

***Hospitality Industry (General) Award 2010***  
**2016 Wage Rates & Allowances Guide**

**Effective from first full pay period commencing on or  
after 1 July 2016**

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## **HOSPITALITY INDUSTRY (GENERAL) AWARD 2010**

These are the minimum wage rates and allowances applicable to employees employed under the *Hospitality Industry (General) Award 2010* ("HIGA"). That is, employers and their employees in the hospitality industry employed in the classifications defined in Schedule D of the HIGA, to the exclusion of any other modern award e.g. restaurants, registered clubs.

### **WAGE RATES AND ALLOWANCES EFFECTIVE FROM THE FIRST FULL PAY**

### **PERIOD COMMENCING ON OR AFTER 1 JULY 2016**

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***Disclaimer:***

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## PART 1: ADULT WAGE RATES AND ALLOWANCES

### ALLOWANCES/PENALTIES

#### CLAUSE 3 DEFINITIONS

**Standard weekly rate** means the minimum weekly wage for a level 4 rate in clause 20.1 currently **\$783.30**

**Standard hourly rate** means the minimum hourly wage for a level 4 classification in clause 20.1 currently **\$20.61**

#### CLAUSE 21 ALLOWANCES

**Clause 21.1 (a) Meal Allowance: \$12.57 per eligible occasion**

**Clause 21.1 (b) Tool Allowance:**

Where a cook is required to use their own tools, the employer must pay an allowance of **\$1.55 per day or part thereof** up to a maximum of **\$7.60 per week**.

**Clause 21.2 (a) Fork Lift Allowance:**

The application of the forklift allowance varies between full-time, part-time and casual employees. A full-time employee is entitled to receive an 'all purposes' allowance, while part-time and casual employees receive a daily allowance in addition to wages.

An 'all purposes' allowance is an allowance that forms part of the base or ordinary rate of pay for the purposes of calculating penalty rates, overtime and other award entitlements.

#### Full-time Employees

A fork lift driver engaged on a full-time basis must be paid an all purposes allowance equal to 1.5% of the standard weekly rate.

The wage rates for a full-time employee are set out on page 7 of this Guide and have been calculated to incorporate this allowance and do not require further adjustment.

#### Part-time/ Casual Employees

A fork lift driver engaged on a part-time or casual basis must be paid an additional daily allowance of **\$2.35 per day** (representing 0.3% of the standard weekly rate) up to a maximum of **\$11.75 per week**. This daily allowance is not taken into account in the calculation of part-time or casual fork lift driver wage rates

N.B. A junior part-time or casual fork lift driver is entitled to receive the relevant percentage of the adult part-time or casual fork lift driver wage rate, in addition to the daily forklift driver allowance.

**Clause 21.2 (b) First Aid Allowance:**

Full-time Employees

A full-time employee who has undertaken a first aid course and who is the holder of a current recognised first aid qualification such as a certificate from the St. John Ambulance or similar body must be paid an additional allowance of **\$9.40 per week** (representing 1.2% of the standard weekly rate) **if they are appointed by the employer to perform first aid duty.**

Part-time/ Casual Employees

A part-time or casual employee who has undertaken a first aid course and who is the holder of a current recognised first aid qualification such as a certificate from the St. John Ambulance or similar body must be paid an additional allowance of **\$1.88 per day** (representing 0.24% of the standard weekly rate) up to a maximum of **\$9.40 per week** **if they are appointed by the employer to perform first aid duty.**

**Clause 21.3 (a) Broken Periods of Work:**

Employees other than casuals who have a broken work day shall receive an additional allowance for a spread of hours as prescribed in clause 29 – Ordinary hours of work, as follows:

**Two hours over the hours worked in a day and up to three hours:** an allowance per day of **\$2.58** (representing 0.33% of the standard weekly rate).

**Three hours over the hours worked:** an allowance per day of **\$3.92** (representing 0.5% of the standard weekly rate).

**Clause 21.3 (b) Overnight Stay Allowance:**

Where an employee is requested to stay overnight to provide prompt assistance to guests outside ordinary business hours the employee is entitled to be paid an amount of **\$47.00** per night (representing 6% of the standard weekly rate).

The allowance provides compensation for all work up to one hour's duration only. Any work done in excess of a total of one hour's duration must be paid 150% of their base rate of pay.

Any time worked during an overnight stay will not count towards an employee's hours of work or leave accruals and will not be classed as overtime.

**Clause 32.1 Penalty Rates**

	<b>Monday – Friday</b>	<b>Saturday</b>	<b>Sunday</b>	<b>Public Holidays</b>
<b>FT/PT</b>	<b>100%</b>	<b>125%</b>	<b>175%</b>	<b>250%</b>
<b>Casual</b>	<b>125%</b>	<b>150%</b>	<b>175%</b>	<b>275%</b>

The percentages set out in the table above reflect the applicable penalties for work performed by permanent and casual employees on particular days. The actual hourly rates have been calculated and are contained in this guide.

**Clause 32.3 Late night/early morning penalties (Monday to Friday only):**

HOSPITALITY INDUSTRY (GENERAL) AWARD 2010 WAGE RATES

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Work performed between the hours of **7.00pm and midnight** shall be paid an additional **\$2.06 per hour or part hour worked in the penalty period** (representing 10% of the standard hourly rate).

