



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

Hairdressers WA Award Summary

Things to check as an employee or employer include:

- ✓ Pay rates
- ✓ Employment of children
- ✓ Allowances and Meal Breaks
- ✓ Overtime rates
- ✓ Public holidays
- ✓ Easter Eve provisions
- ✓ 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 *Hairdressers Award 1989*.

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, please visit 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).

Classification	Weekly	Hourly	Casual 20% loading
Principal	\$891.30	\$23.46	\$28.15
Seniors	\$861.20	\$22.66	\$27.19

Tip for employers!

Only hairdressers and apprentices are covered by the *Hairdressers Award*. Different WA awards may apply to any other staff working in a hairdressing establishment (such as receptionists, cleaners or trainees). Please contact **Wageline** on **1300 366 265** for information relating to minimum pay rates and employment conditions for employees other than hairdressers and apprentices.

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).

3 Year Term	% of Senior	Weekly	Hourly
1st Year	50%	\$430.60	\$11.33
2nd Year	70%	\$602.80	\$15.86
3rd Year	85%	\$732.00	\$19.26

Adult apprentices

Apprentices aged 21 and above receive the minimum adult wage of **\$584.20** per week 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 13 in this industry.**

Children aged between 13 and 15 years may be employed in the industry **only where they are considered to be working in a shop or retail outlet.** Children aged between 13 and 15 years may not work after 10:00pm or before 6:00am and the employer must have the written permission of the parent or guardian of the child.

Children of any age **may** work as part of school program, 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 in a dramatic or musical performance or other form of entertainment or in the making of an advertisement.

School aged children must not be employed during school hours unless the child is participating in a school program or has 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

Tool allowance – increased as of the first pay period on or after 6 November 2012

A full-time senior, part-time senior, indentured apprentice or probationary apprentice must be paid a tool allowance of **\$8.30** per week, in addition to their weekly wage.

Meal allowance – increased as of the first pay period on or after 6 November 2012

Employees must be paid a meal allowance of **\$12.55** per occasion, where they are required to:

- continue working after the usual finishing time for more than one hour; or
- commence work before 12.30pm and work beyond 7:00pm on the night of late night trading.

First aid allowance - increased as of the first pay period on or after 6 November 2012

Employees who possess a Red Cross or St John Senior First Aid Certificate and who are appointed by the employer to perform first aid duties must be paid an allowance of **\$10.00** per week, in addition to their weekly wage.

Location allowance

An employee working in a specified regional area is entitled to a weekly location allowance. Please contact **Wageline** on **1300 655 266** or see the full version of the WA award at www.wairc.wa.gov.au for details.

Hours and overtime

Full-time employees – ordinary hours

The ordinary hours of work shall be 38 hours per week or 76 hours per fortnight. Ordinary hours shall be worked between 8:00am and 6:00pm Monday to Friday, 8:00am to 5:00pm on Saturdays and between 6:00pm and 9:00pm for the purpose of late night trading, with not more than ten work commencements in each roster period of two weeks.

Full-time employees - overtime

A full-time employee must be paid overtime rates for any hours they are required to work:

- in excess of 76 ordinary hours in any two week period; or
- in excess of 38 ordinary hours per week in a two week period if one week of annual leave occurs in that period.

The above overtime is paid at the rate of time and a half for the first two hours and double time after that. Work performed on Sundays shall be overtime and paid for at the rate of double time with a minimum payment of four hours at that rate.

Full-time employees – rostered days off

Time worked on a rostered day off Monday to Saturday inclusive is deemed overtime, and is paid for at the rate of double time. Where an employee works on their rostered day off the employee shall be paid a minimum of four hours at the appropriate overtime rate.

When a public holiday falls on a day which for an employee would be that employee's rostered day off Monday to Saturday inclusive, the rostered day off shall be taken on the next following working day or on another day in the same working week by mutual agreement.

Part-time employees – ordinary hours

A part-time employee may be engaged Monday to Saturday inclusive for a minimum of 12 hours per fortnight and a maximum of 64 hours per fortnight with not more than ten daily work commencements in any fortnightly period. A part-time employee shall not be engaged for less than three nor more than nine and a half consecutive hours on any day (exclusive of meal breaks) except on the day of late night trading when the maximum ordinary hours shall be 11.5.

Part-time employees – overtime

A part-time employee must be paid overtime rates for any hours they are required to work:

- in excess of 76 ordinary hours in any two week period; or
- in excess of 38 ordinary hours per week in a two week period if one week of annual leave occurs in that period.

