



## No. 8 of 2012

# Hospitality Industry (General) Award 2012 Minimum Wage Increase

**Effective from the first full pay period on or after 1st July 2012**

***Applicable to Constitutional Corporations transitioning from:***

- *Hotel and Tavern Workers' Award (NAPSA)*
- *Clerks' (Hotels, Motels and Clubs) Award (NAPSA)*

## Wage Schedules

Please find following the updated wage schedules effective from the **first full pay period on or after 1<sup>st</sup> July 2012**.

## Transitional Amounts

The AHA(WA) has identified the minimum wages and penalty rates in accordance with the Transitional Provisions set out by Schedule 'A' and Schedule 'C' of the *Hospitality Industry (General) Award*; comparing the Award to the relevant NAPSA.

## Calculations

These minimum wages and penalty rates have been calculated in accordance with Fair Work Ombudsman's Guidance Note which prescribes the calculation principles to be used when determining transitional rates of pay.

***Whilst due care has been taken in preparing this information, no responsibility is accepted by the Australian Hotels Association (WA) for the accuracy of the information. AHA(WA) does not accept legal liability and is expressly disclaimed for any damage that may arise from any person acting on the information contained therein arising from or connected to the accuracy, reliability or completeness of the information.***



## Penalty Rates

The 2012 transitioned penalties rates are as follows:

### 1. Transitioning from the Hotel and Tavern Workers' Award (NAPSA)

#### **Full-time / Part-time**

	1 July 2012	1 July 2011	Comment
Monday – Friday	100%	100%	No change
Saturday	135%	140%	Penalty rate has transitioned down ( <i>decreased</i> )
Sunday	165%	160%	Penalty rate has transitioned up ( <i>increased</i> )
Public Holidays	250%	250%	No change
<b>Other penalties</b>			
Monday – Friday 7pm – Midnight	\$1.69 per hour	\$1.58 per hour	Penalty rate has transitioned up ( <i>increased</i> )
Monday – Friday Midnight – 7am	\$2.25 per hour	\$1.94 per hour	Penalty rate has transitioned up ( <i>increased</i> )
Monday – Friday Majority hours Midnight – 7am	\$2.27 per hour	\$1.99 per hour	Penalty rate has transitioned up ( <i>increased</i> )

#### **Casual**

	1 July 2012	1 July 2011	Comment
Monday – Friday	125%	125%	No change
Saturday	150%	150%	No change
Sunday	165%	160%	Penalty rate has transitioned up ( <i>increased</i> )
Public Holidays	255%	245%	Penalty rate has transitioned up ( <i>increased</i> )
<b>Other penalties</b>			
Monday – Friday 7pm – Midnight	\$1.11 per hour	\$0.72 per hour	Penalty rate has transitioned up ( <i>increased</i> )
Monday – Friday Midnight – 7am	\$1.67 per hour	\$1.08 per hour	Penalty rate has transitioned up ( <i>increased</i> )

## 2. Transitioning from the Clerks' (Hotels, Motels and Clubs) Award (NAPSA)

### Full-time / Part-time

	1 July 2012	1 July 2011	Comment
Monday – Friday	100%	100%	No change
Saturday	135%	140%	Penalty rate has transitioned down ( <i>decreased</i> )
Sunday	165%	160%	Penalty rate has transitioned up ( <i>increased</i> )
Public Holidays	250%	250%	No change
<b>Other penalties</b>			
Monday – Friday 7pm – Midnight	\$1.73 per hour	\$1.65 per hour	Penalty rate has transitioned up ( <i>increased</i> )
Monday – Friday Midnight – 7am	\$2.29 per hour	\$2.01 per hour	Penalty rate has transitioned up ( <i>increased</i> )

