

**COMPARISON DOCUMENT – Hospitality Industry (General) Award 2010 / Plain Language Exposure Draft – Hospitality Industry (General) Award 2017**

This comparison document follows the sequence of the Plain Language Exposure Draft (27 April 2017) (2<sup>nd</sup> column).

This comparison contains plain language award specific clauses.

Plain language versions of standard provisions are subject to broader consultation. The plain language drafts of these clauses are not reproduced in this comparison document.

The Schedules have not been reproduced in this comparison document.

| <b>Hospitality Industry (General) Award 2010</b>   | <b>Plain Language ED – Hospitality Industry (General) Award 2017</b>  |
|--|---|
| <p><b>Table of Contents</b></p> <p><b>Part 1— Application and Operation</b></p> <p>1. Title</p> <p>2. Commencement and transitional</p> <p>3. Definitions and interpretation</p> <p>4. Coverage</p> <p>5. Access to the award and the National Employment Standards</p> <p>6. The National Employment Standards and this award</p> <p>7. Award flexibility</p> <p><b>Part 2— Consultation and Dispute Resolution</b></p> <p>8. Consultation</p> <p>9. Dispute resolution</p> <p><b>Part 3— Types of Employment and Termination of Employment</b></p> <p>10. Types of employment</p> <p>11. Full-time employment</p> <p>12. Part-time employment</p> <p>13. Casual employment</p> <p>14. Apprentices</p> <p>15. Junior employees</p> <p>16. Termination of employment</p> <p>17. Redundancy</p> <p><b>Part 4— Classifications and Minimum Wage Rates</b></p> <p>18. Work organisation</p> <p>19. Classifications</p> <p>20. Minimum wages</p> | <p><b>Table of Contents</b></p> <p><b>Part 1— Application and Operation of this Award</b></p> <p>1. Title and commencement</p> <p>2. Definitions</p> <p>3. The National Employment Standards and this award</p> <p>4. Coverage</p> <p>5. Effect of variations made by the Fair Work Commission</p> <p>6. Individual flexibility arrangements</p> <p>7. Facilitative provisions for flexible working practices</p> <p><b>Part 2— Types of Employment and Classifications</b></p> <p>8. Types of employment</p> <p>9. Full-time employment</p> <p>10. Part-time employment</p> <p>11. Casual employment</p> <p>12. Apprentices</p> <p>13. Junior employees</p> <p>14. Classifications</p> <p><b>Part 3— Hours of Work</b></p> <p>15. Ordinary hours of work</p> <p>16. Breaks</p> <p><b>Part 4— Wages and Allowances</b></p> <p>17. Work organisation</p> <p>18. Minimum rates</p> <p>19. Apprentice rates</p> <p>20. Higher duties</p> |

| <b>Hospitality Industry (General) Award 2010</b>  | <b>Plain Language ED – Hospitality Industry (General) Award 2017</b>   |
|---|--|
| <p>21. Allowances</p> <p>22. Supported wage system</p> <p>23. National training wage</p> <p>24. School-based apprenticeship</p> <p>25. Higher duties</p> <p>26. Payment of wages</p> <p>27. Salary arrangements</p> <p>28. Superannuation</p> <p><b>Part 5— Hours of Work and Related Matters</b></p> <p>29. Ordinary hours of work (Full-time and part-time employees)</p> <p>30. Rostering</p> <p>31. Breaks</p> <p>32. Penalty rates</p> <p>33. Overtime</p> <p><b>Part 6— Leave and Public Holidays</b></p> <p>34. Annual leave</p> <p>35. Personal/carer’s leave and compassionate leave</p> <p>36. Community service leave</p> <p>37. Public holidays</p> <p><b>Part 7— Industry Specific Provisions</b></p> <p>38. No deduction for breakages or cashiering underings</p> <p>39. Provision of employee accommodation and meals</p> | <p>21. Payment of wages</p> <p>22. Annualised salary arrangements</p> <p>23. Salaries absorption (Managerial Staff (Hotels))</p> <p>24. Allowances</p> <p>25. Superannuation</p> <p><b>Part 5— Overtime and Penalty Rates</b></p> <p>26. Overtime</p> <p>27. Penalty rates</p> <p><b>Part 6— Leave and Public Holidays</b></p> <p>28. Annual leave</p> <p>29. Personal/carer’s leave and compassionate leave</p> <p>30. Community service leave</p> <p>31. Public holidays</p> <p><b>Part 7— Industry Specific Provisions</b></p> <p>32. No deduction for breakages or cashiering underings</p> <p>33. Deductions for provision of employee accommodation and meals</p> <p><b>Part 8— Consultation and Dispute Resolution</b></p> <p>34. Consultation about major workplace change</p> <p>35. Consultation about changes to rosters or hours of work</p> <p>36. Dispute resolution</p> <p><b>Part 9— Termination of Employment and Redundancy</b></p> <p>37. Termination of employment</p> <p>38. Redundancy</p> <p>39. Transfer to lower paid job on redundancy</p> <p>40. Employee leaving during redundancy notice period</p> <p>41. Job search entitlement</p> |
| <p><b>Schedule A —Transitional Provisions</b></p> <p><b>Schedule B —Transitional Provisions in respect of South Australia</b></p> <p><b>Schedule C —Transitional Provisions in respect of Western Australia</b></p> <p><b>Schedule D —Classification Definitions</b></p> <p><b>Schedule E —Supported Wage System</b></p>  | <p><b>Schedule A —Classification Structure and Definitions</b></p> <p><b>Schedule B —Summary of Hourly Rates of Pay</b></p> <p><b>Schedule C —Summary of Monetary Allowances</b></p> <p><b>Schedule D —School-based Apprentices</b></p> <p><b>Schedule E — Supported Wage System</b></p>   |

| Hospitality Industry (General) Award 2010  | Plain Language ED – Hospitality Industry (General) Award 2017  |
|--|--|
| <p>Schedule F —National Training Wage</p> <p>Appendix F1: Allocation of Traineeships to Wage Levels</p> <p>Schedule G —School-based Apprenticeship</p> <p>Schedule H —2016 Part-day Public Holidays</p> <p>Schedule I —Agreement to Take Annual Leave in Advance</p> <p>Schedule J —Agreement to Cash Out Annual Leave</p> <p>Schedule K —Agreement for Time Off Instead of Payment for Overtime</p>   | <p>Schedule F —National Training Wage</p> <p>Schedule G —2017 Part-day Public Holidays</p> <p>Schedule H —Agreement for Time Off Instead of Payment for Overtime</p> <p>Schedule I —Agreement to Take Annual Leave in Advance</p> <p>Schedule J —Agreement to Cash Out Annual Leave</p>  |
| <p><b>Part 1—Application and Operation</b></p> <p><b>1. Title</b></p> <p>This award is the <i>Hospitality Industry (General) Award 2010</i>.</p> <p><b>2. Commencement and transitional</b></p> <p><b>2.1</b> This award commences on 1 January 2010.</p> <p><b>2.2</b> The monetary obligations imposed on employers by this award may be absorbed into overaward payments. Nothing in this award requires an employer to maintain or increase any overaward payment.</p> <p><b>2.3</b> This award contains transitional arrangements which specify when particular parts of the award come into effect. Some of the transitional arrangements are in clauses in the main part of the award. There are also transitional arrangements in Schedule A, Schedule B and Schedule C. The arrangements in Schedules Schedule A, Schedule B and Schedule C deal with:</p> <ul style="list-style-type: none"> <li>• minimum wages and piecework rates</li> <li>• casual or part-time loadings</li> <li>• Saturday, Sunday, public holiday, evening or other penalties</li> <li>• shift allowances/penalties.</li> </ul> <p><b>2.4</b> Neither the making of this award nor the operation of any transitional arrangements is intended to result in a reduction in the take-home pay of employees covered by the award. On application by or on behalf of an employee who suffers a reduction in take-home pay as a result of the making of this award or the operation of any transitional arrangements, the Fair Work Commission may make any order it considers appropriate to remedy the situation.</p> <p><b>2.5</b> The Fair Work Commission may review the transitional arrangements in this award and make a determination varying the award.</p> <p><b>2.6</b> The Fair Work Commission may review the transitional arrangements:</p> <ul style="list-style-type: none"> <li>(a) on its own initiative; or</li> <li>(b) on application by an employer, employee, organisation or outworker entity covered by the modern award; or</li> <li>(c) on application by an organisation that is entitled to represent the industrial interests of one or more employers or employees that are covered by the modern award; or</li> <li>(d) in relation to outworker arrangements, on application by an organisation that is entitled to represent the</li> </ul> | <p><b>Part 1—Application and Operation of this Award</b></p> <p><b>1. Title and commencement</b></p> <p><b>1.1</b> This is the <i>Hospitality Industry (General) Award [2017]</i>.</p> <p><b>1.2</b> This modern award, as varied, commenced operation on 1 January 2010.</p> <p><b>1.3</b> Neither the making of this award nor the operation of any transitional arrangements is intended to result in a reduction in the take-home pay of employees covered by this award.</p> <p><b>1.4</b> On application by or on behalf of an employee who suffers a reduction in take-home pay as a result of the making of this award or the operation of any transitional arrangements, the Fair Work Commission may make any order it considers appropriate to remedy the situation.</p> <p><i>Note: transitional arrangements have been removed — obsolete</i></p> |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017   |
|---|---|
| industrial interests of one or more outworkers to whom the arrangements relate.   |   |
| <p><b>3. Definitions and interpretation</b></p> <p><b>3.1</b> In this award, unless the contrary intention appears:</p> <p><b>Act</b> means the <i>Fair Work Act 2009</i> (Cth)</p> <p><b>adult apprentice</b> means an apprentice who is 21 years of age or over at the commencement of their apprenticeship</p> <p><b>agreement-based transitional instrument</b> has the meaning in the <i>Fair Work (Transitional Provisions and Consequential Amendments) Act 2009</i> (Cth)</p> <p><b>appropriate level of training</b> means that an employee:</p> <p>(a) has completed an appropriate training program that meets the training and assessment requirements of a qualification or one or more designated units of competency from a Training Package; and/or</p> <p>(b) has been assessed by a qualified skills assessor to have skills at least equivalent to those attained in an appropriate training course; and/or</p> <p>(c) as at 30 June 2010, has been doing the work of a particular classification for a period of at least three months.</p> <p>(Note 1: Any dispute concerning (c) above may be referred to the Fair Work Commission for determination. The Fair Work Commission may require an employee to demonstrate to its satisfaction that the employee utilises skills and knowledge, and that these are relevant to the work the employee is doing.)</p> <p>(Note 2: The minimum classification level for an employee who has completed AQF Certificate III qualifications relevant to the classification in which they are employed and who utilises skills and knowledge derived from Certificate III competencies relevant to the work undertaken is the Level 4 rate prescribed in clause 20.1. Any dispute concerning an employee’s entitlement to be paid at Level 4 may be referred to the Fair Work Commission for determination. The Fair Work Commission may require an employee to demonstrate to its satisfaction that the employee utilises skills and knowledge derived from Certificate III competencies, and that these are relevant to the work the employee is doing.)</p> <p><b>award-based transitional instrument</b> has the meaning in the <i>Fair Work (Transitional Provisions and Consequential Amendments) Act 2009</i> (Cth)</p> <p><b>casino</b> means a gaming establishment holding a casino license under relevant State or Territory legislation</p> <p><b>catering by a restaurant business</b> means the provision by a restaurant of catering services for any social or business function where such services are incidental to the major business of the restaurant</p> <p><b>default fund employee</b> means an employee who has no chosen fund within the meaning of the <i>Superannuation Guarantee (Administration) Act 1992</i> (Cth)</p> <p><b>defined benefit member</b> has the meaning given by the <i>Superannuation Guarantee (Administration) Act 1992</i> (Cth)</p> <p><b>Division 2B State award</b> has the meaning in Schedule 3A of the <i>Fair Work (Transitional Provisions and Consequential Amendments) Act 2009</i> (Cth)</p> <p><b>Division 2B State employment agreement</b> has the meaning in Schedule 3A of the <i>Fair Work (Transitional Provisions and Consequential Amendments) Act 2009</i> (Cth)</p> <p><b>employee</b> means national system employee within the meaning of the Act</p> <p><b>employer</b> means national system employer within the meaning of the Act</p> | <p><b>2. Definitions</b></p> <p>In this award:</p> <p><b>Act</b> means the <i>Fair Work Act 2009</i> (Cth).</p> <p><b>adult apprentice</b> means an apprentice who is 21 years of age or over at the start of their apprenticeship.</p> <p><b>adult employee</b> means an employee who is 21 years of age or over.</p> <p><b>all purpose allowance</b> means an allowance that is payable for all purposes in accordance with clause 24.2(a).</p> <p>NOTE 1: Where an allowance is payable for all purposes in accordance with clause 24.2(a), the allowance forms part of the employee’s ordinary hourly rate and must be added to the minimum hourly rate when calculating penalties or overtime.</p> <p><b>appropriate level of training</b>, in relation to an employee other than a casino gaming employee, means that the employee:</p> <p>(a) has completed an appropriate training program that meets the training and assessment requirements of a qualification or one or more appropriate units of competency forming part of a training package; or</p> <p>(b) has been assessed by a qualified skills assessor as having skills at least equivalent to those attained in an appropriate training program; or</p> <p>(c) as at 30 June 2010, had been doing the work of a particular classification for a period of at least 3 months.</p> <p>NOTE 1: The minimum classification level for an employee who has completed AQF Certificate III or higher qualifications relevant to the classification in which they are employed and who makes use of skills and knowledge derived from Certificate III competencies relevant to the work undertaken is Level 4 specified in clause 18.1 (Minimum rates). Any dispute about an employee’s entitlement to be paid at Level 4 must be dealt with in accordance with clause 36—Dispute resolution.</p> <p>NOTE 2: See Schedule A—Classification Structure and Definitions in relation to casino gaming employees.</p> <p><b>casino</b> means a gaming establishment holding a casino licence under relevant State or Territory legislation and does not include a gaming facility that is a part of a hospitality establishment such as a hotel or tavern operation.</p> <p><b>defined benefit member</b> has the meaning given by the <i>Superannuation Guarantee (Administration) Act 1992</i> (Cth).</p> <p><b>employee</b> means a national system employee as defined by section 13 of the Act.</p> <p><b>employer</b> means a national system employer as defined by section 14 of the Act.</p> <p><b>enterprise instrument</b> has the meaning given by subitem 2(1) of Schedule 6 to the <i>Fair Work (Transitional Provisions and Consequential Amendments) Act 2009</i> (Cth).</p> <p><b>exempt public sector superannuation scheme</b> has the meaning given by the <i>Superannuation Industry (Supervision) Act 1993</i> (Cth).</p> <p><b>junior employee</b> means an employee who is less than 21 years of age.</p> <p><b>liquor service employee</b> means a person employed to sell or dispense liquor in bars, bottle departments or shops and includes a cellar employee.</p> |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017  |
|---|--|
| <p><b>enterprise award-based instrument</b> has the meaning in the <i>Fair Work (Transitional Provisions and Consequential Amendments) Act 2009</i> (Cth)</p> <p><b>exempt public sector superannuation scheme</b> has the meaning given by the <i>Superannuation Industry (Supervision) Act 1993</i> (Cth)</p> <p><b>liquor service employee</b> means a person employed to sell or dispense liquor in bars and/or bottle departments or shops and includes a cellar employee</p> <p><b>Managerial Staff (Hotels)</b> means an employee within the Managerial Staff (Hotels) classification level as defined in Schedule D</p> <p><b>MySuper product</b> has the meaning given by the <i>Superannuation Industry (Supervision) Act 1993</i> (Cth)</p> <p><b>NES</b> means the National Employment Standards as contained in sections 59 to 131 of the <i>Fair Work Act 2009</i> (Cth)</p> <p><b>on-hire</b> means the on-hire of an employee by their employer to a client, where such employee works under the general guidance and instruction of the client or a representative of the client</p> <p><b>ordinary hourly rate</b> means the employee’s applicable minimum hourly wage rate in clause 20.1</p> <p><b>relevant apprenticeship legislation</b> means any awards and/or regulations made by any State Apprenticeship Authority</p> <p><b>resort</b> means an establishment providing hotel services, accommodation, food and beverages with access to recreation facilities for guests, and includes an offshore island resort</p> <p><b>restaurant</b> means a restaurant, reception centre, night club, licensed cafe and licensed roadhouse and includes any tea room or cafe</p> <p><b>rostered day off (RDO)</b> means any continuous 24 hour period between the completion of the last ordinary shift and the commencement of the next ordinary shift on which an employee is rostered for duty</p> <p><b>spread of hours</b> means the period of time elapsing from the time an employee commences duty to the time the employee ceases duty within any period of 24 hours</p> <p><b>standard hourly rate</b> means the minimum hourly wage for a level 4 classification (Cook (tradesperson) grade 3) clause 20.1</p> <p><b>standard weekly rate</b> means the minimum weekly wage for a level 4 rate (Cook (tradesperson) grade 3) in clause 20.1</p> <p><b>transitional minimum wage instrument</b> has the meaning in the <i>Fair Work (Transitional Provisions and Consequential Amendments) Act 2009</i> (Cth)</p> <p><b>3.2</b> Where this award refers to a condition of employment provided for in the NES the NES definition applies.</p> | <p><b>long term casual employee</b> has the meaning given by section 12 of the Act.</p> <p><b>Managerial staff (Hotels)</b> means an employee within the Managerial staff (Hotels) classification level as defined in Schedule A—Classification Structure and Definitions.</p> <p><b>MySuper product</b> has the meaning given by the <i>Superannuation Industry (Supervision) Act 1993</i> (Cth).</p> <p><b>National Employment Standards</b>, see Part 2-2 of the Act. Divisions 3 to 12 of Part 2-2 of the Act constitute the <i>National Employment Standards</i>. An extract of section 61 of the Act is reproduced below.</p> <p>The National Employment Standards are minimum standards applying to employment of employees. The minimum standards relate to the following matters:</p> <ul style="list-style-type: none"> <li>(a) maximum weekly hours (Division 3);</li> <li>(b) requests for flexible working arrangements (Division 4);</li> <li>(c) parental leave and related entitlements (Division 5);</li> <li>(d) annual leave (Division 6);</li> <li>(e) personal/carer's leave and compassionate leave (Division 7);</li> <li>(f) community service leave (Division 8);</li> <li>(g) long service leave (Division 9);</li> <li>(h) public holidays (Division 10);</li> <li>(i) notice of termination and redundancy pay (Division 11);</li> <li>(j) Fair Work Information Statement (Division 12).</li> </ul> <p><b>on-hire</b> means the on-hire of an employee by their employer to a client, where the employee works under the general guidance and instruction of the client or a representative of the client.</p> <p><b>ordinary hourly rate</b> means the minimum hourly rate for an employee plus any all purpose allowances to which the employee is entitled.</p> <p><b>resort</b> means an establishment that provides hotel services, accommodation and food and beverages together with access to recreation facilities for guests.</p> <p><b>restaurant</b> means a restaurant, reception centre, night club, cafe, roadhouse and includes any tea room operated in, or in connection with, a restaurant business.</p> <p><b>rostered day off</b> means a continuous 24 hour period between the end of the last ordinary shift, and the start of the next ordinary shift, on which an employee is rostered for duty.</p> <p><b>shiftworker</b>, see clause 28.2 (Annual leave).</p> <p><b>spread of hours</b> means the period between when an employee starts and finishes work within any period of 24 hours.</p> <p><b>standard hourly rate</b> means the minimum hourly rate for a Level 4 classification (Cook (tradesperson) grade 3) in Table 3—Minimum rates (see clause 18.1).</p> <p><b>standard weekly rate</b> means the minimum weekly rate for a Level 4 classification (Cook (tradesperson) grade 3) in Table 3—Minimum rates (see clause 18.1).</p> <p><b>State reference public sector modern award</b> has the meaning given by subitem 3(2) of Schedule 6A to the <i>Fair Work (Transitional Provisions and Consequential Amendments) Act 2009</i> (Cth).</p> |

| Hospitality Industry (General) Award 2010  | Plain Language ED – Hospitality Industry (General) Award 2017   |
|--|---|
|  | <p><b>State reference public sector transitional award</b> has the meaning given by subitem 2(1) of Schedule 6A to the <i>Fair Work (Transitional Provisions and Consequential Amendments) Act 2009</i> (Cth).</p> <p><b>Table 1—Facilitative provisions</b> means the Table in clause 7.2.</p> <p><b>Table 2—Entitlements to meal and rest break(s)</b> means the Table in clause 16.2.</p> <p><b>Table 3—Minimum rates</b> means the Table in clause 18.1.</p> <p><b>Table 4—Casino gaming minimum rates</b> means the Table in clause 18.3.</p> <p><b>Table 5—Junior employees (other than junior office employees)</b> means the Table in clause 18.4(a).</p> <p><b>Table 6—Junior office employees</b> means the Table in clause 18.4(b).</p> <p><b>Table 7—Cooking apprentice minimum rates</b> means the Table in clause 19.1(a).</p> <p><b>Table 8—Waiting apprentice minimum rates</b> means the Table in clause 19.2(a).</p> <p><b>Table 9—Supervisory allowance</b> means the Table in clause 24.13.</p> <p><b>Table 10—Overtime rates</b> means the Table in clause 26.2.</p> <p><b>Table 11—Penalty rates</b> means the Table in clause 27.2.</p> <p><b>Table 12—Employees on adult rates</b> means the Table in clause 33.3.</p> <p><b>Table 13—Employees on junior rates</b> means the Table in clause 33.4.</p> |
| <p><b>5. Access to the award and the National Employment Standards</b></p> <p>The employer must ensure that copies of this award and the NES are available to all employees to whom they apply either on a noticeboard which is conveniently located at or near the workplace or through electronic means, whichever makes them more accessible.</p> <p><b>6. The National Employment Standards and this award</b></p> <p>The NES and this award combine to contain the minimum conditions of employment for employees covered by this award.</p>  | <p><b>3. The National Employment Standards and this award</b></p> <p><b>3.1</b> The National Employment Standards (NES) and this award contain the minimum conditions of employment for employees covered by this award.</p> <p><b>3.2</b> Where this award refers to a condition of employment provided for in the NES, the NES definition applies.</p> <p><b>3.3</b> The employer must ensure that copies of this award and of the NES are available to all employees to whom they apply, either on a notice board conveniently located at or near the workplace or through accessible electronic means.</p>  |
| <p><b>4. Coverage</b></p> <p><b>4.1</b> This industry award covers employers throughout Australia in the hospitality industry and their employees in the classifications within Schedule D—Classification Definitions to the exclusion of any other modern award. The award does not cover employers in the following industries:</p> <ul style="list-style-type: none"> <li>(a) clubs registered or recognised under State or Territory legislation;</li> <li>(b) boarding schools;</li> <li>(c) residential colleges;</li> <li>(d) hospitals;</li> <li>(e) orphanages;</li> <li>(f) any council, county council, municipal council, shire, shire council or local government body as defined by the <i>Local Government Act 1993</i> (NSW); the <i>Local Government Act 1989</i> (Vic); the <i>Local Government Act 1993</i> (Qld); the <i>City of Brisbane Act 1924</i> (Qld), the <i>Local Government Act 1995</i> (WA); the <i>Local Government Act 1999</i> (SA); the <i>Local Government Act 1993</i> (Tas); and the <i>Local Government</i></li> </ul> | <p><b>4. Coverage</b></p> <p><b>4.1</b> This industry award covers, to the exclusion of any other modern award:</p> <ul style="list-style-type: none"> <li>(a) employers in the hospitality industry throughout Australia; and</li> <li>(b) employees (with a classification defined in Schedule A—Classification Structure and Definitions) of employers mentioned in paragraph (a).</li> </ul> <p><b>4.2</b> For the purposes of clause 4.1, <b>hospitality industry</b> includes:</p> <ul style="list-style-type: none"> <li>(a) hotels; and</li> <li>(b) motor inns and motels; and</li> <li>(c) boarding establishments; and</li> <li>(d) condominiums or similar establishments; and</li> <li>(e) health or recreational farms; and</li> </ul>  |

| Hospitality Industry (General) Award 2010  | Plain Language ED – Hospitality Industry (General) Award 2017   |
|--|---|
| <p><i>Act 2008</i> (NT);</p> <ul style="list-style-type: none"> <li>(g) catering by a restaurant business;</li> <li>(h) theme parks;</li> <li>(i) in-flight catering for airlines;</li> <li>(j) restaurants covered by the <i>Fast Food Industry Award 2010</i>, the <i>Registered and Licensed Clubs Award 2010</i> or the <i>Restaurant Industry Award 2010</i>;</li> <li>(k) contract cleaning undertaken by companies not operating exclusively in the hospitality industry;</li> <li>(l) catering services provided by aged care employers (except where these services are provided by a hospitality industry employer for or within an aged care facility);</li> <li>(m) contract security, contract gardening or contract maintenance provided by an external provider, whose primary business falls outside the hospitality operation; and</li> <li>(n) businesses primarily concerned with the sale of petroleum or mixed functions involving the sale of petroleum.</li> </ul> <p><b>4.2</b> For the purpose of clause 4.1, <b>hospitality industry</b> includes hotels; motor inns and motels; boarding establishments; condominiums and establishments of a like nature; health or recreational farms; private hotels, guest houses, serviced apartments; caravan parks; ski lodges; holiday flats or units, ranches or farms; hostels, or any other type of residential or tourist accommodation; wine saloons, wine bars or taverns; liquor booths; resorts; caterers; restaurants operated in or in connection with premises owned or operated by employers otherwise covered by this award; casinos; and function areas and convention or like facilities operating in association with the aforementioned.</p> <p><b>4.3</b> The award does not cover an employee excluded from award coverage by the Act.</p> <p><b>4.4</b> The award does not cover employees who are covered by a modern enterprise award, or an enterprise instrument (within the meaning of the <i>Fair Work (Transitional Provisions and Consequential Amendments) Act 2009</i> (Cth)), or employers in relation to those employees.</p> <p><b>4.5</b> The award does not cover employees who are covered by a State reference public sector modern award, or a State reference public sector transitional award (within the meaning of the <i>Fair Work (Transitional Provisions and Consequential Amendments) Act 2009</i> (Cth)), or employers in relation to those employees.</p> <p><b>4.6</b> This award covers any employer which supplies labour on an on-hire basis in the industry set out in clause 4.1 in respect of on-hire employees in classifications covered by this award, and those on-hire employees, while engaged in the performance of work for a business in that industry. This subclause operates subject to the exclusions from coverage in this award.</p> <p><b>4.7</b> This award covers employers which provide group training services for apprentices and/or trainees engaged in the industry and/or parts of industry set out at clause 4.1 and those apprentices and/or trainees engaged by a group training service hosted by a company to perform work at a location where the activities described herein are being performed. This subclause operates subject to the exclusions from coverage in this award.</p> <p><b>4.8</b> Where an employer is covered by more than one award, an employee of that employer is covered by the award classification which is most appropriate to the work performed by the employee and to the environment in which the employee normally performs the work.</p> <p>NOTE: Where there is no classification for a particular employee in this award it is possible that the employer and that employee are covered by an award with occupational coverage.</p> | <ul style="list-style-type: none"> <li>(f) private hotels, guest houses or serviced apartments; and</li> <li>(g) caravan parks; and</li> <li>(h) ski lodges; and</li> <li>(i) holiday flats or units, ranches or farms; and</li> <li>(j) hostels or any other type of residential or tourist accommodation; and</li> <li>(k) wine saloons, wine bars or taverns; and</li> <li>(l) liquor booths; and</li> <li>(m) resorts; and</li> <li>(n) caterers; and</li> <li>(o) restaurants operating in, or in connection with, premises owned or operated by employers otherwise covered by this award; and</li> <li>(p) casinos; and</li> <li>(q) function areas or convention or similar facilities operating in, or in connection with, premises mentioned in paragraphs (a) to (p).</li> </ul> <p><b>4.3</b> This industry award also covers:</p> <ul style="list-style-type: none"> <li>(a) on-hire employees working in the hospitality industry (with a classification defined in Schedule A—Classification Structure and Definitions) and the on-hire employers of those employees; and</li> <li>(b) apprentices or trainees engaged or employed by a group training employer and hosted by an employer covered by this award to work in the hospitality industry (with a classification defined in Schedule A—Classification Structure and Definitions) and the group training employers of those apprentices or trainees.</li> </ul> <p><b>4.4</b> However, this industry award does not cover any of the following:</p> <ul style="list-style-type: none"> <li>(a) employees excluded from award coverage by the Act; or</li> </ul> <p>NOTE: See section 143(7) of the Act.</p> <ul style="list-style-type: none"> <li>(b) employees covered by a modern enterprise award or an enterprise instrument or their employers; or</li> <li>(c) employees covered by a State reference public sector modern award or a State reference public sector transitional award or their employers; or</li> <li>(d) employers in the following industries or their employees: <ul style="list-style-type: none"> <li>(i) clubs registered or recognised under State or Territory legislation; and</li> <li>(ii) boarding schools or residential colleges; and</li> <li>(iii) hospitals; and</li> <li>(iv) orphanages; and</li> <li>(v) councils, county councils, municipal councils, shires, shire councils or local government bodies established under State or Territory legislation; and</li> <li>(vi) catering by a restaurant business; and</li> </ul> </li> </ul> |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017   |                                    |           |                                    |         |                              |                           |         |   |                           |         |   |                        |
|---|---|------------------------------------|-----------|------------------------------------|---------|------------------------------|---------------------------|---------|---|---------------------------|---------|---|------------------------|
|   | <ul style="list-style-type: none"> <li>(vii) theme parks; and</li> <li>(viii) in-flight catering for airlines; and</li> <li>(ix) restaurants covered by the <i>Fast Food Industry Award 2010</i>, the <i>Registered and Licensed Clubs Award 2010</i> or the <i>Restaurant Industry Award [2017]</i>; and</li> <li>(x) contract cleaning undertaken by companies not operating exclusively in the hospitality industry; and</li> <li>(xi) catering services provided by employers in the aged care industry (except where these services are provided for or within an aged care facility by employers otherwise covered by this award); and</li> <li>(xii) contract security, contract gardening or contract maintenance provided by an external provider, whose primary business falls outside the hospitality operation; and</li> <li>(xiii) businesses primarily concerned with the sale of petroleum or mixed functions involving the sale of petroleum.</li> </ul> <p><b>4.5</b> If an employer is covered by more than one award, an employee of that employer is covered by the award containing the classification that is most appropriate to the work performed by the employee and the industry in which they work.</p> <p>NOTE: An employee working in the hospitality industry who is not covered by this industry award may be covered by an award with occupational coverage.</p> |                                    |           |                                    |         |                              |                           |         |   |                           |         |   |                        |
| <i>No provision in current award</i>  | <p><b>5. Effect of variations made by the Fair Work Commission</b></p> <p>A variation of this award made by the Fair Work Commission does not affect any right, privilege, obligation or liability acquired, accrued or incurred under this award as in force before that variation.</p>  |                                    |           |                                    |         |                              |                           |         |   |                           |         |   |                        |
| <p><b>7. Award flexibility</b></p> <p><i>Standard clause - provision has not been reproduced here</i></p> | <p><b>6. Individual flexibility arrangements</b></p> <p style="background-color: #d9ead3; padding: 5px;">Standard clause – not reproduced here. Standard clauses subject to conference on 11 April 2017. Please see Statement issued 27 March 2017 PR591212</p>   |                                    |           |                                    |         |                              |                           |         |   |                           |         |   |                        |
| <i>No provision in current award</i>  | <p><b>7. Facilitative provisions for flexible working practices</b></p> <p><b>7.1</b> This award contains facilitative provisions which allow agreement between an employer and an individual employee, or the majority of employees, on how specific award provisions are to apply at the workplace.</p> <p><b>7.2</b> The following clauses have facilitative provisions:</p> <p><b>Table 1—Facilitative provisions</b></p> <table border="1" data-bbox="1614 1520 2647 1883"> <thead> <tr> <th>Clause</th> <th>Provision</th> <th>Agreement between an employer and:</th> </tr> </thead> <tbody> <tr> <td>15.2(b)</td> <td>Catering in remote locations</td> <td>the majority of employees</td> </tr> <tr> <td>15.3(a)</td> <td>Make-up time (introduction of system of make-up time)</td> <td>the majority of employees</td> </tr> <tr> <td>15.3(b)</td> <td>Make-up time (agreement to take make-up time)</td> <td>an individual employee</td> </tr> </tbody> </table>   | Clause                             | Provision | Agreement between an employer and: | 15.2(b) | Catering in remote locations | the majority of employees | 15.3(a) | Make-up time (introduction of system of make-up time) | the majority of employees | 15.3(b) | Make-up time (agreement to take make-up time) | an individual employee |
| Clause  | Provision   | Agreement between an employer and: |           |                                    |         |                              |                           |         |   |                           |         |   |                        |
| 15.2(b)   | Catering in remote locations  | the majority of employees          |           |                                    |         |                              |                           |         |   |                           |         |   |                        |
| 15.3(a)   | Make-up time (introduction of system of make-up time)   | the majority of employees          |           |                                    |         |                              |                           |         |   |                           |         |   |                        |
| 15.3(b)   | Make-up time (agreement to take make-up time)   | an individual employee             |           |                                    |         |                              |                           |         |   |                           |         |   |                        |