Work performed between **midnight and 7.00am** shall be paid an additional **\$3.09 per hour or part hour worked in the penalty period** (representing 15% of the standard hourly rate).

HOSPITALITY INDUSTRY (GENERAL) AWARD 2010 WAGE RATES

<b>FULL-TIME AND PART-TIME EMPLOYEES</b>				
<b>CLASSIFICATIONS</b>	<b>MON-FRI (100%)</b>	<b>SATURDAY (125%)</b>	<b>SUNDAY (175%)</b>	<b>PUB HOLDS (250%)</b>
Food & Beverage Att Gd 1 (bar useful)	18.21	22.76	31.87	45.53
Food & Beverage Att Gd 2 (bar attendant)	18.91	23.64	33.09	47.28
Food & Beverage Att Gd 3 (TAB, pokies)	19.56	24.45	34.23	48.90
Food & Beverage Att Gd 4	20.61	25.76	36.07	51.53
Food & Beverage Supervisor	21.90	27.38	38.33	54.75
Kitchen Attendant Gd 1	18.21	22.76	31.87	45.53
Kitchen Attendant Gd 2	18.91	23.64	33.09	47.28
Kitchen Attendant Gd 3	19.56	24.45	34.23	48.90
Cook Gd 1 (breakfast, grill cook)	18.91	23.64	33.09	47.28
Cook Gd 2	19.56	24.45	34.23	48.90
Cook Gd 3 (commis chef, qualified chef)	20.61	25.76	36.07	51.53
Cook Gd 4 (demi chef, first cook)	21.90	27.38	38.33	54.75
Cook Gd 5 (chef de partie)	22.49	28.11	39.36	56.23
Guest Service Gd 1 (cleaner)	18.21	22.76	31.87	45.53
Guest Service Gd 2 (room attendant)	18.91	23.64	33.09	47.28
Guest Service Gd 3	19.56	24.45	34.23	48.90
Guest Service Gd 4	20.61	25.76	36.07	51.53
Guest Service Supervisor	21.90	27.38	38.33	54.75
Storeperson Gd 1	18.91	23.64	33.09	47.28
Storeperson Gd 2	19.56	24.45	34.23	48.90
Storeperson Gd 3	20.61	25.76	36.07	51.53
Handyperson	19.56	24.45	34.23	48.90
Doorperson & Security Officer Gd 1	18.91	23.64	33.09	47.28
Timekeeper & Security Officer Gd 2	19.56	24.45	34.23	48.90
Leisure Att Gd 1	18.91	23.64	33.09	47.28
Leisure Att Gd 2	19.56	24.45	34.23	48.90
Leisure Att Gd 3	20.61	25.76	36.07	51.53
Introductory Level	17.70	22.13	30.98	44.25
Forklift Driver (Full-time)*	19.87	24.84	34.77	49.68
Forklift Driver (Part-time)*	19.56	24.45	34.23	48.90
Front Office Gd 1	18.91	23.64	33.09	47.28
Front Office Gd 2	19.56	24.45	34.23	48.90
Front Office Gd 3	20.61	25.76	36.07	51.53
Front Office Supervisor	21.90	27.38	38.33	54.75
Clerical Gd 1	18.91	23.64	33.09	47.28
Clerical Gd 2	19.56	24.45	34.23	48.90
Clerical Gd 3	20.61	25.76	36.07	51.53
Clerical Supervisor	21.90	27.38	38.33	54.75
Gardener Gd 1	18.91	23.64	33.09	47.28
Gardener Gd 2	19.56	24.45	34.23	48.90
Gardener Gd 3 (tradesperson)	20.61	25.76	36.07	51.53
Gardener Gd 4	21.90	27.38	38.33	54.75