### Casual

	1 July 2012	1 July 2011	Comment
Monday – Friday	123%	122%	Penalty rate has transitioned up ( <i>increased</i> )
Saturday	158%	162%	Penalty rate has transitioned down ( <i>decreased</i> )
Sunday	173%	172%	Penalty rate has transitioned up ( <i>increased</i> )
Public Holidays	273%	272%	Penalty rate has transitioned up ( <i>increased</i> )
<b>Other penalties</b>			
Monday – Friday 7pm – Midnight	\$1.73 per hour	\$1.65 per hour	Penalty rate has transitioned up ( <i>increased</i> )
Monday – Friday Midnight – 7am	\$2.29 per hour	\$2.01 per hour	Penalty rate has transitioned up ( <i>increased</i> )

### Junior Rates

The AHA(WA) has been in dispute with the Fair Work Ombudsman pertaining to their method of calculation for junior rates of pay.

This matter remains unresolved.

Please find attached a summary of the differences between the AHA(WA) and Fair Work Ombudsman junior rates of pay.

AHA(WA) Members are required to make a commercial decision as to which rates they will pay to their junior staff.

## Apprentice rates of pay

Further to the AHA(WA) Workplace Relations Alert **9 of 2011**, AHA(WA) remain in dispute with the apprentice rates of pay published by Fair Work Ombudsman.

The differences in these apprentice rates of pay are as follows:

### ***Three Year Apprenticeship***

	<b>AHA(WA)</b>	<b>FWO</b>
1 <sup>st</sup> Year	<b>\$11.41</b>	<b>\$10.22</b>
2 <sup>nd</sup> Year	<b>\$14.53</b>	<b>\$12.75</b>
3 <sup>rd</sup> Year	<b>\$17.18</b>	<b>\$15.40</b>

If you require the rates of pay for a 3.5 or 4 year apprenticeship, please contact the AHA(WA) Workplace Relations Department.

## Adult Apprentices

Fair Work Australia has set the adult apprentice rate of pay to be no less than the Federal Minimum Wage (i.e. \$15.96 per hour Monday – Friday).

### ***Three Year Apprenticeship***

	<b>AHA(WA)</b>	<b>FWO</b>
1 <sup>st</sup> Year	<b>\$15.96</b>	<b>Not published</b>
2 <sup>nd</sup> Year	<b>\$15.96</b>	<b>Not published</b>
3 <sup>rd</sup> Year	<b>\$17.18</b>	<b>Not published</b>

If you require the rates of pay for a 3.5 or 4 year adult apprenticeship, please contact the AHA(WA) Workplace Relations Department.

## Allowances

Please see the attached ***Allowances Schedule*** for updated allowance rates effective from the first full pay period on or after 1 July 2012.

## Take-Home Pay Orders

AHA(WA) Members are reminded that an employee can apply to Fair Work Australia for a 'Take-Home Pay Order' if the employee suffers a pay cut as a result of these new entitlements.

A take-home pay order can be made if:

- a Modern Award applies to the employee or employees; and
- the employee or employees are in the same job as they were before the Modern Award commenced; and
- the amount of the employee's take-home pay for working the same sort of hours or the same amount of work has been reduced.

## Delay

The AHA(WA) advises that the delay in forwarding these wage schedules to AHA(WA) members was due to the Fair Work Ombudsman not confirming these rates with us until late on Thursday 28<sup>th</sup> June 2012.

Providing the correct transitional amounts is essential in ensuring our members are complying with workplace laws.

In accordance with the Memorandum of Understanding between AHA and the Fair Work Ombudsman, Fair Work Ombudsman have reviewed these wage schedules today, which is of benefit to both the industry and the Fair Work Ombudsman Inspectorate Office.

The AHA(WA) still has concerns with the Junior and Apprentice rates of pay and will be continuing our discussions with the Fair Work Ombudsman on these issues.

## Further enquiries and assistance

Please contact the AHA(WA) Workplace Relations Department on (08) 9321 7701 or visit our website at [www.ahawa.asn.au](http://www.ahawa.asn.au).

# Junior Wage Rates

## *Hospitality Industry (General) Award 2010*

*Applicable to Constitutional Corporations*

### Who is this information for?

This information is for hospitality businesses that are Constitutional Corporations and employ junior employees.