| Hospitality Industry (General) Award 2010  | Plain Language ED – Hospitality Industry (General) Award 2017  |  |                        |
|--|--|--|------------------------|
|  | 26.3   | Time off instead of payment for overtime | an individual employee |
|  | 28.9   | Annual leave in advance                  | an individual employee |
|  | 28.10  | Cashing out of annual leave              | an individual employee |
|  | 7.3 The agreement must be kept by the employer as a time and wages record.   |  |                        |
| <p><b>Part 3—Types of Employment and Termination of Employment</b></p> <p><b>10. Types of employment</b></p> <p><b>10.1</b> Employees under this award will be employed in one of the following categories:</p> <p>(a) full-time;</p> <p>(b) part-time; or</p> <p>(c) casual.</p> <p><b>10.2</b> At the time of engagement an employer will inform each employee of the terms of their engagement and in particular whether they are to be full-time, part-time or casual.</p>   | <p><b>Part 2—Types of Employment and Classifications</b></p> <p><b>8. Types of employment</b></p> <p><b>8.1</b> An employee covered by this award must be one of the following:</p> <p>(a) a full-time employee; or</p> <p>(b) a part-time employee; or</p> <p>(c) a casual employee.</p> <p><b>8.2</b> At the time of engaging an employee, the employer must inform the employee of the terms of their engagement, including whether they are engaged as a full-time, part-time or casual employee.</p>  |  |                        |
| <p><b>11. Full-time employment</b></p> <p>A full-time employee is an employee who is engaged to work an average of 38 ordinary hours per week.</p>   | <p><b>9. Full-time employment</b></p> <p>An employee who is engaged to work an average of 38 ordinary hours per week in accordance with an agreed hours of work arrangement is a full-time employee.</p> <p>NOTE: The hours of work arrangement is agreed between the employer and the employee. See clause 15.1(b) (Ordinary hours of work).</p>  |  |                        |
| <p><b>12. Part-time employment</b></p> <p><b>12.1</b> An employer may employ part-time employees in any classification in this award.</p> <p><b>12.2</b> A part-time employee is an employee who:</p> <p>(a) works less than full-time hours of 38 per week;</p> <p>(b) has reasonably predictable hours of work; and</p> <p>(c) receives, on a pro rata basis, equivalent pay and conditions to those of full-time employees who do the same kind of work.</p> <p><b>12.3</b> At the time of engagement the employer and the part-time employee will agree in writing on a regular pattern of work, specifying at least the hours worked each day, which days of the week the employee will work and the actual starting and finishing times each day.</p> <p><b>12.4</b> Any agreed variation to the hours of work will be recorded in writing.</p> <p><b>12.5</b> An employer is required to roster a part-time employee for a minimum of three consecutive hours on any shift.</p> <p><b>12.6</b> An employee who does not meet the definition of a part-time employee and who is not a full-time employee will be paid as a casual employee in accordance with clause 13—Casual employment.</p> <p><b>12.7</b> All time worked in excess of the hours as agreed under clause 12.3 or varied under clause 12.4 will be overtime and paid for at the rates prescribed in clause 33—Overtime.</p> <p><b>12.8</b> A part-time employee employed under the provisions of this clause must be paid for ordinary hours worked at</p> | <p><b>10. Part-time employment</b></p> <p style="background-color: #d9ead3; padding: 5px;">Part-time employment provisions may be affected by AM2014/196</p> <p><b>10.1</b> An employee who is engaged to work for fewer than an average of 38 ordinary hours per week and whose hours of work are reasonably predictable is a part-time employee.</p> <p><b>10.2</b> An employer may employ part-time employees with any classification defined in Schedule A—Classification Structure and Definitions.</p> <p><b>10.3</b> This award applies to a part-time employee in the same way that it applies to a full-time employee except as otherwise expressly provided by this award.</p> <p><b>10.4</b> A part-time employee is entitled to payments in respect of annual leave, personal/carer’s leave, compassionate leave or public holidays on a proportionate basis.</p> <p><b>10.5</b> At the time of engaging a part-time employee, the employer must agree in writing with the employee to all of the following:</p> <p>(a) the number of hours to be worked each day; and</p> <p>(b) the days of the week on which the employee will work; and</p> <p>(c) the times at which the employee will start and finish work each day.</p> <p><b>10.6</b> The employer and the employee may vary an agreement under clause 10.5. Any variation must be recorded in writing.</p> |  |                        |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017   |
|---|---|
| <p>the rate of 1/38th of the weekly rate prescribed in clause 20—Minimum wages, for the work performed.</p> <p><i>Provisions in clause 29.2 (Ordinary hours) of the Modern Award concerning part-time employees have been inserted into clause 10—Part-time employees</i></p> <p><b>29.2 Part-time employees</b></p> <p>A part-time employee’s regular pattern of work must meet the following conditions:</p> <ul style="list-style-type: none"> <li>(a) A minimum of three hours and a maximum of 11 and a half hours may be worked on any one day. The daily minimum and maximum hours are exclusive of meal break intervals.</li> <li>(b) An employee cannot be rostered to work for more than 10 hours per day on more than three consecutive days without a break of at least 48 hours immediately following.</li> <li>(c) No more than eight days of more than 10 hours may be worked in a four week period.</li> <li>(d) Where broken shifts are worked the spread of hours can be no greater than 12 hours per day.</li> </ul> | <p><b>10.7</b> An agreement under clause 10.5, or any variation of it under clause 10.6, must satisfy each of the following conditions:</p> <ul style="list-style-type: none"> <li>(a) the minimum number of ordinary hours that may be worked on any day is 3 (excluding meal breaks); and</li> <li>(b) the maximum number of ordinary hours that may be worked on any day is 11.5 (excluding meal breaks); and</li> <li>(c) an employee who is rostered to work more than 10 ordinary hours on more than 3 consecutive days is entitled to a break of at least 48 hours after the last consecutive day on which the employee works more than 10 ordinary hours; and</li> <li>(d) the maximum number of days on which an employee may work more than 10 ordinary hours in a 4 week cycle is 8; and</li> <li>(e) the maximum spread of hours for an employee who works split shifts is 12.</li> </ul> <p><b>10.8</b> An employer must roster a part-time employee to work on any shift for a minimum of 3 consecutive hours.</p> <p><b>10.9</b> A part-time employee must be paid in accordance with clause 18—Minimum rates for each ordinary hour worked.</p> <p><b>10.10</b> The employer must keep a copy of any agreement under clause 10.5, and any variation under clause 10.6, and give another copy to the employee.</p> |
| <p><b>13. Casual employment</b></p> <p><b>13.1</b> A casual employee is an employee engaged as such and must be paid a casual loading of 25% as provided for in this award. The casual loading is paid as compensation for annual leave, personal/carer’s leave, notice of termination, redundancy benefits and the other entitlements of full-time or part-time employment.</p> <p><b>13.2</b> On each occasion a casual employee is required to attend work they are entitled to a minimum payment for two hours’ work.</p> <p><b>13.3</b> A casual employee must be paid at the termination of each engagement, but may agree to be paid weekly or fortnightly.</p>  | <p><b>11. Casual employment</b></p> <div style="border: 1px solid black; background-color: #e0f0e0; padding: 5px; margin-bottom: 10px;">Casual employment provisions may be affected by AM2014/197</div> <p><b>11.1</b> An employee who is not covered by clause 9—Full-time employment or clause 10—Part-time employment must be engaged and paid as a casual employee.</p> <p><b>11.2</b> An employer must pay a casual employee for each ordinary hour worked a loading of <b>25%</b> on top of the minimum hourly rate otherwise applicable under clause 18—Minimum rates.</p> <p>NOTE: The casual loading is payable instead of entitlements from which casuals are excluded by the terms of this award and the NES. See Part 2-2 of the Act.</p> <p><b>11.3</b> An employer must pay a casual employee for a minimum of 2 hours’ work on each occasion on which the casual employee is rostered to attend work even if the employee works for a shorter time.</p> <p><b>11.4</b> An employer must pay a casual employee at the end of each engagement unless the employer and the employee have agreed that the pay period of the employee is either weekly or fortnightly.</p>   |
| <p><b>13.4 Conversion to full-time or part-time employment</b></p> <p><i>This provision has not changed. It is subject to the outcome of AM2014/197. It has not been re-produced here.</i></p>  | <p><b>11.5 Moving between types of employment</b></p> <div style="border: 1px solid black; background-color: #e0f0e0; padding: 5px;">Drafting of this clause will occur after determination of the Part-time and Casual common issue. See AM2014/197</div>  |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017   |
|---|---|
| <p><b>14. Apprentices</b></p> <p><b>14.1</b> Apprentices will be engaged in accordance with relevant apprenticeship legislation and be paid in accordance with clause 20.4.</p> <p><b>14.2</b> An apprentice under the age of 18 years must not, without their consent, be required to work overtime or shift work.</p> <p><b>14.3</b> No apprentice will, except in an emergency, work or be required to work overtime or shiftwork at times which would prevent their attendance at training consistent with their training contract.</p> <p><b>14.4</b> Except as provided in this clause or where otherwise stated, all conditions of employment specified in this award apply to apprentices.</p> <p><b>14.5</b> Where an apprentice is required to attend block release training for training identified in or associated with their training contract, and such training requires an overnight stay, the employer must pay for the excess reasonable travel costs incurred by the apprentice in the course of travelling to and from such training. Provided that this clause will not apply where the apprentice could attend an alternative Registered Training Organisation (RTO) and the use of the more distant RTO is not agreed between the employer and the apprentice.</p> <p><b>14.6</b> For the purposes of clause 14.5, excess reasonable travel costs include the total costs of reasonable transportation (including transportation of tools where required), accommodation costs incurred while travelling (where necessary) and reasonable expenses incurred while travelling, including meals, which exceed those incurred in travelling to and from work. For the purposes of this subclause, excess travel costs do not include payment for travelling time or expenses incurred while not travelling to and from block release training.</p> <p><b>14.7</b> The amount payable by an employer under clause 14.5 may be reduced by an amount the apprentice is eligible to receive for travel costs to attend block release training under a Government apprentice assistance scheme. This will only apply if an apprentice has either received such assistance or their employer has advised them in writing of the availability of such assistance.</p> <p><b>14.8</b> All training fees charged by an RTO for prescribed courses and the cost of all prescribed textbooks (excluding those textbooks which are available in the employer’s technical library) for the apprenticeship, which are paid by an apprentice, shall be reimbursed by the employer within six months of the commencement of the apprenticeship or the relevant stage of the apprenticeship, or within three months of the commencement of the training provided by the RTO, whichever is the later, unless there is unsatisfactory progress.</p> <p><b>14.9</b> An employer may meet its obligations under clause 14.8 by paying any fees and/or cost of textbooks directly to the RTO.</p> <p><b>14.10</b> An apprentice is entitled to be released from work without loss of continuity of employment and to payment of the appropriate wages to attend any training and assessment specified in, or associated with, the training contract.</p> <p><b>14.11</b> Time spent by an apprentice in attending any training and/or assessment specified in, or associated with, the training contract is to be regarded as time worked for the employer for the purposes of calculating the apprentice’s wages and determining the apprentice’s employment conditions. This subclause operates subject to the provisions of Schedule G—School-based Apprenticeship.</p> | <p><b>12. Apprentices</b></p> <p><b>12.1</b> An employer may engage apprentices.</p> <p><b>12.2</b> Any engagement must be in accordance with the law regulating apprenticeships in force in the place in which the apprentice is engaged.</p> <p><b>12.3</b> This award applies to an apprentice in the same way that it applies to a full-time employee except as otherwise expressly provided by this award.</p> <p><b>12.4</b> An employer must pay an apprentice in accordance with clause 19—Apprentice rates.</p> <p><b>12.5</b> An employer must not require an apprentice under the age of 18 to work overtime or shiftwork. However, an apprentice may agree to work overtime or shiftwork if requested to do so.</p> <p><b>12.6</b> Except in an emergency, an employer must not require an apprentice to work overtime or shiftwork at any time that would prevent their attendance at training in accordance with their training contract.</p> <p><b>12.7 Training</b></p> <p>(a) An employer must release an apprentice from work to attend training or any assessment in accordance with their training contract without loss of pay or continuity of employment.</p> <p>(b) Subject to Schedule D—School-based Apprentices, time spent by an apprentice in attending training or any assessment in accordance with their training contract is to be regarded as time worked for the employer for the purpose of calculating the apprentice’s wages and determining the apprentice’s employment conditions.</p> <p>(c) An employer must reimburse an apprentice for all fees paid by the apprentice themselves to a registered training organisation (RTO) for courses that the apprentice is required to attend, and all costs incurred by the apprentice in purchasing textbooks (not provided or otherwise made available by the employer) that the apprentice is required to study, for the purposes of the apprenticeship.</p> <p>(d) The employer must make any reimbursement required under paragraph (c) by whichever of the following is the later:</p> <p>(i) 6 months after the start of the apprenticeship; or</p> <p>(ii) 6 months after the relevant stage of the apprenticeship; or</p> <p>(iii) 3 months after the start of the training provided by the RTO.</p> <p>(e) Reimbursement under paragraph (c) is subject to the employer being satisfied that the apprentice is making satisfactory progress in the apprenticeship.</p> <p><b>12.8 Block release training</b></p> <p>(a) Clause 12.8 applies to an apprentice who is required to attend block release training in accordance with their training contract.</p> <p>(b) If the training requires an overnight stay, the employer must pay for the reasonable travel costs incurred by the apprentice in travelling to and from the training.</p> <p>(c) The employer is not obliged to pay costs under paragraph (b) if the apprentice could have attended training at a closer venue and attending the more distant training had not been agreed between the employer and the apprentice.</p> <p>(d) Reasonable travel costs in paragraph (b) include:</p> <p>(i) the total cost of reasonable transportation (including transportation of tools, where required) to</p> |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017  |
|---|--|
|   | <p>and from the training; and</p> <p>(ii) accommodation costs; and</p> <p>(iii) reasonable expenses, including for meals, incurred which exceed those incurred in the normal course of travelling to and from the workplace.</p> <p>(e) Reasonable costs in paragraph (b) do not include payment for travelling time or expenses incurred while not travelling to and from the block release training.</p> <p>(f) The amount an employer must pay under paragraph (b) may be reduced by any amount that the apprentice has received, or was eligible to receive, for travel costs to attend block release training under a Government apprentice assistance scheme.</p> <p>(g) The employer may only make a reduction under paragraph (f) for an amount that an apprentice was eligible to receive, but did not receive, if the employer advised the apprentice in writing of the availability of the assistance and the apprentice choose not to seek it.</p>   |
| <p><b>15. Junior employees</b></p> <p><b>15.1</b> Junior employees will be paid in accordance with clause 20.5. Where the law permits, junior employees may be employed as liquor service employees (being persons employed to sell or dispense liquor in bars and/or bottle departments or shops, as well as cellar employees or other places where liquor is sold) and must be paid at the adult rate of pay in clause 20.1 for the classification for the work being performed.</p> <p><b>15.2</b> An employer may at any time demand the production of a birth certificate or other satisfactory proof for the purpose of ascertaining the correct age of a junior employee. If a birth certificate is required, the cost of it must be borne by the employer.</p> <p><b>15.3</b> No employee under the age of 18 years will be required to work more than 10 hours in a shift.</p> | <p><b>13. Junior employees</b></p> <p>NOTE: Junior employee is defined in clause 2—Definitions.</p> <p><b>13.1</b> An employer may engage junior employees.</p> <p><b>13.2</b> An employer must pay a junior employee in accordance with clause 18.4—Junior rates.</p> <p><b>13.3</b> An employer must not require an employee under 18 years of age to work more than 10 hours in a shift.</p> <p><b>13.4</b> If permitted under the law applying in the relevant place, junior employees may work in a bar or other place where liquor is sold or dispensed.</p> <p><b>13.5</b> Junior employees working as liquor service employees must be paid as an adult in accordance with Table 3—Minimum rates (see clause 18.1) at the classification rate for the work being performed.</p> <p><b>13.6</b> An employer may at any time demand that a junior employee produce a birth certificate or other satisfactory proof of age. If the employer demands a birth certificate, the employer must pay the cost of obtaining the certificate.</p> |
| <p><b>19. Classifications</b></p> <p>The definitions of the classification levels in clause 20—Minimum wages are contained in Schedule D—Classification Definitions.</p>  | <p><b>14. Classifications</b></p> <p>An employer must classify an employee covered by this award in accordance with Schedule A—Classification Structure and Definitions.</p> <p>NOTE: The minimum rates applicable to the classifications in this award are in clause 18—Minimum rates.</p>  |
| <p><b>Part 5—Hours of Work and Related Matters</b></p> <p><b>29. Ordinary hours of work (Full-time and part-time employees)</b></p> <p><b>29.1 Full-time employees</b></p> <p>(a) The average of 38 hours per week is to be worked in one of the following ways:</p> <ul style="list-style-type: none"> <li>• a 19 day month, of eight hours per day;</li> <li>• four days of eight hours and one day of six hours;</li> <li>• four days of nine and a half hours per day;</li> <li>• five days of seven hours and 36 minutes per day;</li> </ul>   | <p><b>Part 3—Hours of Work</b></p> <p><b>15. Ordinary hours of work</b></p> <p><b>15.1 Full-time employees</b></p> <p>(a) The employer and a full-time employee must agree on the arrangement for working the average of 38 ordinary hours per week required for full-time employment.</p> <p>(b) The following options are available:</p> <ul style="list-style-type: none"> <li>(i) working 19 days of 8 hours each per month; and</li> <li>(ii) working 4 days of 8 hours each and one day of 6 hours per week; and</li> <li>(iii) working 4 days of 9.5 hours each per week; and</li> </ul>  |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017   |
|---|---|
| <ul style="list-style-type: none"> <li>• 152 hours each four week period with a minimum of eight days off each four week period;</li> <li>• 160 hours each four week period with a minimum of eight days off each four week period plus a rostered day off;</li> <li>• any combination of the above.</li> </ul> <p><b>(b)</b> The arrangement for working the average of 38 hours per week is to be agreed between the employer and the employee from the alternatives in clause 29.1(a) and must meet the following conditions:</p> <ul style="list-style-type: none"> <li><b>(i)</b> A minimum of six hours and a maximum of 11 and a half hours may be worked on any one day. The daily minimum and maximum hours are exclusive of meal break intervals.</li> <li><b>(ii)</b> An employee cannot be rostered to work for more than 10 hours per day on more than three consecutive days without a break of at least 48 hours immediately following.</li> <li><b>(iii)</b> No more than eight days of more than 10 hours may be worked in a four week period.</li> <li><b>(iv)</b> Where broken shifts are worked the spread of hours can be no greater than 12 hours per day.</li> </ul> <p><b>(c)</b> In addition to the conditions set out under clause 29.1(b), where the agreed hours of work arrangement provides for 160 hours per four week period with a rostered day off, the arrangement will be subject to the following:</p> <ul style="list-style-type: none"> <li><b>(i)</b> No employee is to work more than 10 days in a row without a rostered day off.</li> <li><b>(ii)</b> Where practicable the rostered day off must be contiguous with an employee’s normal days off.</li> <li><b>(iii)</b> Rostered days may be banked, up to a maximum of five days.</li> <li><b>(iv)</b> An employee may elect, with the consent of the employer, to take rostered days off in part day amounts.</li> <li><b>(v)</b> If a rostered day off falls on a public holiday then, where practicable, the next day is to be taken as the rostered day off.</li> <li><b>(vi)</b> The entitlement to a rostered day off on full pay is subject to the following: <ul style="list-style-type: none"> <li><b>(A)</b> each day of paid leave, except annual leave and long service leave, and any public holiday occurring during the four week cycle must be regarded as a day worked for accrual purposes; and</li> <li><b>(B)</b> an employee who has not worked a complete four week cycle in order to accrue a rostered day off must be paid a pro rata amount for credits accrued for each day worked in the cycle. The pro rata amount is 24 minutes pay for each eight hour day worked.</li> </ul> </li> </ul> <p><b>(d)</b> In addition to the conditions set out under clause 29.1(b), where the agreed hours of work arrangement provides for 152 hours each four week period, the arrangement will be subject to the following:</p> <ul style="list-style-type: none"> <li><b>(i)</b> No employee is to work more than 10 days in a row without a rostered day off;</li> <li><b>(ii)</b> Where an employee works more than 20 days each four week period, the 21st and any subsequent days worked in the four week period must be paid at the rates prescribed in clause 33—Overtime.</li> </ul> | <ul style="list-style-type: none"> <li><b>(iv)</b> working 5 days of 7 hours and 36 minutes each per week; and</li> <li><b>(v)</b> working 152 hours per 4 week cycle with at least 8 days off ; and</li> <li><b>(vi)</b> working 160 hours per 4 week cycle with at least 8 days off plus one rostered day off; and</li> <li><b>(vii)</b> any combination of the ways set out in subparagraphs (i) to (vi).</li> </ul> <p><b>(c)</b> The arrangement agreed must adopt one of the options mentioned in paragraph (b) and must satisfy the following conditions:</p> <ul style="list-style-type: none"> <li><b>(i)</b> the minimum number of ordinary hours that may be worked on any day is 6 (excluding meal breaks); and</li> <li><b>(ii)</b> the maximum number of ordinary hours that may be worked on any day is 11.5 (excluding meal breaks); and</li> <li><b>(iii)</b> an employee who is rostered to work more than 10 ordinary hours on more than 3 consecutive days is entitled to a break of at least 48 hours after the last consecutive day on which the employee works more than 10 ordinary hours; and</li> <li><b>(iv)</b> the maximum number of days on which an employee may work more than 10 ordinary hours in a 4 week cycle is 8; and</li> <li><b>(v)</b> the maximum spread of hours for an employee who works split shifts is 12; and</li> <li><b>(vi)</b> for the option mentioned in paragraph (b)(v), the conditions set out in paragraph (d) in addition to those set out in subparagraphs (i) to (v); and</li> <li><b>(vii)</b> for the option mentioned in paragraph (b)(vi), the conditions set out in paragraph (e) in addition to those set out in subparagraphs (i) to (v).</li> </ul> <p><b>(d)</b> The additional conditions are:</p> <ul style="list-style-type: none"> <li><b>(i)</b> the employer must not roster an employee to work on more than 10 consecutive days without a rostered day off; and</li> <li><b>(ii)</b> if an employer rosters an employee to work on more than 20 days in a 4 week period, the employer must pay the employee at the overtime rate for each day worked in excess of 20 in that period.</li> </ul> <p><b>(e)</b> The additional conditions are:</p> <ul style="list-style-type: none"> <li><b>(i)</b> the employer must not roster an employee to work on more than 10 consecutive days without a rostered day off; and</li> <li><b>(ii)</b> where practicable, the employer must roster an employee’s rostered day off for the day directly before or after a normal day off for the employee; and</li> <li><b>(iii)</b> up to 5 rostered days off may be banked; and</li> <li><b>(iv)</b> an employee may, with the consent of the employer, take rostered days off in part day amounts; and</li> <li><b>(v)</b> where practicable, if an employee’s rostered day off falls on a public holiday, the rostered day off is moved to the next working day; and</li> <li><b>(vi)</b> in calculating the number of days worked in the 4 week cycle, each day of paid leave (other than annual leave and long service leave) and any public holiday occurring during the cycle must be regarded as a day worked; and</li> </ul> |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017  |
|---|--|
|   | <p>(vii) the employer must pay an employee, who has not accrued a rostered day off because the employee did not work a complete 4 week cycle, a proportionate amount at the rate of 24 minutes pay for each 8 hour day worked in the cycle.</p>  |
| <p><b>29.3 Catering in remote locations</b></p> <p>(a) Notwithstanding clauses 29.1(a) to 29.1(d) catering employers servicing clients in remote locations, may schedule work over consecutively recurring cycles followed by consecutive non-working days. Such work cycles will only be altered or introduced by agreement between an employer and the majority of their employees.</p> <p>(b) The total ordinary hours of work during a cycle will not exceed 40 hours multiplied by the number of working and non-working weeks in the cycle.</p> <p>(c) Overtime rates will be paid for any time in excess of eight hours per day or in excess of the total ordinary hours prescribed in clause 29.3(a)</p> <p>(d) Wages may be paid according to a weekly average of the ordinary hours worked even though more or less than 40 ordinary hours may be worked in any particular week of the work cycle.</p> <p>(e) An employee whose hours of duty are worked in accordance with this clause will accrue an entitlement to paid accrued days off in accordance with the provisions of clause 29.1(c).</p> <p>(f) An employee will have no entitlement to payment for the non-working days.</p> | <p><b>15.2 Catering in remote locations</b></p> <p>(a) Clause 15.2 applies to employers providing catering services to clients in remote locations and their employees.</p> <p>(b) Despite clause 15.1, the employer and a majority of the employees at a workplace may agree to schedule work over consecutive recurring cycles followed by consecutive non-working days.</p> <p>(c) The employer and a majority of the employees at the workplace may agree to vary a schedule of work under paragraph (b).</p> <p>(d) The maximum number of ordinary hours that may be worked during a cycle must not exceed 40 multiplied by the number of working and non-working weeks in the cycle.</p> <p>(e) An employer who rosters an employee to work any time in excess of the total number of ordinary hours in an agreed schedule of work under paragraph (b) must pay the employee at the overtime rate for any time worked in excess of that total number.</p> <p>(f) An employer must pay an employee at the overtime rate for any time worked in excess of 8 hours per day.</p> <p>(g) Wages may be paid according to the average number of hours per week in a roster cycle instead of the actual number of ordinary hours worked in any particular week of the cycle.</p> <p>(h) An employee accrues rostered days off as set out in clause 15.1(b)(vi).</p> <p>(i) An employee is not entitled to payment for non-working days other than rostered days off.</p> |
| <p><b>29.4 Make-up time</b></p> <p>(a) Make-up time means an arrangement under which an employee takes time off during their ordinary hours of work and makes up that time later. The employer and a majority of employees in a workplace may agree to introduce make-up time subject to the following conditions:</p> <p>(i) An employer who intends to introduce make-up time will consult with its employees and their representatives.</p> <p>(ii) After the employer and a majority of employees have agreed to introduce make-up time an employee may elect, with the consent of their employer, to work make-up time.</p> <p>(b) Make-up time arrangements must comply with the conditions set out in clauses 31—Breaks and 32—Penalty rates.</p> <p>(c) The employer must record make-up time arrangements in the time and wages records.</p>   | <p><b>15.3 Make-up time</b></p> <p>(a) The employer and a majority of the employees at a workplace may agree to introduce an arrangement at the workplace under which an employee takes time off during the employee’s ordinary hours of work and makes up that time later.</p> <p>(b) If an agreement under paragraph (a) has been made for a workplace, an employee may elect, with the consent of the employer, to take time off and make up that time later.</p> <p>(c) An employee working make-up time is entitled to breaks in accordance with clause 16—Breaks.</p> <p>(d) If make-up time is worked at a time when penalty rates are applicable under clause 27—Penalty rates, the employer must pay the employee in accordance with Table 11—Penalty rates (see clause 27.2) for that time.</p> <p>(e) The employer must keep a record of make-up time arrangements as a time and wages record.</p>  |
| <p><b>30. Rostering</b></p> <p><b>30.1</b> A roster for full-time and part-time employees must be prepared by the employer and must be posted in a conspicuous place accessible to the employees concerned indicating:</p> <p>(a) The name of each employee concerned and their starting and finishing times; and</p> <p>(b) A minimum 10 hour break between the finish of ordinary hours on one day and the commencement of ordinary hours on the following day. In the case of changeover of rosters, eight hours will be substituted for 10 hours.</p>   | <p><b>15.4 Rosters (Full-time and part-time employees)</b></p> <p>(a) The following rostering provisions apply to full-time and part-time employees.</p> <p>(b) The employer must prepare a roster showing for each employee their name and the times at which they start and finish work.</p> <p>(c) The employer must post the roster in a conspicuous place that is easily accessible by the employees.</p> <p>(d) The roster of an employee may be changed at any time by the employer and employee by mutual</p>  |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017   |          |          |                        |        |                         |                             |                         |  |                          |  |              |  |
|---|---|----------|----------|------------------------|--------|-------------------------|-----------------------------|-------------------------|--|--------------------------|--|--------------|--|
| <p><b>30.2</b> The roster will be alterable by mutual consent at any time or by amendment of the roster on seven days' notice. Where practicable two weeks' notice of rostered day or days off should be given provided that the days off may be changed by mutual consent or through sickness or other cause over which the employer has no control.</p>   | <p>agreement or by the employer giving the employee 7 days' notice of the change.</p> <p>(e) An employee must have a minimum break of 10 hours between when the employee finishes work on one day and starts work on the next and a minimum break of 8 hours for a changeover of rosters.</p> <p><b>15.5 Notice of days off (including rostered days off)</b></p> <p>(a) An employer must, where practicable, give an employee a minimum of 2 weeks' notice of any rostered day off.</p> <p>(b) A rostered day off may be changed by the employer and employee by mutual agreement or for any reason beyond the control of the employer (including sickness).</p>   |          |          |                        |        |                         |                             |                         |  |                          |  |              |  |
| <p><b>31. Breaks</b></p> <p><b>31.1 Breaks</b></p> <p>An employee (including a casual employee) who is required to work a shift of more than five hours and up to six hours may elect to take an unpaid meal break of up to 30 minutes during the shift and the employer shall not unreasonably refuse the request.</p> <p><b>31.2 Longer shifts</b></p> <p>(a) If the employee is required to work a shift of more than six hours and up to eight hours, the employee is entitled to an unpaid meal break of no less than 30 minutes. The unpaid break may be taken no earlier than two hours after starting work and no later than six hours of starting work.</p> <p>(b) If the employee is required to work a shift of more than eight hours and up to 10 hours, the employee is entitled to an unpaid break of no less than 30 minutes and an additional 20 minute paid break (which may be taken as two 10 minute paid breaks).</p> <p>The unpaid break may be taken no earlier than 2 hours after starting work and no later than six hours after starting work. Breaks should be spread evenly across the shift.</p> <p>(c) If the employee is required to work a shift exceeding 10 hours, the employee is entitled to an unpaid break of no less than 30 minutes and two 20 minute paid breaks. The unpaid break may be taken no earlier than two hours after starting work and no later than 6 hours after starting work. Breaks should be spread evenly across the shift.</p> <p><b>31.3 Request for unpaid meal break</b></p> <p>(a) Where an employee elects to take an unpaid break, the request must be made in writing no later than at the commencement of a shift and the employer shall not unreasonably refuse the request.</p> <p>(b) The written request will apply to all shifts undertaken by the employee of more than five hours, unless otherwise agreed between the employee and employer. This arrangement may be reviewed at any time.</p> <p><b>31.4 Break not given</b></p> <p>For a shift of more than six hours, if the employer does not release an employee for an unpaid meal break the employee shall be paid at the rate of 50% of the ordinary hourly rate extra for each hour or part of an hour from six hours after the employee started work until the employer gives the employee the unpaid meal break, or until the shift ends.</p> <p><b>31.5 Entitlement to additional breaks</b></p> <p>(a) If the employer requires an employee to work more than five continuous hours after an unpaid break, the employer must give the employee an additional 20 minute paid break.</p> <p>(b) If the employer requires an employee to work more than two hours' overtime after the employee</p> | <p><b>16. Breaks</b></p> <p><b>16.1</b> Clause 16 gives an employee an entitlement to meal breaks and rest breaks.</p> <p><b>16.2</b> An employee who works the number of hours in any one shift specified in column 1 of Table 2—Entitlements to meal and rest break(s) is entitled to a break or breaks as specified in column 2.</p> <p><b>Table 2—Entitlements to meal and rest break(s)</b></p> <table border="1" data-bbox="1602 787 2626 1375"> <thead> <tr> <th data-bbox="1602 787 1973 850">Column 1</th> <th data-bbox="1973 787 2626 850">Column 2</th> </tr> <tr> <th data-bbox="1602 850 1973 903">Hours worked per shift</th> <th data-bbox="1973 850 2626 903">Breaks</th> </tr> </thead> <tbody> <tr> <td data-bbox="1602 903 1973 955">More than 5 and up to 6</td> <td data-bbox="1973 903 2626 955">30 minute unpaid meal break</td> </tr> <tr> <td data-bbox="1602 955 1973 1039">More than 6 and up to 8</td> <td data-bbox="1973 955 2626 1039">30 minute unpaid meal break (to be taken after the first 2 hours of work and within the first 6 hours of work)</td> </tr> <tr> <td data-bbox="1602 1039 1973 1218">More than 8 and up to 10</td> <td data-bbox="1973 1039 2626 1218">30 minute unpaid meal break (to be taken after the first 2 hours of work and within the first 6 hours of work)<br/><br/>One 20 minute paid rest break (may be taken as two 10 minute paid rest breaks)</td> </tr> <tr> <td data-bbox="1602 1218 1973 1375">More than 10</td> <td data-bbox="1973 1218 2626 1375">30 minute unpaid meal break (to be taken after the first 2 hours of work and within the first 6 hours of work)<br/><br/>Two 20 minute paid rest breaks</td> </tr> </tbody> </table> <p><b>16.3</b> In rostering the additional paid rest breaks, the employer must seek to ensure that breaks are spread evenly across the shift.</p> <p><b>16.4</b> An employee working a shift of more than 5 and up to 6 hours who elects to take an unpaid meal break must request the break in writing no later than the start of their shift. The employer must not unreasonably refuse the employee's request.</p> <p><b>16.5</b> A request under clause 16.4 applies to all shifts of more than 5 hours worked by that employee unless otherwise agreed between the employee and the employer.</p> <p><b>16.6</b> If an employee is not allowed to take an unpaid meal break in accordance with clause 16.2 during a shift of more than 6 hours, the employer must pay the employee at the rate of <b>150%</b> of the employee's ordinary hourly rate from the end of 6 hours after starting work until either the employee is allowed to take it or the shift ends.</p> <p><b>16.7 Additional rest break</b></p> <p>An employer must give an employee an additional paid rest break of 20 minutes in any of the following</p> | Column 1 | Column 2 | Hours worked per shift | Breaks | More than 5 and up to 6 | 30 minute unpaid meal break | More than 6 and up to 8 | 30 minute unpaid meal break (to be taken after the first 2 hours of work and within the first 6 hours of work) | More than 8 and up to 10 | 30 minute unpaid meal break (to be taken after the first 2 hours of work and within the first 6 hours of work)<br><br>One 20 minute paid rest break (may be taken as two 10 minute paid rest breaks) | More than 10 | 30 minute unpaid meal break (to be taken after the first 2 hours of work and within the first 6 hours of work)<br><br>Two 20 minute paid rest breaks |
| Column 1  | Column 2  |          |          |                        |        |                         |                             |                         |  |                          |  |              |  |
| Hours worked per shift  | Breaks  |          |          |                        |        |                         |                             |                         |  |                          |  |              |  |
| More than 5 and up to 6   | 30 minute unpaid meal break   |          |          |                        |        |                         |                             |                         |  |                          |  |              |  |
| More than 6 and up to 8   | 30 minute unpaid meal break (to be taken after the first 2 hours of work and within the first 6 hours of work)  |          |          |                        |        |                         |                             |                         |  |                          |  |              |  |
| More than 8 and up to 10  | 30 minute unpaid meal break (to be taken after the first 2 hours of work and within the first 6 hours of work)<br><br>One 20 minute paid rest break (may be taken as two 10 minute paid rest breaks)  |          |          |                        |        |                         |                             |                         |  |                          |  |              |  |
| More than 10  | 30 minute unpaid meal break (to be taken after the first 2 hours of work and within the first 6 hours of work)<br><br>Two 20 minute paid rest breaks  |          |          |                        |        |                         |                             |                         |  |                          |  |              |  |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
|---|---|---------------------------------|---------------------|---------------------|--|--|----|----|--|--------------|--------|-------|---------|-------------------------------------|--------|-------|-----------------------|--|--|---------------------------|--|--|---------|------------------|--------|-------|--------------|--|--|--------------------------------------|--|--|-------------------------------------|--|--|----------------------|--|--|-----------------------|--|--|---------------------------|--|--|---------|---------------------------|--|--|------------------|--|--|---------------------|--|--|------------------|--------|-------|--------------|--|--|--|-------------------------------------|--|--|---|-------------------------------------|---------------------------------|---------------------------------|---------------------------|----------|---------|----------------|----------|---------|-------------------------------------|--|--|-----------------------|--|--|---------------------------|--|--|----------------|----------|---------|------------------|--|--|--------------|--|--|--------------------------------------|--|--|-------------------------------------|--|--|----------------------|--|--|-----------------------|--|--|---------------------------|--|--|---------------------------|--|--|------------------|--|--|---------------------|--|--|----------------|----------|---------|
| <p>completes his or her rostered hours, the employer must give the employee an additional 20 minute paid break.</p>   | <p>circumstances:</p> <p>(a) the employee is required to work more than 5 continuous hours after an unpaid meal break; or</p> <p>(b) the employee is required to work more than 2 hours overtime after finishing their rostered hours.</p>  |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| <p><b>18. Work organisation</b></p> <p>Employees must undertake duties as directed within the limits of their competence and may undertake duties across the different streams contained in the classification definitions in Schedule D—Classification Definitions.</p>  | <p><b>Part 4—Wages and Allowances</b></p> <p><b>Work organisation</b></p> <p>An employer may require an employee to perform duties across the different classification streams set out in Schedule A—Classification Structure and Definitions that they are competent to perform.</p> |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| <p><b>20. Minimum wages</b></p> <p><b>20.1 General</b></p> <p>An adult employee within a level specified in the following table (other than an apprentice) will be paid not less than the rate per week assigned to the classification, as defined in Schedule D—Classification Definitions, for the area in which such employee is working. An employee’s rate of pay is inclusive of the award rate set out in this clause and the additional allowance for a fork-lift driver set out in clause 21.2(a).</p> <table border="1" data-bbox="237 766 1439 1948"> <thead> <tr> <th>Level</th> <th>Classification</th> <th>Minimum weekly wage</th> <th>Minimum hourly wage</th> </tr> <tr> <td></td> <td></td> <td>\$</td> <td>\$</td> </tr> </thead> <tbody> <tr> <td></td> <td>Introductory</td> <td>672.70</td> <td>17.70</td> </tr> <tr> <td rowspan="3">Level 1</td> <td>Food and beverage attendant grade 1</td> <td>692.10</td> <td>18.21</td> </tr> <tr> <td>Guest service grade 1</td> <td></td> <td></td> </tr> <tr> <td>Kitchen attendant grade 1</td> <td></td> <td></td> </tr> <tr> <td rowspan="7">Level 2</td> <td>Clerical grade 1</td> <td>718.60</td> <td>18.91</td> </tr> <tr> <td>Cook grade 1</td> <td></td> <td></td> </tr> <tr> <td>Door person/security officer grade 1</td> <td></td> <td></td> </tr> <tr> <td>Food and beverage attendant grade 2</td> <td></td> <td></td> </tr> <tr> <td>Front office grade 1</td> <td></td> <td></td> </tr> <tr> <td>Guest service grade 2</td> <td></td> <td></td> </tr> <tr> <td>Kitchen attendant grade 2</td> <td></td> <td></td> </tr> <tr> <td rowspan="5">Level 3</td> <td>Leisure attendant grade 1</td> <td></td> <td></td> </tr> <tr> <td>Gardener grade 1</td> <td></td> <td></td> </tr> <tr> <td>Storeperson grade 1</td> <td></td> <td></td> </tr> <tr> <td>Clerical grade 2</td> <td>743.30</td> <td>19.56</td> </tr> <tr> <td>Cook grade 2</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Food and beverage attendant grade 3</td> <td></td> <td></td> </tr> </tbody> </table> | Level   | Classification                  | Minimum weekly wage | Minimum hourly wage |  |  | \$ | \$ |  | Introductory | 672.70 | 17.70 | Level 1 | Food and beverage attendant grade 1 | 692.10 | 18.21 | Guest service grade 1 |  |  | Kitchen attendant grade 1 |  |  | Level 2 | Clerical grade 1 | 718.60 | 18.91 | Cook grade 1 |  |  | Door person/security officer grade 1 |  |  | Food and beverage attendant grade 2 |  |  | Front office grade 1 |  |  | Guest service grade 2 |  |  | Kitchen attendant grade 2 |  |  | Level 3 | Leisure attendant grade 1 |  |  | Gardener grade 1 |  |  | Storeperson grade 1 |  |  | Clerical grade 2 | 743.30 | 19.56 | Cook grade 2 |  |  |  | Food and beverage attendant grade 3 |  |  | <p><b>18. Minimum rates</b></p> <p><b>18.1</b> An employer must pay an adult employee (other than an apprentice) the minimum hourly rate specified in column 3 (or for a full-time employee the minimum weekly rate specified in column 2) in accordance with the employee classification specified in column 1 of Table 3—Minimum rates.</p> <p>NOTE 1: Adult employee is defined in clause 2—Definitions.</p> <p>NOTE 2: Provisions for calculating wages for an employee aged under 21 years is at clause 18.4—Junior rates.</p> <p><b>Table 3—Minimum rates</b></p> <table border="1" data-bbox="1602 892 2656 1948"> <thead> <tr> <th>Column 1<br/>Employee classification</th> <th>Column 2<br/>Minimum weekly rate</th> <th>Column 3<br/>Minimum hourly rate</th> </tr> </thead> <tbody> <tr> <td><b>Introductory level</b></td> <td>\$672.70</td> <td>\$17.70</td> </tr> <tr> <td><b>Level 1</b></td> <td>\$692.10</td> <td>\$18.21</td> </tr> <tr> <td>Food and beverage attendant grade 1</td> <td></td> <td></td> </tr> <tr> <td>Guest service grade 1</td> <td></td> <td></td> </tr> <tr> <td>Kitchen attendant grade 1</td> <td></td> <td></td> </tr> <tr> <td><b>Level 2</b></td> <td>\$718.60</td> <td>\$18.91</td> </tr> <tr> <td>Clerical grade 1</td> <td></td> <td></td> </tr> <tr> <td>Cook grade 1</td> <td></td> <td></td> </tr> <tr> <td>Door person/security officer grade 1</td> <td></td> <td></td> </tr> <tr> <td>Food and beverage attendant grade 2</td> <td></td> <td></td> </tr> <tr> <td>Front office grade 1</td> <td></td> <td></td> </tr> <tr> <td>Guest service grade 2</td> <td></td> <td></td> </tr> <tr> <td>Kitchen attendant grade 2</td> <td></td> <td></td> </tr> <tr> <td>Leisure attendant grade 1</td> <td></td> <td></td> </tr> <tr> <td>Gardener grade 1</td> <td></td> <td></td> </tr> <tr> <td>Storeperson grade 1</td> <td></td> <td></td> </tr> <tr> <td><b>Level 3</b></td> <td>\$743.30</td> <td>\$19.56</td> </tr> </tbody> </table> | Column 1<br>Employee classification | Column 2<br>Minimum weekly rate | Column 3<br>Minimum hourly rate | <b>Introductory level</b> | \$672.70 | \$17.70 | <b>Level 1</b> | \$692.10 | \$18.21 | Food and beverage attendant grade 1 |  |  | Guest service grade 1 |  |  | Kitchen attendant grade 1 |  |  | <b>Level 2</b> | \$718.60 | \$18.91 | Clerical grade 1 |  |  | Cook grade 1 |  |  | Door person/security officer grade 1 |  |  | Food and beverage attendant grade 2 |  |  | Front office grade 1 |  |  | Guest service grade 2 |  |  | Kitchen attendant grade 2 |  |  | Leisure attendant grade 1 |  |  | Gardener grade 1 |  |  | Storeperson grade 1 |  |  | <b>Level 3</b> | \$743.30 | \$19.56 |
| Level   | Classification  | Minimum weekly wage             | Minimum hourly wage |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
|   |   | \$                              | \$                  |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
|   | Introductory  | 672.70                          | 17.70               |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| Level 1   | Food and beverage attendant grade 1   | 692.10                          | 18.21               |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
|   | Guest service grade 1   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
|   | Kitchen attendant grade 1   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| Level 2   | Clerical grade 1  | 718.60                          | 18.91               |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
|   | Cook grade 1  |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
|   | Door person/security officer grade 1  |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
|   | Food and beverage attendant grade 2   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
|   | Front office grade 1  |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
|   | Guest service grade 2   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
|   | Kitchen attendant grade 2   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| Level 3   | Leisure attendant grade 1   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
|   | Gardener grade 1  |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
|   | Storeperson grade 1   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
|   | Clerical grade 2  | 743.30                          | 19.56               |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
|   | Cook grade 2  |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
|   | Food and beverage attendant grade 3   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| Column 1<br>Employee classification   | Column 2<br>Minimum weekly rate   | Column 3<br>Minimum hourly rate |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| <b>Introductory level</b>   | \$672.70  | \$17.70                         |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| <b>Level 1</b>  | \$692.10  | \$18.21                         |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| Food and beverage attendant grade 1   |   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| Guest service grade 1   |   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| Kitchen attendant grade 1   |   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| <b>Level 2</b>  | \$718.60  | \$18.91                         |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| Clerical grade 1  |   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| Cook grade 1  |   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| Door person/security officer grade 1  |   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| Food and beverage attendant grade 2   |   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| Front office grade 1  |   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| Guest service grade 2   |   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| Kitchen attendant grade 2   |   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| Leisure attendant grade 1   |   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| Gardener grade 1  |   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| Storeperson grade 1   |   |                                 |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |
| <b>Level 3</b>  | \$743.30  | \$19.56                         |                     |                     |  |  |    |    |  |              |        |       |         |                                     |        |       |                       |  |  |                           |  |  |         |                  |        |       |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |         |                           |  |  |                  |  |  |                     |  |  |                  |        |       |              |  |  |  |                                     |  |  |   |                                     |                                 |                                 |                           |          |         |                |          |         |                                     |  |  |                       |  |  |                           |  |  |                |          |         |                  |  |  |              |  |  |                                      |  |  |                                     |  |  |                      |  |  |                       |  |  |                           |  |  |                           |  |  |                  |  |  |                     |  |  |                |          |         |