*HOSPITALITY INDUSTRY (GENERAL) AWARD 2010 WAGE RATES*

<b>CASUAL EMPLOYEES</b>				
<b>CLASSIFICATIONS</b>	<b>MON-FRI (125%)</b>	<b>SATURDAY (150%)</b>	<b>SUNDAY (175%)</b>	<b>PUB HOLDS (275%)</b>
Food & Beverage Att Gd 1 (bar useful)	22.76	27.32	31.87	50.08
Food & Beverage Att Gd 2 (bar attendant)	23.64	28.37	33.09	52.00
Food & Beverage Att Gd 3 (TAB, pokies)	24.45	29.34	34.23	53.79
Food & Beverage Att Gd 4	25.76	30.92	36.07	56.68
Food & Beverage Supervisor	27.38	32.85	38.33	60.23
Kitchen Attendant Gd 1	22.76	27.32	31.87	50.08
Kitchen Attendant Gd 2	23.64	28.37	33.09	52.00
Kitchen Attendant Gd 3	24.45	29.34	34.23	53.79
Cook Gd 1 (breakfast, grill cook)	23.64	28.37	33.09	52.00
Cook Gd 2	24.45	29.34	34.23	53.79
Cook Gd 3 (commi chef, qualified chef)	25.76	30.92	36.07	56.68
Cook Gd 4 (demi chef, first cook)	27.38	32.85	38.33	60.23
Cook Gd 5 (chef de partie)	28.11	33.74	39.36	61.85
Guest Service Gd 1 (cleaner)	22.76	27.32	31.87	50.08
Guest Service Gd 2 (room attendant)	23.64	28.37	33.09	52.00
Guest Service Gd 3	24.45	29.34	34.23	53.79
Guest Service Gd 4	25.76	30.92	36.07	56.68
Guest Service Supervisor	27.38	32.85	38.33	60.23
Storeperson Gd 1	23.64	28.37	33.09	52.00
Storeperson Gd 2	24.45	29.34	34.23	53.79
Storeperson Gd 3	25.76	30.92	36.07	56.68
Handyperson	24.45	29.34	34.23	53.79
Doorperson & Security Officer Gd 1	23.64	28.37	33.09	52.00
Timekeeper & Security Officer Gd 2	24.45	29.34	34.23	53.79
Leisure Att Gd 1	23.64	28.37	33.09	52.00
Leisure Att Gd 2	24.45	29.34	34.23	53.79
Leisure Att Gd 3	25.76	30.92	36.07	56.68
Introductory Level	22.13	26.55	30.98	48.68
Forklift Driver*	24.45	29.34	34.23	53.79
Front Office Gd 1	23.64	28.37	33.09	52.00
Front Office Gd 2	24.45	29.34	34.23	53.79
Front Office Gd 3	25.76	30.92	36.07	56.68
Front Office Supervisor	27.38	32.85	38.33	60.23
Clerical Gd 1	23.64	28.37	33.09	52.00
Clerical Gd 2	24.45	29.34	34.23	53.79
Clerical Gd 3	25.76	30.92	36.07	56.68
Clerical Supervisor	27.38	32.85	38.33	60.23
Gardener Gd 1	23.64	28.37	33.09	52.00
Gardener Gd 2	24.45	29.34	34.23	53.79
Gardener Gd 3 (tradesperson)	25.76	30.92	36.07	56.68
Gardener Gd 4	27.38	32.85	38.33	60.23

**MANAGERIAL STAFF (HOTELS)**



*HOSPITALITY INDUSTRY (GENERAL) AWARD 2010 WAGE RATES*

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The following minimum salary options are effective from the first pay period commencing on or after 1 July 2016.

<b>BASE ANNUAL SALARY</b>	<b>LOADED ANNUAL SALARY (125%)</b>
<b>\$44,518</b> per annum	<b>\$55,648</b> per annum

Payment of at least the Loaded Annual Salary will allow access to the Salaries Absorption option pursuant to clause 27.2 of the HIGA.

<b>APPRENTICE CHEFS</b>				
<b>CLASSIFICATIONS/YEAR</b>	<b>MON-FRI (100%)</b>	<b>SATURDAY (125%)</b>	<b>SUNDAY (175%)</b>	<b>PUB HOLDS (250%)</b>
First Year	11.34	14.18	19.85	28.35
Second Year	13.40	16.75	23.45	33.50
Third Year	16.49	20.61	28.86	41.23
Fourth Year	19.58	24.48	34.27	48.95

**PLEASE NOTE:** An apprentice under the age of 18 years shall not be required to work overtime unless he/she consents.

<b>ADULT APPRENTICE CHEFS*</b>				
<b>CLASSIFICATION/YEAR</b>	<b>MON-FRI (100%)</b>	<b>SATURDAY (125%)</b>	<b>SUNDAY (175%)</b>	<b>PUB HOLDS (250%)</b>
First Year	16.49	20.61	28.86	41.23
Second Year	17.70	22.13	30.98	44.25
Third Year	17.70	22.13	30.98	44.25
Fourth Year	19.58	24.48	34.27	48.95

**\*PLEASE NOTE:** Applicable to apprentices 21 years of age or over who commence their apprenticeship on or after 1 January 2014.

## PART 2: JUNIOR WAGE RATES

<b>FULL-TIME AND PART-TIME JUNIORS (other than office juniors)</b>				
<b>16 YEARS &amp; UNDER</b>	<b>MON - FRI</b>	<b>SATURDAY</b>	<b>SUNDAY</b>	<b>PUBLIC HOLIDAYS</b>
<b>Introductory</b>	8.85	11.06	15.49	22.13
<b>Level 1</b>	9.11	11.39	15.94	22.78
<b>Level 2</b>	9.46	11.83	16.56	23.65
<b>Level 3</b>	9.78	12.23	17.12	24.45
<b>Level 4</b>	10.31	12.89	18.04	25.78
<b>Level 5</b>	10.95	13.69	19.16	27.38
<b>Level 6</b>	11.25	14.06	19.69	28.13
<b>17 YEARS</b>				
<b>Introductory</b>	10.62	13.28	18.59	26.55
<b>Level 1</b>	10.93	13.66	19.13	27.33
<b>Level 2</b>	11.35	14.19	19.86	28.38
<b>Level 3</b>	11.74	14.68	20.55	29.35
<b>Level 4</b>	12.37	15.46	21.65	30.93
<b>Level 5</b>	13.14	16.43	23.00	32.85
<b>Level 6</b>	13.49	16.86	23.61	33.73
<b>18 YEARS</b>				
<b>Introductory</b>	12.39	15.49	21.68	30.98
<b>Level 1</b>	12.75	15.94	22.31	31.88
<b>Level 2</b>	13.24	16.55	23.17	33.10
<b>Level 3</b>	13.69	17.11	23.96	34.23
<b>Level 4</b>	14.43	18.04	25.25	36.08
<b>Level 5</b>	15.33	19.16	26.83	38.33
<b>Level 6</b>	15.74	19.68	27.55	39.35
<b>19 YEARS</b>				
<b>Introductory</b>	15.05	18.81	26.34	37.63
<b>Level 1</b>	15.48	19.35	27.09	38.70
<b>Level 2</b>	16.07	20.09	28.12	40.18
<b>Level 3</b>	16.63	20.79	29.10	41.58
<b>Level 4</b>	17.52	21.90	30.66	43.80
<b>Level 5</b>	18.62	23.28	32.59	46.55
<b>Level 6</b>	19.12	23.90	33.46	47.80

**NOTE:** The reference to Introductory and Levels 1-6 in Part 2 of this Guide reflect the **WAGE level** for each classification as per clause 20.1 of the Award, not the Grade level of a particular classification.

