

**CROWN EMPLOYEES (NSW FIRE BRIGADES FIREFIGHTING STAFF)
AWARD 2001**

INDUSTRIAL RELATIONS COMMISSION OF NSW

Application by the NSW Fire Brigade Employees' Union

IRC Matter No. 4933 of 2001

Before the Commission

Award

PART A

Clause 1 - INTRODUCTION

- 1.1 This Award shall be known as the "Crown Employees (NSW Fire Brigades Firefighting Staff) Award 2001".
- 1.2 This Award regulates the rates of pay and conditions of employment for employees covered by this Award.
- 1.3 This Award is in five Parts as follows:-
 - Part A - Introduction, Index, Basic Wage, and Definitions
 - Part B - Rates of Pay and Conditions of Employment for Operational Firefighters
 - Part C - Salaries and Conditions of Employment for Executive Officers
 - Part D - Monetary Rates
 - Part E - Relieving Matrices
- 1.4 The provisions of the following Clauses apply to all employees covered by this Award:
 - Clause 1 - Introduction
 - Clause 2 - Index
 - Clause 3 - Basic Wage
 - Clause 4 - Definitions
 - Clause 5 - Intentions and Commitments
 - Clause 7 - Higher Duties
 - Clause 11 - Transport
 - Clause 14 – Operational Support Positions
 - Clause 15 - Training and Staff Development
 - Clause 21 - Parental Leave
 - Clause 22 - Personal/Carers Leave
 - Clause 24 - Special Leave for Union Activities
 - Clause 26 - Travelling Compensation

- Clause 27 - Notice of Transfer
- Clause 29 - Transferred Employees' Compensation
- Clause 31 - Protective Clothing and Uniforms
- Clause 33 - Cleaning of Clothes
- Clause 34 - Safety Belts
- Clause 35 - Disputes Avoidance Procedures
- Clause 36 - Acknowledgment of Applications and Reports
- Clause 37 - Procedures Regarding Reports and Charges
- Clause 38 - Drug and Alcohol Protocol
- Clause 39 - Salary Sacrifice to Superannuation
- Clause 40 – Anti Discrimination
- Clause 48 – Leave Reserved
- Clause 49 - Area, Incidence and Duration

1.5 Except as provided for in subclause 1.4, the provisions of Part B, Rates of Pay and Conditions of Employment for Operational Firefighters, do not apply to Executive Officers and the provisions of Part C, Salaries and Conditions of Employment for Executive Officers, do not apply to Operational Firefighters.

1.6 Further to subclause 1.5, in any case where "employee" is referred to in the provisions of this Award which apply exclusively to either Operational Firefighters or to Executive Officers, "employee" shall mean only those classifications to which the exclusive conditions are intended to apply.

Clause 2 - INDEX

Clause 1 -	INTRODUCTION.....	1
Clause 2 -	INDEX.....	2
Clause 3 -	BASIC WAGE.....	3
Clause 4 -	DEFINITIONS.....	3
Clause 5 -	INTENTIONS AND COMMITMENTS.....	5
Clause 6 -	RATES OF PAY AND ALLOWANCES.....	5
Clause 7 -	HIGHER DUTIES.....	8
Clause 8 -	HOURS OF WORK.....	9
Clause 9 -	OVERTIME.....	12
Clause 10 -	MEALS AND REFRESHMENTS.....	14
Clause 11 -	TRANSPORT.....	15
Clause 12 -	RELIEVING PROVISIONS.....	15
Clause 13 -	PROGRESSION AND PROMOTION PROVISIONS.....	18
Clause 14 -	OPERATIONAL SUPPORT POSITIONS.....	22
Clause 15 -	TRAINING AND STAFF DEVELOPMENT.....	23
Clause 16 -	TRAINING COURSE ATTENDANCE ENTITLEMENTS.....	24
Clause 17 -	ANNUAL LEAVE.....	27
Clause 18 -	COMPASSIONATE LEAVE.....	28
Clause 19 -	EXAMINATION AND ASSESSMENT LEAVE.....	29
Clause 20 -	LONG SERVICE LEAVE.....	29

Clause 21 -	PARENTAL LEAVE.....	30
Clause 22 -	PERSONAL/CARER'S LEAVE.....	39
Clause 23 -	SICK LEAVE.....	40
Clause 24 -	SPECIAL LEAVE FOR UNION ACTIVITIES.....	42
Clause 25 -	COURT ATTENDANCE ENTITLEMENTS.....	43
Clause 26 -	TRAVELLING COMPENSATION.....	45
Clause 27 -	NOTICE OF TRANSFER.....	50
Clause 28 -	PRIORITY OF TRANSFER TO CERTAIN AREAS OUTSIDE THE GSA.....	50
Clause 29 -	TRANSFERRED EMPLOYEE'S COMPENSATION.....	51
Clause 30 -	RENTAL OF PREMISES.....	60
Clause 31 -	PROTECTIVE CLOTHING AND UNIFORMS.....	61
Clause 32 -	CLOTHES DRYING FACILITY.....	61
Clause 33 -	CLEANING OF CLOTHES.....	61
Clause 34 -	SAFETY BELTS.....	61
Clause 35 -	DISPUTES AVOIDANCE PROCEDURES.....	61
Clause 36 -	ACKNOWLEDGMENT OF APPLICATIONS AND REPORTS.....	62
Clause 37 -	PROCEDURES REGARDING REPORTS AND CHARGES.....	62
Clause 38 -	DRUG AND ALCOHOL PROTOCOL.....	63
Clause 39 -	SALARY SACRIFICE TO SUPERANNUATION.....	63
Clause 40 -	ANTI-DISCRIMINATION.....	64
Clause 41 -	SALARIES.....	65
Clause 42 -	HOURS OF WORK.....	65
Clause 43 -	APPOINTMENT TO EXECUTIVE OFFICER POSITIONS.....	65
Clause 44 -	LEAVE.....	65
Clause 45 -	GENERAL CONDITIONS OF EMPLOYMENT.....	66
Clause 46 -	RELIEVING SUPERINTENDENTS.....	66
Clause 47 -	RENTAL OF PREMISES.....	67
Clause 48 -	LEAVE RESERVED.....	67
Clause 49 -	AREA, INCIDENCE AND DURATION.....	67

Clause 3 - BASIC WAGE

- 3.1 This Award, in so far as it fixes rates of wages, is made by reference and in relation to the adult basic wage of \$121.40 per week.
- 3.2 The said basic wage may be varied by the Commission under subclause 2 of Clause 15 of Division 4 of Part 2 of Schedule 4, Savings, Transitional and other provisions, of the Industrial Relations Act 1996.
- 3.3 A reference in this Award to the adult basic wage is to be read as a reference to the adult basic wage currently in force under the said Clause 15.

Clause 4 - DEFINITIONS

"Act" means the Fire Brigades Act 1989.

"Commissioner" means Commissioner of the Department holding office as such under the Public Sector Management Act 1988.

"Competency" means the training competencies developed by and agreed between the Department and the Union providing the appropriate level of training, or part thereof, for the skill required to undertake the work for each classification covered by this Award.

"Department" means NSW Fire Brigades established by the Fire Brigades Act 1989 and as a Department under Schedule 1 of the Public Sector Management Act 1988.

"Employee" means a person, other than a member of a volunteer fire brigade, employed in one of the classifications covered by this Award, as a member of the NSW Fire Brigades in terms of the provisions of the Fire Brigades Act 1989.

"Executive Officer" means an employee having the rank of Chief Superintendent or Superintendent.

"Fire District" has the same meaning as in the Fire Brigades Act 1989.

"Firefighter" means an employee classified as a Recruit, Firefighter (Levels 1 to 4 inclusive), Qualified Firefighter, Senior Firefighter or Leading Firefighter.

"GSA" (Greater Sydney Area) means within the area bounded by the Local Government areas of Pittwater, Hornsby, Baulkham Hills, Hawkesbury, Penrith, Liverpool, Wollondilly, Campbelltown and Sutherland.

"Incident" means a fire call or any other emergency incident attended by the New South Wales Fire Brigades.

"Officer" means any employee having the rank of Station Officer.

"Operational Firefighter" means a Firefighter classified as one of the following: Recruit; Firefighter Level 1; Firefighter Level 2; Firefighter Level 3; Firefighter Level 4; Qualified Firefighter; Senior Firefighter; Leading Firefighter; Station Officer; or Inspector.

"Outduty" means a period of duty performed by a Firefighter, not being a Relieving Employee, where the Firefighter either commences or ceases duty at a station other than the station where the Firefighter normally reports for duty.

"Overtime" means for an Operational Firefighter all time worked with approval or direction in excess of the employee's rostered shift.

"Personnel Handbook" means the Personnel Handbook published by the PEO.

"PSM Act" means the Public Sector Management Act 1988.

"Platoon" means a group of employees assigned to a shift.

"PEO" means the Public Employment Office.

"Rate of Pay" means the ordinary time rate of pay for an Operational Firefighter and includes the "shift allowance", "loading" and "industry allowance" referred to in Clause 6, Rates of Pay and Allowances.

"Relieving Employee" means an employee serving at a station while not being permanently attached to any one station.

"Senior Officer" means an employee having the rank of Inspector.

"Operational Support Position" means a position classified as such by agreement between the Department and the Union and graded using a NSW Government accredited job evaluation system.

"Stand By" means a period of duty performed by a Firefighter at a station other than the station at which the Firefighter commenced duty and where the Firefighter finishes duty at the station at which duty commenced.

"Standard Roster" means the roster prescribed in subclause 8.3 of Clause 8 of this Award.

"Substantial Meal" means a meal similar in standard to that provided by domestic airlines to inflight passengers travelling interstate economy class.

"Union" means the New South Wales Fire Brigade Employees' Union.

PART B

Clause 5 - INTENTIONS AND COMMITMENTS

- 5.1 The **intentions** of this Award are to:-
- 5.1.1 Regulate the rates of pay and conditions of employment for employees covered by this Award.
- 5.1.2 Provide an on-going basis and mechanism for review and reform, the objective of which is to increase productivity, efficiency, effectiveness and services within the New South Wales Fire Brigades.
- 5.1.3 Introduce changes in respect to areas identified in this clause.
- 5.2 The specific **commitment** in relation to this Award is to develop and implement, in accordance with clause 5.2.4 of the Crown Employees (NSW Fire Brigades Firefighting Staff) Award 1997, a new superannuation scheme or other agreed arrangement for employees. This commitment recognises that the parties have been unable to finalise negotiations on arrangements under the 1997 commitments.

Clause 6 - RATES OF PAY AND ALLOWANCES

- 6.1 An employee shall be paid the rate of pay prescribed for the employee's classification in Tables 1.1, 1.2 & 1.3 Part D, Monetary Rates, of this Award.
- 6.2 The "rate of pay" is a composite rate which incorporates the basic wage, margin, loading, shift allowance and industry allowance previously prescribed separately in the Fire Brigade Employees (State) Award (as varied from time to time), published in the NSW Industrial Gazette on 28 June, 1991.
- 6.3 The "shift allowance" referred to in subclause 6.2 is an amount to compensate for shiftwork..
- 6.4 The "loading" referred to in subclause 6.2 is an amount which is in compensation for the incidence, as a result of the normal roster arrangements, of work on weekends and public holidays. In cases where additional public holidays are Gazetted, employees shall be credited with eight hours consolidated leave for each such day.
- 6.5 The "industry allowance" referred to in subclause 6.2 is an amount which is in consideration of conditions particular to working in the Firefighting Industry.
- 6.5a The "Roster Allowance" is an amount which is in consideration of conditions particular to rosters in the Firefighting Industry and which shall be paid for all purposes at the rate prescribed for the employee's classification in Tables 1.1, 1.2 & 1.3 Part D, per week .
- 6.6 Except as provided for in this subclause, or in subclause 6.7, in addition to the rates of pay prescribed in Tables 1.1, 1.2 & 1.3 Part D, employees, where applicable, shall be paid:
- 6.6.1 An amount not exceeding that set by Item 1 of Table 3 of Part D, for all reasonable laundry expenses incurred by an employee who performs duty on a temporary basis outside the GSA. Accounts for such laundry expenses are to be submitted when a claim is made.