| Hospitality Industry (General) Award 2010 |  |        |       | Plain Language ED – Hospitality Industry (General) Award 2017 |  |          |         |
|---|--|--------|-------|---|--|----------|---------|
|   | Fork-lift driver                                   |        |       |   | Clerical grade 2                                   |          |         |
|   | Front office grade 2                               |        |       |   | Cook grade 2                                       |          |         |
|   | Guest service grade 3                              |        |       |   | Food and beverage attendant grade 3                |          |         |
|   | Handyperson  |        |       |   | Fork-lift driver                                   |          |         |
|   | Kitchen attendant grade 3                          |        |       |   | Front office grade 2                               |          |         |
|   | Leisure attendant grade 2                          |        |       |   | Guest service grade 3                              |          |         |
|   | Gardener grade 2                                   |        |       |   | Handyperson  |          |         |
|   | Storeperson grade 2                                |        |       |   | Kitchen attendant grade 3                          |          |         |
|   | Timekeeper/security officer grade 2                |        |       |   | Leisure attendant grade 2                          |          |         |
| Level 4                                   | Clerical grade 3                                   | 783.30 | 20.61 |   | Gardener grade 2                                   |          |         |
|   | Cook (tradesperson) grade 3                        |        |       |   | Storeperson grade 2                                |          |         |
|   | Food and beverage attendant (tradesperson) grade 4 |        |       |   | Timekeeper/security officer grade 2                |          |         |
|   | Front office grade 3                               |        |       |   | <b>Level 4</b>                                     | \$783.30 | \$20.61 |
|   | Guest service grade 4                              |        |       |   | Clerical grade 3                                   |          |         |
|   | Leisure attendant grade 3                          |        |       |   | Cook (tradesperson) grade 3                        |          |         |
|   | Gardener grade 3 (tradesperson)                    |        |       |   | Food and beverage attendant (tradesperson) grade 4 |          |         |
|   | Storeperson grade 3                                |        |       |   | Front office grade 3                               |          |         |
| Level 5                                   | Clerical supervisor                                | 832.30 | 21.90 |   | Guest service grade 4                              |          |         |
|   | Cook (tradesperson) grade 4                        |        |       |   | Leisure attendant grade 3                          |          |         |
|   | Food and beverage supervisor                       |        |       |   | Gardener grade 3 (tradesperson)                    |          |         |
|   | Front office supervisor                            |        |       |   | Storeperson grade 3                                |          |         |
|   | Guest service supervisor                           |        |       |   | <b>Level 5</b>                                     | \$832.30 | \$21.90 |
|   | Gardener grade 4 (tradesperson)                    |        |       |   | Clerical supervisor                                |          |         |
| Level 6                                   | Cook (tradesperson) grade 5                        | 854.60 | 22.49 |   | Cook (tradesperson) grade 4                        |          |         |
|   |  |        |       |   | Food and beverage supervisor                       |          |         |
|   |  |        |       |   | Front office supervisor                            |          |         |
|   |  |        |       |   | Guest service supervisor                           |          |         |
|   |  |        |       |   | Gardener grade 4 (tradesperson)                    |          |         |
|   |  |        |       |   | <b>Level 6</b>                                     | \$854.60 | \$22.49 |
|   |  |        |       |   | Cook (tradesperson) grade 5                        |          |         |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
|---|---|---------------------|---------------------|--|--|----|--|--------------|--------|---------|---|--------|---------|---|--------|--|-------------------------------------|--|--|--------------------------------------|--|--|--------------------------|--|--|---------------------------------|--|---------|-------------------------------------|--------|--|---------------------------------|--|--|--------------------------|--|----------|--------------------------------------|--------|---------|-------------------------------------|--------|--|---------------------------------|--|--|--------------------------|--|---------|--------------------------------------|--------|--|---------------------------------|--|---------|--------------------------------------|--------|--|---------------------------------|--|--|-----------------------|--|--|-------------------------------------|---------------------------------|---------------------------|----------|----------------|----------|---|--|----------------|----------|---|--|-------------------------------------|--|--------------------------------------|--|--------------------------|--|---------------------------------|--|----------------|----------|-------------------------------------|--|---------------------------------|--|--------------------------|--|---|----------|----------------|----------|-------------------------------------|--|---------------------------------|--|--------------------------|--|----------------|----------|--------------------------------------|--|---------------------------------|--|
| <p><b>20.2 Managerial staff (Hotels)</b></p> <p>The minimum annual salary payable to employees within the Managerial Staff (Hotels) classification level within Schedule D, will be \$44,518 per annum.</p>   | <p><b>18.2 Managerial staff (Hotels)</b></p> <p>An employer must pay an employee within the Managerial Staff (Hotels) classification level as defined by Schedule A—Classification Structure and Definitions a minimum annual salary of <b>\$44,518.00</b>.</p> |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| <p><b>20.3 Casino gaming classifications</b></p> <p>An adult employee of a classification specified in the table hereunder must be paid not less than the rate per week assigned to the classification, as defined in the Casino Gaming Stream within Schedule D—Classification Definitions, for the work on which the employee is engaged:</p> <table border="1" data-bbox="243 493 1394 1654"> <thead> <tr> <th>Level</th> <th>Classification</th> <th>Minimum weekly rate</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>\$</td> </tr> <tr> <td></td> <td>Introductory</td> <td>692.10</td> </tr> <tr> <td>Level 1</td> <td>Casino electronic gaming employee grade 1</td> <td>734.00</td> </tr> <tr> <td>Level 2</td> <td>Casino electronic gaming employee grade 2</td> <td>758.70</td> </tr> <tr> <td></td> <td>Casino equipment technician grade 1</td> <td></td> </tr> <tr> <td></td> <td>Casino table gaming employee grade 1</td> <td></td> </tr> <tr> <td></td> <td>Customer liaison officer</td> <td></td> </tr> <tr> <td></td> <td>Gaming finance employee grade 1</td> <td></td> </tr> <tr> <td>Level 3</td> <td>Casino equipment technician grade 2</td> <td>783.30</td> </tr> <tr> <td></td> <td>Gaming finance employee grade 2</td> <td></td> </tr> <tr> <td></td> <td>Security officer grade 1</td> <td></td> </tr> <tr> <td>Level 3A</td> <td>Casino table gaming employee grade 2</td> <td>820.00</td> </tr> <tr> <td>Level 4</td> <td>Casino equipment technician grade 3</td> <td>832.30</td> </tr> <tr> <td></td> <td>Gaming finance employee grade 3</td> <td></td> </tr> <tr> <td></td> <td>Security officer grade 2</td> <td></td> </tr> <tr> <td>Level 5</td> <td>Casino table gaming employee grade 3</td> <td>857.10</td> </tr> <tr> <td></td> <td>Gaming finance employee grade 4</td> <td></td> </tr> <tr> <td>Level 6</td> <td>Casino table gaming employee grade 4</td> <td>881.70</td> </tr> <tr> <td></td> <td>Gaming finance employee grade 5</td> <td></td> </tr> <tr> <td></td> <td>Surveillance operator</td> <td></td> </tr> </tbody> </table> | Level   | Classification      | Minimum weekly rate |  |  | \$ |  | Introductory | 692.10 | Level 1 | Casino electronic gaming employee grade 1 | 734.00 | Level 2 | Casino electronic gaming employee grade 2 | 758.70 |  | Casino equipment technician grade 1 |  |  | Casino table gaming employee grade 1 |  |  | Customer liaison officer |  |  | Gaming finance employee grade 1 |  | Level 3 | Casino equipment technician grade 2 | 783.30 |  | Gaming finance employee grade 2 |  |  | Security officer grade 1 |  | Level 3A | Casino table gaming employee grade 2 | 820.00 | Level 4 | Casino equipment technician grade 3 | 832.30 |  | Gaming finance employee grade 3 |  |  | Security officer grade 2 |  | Level 5 | Casino table gaming employee grade 3 | 857.10 |  | Gaming finance employee grade 4 |  | Level 6 | Casino table gaming employee grade 4 | 881.70 |  | Gaming finance employee grade 5 |  |  | Surveillance operator |  | <p><b>18.3 Casino gaming classifications</b></p> <p>An employer must pay an adult employee (other than an apprentice) the minimum weekly rate specified in column 2 in accordance with the employee classification specified in column 1 of Table 4—Casino gaming minimum rates as defined by the Casino Gaming Stream in Schedule A—Classification Structure and Definitions.</p> <p><b>Table 4—Casino gaming minimum rates</b></p> <table border="1" data-bbox="1608 571 2410 1936"> <thead> <tr> <th>Column 1<br/>Employee classification</th> <th>Column 2<br/>Minimum weekly rate</th> </tr> </thead> <tbody> <tr> <td><b>Introductory level</b></td> <td>\$692.10</td> </tr> <tr> <td><b>Level 1</b></td> <td>\$734.00</td> </tr> <tr> <td>Casino electronic gaming employee grade 1</td> <td></td> </tr> <tr> <td><b>Level 2</b></td> <td>\$758.70</td> </tr> <tr> <td>Casino electronic gaming employee grade 2</td> <td></td> </tr> <tr> <td>Casino equipment technician grade 1</td> <td></td> </tr> <tr> <td>Casino table gaming employee grade 1</td> <td></td> </tr> <tr> <td>Customer liaison officer</td> <td></td> </tr> <tr> <td>Gaming finance employee grade 1</td> <td></td> </tr> <tr> <td><b>Level 3</b></td> <td>\$783.30</td> </tr> <tr> <td>Casino equipment technician grade 2</td> <td></td> </tr> <tr> <td>Gaming finance employee grade 2</td> <td></td> </tr> <tr> <td>Security officer grade 1</td> <td></td> </tr> <tr> <td>Level 3A Casino table gaming employee grade 2</td> <td>\$820.00</td> </tr> <tr> <td><b>Level 4</b></td> <td>\$832.30</td> </tr> <tr> <td>Casino equipment technician grade 3</td> <td></td> </tr> <tr> <td>Gaming finance employee grade 3</td> <td></td> </tr> <tr> <td>Security officer grade 2</td> <td></td> </tr> <tr> <td><b>Level 5</b></td> <td>\$857.10</td> </tr> <tr> <td>Casino table gaming employee grade 3</td> <td></td> </tr> <tr> <td>Gaming finance employee grade 4</td> <td></td> </tr> </tbody> </table> | Column 1<br>Employee classification | Column 2<br>Minimum weekly rate | <b>Introductory level</b> | \$692.10 | <b>Level 1</b> | \$734.00 | Casino electronic gaming employee grade 1 |  | <b>Level 2</b> | \$758.70 | Casino electronic gaming employee grade 2 |  | Casino equipment technician grade 1 |  | Casino table gaming employee grade 1 |  | Customer liaison officer |  | Gaming finance employee grade 1 |  | <b>Level 3</b> | \$783.30 | Casino equipment technician grade 2 |  | Gaming finance employee grade 2 |  | Security officer grade 1 |  | Level 3A Casino table gaming employee grade 2 | \$820.00 | <b>Level 4</b> | \$832.30 | Casino equipment technician grade 3 |  | Gaming finance employee grade 3 |  | Security officer grade 2 |  | <b>Level 5</b> | \$857.10 | Casino table gaming employee grade 3 |  | Gaming finance employee grade 4 |  |
| Level   | Classification  | Minimum weekly rate |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
|   |   | \$                  |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
|   | Introductory  | 692.10              |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Level 1   | Casino electronic gaming employee grade 1   | 734.00              |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Level 2   | Casino electronic gaming employee grade 2   | 758.70              |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
|   | Casino equipment technician grade 1   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
|   | Casino table gaming employee grade 1  |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
|   | Customer liaison officer  |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
|   | Gaming finance employee grade 1   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Level 3   | Casino equipment technician grade 2   | 783.30              |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
|   | Gaming finance employee grade 2   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
|   | Security officer grade 1  |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Level 3A  | Casino table gaming employee grade 2  | 820.00              |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Level 4   | Casino equipment technician grade 3   | 832.30              |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
|   | Gaming finance employee grade 3   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
|   | Security officer grade 2  |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Level 5   | Casino table gaming employee grade 3  | 857.10              |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
|   | Gaming finance employee grade 4   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Level 6   | Casino table gaming employee grade 4  | 881.70              |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
|   | Gaming finance employee grade 5   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
|   | Surveillance operator   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Column 1<br>Employee classification   | Column 2<br>Minimum weekly rate   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| <b>Introductory level</b>   | \$692.10  |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| <b>Level 1</b>  | \$734.00  |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Casino electronic gaming employee grade 1   |   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| <b>Level 2</b>  | \$758.70  |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Casino electronic gaming employee grade 2   |   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Casino equipment technician grade 1   |   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Casino table gaming employee grade 1  |   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Customer liaison officer  |   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Gaming finance employee grade 1   |   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| <b>Level 3</b>  | \$783.30  |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Casino equipment technician grade 2   |   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Gaming finance employee grade 2   |   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Security officer grade 1  |   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Level 3A Casino table gaming employee grade 2   | \$820.00  |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| <b>Level 4</b>  | \$832.30  |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Casino equipment technician grade 3   |   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Gaming finance employee grade 3   |   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Security officer grade 2  |   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| <b>Level 5</b>  | \$857.10  |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Casino table gaming employee grade 3  |   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |
| Gaming finance employee grade 4   |   |                     |                     |  |  |    |  |              |        |         |   |        |         |   |        |  |                                     |  |  |                                      |  |  |                          |  |  |                                 |  |         |                                     |        |  |                                 |  |  |                          |  |          |                                      |        |         |                                     |        |  |                                 |  |  |                          |  |         |                                      |        |  |                                 |  |         |                                      |        |  |                                 |  |  |                       |  |  |                                     |                                 |                           |          |                |          |   |  |                |          |   |  |                                     |  |                                      |  |                          |  |                                 |  |                |          |                                     |  |                                 |  |                          |  |   |          |                |          |                                     |  |                                 |  |                          |  |                |          |                                      |  |                                 |  |