### What are the key issues?

There has been an ongoing dispute between the AHA(WA) and the Fair Work Ombudsman relating to the calculation of junior wage rates and this matter has still not been resolved.

### What is the purpose of this information?

The purpose of providing this information is to inform AHA(WA) members that the Fair Work Ombudsman has applied a different method and interpretation in calculating the junior wage rates. AHA(WA) disagrees with Fair Work Ombudsman's methodology.

AHA(WA) Members are required to make a commercial decision when employing junior employees relating to the payment of wages.

### Background

Since the introduction of both the *Hospitality Industry (General) Award 2010* (HIGA) and *Restaurant Industry Award 2010* (RIA), the AHA(WA) has had continual discussions with Fair Work Ombudsman relating to Fair Work Ombudsman's published junior rates of pay, relating to the transitional rates from the previous *Hotel and Tavern Workers' Award* (NAPSA) and *Restaurant, Tearoom and Catering Workers' Award* (NAPSA).

### AHA(WA) Interpretation

Schedule 'C' of the *Hospitality Industry (General) Award 2010* states the following:

***Note: The transitional provisions in respect of Western Australia in this Schedule operate instead of the general transitional provisions in Schedule A – Transitional Provisions in respect of the particular modern award provisions dealt with in this Schedule.***

Schedule C.2 Junior employees prescribes that junior employees will be paid in accordance with clause 20.5 – Juniors.

## Fair Work Ombudsman Interpretation

Fair Work Ombudsman has published junior rates of pay in accordance with Schedule 'A' of the *Hospitality Industry (General) Award 2010*.

In accordance with Schedule 'C' of the *Hospitality Industry (General) Award*, Schedule 'A' does not apply in relation to junior employees.

The following table outlines the comparison between the AHA(WA) and Fair Work Ombudsman published rates.

## Recommendations

AHA(WA) is still pursuing this matter with the Fair Work Ombudsman.

AHA(WA) recommends members make their own decision based on the background provided herein on whether to pay the AHA(WA) or Fair Work Ombudsman rates of pay for junior employees.

Please bear in mind that Fair Work Ombudsman could, at any time, change their position on these rates.

If this occurs, and you have not either paid in accordance with the published Fair Work Ombudsman rates as per their 2012 Pay and Conditions guide or adjusted your rates accordingly, penalties for underpayments under the *Fair Work Act 2009* are substantial (i.e. \$33,000.00 per body corporate / \$6,600.00 per director PER breach).

**Fair Work Ombudsman's published rates changed four times during the 2010/2011 financial year.**

**Junior Wage Rates**  
*(Other than office juniors)*

	Full-time / Part-time		Casual	
	AHA(WA)	FWO	AHA(WA)	FWO
<b>Introductory</b>				
Under 16	\$7.98	\$7.98	\$9.97	\$9.97
16 Years	\$7.98	\$8.55	\$9.97	\$10.69
17 Years	\$9.57	\$10.15	\$11.97	\$12.69
18 Years	\$11.17	\$11.74	\$13.96	\$14.68
19 Years	\$13.56	\$14.42	\$16.96	\$18.03

	Full-time / Part-time		Casual	
	AHA(WA)	FWO	AHA(WA)	FWO
<b>Level 1</b>				
Under 16	\$8.21	\$8.21	\$10.26	\$10.26
16 Years	\$8.21	\$8.80	\$10.26	\$11.00
17 Years	\$9.85	\$10.44	\$12.32	\$13.06
18 Years	\$11.49	\$12.08	\$14.37	\$15.11
19 Years	\$13.96	\$14.84	\$17.45	\$18.55

	Full-time / Part-time		Casual	
	AHA(WA)	FWO	AHA(WA)	FWO
<b>Level 2</b>				
Under 16	\$8.53	\$8.53	\$10.66	\$10.66
16 Years	\$8.53	\$9.16	\$10.66	\$11.45
17 Years	\$10.23	\$10.86	\$12.79	\$13.58
18 Years	\$11.94	\$12.57	\$14.92	\$15.72
19 Years	\$14.49	\$15.44	\$18.12	\$19.30

