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TELEPHONE

1300 655 266

**\*IMPORTANT INFORMATION\***

*In March 2006 the Federal Government introduced major changes to industrial relations in Australia, through the Workplace Relations Amendment (Work Choices) Act 2005. Many employers and employees who have previously been covered by State awards, agreements and/or the Western Australian minimum conditions legislation are now be covered by the federal industrial relations system.*

*Any employers who are uncertain whether their business is affected by the federal changes, should contact their employer association, Wageline on 1300 655 266 or the Fair Work Infoline on 13 13 94 .*

*The Department of Commerce has prepared the following State award summary in an endeavour to provide advice and assistance regarding pay rates and certain major award provisions. It is provided as a general guide and is not designed to be comprehensive nor to render legal advice. For detail regarding the content of each Award clause, please obtain a full copy of the award. State awards are available at the WAIRC website at [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au). Information on State award coverage and specific clauses can be obtained by telephoning Wageline on 1300 655 266.*

*Every attempt has been made to ensure the contents of this summary are accurate. However, neither the Department of Commerce nor its officers accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.*

*This schedule has been approved by the Registrar of the WAIRC as a summary of the award for the purposes of registering an Employer Employee Agreement (EEA).*

**Award Name: Dental Technicians' and Attendant/Receptionists' Award  
38 hr week**

- Effective from:**
- (1) Effective on and from the commencement of the first pay period on or after 1 October 2009 (Order No. 1/2009) – State Wage Case Decision
  - (2) Effective from the beginning of the first pay period to commence on or after 1 July 2009 (Order No.24/2009) - Increase to Location Allowances.

All rates on this summary are gross (before tax)

<b>DENTAL TECHNICIANS</b>		<b>FORTNIGHTLY</b>	<b>HOURLY</b>	<b>CASUAL (20% Loading)</b>
Dental Technician		\$1,316.30	\$17.32	\$20.78
Snr Dental Technician		\$1,337.30	\$17.60	\$21.12
Adv Dental Technician		\$1,398.90	\$18.41	\$22.09
Snr Adv Dental Tech.		\$1,415.90	\$18.63	\$22.36
<b>LABORATORY ASSISTANTS</b>	<b>% of Adult Rate</b>	<b>FORTNIGHTLY</b>	<b>HOURLY</b>	<b>CASUAL (20% Loading)</b>
Lab Assistant (Adult)		\$1,141.40	\$15.02	\$18.02
20 years of age	99%	\$1,129.99	\$14.87	\$17.84
19 years of age	93%	\$1,061.50	\$13.97	\$16.76
18 years of age	82%	\$935.95	\$12.32	\$14.78
17 years of age	69%	\$787.57	\$10.36	\$12.44
16 years of age	58%	\$662.01	\$8.71	\$10.45
Under 16 years of age	48%	\$547.87	\$7.21	\$8.65

<b>DENTAL ASSISTANTS</b>	<b>% of Adult Rate</b>	<b>FORTNIGHTLY</b>	<b>HOURLY</b>	<b>CASUAL (20% Loading)</b>
Snr Dental Asst		\$1,172.80	\$15.43	\$18.52
Dental Asst		\$1,155.80	\$15.21	\$18.25
20 years of age	99%	\$1,144.24	\$15.06	\$18.07
19 years of age	93%	\$1,074.89	\$14.14	\$16.97
18 years of age	82%	\$947.76	\$12.47	\$14.96
17 years of age	69%	\$797.50	\$10.49	\$12.59
16 years of age	58%	\$670.36	\$8.82	\$10.58
Under 16 years	48%	\$554.78	\$7.30	\$8.76

<b>DENTAL ATTENDANT AND/OR RECEPTIONISTS</b>	<b>% of Adult Rate</b>	<b>FORTNIGHTLY</b>	<b>HOURLY</b>	<b>CASUAL (20% Loading)</b>
Snr.Dental Att/Recept		\$1,158.40	\$15.24	\$18.29
Dental Attend/Recept		\$1,141.40	\$15.02	\$18.02
20 years of age	99%	\$1,129.99	\$14.87	\$17.84
19 years of age	93%	\$1,061.50	\$13.97	\$16.76
18 years of age	82%	\$935.95	\$12.32	\$14.78
17 years of age	69%	\$787.57	\$10.36	\$12.44
16 years of age	58%	\$662.01	\$8.71	\$10.45
Under 16 years of age	48%	\$547.87	\$7.21	\$8.65

A "Dental Attendant and/or Receptionist" means 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 "Laboratory Assistant" shall mean an employee in a Dental Laboratory employed on work other than that work normally performed by a technician or apprentice technician.

A "Dental Assistant" shall mean an employee who performs similar duties to that of a Dental Attendant and/or Receptionist who either holds a Certificate in Dental Clinic Assisting issued by TAFE and who has at least three months' experience in a dental establishment, or holds a certificate of proficiency as a Dental Assistant issued from the 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 Dental Association (Western Australian 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.