| Hospitality Industry (General) Award 2010  | Plain Language ED – Hospitality Industry (General) Award 2017  |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
|--|--|-----------------|--------------------|----|----------|----|----------|----|----------|----|----------|-----|-----|-----------------|----------------|----|----------|----|----------|----|----------|----|----------|----|----------|-----|---|-----------------|-------------------------------|---------------------------|-----|-----------------|-----|-----------------|-----|-----------------|-----|-----------------|------|-----------------|-------------------------------|---------------------------|-----|-----------------|-----|-----------------|-----|-----------------|-----|-----------------|-----|-----------------|------|
|  | <b>Level 6</b><br>Casino table gaming employee grade 4<br>Gaming finance employee grade 5<br>Surveillance operator | \$881.70        |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| <p><b>20.5 Juniors</b></p> <p><b>(a) Junior employees (other than office juniors)</b><br/>           The minimum rates of wages for junior employees are the undermentioned percentages of the rates prescribed for the appropriate adult classification for the work performed for the area in which such junior is working:</p> <table border="1" data-bbox="314 611 923 940"> <thead> <tr> <th>Age</th> <th>% of adult rate</th> </tr> </thead> <tbody> <tr> <td>16 years and under</td> <td>50</td> </tr> <tr> <td>17 years</td> <td>60</td> </tr> <tr> <td>18 years</td> <td>70</td> </tr> <tr> <td>19 years</td> <td>85</td> </tr> <tr> <td>20 years</td> <td>100</td> </tr> </tbody> </table> <p><b>(b) Junior office employees</b><br/>           The minimum rates of wages for junior office employees are the undermentioned percentages of rates prescribed for the grade in which they are working:</p> <table border="1" data-bbox="314 1077 923 1465"> <thead> <tr> <th>Age</th> <th>% of adult rate</th> </tr> </thead> <tbody> <tr> <td>Under 16 years</td> <td>45</td> </tr> <tr> <td>16 years</td> <td>55</td> </tr> <tr> <td>17 years</td> <td>65</td> </tr> <tr> <td>18 years</td> <td>75</td> </tr> <tr> <td>19 years</td> <td>90</td> </tr> <tr> <td>20 years</td> <td>100</td> </tr> </tbody> </table> | Age  | % of adult rate | 16 years and under | 50 | 17 years | 60 | 18 years | 70 | 19 years | 85 | 20 years | 100 | Age | % of adult rate | Under 16 years | 45 | 16 years | 55 | 17 years | 65 | 18 years | 75 | 19 years | 90 | 20 years | 100 | <p><b>18.4 Junior rates</b></p> <p>NOTE: Junior employee is defined in clause 2—Definitions.</p> <p><b>(a) Junior employees (other than junior office employees)</b><br/>           An employer must pay a junior employee, who is not a junior office employee, aged as specified in column 1 of Table 5—Junior employees (other than junior office employees) the minimum percentage specified in column 2 of the minimum rate that would otherwise be applicable under Table 3—Minimum rates (see clause 18.1).</p> <p><b>Table 5—Junior employees (other than junior office employees)</b></p> <table border="1" data-bbox="1685 814 2496 1192"> <thead> <tr> <th>Column 1<br/>Age</th> <th>Column 2<br/>% of minimum rate</th> </tr> </thead> <tbody> <tr> <td>16 years of age and under</td> <td>50%</td> </tr> <tr> <td>17 years of age</td> <td>60%</td> </tr> <tr> <td>18 years of age</td> <td>70%</td> </tr> <tr> <td>19 years of age</td> <td>85%</td> </tr> <tr> <td>20 years of age</td> <td>100%</td> </tr> </tbody> </table> <p><b>(b) Junior office employees</b><br/>           An employer must pay a junior office employee aged as specified in column 1 of Table 6—Junior office employees the minimum percentage specified in column 2 of the minimum rate that would otherwise be applicable under Table 3—Minimum rates (see clause 18.1).</p> <p><b>Table 6—Junior office employees</b></p> <table border="1" data-bbox="1685 1476 2531 1902"> <thead> <tr> <th>Column 1<br/>Age</th> <th>Column 2<br/>% of minimum rate</th> </tr> </thead> <tbody> <tr> <td>15 years of age and under</td> <td>45%</td> </tr> <tr> <td>16 years of age</td> <td>55%</td> </tr> <tr> <td>17 years of age</td> <td>65%</td> </tr> <tr> <td>18 years of age</td> <td>75%</td> </tr> <tr> <td>19 years of age</td> <td>90%</td> </tr> <tr> <td>20 years of age</td> <td>100%</td> </tr> </tbody> </table> | Column 1<br>Age | Column 2<br>% of minimum rate | 16 years of age and under | 50% | 17 years of age | 60% | 18 years of age | 70% | 19 years of age | 85% | 20 years of age | 100% | Column 1<br>Age | Column 2<br>% of minimum rate | 15 years of age and under | 45% | 16 years of age | 55% | 17 years of age | 65% | 18 years of age | 75% | 19 years of age | 90% | 20 years of age | 100% |
| Age  | % of adult rate  |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 16 years and under   | 50   |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 17 years   | 60   |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 18 years   | 70   |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 19 years   | 85   |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 20 years   | 100  |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| Age  | % of adult rate  |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| Under 16 years   | 45   |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 16 years   | 55   |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 17 years   | 65   |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 18 years   | 75   |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 19 years   | 90   |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 20 years   | 100  |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| Column 1<br>Age  | Column 2<br>% of minimum rate  |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 16 years of age and under  | 50%  |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 17 years of age  | 60%  |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 18 years of age  | 70%  |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 19 years of age  | 85%  |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 20 years of age  | 100%   |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| Column 1<br>Age  | Column 2<br>% of minimum rate  |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 15 years of age and under  | 45%  |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 16 years of age  | 55%  |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 17 years of age  | 65%  |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 18 years of age  | 75%  |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 19 years of age  | 90%  |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |
| 20 years of age  | 100%   |                 |                    |    |          |    |          |    |          |    |          |     |     |                 |                |    |          |    |          |    |          |    |          |    |          |     |   |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |      |                 |                               |                           |     |                 |     |                 |     |                 |     |                 |     |                 |      |

**20.4 Apprentice wages**

**(a) Cooking apprenticeship**

- (i) A person who has completed a full apprenticeship for cooking must be paid not less than the standard weekly rate.
- (ii) An employee apprenticed in the cooking trade will be paid the percentage of the standard weekly rate, as follows:

| Year   | %  |
|--------|----|
| First  | 55 |
| Second | 65 |
| Third  | 80 |
| Fourth | 95 |

**(b) Waiting apprenticeship**

- (i) Any person who has completed a full apprenticeship as a qualified tradesperson must be paid not less than the standard weekly rate.
- (ii) An employee apprenticed in the waiting trade will be paid the standard weekly rate, or the wage as otherwise prescribed, as follows:

|                   |  |
|-------------------|--|
| First six months  | 70%  |
| Second six months | 85%  |
| Third six months  | Midway between the total rate prescribed for food and beverage attendant grade 2 (waiter) in clause 20.1 and the standard weekly rate; and |
| Fourth six months | Midway between the total rate prescribed for third six months, above, and the standard weekly rate.  |

**19. Apprentice rates**

**19.1 Cooking apprenticeship**

- (a) An employer must pay an apprentice in the cooking trade at not less than the minimum weekly rate specified in column 3 in accordance with the year of the apprenticeship specified in column 1 of Table 7—Cooking apprentice minimum rates.

NOTE: The minimum weekly rates specified in column 3 are the percentage of the standard weekly rate specified in column 2 of Table 7—Cooking apprentice minimum rates.

**Table 7—Cooking apprentice minimum rates**

| Column 1<br>Year of apprenticeship | Column 2<br>% of standard weekly rate | Column 3<br>Minimum weekly rate |
|------------------------------------|---------------------------------------|---------------------------------|
| 1st year                           | 55%                                   | \$430.82                        |
| 2nd year                           | 65%                                   | \$509.15                        |
| 3rd year                           | 80%                                   | \$626.64                        |
| 4th year                           | 95%                                   | \$744.14                        |

- (b) An employer must pay an employee who has completed a full apprenticeship for cooking at not less than the standard weekly rate.

**19.2 Waiting apprenticeship**

- (a) An employer must pay an apprentice in the waiting trade at not less than the minimum weekly rate specified in column 3 in accordance with the stages of the apprenticeship specified in column 1 of Table 8—Waiting apprentice minimum rates. The rate in column 3 is calculated based on the method specified in column 2.

NOTE: The minimum weekly rates specified in column 3 are calculated as specified in column 2 of Table 8—Waiting apprentice minimum rates.

**Table 8—Waiting apprentice minimum rates**

| Column 1<br>Stage of apprenticeship | Column 2<br>How minimum weekly rate is calculated  | Column 3<br>Minimum weekly rate |
|-------------------------------------|--|---------------------------------|
| 1st 6 months                        | 70% of the standard weekly rate  | \$548.31                        |
| 2nd 6 months                        | 85% of the standard weekly rate  | \$665.81                        |
| 3rd 6 months                        | Midway between the minimum rate prescribed for Food and beverage attendant grade 2 in Table 3—Minimum rates (see clause 18.1) and the standard weekly rate | \$750.95                        |
| 4th 6 months                        | Midway between the rate specified for the 3 <sup>rd</sup> 6 months and the standard weekly rate  | \$767.13                        |

| Hospitality Industry (General) Award 2010  | Plain Language ED – Hospitality Industry (General) Award 2017  |
|--|--|
|  | <p>(b) An employer must pay an employee who has completed a full apprenticeship as a qualified tradesperson at not less than the standard weekly rate.</p>   |
| <p>(c) <b>Proficiency payments—cooking trade</b></p> <p>(i) <b>Application</b></p> <p>Proficiency pay as set out in clause 20.4(c)(ii) will apply to apprentices who have successfully completed their schooling in a given year.</p> <p>(ii) <b>Payments</b></p> <p>Apprentices must receive the standard weekly rate during the latter half of the fourth year of the apprenticeship where the standard of proficiency has been attained on one, two or three occasions on the following basis:</p> <p>(1) one occasion only:</p> <ul style="list-style-type: none"> <li>• for the first nine months of the fourth year of apprenticeship, the normal fourth year rate of pay;</li> <li>• thereafter, the standard weekly rate.</li> </ul> <p>(2) on two occasions:</p> <ul style="list-style-type: none"> <li>• for the first six months of the fourth year of apprenticeship, the normal fourth year rate of pay;</li> <li>• thereafter, the standard weekly rate.</li> </ul> <p>(3) on all three occasions:</p> <ul style="list-style-type: none"> <li>• for the entire fourth year, the standard weekly rate.</li> </ul> | <p><b>19.3 Proficiency payments—cooking trade</b></p> <p>An employer must pay a 4th year apprentice in the cooking trade as follows:</p> <p>(a) at the 4<sup>th</sup> year apprentice rate specified in Table 7—Cooking apprentice minimum rates (see clause 19.1(a)) for the first 9 months of the year and the standard weekly rate for the rest of the year if the apprentice has successfully completed their schooling for a year on one occasion only;</p> <p>(b) at the 4th year apprentice rate specified in Table 7—Cooking apprentice minimum rates (see clause 19.1(a)) for the first 6 months of the year and the standard weekly rate for the rest of the year if the apprentice has successfully completed their schooling for a year on 2 occasions;</p> <p>(c) at the standard weekly rate for the entire 4th year if the apprentice has successfully completed their schooling for a year on 3 occasions.</p> |
| <p>(d) <b>Proficiency payments—waiting trade</b></p> <p>(i) <b>Application</b></p> <p>Proficiency pay as set out in clause 20.4(d)(ii) will apply to level 2 apprentices who have successfully completed their schooling in the first year.</p> <p>(ii) <b>Payments</b></p> <p>Apprentices who have attained the standard of proficiency in their first year must receive the standard weekly rate during the latter half of the second year of apprenticeship.</p>  | <p><b>19.4 Proficiency payments—waiting trade</b></p> <p>An employer must pay a 2nd year apprentice in the waiting trade at the 2nd year apprentice rate specified in Table 8—Waiting apprentice minimum rates (see clause 19.2(a)) for the first 6 months of the year and the standard weekly rate for the rest of the year if the apprentice has successfully completed their schooling for the first year.</p>  |
| <p>(e) <b>Adult apprentices</b></p> <p>(i) The minimum rate for an adult apprentice who commenced on or after 1 January 2014 and is in the first year of their apprenticeship must be 80% of the minimum wage for Level 4 in clause 20.1, or the rate prescribed by clause 20.4(a) or 20.4(b) for the relevant year of the apprenticeship, whichever is the greater.</p> <p>(ii) The minimum rate for an adult apprentice who commenced on or after 1 January 2014 and is in the second and subsequent years of their apprenticeship must be the rate for the lowest adult classification in clause 20.1, or the rate prescribed by clause 20.4(a) or 20.4(b) for the relevant year of the apprenticeship, whichever is the greater.</p> <p>(iii) A person employed by an employer under this award immediately prior to entering into a training</p>  | <p><b>19.5 Adult apprentices</b></p> <p>NOTE: Adult apprentice is defined in clause 2—Definitions.</p> <p>(a) An employer must pay a first year adult apprentice who commenced on or after 1 January 2014 and is in the first year of their apprenticeship at not less than whichever of the following is the greater:</p> <ul style="list-style-type: none"> <li>(i) 80% of the standard weekly rate; or</li> <li>(ii) the rate in either clause 19.1 or 19.2, as applicable, for the first year of the apprenticeship.</li> </ul> <p>(b) An employer must pay an adult apprentice who commenced on or after 1 January 2014 and is in the second or a subsequent year of the apprenticeship at not less than whichever of the following is the</p>  |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017  |
|---|--|
| <p>agreement as an adult apprentice with that employer must not suffer a reduction in their minimum wage by virtue of entering into the training agreement, provided that the person has been an employee in that enterprise for at least six months as a full-time employee or twelve months as a part-time or regular and systematic casual employee immediately prior to commencing the apprenticeship. For the purpose only of fixing a minimum wage, the adult apprentice must continue to receive the minimum wage that applies to the classification specified in clause 20.1 or 20.3 in which the adult apprentice was engaged immediately prior to entering into the training agreement.</p>   | <p>greater:</p> <ul style="list-style-type: none"> <li>(i) the lowest rate in Table 3—Minimum rates (see clause 18.1);</li> <li>(ii) the rate in either clause 19.1 or 19.2, as applicable, for the relevant year of the apprenticeship.</li> </ul> <p>(c) Paragraph (d) applies to an employee who, immediately before entering into a training agreement as an adult apprentice with an employer, had been employed by the employer as a full-time employee for not less than 6 months or as a part-time or long term casual employee for not less than 12 months.</p> <p>(d) The minimum rate that was applicable to the employee immediately before the person entered into the training agreement continues to be applicable to the employee throughout the apprenticeship.</p>   |
| <p><b>25. Higher duties</b></p> <p><b>25.1</b> Except for Food and beverage attendants grade 2 and 3 as defined in Schedule D—Classification Definitions an employee engaged for two or more hours of one day on duties carrying a higher rate than their ordinary classification must be paid the higher rate for such day. If for less than two hours the employee must be paid the higher rate for the time so worked.</p> <p><b>25.2</b> A higher paid employee will, when necessary, temporarily relieve a lower paid employee without loss of pay.</p>  | <p><b>20. Higher duties</b></p> <p><b>20.1</b> An employer must pay an employee (other than an employee within the Food and beverage attendants grade 2 or 3 classification level), who performs for 2 or more hours on any particular day duties of a classification higher than the employee’s ordinary classification, the minimum hourly rate specified in column 3 of Table 3—Minimum rates (see clause 18.1) for that higher classification for the whole of that day.</p> <p><b>20.2</b> An employer must pay an employee (other than an employee within the Food and beverage attendants grade 2 or 3 classification level), who performs for less than 2 hours on any particular day duties of a classification higher than the employee’s ordinary classification, the minimum hourly rate specified in column 3 of Table 3—Minimum rates (see clause 18.1) for that higher classification for the time during which those duties were performed.</p> <p><b>20.3</b> An employer may require an employee to temporarily perform the duties of a classification lower than the employee’s ordinary classification without loss of pay.</p>  |
| <p><b>26. Payment of wages</b></p> <p><b>26.1</b> Except upon the termination of employment, all wages including overtime must be paid on any day other than Friday, Saturday or Sunday in each week. However, by agreement between the employer and the majority of employees in the workplace, in a week where a holiday occurs payment of wages may be made on Friday.</p> <p><b>26.2</b> By agreement between the employer and the employee wages may be paid either weekly or fortnightly by one of the following means:</p> <ul style="list-style-type: none"> <li>• cash;</li> <li>• cheque; or</li> <li>• payment into the employee’s bank account by electronic funds transfer, without cost to the employee.</li> </ul> <p><b>26.3</b> However, an employer may pay an employee weekly by cash without consultation.</p> <p><b>26.4</b> Employees who are paid their wages at any time other than during their working time, will, if kept waiting more than 15 minutes, be paid overtime rates for all such waiting time.</p> <p><b>26.5</b> Employees who are not paid by electronic funds transfer and whose rostered day off falls on pay day must be paid their wages, if they so desire, before going off duty on the working day prior to their day off.</p> | <p><b>21. Payment of wages</b></p> <p style="background-color: #e0f0e0;">This clause may be affected by AM2016/8</p> <p><b>21.1</b> The employer and an individual employee may agree to a weekly or fortnightly pay period. However, the employer may determine that the pay period of an employee to whom clause 23—Salaries absorption (Managerial Staff (Hotels)) applies is monthly.</p> <p><b>21.2</b> Except on termination of employment, wages may be paid on any day of the week other than a Friday, Saturday or Sunday. However, if the employer and a majority of the employees at a workplace agree, wages may be paid on the Friday of a week during which there is a public holiday.</p> <p><b>21.3</b> The employer and an individual employee may agree to wages being paid, without cost to the employee, by cash, cheque or electronic funds transfer into a bank account nominated by the employee. However, an employer may determine to pay an employee by cash.</p> <p><b>21.4</b> An employee paid by cash or cheque who has to wait at the workplace to be paid for more than 15 minutes is entitled to be paid at the overtime rate for any time longer than 15 minutes spent so waiting.</p> <p><b>21.5</b> An employee paid by cash or cheque who has a rostered day off on a pay day is entitled to be paid on their last day at work before their rostered day off.</p> |

| Hospitality Industry (General) Award 2010  | Plain Language ED – Hospitality Industry (General) Award 2017  |
|--|--|
| <p><b>27. Salary arrangements</b></p> <p><b>27.1 Annualised Salary (Employees other than Managerial Staff (Hotels))</b></p> <p>This clause applies to employees other than those classified as Managerial Staff (Hotels).</p> <p>(a) As an alternative to being paid by the week according to clause 20—Minimum wages, by agreement between the employer and the employee, the employer may pay the employee at a rate equivalent to an annual salary of at least 25% or more above the rate prescribed in clause 20—Minimum wages, times 52 for the work being performed. The employer and the individual employee must genuinely make the agreement without coercion or duress.</p> <p>(b) An agreement provided for in subclause 27.1(a) will:</p> <p>(i) have regard to the pattern of work in the employee’s occupation, industry or enterprise but must not disadvantage the employee involved; and</p> <p>(ii) unless the parties otherwise agree, relieve the employer of the requirements under clauses 32—Penalty rates and 33—Overtime (or other award clauses prescribing monetary entitlements, as specified in the agreement) to pay penalty rates and/or overtime (or other specified award-derived monetary entitlements) that the employer would otherwise be obliged to pay in addition to the weekly award wage for the work performed and the hours worked by the employee, provided that the salary paid over a year will be sufficient to cover what the employee would have been entitled to if all award overtime and penalty rate payment obligations (and other monetary entitlements specified in the agreement) had been complied with.</p> <p>(c) Provided further in the event of termination of employment prior to completion of a year the salary paid during such period of employment will be sufficient to cover what the employee would have been entitled to if all award overtime and penalty rate payment obligations had been complied with.</p> <p>(d) An employee being paid according to this clause will be entitled to a minimum of eight days off per four week cycle. If such an employee is required to work on a public holiday, they are entitled to paid time off that is of equal length to the time worked on the public holiday or the equal length of time worked to be added to their annual leave entitlement.</p> <p>(e) Where payment in accordance with this clause is adopted, the employer must keep a daily record of the hours worked by an employee which will show the date and start and finish times of the employee for the day. The record must be countersigned weekly by the employee and must be kept at the place of employment for a period of at least six years.</p> | <p><b>22. Annualised salary arrangements</b></p> <p>This clause may be affected by AM2016/13</p> <p><b>22.1</b> Clause 22 applies to all employees other than casual employees and employees within the Managerial Staff (Hotels) classification level as defined by Schedule A—Classification Structure and Definitions.</p> <p><b>22.2</b> An individual employee may agree with their employer to be paid an annualised salary. An agreement must be one that is genuinely made without coercion or duress.</p> <p><b>22.3</b> An agreement must take account of the pattern of work in the part of the hospitality industry in which the employee works.</p> <p><b>22.4</b> An annualised salary must be at least <b>125%</b> of the minimum weekly rate that would otherwise be applicable under Table 3—Minimum rates (see clause 18.1) over the year.</p> <p><b>22.5</b> Unless the employer and the employee otherwise agree, an annualised salary satisfies this award in relation to penalty rates and overtime. However, by agreement between the employer and the employee, an annualised salary may satisfy this award in relation to other monetary entitlements provided for by this award.</p> <p><b>22.6</b> An annualised salary must not result in an employee being paid less over a year (or, if the employee’s employment is terminated before a year is completed, over the period of that employment) than would have been the case if an annualised salary had not been agreed and the employee had instead been paid their weekly rate and any other amounts satisfied by the annualised salary.</p> <p><b>22.7</b> An employee who has entered into an agreement under clause 22.2 must be rostered to have a minimum of 8 days off duty during each 4 week cycle of work.</p> <p><b>22.8</b> An employee who has entered into an agreement under clause 22.2 and who is required to work on a public holiday is entitled to paid time off of equal length to the time worked on the public holiday.</p> <p><b>22.9</b> The paid time off mentioned in clause 22.8 may be taken on another day agreed between the employee and the employer or added to the employee’s annual leave entitlement.</p> <p><b>22.10</b> The employer must keep a record of hours worked each day by an employee who has entered into an agreement under clause 22.2 showing the date and the times at which the employee started and finished work that day.</p> <p><b>22.11</b> A record mentioned in clause 22.10 must be countersigned weekly by the employee and kept at the place of employment for 7 years.</p> <p><b>22.12</b> If an annualised salary paid to an employee has the result mentioned in clause 22.6 at the end of a year or period of employment, the employer must pay the employee the difference.</p> |
| <p><b>27.2 Salaries absorption (Managerial Staff (Hotels))</b></p> <p>This clause applies to those employees classified as Managerial Staff.</p> <p>(a) Managerial Staff who are paid a salary of 25% in excess of the minimum annual salary rate of \$44,518 per annum as in clause 20.2 (in receipt of a salary of at least \$55,648 per annum), will not be entitled to the benefit of the terms and conditions within the following clauses:</p> <ul style="list-style-type: none"> <li>• clause 12—Part-time employment;</li> <li>• clause 21—Allowances;</li> <li>• clause 29—Ordinary hours of work (Full-time and part-time employees)</li> <li>• clause 31—Breaks;</li> </ul>   | <p><b>23. Salaries absorption (Managerial Staff (Hotels))</b></p> <p><b>23.1</b> Clause 23 applies to all employees within the Managerial Staff (Hotels) classification level as defined by Schedule A—Classification Structure and Definitions who are paid a salary that is at least <b>125%</b> of the minimum weekly rate that would otherwise be applicable under Table 3—Minimum rates (see clause 18.1) over the year.</p> <p><b>23.2</b> An employee is not entitled to the benefit of the terms and conditions within the following clauses:</p> <p>(a) Clause 10 —Part-time employment;</p> <p>(b) Clause 24 —Allowances;</p> <p>(c) Clause 15—Ordinary hours of work</p> <p>(d) Clause 16—Breaks;</p>   |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017   |
|---|---|
| <ul style="list-style-type: none"> <li>• clause 32—Penalty rates;</li> <li>• clause 33—Overtime;</li> <li>• clause 34.2—Payment for annual leave;</li> <li>• clause 37.1(b)(i)—Additional arrangements for full-time employees (on public holidays);</li> <li>• clause 39—Provision of employee accommodation and meals.</li> </ul> <p>(b) An employee being paid according to clause 27.2(a) will be entitled to a minimum of eight days off per four week cycle.</p> <p>(c) An employee being paid according to clause 27.2(a) who works on a public holiday will be entitled to paid time off that is of equal length to the time worked on the public holiday. This time is to be taken within 28 days of accruing it.</p> <p>(d) For the purpose of calculating the weekly equivalent of the annual salary rates prescribed by this clause, the divisor of 52 will be used and the resultant amount will be taken to the nearest 10 cents. All calculations required to be made under this award for the purpose of determining hourly amounts payable to an employee will be calculated on the weekly equivalent of the annual salary.</p> <p>(e) Managerial Staff will be reimbursed for all monies reasonably expended for and on behalf of the employer subject to hotel policy or approval.</p> | <ul style="list-style-type: none"> <li>(e) Clause 27—Penalty rates;</li> <li>(f) Clause 26—Overtime;</li> <li>(g) Clause 28.3—Payment for annual leave;</li> <li>(h) Clause 31.3—Additional public holiday arrangements for full-time employees;</li> <li>(i) Clause 33—Deductions for provision of employee accommodation and meals.</li> </ul> <p><b>23.3</b> An employee must be rostered to have a minimum of 8 days off duty during each 4 week cycle of work.</p> <p><b>23.4</b> An employee who is required to work on a public holiday is entitled to paid time off of equal length to the time worked on the public holiday.</p> <p><b>23.5</b> The paid time off mentioned in clause 23.4 must be taken within 28 days after the entitlement is accrued.</p> <p><b>23.6</b> Any calculation required to be made under this award to determine hourly amounts payable to an employee must be made by reference to the weekly equivalent of the annual salary of the employee. The weekly equivalent is determined by dividing the annual salary by 52 and rounding the result to the nearest <b>\$0.10</b>.</p> <p><b>23.7</b> Subject to compliance with any reimbursement policy approved by the employer, the employer must reimburse an employee for any money reasonably spent by the employee for and on behalf of the employer.</p> |
| <p><b>27.3 Payment of salaries</b></p> <p>In such circumstances and despite clause 26.2, where an employee is being paid in accordance with clause 27.1 or clause 27.2, the employer may elect to pay the employee monthly.</p>   | <p><i>This provision is written at clause 21.1 (Payment of wages)</i></p>   |
| <p><b>21. Allowances</b></p>  | <p><b>24. Allowances</b></p>  |
| <p>To view the current monetary amounts of work-related allowances refer to the Allowances Sheet.</p>   |   |
| <p><b>21.1 Expenses incurred in the course of employment</b></p> <p>(a) <b>Meal allowance</b></p> <p>(i) An employee required to work overtime for more than two hours without being notified on the previous day or earlier that they will be so required to work must either be supplied with a meal by the employer or be paid an allowance of \$12.57.</p> <p>(ii) If an employee who has been given notice of a requirement to work overtime has provided a meal and is not required to work overtime or is required to work less than the amount advised, they must be paid as prescribed above for the meal which they have provided but which is surplus.</p>   | <p><b>24.1</b> Clause 24 gives employees an entitlement to monetary allowances of specified kinds in specified circumstances.</p> <p>NOTE: Schedule C—Summary of Monetary Allowances contains a summary of monetary allowances and methods of adjustment.</p> <p><b>24.2 All purpose allowances</b></p> <p>(a) Allowances paid for <b>all purposes</b> are included in the rate of pay of an employee who is entitled to the allowance, when calculating any penalties or loadings or payment while they are on annual leave.</p> <p>(b) The fork-lift driver allowance in clause 24.3 is paid for all purposes under this award.</p> <p><b>24.4 Meal allowance</b></p> <p>(a) Clause 24.3 applies to any full-time or part-time employee who:</p> <ul style="list-style-type: none"> <li>(i) is required to work overtime of more than 2 hours; and</li> <li>(ii) was not advised of that requirement on or before the previous day.</li> </ul> <p>(b) The employer must:</p> <ul style="list-style-type: none"> <li>(i) pay the employee a meal allowance of <b>\$12.57</b>; or</li> <li>(ii) supply the employee with a meal.</li> </ul> <p>(c) The employer must pay the employee a meal allowance of <b>\$12.57</b> if all of the following apply:</p>   |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017   |
|---|---|
|   | <ul style="list-style-type: none"> <li>(i) the employee is advised of a requirement to work overtime; and</li> <li>(ii) the employee provides a meal; and</li> <li>(iii) after providing the meal, the employee is no longer required to work overtime at all or only to work overtime of 2 hours or less.</li> </ul>   |
| <p><b>(b) Clothing, equipment and tools</b></p> <ul style="list-style-type: none"> <li>(i) 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.</li> <li>(ii) Where the employer requires an employee to wear any special clothing such as coats, dresses, caps, aprons, cuffs and any other articles of clothing, 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.</li> <li>(iii) Where the employee is responsible for laundering the special clothing the employer must reimburse the employee for the demonstrated costs of laundering it.</li> <li>(iv) The employer and the employee may agree on an arrangement under which the employee will wash and iron the special clothing for an agreed sum of money to be paid by the employer to the employee each week.</li> <li>(v) For the purposes of this clause black and white attire (not being dinner suit or evening dress), shoes, hose and/or socks are not special clothing.</li> <li>(vi) 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.</li> <li>(vii) 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.</li> <li>(viii) In the case of genuine wear and tear, damage, loss or theft that is not the employee's fault the provisions of clause 21.1(b)(vii) will not apply.</li> <li>(ix) Where the employer requires an employee 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 such equipment. The provisions of this clause do not apply where these items are paid for by the employer.</li> </ul> <p><b>(c) Uniform/laundry allowance—catering employees, including airport catering employees</b></p> <ul style="list-style-type: none"> <li>(i) Where a catering employer requires any employee to wear any special uniform, dress or clothing, 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. Unless such uniform, dress or clothing is laundered by the employer, the employee will be paid a laundry allowance of \$6.00 per week; and in the case of regular part-time employees and casual employees, \$2.05 for each uniform laundered.</li> <li>(ii) For the purposes of this clause, black and white attire (not being dinner suit or evening dress), shoes, hose and/or socks are not special clothing.</li> </ul> <p><b>(d) Laundry allowance—motel employees</b></p> | <p><b>24.5 Tool and equipment allowance</b></p> <ul style="list-style-type: none"> <li>(a) The employer must pay a cook who is required to provide and use their own tools a daily tool and equipment allowance of <b>\$1.55</b> up to a maximum of <b>\$7.60</b> per week.</li> <li>(b) The employer must reimburse an employee for the cost of purchasing 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 paragraph (a).</li> </ul> <p><b>24.6 Special clothing allowance</b></p> <ul style="list-style-type: none"> <li>(a) In clause 24.6 <b>special clothing</b> means any article 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 but does not include shoes, hosiery, socks and any easily obtainable black and white clothing that is not part of a uniform or formal clothing.</li> <li>(b) The employer must reimburse an employee who is required to wear special clothing for the cost of purchasing any such clothing that is not supplied or paid for by the employer.</li> <li>(c) If the employee is responsible for laundering any special clothing that is required to be worn by them, the employer must pay the employee a laundry allowance of: <ul style="list-style-type: none"> <li>(i) <b>\$6.00</b> per week for a full-time catering employee and <b>\$2.05</b> for each uniform for a part-time or casual employee; and</li> <li>(ii) <b>\$2.40</b> for each uniform up to <b>\$7.45</b> per week for a motel employee.</li> </ul> </li> <li>(d) The employer may require an employee on commencing employment to sign a receipt for any special clothing supplied or paid for by the employer that lists it and its value.</li> <li>(e) The employer is entitled to deduct from any wages owed to the employee on the employee ceasing employment the value (as stated on the receipt but allowing for fair wear and tear) of any item of special clothing not returned to the employer unless it was damaged, lost or stolen otherwise than because of the fault of the employee.</li> </ul> |