**FULL-TIME AND PART-TIME JUNIORS  
(office juniors)**

**(other than office juniors)**

<b>16 YEARS &amp; UNDER</b>	<b>MON - FRI</b>	<b>SATURDAY</b>	<b>SUNDAY</b>	<b>PUBLIC HOLIDAYS</b>
<b>Introductory</b>	11.06	13.28	15.49	24.34
<b>Level 1</b>	11.39	13.67	15.94	25.05
<b>Level 2</b>	11.83	14.19	16.56	26.02
<b>Level 3</b>	12.23	14.67	17.12	26.90
<b>Level 4</b>	12.89	15.47	18.04	28.35
<b>Level 5</b>	13.69	16.43	19.16	30.11
<b>Level 6</b>	14.06	16.88	19.69	30.94
<b>17 YEARS</b>				
<b>Introductory</b>	13.28	15.93	18.59	29.21
<b>Level 1</b>	13.66	16.40	19.13	30.06
<b>Level 2</b>	14.19	17.03	19.86	31.21
<b>Level 3</b>	14.68	17.61	20.55	32.29
<b>Level 4</b>	15.46	18.56	21.65	34.02
<b>Level 5</b>	16.43	19.71	23.00	36.14
<b>Level 6</b>	16.86	20.24	23.61	37.10
<b>18 YEARS</b>				
<b>Introductory</b>	15.49	18.59	21.68	34.07
<b>Level 1</b>	15.94	19.13	22.31	35.06
<b>Level 2</b>	16.55	19.86	23.17	36.41
<b>Level 3</b>	17.11	20.54	23.96	37.65
<b>Level 4</b>	18.04	21.65	25.25	39.68
<b>Level 5</b>	19.16	23.00	26.83	42.16
<b>Level 6</b>	19.68	23.61	27.55	43.29
<b>19 YEARS</b>				
<b>Introductory</b>	18.81	22.58	26.34	41.39
<b>Level 1</b>	19.35	23.22	27.09	42.57
<b>Level 2</b>	20.09	24.11	28.12	44.19
<b>Level 3</b>	20.79	24.95	29.10	45.73
<b>Level 4</b>	21.90	26.28	30.66	48.18
<b>Level 5</b>	23.28	27.93	32.59	51.21
<b>Level 6</b>	23.90	28.68	33.46	52.58

**NOTE:** The reference to Introductory and Levels 1-6 in Part 2 of this Guide reflect the **WAGE level** for each classification as per clause 20.1 of the Award, not the Grade level of a particular classification.

*HOSPITALITY INDUSTRY (GENERAL) AWARD 2010 WAGE RATES*

<b>UNDER 16 YEARS</b>	<b>MON - FRI</b>	<b>SATURDAY</b>	<b>SUNDAY</b>	<b>PUBLIC HOLIDAYS</b>
<b>Level 2</b>	8.51	10.64	14.89	21.28
<b>Level 3</b>	8.80	11.00	15.40	22.00
<b>Level 4</b>	9.27	11.59	16.22	23.18
<b>Level 5</b>	9.86	12.33	17.26	24.65
<b>16 YEARS</b>				
<b>Level 2</b>	10.40	13.00	18.20	26.00
<b>Level 3</b>	10.76	13.45	18.83	26.90
<b>Level 4</b>	11.34	14.18	19.85	28.35
<b>Level 5</b>	12.05	15.06	21.09	30.13
<b>17 YEARS</b>				
<b>Level 2</b>	12.29	15.36	21.51	30.73
<b>Level 3</b>	12.71	15.89	22.24	31.78
<b>Level 4</b>	13.40	16.75	23.45	33.50
<b>Level 5</b>	14.24	17.80	24.92	35.60
<b>18 YEARS</b>				
<b>Level 2</b>	14.18	17.73	24.82	35.45
<b>Level 3</b>	14.67	18.34	25.67	36.68
<b>Level 4</b>	15.46	19.33	27.06	38.65
<b>Level 5</b>	16.43	20.54	28.75	41.08
<b>19 YEARS</b>				
<b>Level 2</b>	17.02	21.28	29.79	42.55
<b>Level 3</b>	17.60	22.00	30.80	44.00
<b>Level 4</b>	18.55	23.19	32.46	46.38
<b>Level 5</b>	19.71	24.64	34.49	49.28

**NOTE:** The reference to Introductory and Levels 1-6 in Part 2 of this Guide reflect the **WAGE level** for each classification as per clause 20.1 of the Award, not the Grade level of a particular classification.