	Full-time / Part-time		Casual	
	AHA(WA)	FWO	AHA(WA)	FWO
<b>Level 3</b>				
Under 16	\$8.82	\$8.82	\$11.02	\$11.02
16 Years	\$8.82	\$9.45	\$11.02	\$11.81
17 Years	\$10.58	\$11.21	\$13.23	\$14.02
18 Years	\$12.35	\$12.98	\$15.43	\$16.23
19 Years	\$14.99	\$15.94	\$18.74	\$19.93



# Hospitality Industry (General) Award Wage Schedule



Australian Hotels Association  
WESTERN AUSTRALIA

Effective from the first full pay period on or after 1 July 2012

Applicable to **Constitutional Corporations** transitioning from the *Hotel and Tavern Workers' Award 1978* (NAPSA) / *Motel, Hostel, Service Flats and Boarding House Workers' Award 1976* (NAPSA)

## Minimum Wages / Penalties

Classification	FULL-TIME / PART-TIME EMPLOYEES						CASUAL EMPLOYEES			
	Mon - Fri	Saturday	Sunday	Pub. Hol	Overtime		Mon - Fri	Saturday	Sunday	Pub. Hol
	<b>100%</b>	<b>135%</b>	<b>165%</b>	<b>250%</b>	<b>150%</b>	<b>200%</b>	<b>125%</b>	<b>150%</b>	<b>165%</b>	<b>255%</b>
<b>Introductory</b>	\$15.96	\$21.54	\$26.33	\$39.89	\$23.94	\$31.92	\$19.95	\$23.94	\$26.33	\$40.69
<b>Level 1</b>	\$16.42	\$22.17	\$27.09	\$41.05	\$24.63	\$32.84	\$20.53	\$24.63	\$27.09	\$41.87
<b>Level 2</b>	\$17.05	\$23.02	\$28.14	\$42.63	\$25.58	\$34.11	\$21.32	\$25.58	\$28.14	\$43.48
<b>Level 3</b>	\$17.64	\$23.81	\$29.10	\$44.09	\$26.46	\$35.27	\$22.05	\$26.46	\$29.10	\$44.97
<b>Level 4</b>	\$18.58	\$25.09	\$30.66	\$46.45	\$27.87	\$37.16	\$23.23	\$27.87	\$30.66	\$47.38
<b>Level 5</b>	\$19.75	\$26.66	\$32.58	\$49.37	\$29.62	\$39.49	\$24.68	\$29.62	\$32.58	\$50.36
<b>Level 6</b>	\$20.28	\$27.37	\$33.46	\$50.69	\$30.41	\$40.55	\$25.35	\$30.41	\$33.46	\$51.70
<b>'Managerial' Classification</b> <i>Please refer to Clause 20.2.</i>	Employees classified as a 'manager' (as per Schedule D.2.9) must be paid a minimum of <b>either:</b>									
	<b>Base Annual Salary</b> <i>Based on 38 hours per week</i>					<b>Loaded Annual Salary</b> <i>if in receipt of the 25% salary absorption</i>				
	\$40,136.00 per annum (\$20.31 per hour)					\$50,170.00 per annum (\$25.39 per hour)				

Note: Introductory level only to be used where employee has not demonstrated competency requirements of Level 1. Refer to schedule D.1.

