



# FACT SHEET

## Allowances under the HIGA

Created: January 2018  
Replaces: July 2017

The *Hospitality Industry (General) Award 2010* (the 'HIGA') contains a number of allowances which are to employees in certain circumstances. HIGA derived allowances are detailed at clause 21, and are outlined below.

The allowances summarised in this Fact Sheet are:

- Meal allowance (21.1(a))
- Equipment and tool allowances (21.1(b))
- Clothing and laundering allowances (21.1(b))
- Uniform/laundry allowances (catering and motel employees only)(21.1(c)(d))
- Travel and work time related allowances (21.1(e)-(h))
- Skill related allowances (21.2(a)(b))
- Broken shift and overnight allowances (21.3(a)(b))
- Allowance specific to airport catering employees (21.1(i); 21.2(c))

Allowances are payable in one of three ways. Allowances are expressed as:

1. A specific monetary amount;
2. A percentage of the 'standard weekly rate'; or
3. A reimbursement for costs incurred.

Note that with respect to point 2, the 'standard weekly rate', as defined in 3.1 of the HIGA, is the minimum weekly wage for a level 4 rate, as provided in clause 20.1. It is not the employee's usual rate of pay. Where an allowance is referenced by the 'standard weekly rate', it has been calculated in the relevant allowance box below.

All monetary amounts referred to in this Fact Sheet are applicable from the first full pay period on or after 1 July 2015. These amounts may change in line with any annual 1 July wage increases provided by the Fair Work Commission.

Details of the allowances provided in this Fact Sheet should be read in conjunction with the HIGA.

NOTE: the amounts provided in this Fact Sheet are effective from the first full pay period on or after 1 July 2017.

### MEAL ALLOWANCE (CLAUSE 21.1(A))

Applies to:	Applicable:	Amount:
All employees (casual employees are entitled to overtime from	Where an employee is required to work overtime for more than 2 hours without being notified on the previous day or earlier.	The employer must supply meal or pay allowance of \$12.71 per occasion.  NOTE: If an employee who has been given notice to work overtime has

the first full pay period on or after 1 January 2018).		provided a meal (for themselves) and is not required to work overtime, or is required to work less than the amount advised, they must be paid the allowance for the meal they have provided.
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### **EQUIPMENT AND TOOL ALLOWANCES (CLAUSE 21.1(B))**

Please note, these allowances are not applicable if the employer provides the relevant items.

<b>Applies to:</b>	<b>Applicable:</b>	<b>Amount:</b>
Cooks	If a cook is required (by the employer) to use their own tools at work.	\$1.55 per day or part day up to a maximum of \$7.60 per week.
All employees	If an employee is required to provide and use any towels, tools, ropes, brushes, knives, choppers, implements, utensils and materials.	The employer must reimburse the employee for the cost of purchasing the items.

### **CLOTHING AND LAUNDERING ALLOWANCES (CLAUSE 21.1(B))**

An employer may require an employee on commencing employment to sign a receipt for items of uniform and property provided to the employee as part of their employment. This receipt must list the items and property provided, and the value of them.

If, when an employee ceases employment, the employee does not return the items of uniform and property that are noted in detail on the receipt, an employer is entitled to deduct the value (of the item/s) not returned, and as stated on the receipt from the employee's wages. An employer cannot deduct the receipt value in cases of genuine wear and tear, damage, loss or theft that is not the employee's fault.

<b>Applies to:</b>	<b>Applicable:</b>	<b>Amount:</b>
All employees	<ul style="list-style-type: none"> <li>If an employee is require to wear <i>special clothing</i>, such as coats, dresses, caps, aprons, cuffs or other attire with the venue logo etc</li> <li>If an employee is required to wear waterproof or protective clothing, such as waterproof boots, aprons or gloves.</li> </ul> <p>NOTE: black and white attire (not being dinner suit or evening dress), neat casual clothing, shoes, socks and/or hose are not regarded as special clothing.</p>	<p>The employer must reimburse the employee for the cost of purchasing the clothing.</p> <p>NOTE: the above requirement does not apply if the employer provides the clothing to the employee.</p>
Employees washing the special clothing	If an employee is responsible for laundering the special clothing.	The employer must reimburse the employee the 'demonstrated costs' of the laundering, or come to an agreement as to a monetary payment for the wash and iron of the clothing.

### **UNIFORM/LAUNDRY ALLOWANCES (CATERING AND MOTEL EMPLOYEES ONLY) (CLAUSE 21.1(C)(D))**

<b>Applies to:</b>	<b>Applicable:</b>	<b>Amount:</b>	
Catering employees, inc airport catering employees	If a catering employee is required to wear any special uniform, dress or clothing.  NOTE: black and white attire (not being dinner suit or evening dress), shoes, socks and/or hose are not regarded as special clothing.	The employer must reimburse the employee for the cost of purchasing the clothing.  NOTE: the above requirement does not apply if the employer provides the clothing to the employee.	
Catering employees, inc airport catering employees	If a catering employee is required to wear any special uniform, dress or clothing and is required to launder clothing.	Full-time employees:	\$6.00 per week.
		Part-time and casual employees:	\$2.05 per uniform laundered.
Motel employees	If a motel employee is required to wear a special uniform, and there is a mutual agreement that the employee will launder the uniform.	\$2.40 per uniform, maximum of \$7.45 per week.	