<b>CASUAL JUNIORS</b>				
<b>CERTIFICATE I, II &amp; III</b>				
<b>UNDER 16 YEARS</b>	<b>MON - FRI</b>	<b>SATURDAY</b>	<b>SUNDAY</b>	<b>PUBLIC HOLIDAYS</b>
<b>Level 2</b>	10.64	12.77	14.89	23.40
<b>Level 3</b>	11.00	13.20	15.40	24.20
<b>Level 4</b>	11.59	13.91	16.22	25.49
<b>Level 5</b>	12.33	14.79	17.26	27.12
<b>16 YEARS</b>				
<b>Level 2</b>	13.00	15.60	18.20	28.60
<b>Level 3</b>	13.45	16.14	18.83	29.59
<b>Level 4</b>	14.18	17.01	19.85	31.19
<b>Level 5</b>	15.06	18.08	21.09	33.14
<b>17 YEARS</b>				
<b>Level 2</b>	15.36	18.44	21.51	33.80
<b>Level 3</b>	15.89	19.07	22.24	34.95
<b>Level 4</b>	16.75	20.10	23.45	36.85
<b>Level 5</b>	17.80	21.36	24.92	39.16
<b>18 YEARS</b>				
<b>Level 2</b>	17.73	21.27	24.82	39.00
<b>Level 3</b>	18.34	22.01	25.67	40.34
<b>Level 4</b>	19.33	23.19	27.06	42.52
<b>Level 5</b>	20.54	24.65	28.75	45.18
<b>19 YEARS</b>				
<b>Level 2</b>	21.28	25.53	29.79	46.81
<b>Level 3</b>	22.00	26.40	30.80	48.40
<b>Level 4</b>	23.19	27.83	32.46	51.01
<b>Level 5</b>	24.64	29.57	34.49	54.20

**NOTE:** The reference to Introductory and Levels 1-6 in Part 2 of this Guide reflect the **WAGE level** for each classification as per clause 20.1 of the Award, not the Grade level of a particular classification.

### **PART 3: TRAINEE WAGE RATES**

HOSPITALITY INDUSTRY (GENERAL) AWARD 2010 WAGE RATES

<b>CERTIFICATE IV</b>				
<b>FULL-TIME TRAINEES</b>				
School Leaver: Year 12 Year 10: 2 years out Year 11: 1 Year out	10.43	13.04	18.25	26.08
Year 10: 3 years out Year 11: 2 years out Year 12: 1 year out	12.14	15.18	21.25	30.35
Year 10: 4 years out Year 11: 3 years out Year 12: 2 years out	14.13	17.66	24.73	35.33
Plus 5 or more years out	16.18	20.23	28.32	40.45
<b>PART-TIME TRAINEES</b>				
	<b>MON - FRI</b>	<b>SATURDAY</b>	<b>SUNDAY</b>	<b>PUBLIC HOLIDAYS</b>
School Leaver: Year 10	9.94	12.43	17.40	24.85
School Leaver: Year 11 Year 10: 1 year out	10.96	13.70	19.18	27.40
School Leaver: Year 12 Year 10: 2 years out Year 11: 1 Year out	13.05	16.31	22.84	32.63
Year 10: 3 years out Year 11: 2 years out Year 12: 1 year out	15.19	18.99	26.58	37.98
Year 10: 4 years out Year 11: 3 years out Year 12: 2 years out	17.66	22.08	30.91	44.15
Plus 5 or more years out	20.21	25.26	35.37	50.53

<b>SCHOOL BASED TRAINEES</b>				
	<b>MON - FRI</b>	<b>SATURDAY</b>	<b>SUNDAY</b>	<b>PUBLIC HOLIDAYS</b>
Year 11 or lower	9.94	12.43	17.40	24.85
Year 12	10.96	13.70	19.18	27.40

*HOSPITALITY INDUSTRY (GENERAL) AWARD 2010 WAGE RATES*

	MON - FRI	SATURDAY	SUNDAY	PUBLIC HOLIDAYS
School Leaver: Year 10	8.25	10.31	14.44	20.63
School Leaver: Year 11 Year 10: 1 year out	9.09	11.36	15.91	22.73
School Leaver: Year 12 Year 10: 2 years out Year 11: 1 Year out	10.83	13.54	18.95	27.08
Year 10: 3 years out Year 11: 2 years out Year 12: 1 year out	12.60	15.75	22.05	31.50
Year 10: 4 years out Year 11: 3 years out Year 12: 2 years out	14.67	18.34	25.67	36.68
Adult wages 21+: 1 <sup>st</sup> year	16.80	21.00	29.40	42.00
Adult wages 21+: 2 <sup>nd</sup> year+	17.45	21.81	30.54	43.63
<b>PART-TIME TRAINEES</b>				
	MON - FRI	SATURDAY	SUNDAY	PUBLIC HOLIDAYS
School Leaver: Year 10	10.32	12.90	18.06	25.80
School Leaver: Year 11 Year 10: 1 year out	11.38	14.23	19.92	28.45
School Leaver: Year 12 Year 10: 2 years out Year 11: 1 Year out	13.55	16.94	23.71	33.88
Year 10: 3 years out Year 11: 2 years out Year 12: 1 year out	15.77	19.71	27.60	39.43
Year 10: 4 years out Year 11: 3 years out Year 12: 2 years out	18.33	22.91	32.08	45.83
Adult wages 21+: 1 <sup>st</sup> year	21.00	26.25	36.75	52.50
Adult wages 21+: 2 <sup>nd</sup> year+	21.82	27.28	38.19	54.55

## **PART 4: CLASSIFICATION DEFINITIONS**

Schedule D: Classification Definitions of the *Hospitality Industry (General) Award 2010* provides a description of the duties of each award classification which assists in determining an employee's applicable rate of pay.