## Other Penalties

Employees will be entitled to the following additional penalties for work performed at the following times:

FULL-TIME / PART-TIME EMPLOYEES	
7pm to midnight Monday - Friday	\$1.69 per hour
Midnight to 7am Monday - Friday	\$2.25 per hour
<b>MAJORITY</b> hours between midnight and 7am	\$2.27 per hour

CASUAL EMPLOYEES	
7pm to midnight Monday - Friday	\$1.11 per hour
Midnight to 7am Monday - Friday	\$1.67 per hour

## Junior Employees

(Other than Office Juniors)

Age	FULL-TIME / PART-TIME Mon - Fri Hourly Rate				CASUAL EMPLOYEES Mon-Fri Hourly Rate			
	Intro	Level 1	Level 2	Level 3	Intro	Level 1	Level 2	Level 3
16 years and under	\$7.98	\$8.21	\$8.53	\$8.82	\$9.97	\$10.26	\$10.66	\$11.02
17 years	\$9.57	\$9.85	\$10.23	\$10.58	\$11.97	\$12.32	\$12.79	\$13.23
18 years	\$11.17	\$11.49	\$11.94	\$12.35	\$13.96	\$14.37	\$14.92	\$15.43
19 years	\$13.56	\$13.96	\$14.49	\$14.99	\$16.96	\$17.45	\$18.12	\$18.74
20 years	Adult rates apply							

Note: Introductory level only to be used where employee has not demonstrated competency requirements of Level 1. Refer to schedule D.1.

## Apprentices (Cooking)

Percentage of the 'standard weekly rate' (Level 4)

## Adult Apprentices (21 years of age +)

Adult apprentices aged 21 years of age and above must be paid no less than the national minimum wage of \$15.96 per hour Monday – Friday.

FULL-TIME / PART-TIME Mon – Fri Hourly Rate	
Three Year Term	
1 <sup>st</sup> Year	\$11.41
2 <sup>nd</sup> Year	\$14.53
3 <sup>rd</sup> Year	\$17.18

FULL-TIME / PART-TIME Mon – Fri Hourly Rate	
Three Year Term	
1 <sup>st</sup> Year	\$15.96
2 <sup>nd</sup> Year	\$15.96
3 <sup>rd</sup> Year	\$17.18

Please call the AHA(WA) Workplace Relations Department to obtain wage advice for 3.5 or 4 year term apprenticeship.

## Penalty Rates – Junior employees and Apprentices

Junior employees and apprentices are entitled to all Award penalty rates, allowances, overtime etc.

	Mon-Fri	Saturday	Sunday	Pub. Hol	7pm – midnight (Mon – Fri)	Midnight - 7am (Mon – Fri)	MAJORITY hours between midnight and 7am	Overtime	
<b>Full/time / Part-time</b>	100%	135%	165%	250%	\$1.69 per hour	\$2.25 per hour	\$2.27 per hour	150%	200%
<b>Casual</b>	125%	150%	165%	255%	\$1.11 per hour	\$1.67 per hour	N/A	N/A	N/A

# Hospitality Industry (General) Award Wage Schedule

Effective from the first full pay period on or after 1 July 2012

Applicable to **Constitutional Corporations** transitioning from the Clerks' (Hotels, Motels and Clubs) Award 1979 (NASPSA)



Australian Hotels Association  
WESTERN AUSTRALIA

## Minimum Wages / Penalties

Employees covered by the Clerks' (Hotels, Motels and Clubs) Award 1979 (NASPSA) prior to 1 January 2010 are now paid in accordance with their **duties** (and no longer age). Employers MUST determine which level to pay their employees by referring to 'Schedule D - Classification Definitions' of the Hospitality Industry (General) Award 2010.