- 6.6.2 The amount set at Item 2 of Table 3 of Part D, per kilometre, where a firefighter performs a "Stand By" and is required to use the firefighter's private vehicle to perform such "Stand By". The distance shall be determined by reference to the appropriate Matrices at Part E. In the event that the return distance travelled by the firefighter from the station at which duty commenced to the station at which the "Stand By" is performed is not contained in the Matrices, the distance shall be the actual distance necessarily and reasonably travelled.
- 6.6.3 The amount set at Item 3 of Table 3 of Part D, per week, where the employee is required to work at Broken Hill.
- 6.6.4 The amount set at Item 4 of Table 3 of Part D, per kilometre, for travelling between stations.
- 6.6.6 The amount set at Item 9 of Table 3 of Part D, if qualified to drive a Turntable Ladder Appliance. Provided that this allowance shall not be payable to Inspectors.
- 6.6.7 The amount set at Item 10 of Table 3 of Part D, if called upon to drive a Turntable Ladder Appliance.
- 6.6.8 The amount set at Item 11 of Table 3 of Part D, if qualified to drive a Rescue Monitor Appliance. Provided that this allowance shall not be payable to Inspectors.
- 6.6.9 The amount set at Item 12 of Table 3 of Part D, if called upon to drive a Rescue Monitor Appliance.
- 6.6.10 The amount set at Item 13 of Table 3 of Part D, if qualified to drive a Hydraulic Platform Appliance. This allowance is payable only when the employee is rostered for duty at a station with this equipment. Provided that this allowance shall not be payable to Inspectors.
- 6.6.11 The amount set at Item 14 of Table 3 of Part D, if assigned to or called upon to drive a Hydraulic Platform Appliance.
- 6.6.12 The amount set at Item 15 of Table 3 of Part D, per rostered shift, where:
- (a) An Operational Firefighter is attached either permanently or under Clause 12, Relieving Provisions, and is performing work at the BA/Hazmat Section; and
 - (b) Has been attached to that section for a period totalling forty-one shifts, or has experience approved by the Department or has satisfactorily completed training approved by the Department as equivalent to the experience obtained from attachment to the BA/Hazmat Section as specified in this subclause.
 - (c) The payment shall not form part of the Operational Firefighter's rate of pay for any purpose of this Award.
- 6.6.13 The amount set at Item 16 of Table 3 of Part D, if in charge of the BA/Hazmat Sections at Newcastle or Wollongong.
- 6.6.14 The amount set at Item 17 of Table 3 of Part D, if carrying out duties of BA/Hazmat Sections at Newcastle or Wollongong Stations.
- 6.6.15 The amount set at Item 18 of Table 3 of Part D, per rostered shift, where:
- (a) A Station Officer is attached either permanently or under Clause 12 - Relieving Provisions, and is performing work at a BA/ Hazmat Section; and
 - (b) Has been attached to that section for a period totalling forty-one shifts, or has experience approved by the Department or has

satisfactorily completed training approved by the Department as equivalent to the experience obtained from attachment to a BA/Hazmat Section as specified in this subclause.

- (c) The payment shall not form part of the Station Officer's rate of pay for any purpose of this Award.

- 6.6.16 The amount set at Item 19 of Table 3 of Part D, if whilst Fleet Operations Officer possessing competency to drive the Hydraulic Platform Appliance.
- 6.6.17 The amount set at Item 20 of Table 3 of Part D, when performing duties as Fleet Operations Officer and called upon to drive the Hydraulic Platform Appliance.
- 6.6.18 The amount set at Item 21 of Table 3 of Part D, if the Station Officer is required to use own vehicle to attend any incident whilst off duty.
- 6.6.19 The amount set at Item 22 of Table 3 of Part D, per rostered shift, if on duty and rostered to drive fire appliances excepting tenders.
- 6.6.20 In the case of Officers and Senior Officers stationed outside the GSA and outside the areas specified in subclause 28.2 of this Award, the amount set at Item 23 of Table 3 of Part D. Provided that while such allowance shall be paid for all purposes, it is not adjustable.
- 6.6.21 The amount set at Item 24 of Table 3 of Part D, per rostered shift, if qualified as a rescue operator and recognised as such by the State Rescue Board.

6.7 Exceptions, Explanations and Method of Adjustment

- 6.7.1 The allowances prescribed in subclauses 6.6.6. and 6.6.8 shall, in the case of Station Officers, only apply where Station Officers are rostered for duty at a station with the equipment to which the allowance relates.
- 6.8 6.8.1 Employees shall be paid fortnightly and payment shall be made into a bank account specified by the employee, or other financial institutions acceptable to the Department and the Union.
- 6.8.2 Employees shall be paid not later than Thursday in any pay week.
- 6.9 6.9.1 An employee shall not be entitled to payment in respect of any unwarranted absence from duty or in respect of leave granted without pay.
- 6.9.2 Where any strike or stoppage of work occurs during a pay period for which payment has already been made, the Department shall deduct the amount overpaid from the wages of the employee. The provisions of subclause 6.15 shall not apply in cases where overpayments have occurred as a result of any strike or stoppage of work.
- 6.10 Unless as otherwise provided for in Clause 24, Special Leave for Union Activities, where an employee is, on application, granted leave by the Department to attend to Union business, all such leave shall be leave without pay.
- 6.11 Where the period of absence or leave under subclauses 6.9 and 6.10 of this clause, is a portion of a week, the amount to which an employee shall be disentitled shall be ascertained on an hourly basis. Such disentitlement shall be calculated to the nearest five minutes.
- 6.12 Where a portion of a week is worked in a higher classification immediately following promotion, payment for that portion shall be ascertained, on an hourly basis, by dividing the minimum rate of pay applicable to the new classification by forty. Such entitlement shall be calculated to the nearest five minutes.
- 6.13 In the event of the death of an employee, all monies due to the employee pursuant to the provisions of this Award shall be paid to the employee's estate.

6.14 Payroll Deductions:

- 6.14.1 Except as provided for in 6.14.2, all salary deductions shall be made in accordance with the Treasury Guidelines.
- 6.14.2 Upon application by an employee, the Department shall make deductions from the employee's pay for Union subscriptions.

6.15 Overpayments:

- 6.15.1 In cases where an employee has been overpaid, the Department shall be entitled to recover such overpayment in full. Unless the employee agrees otherwise, the maximum rate at which the overpayment can be recovered is an amount, calculated on a per fortnight basis, equivalent to 10% of the employee's gross fortnightly pay.
- 6.15.2 In all cases where overpayments have occurred, the Department shall as soon as possible advise the employee concerned of both the circumstances surrounding the overpayment and the amount involved. The Department will also advise the employee of the pay period from which the recovery of the overpayment is to commence.
- 6.15.3 The recovery rate of 10% of an employee's gross fortnightly pay referred to in subclause 6.15.1 may be reduced by approval of the Commissioner if the Commissioner is satisfied that such a rate of recovery would cause undue hardship to the employee concerned.
- 6.15.4 Where an employee's remaining period of service does not permit the full recovery of any overpayment to be achieved on the fortnightly basis prescribed in subclause 6.15.1, the Department shall have the right to deduct any balance of such overpayment from monies owing to the employee on the employee's date of termination, resignation or retirement, as the case may be.

Clause 7 - HIGHER DUTIES

- 7.1 An employee shall not be permitted to perform Higher Duties unless, firstly, the employee is qualified to perform such duties and, secondly, where a rank or classification structure applies, the employee is at the rank or classification immediately below the rank or classification in which the relief is to be performed.
- 7.2 An employee performing Higher Duties shall be paid, for the period of relief, the difference between the employee's usual rate of pay and the minimum rate of pay for the classification in which the higher duties are performed.
- 7.3 While a Senior Officer who relieves an Executive Officer shall be remunerated for the period of relief in terms of subclause 7.2, such employee shall, with the exception of provisions relating to hours of work and overtime, retain the conditions of employment applicable to a Senior Officer. In relation to hours of work and excess hours such an employee shall, for the period of relief, be covered by Clause 42, Hours of Work.
- 7.4 In selecting employees to perform Higher Duties the following procedures shall apply:
 - 7.4.1 Where the period of relief is to be less than one month, a merit based selection process need not be applied. However, the Department shall have regard to the principles of equitably sharing career development opportunities.
 - 7.4.2 Where the period of relief is one month or more and the need for the relief is known in advance, expressions of interest shall be called for and selection made on the basis of merit.
 - 7.4.3 Where the need for the relief is not known in advance, but it subsequently becomes known that the duration of the relief is anticipated to be for two months or more, the initial appointment shall be made in accordance with subclause 7.4.1. However,

immediately following that initial appointment expressions of interest are to be called for and selection made on the basis of merit.

7.4.4 Where the period of relief is anticipated to be for six months or more, expressions of interest shall be called for and selection made on the basis of merit. Unless otherwise agreed between the Department and the Union, the period of this relief shall be divided equally between the successful applicants. Provided that in dividing the periods of this relief, the minimum period shall be three months. For example, if the period of relief is eight months and five applicants are found to be suitable, only the top two applicants would perform the relief and, in this case, for a period of four months each.

7.4.5 For the purposes of this clause, merit shall be determined consistent with the principles and processes underlying merit based selection in the NSW Public Service.

Clause 8 - HOURS OF WORK

8.1 The average ordinary working hours of employees shall be forty hours per week over the cycle of weeks for which the rosters of ordinary hours of duty and leave operate. All rosters include, in addition to the average forty ordinary hours per week, an average per week of; two hours of thirty-eight hour week leave accrual which shall be accumulated and added to annual leave accrual, and taken in accordance with a leave roster.

8.2 Arrangement of Rosters

8.2.1 Rosters shall be arranged, as far as practicable, to give employees at least fourteen days notice in advance. Once a roster is drawn up it shall not be departed from except by agreement between the Department and the Union or to meet an emergency due to sickness or other unexpected or unavoidable cause.

8.2.2 Except as provided for in subclause 8.2.1, effective on and from the date of operation of this Award, any change at any location from one roster system to another, or to a new roster system, shall only be by agreement between the Department and the Union.