Below is an extract of Schedule D: Classification Definitions from the *Hospitality Industry (General) Award 2010*.

## Schedule D—CLASSIFICATION DEFINITIONS

### D.1 INTRODUCTORY LEVEL

In respect of all classification streams, introductory level means the level of an employee who enters the industry and who has not demonstrated the competency requirements of level 1. Such an employee will remain at this level for up to three months while the appropriate training for level 1 is undertaken and assessment made to move from the introductory level to level 1. At the end of three months from entry, an employee will move to level 1 other than where agreement has been reached and recorded between the employee and the employer that further training of up to three months is required for the employee to achieve competence for movement to level 1.

### D.2 GENERAL CLASSIFICATION DEFINITIONS

#### D.2.1 Food and beverage stream

**Food and beverage attendant grade 1** means an employee who is engaged in any of the following:

- picking up glasses;
- emptying ashtrays;
- general assistance to food and beverage attendants of a higher grade not including service to customers;
- removing food plates;
- setting and/or wiping down tables; and
- cleaning and tidying of associated areas.

**Food and beverage attendant grade 2** means an employee who has not achieved the appropriate level of training and who is engaged in any of the following:

- supplying, dispensing or mixing of liquor including the sale of liquor from the bottle department;
- assisting in the cellar or bottle department;
- undertaking general waiting duties of both food and/or beverage including cleaning of tables;
- receipt of monies;
- attending a snack bar; and
- engaged on delivery duties.

**Food and beverage attendant grade 3** means an employee who in addition to the tasks performed by a **Food and beverage attendant grade 2** is engaged in any of the following:

- the operation of a mechanical lifting device;



- attending a wagering (e.g. TAB) terminal, electronic gaming terminal or similar terminal;
- full control of a cellar or liquor store (including the receipt, delivery and recording of goods within such an area);
- mixing a range of sophisticated drinks;
- supervising food and beverage attendants of a lower grade;
- taking reservations, greeting and seating guests; and
- training food and beverage attendants of a lower grade.

**Food and beverage attendant (tradesperson) grade 4** means an employee who has completed an apprenticeship in waiting or who has passed the appropriate trade test and as such carries out specialised skilled duties in a fine dining room or restaurant.

**Food and beverage supervisor** means an employee who has the appropriate level of training including a supervisory course and who has the responsibility for supervision, training and co-ordination of food and beverage staff, or stock control for a bar or series of bars.

#### **D.2.2 Kitchen stream**

**Kitchen attendant grade 1** means an employee engaged in any of the following:

- general cleaning duties within a kitchen or food preparation area and scullery, including the cleaning of cooking and general utensils used in a kitchen and restaurant;
- assisting employees who are cooking;
- assembling and preparing ingredients for cooking; and
- general pantry duties.

**Kitchen attendant grade 2** means an employee who has the appropriate level of training and who is engaged in specialised non-cooking duties in a kitchen or food preparation area, or supervision of kitchen attendants.

**Kitchen attendant grade 3** means an employee who has the appropriate level of training including a supervisory course and has the responsibility for the supervision, training and co-ordination of kitchen attendants of a lower grade.

**Cook grade 1** means an employee who carries out cooking of breakfasts and snacks, baking, pastry cooking or butchering.

**Cook grade 2** means an employee who has the appropriate level of training and who performs cooking duties including baking, pastry cooking or butchering.

**Cook (tradesperson) grade 3** means a commi chef or equivalent who has completed an apprenticeship or who has passed the appropriate trade test, and who is engaged in cooking, baking, pastry cooking or butchering duties.

**Cook (tradesperson) grade 4** means a demi chef or equivalent who has completed an apprenticeship or has passed the appropriate trade test and who is engaged to perform general or specialised cooking, butchering, baking or pastry cooking duties and/or supervises and trains other cooks and kitchen employees.

**Cook (tradesperson) grade 5** means a chef de partie or equivalent who has completed an apprenticeship or has passed the appropriate trade test in cooking, butchering, baking or pastry cooking and has completed additional appropriate training and who performs any of the following:

- general and specialised duties including supervision or training of other kitchen staff;
- ordering and stock control; and
- supervising other cooks and other kitchen employees in a single kitchen establishment.

### **D.2.3 Guest services stream**

**Guest service grade 1** means an employee who performs any of the following:

- laundry and/or linen duties which may include minor repairs to linen or clothing such as buttons, zips, seams and working with flat materials;
- the collection and delivery of guests' personal dry cleaning and laundry, linen and associated materials to and from accommodation areas;
- performs general cleaning duties; and
- parking guests' cars.

**Guest service grade 2** means an employee who has not achieved the appropriate level of training and who is engaged in any of the following:

- servicing accommodation areas and cleaning thereof;
- receiving and assisting guests at the entrance to the establishment;
- driving a passenger vehicle or courtesy bus;
- transferring guests' baggage to and from rooms;
- assisting in the dry cleaning process;
- cleaning duties using specialised equipment and chemicals; and
- providing butler services such as food, beverage and personalised guest service.