| Hospitality Industry (General) Award 2010  | Plain Language ED – Hospitality Industry (General) Award 2017   |
|--|---|
| <p>Where any employee is required to wear a special uniform such uniform must be provided and laundered by the employer free of cost to the employee or if mutually agreed that the employee will launder such uniform the employer must pay the employee an allowance of \$2.40 per uniform laundered with a maximum of \$7.45 per week.</p>  |   |
| <p><b>(e) Vehicle allowance</b></p> <p>Employees defined as Managerial Staff (Hotels) who are required by their employer to use their own vehicle in or in connection with the official business of the employer must be paid an allowance of \$0.78 for each kilometre of authorised travel. An employer may require an employee to record full details of all such official travel requirements in a log book as a pre-condition for the employee qualifying for the allowance.</p>  | <p><b>24.7 Motor vehicle allowance</b></p> <p>(a) Clause 24.7 applies to an employee within the Managerial Staff (Hotels) classification level in Schedule A—Classification Structure and Definitions who is required to use their own motor vehicle in performing their duties.</p> <p>(b) The employer must pay the employee an allowance of <b>\$0.78</b> for each kilometre travelled in performing duties.</p> <p>(c) The employer may require the employee, as a condition of qualifying for the allowance, to keep a written record of travel for which an allowance is payable.</p>   |
| <p><b>(f) Working late</b></p> <p>When an employer requires an employee to work until it is unreasonable to travel by their normal method of transport home the employer must pay the cost of transport for the employee to get home. This clause does not apply where the employer provides accommodation for the employee for the night free of charge or provides transport for the employee to get home.</p>   | <p><b>24.8 Working late</b></p> <p>(a) Clause 24.8 applies to an employee to whom all of the following apply:</p> <p>(i) the employee finishes work at a time at which it is unreasonable for them to travel to their usual place of residence by their regular means of transport; and</p> <p>(ii) the employee is not provided by the employer with accommodation or a means of transport to their usual place of residence at no cost to the employee.</p> <p>(b) The employer must pay the employee the reasonable cost of transport to their usual place of residence.</p>   |
| <p><b>(g) Working early</b></p> <p>When an employer requires an employee to start work before their normal starting time and before their normal method of transport to work is available the employer must pay the cost of transport for the employee to get to work. This clause does not apply where the employer provides transport for the employee to get to work.</p>   | <p><b>24.9 Working early</b></p> <p>(a) Clause 24.9 applies to an employee to whom all of the following apply:</p> <p>(i) the employee is required to start work before their normal starting time and at a time at which their regular means of transport is not available; and</p> <p>(ii) the employee is not provided by the employer with a means of transport to their place of work.</p> <p>(b) The employer must pay the employee the cost of transport to their place of work.</p>   |
| <p><b>(h) Working away from usual place of work</b></p> <p>This clause applies where an employer requires an employee other than a casual to work at a place more than 80 kilometres from the employee’s usual place of work. In these circumstances the employer must pay the employee an amount equal to the cost of fares reasonably spent by the employee in travelling from the employee’s usual place of work to the new place of work. However, the employer may recover any amount paid to an employee under this clause if the employee concerned leaves their employment or is dismissed for misconduct within three months of receiving such a payment.</p> | <p><b>24.10 Working away from usual place of work</b></p> <p>(a) Clause 24.10 applies to a full-time or part-time employee who is required to work at a place that is more than 80 kilometres from their usual place of work.</p> <p>(b) The employer must pay the employee an amount equal to the amount reasonably spent by the employee on fares to travel from their usual place of work to the new place of work.</p> <div style="border: 1px solid black; background-color: #e0f0e0; padding: 2px;"> <p>Parties are invited to make submissions on whether clause 24.10(c) complies with the requirements of the Act regarding termination of employment</p> </div> <p>(c) However, the employer may recover any amount paid to an employee under clause 24.10 if the employee leaves their employment, or is dismissed for misconduct, within 3 months after receiving that payment.</p> |
| <p><b>(i) Travel allowance—airport catering employees</b></p> <p>All employees engaged by airport catering employers must be paid a travelling allowance of \$6.68 for each day the employee attends work.</p>   | <p><b>24.11 Airport catering travel allowance</b></p> <p>The employer of an airport catering employee must pay the employee a travel allowance of <b>\$6.68</b> per day of work.</p>  |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017  |  |                                 |                                    |   |                             |                          |                            |  |      |                        |      |  |  |                                |         |         |
|---|--|--|---------------------------------|------------------------------------|---|-----------------------------|--------------------------|----------------------------|--|------|------------------------|------|--|--|--------------------------------|---------|---------|
| <p><b>(j) Adjustment of expense related allowances</b></p> <p>At the time of any adjustment to the standard rate, each expense related allowance will be increased by the relevant adjustment factor. The relevant adjustment factor for this purpose is the percentage movement in the applicable index figure most recently published by the Australian Bureau of Statistics since the allowance was last adjusted.</p> <p>The applicable index figure is the index figure published by the Australian Bureau of Statistics for the Eight Capitals Consumer Price Index (Cat No. 6401.0), as follows:</p> <table border="1" data-bbox="320 464 1412 688"> <thead> <tr> <th>Allowance</th> <th>Applicable Consumer Price Index Figure</th> </tr> </thead> <tbody> <tr> <td>Meal allowance</td> <td>Take away and fast foods sub-group</td> </tr> <tr> <td>Clothing, equipment and tools allowance</td> <td>Clothing and footwear group</td> </tr> <tr> <td>Vehicle/travel allowance</td> <td>Private motoring sub-group</td> </tr> </tbody> </table> | Allowance  | Applicable Consumer Price Index Figure | Meal allowance                  | Take away and fast foods sub-group | Clothing, equipment and tools allowance | Clothing and footwear group | Vehicle/travel allowance | Private motoring sub-group | <p><i>This provision has been transferred to Schedule C—Summary of Monetary Allowances</i></p> |      |                        |      |  |  |                                |         |         |
| Allowance   | Applicable Consumer Price Index Figure   |  |                                 |                                    |   |                             |                          |                            |  |      |                        |      |  |  |                                |         |         |
| Meal allowance  | Take away and fast foods sub-group   |  |                                 |                                    |   |                             |                          |                            |  |      |                        |      |  |  |                                |         |         |
| Clothing, equipment and tools allowance   | Clothing and footwear group  |  |                                 |                                    |   |                             |                          |                            |  |      |                        |      |  |  |                                |         |         |
| Vehicle/travel allowance  | Private motoring sub-group   |  |                                 |                                    |   |                             |                          |                            |  |      |                        |      |  |  |                                |         |         |
| <p><b>21.2 Allowances for responsibilities or skills that are not taken into account in rates of pay</b></p> <p><b>(a) Fork-lift driver</b></p> <p>In addition to the wage rates set out in clause 20.1, a fork-lift driver must be paid an additional allowance, per week, equal to 1.5% of the standard weekly rate for all purposes. A part-time or casual fork-lift driver must be paid an additional allowance, per day, equal to 0.3% of the standard weekly rate, to a maximum of 1.5% of the standard weekly rate per week.</p>   | <p><b>24.3 Fork-lift driver allowance</b></p> <p>An employer must pay an employee who is engaged to drive a fork-lift an all purpose allowance of:</p> <p><b>(a) \$11.75</b> per week for a full-time employee; or</p> <p><b>(b) \$2.35</b> per day up to a maximum of <b>\$11.75</b> per week for a part-time or casual employee.</p>   |  |                                 |                                    |   |                             |                          |                            |  |      |                        |      |  |  |                                |         |         |
| <p><b>(b) First aid allowance</b></p> <p>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, per week, equal to 1.2% of the standard weekly rate if they are appointed by the employer to perform first aid duty.</p> <p>A part-time or casual employee so appointed must be paid an additional allowance, per day, equal to 0.24% of the standard weekly rate, to a maximum of 1.2% of the standard weekly rate per week.</p>  | <p><b>24.12 First aid allowance</b></p> <p><b>(a)</b> Clause 24.12 applies to an employee who:</p> <p><b>(i)</b> has a current first aid qualification from St John Ambulance or a similar body; and</p> <p><b>(ii)</b> is appointed by the employer to perform first aid duty.</p> <p><b>(b)</b> The employer must pay the employee an allowance of:</p> <p><b>(i) \$9.40</b> per week for a full-time employee; or</p> <p><b>(ii) \$1.88</b> per day up to a maximum of <b>\$9.40</b> per week for a part-time or casual employee.</p> |  |                                 |                                    |   |                             |                          |                            |  |      |                        |      |  |  |                                |         |         |
| <p><b>(c) Airport catering</b></p> <p>The following supervisory allowances are payable for employees of airport catering employers, and are to be treated as part of the wage rate for all award payment calculations:</p> <table border="1" data-bbox="320 1518 1377 1850"> <thead> <tr> <th>Supervisory allowance</th> <th>% of the standard rate per week</th> </tr> </thead> <tbody> <tr> <td>A person required to supervise:</td> <td></td> </tr> <tr> <td>up to 5 employees</td> <td>2.00</td> </tr> <tr> <td>6 to 10 employees</td> <td>2.75</td> </tr> <tr> <td>11 to 20 employees</td> <td>3.10</td> </tr> <tr> <td>more than 20 employees</td> <td>5.20</td> </tr> </tbody> </table>  | Supervisory allowance  | % of the standard rate per week        | A person required to supervise: |                                    | up to 5 employees                       | 2.00                        | 6 to 10 employees        | 2.75                       | 11 to 20 employees   | 3.10 | more than 20 employees | 5.20 | <p><b>24.13 Airport catering supervisory allowance</b></p> <p>Parties are asked to make submissions about whether the allowances in Table 9 are all purpose allowances? (See paragraph (c))</p> <p><b>(a)</b> Clause 24.13 applies to an airport catering employee who is required to supervise other employees.</p> <p><b>(b)</b> The employer must pay the employee an allowance per week of the amount specified in column 2 of Table 9—Supervisory allowance depending on the number of employees supervised as specified in column 1 of that table.</p> <p><b>Table 9—Supervisory allowance</b></p> <table border="1" data-bbox="1685 1734 2516 1919"> <thead> <tr> <th>Column 1<br/>Number of employees supervised</th> <th>Column 2<br/>Allowance per week</th> </tr> </thead> <tbody> <tr> <td>Up to 5</td> <td>\$15.67</td> </tr> </tbody> </table> | Column 1<br>Number of employees supervised | Column 2<br>Allowance per week | Up to 5 | \$15.67 |
| Supervisory allowance   | % of the standard rate per week  |  |                                 |                                    |   |                             |                          |                            |  |      |                        |      |  |  |                                |         |         |
| A person required to supervise:   |  |  |                                 |                                    |   |                             |                          |                            |  |      |                        |      |  |  |                                |         |         |
| up to 5 employees   | 2.00   |  |                                 |                                    |   |                             |                          |                            |  |      |                        |      |  |  |                                |         |         |
| 6 to 10 employees   | 2.75   |  |                                 |                                    |   |                             |                          |                            |  |      |                        |      |  |  |                                |         |         |
| 11 to 20 employees  | 3.10   |  |                                 |                                    |   |                             |                          |                            |  |      |                        |      |  |  |                                |         |         |
| more than 20 employees  | 5.20   |  |                                 |                                    |   |                             |                          |                            |  |      |                        |      |  |  |                                |         |         |
| Column 1<br>Number of employees supervised  | Column 2<br>Allowance per week   |  |                                 |                                    |   |                             |                          |                            |  |      |                        |      |  |  |                                |         |         |
| Up to 5   | \$15.67  |  |                                 |                                    |   |                             |                          |                            |  |      |                        |      |  |  |                                |         |         |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017   |  |         |         |          |         |              |         |
|---|---|--|---------|---------|----------|---------|--------------|---------|
|   | <table border="1" data-bbox="1685 163 2516 331"> <tr> <td>6 to 10</td> <td>\$21.54</td> </tr> <tr> <td>11 to 20</td> <td>\$24.28</td> </tr> <tr> <td>More than 20</td> <td>\$40.73</td> </tr> </table> <p>(c) The allowance is to be treated as part of the employee’s ordinary rate of pay for the purpose of calculations under this award.</p>   |  | 6 to 10 | \$21.54 | 11 to 20 | \$24.28 | More than 20 | \$40.73 |
| 6 to 10   | \$21.54   |  |         |         |          |         |              |         |
| 11 to 20  | \$24.28   |  |         |         |          |         |              |         |
| More than 20  | \$40.73   |  |         |         |          |         |              |         |
| <p><b>21.3 Allowance for disabilities associated with the performance of particular tasks or work in particular conditions or locations</b></p> <p><b>(a) Broken periods of work</b></p> <p>Employees other than casuals who have a broken work day must receive an additional allowance as follows:</p> <ul style="list-style-type: none"> <li>where the time between periods of work is two hours and up to three hours—an allowance per day equal to 0.33% of the standard weekly rate; or</li> <li>where the time between periods of work is more than three hours—an allowance per day equal to 0.5% of the standard weekly rate.</li> </ul>   | <p><b>24.14 Split shift allowance</b></p> <p>(a) Clause 24.14 applies to any full-time or part-time employee who works split shifts on any day.</p> <p>(b) The employer must pay the employee an allowance of:</p> <ul style="list-style-type: none"> <li><b>\$2.58</b> per day where the period between shifts is between 2 and 3 hours; and</li> <li><b>\$3.92</b> per day where the period between shifts is more than 3 hours.</li> </ul>   |  |         |         |          |         |              |         |
| <p><b>(b) Overnight stay allowance</b></p> <p>Where an employee is requested to stay on the employer’s premises for the purpose of providing prompt assistance to guests outside of ordinary business operating hours, the following arrangements will apply:</p> <ul style="list-style-type: none"> <li>(i) The employee will be paid an amount equal to 6% of the standard weekly rate per overnight stay period;</li> <li>(ii) This payment will be deemed to provide compensation for the overnight stay and also includes compensation for all work necessarily undertaken by an employee up to an hour’s duration;</li> <li>(iii) Any work necessarily performed during an overnight stay period by an employee in excess of a total of one hour’s duration must be paid for at the rate of 150%; and</li> <li>(iv) Time worked in accordance with this provision will not be taken into account for the purposes of hours of work, overtime, leave accruals and the like.</li> </ul> | <p><b>24.15 Overnight stay allowance</b></p> <p>(a) Clause 24.15 applies to an employee who is requested to stay overnight on the employer’s premises in order to provide prompt assistance to guests outside ordinary business hours.</p> <p>(b) An employer must pay the employee:</p> <ul style="list-style-type: none"> <li>an allowance of <b>\$47.00</b> per overnight stay; and</li> <li>at <b>150%</b> of the ordinary hourly rate of the employee under Table 3—Minimum rates (see clause 18.1) for work performed of more than one hour in duration during an overnight stay.</li> </ul> <p>(c) Hours worked by the employee during an overnight stay do not count for the purposes of hours of work, overtime or leave accruals.</p> <p>NOTE: The allowance specified in clause 24.15(b)(i) is intended to compensate for the overnight stay and for work undertaken of up to one hour’s duration.</p> |  |         |         |          |         |              |         |
| <p><b>28. Superannuation</b></p> <p><i>This provision has not been reproduced here.</i></p>   | <p><b>25. Superannuation</b></p> <div data-bbox="1507 1444 2792 1507" style="border: 1px solid black; background-color: #d9ead3; padding: 5px;"> <p>This clause has not been drafted in plain language in accordance with section 156(2)(c) of the Act</p> </div> <p><i>This provision has not been reproduced here.</i></p>  |  |         |         |          |         |              |         |
| <p><b>33. Overtime</b></p> <p><b>33.1 Reasonable overtime</b></p> <p>(a) Subject to clause 33.1(b) an employer may require an employee other than a casual employee to work reasonable overtime at overtime rates.</p> <p>(b) An employee may refuse to work overtime in circumstances where the working of such overtime would result in the employee working hours which are unreasonable having regard to:</p> <ul style="list-style-type: none"> <li>any risk to the employee’s health and safety;</li> </ul>   | <p><b>Part 5—Overtime and Penalty Rates</b></p> <p><b>26. Overtime</b></p> <p>NOTE: Under the NES (see section 62 of the Act) an employee may refuse to work additional hours if they are unreasonable. Section 62 sets out factors to be taken into account in determining whether the additional hours are reasonable or unreasonable.</p> <p><b>26.1 Payment of overtime</b></p> <p>(a) An employer must pay a full-time employee at the overtime rate for any time worked in excess of their ordinary hours.</p>  |  |         |         |          |         |              |         |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017   |                                    |   |                                |                |                                |      |                                    |      |                  |                         |     |     |     |     |  |     |     |     |     |  |
|---|---|------------------------------------|---|--------------------------------|----------------|--------------------------------|------|------------------------------------|------|------------------|-------------------------|-----|-----|-----|-----|--|-----|-----|-----|-----|--|
| <p>(ii) the employee’s personal circumstances including any family responsibilities;</p> <p>(iii) the needs of the workplace or enterprise;</p> <p>(iv) the notice (if any) given by the employer of the overtime and by the employee of their intention to refuse it; and</p> <p>(v) any other relevant matter.</p> <p><b>33.2 Entitlement to overtime rates</b></p> <p>(a) A full-time employee is paid at overtime rates for any work done outside of the hours set out in clause 29—Ordinary hours of work.</p> <p>(b) A part-time employee is paid at overtime rates in the circumstances specified in clause 12.7.</p> <p><b>33.3 Overtime rates</b></p> <p>(a) The following overtime rates are payable to an employee, depending on the time at which the overtime is worked:</p> <p>(i) Monday to Friday: 150% of their normal rate of pay for the first two hours of overtime; and twice their normal rate of pay for the rest of the overtime.</p> <p>(ii) Between midnight Friday and midnight Sunday: twice their normal rate of pay for any work done.</p> <p>(iii) On a rostered day off: twice their normal rate of pay for any work done. An employee must be paid for at least four hours even if they work for less than four hours.</p> <p>(b) The four hour minimum payment does not apply to work which is part of the normal roster which began the day before the rostered day off; or when overtime worked is continuous from the previous day’s duty.</p> <p>(c) <b>Overtime stands alone</b></p> <p>Overtime worked on any day stands alone.</p> | <p>(b) An employer must pay a part-time employee at the overtime rate for any time worked in excess of the number of ordinary hours agreed under clause 10.5 (Part-time employment), as varied under clause 10.6.</p> <p>(c) An employer must pay an employee at the overtime rate for any time that the employee is required to work on a rostered day off.</p> <p>(d) The employee is entitled to be paid for a minimum of 4 hours’ work on a rostered day off even if the employee is only required to work for a shorter time. However, this entitlement does not apply if the work is part of, or continuous on, a normal roster that started the day before.</p> <p><b>26.2 Overtime rate</b></p> <p>The overtime rate mentioned in clause 26.1 is the relevant percentage specified in column 2 of Table 10—Overtime rates (depending on when the overtime was worked as specified in column 1) of the employee’s ordinary base rate of pay.</p> <p><b>Table 10—Overtime rates</b></p> <table border="1" data-bbox="1614 722 2516 1031"> <thead> <tr> <th data-bbox="1614 722 2056 842">Column 1<br/>For overtime worked on</th> <th data-bbox="2056 722 2516 842">Column 2<br/>Overtime rate<br/>(% of ordinary base rate of pay)</th> </tr> </thead> <tbody> <tr> <td data-bbox="1614 842 2056 890">Monday to Friday—first 2 hours</td> <td data-bbox="2056 842 2516 890">150%</td> </tr> <tr> <td data-bbox="1614 890 2056 938">Monday to Friday—after 2 hours</td> <td data-bbox="2056 890 2516 938">200%</td> </tr> <tr> <td data-bbox="1614 938 2056 987">Midnight Friday to midnight Sunday</td> <td data-bbox="2056 938 2516 987">200%</td> </tr> <tr> <td data-bbox="1614 987 2056 1031">Rostered day off</td> <td data-bbox="2056 987 2516 1031">200%</td> </tr> </tbody> </table> | Column 1<br>For overtime worked on | Column 2<br>Overtime rate<br>(% of ordinary base rate of pay) | Monday to Friday—first 2 hours | 150%           | Monday to Friday—after 2 hours | 200% | Midnight Friday to midnight Sunday | 200% | Rostered day off | 200%                    |     |     |     |     |  |     |     |     |     |  |
| Column 1<br>For overtime worked on  | Column 2<br>Overtime rate<br>(% of ordinary base rate of pay)   |                                    |   |                                |                |                                |      |                                    |      |                  |                         |     |     |     |     |  |     |     |     |     |  |
| Monday to Friday—first 2 hours  | 150%  |                                    |   |                                |                |                                |      |                                    |      |                  |                         |     |     |     |     |  |     |     |     |     |  |
| Monday to Friday—after 2 hours  | 200%  |                                    |   |                                |                |                                |      |                                    |      |                  |                         |     |     |     |     |  |     |     |     |     |  |
| Midnight Friday to midnight Sunday  | 200%  |                                    |   |                                |                |                                |      |                                    |      |                  |                         |     |     |     |     |  |     |     |     |     |  |
| Rostered day off  | 200%  |                                    |   |                                |                |                                |      |                                    |      |                  |                         |     |     |     |     |  |     |     |     |     |  |
| <p><b>33.4 Time off instead of payment for overtime</b></p> <p><i>This provision has not changed – it has not been reproduced here.</i></p>   | <p><b>26.4 Time off instead of payment for overtime</b></p> <p><i>This provision has not changed – it has not been reproduced here.</i></p>   |                                    |   |                                |                |                                |      |                                    |      |                  |                         |     |     |     |     |  |     |     |     |     |  |
| <p><b>32. Penalty rates</b></p> <p><b>32.1</b> An employee performing work on the following days will be paid the following percentage of the minimum wage rate in clause 20—Minimum wages for the relevant classification:</p> <table border="1" data-bbox="246 1465 1448 1740"> <thead> <tr> <th data-bbox="246 1465 546 1598"></th> <th data-bbox="546 1465 795 1598">Monday to Friday</th> <th data-bbox="795 1465 988 1598">Saturday</th> <th data-bbox="988 1465 1181 1598">Sunday</th> <th data-bbox="1181 1465 1448 1598">Public holiday</th> </tr> <tr> <td data-bbox="246 1598 546 1654"></td> <td data-bbox="546 1598 795 1654">%</td> <td data-bbox="795 1598 988 1654">%</td> <td data-bbox="988 1598 1181 1654">%</td> <td data-bbox="1181 1598 1448 1654">%</td> </tr> </thead> <tbody> <tr> <td data-bbox="246 1654 546 1740">Full-time and part-time</td> <td data-bbox="546 1654 795 1740">100</td> <td data-bbox="795 1654 988 1740">125</td> <td data-bbox="988 1654 1181 1740">175</td> <td data-bbox="1181 1654 1448 1740">250</td> </tr> <tr> <td data-bbox="246 1740 546 1917">Casual (inclusive of the 25% casual loading)</td> <td data-bbox="546 1740 795 1917">125</td> <td data-bbox="795 1740 988 1917">150</td> <td data-bbox="988 1740 1181 1917">175</td> <td data-bbox="1181 1740 1448 1917">275</td> </tr> </tbody> </table> <p><b>32.3 Other penalty</b></p> <p>Employees will be entitled to the following additional penalty for work performed at the following times:</p>   |   | Monday to Friday                   | Saturday  | Sunday                         | Public holiday |                                | %    | %                                  | %    | %                | Full-time and part-time | 100 | 125 | 175 | 250 | Casual (inclusive of the 25% casual loading) | 125 | 150 | 175 | 275 | <p><b>27. Penalty rates</b></p> <p>Clause 27 is subject to the outcome of the Penalty Rates Full Bench AM2014/305</p> <p><b>27.1</b> Clause 27 sets out penalty rates for hours worked at specified times or on specified days that are not required to be paid at the overtime rate mentioned in clause 26.1.</p> <p><b>27.2</b> An employer must pay an employee as follows for hours worked by the employee during a period, or on a day, specified in column 1 of Table 11—Penalty rates:</p> <p>(a) for a full-time or part-time employee, at the percentage specified in column 2 of that Table of the ordinary hourly rate of the employee under Table 3—Minimum rates (see clause 18.1) plus the additional amount specified in that column for hours worked between 7.00 pm and 7.00 am on a Monday to Friday; or</p> <p>(b) for a casual employee, at the percentage specified in column 3 of that Table of the ordinary hourly rate of the employee under Table 3—Minimum rates (see clause 18.1) plus the additional amount specified in that column for hours worked between 7.00 pm and 7.00 am on a Monday to Friday.</p> |
|   | Monday to Friday  | Saturday                           | Sunday  | Public holiday                 |                |                                |      |                                    |      |                  |                         |     |     |     |     |  |     |     |     |     |  |
|   | %   | %                                  | %   | %                              |                |                                |      |                                    |      |                  |                         |     |     |     |     |  |     |     |     |     |  |
| Full-time and part-time   | 100   | 125                                | 175   | 250                            |                |                                |      |                                    |      |                  |                         |     |     |     |     |  |     |     |     |     |  |
| Casual (inclusive of the 25% casual loading)  | 125   | 150                                | 175   | 275                            |                |                                |      |                                    |      |                  |                         |     |     |     |     |  |     |     |     |     |  |