	FULL-TIME / PART-TIME EMPLOYEES						CASUAL EMPLOYEES			
	Mon - Fri	Saturday	Sunday	Pub. Hol	Overtime		Mon - Fri	Saturday	Sunday	Pub. Hol
	100%	135%	165%	250%	150%	200%	123%	158%	173%	273%
<b>Age</b>	<b>Level 2</b>									
21	\$17.02	\$22.98	\$28.09	\$42.56	\$25.54	\$34.05	\$20.94	\$26.90	\$29.45	\$46.48
22	\$17.05	\$23.02	\$28.14	\$42.63	\$25.58	\$34.11	\$20.97	\$26.94	\$29.50	\$46.55
23	\$17.05	\$23.02	\$28.14	\$42.63	\$25.58	\$34.11	\$20.97	\$26.94	\$29.50	\$46.55
24	\$17.05	\$23.02	\$28.14	\$42.63	\$25.58	\$34.11	\$20.97	\$26.94	\$29.50	\$46.55
25	\$17.05	\$23.02	\$28.14	\$42.63	\$25.58	\$34.11	\$20.97	\$26.94	\$29.50	\$46.55
Senior Clerk	\$17.05	\$23.02	\$28.14	\$42.63	\$25.58	\$34.11	\$20.97	\$26.94	\$29.50	\$46.55
<b>Age</b>	<b>Level 3</b>									
21	\$17.39	\$23.47	\$28.69	\$43.47	\$26.08	\$34.78	\$21.39	\$27.47	\$30.08	\$47.47
22	\$17.43	\$23.53	\$28.76	\$43.58	\$26.15	\$34.87	\$21.44	\$27.54	\$30.16	\$47.59
23	\$17.47	\$23.59	\$28.83	\$43.68	\$26.21	\$34.95	\$21.49	\$27.61	\$30.23	\$47.70
24	\$17.51	\$23.64	\$28.90	\$43.78	\$26.27	\$35.03	\$21.54	\$27.67	\$30.30	\$47.81
25	\$17.56	\$23.71	\$28.98	\$43.90	\$26.34	\$35.12	\$21.60	\$27.75	\$30.38	\$47.94
Senior Clerk	\$17.62	\$23.79	\$29.08	\$44.06	\$26.44	\$35.25	\$21.68	\$27.85	\$30.49	\$48.12
<b>Age</b>	<b>Level 4</b>									
21	\$17.98	\$24.27	\$29.66	\$44.94	\$26.97	\$35.96	\$22.11	\$28.40	\$31.10	\$49.08
22	\$18.02	\$24.33	\$29.74	\$45.05	\$27.03	\$36.04	\$22.17	\$28.47	\$31.18	\$49.20
23	\$18.06	\$24.38	\$29.80	\$45.15	\$27.09	\$36.12	\$22.22	\$28.54	\$31.25	\$49.31
24	\$18.10	\$24.44	\$29.87	\$45.25	\$27.15	\$36.20	\$22.26	\$28.60	\$31.32	\$49.42
25	\$18.15	\$24.50	\$29.95	\$45.37	\$27.22	\$36.30	\$22.32	\$28.68	\$31.40	\$49.55
Senior Clerk	\$18.21	\$24.59	\$30.05	\$45.53	\$27.32	\$36.43	\$22.40	\$28.78	\$31.51	\$49.72
<b>Age</b>	<b>Level 5</b>									
21	\$18.70	\$25.25	\$30.86	\$46.76	\$28.06	\$37.41	\$23.01	\$29.55	\$32.36	\$51.06
22	\$18.75	\$25.31	\$30.93	\$46.87	\$28.12	\$37.49	\$23.06	\$29.62	\$32.43	\$51.18
23	\$18.79	\$25.36	\$31.00	\$46.97	\$28.18	\$37.57	\$23.11	\$29.68	\$32.50	\$51.29
24	\$18.83	\$25.42	\$31.07	\$47.07	\$28.24	\$37.65	\$23.16	\$29.75	\$32.57	\$51.40
25	\$18.88	\$25.48	\$31.14	\$47.19	\$28.31	\$37.75	\$23.22	\$29.82	\$32.65	\$51.53
Senior Clerk	\$18.94	\$25.57	\$31.25	\$47.35	\$28.41	\$37.88	\$23.30	\$29.92	\$32.77	\$51.70

## Other Penalties

Employees will be entitled to the following additional penalties for work performed at the following times:

FULL-TIME / PART-TIME EMPLOYEES	
7pm to midnight Monday - Friday	\$1.73 per hour
Midnight to 7am Monday - Friday	\$2.29 per hour