**Guest service grade 3** means an employee who has the appropriate level of training and who is engaged in any of the following:

- supervising guest service employees of a lower grade;
- providing butler services such as food, beverage and personalised guest service;
- major repair of linen and/or clothing including basic tailoring and major alterations and refitting; and
- dry cleaning.

**Guest service grade 4** means an employee who has completed an apprenticeship or who has passed the appropriate trade test or otherwise has the appropriate level of training to perform the work of a tradesperson in dry cleaning, tailoring or as a butler.

**Guest service supervisor** means an employee with the appropriate level of training including a supervisory course who supervises, trains and co-ordinates the work of employees engaged in a housekeeping department.

**Front office grade 1** means an employee who is engaged as an assistant in front office duties including night auditing, telephonist, receptionist, cashier, information services or reservations.

**Front office grade 2** means an employee who has the appropriate level of training and is in the front office engaged in duties including telephonist, receptionist, cashier, information services or reservations.

**Front office grade 3** means an employee who has the appropriate level of training and is in the front office engaged in duties including assisting in training and supervision of front office employees of a lower grade.

**Front office supervisor** means an employee who has the appropriate level of training including a supervisory course and who supervises, trains and co-ordinates the work of front office employees.

#### **D.2.4 Administration stream**

**Clerical grade 1** means an employee who is required to perform basic clerical and routine office duties such as collating, filing, photocopying and delivering messages.

**Clerical grade 2** means an employee who is engaged in general clerical or office duties, such as typing, filing, basic data entry and calculating functions.

**Clerical grade 3** means an employee who has the appropriate level of training and who performs any of the following:

- operates adding machines, switchboard, paging system, telex machine, typewriter or calculator;
- uses knowledge of keyboard and function keys to enter and retrieve data through computer terminal;
- copy types at 25 words per minute with 98% accuracy;
- maintains mail register and records;
- maintains established paper-based filing/records systems in accordance with set procedures including creating and indexing new files, distributing files within the organisation as requested, monitoring file locations;
- transcribes information into records, completes forms, takes telephone messages;
- acquires and applies a working knowledge of office or sectional operating procedures and requirements;
- acquires and applies a working knowledge of the organisation's structure and personnel in order to deal with inquiries at first instance, locates appropriate staff in different sections, relays internal information, responds to or redirects inquiries, greets visitors;
- keeps appropriate records; and
- sorts, processes and records original source financial documents (e.g. invoices, cheques, correspondence) on a daily basis; maintains and

records petty cash; prepares bank deposits and withdrawals and does banking.

And who has the appropriate level of training and also performs any of the following:

- operates computerised radio telephone equipment, micro/personal computer, printing devices attached to personal computer, dictaphone equipment, typewriters;
- produces documents and correspondence using knowledge of standard formats, touch types at 40 words per minute with 98% accuracy, audio types;
- uses one or more software application package(s) developed for a micro/personal computer to operate and populate a database, spreadsheet/worksheet to achieve a desired result; graph previously prepared spreadsheet; use simple menu utilities of personal computer;
- follows standard procedures or template for the preceding functions using existing models/fields of information;
- Creates, maintains and generates simple reports;
- uses a central computer resource to an equivalent standard;
- uses one or more software packages to create, format, edit, proof read, spell check, correct, print and save text documents, e.g. standard correspondence and business documents;
- takes shorthand notes at 70 wpm and transcribes with 95% accuracy;
- arranges travel bookings and itineraries, makes appointments, screens telephone calls, follows visitor protocol procedures, establishes telephone contact on behalf of executive;
- applies a working knowledge of the organisation's products/services, functions, locations and clients;
- responds to and acts upon most internal/external inquiries in own function area;
- uses and maintains a computer-based record management system to identify, access and extract information from internal sources; maintains circulation, indexing and filing systems for publications, reviews files, closes files, archives files; and
- maintains financial records and journals, collects and prepares time and wage records; prepares accounts queries from debtors; posts transactions to ledger.

**Clerical supervisor** means an employee who has the appropriate level of training including a supervisory course and who co-ordinates other clerical staff.

#### **D.2.5 Security stream**

**Doorperson/security officer grade 1** means a person who assists in maintenance of dress standards and good order at an establishment.

**Timekeeper/security officer grade 2** means a person who is responsible for timekeeping of staff, for the security of keys, for the checking in and out of delivery vehicles and/or for the supervision of doorperson/security officer grade 1 personnel.

#### **D.2.6 Leisure activities stream**

**Leisure attendant grade 1** means a person who acts as an assistant instructor, pool attendant and/or can be responsible for the setting up, distribution and care of equipment and the taking of bookings.

**Leisure attendant grade 2** means a person who has the appropriate level of training and takes classes and/or directs leisure activities such as sporting areas, health clubs and swimming pools.

**Leisure attendant grade 3** means a person who has the appropriate level of training and who plans and co-ordinates leisure activities for guests and may supervise other leisure attendants.

#### **D.2.7 Stores stream**

**Storeperson grade 1** means an employee who receives and stores general and perishable goods and cleans the store area.

**Storeperson grade 2** means an employee who, in addition to the duties for a storeperson grade 1, may also operate mechanical lifting equipment such as a fork lift and/or who may perform duties of a more complex nature.