### **TRAVEL AND WORK TIME RELATED ALLOWANCES (CLAUSES 21.1(E)-(H))**

<b>Applies to:</b>	<b>Applicable:</b>	<b>Amount:</b>	
Managerial Staff (Hotels)	If an employee classified in the Managerial Staff (Hotels) classification, and the employee is required to use their own vehicle for official business.	\$0.78 per kilometre of authorised travel. An employer may require the recording of travel details in a log book.	
All employees	If an employee is required to work until it is unreasonable to travel home by their normal method of transport.	The employer must pay the cost of transport home, provide free accommodation, or provide transport for employee to get home.	
All employees	If an employee is required to start work before their normal starting time and their normal method of transport is unavailable.	The employer must pay the cost of transport to work. This is not required if employer provides transport for employee.	
Full-time and part-time employees	If an employee is required to work more than 80km from the employee's usual place of work.	The employer must pay an amount equal to the cost of fares, reasonably spent in travelling from their usual place of work to the new place of work.  NOTE: The amount is recoverable if the employee terminates their employment, or is dismissed for misconduct, within 3 months of receiving payment.	

### **SKILL RELATED ALLOWANCES (CLAUSES 21.2(A)(B))**

<b>Applies to:</b>	<b>Applicable:</b>	<b>Amount:</b>
All employees	If employed as a fork-lift driver (as defined at Schedule D.2.8).	\$2.43 per work day, maximum of \$12.14 per week.

All employees	If an employee, who is the holder of a current recognised first aid certificate, is appointed to perform first aid duty at work.	Full-time employees:	\$9.71 per week.
		Part-time and casual employees:	\$1.94 per day, maximum of \$9.71 per week.

### **BROKEN SHIFT AND OVERNIGHT ALLOWANCES (CLAUSES 21.3(A)(B))**

<b>Applies to:</b>	<b>Applicable:</b>	<b>Amount:</b>
Full-time and part-time employees	For a broken period of work where the time between the periods of work is between 2-3 hours.	\$2.67 per day.
	For a broken period of work where the time between the periods of work is 3 hours or more.	\$4.05 per day.
All employees	Where an employee is requested to stay on an employer's premises for the purpose of providing prompt assistance to guests outside of ordinary business operating hours. This payment provides compensation for (cumulative) work undertaken by the employee up to one hour's duration.	\$48.55 per overnight stay period.
	Where the performed during the overnight stay in excess of (cumulative) 1 hour.	150% of employee's ordinary hourly rate for all time worked in excess of 1 hour.  NOTE: Time worked does not count for the purposes of hours of work, overtime, leave accruals etc.

### **ALLOWANCES SPECIFIC TO AIRPORT CATERING EMPLOYEES (CLAUSES 21.1(I) AND 21.2(C))**

<b>Applies to:</b>	<b>Applicable:</b>	<b>Amount:</b>
All airport catering employees	To employees engaged by airport catering employers	\$6.68 per work day - paid to compensate the employee for travel to work.
Airport catering employees: Supervisors	Where supervising up to 5 employees.	\$16.18 per week.
	Where supervising 6-10 employees.	\$22.25 per week.
	Where supervising 11-20 employees.	\$25.08 per week.
	Where supervising more than 20 employees.	\$42.07 per week.

### **INTERACTION – ALLOWANCES AND THE HOURLY RATE OF PAY**

Certain allowances in the *Hospitality Industry (General) Award 2010* refer to the allowance as an allowance for all purposes. The allowances referred to in this manner are the fork lift driver allowance for full-time employees (clause 21.2(a)) and the airport catering allowances at clause 21.2(c).

The practical application of this is that the monetary value of these allowances are to be included (i.e. where payable) as part of an employee's ordinary hourly rate of pay when calculating all award based payment calculations.

This *only* applies to the two allowances referred to above.

## **MANAGERIAL STAFF (HOTELS)**

An employee classified in the Managerial Staff (Hotels) classification who is paid an annualised salary in accordance with clause 27.2 is not entitled to the payment of the allowances listed in this Fact Sheet. This is due to the payment of 25% in excess of the base salary – making a minimum annualised salary of \$57,484.00.

Employees in this classification will, however, be entitled to the reimbursement all monies reasonably expended for and on behalf of the employer subject to venue policy / approval. Refer to clause 27.2(e) for more information.

*Refer: QHA's HIGA Annualised Salary Arrangements Fact Sheet.*

### **Further Assistance**

Financial QHA members are encouraged to contact the QHA's Employment Relations Department (refer the contact details at the bottom of this page) for a confidential discussion about the information in this Fact Sheet, or to discuss any queries relating to specific workplace matters.

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