



## Employer information pack

### Beauty salon business owners in the state industrial relations system

This information pack is for beauty salon business owners covered by the state industrial relations system who have recently been included in an employment obligations compliance audit conducted by the Private Sector Labour Relations Division of the Department of Mines, Industry Regulation and Safety.

The information is designed to assist state system employers in this industry to meet their current and future legal employment obligations for all staff.

Owners of beauty salon businesses which operate in the state industrial relations system must provide the legal minimum pay rate to all staff. It is unlawful for employers to pay employees less than the minimum rate of pay.

Industrial inspectors at the Department of Mines, Industry Regulation and Safety can initiate court action against employers in the Industrial Magistrates Court for not paying the correct rates of pay.

### What is in this pack?

- ✓ Award free employee minimum pay rates and entitlements summary
- ✓ Award free employee payslip template
- ✓ Award free employee time and wages record template

## Summary of key employment obligations you must comply with:

- ✓ Pay all staff at least the minimum rate of pay relevant to their age and **for every hour worked** in the business. Pay rates for full time, part time and casual staff appear below.
- ✓ Keep employment records for all employees of the business. The information you need to keep is detailed on the next page of this brochure and a template for time and wages records for award free employees is included in this information pack. Employers can be penalised up to \$5,000 for not keeping employment records, or for keeping inadequate or fraudulent records.
- ✓ Provide leave entitlements for all staff as required by the *Minimum Conditions of Employment Act 1993* and the *Long Service Leave Act 1958*. A quick reference guide to leave obligations is on the next page of this brochure, and more information is in the document in this pack titled *Award free employee minimum pay rates and entitlements summary*.

## Pay rates

The rates below are the legal minimum pay rates for staff working in a beauty salon. All rates of pay are gross rates (before tax). These rates applied from the first pay period on or after **1 January 2021**.

Classification	Weekly	Hourly (full time and part time)	Casual (includes 20% loading)
Adult	\$760.00	\$20.00	\$24.00
20 years	\$684.00	\$18.00	\$21.60
19 years	\$608.00	\$16.00	\$19.20
18 years	\$532.00	\$14.00	\$16.80
17 years	\$456.00	\$12.00	\$14.40
16 years	\$380.00	\$10.00	\$12.00
15 years	\$304.00	\$8.00	\$9.60

Business owners should regularly check that rates of pay are at least the minimum pay rate, as pay rates typically go up on 1 July every year. To keep up to date with any changes to pay rates, you can subscribe to the Wageline email newsletter via [www.dmirs.wa.gov.au/wageline-news](http://www.dmirs.wa.gov.au/wageline-news).

## Leave obligations - Quick reference guide

This quick reference guide shows basic leave entitlements for full time, part time and casual employees. For extensive information on all types of leave, visit the Wageline website.

Leave entitlement	Full time employees	Part time employees	Casual employees
Paid annual leave	✓	✓	✗
Paid sick and carer's leave	✓	✓	✗
Unpaid carer's leave	✓	✓	✓
Paid bereavement leave	✓	✓	✓
Unpaid parental leave	✓	✓	✓
Paid long service leave	✓	✓	✓

## Employment records

Business owners must keep employment records for all employees of the business which detail:

- ✓ the employee's name
- ✓ the employee's date of birth if under 21 years of age
- ✓ the date the employment started
- ✓ total number of hours worked each week (this does not apply to employees earning \$45,000 or more per year)
- ✓ the gross and net amounts paid to the employee
- ✓ all pay deductions and the reasons for them
- ✓ all leave taken, whether paid, partly paid or unpaid
- ✓ all information required to calculate long service leave entitlements and payment

Employment records must be in English. Employment records can be either written or electronic. Records must be retained for seven years after employment has ended.

Business owners can use the time wages record template included in this information pack to help comply with employment record keeping requirements.

It is not compulsory for employers to provide a payslip to employees who are award free. When an employee makes a written request for pay related information, an employer is required to provide that information. It is therefore good business practice and may help to avoid disputes if queries arise. A payslip template is included in this information pack.

## Where to get more help and information

- ✓ The Wageline contact centre provides information for state system employers on pay rates, leave and employment obligations via [wageline@dmirs.wa.gov.au](mailto:wageline@dmirs.wa.gov.au) or 1300 655 266. If you require a translation service when phoning Wageline, please use the Translating and Interpreting Service on 13 14 50.
- ✓ Subscribe to Wageline newsletter via [www.dmirs.wa.gov.au/wageline-news](http://www.dmirs.wa.gov.au/wageline-news) or by contacting Wageline.

## Disclaimer

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The Department of Mines, Industry Regulation and Safety has prepared this flyer to provide information on pay rates, leave and record keeping requirements. 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.