| Hospitality Industry (General) Award 2010  | Plain Language ED – Hospitality Industry (General) Award 2017  |   |   |                              |  |                           |   |                                     |      |      |                                      |  |  |                                      |  |  |          |      |      |        |      |      |                |      |      |
|--|--|---|---|------------------------------|--|---------------------------|---|-------------------------------------|------|------|--------------------------------------|--|--|--------------------------------------|--|--|----------|------|------|--------|------|------|----------------|------|------|
| <p>(a) Monday–Friday—7.00 pm to midnight: 10% of the standard hourly rate per hour or any part of an hour for such time worked within the said hours;</p> <p>(b) Monday–Friday—midnight to 7.00 am: 15% of the standard hourly rate per hour or any part of an hour for such time worked within the said hours.</p>  | <p><b>Table 11—Penalty rates</b></p> <table border="1" data-bbox="1685 218 2798 863"> <thead> <tr> <th data-bbox="1685 218 2006 352">Column 1<br/>Time of ordinary hours worked</th> <th data-bbox="2006 218 2371 352">Column 2<br/>Full-time and part-time employees</th> <th data-bbox="2371 218 2798 352">Column 3<br/>Casual employees</th> </tr> <tr> <td></td> <th data-bbox="2006 352 2371 436">% of ordinary hourly rate</th> <th data-bbox="2371 352 2798 436">% of ordinary hourly rate (inclusive of casual loading)</th> </tr> </thead> <tbody> <tr> <td data-bbox="1685 436 2006 527">Monday to Friday—7.00 am to 7.00 pm</td> <td data-bbox="2006 436 2371 527">100%</td> <td data-bbox="2371 436 2798 527">125%</td> </tr> <tr> <td data-bbox="1685 527 2006 617">Monday to Friday—7.00 pm to midnight</td> <td data-bbox="2006 527 2371 617">100% plus \$2.06 per hour or part of an hour</td> <td data-bbox="2371 527 2798 617">125% plus \$2.06 per hour or part of an hour</td> </tr> <tr> <td data-bbox="1685 617 2006 707">Monday to Friday—midnight to 7:00 am</td> <td data-bbox="2006 617 2371 707">100% plus \$3.09 per hour or part of an hour</td> <td data-bbox="2371 617 2798 707">125% plus \$3.09 per hour or part of an hour</td> </tr> <tr> <td data-bbox="1685 707 2006 756">Saturday</td> <td data-bbox="2006 707 2371 756">125%</td> <td data-bbox="2371 707 2798 756">150%</td> </tr> <tr> <td data-bbox="1685 756 2006 804">Sunday</td> <td data-bbox="2006 756 2371 804">175%</td> <td data-bbox="2371 756 2798 804">175%</td> </tr> <tr> <td data-bbox="1685 804 2006 863">Public holiday</td> <td data-bbox="2006 804 2371 863">250%</td> <td data-bbox="2371 804 2798 863">275%</td> </tr> </tbody> </table> <p>NOTE: Midnight to 7.00 am on a Monday is from midnight Sunday to 7.00 am Monday.</p> | Column 1<br>Time of ordinary hours worked               | Column 2<br>Full-time and part-time employees | Column 3<br>Casual employees |  | % of ordinary hourly rate | % of ordinary hourly rate (inclusive of casual loading) | Monday to Friday—7.00 am to 7.00 pm | 100% | 125% | Monday to Friday—7.00 pm to midnight | 100% plus \$2.06 per hour or part of an hour | 125% plus \$2.06 per hour or part of an hour | Monday to Friday—midnight to 7:00 am | 100% plus \$3.09 per hour or part of an hour | 125% plus \$3.09 per hour or part of an hour | Saturday | 125% | 150% | Sunday | 175% | 175% | Public holiday | 250% | 275% |
| Column 1<br>Time of ordinary hours worked  | Column 2<br>Full-time and part-time employees  | Column 3<br>Casual employees                            |   |                              |  |                           |   |                                     |      |      |                                      |  |  |                                      |  |  |          |      |      |        |      |      |                |      |      |
|  | % of ordinary hourly rate  | % of ordinary hourly rate (inclusive of casual loading) |   |                              |  |                           |   |                                     |      |      |                                      |  |  |                                      |  |  |          |      |      |        |      |      |                |      |      |
| Monday to Friday—7.00 am to 7.00 pm  | 100%   | 125%  |   |                              |  |                           |   |                                     |      |      |                                      |  |  |                                      |  |  |          |      |      |        |      |      |                |      |      |
| Monday to Friday—7.00 pm to midnight   | 100% plus \$2.06 per hour or part of an hour   | 125% plus \$2.06 per hour or part of an hour            |   |                              |  |                           |   |                                     |      |      |                                      |  |  |                                      |  |  |          |      |      |        |      |      |                |      |      |
| Monday to Friday—midnight to 7:00 am   | 100% plus \$3.09 per hour or part of an hour   | 125% plus \$3.09 per hour or part of an hour            |   |                              |  |                           |   |                                     |      |      |                                      |  |  |                                      |  |  |          |      |      |        |      |      |                |      |      |
| Saturday   | 125%   | 150%  |   |                              |  |                           |   |                                     |      |      |                                      |  |  |                                      |  |  |          |      |      |        |      |      |                |      |      |
| Sunday   | 175%   | 175%  |   |                              |  |                           |   |                                     |      |      |                                      |  |  |                                      |  |  |          |      |      |        |      |      |                |      |      |
| Public holiday   | 250%   | 275%  |   |                              |  |                           |   |                                     |      |      |                                      |  |  |                                      |  |  |          |      |      |        |      |      |                |      |      |
| <p><b>32.4 Penalty rates not cumulative</b></p> <p>Except as provided in clause 31—Breaks, where time worked is required to be paid for at more than the ordinary rate such time will not be subject to more than one penalty, but will be subject to that penalty which is to the employee’s greatest advantage.</p>  | <p><b>27.3 Penalty rates not cumulative</b></p> <p>(a) Clause 27.3 applies where, but for it, more than one penalty would be payable for hours worked at a particular time.</p> <p>(b) The employer must pay the employee the higher of the penalties but not more than one.</p> <p>(c) However, any penalty payable under clause 16.6 (Breaks) is payable in addition to the higher of any other penalties payable in accordance with paragraph (b).</p>  |   |   |                              |  |                           |   |                                     |      |      |                                      |  |  |                                      |  |  |          |      |      |        |      |      |                |      |      |
| <p><b>32.2 Public holidays</b></p> <p>(a) An employee other than a casual working on a public holiday will be paid for a minimum of four hours’ work. A casual employee working on a public holiday will be paid for a minimum of two hours’ work.</p> <p>(b) Employees who work on a prescribed holiday may, by agreement, perform such work at their applicable ordinary hourly rate plus 50% additional loading rather than the penalty rate prescribed in clause 32.1, provided that equivalent paid time is added to the employee’s annual leave or one day instead of such public holiday will be allowed to the employee during the week in which such holiday falls. Provided that such holiday may be allowed to the employee within 28 days of such holiday falling due.</p> <p>(c) An employee other than a casual working on Christmas Day when it falls on a weekend, and is not prescribed as a public holiday under the NES will be paid an additional loading of 50% of their applicable ordinary hourly rate for the hours worked on that day and will also be entitled to the benefit of a substitute day.</p> | <p><b>27.4 Additional provisions for work on public holidays</b></p> <p>NOTE: This clause is subject to application AM2014/301</p> <p>(a) A full-time or part-time employee who works on a public holiday is entitled to be paid for a minimum of 4 hours’ work even if the employee works for a shorter time.</p> <p>(b) A casual employee who works on a public holiday is entitled to be paid for a minimum of 2 hours’ work even if the employee works for a shorter time.</p> <p>(c) An employer and a full-time or part-time employee may agree that, instead of the employee being paid at <b>250%</b> of the ordinary hourly rate of the employee under Table 3—Minimum rates (see clause 18.1) for hours worked on a public holiday, the following arrangements are to apply:</p> <p>(i) the employee is to be paid at <b>150%</b> of the ordinary hourly rate of the employee under Table 3—Minimum rates (see clause 18.1) for hours worked on the public holiday; and</p> <p>(ii) an amount of paid time equivalent to the hours worked on the public holiday is to be added to the employee’s annual leave or the employee is to be allowed to take a day off during the week in which the public holiday falls or within a period of 28 days after the public holiday.</p> <p>(d) Paragraph (e) applies to a full-time or part-time employee who is required to work on Christmas Day when it falls on a weekend and is not a public holiday.</p>  |   |   |                              |  |                           |   |                                     |      |      |                                      |  |  |                                      |  |  |          |      |      |        |      |      |                |      |      |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017  |
|---|--|
|   | (e) The employer must pay the employee at <b>150%</b> of the employee’s ordinary hourly rate for hours worked on Christmas Day and also allow the employee to take a substitute day off.   |
| <p><b>Part 6—Leave and Public Holidays</b></p> <p><b>34. Annual leave</b></p> <p><b>34.1 Leave entitlement</b></p> <p>Annual leave is provided for in the NES. It does not apply to casual employees.</p> <p>For the purpose of the additional week of leave provided by the NES, a <b>shiftworker</b> is a seven day shiftworker who is regularly rostered to work on Sundays and public holidays in a business in which shifts are continuously rostered 24 hours a day for seven days a week.</p> <p><b>34.2 Payment for annual leave</b></p> <p>The NES prescribes the basis for payment for annual leave, including payment for untaken leave upon the termination of employment.</p> <p>In addition to the payment provided for in the NES, an employer is required to pay an additional leave loading of 17.5% of that payment.</p> <p><b>34.3 Close-down</b></p> <p>An employer may require an employee to take annual leave by giving at least four weeks’ notice as part of a close-down of its operations.</p> <p><b>34.4 Special leave without pay arrangements in respect of catering provided for boarding schools and residential colleges</b></p> <p>Where an employee is employed at or in connection with catering functions in primary and secondary boarding schools or residential colleges associated with tertiary educational institutions the following provisions apply:</p> <p>(a) An employee may be required to take leave without pay during official term breaks, semester breaks and the Christmas/summer vacation (the relevant period) provided that:</p> <ul style="list-style-type: none"> <li>• an employee will be given as much notice as is practicable of the start and finish of the relevant period. Such notice must be at least one week. The notice must be provided to the employee in writing. Once the notice is provided to the employee, the period of leave without pay may be varied by agreement between the employee and employer;</li> <li>• an employee may take accrued annual leave or long service leave during the relevant period;</li> <li>• all periods of leave without pay will count for the purposes of accruing personal/carer’s leave, annual leave and long service leave;</li> <li>• if appropriate work is available for the employee to perform during the relevant period, an employee will be offered that work. For the purposes of this subclause, appropriate work is work able to be performed by the employee within the employee’s skills and experience; and</li> <li>• where an employee performs appropriate work, the employee will be paid at the rate applicable to the work performed.</li> </ul> <p>(b) No employee will have their employment terminated by reason of not being able to perform work during the relevant period.</p> | <p><b>Part 6—Leave and Public Holidays</b></p> <p><b>28. Annual leave</b></p> <p>The annual leave clause has been amended to incorporate PR583018</p> <p>NOTE: Where an employee is receiving overaward payments resulting in the employee’s base rate of pay being higher than the rate specified under this award, the employee is entitled to receive the higher rate while on a period of paid annual leave (see ss.16 and 90 of the Act).</p> <p><b>28.1</b> Annual leave is provided for in the NES. It does not apply to casual employees.</p> <p><b>28.2 Additional paid annual leave for certain shiftworkers</b></p> <p>An employee who is a 7 day shiftworker and who is regularly rostered to work on Sundays and public holidays in a business in which shifts are continuously rostered 24 hours a day for 7 days a week is a shiftworker for the purposes of the NES.</p> <p><b>28.3 Payment for annual leave</b></p> <p>An employer must pay an employee a loading of <b>17.5%</b> on the amount payable to the employee under the NES for a period of paid annual leave, including a period of untaken paid annual leave when the employment of the employee ends.</p> <p><b>28.4 Temporary close-down</b></p> <p>(a) Clause 28.4 applies if an employer:</p> <ul style="list-style-type: none"> <li>(i) intends to close down its operations at all or part of a workplace for a particular period (<b>temporary close down period</b>); and</li> <li>(ii) wishes to require affected employees to take leave during that period.</li> </ul> <p>(b) The employer must give the affected employees at least 4 weeks’ notice of a temporary close down period.</p> <p>(c) The employer may require any affected employee to take a period of paid annual leave during a temporary close down period.</p> <p><b>28.5 Special leave without pay arrangements for certain catering employees</b></p> <p>(a) Clause 28.5 applies to an employee whose work is connected with catering in primary schools, secondary boarding schools or residential colleges associated with tertiary educational institutions.</p> <p>(b) The employer may require an employee to take a period of leave without pay during all or part of a term break, semester break or the Christmas/summer vacation.</p> <p>(c) The employer must give the affected employees at least one week’s notice in writing of a requirement to take leave without pay and the period (<b>unpaid leave period</b>) for which that leave is to be taken.</p> <p>(d) The unpaid leave period may be varied by agreement between the employee and employer.</p> <p>(e) An employee may take accrued annual leave or long service leave instead of leave without pay during an unpaid leave period.</p> <p>(f) All unpaid leave periods count for the purposes of accruing annual leave, long service leave and personal/carer’s leave.</p> <p>(g) An employer must offer work to an employee during an unpaid leave period if appropriate work is</p> |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017   |
|---|---|
|   | <p>available. For this purpose, work is appropriate if the employee is able to perform it and it is within the employee's skills and experience.</p> <p>(h) If the employee accepts an offer of appropriate work, the employer must pay the employee at the rate applicable to the work performed.</p> <p>(i) An employer must not terminate the employment of an employee because the employee is not able to accept an offer of appropriate work.</p>   |
| <p><b>34.7 Excessive leave accruals: general provision</b><br/><i>Standard clause – not reproduced here.</i></p>  | <p><b>28.6 Excessive leave accruals: general provision</b><br/><i>Standard clause – not reproduced here.</i></p>  |
| <p><b>34.8 Excessive leave accruals: direction by employer that leave be taken</b><br/><i>Standard clause – not reproduced here</i></p>   | <p><b>28.7 Excessive leave accruals: direction by employer that leave be taken</b><br/><i>Standard clause – not reproduced here.</i></p>  |
| <p><b>34.9 Excessive leave accruals: request by employee for leave</b><br/><i>Standard clause – not reproduced here</i></p>   | <p><b>28.8 Excessive leave accruals: request by employee for leave</b><br/><i>Standard clause – not reproduced here</i></p>   |
| <p><b>34.5 Annual leave in advance</b><br/><i>Standard clause – not reproduced here</i></p>   | <p><b>27.9 Annual leave in advance</b><br/><i>Standard clause – not reproduced here</i></p>   |
| <p><b>34.6 Cashing out of annual leave</b><br/><i>Standard clause – not reproduced here</i></p>   | <p><b>27.10 Cashing out of annual leave</b><br/><i>Standard/common clause – not reproduced here</i></p>   |
| <p><b>35. Personal/carer's leave and compassionate leave</b><br/>Personal/carer's leave and compassionate leave are provided for in the NES.</p>  | <p><b>29. Personal/carer's leave and compassionate leave</b><br/>Personal/carer's leave and compassionate leave are provided for in the NES.</p>  |
| <p><b>36. Community service leave</b><br/>Community service leave is provided for in the NES.</p>   | <p><b>30. Community service leave</b><br/>Community service leave is provided for in the NES.</p>   |
| <p><b>37. Public holidays</b><br/><b>37.1 National Employment Standards</b></p> <p>(a) <b>Public holidays are provided for in the NES</b></p> <p>By agreement between the employer and the majority of employees in the relevant enterprise or section of the enterprise, an alternative day may be taken as the public holiday instead of any of the days prescribed in s.115 of the Act.</p> <p>(b) Additional arrangements for full-time employees:</p> <p>(i) A full-time employee whose rostered day off falls on a public holiday must, subject to clause 32.2, either:</p> <ul style="list-style-type: none"> <li>• be paid an extra day's pay; or</li> <li>• be provided with an alternative day off within 28 days; or</li> <li>• receive an additional day's annual leave.</li> </ul> | <p><b>31. Public holidays</b></p> <p><b>31.1</b> Public holiday entitlements are provided for in the <a href="#">NES</a>.</p> <p><b>31.2 Substitution of public holidays by agreement</b></p> <p>The employer and a majority of the employees at a workplace may agree to substitute another day for a public holiday.</p> <p><b>31.3 Additional public holiday arrangements for full-time employees</b></p> <p>An employer must, if the rostered day off of a full-time employee falls on a public holiday, do one of the following:</p> <ul style="list-style-type: none"> <li>(a) pay the employee an extra day's pay; or</li> <li>(b) give the employee an alternative day off within 28 days; or</li> <li>(c) give the employee an additional day's annual leave.</li> </ul> |

| Hospitality Industry (General) Award 2010  | Plain Language ED – Hospitality Industry (General) Award 2017   |                       |                               |        |                               |        |                            |        |                            |        |        |      |  |  |                                   |                               |          |                               |          |                            |          |                            |          |        |        |
|--|---|-----------------------|-------------------------------|--------|-------------------------------|--------|----------------------------|--------|----------------------------|--------|--------|------|--|--|-----------------------------------|-------------------------------|----------|-------------------------------|----------|----------------------------|----------|----------------------------|----------|--------|--------|
| <p>(ii) A full-time employee who works on a public holiday which is subject to substitution as provided for by the NES will be entitled to the benefit of the substitute day.</p> <p>(c) <b>Arrangements for part-time employees</b></p> <p>Part-time employees are entitled to public holidays prescribed in s.115 of the Act without loss of pay if those public holidays fall on days agreed under clauses 12.3 and 12.4. Part-time employees who work on a public holiday must be paid in accordance with clause 32.</p>   |   |                       |                               |        |                               |        |                            |        |                            |        |        |      |  |  |                                   |                               |          |                               |          |                            |          |                            |          |        |        |
| <p><b>Part 7—Industry Specific Provisions</b></p> <p><b>38. No deduction for breakages or cashiering underings</b></p> <p>An employer must not deduct any sum from the wages or income of an employee in respect of breakages or cashiering underings except in the case of wilful misconduct.</p>   | <p><b>Part 7—Industry Specific Provisions</b></p> <p><b>32. No deduction for breakages or cashiering underings</b></p> <p>Unless they arise out of wilful misconduct, an employer must not deduct any sum from the wages or other money payable to an employee for any of the following:</p> <p>(a) breakages; or</p> <p>(b) cashiering underings.</p>  |                       |                               |        |                               |        |                            |        |                            |        |        |      |  |  |                                   |                               |          |                               |          |                            |          |                            |          |        |        |
| <p><b>39. Provision of employee accommodation and meals</b></p> <p><b>39.1 Right to make deductions</b></p> <p>When an employer provides their employees with accommodation, meals or both, then the employer may deduct an amount of money from the employee’s wages in accordance with this clause.</p>  | <p><b>33. Deductions for provision of employee accommodation and meals</b></p> <p>NOTE: Schedule C—Summary of Monetary Allowances contains a summary of the deductions in Table 12 and Table 13.</p> <p><b>33.1</b> An employer may make deductions from the wages of an employee for the provision of either or both of the following to the employee:</p> <p>(a) accommodation; or</p> <p>(b) meals.</p> <p><b>33.2</b> An employer may only deduct an amount from the wages of an employee for providing a meal if:</p> <p>(a) the employee does not live in accommodation provided by the employer; and</p> <p>(b) the meal is provided during the employee’s normal working hours.</p> |                       |                               |        |                               |        |                            |        |                            |        |        |      |  |  |                                   |                               |          |                               |          |                            |          |                            |          |        |        |
| <p><b>39.2 Adult employees</b></p> <p>The amounts set out in the table below may be deducted from the wages of an adult employee for the provision of accommodation, meals or both by their employer. The same amounts may be deducted from the wages of a junior employee in receipt of adult wages.</p> <table border="1" data-bbox="246 1440 1032 1801"> <thead> <tr> <th>Service provided</th> <th>Deduction \$ per week</th> </tr> </thead> <tbody> <tr> <td>Single room and 3 meals a day</td> <td>195.83</td> </tr> <tr> <td>Shared room and 3 meals a day</td> <td>190.93</td> </tr> <tr> <td>Single room only, no meals</td> <td>186.03</td> </tr> <tr> <td>Shared room only, no meals</td> <td>181.14</td> </tr> <tr> <td>A meal</td> <td>7.83</td> </tr> </tbody> </table> <p>NOTE: The ‘Single room and 3 meals a day’ amount is calculated at 25% of the standard weekly rate. The following internal relativity is then applied:</p> | Service provided  | Deduction \$ per week | Single room and 3 meals a day | 195.83 | Shared room and 3 meals a day | 190.93 | Single room only, no meals | 186.03 | Shared room only, no meals | 181.14 | A meal | 7.83 | <p><b>33.3 Adult employees and junior employees on adult wages</b></p> <p>An employer may deduct from the wages of an adult employee, or the wages of a junior employee on adult rates, the amount specified in column 2 of Table 12—Employees on adult rates for the service specified in column 1 provided by the employer:</p> <p><b>Table 12—Employees on adult rates</b></p> <table border="1" data-bbox="1608 1495 2320 1906"> <thead> <tr> <th>Column 1<br/>Service provided by employer</th> <th>Column 2<br/>Deduction \$ per week</th> </tr> </thead> <tbody> <tr> <td>Single room and 3 meals a day</td> <td>\$195.83</td> </tr> <tr> <td>Shared room and 3 meals a day</td> <td>\$190.93</td> </tr> <tr> <td>Single room only; no meals</td> <td>\$186.03</td> </tr> <tr> <td>Shared room only; no meals</td> <td>\$181.14</td> </tr> <tr> <td>A meal</td> <td>\$7.83</td> </tr> </tbody> </table> | Column 1<br>Service provided by employer | Column 2<br>Deduction \$ per week | Single room and 3 meals a day | \$195.83 | Shared room and 3 meals a day | \$190.93 | Single room only; no meals | \$186.03 | Shared room only; no meals | \$181.14 | A meal | \$7.83 |
| Service provided   | Deduction \$ per week   |                       |                               |        |                               |        |                            |        |                            |        |        |      |  |  |                                   |                               |          |                               |          |                            |          |                            |          |        |        |
| Single room and 3 meals a day  | 195.83  |                       |                               |        |                               |        |                            |        |                            |        |        |      |  |  |                                   |                               |          |                               |          |                            |          |                            |          |        |        |
| Shared room and 3 meals a day  | 190.93  |                       |                               |        |                               |        |                            |        |                            |        |        |      |  |  |                                   |                               |          |                               |          |                            |          |                            |          |        |        |
| Single room only, no meals   | 186.03  |                       |                               |        |                               |        |                            |        |                            |        |        |      |  |  |                                   |                               |          |                               |          |                            |          |                            |          |        |        |
| Shared room only, no meals   | 181.14  |                       |                               |        |                               |        |                            |        |                            |        |        |      |  |  |                                   |                               |          |                               |          |                            |          |                            |          |        |        |
| A meal   | 7.83  |                       |                               |        |                               |        |                            |        |                            |        |        |      |  |  |                                   |                               |          |                               |          |                            |          |                            |          |        |        |
| Column 1<br>Service provided by employer   | Column 2<br>Deduction \$ per week   |                       |                               |        |                               |        |                            |        |                            |        |        |      |  |  |                                   |                               |          |                               |          |                            |          |                            |          |        |        |
| Single room and 3 meals a day  | \$195.83  |                       |                               |        |                               |        |                            |        |                            |        |        |      |  |  |                                   |                               |          |                               |          |                            |          |                            |          |        |        |
| Shared room and 3 meals a day  | \$190.93  |                       |                               |        |                               |        |                            |        |                            |        |        |      |  |  |                                   |                               |          |                               |          |                            |          |                            |          |        |        |
| Single room only; no meals   | \$186.03  |                       |                               |        |                               |        |                            |        |                            |        |        |      |  |  |                                   |                               |          |                               |          |                            |          |                            |          |        |        |
| Shared room only; no meals   | \$181.14  |                       |                               |        |                               |        |                            |        |                            |        |        |      |  |  |                                   |                               |          |                               |          |                            |          |                            |          |        |        |
| A meal   | \$7.83  |                       |                               |        |                               |        |                            |        |                            |        |        |      |  |  |                                   |                               |          |                               |          |                            |          |                            |          |        |        |

| Hospitality Industry (General) Award 2010 |  | Plain Language ED – Hospitality Industry (General) Award 2017 |  |
|---|--|---|--|
|   |  | %   |  |
| Single room and 3 meals a day             |  | 100   |  |
| Shared room and 3 meals a day             |  | 97.5  |  |
| Single room only, no meals                |  | 95.0  |  |
| Shared room only, no meals                |  | 92.5  |  |
| A meal                                    |  | 1% of the standard weekly rate                                |  |

**39.3 Junior employees receiving junior rates**

The amounts set out in the table below may be deducted from the wages of a junior employee who is being paid junior rates of pay for the provision of accommodation, meals or both by the employer. The amount which may be deducted depends on the age of the employee.

| Service provided              | Age                | Deduction            | Deduction per week |
|-------------------------------|--------------------|----------------------|--------------------|
|                               |                    | % of adult deduction | \$                 |
| Single room and 3 meals a day | 15 yrs & under     | 45                   | 88.12              |
|                               | 16 yrs             | 55                   | 107.71             |
|                               | 17 yrs             | 70                   | 137.08             |
|                               | 18 yrs             | 80                   | 156.66             |
|                               | 19 yrs             | 90                   | 176.25             |
| Shared room and 3 meals a day | 15 yrs & under     | 45                   | 85.92              |
|                               | 16 yrs             | 55                   | 105.01             |
|                               | 17 yrs             | 70                   | 133.65             |
|                               | 18 yrs             | 80                   | 152.74             |
|                               | 19 yrs             | 90                   | 171.84             |
| Single room only; no meals    | 15 yrs & under     | 45                   | 83.71              |
|                               | 16 yrs             | 55                   | 102.32             |
|                               | 17 yrs             | 70                   | 130.22             |
|                               | 18 yrs             | 80                   | 148.82             |
|                               | 19 yrs             | 90                   | 167.43             |
| Shared room only; no meals    | 15 yrs & under     | 45                   | 81.51              |
|                               | 16 yrs             | 55                   | 99.63              |
|                               | 17 yrs             | 70                   | 126.80             |
|                               | 18 yrs             | 80                   | 144.91             |
|                               | 19 yrs             | 90                   | 163.03             |
| A meal                        | Same rate all ages | —                    | 7.83               |

**33.4 Junior employees on junior rates**

An employer may deduct from the wages of a junior employee on junior rates aged as specified in column 2 of Table 13—Employees on junior rates the amount specified in column 3 for the service specified in column 1 provided by the employer.

**Table 13—Employees on junior rates**

| Column 1<br>Service provided by employer | Column 2<br>Age           | Column 3<br>Deduction \$ per week |
|--|---------------------------|-----------------------------------|
| Single room and 3 meals a day            | 15 years of age and under | \$88.12                           |
|  | 16 years of age           | \$107.71                          |
|  | 17 years of age           | \$137.08                          |
|  | 18 years of age           | \$156.66                          |
|  | 19 years of age           | \$176.25                          |
| Shared room and 3 meals a day            | 15 years of age and under | \$85.92                           |
|  | 16 years of age           | \$105.01                          |
|  | 17 years of age           | \$133.65                          |
|  | 18 years of age           | \$152.74                          |
|  | 19 years of age           | \$171.84                          |
| Single room only; no meals               | 15 years of age and under | \$83.71                           |
|  | 16 years of age           | \$102.32                          |
|  | 17 years of age           | \$130.22                          |
|  | 18 years of age           | \$148.82                          |
|  | 19 years of age           | \$167.43                          |
| Shared room only; no meals               | 15 years of age and under | \$81.51                           |
|  | 16 years of age           | \$99.63                           |
|  | 17 years of age           | \$126.80                          |
|  | 18 years of age           | \$148.82                          |
|  | 19 years of age           | \$167.43                          |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017  |                    |          |  |
|---|--|--------------------|----------|--|
| <p><b>39.4 Deductions for meals</b></p> <p>An employer may deduct an amount from an employee’s wages for providing the employee with a meal only if:</p> <p>(a) the employee does not live in accommodation provided by the employer; and</p> <p>(b) the meal is provided during the employee’s normal working hours.</p> |  | 16 years of age    | \$99.63  |  |
|   |  | 17 years of age    | \$126.80 |  |
|   |  | 18 years of age    | \$144.91 |  |
|   |  | 19 years of age    | \$163.03 |  |
|   | A meal   | Same rate all ages | —        |  |
| <p><b>Part 2—Consultation and Dispute Resolution</b></p> <p><b>8. Consultation</b></p> <p><i>Standard clause – not reproduced here</i></p>  | <p><b>Part 8—Consultation and Dispute Resolution</b></p> <p><b>34. Consultation about major workplace change</b></p> <p>Standard clause – not reproduced here. Standard clauses subject to conference on 11 April 2017. Please see Statement issued 27 March 2017 PR591212</p> |                    |          |  |
|   | <p><b>35. Consultation about changes to rosters or hours of work</b></p> <p>Standard clause – not reproduced here. Standard clauses subject to conference on 11 April 2017. Please see Statement issued 27 March 2017 PR591212</p>   |                    |          |  |
| <p><b>9. Dispute resolution</b></p> <p><i>Standard clause – not reproduced here</i></p>   | <p><b>36. Dispute resolution</b></p> <p>Standard clause – not reproduced here. Standard clauses subject to conference on 11 April 2017. Please see Statement issued 27 March 2017 PR591212</p>   |                    |          |  |
| <p><b>16. Termination of employment</b></p> <p><i>Standard clause – not reproduced here</i></p>   | <p><b>Part 9—Termination of Employment and Redundancy</b></p> <p><b>37. Termination of employment</b></p> <p>Standard clause – not reproduced here. Standard clauses subject to conference on 11 April 2017. Please see Statement issued 27 March 2017 PR591212</p>            |                    |          |  |
| <p><b>17. Redundancy</b></p> <p><i>Standard clause – not reproduced here</i></p>  | <p><b>38. Redundancy</b></p> <p>Standard clause – not reproduced here. Standard clauses subject to conference on 11 April 2017. Please see Statement issued 27 March 2017 PR591212</p>   |                    |          |  |
|   | <p><b>39. Transfer to lower paid job on redundancy</b></p> <p>Standard clause – not reproduced here. Standard clauses subject to conference on 11 April 2017. Please see Statement issued 27 March 2017 PR591212</p>   |                    |          |  |
|   | <p><b>40. Employee leaving during redundancy notice period</b></p> <p>Standard clause – not reproduced here. Standard clauses subject to conference on 11 April 2017. Please see Statement issued 27 March 2017 PR591212</p>   |                    |          |  |
|   | <p><b>41. Job search entitlement</b></p> <p>Standard clause – not reproduced here. Standard clauses subject to conference on 11 April 2017. Please see Statement issued 27 March 2017 PR591212</p>   |                    |          |  |

**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.

**Schedule A—Classification Structure and Definitions**

Minor amendments have been made to the Classification Structure and Definitions to update redundant technologies and outdated terms. Parties are invited to make further submissions regarding classifications to ensure they are relevant and easy to apply in the workplace. See, for example, the clerical grade 3 (A.2.2(c)) and the additional requirements after the blocked text after the 10th dot point.

**A.1 Introductory level**

Introductory level is for an employee who enters the hospitality industry and does not demonstrate the competency requirements of level 1. The employee remains at Introductory level for up to 3 months while undertaking appropriate training and being assessed for competency to move to level 1. At the end of that period, the employee moves to level 1 unless the employee and the employer mutually agree that further training of up to 3 months is required for the employee to achieve the necessary competency.

NOTE: Any disagreement arising from this provision must be dealt with in accordance with clause 36—Dispute resolution.

**A.2 General classification definitions**

**A.2.1 Food and beverage stream**

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

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

**(b) 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 and mixing liquor, including selling liquor from the bottle department;
- assisting in the cellar or bottle department;
- undertaking general waiting duties for food or beverages or both, including cleaning tables;
- receiving money;
- attending a snack bar;
- performing delivery duties.