8.3 Standard 10\14 Roster System

	1st Week	2nd Week	3rd Week	4th Week
Platoon	<i>F S S M T W T</i>	<i>F S S M T W T</i>	<i>F S S M T W T</i>	<i>F S S M T W T</i>
A HOURS	DDNN 48	DDNN 48	DDNN 48	DDNN 48
B HOURS	NN D 38	DNN 38	DDNN 48	DDNN 48
C HOURS	DDN 34	N DD 34	NN D 38	DNN 38
D HOURS	DDNN 48	DDNN 48	DDN 34	N DD 34

	5th Week	6th Week	7th Week	8th Week
Platoon	<i>F S S M T W T</i>	<i>F S S M T W T</i>	<i>F S S M T W T</i>	<i>F S S M T W T</i>
A HOURS	D D N 34	N D D 34	N N D 38	D N N 38
B HOURS	D D N N 48	D D N N 48	D D N 34	N D D 34
C HOURS	D D N N 48	D D N N 48	D D N N 48	D D N N 48
D HOURS	N N D 38	D N N 38	D D N N 48	D D N N 48

8.3.1 The Standard 10/14 roster system is based on four platoons over an 8-week cycle.

8.3.2 The shifts within the Standard 10/14 roster cycle shall be as set out in the Table at subclause 8.3 where: D = 0800 hours to 1800 hours; and N = 1800 hours to 0800 hours.

8.4 Back to Back Roster System

	1st Week	2nd Week	3rd Week	4th Week
Platoon	<i>F S S M T W T</i>	<i>F S S M T W T</i>	<i>F S S M T W T</i>	<i>F S S M T W T</i>
E HOURS	D D D D 48	D D D D 48	D D D D 48	D D D D 48
F HOURS	D D D 36	D D D 36	D D D 36	D D D 36

	5th Week	6th Week	7th Week	8th Week
Platoon	<i>F S S M T W T</i>	<i>F S S M T W T</i>	<i>F S S M T W T</i>	<i>F S S M T W T</i>
E HOURS	D D D 36	D D D 36	D D D 36	D D D 36
F HOURS	D D D D 48	D D D D 48	D D D D 48	D D D D 48

8.4.1 The Back to Back roster is based on two platoons over an 8-week cycle.

8.4.2 The shifts within the Back-to-Back roster cycle shall be as set out in the Table at subclause 8.4 where: D = 0600 hours to 1800 hours.

8.5 Overlap Roster

	1st Week	2nd Week	3rd Week	4th Week
Platoon	<i>F S S M T W T</i>	<i>F S S M T W T</i>	<i>F S S M T W T</i>	<i>F S S M T W T</i>
G HOURS	D D D D D 52.5	D D D 31.5	D D D D D 52.5	D D D 31.5
H HOURS	D D D 31.5	D D D D D 52.5	D D D 31.5	D D D D D 52.5

	5th Week	6th Week	7th Week	8th Week
Platoon	<i>F S S M T W T</i>	<i>F S S M T W T</i>	<i>F S S M T W T</i>	<i>F S S M T W T</i>
G HOURS	D D D D D 52.5	D D D 31.5	D D D D D 52.5	D D D 31.5
H HOURS	D D D 31.5	D D D D D 52.5	D D D 31.5	D D D D D 52.5

8.5.1 The Overlap roster system is based on two platoons over an 8-week cycle.

8.5.2 The shifts within the Overlap roster cycle shall be as set out in the Table at subclause 8.5 where: D = 0700 hours to 1730 hours.

8.6 Special Roster System

8.6.1 The Special Roster System is a Monday to Friday day shift roster with the commencing and ceasing times for Monday to Thursday being 0800 hours to 1630 hours, respectively and for Friday 0800 hours to 1600 hours respectively.

8.7 Except for fire stations operating the Standard 10/14 roster system on the date of the making of this Award, the roster prescribed in subclause 8.3 of this clause shall not apply to fire stations which the Department determines shall be staffed by employees on a full-time basis for less than 168 hours per week and by Retained Firefighters for the balance of the week where the ordinary hours not exceeding 40 per week shall be worked as directed by the Department from time to time.

8.8 The average ordinary working hours of employees holding the classification of Recruit Firefighter shall be 40 hours per week. The rostered hours of work for Recruit Firefighters shall be arranged so that they shall not accrue 38 hour leave. The hourly rate of pay of an employee holding the classification of Recruit Firefighter shall be determined by dividing the weekly rate of pay for a Recruit Firefighter by 40.

8.9 Irrespective of which roster is for the time being applicable, the following general conditions shall apply:

8.9.1 In the event of an alarm, requiring any station to stand by or respond to an incident, being received at the station during roll call, the oncoming platoon shall, if required, respond to the incident. The off-going platoon shall remain on duty, if required, or until otherwise directed. Roll calls shall be conducted by the station bell being rung two minutes before rostered time to change shift.

8.9.2 The oncoming shift available in the station may attend roll call without any overtime penalty being incurred, but on completion of the roll call and the Officer-in-Charge being satisfied that there are adequate staff for the shift, the off-going shift shall then be dismissed.

- 8.9.3 No employee shall be charged with being absent from duty who misses the roll call at two minutes in the time set for the change of shift, provided that the employee is on station premises by the rostered time for the shift to commence. An employee retained beyond the ceasing time of the shift shall be paid overtime.
- 8.9.4 If, when the oncoming platoon reports at a station at the time prescribed for the change of shift, the other platoon is proceeding to or attending an incident or alarm, the oncoming platoon, if so ordered, shall after roll call, proceed to the incident and the Officer or senior members of the platoon shall report, without delay, the arrival of the platoon to the Officer-in-Charge of the incident. The off-going platoon shall remain on duty at the incident until relieved.
- 8.9.5 The Officer-in-Charge of the incident may, if in that Officer's judgment it is expedient, hold both the oncoming and off-going platoons for duty at the incident. If the off-going platoon is not held at the incident or is not detained at the incident for duty elsewhere, it shall report back to the station and shall remain available until the other platoon returns or until otherwise directed, when it shall be dismissed.
- 8.9.6 In the event of one or more members of the ongoing platoon being absent an equal number of members in the platoon on duty shall be liable to be detained on duty until such time as they may be relieved. Nothing herein contained shall be deemed to sanction an unauthorised absence or to relieve the absent member from a liability to be charged with being absent without leave and dealt with accordingly.
- 8.10 The rosters provide for an amount of residual leave of 7.25 hours per annum, which is to be credited as consolidated leave, on the anniversary of the employee's date of commencement of employment by the Department notwithstanding the provisions of subclause 8.8.
- 8.11 No employee shall be permitted to work in excess of sixteen hours straight except in the case of a call to an incident or other emergency circumstances.

Clause 9 - OVERTIME

- 9.1 Overtime shall be paid for at the rate of time and one-half for the first two hours and at the rate of double time thereafter, provided that an employee who is required to work overtime shall be entitled to payment for at least 15 minutes of overtime on each occasion that the employee is called upon to work overtime.
- 9.2 For meal allowance entitlements where an employee works for more than two hours after the rostered finishing time of the shift, see Clause 10, Meals and Refreshments.
- 9.3 When it is reasonably necessary for an employee who has returned to the station either before or after the ceasing hour of the shift to clean up before leaving the station, and thereby justifiably leaves the station after the ceasing hour, the time so reasonably and necessarily occupied beyond the ceasing hour shall be paid for as overtime; provided, however, that on return to the station the employee draws the situation to the attention of the Officer-in-Charge of the station and that during the next working shift applies in writing for the overtime due under this subclause, specifying the grounds of the claim; provided, further, that if an employee is prevented by duty or other reasonable cause from making the claim on the next working shift the employee shall make the claim on the next ensuing working shift.
- 9.4 The hourly rate of pay for an employee for the purpose of this clause shall be ascertained by dividing the appropriate weekly "rate of pay" for such employee by forty.

9.5 Recall to Incident

- 9.5.1 An employee who is off duty and who is called upon, pursuant to subclause 9.5.2, to report for duty to attend an incident shall be entitled to a minimum payment equal to two hours at overtime rates.
- 9.5.2 Notwithstanding anything elsewhere contained in this clause, in the case of an incident, all employees off duty shall be liable to be called upon to report for duty and if called upon shall report immediately for duty
- 9.5.3 An employee who is on annual leave or long service leave and who reports for duty to attend an incident shall, in addition to payment pursuant to subclause 9.1, be credited with consolidated leave equal to the amount of time so worked.
- 9.5.4 For meal allowance entitlements when the employee remains on duty for a period of four hours or more in connection with a recall pursuant to subclause 9.5.1, see Clause 10, Meals and Refreshments.

9.6 Recall to Maintain Required Staffing Levels

- 9.6.1 An employee off duty who is required to report for duty for the purpose of maintaining required staffing levels shall, on so reporting, be entitled to a minimum payment equal to four hours at overtime rates.
- 9.7 Where an employee recalled pursuant to either subclauses 9.5.2 or 9.6.1:
- 9.7.1 Is required to transport the employee's gear from the station/location at which the gear is located to another station/location in order to perform the duties of the recall, such employee shall be paid the amount set at Item 25 of Table 3 of Part D, for the distance actually travelled on the forward journey between the two locations. In the event that the Department is unable to transport the employee's gear back to the station/location at which the gear was located, the employee shall also be entitled to be paid return kilometres equal to the forward journey. For the purpose of this subclause "distance actually travelled" means the distance as specified in the relevant Matrices at Part E. If the distance is not covered by a Matrix, the distance shall be the actual kilometres travelled.
 - 9.7.2 Incurs a toll as a consequence of using a bridge, tunnel or motorway when travelling to perform the recall, such employee shall be reimbursed for the cost of the toll.
- 9.8 On such nights as may be fixed by the Department or by the Commissioner on reasonable notice in the circumstances not exceeding two nights in any week, an employee shall work such overtime as is reasonably necessary for usual Brigade inspections, or for giving instructions to Retained Firefighters.
- 9.9 When overtime work is necessary it shall, except in the case of an emergency, be so arranged that employees have at least eight consecutive hours off duty between the work of successive shifts. Where an employee works so much overtime between the termination of the employee's ordinary work on any day or shift, and the commencement of the employee's ordinary work on the next day or shift, that the employee has not had at least eight consecutive hours off duty between these times, the employee shall be released after completion of such overtime until the employee has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
- 9.9.1 If on the direction of the employee's authorised supervisor, such employee resumes or continues work without having had such eight consecutive hours off duty, the employee shall be paid at the rate of double time until the employee is released from duty for such period, and the employee shall be entitled to be absent until the employee has had eight consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
 - 9.9.2 Provided that while recalls shall be paid for at overtime rates in accordance with this Award, where the actual total time worked on a recall or recalls is less than 3

hours it shall not count for the purpose of determining whether an employee has had an eight hour break pursuant to this subclause.

Clause 10 - MEALS AND REFRESHMENTS

10.1 Attendance at an Incident

10.1.1 For the purposes of this clause, an "incident" also includes hazard reduction or any similar situation where facilities comparable to those provided at fire stations are not available to partake of a meal.

10.1.2 Where an employee attends an incident which extends for two hours or more;

10.1.2.1 In the GSA, Newcastle, Broken Hill, Gosford, Wyong and Wollongong Fire Districts, refreshments shall be provided;

10.1.2.2 In all other Fire Districts, refreshments shall be provided as soon as possible after two hours but no later than three hours.

10.1.3 Where such an incident extends for four hours or more, the employee shall be provided with a substantial meal. After every subsequent four hours of attendance at such an incident, a further substantial meal shall be provided.

10.2 Payment in Lieu of the Provision of Refreshments/Meals

10.2.1 Where refreshments are not provided in terms of subclause 10.1.2, an allowance set at Item 6 of Table 3 of Part D, shall be paid.