<b>APPRENTICES</b>			<b>% Of Dental Technician</b>	<b>FORTNIGHTLY</b>	<b>HOURLY</b>
<b>4 Year</b>	<b>3.5 Year</b>	<b>3 Year</b>			
1st year	0-6 mths		42%	\$552.85	\$7.27
2nd year	7-18 mths	1st year	55%	\$723.97	\$9.53
3rd year	19-30 mths	2nd year	75%	\$987.23	\$12.99
4th year	31-42 mths	3rd year	88%	\$1,158.34	\$15.24

**ADULT APPRENTICES**

Apprentices aged 21 and above receive the minimum adult wage of **\$995.20** per fortnight or the prescribed apprenticeship rate, **WHICHEVER IS THE HIGHER**, for ordinary hours of work. This rate is payable on superannuation and during any period of paid leave prescribed by this award. Where in the Award an additional rate is expressed as a percentage, fraction, multiple of the ordinary rate of pay, it shall be calculated upon the rate prescribed in this Award for the actual year of apprenticeship.

## Dental Technicians' and Attendant/Receptionists' Award

**Classifications:** There are four categories of employees in this award: full time, part time, casual and apprentices. An employee's category depends entirely upon what basis he or she is employed. It does not depend on the number of hours worked. There are restrictions on the employment of apprentices and casual employee's and it is the employer's responsibility to decide on what basis an employee is to be engaged. This is to ensure that an employee understands what the nature of his/her employment is before commencement of work.

**Full Time Workers:** Are employees engaged on a weekly basis which should not exceed an average of 38 ordinary hours and to be worked between Monday and Friday from 7.30am to 9.00pm and Saturday from 8.00am to 1.00pm. Any time worked outside of ordinary hours shall be paid at overtime rates. Salaries for a full time employee are to be paid fortnightly.

**Part Time Workers:** Are employees engaged on a weekly basis for less than 38 hours. Any hours worked outside the rostered shift of ordinary hours or on weekends shall be paid overtime rates. Part time employees are entitled to pro rata annual leave, paid sick days and paid public holidays.

**Casual Workers:** Are employees engaged on an hourly basis for not more than one week or to relieve another employee on annual leave or other leave not including long service leave. They receive 20 % loading in addition to the rates prescribed, however they are not entitled to annual leave, paid sick days or public holidays.

**Overtime:** All time worked outside the ordinary working hours shall be deemed overtime and paid at time and one half for the first two hours and double time thereafter. All worked performed after 1:00pm on Saturday and on Sundays shall be paid at double time. Work performed on a public holiday shall be paid at the rate of double time and one half. Alternatively in lieu of payment for overtime, an employee with the consent of the employer shall be allowed rostered time off proportionate to that payment

**Meal Breaks and Allowances:** After six hours an employee shall be allowed a meal break of not more than one hour, and two paid ten minute tea breaks. A worker who is required to work overtime for two hours or more shall be supplied with a meal by his/her employer or paid \$7.40, unless they were notified the previous day or earlier.

**Annual Leave:** Full time and part time employees are entitled to 4 weeks paid annual leave (plus a loading of 17.5%) per 12 month period. Annual leave accrues weekly at the rate of 2.923 hours per completed week of service for a full time employee, and on a proportionate basis for a part time employee. Full time and part time employees who leave their employment, or are terminated, may be entitled to be paid their unused annual leave. This includes annual leave accrued in an incomplete year of service.

**Sick Leave:** Full time, part time employees and apprentices are entitled to paid sick leave if they are unable to attend or remain at work because of ill health or injury (other than illness or injury compensated under the *Workers Compensation and Injury Management Act 1981*) and if they have sufficient sick leave credits. Sick Leave credits accrue on weekly basis of 1.461 hours for every week of completed service. This accrues proportionately for part time employees based on the average number of hours worked each week.

**Carer's Leave:** The *Minimum Conditions of Employment Act 1993* permits an employee to take paid carer's leave in certain circumstances. Such leave is to be deducted from an employee's personal leave (commonly known as sick leave); it is not a separate leave entitlement. There is also an entitlement to unpaid carer's leave in certain circumstances.

**Termination of Employment:** Should an **employer** wish to terminate a full-time or part-time employee, the following period of notice shall be provided:

<b>Period of Continuous Service</b>	<b>Period of Notice</b>
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. Where the relevant notice is not provided, the employee shall be entitled to payment in lieu. Provided that employment may be terminated by part of the period of notice and part payment in lieu. The notice of termination required to be given by an **employee** shall be the same as that required of an employer, save and except that there shall be no additional notice based on the age of the employee concerned.

**Records:** Each employer bound by this award shall maintain a record at each establishment, containing information relating to each worker. A Times and Wages publication is available on the Department of Commerce website explaining the way time and wage records are maintained and the rules relating to inspection of these records. For further advice please contact Wageline on 1300 655 266.

**Location Allowance:** In addition to the rates prescribed in the wages clause of this award, an employee shall be paid a weekly allowance when employed in the towns prescribed by this clause for regional Western Australia. See full copy of the award for details at [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).

