch) and the Dental Assistants' Association of Australia, or who holds a certificate recognised by the Dental Assistants' Association of Australia as being equivalent to their certificate of proficiency.

**Adult and Junior wages – applicable from the first pay period on or after 1 July 2015 until end of last pay period commenced in June 2016 (new rates applied first pay period on or after 1 July 2016).**

Dental attendant and/or receptionists	% of Adult rate	Fortnightly	Hourly	Casual (20% loading)
Snr.Dental Att/Recept		\$1,379.90	\$18.16	\$21.79
Dental Attend/Recept		\$1,362.00	\$17.92	\$21.50
20 years of age	99%	\$1,348.40	\$17.74	\$21.29
19 years of age	93%	\$1,266.70	\$16.67	\$20.00
18 years of age	82%	\$1,116.80	\$14.69	\$17.63
17 years of age	69%	\$939.80	\$12.37	\$14.84
16 years of age	58%	\$790.00	\$10.39	\$12.47
Under 16 years of age	48%	\$653.80	\$8.60	\$10.32

A "Dental Attendant and/or Receptionist" is an employee who is required to perform any of the following functions, namely: receive patients, attend patients, make or record appointments or keep patients' records or any work incidental to such functions.

A "Senior Dental Attendant and/or Receptionist" in addition to normal duties, is required to supervise the work of more than one other Dental Attendant and/or Receptionist.

## Apprentice Wages – apply as of the first pay period on or after 1 July 2015

Apprentice wages – applicable from the first pay period on or after 1 July 2015 until end of last pay period commenced in June 2016 (new rates applied first pay period on or after 1 July 2016).

4 year Term	% of dental technician	Fortnightly	Hourly
1st year	42%	\$649.60	\$8.55
2nd year	55%	\$850.60	\$11.19
3rd year	75%	\$1,160.00	\$15.26
4th year	88%	\$1,361.00	\$17.91

## Adult apprentices

Apprentices aged 21 and above receive the minimum adult wage of **\$1168.40** per fortnight or the prescribed apprenticeship rate, whichever is the higher, for ordinary hours of work.

## 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.

Exemptions may apply to children working in a family business where the business is carried out by a parent or relative of the child, in a not-for-profit organisation or when they are participating in a school program.

School aged children must not be employed during school hours, unless they are participating in a school program or have received an exemption from the Department of Education.

A child under 18 must not be employed in a job that jeopardises their wellbeing.

Please contact **Wageline** on **1300 655 266** or visit the Commerce website at [When Can Children Work?](#) for employers, or [Young Workers](#) for employees for more information.

## Allowances

### Meal allowance

A worker who is required to work overtime for two hours or more shall be supplied with a meal by the employer or paid **\$7.40**, unless they were notified the previous day or earlier. If the amount of overtime required to be worked necessitates a second or subsequent meal, the employer shall provide such meal or pay an amount of **\$5.80** for each such meal.

### Location allowance

Employees working in specified regional areas are entitled to a weekly location allowance. Contact **Wageline** on **1300 655 266** or see a full copy of the WA award at [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au) for details.

## Hours and overtime

The ordinary hours of work shall not exceed an average of 38 hours per week to be worked over not more than 40 hours in any one week nor more than 10 hours, exclusive of meal breaks, in any one day.

For Dental Technicians and apprentices, ordinary hours shall be worked:

- Between 7:30am and 6:00pm; Monday to Friday inclusive.

For all other employees, ordinary hours shall be worked:

- between 7:30am and 9:00pm Monday to Friday inclusive; and
- between 8:00am to 1:00pm on Saturday.

All ordinary hours worked after 6:00pm Monday to Friday inclusive shall be paid at the rate of 15% in addition to the ordinary rate of pay prescribed for the work.

All time worked outside the ordinary hours shall be paid for at the rate of time and one-half for the first two hours and double time after that. Provided that all work performed after 1:00pm on Saturday or on a Sunday shall be paid for at the rate of double time.

In the calculation of overtime, each day shall stand alone.

Please contact **Wageline** on **1300 655 266** to ensure that correct overtime rates are paid.

### Weekend work

All ordinary hours worked on a Saturday *before* 1:00pm shall be paid at the rate of time and a quarter. All work performed *after* 1:00pm on Saturday or on a Sunday shall be paid for at the rate of double time.

### 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. 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.

Work performed on a public holiday shall be paid at the rate of double time and one half.