10.2.2 Where meals are not provided in terms of subclause 10.1.3, an allowance set at Item 5 of Table 3 of Part D, shall be paid.

10.3 During Overtime

10.3.1 An employee who works overtime which:

10.3.1.1 involves the attendance at an incident shall be provided with refreshments/meals in terms of subclauses 10.1.2 and 10.1.3 or the payment in lieu thereof as prescribed in subclause 10.2;

10.3.1.2 does not involve attendance at an incident and is not a recall for the purpose of maintaining required staffing levels, shall, if such overtime extends for more than two hours, be paid the allowance set out at Item 5 of Table 3 of Part D. After every subsequent four hours of such overtime worked, an allowance as set out at Item 6 of Table 3 of Part D, shall be paid.

10.4 Method of Payment and Calculation of Allowances in Lieu of Refreshments/Meals

10.4.1 The payments referred to in this clause shall, unless the Officer-in-Charge is not available to make such payment, be made prior to or at the cessation of the shift or overtime as the case may be. In cases where the Officer-in-Charge is not available to make payment, the employee shall be paid at the earliest opportunity thereafter.

10.4.2 The allowances referred to in this clause shall be calculated as follows:-

10.4.2.1 The amount at Item 5 of Table 3 of Part D, is the average, rounded to the nearest five cents, of the amounts prescribed for breakfast, lunch and dinner under the Crown Employees (Public Service Conditions Of Employment 1997) Award.

10.4.2.2 The amount in Item 6 of Table 1 is half, rounded to the nearest five cents, of the amount in Item 5 of Table 3 of Part D.

- 10.4.2.3 The amounts specified in 10.4.2.1 and 10.4.2.2 shall be recalculated, and shall take effect from the same date, as any adjustments made to the breakfast, lunch and dinner allowances in the Crown Employees (Public Service Conditions of Employment 1997) Award.

Clause 11 - TRANSPORT

- 11.1 Where an employee has been rostered for duty and works from 0800 hours to 1800 hours and is retained on overtime and ceases duty after 2000 hours and public transport or other normal means of transport is not reasonably available, arrangements may be made by the Department to provide transport (by taxi or otherwise) to ensure that the employee obtains reasonable transport home.

Clause 12 - RELIEVING PROVISIONS

- 12.1 The provisions of this clause shall only apply to:
- 12.1.1 Relieving Employees, as defined in Clause 4, when such employees work a rostered shift at either the employee's base station/location or performs a relief duty at another station/location; and
 - 12.1.2 Other employees when such employees perform an "Outduty", as defined in Clause 4.
- 12.2 Relieving Employees shall be assigned to a base station/location which, as far as is practicable having regard to the Department's operational requirements, is in the employee's stated preferred Zone, or in the Zone closest to the employee's residence.
- 12.3 Relieving Employees shall report for duty at their base station/location unless otherwise directed.
- 12.4 Except in the case of Inspectors and for relief duties performed outside the GSA, Newcastle, Gosford, Wyong and Wollongong Fire Districts, Relieving Employees (or other employees pursuant to 12.1.2) cannot be directed to perform relief duty outside the Fire District to which they are attached.
- 12.5 Notwithstanding the provisions of 12.4, any employee may elect to perform relief duty outside the Fire District to which they are attached.
- 12.6 "Base rate" payment.
- 12.6.1 A "base rate" of an amount set at Item 7 of Table 3 of Part D shall be paid to:
 - 12.6.1.1 a Relieving Employee for each rostered shift worked by the employee at the employee's base station and, except as provided for by subclause 12.6.2 or as otherwise provided by this Award, for each rostered shift on which the employee performs a relief duty at another station/location.
 - 12.6.1.2 other employees on each occasion, except as provided for by subclause 12.6.2 or as otherwise provided by this Award, when such employees perform an outduty in terms of subclause 12.1.2.
 - 12.6.2 Unless otherwise provided in this Award, the "base rate" payment prescribed in subclause 12.6.1 shall not be paid to either a Relieving Employee (or other employee pursuant to 12.1.2) in cases where the employee is compensated for excess travelling time and/or payment for travel/accommodation expenses in accordance with the provisions of Clause 26, Travelling Compensation.

- 12.7 Unless specifically provided for elsewhere in this clause, when a Relieving Employee (or other employee pursuant to 12.1.2) is required to perform relief duty on a rostered shift at another station/location: -
- 12.7.1 Within Matrix A (GSA) and in cases where the distance from one station/location to another station/location in Matrices B and C at Part E is marked with an Asterisk:
- 12.7.1.1 with prior notice and within a distance up to and including five (5) kilometres from the employee's base station/location, the employee shall be entitled to payment of the base rate only.
- 12.7.1.2 without prior notice **or** for a distance in excess of five (5) kilometres from the employee's base station/location, the employee shall be entitled to, in addition to the base rate, payment of the amount per kilometre set out at Item 4 of Table 3 of Part D, for the distance travelled.
- 12.7.2 In situations not covered by subclause 12.7.1:
- 12.7.2.1 with prior notice, the employee shall be entitled to the base payment plus, if applicable, payment of the amount per kilometre set out at Item 4 of Table 3 of Part D for any excess distance travelled. For the purposes of this subclause, excess distance shall be any distance actually and reasonably travelled by the employee to the relief station/location in excess of that normally travelled by the employee to report for duty at the employee's base station/location.
- 12.7.2.2 without prior notice, the employee shall be entitled to, in addition to the base rate, payment of the amount per kilometre set out at Item 4 of Table 3 of Part D, for the distance travelled.
- 12.7.2.3 the provisions of 12.7.2.1 are to be read in conjunction with the provisions of subclause 12.8.
- 12.8 If, in a particular case, an employee considers that the presumed "no disadvantage" envisaged in the provisions of 12.7.2.1 is in fact not the case, the employee may submit a claim for the total compensation that the employee considers to be reasonable in the circumstances. All such claims must be supported with written reasons.
- 12.9 For the purpose of this Clause, "distance" shall mean the return distance prescribed between two stations/locations in the Matrices at Part E. If the distance between two stations/locations is not prescribed in these Matrices, then "distance" shall mean the actual distance necessarily and reasonably travelled.
- 12.10 The parties acknowledge that the majority of the distances contained in the Matrices in Part E, have been calculated using an electronic measuring device. In the event that a discrepancy is identified, the distance in question shall first be rechecked using the electronic measuring device. If the discrepancy still exists then the distance in question shall be checked using, if practicable, a motor vehicle, and if not, some other method agreed to by the Department and the Union.
- 12.10.1 If a distance in the Matrices is found to be incorrect, then a new agreed distance will be determined. Any new distance and its effective date will be published in the next available In Orders.
- 12.10.2 In cases where the corrected distance is **more** than that shown in the Matrices, it will take effect from the beginning of the pay period in which the discrepancy was first notified in writing by an employee.
- 12.10.3 In cases where the revised distance is **less** than that contained in the Matrices, the new distance will operate prospectively from the beginning of the first pay period to commence on or after the date that the new distance is published in In Orders.

12.11 Multiple Reliefs During a Rostered Shift.

- 12.11.1 Where a Relieving Employee (or other employee pursuant to 12.1.2) performs relief duties during a rostered shift at more than one station/location, payment shall be made for kilometres for the forward journey/journeys between the station at which duty commenced and the subsequent station/s and between the station at which duty ceased and the station at which duty commenced. Provided that this provision shall not reduce any entitlement that the employee may have in relation to commencing duty at the station at which duty commenced.
- 12.11.2 The provisions of 12.11.1 shall not apply in cases where the provisions of Clause 26, Travelling Compensation, apply.

12.12 Provision of Transport

- 12.12.1 Where a Relieving Employee (or other employee pursuant to 12.1.2) is directed without prior notice after the commencement of a rostered shift, to perform relief duty at another station/location, the employee may request the provision of transport by the Department.
- 12.12.2 Where an employee requests the provision of transport in terms of 12.12.1, the employee shall be entitled to the following provisions. Apart from these provisions, no other provisions of this clause shall apply.
 - 12.12.2.1 Payment of the base rate.
 - 12.12.2.2 Except if the employee makes an election in terms of 12.12.2.3, the employee shall be entitled to transport back to the station/location at which duty commenced and to travelling time as prescribed in Clause 26, Travelling Compensation, for the time actually taken, from the completion of duty, to return to the station at which duty commenced.
 - 12.12.2.3 Where an employee elects to return to the station/location after completion of duty to the station at which duty commenced by the employee's own means, the employee shall be entitled to be paid the amount prescribed at Item 4 of Table 3 of Part D, for half the distance prescribed in the relevant Matrix. If no distance is prescribed, the distance shall be the actual distance necessarily and reasonably travelled by the employee to return to the station at which duty commenced.
- 12.13 Where a Relieving Employee (or other employee pursuant to 12.1.2) incurs a toll as a consequence of using a bridge, tunnel or motorway when travelling to perform a relief duty, such employee shall be reimbursed for the cost of the toll.
- 12.14 A Relieving Employee (or other employee pursuant to 12.1.2), who is directed to perform a relief duty on a rostered shift at a station/location which requires the employee to reside at a place other than the employee's residence, shall be entitled to the relevant provisions of Clause 26, Travelling Compensation, in lieu of the provisions of this clause.
- 12.15 Where a Relieving Employee (or other employee pursuant to 12.1.2) performs a relief at a station/location which, under normal circumstances would not require the employee to reside at a place other than the employee's residence, but because of special circumstances the employee is given approval by the Department for accommodation in order to have sufficient rest before returning home, the employee shall be entitled to the following:
 - 12.15.1 Appropriate accommodation provided or arranged by the Department.
 - 12.15.2 Retention of the Base Rate.

- 12.15.3 With the exception of travelling time and costs for travel, the relevant provisions of Clause 26, Travelling Compensation.
- 12.15.4 The amount set at Item 4 of Table 3 of Part D, as if the employee had not stayed in the accommodation.
- 12.16 The base rate set at Item 7 and the kilometre rate set at Item 4 of Table 3 of Part D, are in compensation for excess travelling time and the cost of excess travel to and from the station/locations at which relief duties are performed on a rostered shift.
- 12.17 Performance of Outduties.**
- 12.17.1 An employee cannot be directed to perform more than eight (8) outduties in any Calendar year.
- 12.17.2 Notwithstanding the provisions of 12.17.1, an employee may elect to perform more than eight (8) outduties in any Calendar year.
- 12.18 The provisions of this clause do not apply in cases where an employee acts up as an Executive Officer, or where an employee, not being a Relieving Employee, acts up at the employee's base station/location.
- 12.19 Unless specifically provided for by this clause, the provisions of this clause and Clause 26, Travelling Compensation, shall be mutually exclusive. That is, an employee who is entitled to make a claim, in relation to a particular situation, under the provisions of Clause 26, Travelling Compensation, shall not be entitled to make any claim under the provisions of this clause, or vice versa.
- 12.20 Where an employee is required to use the employee's private vehicle to perform a "Stand By", as defined in Clause 4, Definitions, compensation shall only be in terms of subclause 6.6.2.

Clause 13 - PROGRESSION AND PROMOTION PROVISIONS

- 13.1 This clause prescribes:
- 13.1.1 progression and promotion provisions, and;
- 13.1.2 the constitution and operation of the Training Review Committee.

Progression and Promotion Provisions

- 13.2 All employees shall be required to satisfy and maintain the competencies specified, by the Commissioner on the advice of the Training Review Committee, for the classification to which they are appointed.