**Storeperson grade 3** means an employee who has the appropriate level of training and who:

- implements quality control techniques and procedures;
- understands and is responsible for a stores/warehouse area or a large section of such an area;
- has a highly developed level of interpersonal and communications skills;
- is able to supervise and provide direction and guidance to other employees including the ability to assist in the provision of on-the-job training and induction;
- exercises discretion within the scope of this grade; and who may exercise skills attained through the successful completion of an appropriate warehousing certificate; and may perform indicative tasks at this level such as:
  - liaising with management, suppliers and customers with respect to stores operations; and
  - detailing and co-ordinating activities of other storepersons and acting in a leading hand capacity for in excess of 10 storepersons;
- maintains control registers including inventory control and being responsible for preparation and reconciliation of regular reports or stock movements, dispatches, etc; and
- supervises the receipt and delivery of goods, records, outgoing goods, responsible for the contents of a store.

**D.2.8 Maintenance and trades—other than the cooking trade**

**Handyperson** means a person who is not a tradesperson and whose duties include the performance of routine repair work and maintenance in and about the employer's premises.

**Fork lift driver** means an employee who has a recognised fork lift licence and who is engaged solely on the basis of driving a fork lift vehicle. Those employees who operate a fork lift as only part of their duties will be paid at the level 3 classification rate in clause 20.1.

**Gardener grade 1** means an employee primarily engaged in the following activities:

- keeping areas clean and tidy;
- weeding and watering;
- trimming, mowing of surrounds, etc., with hand implements;
- assistance in preparing areas for play;
- assistance in course or green maintenance and construction;
- operation of a limited range of vehicles, including motor vehicles;
- performs non-trade tasks incidental to the employee's work.

**Gardener grade 2** means an employee who is engaged in any of the following activities in addition to the work of grade 1:

- operation and minor maintenance of motorised equipment under supervision, other than machinery or equipment requiring the holding of specialised licences;
- assistance in the maintenance, renovation and reconstruction of greens and fairways, and/or maintenance of playing surfaces, including mowing, rolling, top dressing, seeding, turfing and sprigging, fertilising under supervision, planting and maintenance of trees, pruning under supervision;
- applying fertilisers, fungicides, herbicides and insecticides under general supervision;
- gardening duties including the planting and trimming of trees, sowing, planting and cutting of grass, and the watering of plants, gardens, trees, lawns and displays;
- routine maintenance of turf, synthetic, artificial and other play surfaces;
- completion of basic records;
- assistance in the construction and installation of facilities and systems;
- performing tasks incidental to the employee's work;
- handyperson duties;
- supervising gardeners of a lower grade.

**Gardener grade 3 (tradesperson)** means an employee who has completed trade or equivalent qualifications and undertakes one or more of the following duties (including non-trade tasks incidental to the employee's work):

- operate, maintain and adjust machinery as appropriate;
- clean machinery and inspects machinery after each use, reporting any problems to a management employee;
- applying fertilisers, fungicides, herbicides and insecticides as directed by a management employee;
- preparing turf, synthetic, artificial and other surfaces for play;
- maintenance and repair of vehicles and/or motor engines;
- repair and minor renovation work;
- formation and maintenance of all gardens, lawns and greens;
- the planting, maintenance and care of trees;
- training and supervision of employees of a lower grade, including apprentices.

**Gardener grade 4 (tradesperson)** means an employee who has satisfactorily attained the appropriate level of training at trade or the equivalent level, together with the additional requirements in supervision or other appropriate specialist modules. In addition to the duties of levels 1 to 3, the employee is also engaged in the following activities:

- supervision and training of subordinate staff, including tradespersons;
- presentation of written and or verbal reports including budgets,
- general liaison with management;
- activities requiring application of specialist skills.

#### **D.2.9 Managerial staff (Hotels)**

For the purpose of this additional classification, **hotels** means hotels, resorts, casinos, taverns, wine saloons, wine and spirit merchants retailing to the general public and other retail licensed establishments in or in connection with accommodation, with the selling of drinks, preparing and serving food and drinks, cleaning and attending to the premises and all other services associated therewith.

In this additional classification, **hotel manager** means an employee (however designated) who:

- under the direction of senior management is required to manage and co-ordinate the activities of a relevant area or areas of the hotel; and
- directs staff to ensure they carry out their duties in the relevant area or areas of the hotel; and
- implements policies, procedures and operating systems for the hotel;

but excludes an employee who is employed to undertake the duties of senior management, responsible for a significant area of the operations of one or more hotels. Indicative position titles for such an employee include:

- Company secretary;
- Chief accountant;
- Personnel or human resources manager;

- Financial controller;
- Industrial relations manager;
- Venue manager;
- General/hotel manager;
- Executive assistant manager;
- Regional manager; or
- a Manager to whom any of those positions report or are responsible.

An employee appointed as a Manager will have completed an appropriate level of training in business management or have relevant industry experience including the supervision of staff in one or more areas of an hotel. In a General Hotel, this classification is commonly known as an Assistant manager. In an Accommodation Hotel, this classification may include any of the following positions: Duty manager; Assistant food and beverage manager; Assistant rooms division manager; Assistant front office manager or equivalent position.

This additional classification does not apply to:

- Any hotel manager who is an employee of a proprietary or private company (within the meaning of the Corporations Law) where the Hotel Manager holds sufficient number of shares to entitle the Hotel Manager to voting control at general meetings of the company; or
- Any hotel manager who is the senior partner of a partnership or has at least 49% of that partnership; or
- A parent, spouse or de facto partner, son or daughter of a hotel manager excluded from the additional classification by this paragraph.