To view public holiday dates visit [www.commerce.wa.gov.au/labourrelations](http://www.commerce.wa.gov.au/labourrelations).

### Meal breaks

After not more than six hours of work, an employee is entitled to one meal break not less than 30 minutes and not more than one hour. The midday meal will be taken between 11:30am and 2:00pm; and the evening meal will be taken between 4:30pm and 7:00pm. Where an employee is not provided with a meal break at the required time, the employee shall be paid overtime until the meal break is provided. Employees are also entitled to two paid breaks of 10 minutes each, before and after the meal break, unless patients' requirements are such that the break cannot reasonably be taken.

## Leave entitlements

The table below outlines the basic leave entitlements for employees covered by this WA award. For more information relating to leave entitlements, please contact **Wageline** on **1300 655 266** or access a full copy of the WA award at [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).

Type of leave	Entitlement
Annual leave	Full-time employees accrue 2.923 hours weekly; this amounts to four weeks per year (pro rata for part-time) which is allowed annually after a period of 12 months' continuous service. Leave accumulates year to

	year. In addition, a loading of 17.5% applies. For the annual leave information page visit <a href="http://www.commerce.wa.gov.au/labourrelations">www.commerce.wa.gov.au/labourrelations</a> .
Personal leave	Full-time employees accrue 1.461 hours weekly; this amounts to 10 days per year (pro rata for part-time). This can be used for sick leave or carer's leave and accumulates year to year. For the personal leave information page visit <a href="http://www.commerce.wa.gov.au/labour-relations">www.commerce.wa.gov.au/labour-relations</a> .
Bereavement leave	Two days per occasion for any employee (including casuals), applies on the death of a partner, parent, step-parent, grandparent, child, step-child, grandchild, sibling or any other member of the employee's household.
Parental leave	See the <a href="#">parental leave information</a> on the Commerce website or contact <b>Wageline</b> on <b>1300 655 266</b> for details.

Long service leave	In accordance with the <i>Long Service Leave Act 1958</i> , 8.667 weeks after 10 years' continuous employment for any employee (including casuals), and a further 4.333 weeks every subsequent 5 years, with pro-rata payments due on termination any time after 7 years' continuous employment. For the long service leave information page please visit <a href="http://www.commerce.wa.gov.au/labourrelations">www.commerce.wa.gov.au/labourrelations</a> .
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## Time and wages recordkeeping

Employers must keep time and wages records which demonstrate that employees have been paid all entitlements under the relevant WA award or legislation.

For information about time and wages record keeping, contact **Wageline** on **1300 655 266** or visit [Record Keeping Requirements](#) on the Commerce website.

## Termination

It is recommended that an employer contact **Wageline** on **1300 655 266** before any termination, to receive information about dismissal laws.

### Notice by employer

Full-time and part-time employees, except in cases of misconduct which justify instant dismissal, may be terminated with the following period of written notice:

Period of continuous service	Minimum period of notice
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' continuous service at the time of termination shall receive an additional week's notice.

Payment in lieu of notice shall be made if the appropriate notice period, as prescribed above, is not given.

**For employers**, the notice provisions of the WA award must be read in conjunction with the *Fair Work Act 2009*, as a greater period of notice may be required.

### Notice by employee

The notice of termination required to be given by an employee shall be the same as that required of an employer, except that there is no additional notice based on the age of the employee.

### Termination of an apprentice

To terminate an apprentice or trainee an employer must apply in writing to the Department of Training and Workforce Development Apprenticeship Office (formerly the Apprenticentre) on 13 19 54. For information about notice periods for apprentices, please contact **Wageline** on **1300 655 266**.

### **Redundancy**

Please contact **Wageline** on **1300 655 266** for information relating to redundancy.

### **Other entitlements**

**The WA Award also includes:**

- Performance of higher duties
- Settlement of disputes
- Right of entry
- Uniforms
- Recognition of qualifications
- Payment of wages

To access a full copy of the WA award please visit [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).

**This WA Award Summary has only included the most common employee entitlements.**

**To minimise the risk of non-compliance with State employment laws, please contact Wageline on 1300 655 266 to clarify your understanding of this WA award summary.**

**Wageline offers advice and publications to assist employees and employers better understand their rights and obligations in the workplace.**

**To keep informed and receive practical information on employment issues, please subscribe to Wageline's email newsletters at [www.commerce.wa.gov.au/labourrelations](http://www.commerce.wa.gov.au/labourrelations).**

***Disclaimer:** The Department of Commerce has prepared this state 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 of Commerce does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.*