Recruit Firefighter to Firefighter Level 1

- 13.3 Recruit Firefighters shall be on probation until they have progressed to Firefighter Level 1, or for a period of six months, whichever is the lesser. Progression from Recruit Firefighter to Firefighter Level 1 shall be subject to the satisfactory completion of Certificate 2 (Firefighting Operations) undertaken at the NSW Fire Brigades Training College.

Firefighter Level 1 to Qualified Firefighter

- 13.4 Progression to Firefighter Level 2, to Firefighter Level 3, to Firefighter Level 4 or to Qualified Firefighter shall, in addition to the minimum periods of service required at subclause 13.5, be subject at each classification to the satisfactory completion of the training and/or training competencies specified, by the Commissioner on the advice of the Training Review Committee, for such progression.

- 13.5 Progression to Firefighter Level 2, to Firefighter Level 3, to Firefighter Level 4 or to Qualified Firefighter, shall also be subject to the satisfactory completion of;
- 13.5.1 in the case of progression to Firefighter Level 2, twelve (12) months service from the date of commencement as a Recruit Firefighter; or
 - 13.5.2 in the case of progression to Firefighter Level 3, twenty four (24) months service from the date of commencement as a Recruit Firefighter; or
 - 13.5.3 in the case of progression to Firefighter Level 4, thirty six (36) months service from the date of commencement as a Recruit Firefighter; or
 - 13.5.4 in the case of progression to Qualified Firefighter, forty eight (48) months service from the date of commencement as a Recruit Firefighter.
- 13.6 13.6.1 Progression to Qualified Firefighter is a mandatory achievement required for all Firefighters. Failure to achieve progression to this classification within a reasonable time, will result in the employee being considered unsuitable for continued employment in the Department, and the employment of such an employee will be terminated accordingly. In such circumstances, the Department will advise the Union that the services of the employee are to be terminated.
- 13.6.2 For the purpose of subclause 13.6.1, "reasonable time" will mean a period in excess of the minimum time required to achieve progression to the classification of Qualified Firefighter. The excess time to be allowed shall be determined by the Commissioner after taking into account all the circumstances of the case of the employee concerned.

Qualified Firefighter to Senior Firefighter

- 13.7 Progression from Qualified Firefighter to Senior Firefighter shall be subject to a minimum of two years satisfactory service as a Qualified Firefighter and to satisfactory completion of the training and/or training competencies specified, by the Commissioner on the advice of the Training Review Committee, for progression to Senior Firefighter.

Senior Firefighter to Leading Firefighter

- 13.8 Progression from Senior Firefighter to Leading Firefighter shall be subject to: firstly; three years service as a Senior Firefighter; secondly, the acquisition of the necessary Station Officer competencies as agreed between the Department and the Union; and thirdly, acceptance into that year's Station Officers' Promotion Program.
- 13.8.1 Applications for entry into a given year's Station Officers' Promotion Program shall be called for from Senior Firefighters with three years service and the necessary Station Officer competencies in In Orders in February of that year. The number of positions available in that year's Station Officers' Promotion Program shall be specified in the same In Orders, and will be solely dependent on the forward planning needs of the Department.
- 13.8.2 The order of merit for entry into the Station Officers' Promotion Program shall be determined by the level of achievement of applicants in an annual Pre-Entry Test. This Pre-Entry Test shall consist of two components. The first component shall be directed at assessing the current knowledge of the applicant. This test shall be focussed on the knowledge that an eligible Senior Firefighter should reasonably be expected to have after 9 years of service and shall comprise 60% of the total score of the Pre-Entry Test. The second component shall focus on the knowledge and understanding of Station Officers' management and supervision issues. This component shall be conducted by an independent party and shall be based on pre-reading supplied to the

applicants. This component shall comprise 40% of the total score of the annual Pre-Entry Test.

- 13.8.3 The successful applicants for a given year's Station Officers' Promotion Program shall be drawn from the top of the order of merit list referred to in subclause 13.8.2. The Department shall accept and promote to Leading Firefighter the same number of those applicants as there were positions advertised in accordance with subclause 13.8.1.

Leading Firefighter to Station Officer

13.9 Promotion from Leading Firefighter to Station Officer shall be subject to the occurrence of a vacancy and in accordance with the following provisions:-

- 13.9.1 For all employees classified as Leading Firefighter as a result of having passed the 1996 Station Officers' Examination, promotion shall be in order of the list established for that purpose which was in place at the date of the making of this Award. Unless otherwise agreed between the Department and the Union, no other promotions to Station Officer shall occur until all such Leading Firefighters have been so promoted.
- 13.9.2 Subject to the provisions of 13.9.3, all subsequent promotions shall be subject to the successful completion of the Station Officers' Promotion Program, the content and format of which shall be agreed between the Department and the Union. The order of promotion of Leading Firefighters who successfully complete the Station Officers' Promotion Program shall be determined by their placement on the order of merit list arising from assessments forming part of that Station Officers' Promotion Program.
- 13.9.3 Leading Firefighters who do not successfully complete their initial Station Officers' Promotion Program shall gain automatic entry to the next subsequent Program and, provided this second Program is successfully completed, such employees shall take precedence in the order of promotion of that Program's successful participants. If a Leading Firefighter does not successfully complete the Station Officers' Promotion Program upon this second attempt then that employee will be returned to the classification of Senior Firefighter.

Station Officer Level 1 to Station Officer Level 2

13.10 Progression from Station Officer Level 1 to Station Officer Level 2 shall be subject to the completion of two years satisfactory service as a Station Officer.

Station Officer Level 2 to Inspector

- 13.11 Promotion from Station Officer Level 2 to Inspector shall be subject to the occurrence of a vacancy and the successful completion of the Inspectors' Promotion Program, the content and format of which shall be agreed between the Department and the Union.
- 13.11.1 Applications for entry into each Inspectors' Promotion Program shall be called for from Station Officers Level 2 in In Orders. The number of positions available in each Inspectors' Promotion Program shall be specified in the same In Orders, and will be solely dependent on the forward planning needs of the Department.
- 13.11.2 The order of merit for entry into each Inspectors' Promotion Program shall be determined by the level of achievement of applicants in a Pre-Entry Test, the content and format of which shall be agreed between the Department and the Union.
- 13.11.3 Subject to the provisions of subclause 13.11.4, the successful applicants for each Inspectors' Promotion Program shall be drawn from the top of

the order of merit list referred to in subclause 13.11.2. The Department shall accept the same number of those applicants to the Inspectors' Promotion Program as there were positions advertised in accordance with subclause 13.11.1. The order of promotion of Station Officers Level 2 who successfully complete the Inspectors' Promotion Program shall be determined by their placement on the order of merit list arising from assessments forming part of the Inspectors' Promotion Program.

- 13.11.4 Station Officers Level 2 who do not successfully complete their initial Inspectors' Promotion Program shall gain automatic entry to one further Inspectors' Promotion Program and, provided this second Program is successfully completed, such employees shall take precedence in the order of promotion of that Program's successful participants. If a Station Officer Level 2 does not successfully complete the Inspectors' Promotion Program upon this second attempt then that employee will be required to undertake the Pre Entry Test as described in sub clause 13.11.2.

Inspector to Executive Officer

- 13.12 Promotion from Inspector to Chief Superintendent Level 2 or Chief Superintendent Level 1 or Superintendent shall be in accordance with the provisions of Clause 43 of this Award.

General Provisions

- 13.13 While the progression/promotion provisions specified in this clause refer to minimum periods of service as one of the requirements for such progression/ promotion, the Department and the Union acknowledge and accept that:
- 13.13.1 as the competency standards/levels required by the NSW Fire Brigades are determined and established for each classification, the requirement for minimum periods of service may, by agreement between the Department and the Union in each case, no longer apply.
- 13.13.2 the competency standards/levels required by the NSW Fire Brigades for each classification shall be those as determined from time to time by the Commissioner based on the advice of the Training Review Committee.
- 13.14 In all cases, progression/promotion shall, in addition to the provisions specified for such progression/promotion, also be subject to satisfactory service.

Training Review Committee (TRC)

- 13.15 The TRC shall develop and implement an effective and equitable system of training in the NSW Fire Brigades using the principles of Competency Based Training.
- 13.16 The structure of the TRC will consist of 3 representatives of the Department and 3 representatives of the Union.
- 13.17 The Chairperson of the Committee will alternate every 12 months between a nominee of the Department and the Union.
- 13.18 The role of the TRC will include (but not be limited to):
- 13.18.1 the further development of training throughout the NSW Fire Brigades;
- 13.18.2 overseeing the implementation of an agreed Competency Based Training regime throughout the NSW Fire Brigades;
- 13.18.3 acting as a reference point for all "disputes" relating to training in the NSW Fire Brigades; and

- 13.18.4 considering Recognised Prior Learning (RPL) policy generally and in particular, the consideration of individual applications for RPL.

13.19 Procedure

- 13.19.1 The TRC will meet at least once every four weeks;
- 13.19.2 Members who are on shift on the day of the meeting will be released from day to day operations, except in the event of an incident or other emergency circumstances, for the purposes of fulfilling the above roles;
- 13.19.3 The TRC will be adequately resourced by the Department so that it can effectively fulfil the above roles.

Clause 14 - OPERATIONAL SUPPORT POSITIONS

- 14.1 None of the provisions of this Clause shall come into effect until it has been agreed to do so between the Department and the Union. Upon such agreement, any retrospectivity of rates of pay for Operational Support positions will apply from the beginning of the pay period commencing 2 January 1997.
- 14.2 The Department and the Union have agreed to the concept of separate rates of pay and, where appropriate, separate conditions of employment applying to the occupants of agreed Operational Support positions. Further, where these positions have traditionally been tied to substantive operational rank, it has been agreed that it is no longer necessary to do so, subject to the provisions of subclauses 14.4.3 and 14.7.

Establishment of Operational Support Positions

- 14.3 Operational Support positions shall be identified and established as such by agreement between the Department and the Union as evidenced by a Position Description for each such Operational Support position which has been countersigned by duly authorised representatives of both parties.
- 14.4 The format and content of each Position Description referred to in subclause 14.3 shall be that as agreed between the Department and the Union, but shall include the position's:
- 14.4.1 Title;
- 14.4.2 Statement of duties;
- 14.4.3 Essential and desirable qualifications, which shall in all instances include a minimum operational rank of Qualified Firefighter;
- 14.4.4 Hours of work, specifying in the case of Operational Support positions Levels 1 to 3 inclusive which roster is to be worked pursuant to Clause 8 of this Award; and
- 14.4.5 Operational Support classification, ranging from Level 1 to Level 5, which shall be determined by agreement between the parties using the Hay job evaluation system.
- 14.5 A register of agreed and established Operational Support Position Descriptions shall be maintained by both parties. Once established, Position Descriptions shall not be varied except by agreement between the Department and the Union.

General Conditions for Operational Support Positions

- 14.6 Appointment to Operational Support positions will be determined solely on the basis of competitive merit selection and will be subject to the occurrence of a vacancy. Selection Committees shall be constituted in accordance with the Recruitment and Employment Guidelines of the NSW Public Service.