CASUAL EMPLOYEES	
7pm to midnight Monday - Friday	\$1.73 per hour
Midnight to 7am Monday - Friday	\$2.29 per hour

## Junior Employees

(Office Juniors)

Age	FULL-TIME / PART-TIME Mon – Fri Hourly Rate			CASUAL EMPLOYEES Mon – Fri Hourly Rate		
	Level 2	Level 3	Level 4	Level 2	Level 3	Level 4
Under 16 years	\$7.67	\$7.94	\$8.36	\$9.44	\$9.76	\$10.28
16 years	\$9.38	\$9.70	\$10.22	\$11.54	\$11.93	\$12.57
17 years	\$11.08	\$11.46	\$12.08	\$13.63	\$14.10	\$14.86
18 years	\$12.79	\$13.23	\$13.94	\$15.73	\$16.27	\$17.14
19 years	\$15.35	\$15.87	\$16.72	\$18.88	\$19.52	\$20.57
20 years	\$17.05	\$17.64	\$18.58	\$20.97	\$21.69	\$22.86

## Penalty Rates – Junior employees

Junior employees and apprentices are entitled to all Award penalty rates, allowances, overtime etc.

	Mon-Fri	Saturday	Sunday	Pub. Hol	7pm – midnight (Mon – Fri)	Midnight - 7am (Mon – Fri)	Overtime	
<b>Full/time / Part-time</b>	100%	135%	165%	250%	\$1.73 per hour	\$2.29 per hour	150%	200%
<b>Casual</b>	123%	158%	173%	273%	\$1.73 per hour	\$2.29 per hour	N/A	N/A

# Hospitality Industry (General) Award Allowances



Australian Hotels Association  
WESTERN AUSTRALIA

Effective from the first full pay period on or after 1 July 2012

Applicable to **Constitutional Corporations**

Allowance	Applies to	Amount	Definition
<b>Meal Allowance</b>  <i>Clause 21.1 (a) (i)</i> <i>Clause 21.1 (a) (ii)</i>	Full-time/Part-time	<b>\$11.45</b>	<p>Employee required to work more than two hours overtime without notification on previous day or earlier; or</p> <p>Employee <i>had</i> been given prior notice to work overtime and has provided a meal but is no longer required to work the overtime (or is required to work less than the amount advised).</p>
<b>Tool Allowance</b>  <i>Clause 21.1 (b) (i)</i>	Full-time/Part-time/Casual	\$1.55 per day or part thereof (max. \$7.60 per week).	Where a cook is required to use their own tools.
<b>Laundering Allowance</b>  <i>Clause 21.1 (b) (iii)</i>	Full-time/Part-time/Casual	'Agreed sum of money' must be paid each week.	Where the employee washes and irons special clothing such as coats, dresses, caps, aprons, cuffs and any other articles of clothing. Black and white attire (not being dinner suit or evening dress), shoes, hose and/or socks are not special clothing.
<b>Laundering Allowance – Motel employees</b>  <i>Clause 21.1 (d)</i>	Full-time/Part-time/Casual	\$2.40 per uniform (max. of \$7.45 per week).	Where the employee washes and irons special clothing, payment of an 'agreed sum of money' must be paid each week.
<b>Vehicle Allowance</b>  <i>Clause 21.1 (e)</i>	Employees classified as a 'Manager' in accordance with Schedule D.2.9 (other than those in receipt of the managerial absorption salary).	<b>\$0.75 for each kilometre of authorised travel.</b>	If using own vehicle in connection with business.
<b>Working Late Allowance</b>  <i>Clause 21.1 (f)</i>	Full-time/Part-time/Casual	Payment of transport costs.	When employer requires employee to work until it is unreasonable to travel by their normal method of transport home (does not apply where employer provides accommodation for the night free of charge or provides transport for the employee to get home).