The above overtime is paid at the rate of time and a half for the first two hours and double time after that. Work performed on Sundays shall be overtime and paid for at the rate of double time with a minimum payment of four hours at that rate.

Casual employees – ordinary hours

A casual employee shall not be engaged for more than 32 hours per week in ordinary hours. Provided that a casual employee may be engaged in ordinary hours for 38 hours per week for periods of up to four consecutive weeks at the casual rate during peak trading times or to relieve employees absent on leave.

Casual employees shall not be engaged for more than ten work commencements in each roster period of two weeks, and for not less than three consecutive hours per work period.

Casual employees – overtime

A casual employee must be paid overtime rates for any hours they are required to work:

- in excess of the maximum weekly ordinary hours prescribed

The above overtime is paid at the rate of time and a half for the first two hours and double time after that. Work performed on Sundays shall be overtime and paid for at the rate of double time with a minimum payment of four hours at that rate.

Weekend work

All employees working on a Saturday in establishments which work a five day week (Monday to Friday inclusive) shall be paid at the rate of time and a half for the first two hours and double time after that.

All work performed on Sundays shall be overtime and paid for at the rate of double time with a minimum payment of four hours at that rate.

Public holidays

A full-time employee is entitled to public holidays (or days substituted for public holidays) without deduction of pay. A part-time employee is entitled to a public holiday (or day substituted for a public holiday) without deduction of pay if they would ordinarily be required to work on that day if it was not a public holiday.

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.

Hours worked on a public holiday or substituted holiday must be paid at the rate of double time and a half. If an employee works hours on Easter Saturday (Easter Eve), they must be paid at the rate of time and a half.

To view public holiday dates please visit our website www.commerce.wa.gov.au/labourrelations.

Meal breaks

This WA award contains extensive provisions relating to meal breaks, including penalties when meal breaks are not provided. Please contact **Wageline** on **1300 655 266** for more details or access the full version of the WA award at www.wairc.wa.gov.au.

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 the full version of the WA award at www.wairc.wa.gov.au.

Type of leave	Entitlement
Annual leave	Full time employees accrue 2.923 hours weekly; this amounts to 20 days a year (pro rata for part-time) allowed after a period of 12 months continuous service. In addition, a loading of 17.5% applies, unless they are a shift employee and would have received more for the leave in which case they shall be paid what they would have been entitled to had they worked their ordinary rostered shift. To see the annual leave information page visit www.commerce.wa.gov.au/labour-relations
Personal leave	Full time employees accrue 1.461 hours weekly; this amounts to 10 days a year (pro rata for part time). This can be used for sick leave or carer's leave and accumulates from year to year. See the personal leave information page at www.commerce.wa.gov.au/labourrelations .
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 parental leave information on the Commerce website or contact Wageline on 1300 655 266 for details.
Long service leave	8.667 weeks after 10 years of continuous employment for any employee (including casuals), and a further 4.333 weeks every subsequent 5 years, with pro-rata due on termination after seven years' continuous employment. For the long service leave information page visit our website www.commerce.wa.gov.au/labourrelations .

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 an employer

Full-time and part-time employees, except in the case of misconduct justifying instant dismissal, may be terminated by the following period of notice (or payment in lieu):

Period of continuous service	Notice period*
Less than 2 months during probationary period	1 week
2 months or more but less than 1 year	1 week
1 year or more but less than 3 years	2 weeks
3 years or more but less than 5 years	3 weeks
5 years or more	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.	

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

Notice by an employee

One week's notice is necessary for full-time or part-time employees to terminate their employment. However, a full-time or part-time employee with an excess of five years' service is required to provide two weeks' notice to terminate their employment. During the two month probation period, an employee may terminate their employment at any time and no period of notice is required.

Employees who do not provide the required notice as prescribed above, may be liable to forfeit certain entitlements. Please call **Wageline** on **1300 655 266** for more information.

Termination of an apprentice

To terminate an apprentice or trainee an employer must apply in writing to the Department of Training and Workforce Development. For more information, please contact the Department of Training and Workforce Development Apprenticeship Office (formerly the Apprenticentre) on 13 19 54. For information relating to 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:

- First aid allowance
- Uniforms
- Consultative procedure
- Inspection of records requirements
- Breakdowns

To access the full version of the WA award please visit 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.

***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.*