

Hospitality Award – junior survey – Covering email

Subject line: Have your say about the types of junior employees working in your business

Dear...

The Fair Work Commission (Commission) wants to understand what type of junior employees you have working in your business that are covered by the Hospitality Award.

The Hospitality Award provides for two different types of junior employees:

- junior office employees; and
- other than junior office employees.

The Commission would like to know what type of junior employees work in your business.

You have been chosen to take part in this survey as a member of the Australian Hotels Association. Help provide your insights and feedback by completing this survey before Friday 26 February 2021.

The survey will take less than 5 minutes to complete.

The survey is conducted by the Commission and your responses are anonymous.

Click here to complete the survey.

If you have any questions or concerns about your privacy or how the data will be used, please contact surveyresearch@fwc.gov.au

Hospitality Industry Award (General) 2020 – survey relating to Junior Employees

The Fair Work Commission (the Commission) is dealing with a claim relating to the *Hospitality (General) Award 2020* in matter AM2020/103. The claim relates to junior employees under the Hospitality Award.

Complete this survey if:

- You are an employer
- You have employees covered by the Hospitality Award
- You have junior employees (employees less than 21 years of age)

Please do not complete this survey if you have an Enterprise Agreement in place that covers all of your employees.

You should only complete the survey **once**, regardless of how many times you have received an invitation to complete the survey.

The survey should be completed by a person who knows how many junior employees are employed by the organisation under the Hospitality Award.

What will the survey ask?

We will ask you about **your business and your employees**. The survey includes questions about how many employees you have and how many employees are covered by the Hospitality Award.

We will also ask you about the number of junior employees you have who are covered by the Hospitality Award, and which stream they are employed under (i.e. a 'junior office employee' or 'other than junior office employee')

NOTE: A junior employee under the Hospitality Award is an employee that is less than 21 years of age. (see [clause 2](#) of the Hospitality Award)

Please note the survey DOES NOT relate to apprentices or trainees.

How do I know if my employees are covered by the Hospitality Award?

The [Hospitality Award](#) covers employers throughout Australia in the hospitality industry. This includes:

- all types of tourist or residential accommodation including hotels, motels, serviced apartments, resorts and caravan parks
- wine saloons, wine bars and taverns
- caterers
- casinos
- nightclubs, function areas, convention facilities and restaurants that are connected with an employer covered by the Hospitality Award (e.g. a restaurant at a hotel).

Examples of employers and employees covered by the Hospitality Award include:

- waiters and waitresses
- kitchen hands

- cooks and chefs
- apprentice chefs
- housekeepers, doormen and concierge staff
- front office, clerical and reception staff
- gaming attendants
- security officers and storepersons
- leisure attendants
- maintenance and gardening staff
- managerial staff who are not senior management
- casino staff including gaming staff, equipment technicians, security and finance officers
- holiday apartment complexes
- catering employees working for a catering business
- pub owners.

If you're still not sure, you can check with the [Fair Work Ombudsman](#).

What will we do with your responses?

The Commission will use your responses to identify the number of junior employees covered by the Hospitality Award, and which stream they are employed under (i.e. a 'junior office employee' or 'other than junior office employee'). Survey responses will remain confidential. We will not be able to identify you by your responses. If you have any questions or concerns about your privacy or how the data will be used, please contact surveyresearch@fwc.gov.au

Your business and employees

1. Does your business have any employees covered by the Hospitality Award?

Yes

No — End survey. Thank you for participating.

Note: Questions 2 and 3 ask you to identify the number of employees employed by your business and the number covered by the Hospitality Award. Please provide the exact number of employees in response to each question.

2. How many employees does your business currently employ?

3. How many of your employees are covered by the Hospitality Award (Don't count any employees covered by an enterprise agreement)?

4. Which part of the hospitality industry as defined in clause 4.2 of the Hospitality Award does your business operate in? You can make multiple selections if you need to:

- (a) hotels; and
- (b) motor inns and motels; and
- (c) boarding establishments; and
- (d) condominiums or similar establishments; and
- (e) health or recreational farms; and
- (f) private hotels, guest houses or serviced apartments; and
- (g) caravan parks; and
- (h) ski lodges; and
- (i) holiday flats or units, ranches or farms; and
- (j) hostels or any other type of residential or tourist accommodation; and
- (k) wine saloons, wine bars or taverns; and
- (l) liquor booths; and
- (m) resorts; and
- (n) caterers; and

(o) restaurants operating in, or in connection with, premises owned or operated by employers otherwise covered by this award; and

(p) casinos; and

(q) function areas or convention or similar facilities operating in, or in connection with, premises mentioned in clauses 4.2(a) to 4.2(p).

Junior employees under the Hospitality Award

Clause 18.4 of the [Hospitality Award](#) relates to junior rates. It sets out two streams of junior employees:

- junior office employees (see clause 18.4(a)); and
- junior employees (other than junior office employees) (see clause 18.4(b)).

5. Of those employees in your enterprise who are covered by the Hospitality Award, are any currently employed as junior employees (excluding any junior employees covered by an enterprise agreement)?

Yes

No — End survey. Thank you for participating.

Questions 6 and 7 ask you to identify the number of junior employees employed by your business under the Hospitality Award. Please provide the exact number of employees in response to each question.

6. How many junior employees who are covered by the Hospitality Award does your business employ (Don't count any employees covered by an enterprise agreement)?

7. How many of these junior employees are:

7.1 Junior office employees:

7.2 Other than junior office employees (excluding junior employees working as liquor service employees)*:

*A **liquor service employee** means a person employed to sell or dispense liquor in bars, bottle departments or shops and includes a cellar employee.