Allowance	Applies to	Amount	Definition
<b>Working Early Allowance</b> <i>Clause 21.1 (f)</i>	Full-time/Part-time/Casual	Payment of transport costs.	When employer requires employee to start work before their normal starting time and before their normal method of transport to work is available (does not apply where the employer provides transport for the employee to get to work).
<b>Working away from usual place of work Allowance</b> <i>Clause 21.1 (h)</i>	Full-time/Part-time	Cost of fares reasonably spent by employee in Travelling.  Employer may recover if employee leaves their employment or is dismissed for misconduct within three months of receiving such payment.	Where employer requires employee to work more than 80 kilometres from usual place of work.
<b>Fork-lift Driver Allowance</b> <i>Clause 21.2 (a)</i>	Full-time/Part-time/Casual	1.5% of the standard weekly rate (\$10.5915) per week.	Must have a forklift licence and be engaged solely on the basis of driving a forklift vehicle.
<b>First-Aid Allowance</b> <i>Clause 21.2 (b)</i>	Full-time/Part-time/Casual	1.2% of the standard weekly rate (\$8.4732) per week.	Employee must hold current recognised first aid qualification and must be appointed by the employer to perform first aid duty.
<b>Broken periods of work Allowance</b> <i>Clause 21.3 (a)</i>	Full-time/Part-time	Where the time between periods of work is: <ul style="list-style-type: none"> <li>• two hours and up to three hours—0.33% of the standard weekly rate per day (\$2.33013); or</li> <li>• more than three hours—0.5% of the standard weekly rate per day (\$3.5305).</li> </ul>	Full-time or part-time employees who have a broken work day.
<b>Overnight Stay</b> <i>Clause 21.3 (b)</i>	Full-time/Part-time/Casual	6% of the standard weekly rate per overnight stay period (\$42.366);  <i>Any work performed during an overnight stay period in excess of a total of one hour's duration must also be paid for at the rate of 150%.</i>	Where employee has been requested to stay on premises overnight for the purpose of providing prompt assistance to guests outside ordinary business operating hours.
<b>District Allowance</b> <i>Clause 21.4 (b)</i>	Full-time/Part-time/Casual	Refer to the AHA(WA) website for appropriate allowance.	Applicable to various regional businesses in Western Australia.

## Other Entitlements

### Clothing, equipment and tools

In accordance with Clause 21.1 (b), the employer must reimburse the employee for the cost of purchasing such special clothing. The provisions of this clause do not apply where the special clothing is paid for by the employer.

Where it is necessary that an employee wear waterproof or other protective clothing such as waterproof boots, aprons, or gloves, the employer must reimburse the employee for the cost of purchasing such clothing. The provisions of this clause do not apply where the protective clothing is paid for by the employer.

An employer may require an employee on commencing employment to sign a receipt for item/s of uniform and property. This receipt must list the item/s of uniform and property and the value of them. If, when an employee ceases employment, the employee does not return the item/s of uniform and property (or any of them) in accordance with the receipt, the employer will be entitled to deduct the value as stated on the receipt from the employee's wages.

### Meal breaks

In accordance with *Schedule D – Transitional Provisions in respect of Western Australia*, every employee will be entitled to a meal break of not less than one half hour nor more than one hour after not more than five hours of work.

Where it is not possible for the employer to grant a meal break, the employee will be paid at the rate applicable to the employee at the time such meal break is due, plus 50% of the prescribed ordinary hourly rate applying to such employee, until the employee is released for a meal.

Where an employee is required to work five or more consecutive hours in a shift, the employee will also be entitled to one only paid break of 10 minutes at a time agreed between the employer and the employee (other than the first or last hour of any work period) and the employee will not work more than five hours before either the paid or unpaid break is taken.

### Superannuation

In accordance with Clause 28, superannuation must be paid to employees who earn \$350.00 or more in a calendar month. Please refer to Clause 28.4 for the list of allowable default superannuation funds.

### Provision of employee accommodation and meals

When an employer provides employees with accommodation, meals or both, employer may deduct an amount of money from the employees' wages in accordance with Clause 39.

**Please refer to the *Hospitality Industry (General) Award* for all other Award terms, conditions and entitlements.**