- 14.7 The rates of pay for employees occupying Operational Support positions are as specified in Tables 2.1 & 2.2 of Part D, Monetary Rates.
- 14.8 Unless expressly provided elsewhere within this Award, the general conditions of employment for occupants of Operational Support positions at Levels 1 to 3 inclusive shall be the same as those applying to Operational Firefighters generally pursuant to subclauses 1.5 and 1.6 of this Award.
- 14.9 Unless expressly provided elsewhere within this Award, the general conditions of employment for occupants of Operational Support positions at Levels 4 and 5 shall be the same as those applying to Executive Officers generally pursuant to subclauses 1.5 and 1.6 of this Award.
- 14.10 Unless an occupant of an Operational Support position is temporarily reassigned to spend a minimum of 2 months in every calendar year performing the firefighting duties associated with their substantive rank, any time spent occupying such a position shall not count towards the minimum period of service which may be required for progression/promotion under Clause 13. Such temporary reassignments will be in minimum blocks of 1 month and will require occupants holding the substantive rank of Qualified Firefighter to Station Officer Level 2 (inclusive) to be attached to a fire station. Occupants holding the substantive rank of Inspector will be required to fulfil an agreed operational role for that period.
- 14.11 Occupants of Operational Support positions temporarily reassigned pursuant to subclause 14.10 or otherwise attending any incident (as defined by this Award) shall revert to, and function in the capacity of their substantive operational rank for the duration of that time.
- 14.12 Occupants of Operational Support positions may at any time elect to resume duty in, and be paid the rate for, the employees' substantive rank.

Transitional Provisions

- 14.12 As Operational Support Positions are initially established, the existing occupants of those positions will be appointed to those positions and reclassified accordingly. When such positions become vacant they will be advertised, and all future appointments shall be determined in accordance with subclause 14.6.
- 14.13 14.13.1 Notwithstanding the provisions of subclause 14.7 if, following the initial classification and establishment of an Operational Support position, the rate of pay for such position is less than the existing occupants total weekly rate of pay including any allowances, such employee shall continue to be paid his/her current rate of pay, including any allowances, for a period not exceeding twelve (12) months.
- 14.13.2 Once the twelve (12) months period referred to in subclause 14.13.1 has expired, the employee's rate of pay will immediately revert to the substantive rate of pay for the Operational Support position.

Clause 15 - TRAINING AND STAFF DEVELOPMENT

- 15.1 Employees covered by this Award will complete appropriate training, as agreed between the Department and the Union from time to time, to improve the productivity and efficiency of the Department's operations.
- 15.2 The appropriate competencies based on relevant skills and qualifications requirements as agreed between the Department and the Union for each classification level, shall be progressively implemented and shall be subject to an ongoing process of review and evaluation.
- 15.3 Upon request, the Department will consider an application by an employee to attend a course which is appropriate, relevant and recognised by the Department but is not

essential for promotion. If approval is granted by the Department for the employee to attend such a course, the employee shall be entitled to the provisions of Clause 16 of this Award.

Clause 16 - TRAINING COURSE ATTENDANCE ENTITLEMENTS

16.1 The provisions of this Clause shall apply to employees who participate, with Departmental approval, in training programs, examinations or assessments conducted by, on behalf of, or approved by the Department. For the purposes of this Clause, references to "training" or "course" shall be taken to include such examinations or assessments.

16.2 Accommodation

16.2.1 The Commissioner (or delegate) shall approve appropriate accommodation for an employee, if it can be demonstrated that an unreasonable amount of travelling time and/or distance is involved when travelling to and from the employee's residence to the training venue.

16.2.2 Where an employee attends a course within the Greater Sydney Area (GSA), and if the travelling time to and from the training venue exceeds two (2) hours each way (by the approved mode of transport) or if the return distance from the employee's residence to the training venue exceeds 175 kms, the employee shall be entitled to appropriate accommodation.

16.2.3 Where Departmental accommodation is not provided to an employee with an entitlement to accommodation, the relevant accommodation allowance prescribed by Clause 26, Travelling Compensation shall be paid.

16.2.4 Where it is not possible for an employee to travel to the training venue on the first day of the course or where the travelling time would be unreasonable to travel on the first day of the course, the employee shall be entitled to appropriate accommodation on the evening prior to the start of the course. If it is not possible for an employee to travel from the training venue to his or her residence at the conclusion of the course or if the travelling time would be unreasonable, the employee shall be entitled to appropriate accommodation on the evening of the last day of the course. Approval must be obtained from the Commissioner (or delegate) prior to bookings being made.

16.2.5 Appropriate accommodation for employees who attend courses outside the GSA shall be determined by the Commissioner (or delegate) having regard to the above criteria.

16.2.6 Where the training program requires evening attendance the employee shall be granted appropriate accommodation irrespective of the employee's work location or residential address.

16.2.7 Notwithstanding the above, any employee who considers that these criteria would cause undue hardship etc. may make application for special consideration. All such applications will be considered on their individual merits according to the program content and the starting and completion times, on a daily basis.

16.3 Meals

16.3.1 Excluding the Recruit Firefighters Program and Departmental training programs/courses which are conducted at Departmental premises which have meal room facilities comparable to those provided at fire stations, all employees attending training programs which extend for a whole day shall be provided with morning/afternoon tea and lunch.

- 16.3.2 Where employees have been granted approval for overnight accommodation and when such accommodation is provided by the Department, expenses reasonably and properly incurred shall be reimbursed in accordance with Clause 26, Travelling Compensation.
- 16.3.3 Employees who are not required to accommodate themselves overnight shall, where appropriate, be paid the relevant meal allowances prescribed by Clause 26, Travelling Compensation.
- 16.3.4 Meal allowances are not payable during times at which an accommodation allowance (as prescribed in subclause 16.2.3 above) has been claimed. A component of the accommodation allowance compensates for the costs associated with breakfast, lunch and evening meals.

16.4 Incidentals

- 16.4.1 Employees who are provided with Departmental accommodation shall be entitled to claim the appropriate incidentals allowance as prescribed by Clause 26, Travelling Compensation.
- 16.4.2 The incidental allowance cannot be claimed for any day during which an accommodation allowance referred to in subclause 16.2.3 above is paid. The incidental allowance forms a component of the accommodation allowance and, amongst other things, recognises the cost associated with personal telephone calls, etc.

16.5 Excess Fares

- 16.5.1 Any employee who incurs additional transport costs while travelling to and from the training venue shall be entitled to have the additional expenses reimbursed. The additional expenses will be calculated on the basis of public transport costs.
- 16.5.2 Where an employee is granted approval to utilise the employee's private vehicle in lieu of public transport, the appropriate specified journey rate, set at Item 1 of Table 4 of Part D, shall be paid in respect of the kilometres travelled in excess of the employee's normal journey to and from work.
- 16.5.3 Where a first class rail service (or its equivalent) is reasonably available, an employee may utilise this service and be reimbursed for the cost of the fare.

16.6 Excess Travelling Time

- 16.6.1 Employees without an accommodation entitlement shall be entitled to compensation for excess travelling time for each day of the course.
- 16.6.2 Employees who accept accommodation shall be entitled to compensation for excess travelling time in respect of the first forward journey to and the last journey from the course venue. Where the course extends beyond one (1) week, employees who return to their residences on weekends shall be entitled to excess travelling time and excess fares for the additional forward and return journeys.
- 16.6.3 Unless special circumstances exist, employees who have an accommodation entitlement, but who decline accommodation, shall only be entitled to compensation for excess travelling time in respect of the first forward journey to and the last journey from the training venue.
- 16.6.4 Compensation shall be in accordance with Clause 26, Travelling Compensation.

16.7 Mode of Transport

- 16.7.1 Employees shall be advised of the approved transport arrangements prior to the commencement of the training program. Such approval shall be based on the most practical and economic means of transport having regard to the entitlements contained in this clause, provided that an employee cannot be directed by the Department to use the employee's private vehicle.
- 16.7.2 Any employee who wishes to use alternative means of transport may only do so with the approval of the Commissioner (or delegate). Such approval must be obtained before travel commences.
- 16.7.3 If approval is granted to travel by an alternative means of transport any entitlements shall be based on the arrangements approved under subclause 16.7.1.

16.8 Relieving Allowances and Other Allowances

- 16.8.1 Attendance at a training program does not in itself attract the payment of relieving allowances. However, any employee in receipt of relieving allowances or other allowances relating to qualifications or work performed at the time the program commences, shall continue to be paid the allowances which would normally be paid. Provided that such allowances shall only be paid for those days on which the employee would normally have been rostered for duty.
- 16.8.2 Relieving employees shall not be paid any additional relieving allowances as a consequence of undertaking a training program.

16.9 Kilometre Allowance

- 16.9.1 The kilometre allowance prescribed by Clause 12, Relieving Provisions, is not payable to employees when they attend a training program.
- 16.9.2 The provisions of subclause 16.5.2 above shall apply to any employee who is granted approval to utilise his or her private vehicle for transport to and from the training venue.

16.10 Attendance at Courses Whilst on Annual or Long Service Leave or Rostered Off Duty

- 16.10.1 Where an employee elects to attend a course whilst on annual leave or long service leave, he or she may choose to either be re-credited with the appropriate leave or be credited with consolidated leave for the hours spent attending the training course. Where an employee elects to attend a course whilst rostered off duty, he or she shall be entitled to consolidated leave for the hours spent attending the course. All travelling time shall be compensated in accordance with Clause 26, Travelling Compensation.
- 16.10.2 If an employee is required to attend a course whilst rostered off duty, he or she may choose to either be paid at overtime rates or be credited with consolidated leave calculated at overtime rates for the hours spent attending the course.
- 16.10.3 All travelling time shall be compensated in accordance with Clause 26, Travelling Compensation.

16.11 Stand Off

- 16.11.1 Where an employee is required by the Department to attend a course, any necessary stand off period shall be granted.

16.12 Payments in Advance

- 16.12.1 Employees attending a training course may, where reasonable and appropriate, elect to be advanced the following payments:-
- * accommodation allowance (subclause 16.2.3)
 - * meal allowances (subclause 16.3.3)
 - * incidental allowances (subclause 16.4.1)
- 16.12.2 The advice to employees of course arrangements shall be conveyed by letter and include details of the Centre at which claims for advance payments should be submitted. Miscellaneous Vouchers must be completed for this purpose attached to which should be a copy of the relevant approval.
- 16.12.3 Accommodation allowances are only payable when approval is given for an employee to make his or her own accommodation arrangements.

Clause 17 - ANNUAL LEAVE

- 17.1 Annual leave to the extent of thirty-five consecutive days on full pay shall accrue to each employee in respect of each completed year of service and shall be taken in accordance with the leave roster.
- 17.2 Where the commencing date of the rostered period of annual leave occurs whilst an employee is on sick leave and does not return to duty within seven days of such date, the employee concerned shall be entitled to elect whether to proceed immediately on annual leave or to commence annual leave on one of the next six succeeding Fridays.
- 17.3 Employees shall be entitled to sixteen working hours annual leave, to be credited as consolidated leave, in addition to the period of annual leave prescribed by subclause 17.1, provided that:
- 17.3.1 Employees who were members of the service as at 30 November 1975, shall become entitled to such additional leave on each anniversary of their appointment to the service which occurs after 30 November 1975.
- 17.3.2 Employees who joined the service after 30 November 1975, shall become entitled to such additional leave on each anniversary of their appointment to the service.

