



FACT SHEET

Allowances under the HIGA

Updated: November 2021
Replaces: February 2021

The *Hospitality Industry (General) Award 2020* (the 'HIGA') contains a number of allowances which apply to employees in certain circumstances. HIGA derived allowances are detailed at clause 26, and are outlined below.

The allowances summarised in this Fact Sheet are:

- Meal allowance (26.4)
- Tool and equipment allowance (26.5)
- Special clothing allowance (26.6)
- Special clothing allowance (catering and motel employees only) (26.6(d)-(e))
- Travel and work time related allowances (26.7, 26.8, 26.9, 26.10)
- Skill related allowances (26.3, 26.12)
- Split shift and overnight stay allowance (26.14, 26.15)
- Allowance specific to airport catering employees (26.11, 26.13)

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

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 clause 2 of the HIGA, is the minimum weekly rate for a level 4 classification, as provided in table 3 of clause 18.1. 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 in the table below.

All monetary amounts referred to in this Fact Sheet are applicable from the first full pay period on or after 1 November, 2021. 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.

MEAL ALLOWANCE (CLAUSE 26.4)

Applies to:	Applicable:	Amount:
Full-time or part-time employees	Clause 26.4 applies to any full-time or part-time employee who: (i) is required to work overtime of more than 2 hours; and (ii) was not advised of that requirement on or before the previous day.	The employer must supply meal or pay an allowance of \$13.95 per occasion. NOTE: If an employee who has been given notice to work overtime has provided a meal (for themselves), and afterwards is no longer required to work

		overtime at all or only to work overtime of 2 hours or less, they must be paid the allowance for the meal they have provided.
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TOOL AND EQUIPMENT ALLOWANCE (CLAUSE 26.5)

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

Applies to:	Applicable:	Amount:
Cooks (clause 26.5(a))	If a cook or apprentice cook is required (by the employer) to use their own tools at work.	\$1.86 per day or part day up to a maximum of \$9.11 per week.
All employees (clause 26.5(b))	If an employee is required to provide and use any towels, tools, ropes, brushes, knives, choppers, implements, utensils or other materials that the employee is required to provide and use and that are not supplied or paid for by the employer and in respect of which a tool and equipment allowance is not payable under clause 26.5(a).	The employer must reimburse the employee for the cost of purchasing the items.

Clause 26.5(a) (as it is now known, following the change to HIGA 2020) was varied so that from an employer's first full pay period on or after 23 January 2020, the tool allowance would also apply to apprentice cooks as described above, and the monetary value of the allowance was updated to the figures listed above.

SPECIAL CLOTHING ALLOWANCE (CLAUSE 26.6)

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.

Applies to:	Applicable:	Amount:
All employees	Special clothing means any item of clothing (including waterproof or other protective clothing) that the employer requires the employee to wear or that it is necessary for the employee to wear. NOTE: shoes, hosiery, socks and any black and white attire (other than a dinner suit or evening dress) that is not part of a uniform or formal clothing, are not regarded as special clothing.	The employer must reimburse the employee for the cost of purchasing the special clothing. NOTE: the above requirement does not apply if the employer provides the clothing to the employee.
Employees washing the special clothing	If an employee is responsible for laundering the special clothing.	The employer must: (i) pay the employee a weekly laundry allowance of an amount agreed between the employer and the employee; or (ii) in the absence of an agreement, reimburse the employee for the cost of laundering any item of special clothing. For this purpose the employer may require the employee to show evidence of that cost.

SPECIAL CLOTHING ALLOWANCE (CATERING AND MOTEL EMPLOYEES ONLY) (CLAUSE 26.6(d)-(e))

Applies to:	Applicable:	Amount:	
Catering employees, inc airport catering employees	If a catering employee is required to wear any special clothing (as defined in clause 26.6(a)) and is required to launder the 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 special clothing (as defined in clause 26.6(a)) and is responsible for laundering it.	\$2.40 per uniform, maximum of \$7.45 per week.	

TRAVEL AND WORK TIME RELATED ALLOWANCES (CLAUSES 26.7 TO 26.10)

Applies to:	Applicable:	Amount:
Managerial Staff (Hotels)	If an employee is classified in the Managerial Staff (Hotels) classification, and the employee is required to use their own vehicle in performing their duties.	\$0.85 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 (reasonable) cost of transport home, or 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 a full-time or part-time 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.

SKILL RELATED ALLOWANCES (CLAUSES 26.2 AND 26.12)

Applies to:	Applicable:	Amount:	
All employees	If employed as a fork-lift driver (as defined at Schedule A.2.8).	As at 23 January 2020 - \$0.36 per hour. <i>Part-time or casual employees employed immediately prior to 23 January 2020, are entitled to the previous fork-lift allowance amounts from the Award, (\$2.70 per work day, maximum of \$13.49 per week), unless they agree to receive the updated allowance amounts.</i>	
All employees	If an employee, who is the holder of a current recognised first aid certificate (from St John Ambulance or a similar body), is appointed to perform first aid duty at work.	Full-time employees:	\$10.79 per week.
		Part-time and casual employees:	\$2.16 per day, maximum of \$10.79 per week.

SPLIT SHIFT AND OVERNIGHT ALLOWANCES (CLAUSES 26.14 AND 26.15)

Applies to:	Applicable:	Amount:
Full-time and part-time employees	For a split shift where the period between shifts is between 2-3 hours.	\$2.97 per day.
	For a broken period of work where the period between shifts is 3 hours or more.	\$4.50 per day.
All employees	Where an employee is requested to stay overnight on an employer's premises for the purpose of providing prompt assistance to guests outside of ordinary business hours. The allowance specified in clause is intended to compensate for the overnight stay and for work undertaken of up to one hour's (cumulative) duration.	\$53.97 per overnight stay period.
	Where the work performed during the overnight stay is 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 26.11 AND 26.13)

Applies to:	Applicable:	Amount:
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.	\$17.99 per week.
	Where supervising 6-10 employees.	\$24.74 per week.
	Where supervising 11-20 employees.	\$27.88 per week.
	Where supervising more than 20 employees.	\$46.77 per week.

INTERACTION – ALLOWANCES AND THE HOURLY RATE OF PAY

Certain allowances in the *Hospitality Industry (General) Award 2020* 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 26.3(a)) and the airport catering allowance at clause 26.13.

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 25 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 \$63,912.50.

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 25.8 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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