**Superannuation:** The Federal Government's *Superannuation Guarantee Charge Act 1981* requires that all employers (including companies) shall make superannuation contributions, at least quarterly, to an approved fund for most employees with gross earnings of more than \$450 per month. The current rate of contribution is 9% of your earnings base. Further information is available from the Superannuation Helpline on 13 10 20 or at [www.ato.gov.au/super](http://www.ato.gov.au/super). For further information regarding choice of fund provisions, telephone Wageline on 1300 655 266.

**The following clauses may provide further entitlements depending on business operations and work arrangements.**

**Scope:** This Award shall apply to employees employed in the callings set out in Clause 7. - Wages hereof in the industry carried on by the respondents hereto.

**Minimum Adult Award Wage:** This clause sets out the provisions for the application of the Minimum Adult Award Wage.

**Definitions:** Defines terms and work classifications used in the award.

**Higher Duties:** Where an employee performs duties for which a higher rate of pay is applicable the employee shall be paid in accordance with the provisions of this clause.

**Holidays:** The public holidays specified in this clause must be allowed as holidays without deduction of pay for permanent employees subject to the provisions contained in this clause.

**Payment of Wages:** Employees' must be paid fortnightly by cheque or direct transfer or cash at the employer's discretion following consultation with the employees.

**Supported Wage System:** This Clause defines the conditions, which will apply to employees who because of the effects of a disability are eligible for a supported wage under the terms of this Award.

**Recognition of Qualifications:** Specifies the level of experience and qualifications an employer must recognise in relation to Dental Technicians and Dental Assistants.

**Apprentices:** Apprentices may be taken to the trade of Dental Technology.

**Uniforms:** An employer who requires employees to wear a uniform must either provide and launder the uniform or pay allowances in lieu thereof.

**Right of Entry:** An authorised representative of an organisation may enter, during working hours, any premises where relevant employees work, for the purpose of investigating any suspected breach pursuant to Part II Division 2F and/or Part (ii) Division 2G of the *Industrial Relations Act 1979*.

**Disputes Settlement Procedure:** Sets out the procedure for settling a dispute.

**Posting of Award and Union Notices:** An employer must allow for the display of the award, if supplied by the union, and duly authorised union notices on the work premises.

**Long Service Leave:** An employee's entitlement to long service leave under this award will be as prescribed by the *Long Service Leave Act 1958*. Under this Act, an employee is entitled to 8.667 weeks long service leave after 10 continuous years of service. An employee who has completed at least seven continuous years of service may be entitled to pro rata long service leave on termination. **For further information, or to obtain a copy of a publication regarding long service leave, please contact Wageline on 1300 655 266.**

**Bereavement Leave:** An employee is entitled to paid leave of up to 2 ordinary working days on the death of a spouse, de facto spouse, child, step-child, brother, sister, parent, step parent or grand parent or any other person who, immediately before that person's death, lived with the employee. **The provisions of this clause will also need to be read in conjunction with the *Minimum Conditions of Employment Act 1993*.**

**Maternity Leave:** Parental leave includes maternity, paternity and adoption leave. An employee, who becomes pregnant, is entitled to up to 52 weeks unpaid leave, provided that she has had not less than 12 months' continuous service with that employer. **This clause operates in conjunction with the *Minimum Conditions of Employment Act 1993*, providing additional parental leave entitlements.**

**Enterprise Agreements:** Sets out a procedure for allowing employers and employees to reach an agreement to vary any provision of this award to meet the requirements of the employer's business.

**Redundancy:** Where an employer no longer wishes the job the employee has been doing to be done by anyone, discussions must be held with the affected employees and the Union. An employee whose employment is terminated may be entitled to severance pay.

<b>Period of continuous service</b>	<b>Severance pay</b>
Less than one year	nil
1 year and up to the completion of 2 years	4 weeks' pay
2 years and up to the completion of 3 years	6 weeks' pay
3 years and up to the completion of 4 years	7 weeks' pay
4 years and over	8 weeks' pay

However this award is subject to and must be read in conjunction with the Termination, Change and Redundancy General Order of the Western Australian Industrial Relations Commission. In some instances the TCR Order may offer a greater benefit, in these instances the employee will receive whichever is greater. This General Order prescribes for many employees an entitlement to severance payments of up to 16 weeks of pay. This entitlement does not apply if the employer has fewer than 15 employees. Other mandatory requirements on termination or introduction of change in the workplace include:

- \* written notice of and discussions with employees about significant change in which job restructuring, changing of hours or location or operational changes in the business may occur;
- \* time off of up to one day's paid leave during each week of the notice period to search for other employment; and
- \* if requested by the employee, a statement specifying the period of employment and classification or type of work performed.

**Schedule A. – Named Union Party**

W.A. Dental Technicians' and Employees' Union of Workers, Perth

**Contact Details**

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 EAST PERTH WA 6004  
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**Schedule B. - Respondents**

**For further information on any of the clauses in this award, please contact Wageline on 1300 655 266.**