Employees Stationed at Broken Hill

- 17.4 Employees stationed at Broken Hill shall, in addition to the period of additional annual leave prescribed by subclause 17.3, be allowed sixteen working hours additional leave of absence, provided that proof of travelling time is furnished to the Department, and provided further that:
- 17.4.1 Employees stationed at Broken Hill after 30 November 1975, and who proceed on annual leave whilst so stationed shall become entitled to such additional leave allowance on each anniversary of their appointment to the service which occurs after 30 November 1975.
- 17.5 Further to the provisions of subclause 17.4:
- 17.5.1 As a matter of practicality in the case of Broken Hill, because annual leave is not taken on an annual basis, the sixteen working hours per annum should be further converted to fourteen hours in respect of each period of annual leave so actually taken.
- 17.5.2 If a working night shift occurs on the roster immediately before or immediately after the period of four weeks' leave rostered to be taken, or both before and after such period, such night shift, or one of such night shifts at the employee's option may be taken off duty.

- 17.5.3 If, however, no night shift so occurs, but day shifts fall as the working shifts immediately before and after the rostered annual leave period, the employee should be allowed, optionally, to take off either one or both day shifts.
- 17.5.4 If the employee elects to take off one day shift, that will be credited with four hours' accrued annual leave, and if the employee elects to take two day shifts, accrued annual leave will be reduced by six hours.
- 17.6 The taking of annual leave is subject to Departmental requirements and, when unforeseen circumstances arise, may be rescheduled by authority of the Commissioner.
- 17.7 In the event of the termination of the employment of any employee for any cause with less than twelve months' service from the date of the last leave accrued, the employee shall be paid pro rata for leave for each month of service.
- 17.8 Where application is made by an employee in writing to the Commissioner that, by reasons of special circumstances, which shall be specified, the Commissioner may authorise, in writing, the taking of annual leave at some other time to be determined by the Commissioner for the purpose of this Award, such leave shall be deemed to have been taken in accordance with the leave roster.
- 17.9 Prior to an employee entering upon a period of annual leave, the employee may elect to be paid with respect of the period of leave in one of the following ways:
- 17.9.1 in full when the employee commences the period of leave; or
- 17.9.2 at the same time as the employee's normal pay would have been paid if the worker had remained on duty.

Clause 18 - COMPASSIONATE LEAVE

- 18.1 In no way restricting the right of the Commissioner to approve leave for compassionate reasons in other circumstances, an employee other than a casual employee, shall be entitled to up to two shifts (or two days in the case of day workers) compassionate leave without deduction of pay, up to and including the day of the funeral, on each occasion of the death of a person as prescribed in subclause 18.3 of this clause.
- 18.2 The employee must notify the employer as soon as practicable of the intention to take compassionate leave and will, if requested by the employer, provide to the satisfaction of the employer proof of death.
- 18.3 Compassionate leave shall be available to the employee in respect to the death of a person prescribed for the purposes of personal/carer's leave as set out in subparagraph 22.1.3.2 of paragraph 22.1.3 of subclause 22.1 of clause 22, Personal/Carer's Leave, provided that, for the purpose of compassionate leave, the employee need not have been responsible for the care of the person concerned.
- 18.4 An employee shall not be entitled to compassionate leave under this clause during any period in respect of which the employee has been granted other leave.
- 18.5 Compassionate leave may be taken in conjunction with other leave available under subclauses 22.2, 22.3, 22.4 and 22.5 of the said clause 22. In determining such a request, the employer will give consideration to the circumstances of the employee and the reasonable operational requirements of the Department.

Clause 19 - EXAMINATION AND ASSESSMENT LEAVE

- 19.1 Except as agreed between the Department and the Union, all examinations and/or assessments required for progression or promotion shall be arranged so that they take place when the employee is normally rostered for duty on day shift.
- 19.2 Where the Department is unable to make the necessary arrangements for an employee to sit an examination/assessment on shift as per subclause 19.1 within two months from the date the employee makes application for assessment, the employee may make arrangements to sit the examination/assessment externally. In such cases, employees shall be entitled to the conditions provided for by Clause 16, Training Course Attendance Entitlements, of this Award. The Department shall notify the employee as early as practicable of its inability to make such necessary arrangements.
- 19.3 An employee sitting for an examination or assessment as per sub clause 19.1 shall be granted, prior to the examination or assessment, such paid leave as might reasonably be necessary for attendance at the examination or assessment, including travel.

Clause 20 - LONG SERVICE LEAVE

- 20.1 Long Service leave calculated from the date of appointment to the service shall accrue to employees in accordance with the following entitlements:
- 20.1.1 After service for ten years, leave for two months on full pay or four months on half pay.
- 20.1.2 After service in excess of ten years:
- (a) Leave pursuant to subclause 20.1.1; and
 - (b) In addition, an amount of leave proportionate to the length of service after ten years, calculated on the basis of five months on full pay or ten months on half pay, for ten years served after service for ten years.
 - (c) Long Service Leave shall not include annual leave, but shall include public holidays, occurring during the period when such leave is taken.
- 20.2 Where the services of an employee with at least five years' service and less than ten years' service are terminated by the Department for any reason other than the employee's serious and wilful misconduct, or by the employee on account of illness, incapacity or domestic or other pressing necessity, or by reason of the death of the employee, the employee shall, for five years' service be entitled to one month's leave on full pay and for service after five years to a proportionate amount of leave on full pay calculated on the basis of three months' leave for fifteen years' service.
- 20.3 In the event of the termination of the employment of the employee other than by death, the monetary value of Long Service Leave due, if any, shall be paid to such employee.
- 20.4 20.4.1 Approval to take Long Service Leave as provided by this clause shall, subject to the exigencies of the Department, be granted by the Department as and when such leave becomes due or any time thereafter. Provided that an employee shall give notice, in writing, to the Department of the employee's intention to take such leave. Such notice shall be given at least sixty days before the date on which the employee intends to commence such leave.
- 20.4.2 Notwithstanding the provisions of subclause 20.4.1, the period of notice referred to in subclause 20.4.1 may be reduced on a case by case basis, subject to the discretion of the Commissioner.
- 20.5 Approval to take Long Service Leave may be deferred by the Commissioner due to Departmental requirements.

- 20.6 Long Service Leave may be taken in the following combinations and not otherwise:
- 20.6.1 In the case of employees working the roster systems prescribed by subclauses 8.3 and 8.4 of Clause 8, Hours of Work, in multiples of eight consecutive calendar days with a minimum period of eight consecutive calendar days.
 - 20.6.2 In the case of employees working the roster systems prescribed by subclauses 8.5 and 8.6 of Clause 8, Hours of Work, or any other roster system agreed to between the Department and the Union based on a seven day cycle, in multiples of seven consecutive calendar days with a minimum period of seven consecutive calendar days.
 - 20.6.3 Where approval is granted to take Long Service Leave on half pay the multiples and minimum periods specified in subclauses 20.6.1 and 20.6.2 shall be doubled.
- 20.7 Prior to an employee entering upon a period of Long Service Leave, the employee may elect to be paid with respect of the period of leave in one of the following ways:
- 20.7.1 in full when the employee commences the period of leave; or
 - 20.7.2 at the same time as the employee's normal pay would have been paid if the worker had remained on duty.

Clause 21 - PARENTAL LEAVE

21.1 Definition of Parental Leave

- 21.1.1 For the purposes of this clause, parental leave is maternity leave, paternity leave or adoption leave.
- 21.1.2 Maternity leave is taken by a female employee in connection with the pregnancy or the birth of a child of the employee. Maternity leave consists of an unbroken period of leave.
- 21.1.3 Paternity leave is leave taken by a male employee who becomes a parent but is ineligible to be granted either maternity leave or adoption leave but is to be the primary care giver of a child or who wishes to share the child caring duties with their partner.
- 21.1.4 Adoption leave is leave taken by a female or male employee in connection with the adoption by the employee of a child under the age of five (5) years (other than a child who has previously lived continuously with the employee for a period of at least six (6) months or who is a child or step-child of the employee or of the employee's spouse).
- 21.1.5 For the purposes of this clause, "spouse" includes a de facto spouse and a former spouse.

21.2 Entitlement to Parental Leave

- 21.2.1 An employee is entitled to a total of fifty-two (52) weeks unpaid parental leave in connection with the birth or adoption of a child, as provided by this clause.
- 21.2.2 Maternity Leave - all female employees who do not have the necessary service as prescribed in subclause 21.3.1 for paid Maternity Leave, shall be entitled to unpaid maternity leave of up to nine (9) weeks before the expected date of birth of the child.
- 21.2.3 Paid Maternity Leave may be granted to a female employee subject to the following conditions -

- 21.2.3.1 The female employee has applied for Maternity Leave within such time and in such manner as herein set out; and
- 21.2.3.2 Before the expected date of birth has completed not less than forty (40) weeks' continuous service. Paid Maternity Leave shall be for a period of nine (9) weeks from the date Maternity Leave commences.

In addition to the unpaid or paid Maternity Leave referred to above, all female employees shall also be entitled to a further period of up to fifty-two (52) weeks unpaid Maternity Leave after the actual date of birth of the child.

The period over which Annual and/or Long Service Leave combined with unpaid Maternity Leave, shall not exceed a total period of two years from the date of birth of the child.

21.2.4 Short Adoption Leave is an unbroken period of three (3) weeks of unpaid leave, taken by an employee who does not have the necessary service for paid Adoption Leave as prescribed in subclause 21.3.1, from the time of placement of the child.

21.2.5 Paid Adoption Leave may be granted to an employee adopting a child subject to the following conditions:

- 21.2.5.1 The employee has applied for Adoption Leave within such time and in such manner as herein set out; and
- 21.2.5.2 Before the commencement of Adoption Leave the employee has completed not less than forty (40) weeks' continuous service.
- 21.2.5.3 The employee is to be the primary care giver of the child.

Paid Adoption Leave shall be for a period of three (3) weeks of Adoption Leave or the period of Adoption Leave taken, whichever is the lesser period.

Extended Adoption Leave is a further unbroken period of up to fifty-two (52) weeks of unpaid leave in order to be the primary care-giver of the child.

21.2.6 Paternity Leave is a period of up to fifty-two (52) weeks of unpaid leave taken from the date of birth of the child. It shall consist of -

- 21.2.6.1 an unbroken period of up to one week at the time of the birth of the child or other termination of the pregnancy (short paternity leave); and
- 21.2.6.2 a further unbroken period in order to be the primary care-giver of the child (extended paternity leave).

21.2.7 Except as provided for in subclause 21.2.3, Parental Leave shall not extend beyond a period of 1 year after the child was born or adopted.

21.3 Length of service for eligibility

21.3.1 A female employee is entitled to paid maternity leave or, in the case of both male and female employees, paid adoption leave only if the employee has had at least 40 weeks' continuous service.

21.3.2 There is no minimum period of employment for eligibility for unpaid parental leave.

21.3.3 Continuous service is service under one or more unbroken contracts of employment, including:

- 21.3.3.1 any period of authorised leave or absence, and
- 21.3.3.2 any period of part-time work.
- 21.3.3.3 full or part time service within the Public Service or within a Public Sector organisation listed in the schedules attached to the Transferred Officers Extended Leave Act 1961 and in appendices A and B contained in the Personnel Handbook published by the PEO.