**(c) 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:

- operating a mechanical lifting device;
- attending a wagering terminal, electronic gaming terminal or similar terminal;
- having full control of a cellar or liquor store (including the receipt, delivery and recording of

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017  |
|---|--|
| <p><b>Food and beverage attendant (tradesperson) grade 4</b> 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.</p> <p><b>Food and beverage supervisor</b> 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.</p> <p><b>D.2.2 Kitchen stream</b></p> <p><b>Kitchen attendant grade 1</b> means an employee engaged in any of the following:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• assisting employees who are cooking;</li> <li>• assembling and preparing ingredients for cooking; and</li> <li>• general pantry duties.</li> </ul> <p><b>Kitchen attendant grade 2</b> 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.</p> <p><b>Kitchen attendant grade 3</b> 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.</p> <p><b>Cook grade 1</b> means an employee who carries out cooking of breakfasts and snacks, baking, pastry cooking or butchering.</p> <p><b>Cook grade 2</b> means an employee who has the appropriate level of training and who performs cooking duties including baking, pastry cooking or butchering.</p> <p><b>Cook (tradesperson) grade 3</b> 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.</p> <p><b>Cook (tradesperson) grade 4</b> 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.</p> <p><b>Cook (tradesperson) grade 5</b> 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:</p> <ul style="list-style-type: none"> <li>• general and specialised duties including supervision or training of other kitchen staff;</li> <li>• ordering and stock control; and</li> <li>• supervising other cooks and other kitchen employees in a single kitchen establishment.</li> </ul> <p><b>D.2.3 Guest services stream</b></p> <p><b>Guest service grade 1</b> means an employee who performs any of the following:</p> <ul style="list-style-type: none"> <li>• laundry and/or linen duties which may include minor repairs to linen or clothing such as buttons, zips, seams and working with flat materials;</li> </ul> | <p>goods);</p> <ul style="list-style-type: none"> <li>• mixing a range of sophisticated drinks;</li> <li>• assisting in the training and supervision of food and beverage attendants of a lower classification;</li> <li>• taking reservations and greeting and seating guests.</li> </ul> <p>(d) <b>Food and beverage attendant grade 4 (tradesperson)</b> means an employee who has completed an apprenticeship in waiting or has passed the appropriate trade test and who carries out specialised skilled duties in a fine dining room or a restaurant.</p> <p>(e) <b>Food and beverage supervisor</b> means an employee who has the appropriate level of training, including a supervisory course, and who has responsibility for the supervision, training and co-ordination of food and beverage staff or for stock control for one or more bars.</p> <p><b>A.2.2 Kitchen stream</b></p> <p>(a) <b>Kitchen attendant grade 1</b> means an employee engaged in any of the following:</p> <ul style="list-style-type: none"> <li>• general cleaning duties within a kitchen or food preparation area or scullery, including cleaning cooking and general utensils used in a kitchen or restaurant;</li> <li>• assisting employees who are cooking;</li> <li>• assembling and preparing ingredients for cooking;</li> <li>• general pantry duties.</li> </ul> <p>(b) <b>Kitchen attendant grade 2</b> 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 in supervising kitchen attendants of a lower classification.</p> <p>(c) <b>Kitchen attendant grade 3</b> means an employee who has the appropriate level of training, including a supervisory course, and has responsibility for the supervision, training and co-ordination of kitchen attendants of a lower classification.</p> <p>(d) <b>Cook grade 1</b> means an employee who is engaged in cooking breakfasts and snacks, baking, pastry cooking or butchering.</p> <p>(e) <b>Cook grade 2</b> means an employee who has the appropriate level of training and who performs cooking duties such as baking, pastry cooking or butchering.</p> <p>(f) <b>Cook grade 3 (tradesperson)</b> means a commi chef or equivalent who has completed an apprenticeship or passed the appropriate trade test or who has the appropriate level of training and who is engaged in cooking, baking, pastry cooking or butchering duties.</p> <p>(g) <b>Cook grade 4 (tradesperson)</b> means a demi chef or equivalent who has completed an apprenticeship or passed the appropriate trade test or who has the appropriate level of training and who is engaged to perform general or specialised cooking, butchering, baking or pastry cooking duties or supervises and trains other cooks and kitchen employees.</p> <p>(h) <b>Cook grade 5 (tradesperson)</b> means a chef de partie or equivalent who has completed an apprenticeship or passed the appropriate trade test or who has the appropriate level of training in cooking, butchering, baking or pastry cooking and who performs any of the following:</p> <ul style="list-style-type: none"> <li>• general and specialised duties, including supervision or training of kitchen employees; or</li> <li>• ordering and stock control; or</li> </ul> |

| Hospitality Industry (General) Award 2010  | Plain Language ED – Hospitality Industry (General) Award 2017  |
|--|--|
| <ul style="list-style-type: none"> <li>• the collection and delivery of guests’ personal dry cleaning and laundry, linen and associated materials to and from accommodation areas;</li> <li>• performs general cleaning duties; and</li> <li>• parking guests’ cars.</li> </ul> <p><b>Guest service grade 2</b> means an employee who has not achieved the appropriate level of training and who is engaged in any of the following:</p> <ul style="list-style-type: none"> <li>• servicing accommodation areas and cleaning thereof;</li> <li>• receiving and assisting guests at the entrance to the establishment;</li> <li>• driving a passenger vehicle or courtesy bus;</li> <li>• transferring guests’ baggage to and from rooms;</li> <li>• assisting in the dry cleaning process;</li> <li>• cleaning duties using specialised equipment and chemicals; and</li> <li>• providing butler services such as food, beverage and personalised guest service.</li> </ul> <p><b>Guest service grade 3</b> means an employee who has the appropriate level of training and who is engaged in any of the following:</p> <ul style="list-style-type: none"> <li>• supervising guest service employees of a lower grade;</li> <li>• providing butler services such as food, beverage and personalised guest service;</li> <li>• major repair of linen and/or clothing including basic tailoring and major alterations and refitting; and</li> <li>• dry cleaning.</li> </ul> <p><b>Guest service grade 4</b> 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.</p> <p><b>Guest service supervisor</b> 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.</p> <p><b>Front office grade 1</b> means an employee who is engaged as an assistant in front office duties including night auditing, telephonist, receptionist, cashier, information services or reservations.</p> <p><b>Front office grade 2</b> 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.</p> <p><b>Front office grade 3</b> 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.</p> <p><b>Front office supervisor</b> 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.</p> <p><b>D.2.4 Administration stream</b></p> <p><b>Clerical grade 1</b> means an employee who is required to perform basic clerical and routine office duties such as collating, filing, photocopying and delivering messages.</p> <p><b>Clerical grade 2</b> means an employee who is engaged in general clerical or office duties, such as typing, filing,</p> | <ul style="list-style-type: none"> <li>• supervising kitchen employees in a single kitchen establishment.</li> </ul> <p><b>A.2.3 Guest services stream</b></p> <p><b>(a) Guest service grade 1</b> means an employee who is engaged in any of the following:</p> <ul style="list-style-type: none"> <li>• performing laundry or linen duties including carrying out minor repairs to linen or clothing (for example, buttons, zips or seams) and working with flat materials;</li> <li>• collecting and delivering guests’ personal dry cleaning and laundry, linen and associated materials to and from accommodation areas;</li> <li>• performing general cleaning duties;</li> <li>• parking guests’ motor vehicles.</li> </ul> <p><b>(b) Guest service grade 2</b> means an employee who has not achieved the appropriate level of training and who is engaged in any of the following:</p> <ul style="list-style-type: none"> <li>• servicing and cleaning accommodation areas;</li> <li>• receiving and assisting guests at the entrance to the establishment;</li> <li>• driving a passenger vehicle or courtesy bus;</li> <li>• transferring guests’ baggage to and from rooms;</li> <li>• assisting in the dry cleaning process;</li> <li>• performing cleaning duties using specialised equipment and chemicals;</li> <li>• providing butler services such as food, beverage and personalised guest service.</li> </ul> <p><b>(c) Guest service grade 3</b> means an employee who has the appropriate level of training and who is engaged in any of the following:</p> <ul style="list-style-type: none"> <li>• supervising guest service employees of a lower classification;</li> <li>• providing butler services such as food, beverage and personalised guest service;</li> <li>• carrying out major repairs to linen or clothing including basic tailoring and major alterations and refitting;</li> <li>• dry cleaning.</li> </ul> <p><b>(d) Guest service grade 4</b> means an employee who has completed an apprenticeship or passed the appropriate trade test or otherwise has the appropriate level of training to perform the work of a tradesperson in dry cleaning or tailoring or as a butler.</p> <p><b>(e) Guest service supervisor</b> means an employee who has the appropriate level of training, including a supervisory course, and has responsibility for the supervision, training and co-ordination of employees engaged in a housekeeping department.</p> <p><b>(f) Front office grade 1</b> means an employee who is engaged as an assistant in front office duties including night auditing, performing duties as a telephonist, receptionist or cashier, providing information services or making reservations.</p> <p><b>(g) Front office grade 2</b> means an employee who has the appropriate level of training and is in the front office engaged in performing duties including as a telephonist, receptionist or cashier, providing information services or making reservations.</p> |

| Hospitality Industry (General) Award 2010  | Plain Language ED – Hospitality Industry (General) Award 2017  |
|--|--|
| <p>basic data entry and calculating functions.</p> <p><b>Clerical grade 3</b> means an employee who has the appropriate level of training and who performs any of the following:</p> <ul style="list-style-type: none"> <li>• operates adding machines, switchboard, paging system, telex machine, typewriter or calculator;</li> <li>• uses knowledge of keyboard and function keys to enter and retrieve data through computer terminal;</li> <li>• copy types at 25 words per minute with 98% accuracy;</li> <li>• maintains mail register and records;</li> <li>• 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;</li> <li>• transcribes information into records, completes forms, takes telephone messages;</li> <li>• acquires and applies a working knowledge of office or sectional operating procedures and requirements;</li> <li>• 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;</li> <li>• keeps appropriate records; and</li> <li>• 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.</li> </ul> <p>And who has the appropriate level of training and also performs any of the following:</p> <ul style="list-style-type: none"> <li>• operates computerised radio telephone equipment, micro/personal computer, printing devices attached to personal computer, dictaphone equipment, typewriters;</li> <li>• produces documents and correspondence using knowledge of standard formats, touch types at 40 words per minute with 98% accuracy, audio types;</li> <li>• 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;</li> <li>• follows standard procedures or template for the preceding functions using existing models/fields of information;</li> <li>• Creates, maintains and generates simple reports;</li> <li>• uses a central computer resource to an equivalent standard;</li> <li>• 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;</li> <li>• takes shorthand notes at 70 wpm and transcribes with 95% accuracy;</li> <li>• arranges travel bookings and itineraries, makes appointments, screens telephone calls, follows visitor protocol procedures, establishes telephone contact on behalf of executive;</li> <li>• applies a working knowledge of the organisation’s products/services, functions, locations and clients;</li> </ul> | <ul style="list-style-type: none"> <li>(h) <b>Front office grade 3</b> means an employee who has the appropriate level of training and is in the front office engaged in duties including assisting in training and supervising front office employees of a lower classification.</li> <li>(i) <b>Front office supervisor</b> means an employee who has the appropriate level of training, including a supervisory course, and has responsibility for the supervision, training and co-ordination of front office employees.</li> </ul> <p><b>A.2.4 Administration stream</b></p> <ul style="list-style-type: none"> <li>(a) <b>Clerical grade 1</b> means an employee who is required to perform basic clerical and routine office duties such as collating, filing, photocopying and delivering messages.</li> <li>(b) <b>Clerical grade 2</b> means an employee who is engaged in general clerical or office duties, such as typing, filing, basic data entry and calculating functions.</li> <li>(c) <b>Clerical grade 3</b> means an employee who has the appropriate level of training and who performs any of the following duties: <ul style="list-style-type: none"> <li>• operates a switchboard, paging system and office equipment;</li> <li>• uses knowledge of keyboard and function keys to enter and retrieve data through a computer terminal;</li> <li>• copy types at 25 words per minute with at least 98% accuracy;</li> <li>• maintains mail register and records;</li> <li>• maintains established paper-based filing or records systems in accordance with set procedures including creating and indexing new files, distributing files within the organisation as requested and monitoring file locations;</li> <li>• transcribes information into records, completes forms and takes telephone messages;</li> <li>• acquires and applies a working knowledge of office or sectional operating procedures and requirements;</li> <li>• 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 and greets visitors;</li> <li>• keeps appropriate records;</li> <li>• sorts, processes and records original source financial documents (for example, invoices, cheques and correspondence) on a daily basis; maintains and records petty cash; prepares bank deposits and withdrawals and does banking;</li> </ul> <p>and who has the appropriate level of training and also performs any of the following:</p> <ul style="list-style-type: none"> <li>• operates computerised radio telephone equipment, micro/personal computer, printing devices attached to a personal computer or dictaphone equipment;</li> <li>• produces documents and correspondence using knowledge of standard formats, touch types at 40 words per minute with at least 98% accuracy or audio types;</li> <li>• uses one or more software application packages developed for a micro/personal computer to operate and populate a database, spreadsheet or worksheet so as to achieve a desired result; graphs previously prepared spreadsheets; uses simple menu utilities of a personal computer;</li> </ul> </li> </ul> |

| Hospitality Industry (General) Award 2010  | Plain Language ED – Hospitality Industry (General) Award 2017  |
|--|--|
| <ul style="list-style-type: none"> <li>• responds to and acts upon most internal/external inquiries in own function area;</li> <li>• 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</li> <li>• maintains financial records and journals, collects and prepares time and wage records; prepares accounts queries from debtors; posts transactions to ledger.</li> </ul> <p><b>Clerical supervisor</b> means an employee who has the appropriate level of training including a supervisory course and who co-ordinates other clerical staff.</p> <p><b>D.2.5 Security stream</b></p> <p><b>Doorperson/security officer grade 1</b> means a person who assists in maintenance of dress standards and good order at an establishment.</p> <p><b>Timekeeper/security officer grade 2</b> 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.</p> <p><b>D.2.6 Leisure activities stream</b></p> <p><b>Leisure attendant grade 1</b> 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.</p> <p><b>Leisure attendant grade 2</b> 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.</p> <p><b>Leisure attendant grade 3</b> 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.</p> <p><b>D.2.7 Stores stream</b></p> <p><b>Storeperson grade 1</b> means an employee who receives and stores general and perishable goods and cleans the store area.</p> <p><b>Storeperson grade 2</b> 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.</p> <p><b>Storeperson grade 3</b> means an employee who has the appropriate level of training and who:</p> <ul style="list-style-type: none"> <li>• implements quality control techniques and procedures;</li> <li>• understands and is responsible for a stores/warehouse area or a large section of such an area;</li> <li>• has a highly developed level of interpersonal and communications skills;</li> <li>• 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;</li> <li>• 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: <ul style="list-style-type: none"> <li>• liaising with management, suppliers and customers with respect to stores operations; and</li> <li>• detailing and co-ordinating activities of other storepersons and acting in a leading hand capacity</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• follows standard procedures or template for the preceding functions using existing models or fields of information;</li> <li>• creates, maintains and generates simple reports;</li> <li>• uses a central computer resource to an equivalent standard;</li> <li>• uses one or more software packages to create, format, edit, proof read, spell check, correct, print or save text documents, for example, standard correspondence and business documents;</li> <li>• takes shorthand notes at 70 wpm and transcribes with at least 95% accuracy;</li> <li>• arranges travel bookings and itineraries, makes appointments, screens telephone calls, follows visitor protocol procedures, establishes telephone contact on behalf of an executive;</li> <li>• applies a working knowledge of the organisation’s products or services, functions, locations and clients;</li> <li>• responds to and acts on most internal or external inquiries in their own function area;</li> <li>• 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 or archives files;</li> <li>• maintains financial records and journals, collects and prepares time and wage records; prepares accounts queries from debtors; posts transactions to ledger.</li> </ul> <p><b>(d) Clerical supervisor</b> means an employee who has the appropriate level of training, including a supervisory course, and who co-ordinates other clerical staff.</p> <p><b>A.2.5 Security stream</b></p> <p><b>(a) Doorperson/security officer grade 1</b> means a person who assists in the maintenance of dress standards and good order at an establishment.</p> <p><b>(b) Timekeeper/security officer grade 2</b> means a person who is responsible for the timekeeping of employees, for the security of keys, for the checking in and out of delivery vehicles or the supervision of doorperson/security officer grade 1 employees.</p> <p><b>A.2.6 Leisure activities stream</b></p> <p><b>(a) Leisure attendant grade 1</b> means a person who acts as an assistant instructor or pool attendant or is responsible for the setting up, distribution and care of equipment and the taking of bookings.</p> <p><b>(b) Leisure attendant grade 2</b> means a person who has the appropriate level of training and takes classes or directs leisure activities such as sporting areas, health clubs and swimming pools.</p> <p><b>(c) Leisure attendant grade 3</b> 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.</p> <p><b>A.2.7 Stores stream</b></p> <p><b>(a) Storeperson grade 1</b> means an employee who receives and stores general and perishable goods and cleans the store area.</p> <p><b>(b) Storeperson grade 2</b> 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 or who may perform duties of a more complex nature.</p> <p><b>(c) Storeperson grade 3</b> means an employee who has the appropriate level of training and who:</p> |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017   |
|---|---|
| <p>for in excess of 10 storepersons;</p> <ul style="list-style-type: none"> <li>maintains control registers including inventory control and being responsible for preparation and reconciliation of regular reports or stock movements, dispatches, etc; and</li> <li>supervises the receipt and delivery of goods, records, outgoing goods, responsible for the contents of a store.</li> </ul> <p><b>D.2.8 Maintenance and trades—other than the cooking trade</b></p> <p>[D.2.8 substituted by PR514972 ppc 04Oct11]</p> <p><b>Handyperson</b> 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.</p> <p><b>Fork-lift driver</b> 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.</p> <p><b>Gardener grade 1</b> means an employee primarily engaged in the following activities:</p> <ul style="list-style-type: none"> <li>keeping areas clean and tidy;</li> <li>weeding and watering;</li> <li>trimming, mowing of surrounds, etc., with hand implements;</li> <li>assistance in preparing areas for play;</li> <li>assistance in course or green maintenance and construction;</li> <li>operation of a limited range of vehicles, including motor vehicles;</li> <li>performs non-trade tasks incidental to the employee’s work.</li> </ul> <p><b>Gardener grade 2</b> means an employee who is engaged in any of the following activities in addition to the work of grade 1:</p> <ul style="list-style-type: none"> <li>operation and minor maintenance of motorised equipment under supervision, other than machinery or equipment requiring the holding of specialised licences;</li> <li>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;</li> <li>applying fertilisers, fungicides, herbicides and insecticides under general supervision;</li> <li>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;</li> <li>routine maintenance of turf, synthetic, artificial and other play surfaces;</li> <li>completion of basic records;</li> <li>assistance in the construction and installation of facilities and systems;</li> <li>performing tasks incidental to the employee’s work;</li> <li>handyperson duties;</li> </ul> | <ul style="list-style-type: none"> <li>implements quality control techniques and procedures;</li> <li>understands and is responsible for a stores or warehouse area or a large section of such an area;</li> <li>has a highly developed level of interpersonal and communications skills;</li> <li>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;</li> <li>may exercise skills attained through the successful completion of an appropriate warehousing certificate;</li> <li>may perform indicative tasks at this level such as: <ul style="list-style-type: none"> <li>liaising with management, suppliers and customers with respect to stores operations; and</li> <li>detailing and co-ordinating activities of other storepersons and acting in a leading hand capacity for more than 10 storepersons;</li> </ul> </li> <li>maintaining control registers including inventory control and being responsible for the preparation and reconciliation of regular reports on matters such as stock movements or dispatches;</li> <li>supervising the receipt and delivery of goods, recording outgoing goods or being responsible for the contents of a store.</li> </ul> <p><b>A.2.8 Maintenance and trades—other than the cooking trade</b></p> <p><b>Handyperson</b> means a person who is not a tradesperson and whose duties include performing routine repair work and maintenance for the employer’s workplace.</p> <p><b>Fork-lift driver</b> means an employee who has a recognised fork-lift licence and who is engaged solely to drive a fork-lift vehicle.</p> <p>Note: Employees who operate a fork-lift as only part of their duties will be paid at the level 3 classification rate in clause 18—Minimum rates.</p> <p><b>(a) Gardener grade 1</b> means an employee primarily engaged in the following activities:</p> <ul style="list-style-type: none"> <li>keeping areas clean and tidy;</li> <li>weeding and watering;</li> <li>trimming or mowing surrounds or similar areas with hand implements;</li> <li>assisting in preparing areas for play;</li> <li>assisting in course or green maintenance and construction;</li> <li>operating a limited range of vehicles, including motor vehicles;</li> <li>performing non-trade tasks incidental to the employee’s work.</li> </ul> <p><b>(b) Gardener grade 2</b> means an employee who is engaged in any of the following activities in addition to the work of grade 1:</p> <ul style="list-style-type: none"> <li>operating and carrying out minor maintenance of motorised equipment under supervision, other than machinery or equipment requiring the holding of specialised licences;</li> <li>assisting in the maintenance, renovation and reconstruction of greens and fairways, or the maintenance of playing surfaces, including mowing, rolling, top dressing, seeding, turfing and</li> </ul> |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017   |
|---|---|
| <ul style="list-style-type: none"> <li>• supervising gardeners of a lower grade.</li> </ul> <p><b>Gardener grade 3 (tradesperson)</b> 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):</p> <ul style="list-style-type: none"> <li>• operate, maintain and adjust machinery as appropriate;</li> <li>• clean machinery and inspects machinery after each use, reporting any problems to a management employee;</li> <li>• applying fertilisers, fungicides, herbicides and insecticides as directed by a management employee;</li> <li>• preparing turf, synthetic, artificial and other surfaces for play;</li> <li>• maintenance and repair of vehicles and/or motor engines;</li> <li>• repair and minor renovation work;</li> <li>• formation and maintenance of all gardens, lawns and greens;</li> <li>• the planting, maintenance and care of trees;</li> <li>• training and supervision of employees of a lower grade, including apprentices.</li> </ul> <p><b>Gardener grade 4 (tradesperson)</b> 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:</p> <ul style="list-style-type: none"> <li>• supervision and training of subordinate staff, including tradespersons;</li> <li>• presentation of written and or verbal reports including budgets,</li> <li>• general liaison with management;</li> <li>• activities requiring application of specialist skills.</li> </ul> <p><b>D.2.9 Managerial staff (Hotels)</b></p> <p>For the purpose of this additional classification, <b>hotels</b> 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.</p> <p>In this additional classification, <b>hotel manager</b> means an employee (however designated) who:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• directs staff to ensure they carry out their duties in the relevant area or areas of the hotel; and</li> <li>• implements policies, procedures and operating systems for the hotel;</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>• Company secretary;</li> <li>• Chief accountant;</li> </ul> | <p>sprigging, fertilising under supervision, planting and maintenance of trees or pruning under supervision;</p> <ul style="list-style-type: none"> <li>• applying fertilisers, fungicides, herbicides and insecticides under general supervision;</li> <li>• performing gardening duties including planting and trimming trees, sowing, planting and cutting grass, and watering plants, gardens, trees, lawns and displays;</li> <li>• carrying out routine maintenance of turf, synthetic, artificial or other surfaces for play;</li> <li>• completing basic records;</li> <li>• assisting in the construction and installation of facilities and systems;</li> <li>• performing tasks incidental to the employee’s work;</li> <li>• handyman duties;</li> <li>• supervising gardeners of a lower classification.</li> </ul> <p>(c) <b>Gardener grade 3 (tradesperson)</b> 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):</p> <ul style="list-style-type: none"> <li>• operating, maintaining and adjusting machinery as appropriate;</li> <li>• cleaning machinery and inspecting machinery after each use and reporting any problems to a management employee;</li> <li>• applying fertilisers, fungicides, herbicides and insecticides as directed by a management employee;</li> <li>• preparing turf, synthetic, artificial or other surfaces for play;</li> <li>• maintaining and repairing vehicles or motor engines;</li> <li>• carrying out repairs and minor renovation work;</li> <li>• the formation and maintenance of all gardens, lawns and greens;</li> <li>• the planting, maintenance and care of trees;</li> <li>• training and supervision of employees of a lower classification, including apprentices.</li> </ul> <p>(d) <b>Gardener grade 4 (tradesperson)</b> 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:</p> <ul style="list-style-type: none"> <li>• supervising and training employees of a lower classification, including tradespersons;</li> <li>• presenting written or oral reports, including budgets;</li> <li>• carrying out general liaison with management;</li> <li>• performing activities requiring application of specialist skills.</li> </ul> <p><b>A.2.9 Managerial staff (Hotels)</b></p> <p>For the purpose of this classification:</p> <p><b>hotels</b> means hotels, resorts, casinos, taverns, wine saloons, wine and spirit merchants retailing to the general</p> |

| Hospitality Industry (General) Award 2010  | Plain Language ED – Hospitality Industry (General) Award 2017   |
|--|---|
| <ul style="list-style-type: none"> <li>• Personnel or human resources manager;</li> <li>• Financial controller;</li> <li>• Industrial relations manager;</li> <li>• Venue manager;</li> <li>• General/hotel manager;</li> <li>• Executive assistant manager;</li> <li>• Regional manager; or</li> <li>• a Manager to whom any of those positions report or are responsible.</li> </ul> <p>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.</p> <p>This additional classification does not apply to:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Any hotel manager who is the senior partner of a partnership or has at least 49% of that partnership; or</li> <li>• A parent, spouse or de facto partner, son or daughter of a hotel manager excluded from the additional classification by this paragraph.</li> </ul> <p><b>D.3 Definitions for the purposes of the Casino Gaming Stream</b></p> <p><b>D.3.1 General</b></p> <p><b>Casino</b> means a gaming establishment holding a casino license under relevant State legislation. The term does not include a gaming facility that is a part or section of a hospitality establishment such as a hotel or tavern operation.</p> <p><b>Casino table game</b> means a casino game played under the control and direction of a table game employee. It includes games that are normally played at a table and games that include electronic aids to play the game such as Rapid Roulette.</p> <p><b>Major game</b> means a table game that requires a table game employee to undertake a minimum of 80 hours formal training to learn the game rules and competently deal the game in accordance with the minimum standards of the employer and the relevant casino regulatory authority.</p> <p><b>Appropriate level of training</b> for casino gaming employees means that a casino gaming employee has:</p> <ul style="list-style-type: none"> <li>• completed a relevant training course accredited by the AQF; or</li> <li>• completed training to a level or standard imposed by a statutory gaming licensing authority; or</li> <li>• been assessed to have skills at least equivalent to those attained through the suitable training referred to above, such assessment to have been undertaken by a qualified skills assessor; or</li> </ul> | <p>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 associated services.</p> <p><b>hotel manager</b> means an employee (however designated) who:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• directs staff to ensure they carry out their duties in the relevant area or areas of the hotel; and</li> <li>• implements policies, procedures and operating systems for the hotel;</li> </ul> <p>but excludes an employee who is employed to undertake the duties of senior management or is responsible for a significant area of the operations of one or more hotels. Indicative position titles for such an employee include:</p> <ul style="list-style-type: none"> <li>• company secretary;</li> <li>• chief accountant;</li> <li>• personnel or human resources manager;</li> <li>• financial controller;</li> <li>• industrial relations manager;</li> <li>• venue manager;</li> <li>• general/hotel manager;</li> <li>• executive assistant manager;</li> <li>• regional manager; or</li> <li>• a manager to whom any of those positions report or are responsible.</li> </ul> <p>An employee appointed as a Manager must have completed an appropriate level of training in business management or have relevant industry experience, including in supervising employees in one or more areas of a hotel.</p> <p>Note: 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.</p> <p>This additional classification does not apply to:</p> <ul style="list-style-type: none"> <li>• a hotel manager who is an employee of a proprietary or private company (within the meaning of the Corporations Law) and who holds a sufficient number of shares to entitle them to voting control at general meetings of the company; or</li> <li>• a hotel manager who is the senior partner of a partnership or who has at least 49% of that partnership; or</li> <li>• a parent, spouse or de facto partner, son or daughter of a hotel manager excluded from the additional classification by this paragraph.</li> </ul> <p><b>A.3 Casino Gaming Stream</b></p> <p><b>A.3.1 General</b></p> |

| Hospitality Industry (General) Award 2010  | Plain Language ED – Hospitality Industry (General) Award 2017  |
|--|--|
| <ul style="list-style-type: none"> <li>at 1 January 2010, had been doing the work of a particular classification for a period of at least three months.</li> </ul> <p><b>D.3.2 Casino table gaming</b></p> <p><b>Casino table gaming employee grade 1</b> means an employee who has completed the appropriate level of training and has commenced in one major game offered by the casino.</p> <p><b>Casino table gaming employee grade 2</b> means an employee who has completed the appropriate level of training and has commenced in two major games offered by the casino.</p> <p><b>Casino table gaming employee grade 3</b> means an employee who has completed the appropriate level of training and has commenced in three major games offered by the casino.</p> <p><b>Casino table gaming employee grade 4</b> means an employee engaged as such who undertakes table game inspection duties including ensuring that correct procedures and standards are observed by table game employees of a lower grade. This classification does not apply to managerial employees. The provisions of clause 25—Higher duties, will apply to Casino table game employees who have not been appointed to this grade but are required to perform any functions of this position.</p> <p><b>D.3.3 Casino electronic gaming</b></p> <p><b>Casino electronic gaming employee grade 1</b> means an employee in a casino who has received the appropriate level of training and who is engaged in any of the following:</p> <ul style="list-style-type: none"> <li>providing information on customer loyalty programs, electronic gaming promotions or services and facilities within a gaming machine area; and/or</li> <li>explaining to patrons the playing of gaming machines.</li> </ul> <p><b>Casino electronic gaming employee grade 2</b> means an employee in a casino who has received the appropriate level of training and who is engaged in any of the following:</p> <ul style="list-style-type: none"> <li>explaining to patrons the playing of gaming machines and providing pay-outs and rectifying minor malfunctions;</li> <li>selling and redeeming network gaming games such as Keno, TAB or other network games;</li> <li>conducting network games; and</li> <li>explaining to patrons the playing of gaming machines.</li> </ul> <p><b>D.3.4 Casino Finance</b></p> <p><b>Gaming finance employee grade 1</b> means an employee engaged to undertake any Count functions including:</p> <ul style="list-style-type: none"> <li>hard and/or soft count;</li> <li>shuffling and preparation of playing cards for table games;</li> <li>destruction of playing cards, dice, etc. for table games.</li> </ul> <p><b>Gaming finance employee grade 2</b> means an employee engaged to undertake any Change Booth functions including:</p> <ul style="list-style-type: none"> <li>limited supervision of gaming finance grade 1 employees;</li> <li>counting of change and associated change booth duties;</li> <li>sale and redemption of electronic gaming tickets.</li> </ul> | <p>For the purposes of the casino gaming stream:</p> <p><b>cage function</b> includes:</p> <ul style="list-style-type: none"> <li>front window cashier duties including exchanging gaming chips for currency, controlling a float, recording transactions and reconciliation duties; and</li> <li>bank cashiering including Fill Bank duties such as receiving, disbursing, reconciling and controlling receipt and issue of gaming chips to gaming tables from the Cage and Main Bank duties; and</li> <li>Premium Group settlements and buy-in.</li> </ul> <p><b>cashier function</b> includes supervising employees of a lower classification when required.</p> <p><b>casino table game</b> means a casino game played under the control and direction of a table game employee, including games that are normally played at a table and games that include electronic aids to play the game such as Rapid Roulette.</p> <p><b>major game</b> means a table game that requires a table game employee to undertake a minimum of 80 hours formal training to learn the game rules and competently deal the game in accordance with the minimum standards of the employer and the relevant casino regulatory authority.</p> <p><b>A.3.2 Casino table gaming</b></p> <p>(a) <b>Casino table gaming employee grade 1</b> means an employee who has the appropriate level of training and deals one major game offered by the casino.</p> <p>(b) <b>Casino table gaming employee grade 2</b> means an employee who has the appropriate level of training and deals 2 major games offered by the casino.</p> <p>(c) <b>Casino table gaming employee grade 3</b> means an employee who has the appropriate level of training and deals 3 major games offered by the casino.</p> <p>(d) <b>Casino table gaming employee grade 4</b> means an employee (other than a managerial employee) who undertakes table game inspection duties, including ensuring that correct procedures and standards are observed by table game employees of a lower classification.</p> <p>NOTE: Clause 21—Payment of wages applies to a casino table game employee who has not been appointed as a Casino table gaming employee grade 4 but is required to perform any duties of that classification.</p> <p><b>A.3.3 Casino electronic gaming</b></p> <p>(a) <b>Casino electronic gaming employee grade 1</b> means an employee in a casino who has the appropriate level of training and is engaged in any of the following:</p> <ul style="list-style-type: none"> <li>providing information on customer loyalty programs, electronic gaming promotions or services and facilities within a gaming machine area; or</li> <li>explaining to patrons the playing of gaming machines.</li> </ul> <p>(b) <b>Casino electronic gaming employee grade 2</b> means an employee in a casino who has the appropriate level of training and is engaged in any of the following:</p> <ul style="list-style-type: none"> <li>explaining to patrons the playing of gaming machines and providing pay-outs and rectifying minor malfunctions; or</li> <li>selling and redeeming network gaming games such as Keno, TAB or other network games; or</li> <li>conducting network games; or</li> </ul> |

| Hospitality Industry (General) Award 2010  | Plain Language ED – Hospitality Industry (General) Award 2017   |
|--|---|
| <p><b>Gaming finance employee grade 3</b> means an employee engaged to undertake all grade 2 change functions including supervision of employees of a lower grade when required plus any of the following:</p> <ul style="list-style-type: none"> <li>• assisting with the verification of floats and change machines;</li> <li>• training employees in duties and functions of a lower grade;</li> <li>• an employee engaged to undertake one cage function.</li> </ul> <p><b>Gaming finance employee grade 4</b> means:</p> <ul style="list-style-type: none"> <li>• an employee engaged to undertake two cage cashier functions; or</li> <li>• gaming finance revenue audit clerk functions.</li> </ul> <p><b>Gaming finance employee grade 5</b> means an employee engaged to undertake more than two cage cashier functions.</p> <p>For the purposes of the Gaming Finance Stream, <b>cage function</b> includes:</p> <ul style="list-style-type: none"> <li>• front window cashier duties including exchanging gaming chips for currency, controlling a float, recording transactions and reconciliation duties; or</li> <li>• bank cashiering including Fill Bank duties such as receiving, disbursing, reconciling and controlling receipt and issue of gaming chips to gaming tables from the Cage and Main Bank duties; or</li> <li>• Premium Group settlements and buy-in.</li> </ul> <p>For the purposes of the Gaming Finance Stream, <b>cashier function</b> includes supervision of employees of a lower grade when required.</p> <p><b>D.3.5 Casino equipment technicians</b></p> <p><b>Casino equipment technician grade 1</b> means an employee who has the appropriate level of training and who is competent at performing repairs, servicing and installation of non-electronic gaming and associated equipment as well as assisting Casino equipment technicians of a higher grade.</p> <p><b>Casino equipment technician grade 2</b> means an employee including a tradesperson who has the appropriate level of training and who is competent at performing repairs, servicing and installation of electronic gaming and associated equipment under supervision.</p> <p><b>Casino equipment technician grade 3</b> means an employee appointed as such who has the appropriate level of training and who without supervision applies technical knowledge and skills to the tasks of installing, repairing, maintaining, servicing, modifying, commissioning, testing, fault finding and diagnosing various forms of video and other electronically or mechanically-controlled gaming equipment. This level also includes an employee required to supervise and/or check the work of Casino equipment technicians of lower grades.</p> <p><b>D.3.6 Casino security</b></p> <p><b>Customer liaison officer</b> means an employee in a casino who holds appropriate licenses and who is engaged to work as an area or door attendant to enforce dress, behaviour and entry requirements at the casino.</p> <p><b>Security officer grade 1</b> means an employee in a casino who holds appropriate licenses and is required to carry out routine security functions throughout the Casino complex, including the duties of securing, watching, guarding and/or protecting the premises including responding to alarm signals and incidents.</p> <p><b>Security officer grade 2</b> means an employee in a casino who performs work as required above and beyond the skills of an employee at grade 1 to the level of their training. At this level an employee is required to perform cash escort and soft drop duties. This level also includes a security employee who in the opinion of the</p> | <ul style="list-style-type: none"> <li>• explaining to patrons the playing of gaming machines.</li> </ul> <p><b>A.3.4 Casino Finance stream</b></p> <p>(a) <b>Gaming finance employee grade 1</b> means an employee engaged to undertake any Count functions including:</p> <ul style="list-style-type: none"> <li>• hard or soft count; and</li> <li>• shuffling and preparation of playing cards for table games; and</li> <li>• destruction of playing cards, dice or similar items for table games.</li> </ul> <p>(b) <b>Gaming finance employee grade 2</b> means an employee engaged to undertake any Change Booth functions including:</p> <ul style="list-style-type: none"> <li>• limited supervision of gaming finance grade 1 employees; and</li> <li>• counting of change and associated change booth duties; and</li> <li>• sale and redemption of electronic gaming tickets.</li> </ul> <p>(c) <b>Gaming finance employee grade 3</b> means an employee engaged to undertake all grade 2 change functions including supervision of employees of a lower classification when required plus any of the following:</p> <ul style="list-style-type: none"> <li>• assisting with the verification of floats and change machines; or</li> <li>• training employees in duties and functions of a lower classification; or</li> <li>• undertaking one cage function.</li> </ul> <p>(d) <b>Gaming finance employee grade 4</b> means an employee engaged to undertake:</p> <ul style="list-style-type: none"> <li>• 2 cage cashier functions; or</li> <li>• gaming finance revenue audit clerk functions.</li> </ul> <p>(e) <b>Gaming finance employee grade 5</b> means an employee engaged to undertake more than 2 cage cashier functions.</p> <p><b>A.3.5 Casino equipment technicians</b></p> <p>(a) <b>Casino equipment technician grade 1</b> means an employee who has the appropriate level of training and who is competent at performing repairs, servicing and installation of non-electronic gaming and associated equipment as well as assisting Casino equipment technicians of a higher grade.</p> <p>(b) <b>Casino equipment technician grade 2</b> means an employee including a tradesperson who has the appropriate level of training and who is competent at performing repairs, servicing and installation of electronic gaming and associated equipment under supervision.</p> <p>(c) <b>Casino equipment technician grade 3</b> means an employee appointed as such who has the appropriate level of training and who without supervision applies technical knowledge and skills to the tasks of installing, repairing, maintaining, servicing, modifying, commissioning, testing, fault finding and diagnosing various forms of video and other electronically or mechanically-controlled gaming equipment. This level also includes an employee required to supervise or check the work of Casino equipment technicians of lower grades.</p> <p><b>A.3.6 Casino security</b></p> |

| Hospitality Industry (General) Award 2010   | Plain Language ED – Hospitality Industry (General) Award 2017  |
|---|--|
| <p>employer has no previous relevant experience at this level, and is undertaking the tasks of a surveillance officer while undergoing training and gaining experience during the first six months of employment as such.</p> <p><b>Surveillance operator</b> means an employee in a casino required to monitor, observe and report upon the operations of the casino by means of visual or remote observation, including the use of electronic surveillance and recording systems as follows:</p> <ul style="list-style-type: none"> <li>• input information or react to signals and instruments related to electronic surveillance;</li> <li>• keyboard operation to alter the parameters within an integrated security surveillance system; and</li> <li>• co-ordinate, monitor or record the activities of Security officers utilising a verbal communications system.</li> </ul> | <p>(a) <b>Customer liaison officer</b> means an employee in a casino who holds appropriate licences and who is engaged to work as an area or door attendant to enforce dress, behaviour and entry requirements at the casino.</p> <p>(b) <b>Security officer grade 1</b> means an employee in a casino who holds appropriate licences and is required to carry out routine security functions throughout the Casino complex, including the duties of securing, watching, guarding or protecting the premises including responding to alarm signals and incidents.</p> <p>(c) <b>Security officer grade 2</b> means an employee in a casino who performs work as required above and beyond the skills of an employee at grade 1 to the level of their training. At this level an employee is required to perform cash escort and soft drop duties. This level also includes a security employee who, in the opinion of the employer, has no previous relevant experience at this level, and is undertaking the tasks of a surveillance officer while undergoing training and gaining experience during the first 6 months of employment as such.</p> <p>(d) <b>Surveillance operator</b> means an employee in a casino required to monitor, observe and report on the operations of the casino by means of visual or remote observation, including the use of electronic surveillance and recording systems as follows:</p> <ul style="list-style-type: none"> <li>• input information or react to signals and instruments related to electronic surveillance;</li> <li>• keyboard operation to alter the parameters within an integrated security surveillance system;</li> <li>• <input type="checkbox"/> co-ordinate, monitor or record the activities of Security officers utilising a verbal communications system.</li> </ul> |
| <p><b>22. Supported wage system</b></p> <p>See Schedule E</p>   | <p><i>This provision has been transferred to Schedule E—Supported Wage System</i></p>  |
| <p><b>23. National training wage</b></p> <p>See Schedule F</p>  | <p><i>This provision has been transferred to Schedule F—National Training Wage</i></p>   |
| <p><b>24. School-based apprenticeship</b></p> <p>See Schedule G</p>   | <p><i>This provision has been transferred to Schedule D—School-based Apprentices</i></p>   |
| <p><b>Schedule H—2016 Part-day Public Holidays</b></p>  | <p><b>Schedule G—2017 Part-day Public Holidays</b></p> <p>The part-day public holidays schedule may be affected by AM2014/301</p> <p>This Schedule has not been drafted in plain language.</p>   |
| <p><b>Schedule I—Agreement to Take Annual Leave in Advance</b></p> <p><i>This provision has not changed – it has not been reproduced here.</i></p>  | <p><b>Schedule I—Agreement to Take Annual Leave in Advance</b></p> <p><i>This provision has not changed – it has not been reproduced here.</i></p>   |
| <p><b>Schedule J—Agreement to Cash Out Annual Leave</b></p> <p><i>This provision has not changed – it has not been reproduced here.</i></p>   | <p><b>Schedule J—Agreement to Cash Out Annual Leave</b></p> <p><i>This provision has not changed – it has not been reproduced here.</i></p>  |
| <p><b>Schedule K—Agreement for Time Off Instead of Payment for Overtime</b></p> <p><i>This provision has not changed – it has not been reproduced here.</i></p>   | <p><b>Schedule H—Agreement for Time Off Instead of Payment for Overtime</b></p> <p><i>This provision has not changed – it has not been reproduced here.</i></p>  |

No provision in current award

**Schedule B—Summary of Hourly Rates of Pay**

Clause 25 is subject to the outcome of the Penalty Rates Full Bench AM2014/305

NOTE: Employers who meet their obligations under this schedule are meeting their obligations under the award.

**B.1 Ordinary hourly rate**

**B.1.1 Ordinary hourly rate** means the minimum hourly rate of pay for an employee plus any all purpose allowances to which the employee is entitled.

NOTE 1: Where an allowance is payable for all purposes in accordance with clause 24.2(a), the allowance forms part of the employee’s ordinary hourly rate and must be added to the minimum hourly rate when calculating penalties or overtime.

**B.1.2** The rates in the tables below are based on the **minimum hourly rates** in accordance with clause 18—Minimum rates. Consistent with clause B.1.1, all purpose allowances need to be added to the rates in the table where they are applicable.

**B.2 Full-time and part-time general employees**

**B.2.1 Full-time and part-time general employees—ordinary and penalty rates**

|                    | Ordinary hours <sup>1</sup>            | Saturday    | Sunday      | Public holiday |
|--------------------|--|-------------|-------------|----------------|
|                    | % of ordinary hourly rate <sup>2</sup> |             |             |                |
|                    | <b>100%</b>                            | <b>125%</b> | <b>175%</b> | <b>250%</b>    |
| Introductory Level | \$17.70                                | \$22.13     | \$30.98     | \$44.25        |
| Level 1            | \$18.21                                | \$22.76     | \$31.87     | \$45.53        |
| Level 2            | \$18.91                                | \$23.64     | \$33.09     | \$47.28        |
| Level 3            | \$19.56                                | \$24.45     | \$34.23     | \$48.90        |
| Level 4            | \$20.61                                | \$25.76     | \$36.07     | \$51.53        |
| Level 5            | \$21.90                                | \$27.38     | \$38.33     | \$54.75        |
| Level 6            | \$22.49                                | \$28.11     | \$39.36     | \$56.23        |

<sup>1</sup> Additional shift penalties may apply in accordance with Table 11—Penalty rates (see clause 27.2(b))

<sup>2</sup> Rates in table are calculated based on the minimum hourly rate, see clauses B.1.1 and B.1.2.

**B.2.2 Full-time and part-time general employees—overtime rates**

|                    | Monday to Friday                       |               | Weekend     |
|--------------------|--|---------------|-------------|
|                    | First 2 hours                          | After 2 hours |             |
|                    | % of ordinary hourly rate <sup>1</sup> |               |             |
|                    | <b>150%</b>                            | <b>200%</b>   | <b>200%</b> |
| Introductory Level | \$26.55                                | \$35.40       | \$35.40     |

**Hospitality Industry (General) Award 2010**

**Plain Language ED – Hospitality Industry (General) Award 2017**

|         |         |         |         |
|---------|---------|---------|---------|
| Level 1 | \$27.32 | \$36.42 | \$36.42 |
| Level 2 | \$28.37 | \$37.82 | \$37.82 |
| Level 3 | \$29.34 | \$39.12 | \$39.12 |
| Level 4 | \$30.92 | \$41.22 | \$41.22 |
| Level 5 | \$32.85 | \$43.80 | \$43.80 |
| Level 6 | \$33.74 | \$44.98 | \$44.98 |

<sup>1</sup> Rates in table are calculated based on the minimum hourly rate, see clauses B.1.1 and B.1.2.

**B.3 Casual employees**

**B.3.1 Casual employees—ordinary and penalty rates**

|                    | Ordinary hours <sup>1</sup>            | Saturday | Sunday  | Public holiday |
|--------------------|--|----------|---------|----------------|
|                    | % of ordinary hourly rate <sup>2</sup> |          |         |                |
|                    | 125%                                   | 150%     | 175%    | 275%           |
| Introductory Level | \$22.13                                | \$26.55  | \$30.98 | \$48.68        |
| Level 1            | \$22.76                                | \$27.32  | \$31.87 | \$50.08        |
| Level 2            | \$23.64                                | \$28.37  | \$33.09 | \$52.00        |
| Level 3            | \$24.45                                | \$29.34  | \$34.23 | \$53.79        |
| Level 4            | \$25.76                                | \$30.92  | \$36.07 | \$56.68        |
| Level 5            | \$27.38                                | \$32.85  | \$38.33 | \$60.23        |
| Level 6            | \$28.11                                | \$33.74  | \$39.36 | \$61.85        |

<sup>1</sup> Additional shift penalties may apply in accordance with Table 11—Penalty rates (see clause 27.2(b))

<sup>2</sup> Rates in table are calculated based on the minimum hourly rate, see clauses B.1.1 and B.1.2.

**B.4 Full-time and part-time managerial staff (Hotels) employees**

**B.4.1 Full-time and part-time managerial staff (Hotels) employees—ordinary and penalty rates**

|                           | Ordinary hours <sup>1</sup>            | Saturday | Sunday  | Public holiday |
|---------------------------|--|----------|---------|----------------|
|                           | % of ordinary hourly rate <sup>2</sup> |          |         |                |
|                           | 100%                                   | 125%     | 175%    | 250%           |
| Managerial staff (Hotels) | \$22.00                                | \$27.50  | \$38.50 | \$55.00        |

<sup>1</sup> Additional shift penalties may apply in accordance with Table 11—Penalty rates (see clause 27.2(b))

<sup>2</sup> Rates in table are calculated based on the minimum hourly rate, see clauses B.1.1 and B.1.2.

**B.4.2 Full-time and part-time managerial staff (Hotels) employees—overtime rates**

|                           | Monday to Friday                       |               | Weekend     |
|---------------------------|--|---------------|-------------|
|                           | First 2 hours                          | After 2 hours |             |
|                           | % of ordinary hourly rate <sup>1</sup> |               |             |
|                           | <b>150%</b>                            | <b>200%</b>   | <b>200%</b> |
| Managerial staff (Hotels) | \$33.00                                | \$44.00       | \$44.00     |

<sup>1</sup> Rates in table are calculated based on the minimum hourly rate, see clauses B.1.1 and B.1.2.

**B.5 Full-time and part-time casino gaming employees**

**B.5.1 Full-time and part-time casino gaming employees—ordinary and penalty rates**

|                    | Ordinary hours <sub>1</sub>            | Saturday    | Sunday      | Public holiday |
|--------------------|--|-------------|-------------|----------------|
|                    | % of ordinary hourly rate <sup>2</sup> |             |             |                |
|                    | <b>100%</b>                            | <b>125%</b> | <b>175%</b> | <b>250%</b>    |
| Introductory Level |  |             |             |                |
| Level 1            | \$17.79                                | \$22.24     | \$31.13     | \$44.48        |
| Level 2            | \$18.86                                | \$23.58     | \$33.01     | \$47.15        |
| Level 3            | \$19.50                                | \$24.38     | \$34.13     | \$48.75        |
| Level 3A           | \$20.13                                | \$25.16     | \$35.23     | \$50.33        |
| Level 4            | \$21.07                                | \$26.34     | \$36.87     | \$52.68        |
| Level 5            | \$21.39                                | \$26.74     | \$37.43     | \$53.48        |
| Level 6            | \$22.03                                | \$27.54     | \$38.55     | \$55.08        |

<sup>1</sup> Additional shift penalties may apply in accordance with Table 11—Penalty rates (see clause 27.2(b))

<sup>2</sup> Rates in table are calculated based on the minimum hourly rate, see clauses B.1.1 and B.1.2.

**B.5.2 Full-time and part-time casino gaming employees—overtime rates**

|                    | Monday to Friday                       |               | Weekend     |
|--------------------|--|---------------|-------------|
|                    | First 2 hours                          | After 2 hours |             |
|                    | % of ordinary hourly rate <sup>1</sup> |               |             |
|                    | <b>150%</b>                            | <b>200%</b>   | <b>200%</b> |
| Introductory Level | \$26.69                                | \$35.58       | \$35.58     |
| Level 1            | \$28.29                                | \$37.72       | \$37.72     |

**Hospitality Industry (General) Award 2010**

**Plain Language ED – Hospitality Industry (General) Award 2017**

|          |         |         |         |
|----------|---------|---------|---------|
| Level 2  | \$29.25 | \$39.00 | \$39.00 |
| Level 3  | \$30.20 | \$40.26 | \$40.26 |
| Level 3A | \$31.61 | \$42.14 | \$42.14 |
| Level 4  | \$32.09 | \$42.78 | \$42.78 |
| Level 5  | \$33.05 | \$44.06 | \$44.06 |
| Level 6  | \$33.99 | \$45.32 | \$45.32 |

<sup>1</sup> Rates in table are calculated based on the minimum hourly rate, see clauses B.1.1 and B.1.2.

**B.6 Casual employees**

**B.6.1 Casual general employees—ordinary and penalty rates**

|                    | Ordinary hours <sup>1</sup>            | Saturday | Sunday  | Public holiday |
|--------------------|--|----------|---------|----------------|
|                    | % of ordinary hourly rate <sup>2</sup> |          |         |                |
|                    | 125%                                   | 150%     | 175%    | 275%           |
|                    | \$                                     | \$       | \$      | \$             |
| Introductory Level | \$22.13                                | \$26.55  | \$30.98 | \$48.68        |
| Level 1            | \$22.76                                | \$27.32  | \$31.87 | \$50.08        |
| Level 2            | \$23.64                                | \$28.37  | \$33.09 | \$52.00        |
| Level 3            | \$24.45                                | \$29.34  | \$34.23 | \$53.79        |
| Level 4            | \$25.76                                | \$30.92  | \$36.07 | \$56.68        |
| Level 5            | \$27.38                                | \$32.85  | \$38.33 | \$60.23        |
| Level 6            | \$28.11                                | \$33.74  | \$39.36 | \$61.85        |

<sup>1</sup> Additional shift penalties may apply in accordance with Table 11—Penalty rates (see clause 27.2(b))

<sup>2</sup> Rates in table are calculated based on the minimum hourly rate, see clauses B.1.1 and B.1.2.

**B.6.2 Casual managerial staff (Hotels) employees—ordinary and penalty rates**

|                           | Ordinary hours <sup>1</sup>            | Saturday | Sunday  | Public holiday |
|---------------------------|--|----------|---------|----------------|
|                           | % of ordinary hourly rate <sup>2</sup> |          |         |                |
|                           | 125%                                   | 150%     | 175%    | 275%           |
| Managerial staff (Hotels) | \$27.50                                | \$33.00  | \$38.50 | \$60.50        |

<sup>1</sup> Additional shift penalties may apply in accordance with Table 11—Penalty rates (see clause 27.2(b))

<sup>2</sup> Rates in table are calculated based on the minimum hourly rate, see clauses B.1.1 and B.1.2.

*No provision in current award*

**B.6.3 Casual casino gaming employees—ordinary and penalty rates**

|                    | Ordinary hours <sup>1</sup>                  | Saturday    | Sunday      | Public holiday |
|--------------------|--|-------------|-------------|----------------|
|                    | <b>% of ordinary hourly rate<sup>2</sup></b> |             |             |                |
|                    | <b>125%</b>                                  | <b>150%</b> | <b>175%</b> | <b>275%</b>    |
| Introductory Level | \$22.24                                      | \$26.69     | \$31.13     | \$48.92        |
| Level 1            | \$23.58                                      | \$28.29     | \$33.01     | \$51.87        |
| Level 2            | \$24.38                                      | \$29.25     | \$34.13     | \$53.63        |
| Level 3            | \$25.16                                      | \$30.20     | \$35.23     | \$55.36        |
| Level 3A           | \$26.34                                      | \$31.61     | \$36.87     | \$57.94        |
| Level 4            | \$26.74                                      | \$32.09     | \$37.43     | \$58.82        |
| Level 5            | \$27.54                                      | \$33.05     | \$38.55     | \$60.58        |
| Level 6            | \$28.33                                      | \$33.99     | \$39.66     | \$62.32        |

<sup>1</sup> Additional shift penalties may apply in accordance with Table 11—Penalty rates (see clause 27.2(b))

<sup>2</sup> Rates in table are calculated based on the minimum hourly rate, see clauses B.1.1 and B.1.2.

Rates for junior employees and apprentices will be included after determination of the AWR 2017

*No provision in current award*

**Schedule C—Summary of Monetary Allowances**

See clause 24 for full details of allowances payable under this award.

**C.1 Wage-related allowances**

The wage-related allowances in this award are based on the standard weekly rate as defined in clause 2 as the minimum weekly rate for a Level 4 classification (Cook (tradesperson) grade 3) in clause 18.1= **\$783.30**

| Allowance                                 | Clause       | % of standard weekly rate<br><b>\$783.30</b> | \$ per week unless stated otherwise |
|---|--------------|--|-------------------------------------|
| Fork lift driver allowance <sup>1</sup> : |              |  |                                     |
| Full-time employee                        | 24.3(a)      | 1.50%  | \$11.75                             |
| Part-time or casual fork-lift driver      | 24.3(b)      | 0.30%  | \$2.35 per day                      |
| Part-time or casual maximum payment       | 24.3(b)      | 1.50%  | \$11.75                             |
| First aid allowance:                      |              |  |                                     |
| Full-time employee                        | 24.12(b)(i)  | 1.20%  | \$9.40                              |
| Part-time or casual employee              | 24.12(b)(ii) | 0.24%  | \$1.88 per day                      |
| Part-time or casual maximum payment       | 24.12(b)(ii) | 1.20%  | \$9.40                              |

|  |  |       |                                   |
|--|--|-------|-----------------------------------|
| Airport catering—supervisory allowance:                            | Table 9—<br>Supervisory allowance<br>(see clause 24.13(b)) |       |                                   |
| Up to 5 employees  |  | 2.00% | \$15.67                           |
| 6 to 10 employees  |  | 2.75% | \$21.54                           |
| 11 to 20 employees   |  | 3.10% | \$24.28                           |
| More than 20 employees   |  | 5.20% | \$40.73                           |
| Split shift allowance:   |  |       |                                   |
| 2 hours and up to 3 hours  | 24.14(b)(i)  | 0.33% | \$2.58 per day                    |
| More than 3 hours  | 24.14(b)(ii)   | 0.50% | \$3.92 per day                    |
| Overnight stay allowance—outside ordinary business operating hours |  | 6.00% | \$47.00 per overnight stay period |
| <sup>1</sup> This allowance applies for all purposes of this award |  |       |                                   |

**C.1.1 Adjustment of wage-related allowances**

Wage-related allowances are adjusted in accordance with increases to wages and are based on percentage of the standard rate as specified.

**C.2 Expense-related allowances**

The expense-related allowances in this award will be adjusted by reference to the Consumer Price Index (CPI) as per the following:

| Allowance   | Clause      | \$                             |
|---|-------------|--------------------------------|
| Meal allowance—overtime of more than two hours without required notice              | 24.4(b)(i)  | \$12.57 per occasion           |
| Clothing, equipment and tools - where a cook required to use their own tools:       | 24.5(a)     |                                |
| Per day   |             | \$1.55 per day or part thereof |
| Per week (maximum)  |             | \$7.60 per week                |
| Uniform/laundry allowance—catering employees, including airport catering employees: | 24.6(c)(i)  |                                |
| Full-time employees   |             | \$6.00 per week                |
| Part-time and casual employees  | 24.6(c)(i)  | \$2.05 per uniform laundered   |
| Laundry allowance—motel employees:  | 24.6(c)(ii) |                                |
| Per uniform   |             | \$2.40 per uniform laundered   |

|   |         |                              |
|---|---------|------------------------------|
| Per week (maximum)                          |         | \$7.45 per week              |
| Motor vehicle allowance                     | 24.7(b) | \$0.78 per km                |
| Travel allowance—airport catering employees | 24.11   | \$6.68 per day of attendance |

**C.2.1 Adjustment of expense-related allowances**

At the time of any adjustment to the standard rate, each expense related allowance will be increased by the relevant adjustment factor. The relevant adjustment factor for this purpose is the percentage movement in the applicable index figure most recently published by the Australian Bureau of Statistics since the allowance was last adjusted.

The applicable index figure is the index figure published by the Australian Bureau of Statistics for the Eight Capitals Consumer Price Index (Cat No. 6401.0), as follows:

| Allowance                               | Applicable Consumer Price Index Figure |
|---|--|
| Meal allowance                          | Take away and fast foods sub-group     |
| Clothing, equipment and tools allowance | Clothing and footwear group            |
| Vehicle/travel allowance                | Private motoring sub-group             |

**C.3 Penalty rates**

Clause 25 is subject to the outcome of the Penalty Rates Full Bench AM2014/305

The additional hourly rate component of the penalty rates in this award for ordinary hours worked Monday to Friday—7.00 pm to 7.00 am are based on the standard hourly rate as defined in clause 2 as the minimum hourly rate for a Level 4 classification (Cook (tradesperson) grade 3) in clause 18.1 = **\$20.61**

| Penalty                              | Clause                                      | % of standard hourly rate<br><b>\$20.61</b> | \$ per hour or part thereof |
|--------------------------------------|---|---|-----------------------------|
| Monday to Friday—7.00 pm to midnight | Table 11—Penalty rates (see clause 27.2(b)) | 10%   | \$2.06                      |
| Monday to Friday—midnight to 7.00 am | Table 11—Penalty rates (see clause 27.2(b)) | 15%   | \$3.09                      |

**C.4 Deductions for provision of employee accommodation and meals**

See clause 33 for full details on deductions for provision of employee accommodation and meals.

**C.4.1 Adult employees and junior employees on adult wages**

An employer may deduct from the wages of an adult employee, or the wages of a junior employee on adult rates, the amount specified in column 2 of Table 12—Employees on adult rates (in clause 33.3) for the service specified in column 1 provided by the employer.

NOTE: Column 3 sets out the relationship between the amount deducted and the standard weekly rate:

| Column 1<br>Service provided by employer | Column 2<br>Deduction \$ per week | Column 3<br>% of standard weekly rate |
|--|-----------------------------------|---------------------------------------|
| Single room and 3 meals a day            | \$195.83                          | 25% of standard weekly rate           |
| Shared room and 3 meals a day            | \$190.93                          | 97.5% of 25% of standard weekly rate  |
| Single room only; no meals               | \$186.03                          | 95% of 25% of standard weekly rate    |
| Shared room only; no meals               | \$181.14                          | 92.5% of 25% of standard weekly rate  |
| A meal                                   | \$7.83                            | 1% of standard weekly rate            |

**C.4.2 Junior employees on junior rates**

An employer may deduct from the wages of a junior employee on junior rates aged as specified in column 2 of Table 13—Employees on junior rates (in clause 33.4) the percentage specified in column 3 of the amount per week that would be deducted if the employee were on adult rates for the service specified in column 1 provided by the employer.

| Column 1<br>Service provided by employer | Column 2<br>Age           | Column 3<br>% of adult deduction |
|--|---------------------------|----------------------------------|
| Single room and 3 meals a day            | 15 years of age and under | 45%                              |
|  | 16 years of age           | 55%                              |
|  | 17 years of age           | 70%                              |
|  | 18 years of age           | 80%                              |
|  | 19 years of age           | 90%                              |
| Shared room and 3 meals a day            | 15 years of age and under | 45%                              |
|  | 16 years of age           | 55%                              |
|  | 17 years of age           | 70%                              |
|  | 18 years of age           | 80%                              |
|  | 19 years of age           | 90%                              |
| Single room only; no meals               | 15 years of age and under | 45%                              |
|  | 16 years of age           | 55%                              |
|  | 17 years of age           | 70%                              |

| Hospitality Industry (General) Award 2010 | Plain Language ED – Hospitality Industry (General) Award 2017 |                           |     |  |
|---|---|---------------------------|-----|--|
|   |   | 18 years of age           | 80% |  |
|   |   | 19 years of age           | 90% |  |
|   | Shared room only; no meals                                    | 15 years of age and under | 45% |  |
|   |   | 16 years of age           | 55% |  |
|   |   | 17 years of age           | 70% |  |
|   |   | 18 years of age           | 80% |  |
|   |   | 19 years of age           | 90% |  |
|   | A meal  | Same rate all ages        | —   |  |