21.4 Notices and Documents required to be given to Commissioner

21.4.1 Maternity leave

The notices and documents to be given to the Commissioner for the purposes of taking maternity leave are as follows:

- 21.4.1.1 The female employee should give at least 8 weeks' written or oral notice of the intention to take the leave (unless it is not reasonably practicable to do so in the circumstances),
- 21.4.1.2 The female employee must, at least 4 weeks before proceeding on leave, give written notice of the dates on which the employee proposes to start and end the period of leave,
- 21.4.1.3 The female employee must, before the start of leave, provide a certificate from a medical practitioner confirming that the employee is pregnant and the expected date of birth.

21.4.2 Paternity leave

The notices and documents to be given to the Commissioner for the purposes of taking paternity leave are as follows:

- 21.4.2.1 In the case of extended paternity leave, the employee should give at least 10 weeks written or oral notice of the intention to take the leave (unless it is not reasonably practicable to do so in the circumstances),
- 21.4.2.2 The employee must, at least 4 weeks before proceeding on leave, give notice of the dates on which the employee proposes to start and end the period of leave,
- 21.4.2.3 The employee must, before the start of leave, provide a certificate from a medical practitioner confirming that the employee's spouse is pregnant and the expected date of birth,
- 21.4.2.4 In the case of extended paternity leave, the employee must, before the start of leave, provide a statutory declaration by the employee stating:
 - 21.4.2.4.1 any period of maternity leave sought or taken by his spouse, and
 - 21.4.2.4.2 that he is seeking that period of extended paternity leave to become the primary care-giver of a child.

21.4.3 Adoption leave

The notices and documents to be given to the Commissioner for the purposes of taking adoption leave are as follows:

- 21.4.3.1 In the case of extended adoption leave, the employee should give written or oral notice of any approval or other decision to adopt a child at least 10 weeks before the expected date of placement (unless it is not reasonably practicable to do so in the circumstances),
- 21.4.3.2 The employee must give written notice of the dates on which the employee proposes to start and end the period of leave, as soon as practicable after the employee is notified of the expected date of placement of the child but at least 14 days before proceeding on leave,
- 21.4.3.3 The employee must, before the start of leave, provide a statement from an adoption agency or another appropriate body of the expected date of placement of the child with the employee for adoption purposes,
- 21.4.3.4 In the case of extended adoption leave, the employee must, before the start of leave, provide a statutory declaration by the employee stating:
 - 21.4.3.4.1 any period of adoption leave sought or taken by his or her spouse, and
 - 21.4.3.4.2 that the employee is seeking that period of extended adoption leave to become the primary care-giver of a child.

21.4.4 An employee does not fail to comply with this clause if the failure was caused by:

- 21.4.4.1 the child being born (or the pregnancy otherwise terminating) before the expected date of birth, or
- 21.4.4.2 the child being placed for adoption before the expected date of placement, or
- 21.4.4.3 other compelling circumstances.

In the case of the birth of a living child, notice of the period of leave is to be given within two (2) weeks after the birth and the certificate of the medical practitioner is to state that the child was born and the date of birth. In the case of the adoption of a child, notice of the period of leave is to be given within two (2) weeks after the placement of the child.

21.4.5 An employee must notify the Commissioner of any change in the information provided under this clause within two (2) weeks after the change.

21.4.6 If required by the Commissioner, an employee who applies for Parental Leave is to give the Commissioner a statutory declaration, or enter into an agreement with the Commissioner, that for the period of the leave the employee will not engage in any conduct inconsistent with the employee's contract of employment.

21.5 Continuity of service

Parental leave does not break an employee's continuity of service, but subject to subclauses 21.5.1, 21.5.2 and 21.5.3, is not to be taken into account in calculating an employee's period of service for any other purposes.

21.5.1 Any period of paid Adoption or paid Maternity Leave shall count as full service for the purposes of determining progression either within a classification or

from one classification to another. However, unpaid Parental Leave shall not count as service for determining such progression.

21.5.2 Adoption Leave on full pay and Maternity Leave at full pay shall count as full service for the purposes of determining all forms of leave.

21.5.3 Unpaid Parental Leave shall not count as service for determining any form of leave entitlement, except for Long Service Leave (Extended Leave) in cases where at least ten (10) years of service has been completed and unpaid Parental Leave does not exceed six (6) months.

21.6 Parents not to take Parental Leave at the same time

21.6.1 An employee is not entitled to parental leave at the same time as his or her spouse is on parental leave.

21.6.2 If subclause 21.6.1 is contravened the period of parental leave to which the employee is entitled under this clause is reduced by the period of leave taken by his or her spouse. However, this subclause does not apply to short paternity leave or short adoption leave.

21.7 Cancellation of Parental Leave

21.7.1 Before starting leave

Parental leave applied for but not commenced is automatically cancelled if:

21.7.1.1 the employee withdraws the application for leave by written notice to the Commissioner, or

21.7.1.2 the pregnancy concerned terminates other than by the birth of a living child or the placement of the child concerned does not proceed.

21.7.2 After starting leave

If:

21.7.2.1 the pregnancy of the employee or the employee's spouse terminates other than by the birth of a living child while the employee or spouse is on parental leave, provided:

21.7.2.1.1 if a child is still-born the female employee may elect to take available sick leave or maternity leave;

21.7.2.1.2 in the event of a miscarriage any absence from work is to be covered by the current sick leave provisions; or

21.7.2.2 the child in respect of whom an employee is then on parental leave dies, or

21.7.2.3 the placement of a child for adoption purposes with an employee then on adoption leave does not proceed or continue,

the employee is entitled to resume work at a time nominated by the Commissioner within 2 weeks after the date on which the employee gives the Commissioner a notice in writing stating that the employee intends to resume work and the reason for the intended resumption.

21.7.3 This provisions of subclause 21.7 do not affect an employee's entitlement to special maternity leave or special adoption leave.

21.8 Parental Leave and other Leave

21.8.1 An employee may take any annual leave, long service leave (extended leave) or consolidated leave to which the employee is entitled instead of or in conjunction with parental leave.

21.8.2 However, the total period of leave cannot be so extended beyond the maximum period of parental leave authorised by this clause.

21.8.3 The maximum period of parental leave authorised by this clause is reduced by any period of paid sick leave taken by the employee while on maternity leave.

21.8.4 Any paid absence authorised by law or by an award, enterprise agreement or contract of employment is not available to an employee on parental leave, except if the paid absence is:

21.8.4.1 annual leave, long service leave (extended leave) or consolidated leave, or

21.8.4.2 in the case of maternity leave - sick leave.

21.9 Employee and Commissioner may agree to interruption of parental leave by return to work

21.9.1 An employee on parental leave may, with the agreement of the Commissioner, break the period of leave by returning to work for the Department, provided that:

21.9.1.1 A female employee who gives birth to a living child shall not resume duty until six (6) weeks after the birth of the child unless special arrangements for early return are made at the request of the female employee and supported by a certificate from a qualified medical practitioner;

21.9.1.2 A female employee who has returned to full-time duty after less than her full entitlement to maternity leave, shall be entitled to revert to maternity leave either on a full-time or part-time basis if she so elects. This election may be exercised only once and a minimum of four (4) weeks notice (or less if acceptable to the Commissioner) of her intention to resume maternity leave must be given.

21.9.2 The period of leave cannot be extended by such a return to work beyond the maximum period of leave authorised by this clause.

21.10 Extension of period of Parental Leave

21.10.1 An employee may extend the period of parental leave once only by giving the Commissioner notice in writing of the extended period at least fourteen (14) days before the start of the extended period. The period of leave cannot be extended by such a notice beyond the maximum period of leave authorised by this clause.

21.10.2 An employee may extend the period of parental leave at any time with the agreement of the Commissioner. The period of leave can be extended by such an agreement beyond the maximum period of leave authorised by this clause.

21.10.3 This section applies to an extension of leave while the employee is on leave or before the employee commences leave.

21.11 Shortening of period of Parental Leave

An employee may shorten the period of parental leave with the agreement of the Commissioner and by giving the Commissioner notice in writing of the shortened period at least fourteen (14) days before the leave is to come to an end.

21.12 Return to work after Parental Leave

- 21.12.1 An employee returning to work after a period of parental leave is entitled to be employed in:
- 21.12.1.1 the classification (if possible, at the same location) held by the employee immediately before proceeding on that leave, or
 - 21.12.1.2 if the employee was transferred to a safe job before proceeding on maternity leave - the classification (if possible, at the same location) held immediately before the transfer.
- 21.12.2 If the classification no longer exists but there are other classifications available that the employee is qualified for and is capable of performing, the employee is entitled to be employed in a classification as comparable as possible in status and pay to that of the employee's former classification.
- 21.12.3 The provisions of subclause 21.12 extend to a female employee returning to work after a period of Special maternity leave and sick leave.

21.13 Payment

- 21.13.1 Payment for the nine (9) week paid Maternity Leave may be made -
- 21.13.1.1 in advance in a lump sum; or
 - 21.13.1.2 on a normal fortnightly basis, and shall be at the same hourly rate as the rate paid for other forms of paid leave, and may include payment of a higher duties allowance if the employee;
 - 21.13.1.2.1 has acted in the higher position for a period in excess of one year; and
 - 21.13.1.2.2 the period of higher duties relief continues up to the day prior to the employee's departure on maternity leave; and
 - 21.13.1.2.3 the higher duties relief is at the full difference in pay.
- 21.13.2 Payment to eligible employees for the three (3) weeks paid Adoption Leave may be made -
- 21.13.2.1 in advance in a lump sum; or
 - 21.13.2.2 on a normal fortnightly basis.

21.14 Commissioner's Obligations

21.14.1 Information to Employees

On becoming aware that an employee (or an employee's spouse) is pregnant, or that an employee is adopting a child, the Commissioner must inform the employee of:

- 21.14.1.1 the employee's entitlements to parental leave under this clause, and

21.14.1.2 the employee's obligations to notify the Commissioner of any matter under this clause.

21.14.2 Records

The Commissioner must keep, for at least six (6) years, a record of parental leave granted under this clause to employees and all notices and documents given under this clause by employees or the Commissioner.

21.15 Termination of Employment because of Pregnancy etc

21.15.1 The Commissioner must not terminate the employment of an employee because:

21.15.1.1 the employee is pregnant or has applied to adopt a child, or

21.15.1.2 the employee has given birth to a child or has adopted a child, or

21.15.1.3 the employee has applied for, or is absent on, parental leave,

but otherwise the rights of the Commissioner in relation to termination of employment are not affected by this clause.

21.15.2 For the purposes of establishing such a termination of employment, it is sufficient if it is established that the alleged reason for termination was a substantial and operative reason for termination.

21.15.3 This clause does not affect any other rights of a dismissed employee.

21.16 Replacement employees

21.16.1 A replacement employee is a person who is specifically employed as a result of an employee proceeding on parental leave (including as a replacement for an employee who has been temporarily promoted or transferred in order to replace the employee proceeding on parental leave).

21.16.2 Before a replacement employee is employed, the Commissioner must inform the person of the temporary nature of the employment and of the rights of the employee on parental leave to return to work.

21.16.3 A reference in this clause to an employee proceeding on leave includes a reference to a pregnant employee exercising a right to be transferred to a safe job.

21.17 Transfer to a Safe Job

21.17.1 This subclause applies whenever the present work of a female employee is, because of her pregnancy or breastfeeding, a risk to the health or safety of the employee or of her unborn or new born child. The assessment of such a risk is to be made on the basis of a medical certificate supplied by the employee and of the obligations of the Commissioner under the Occupational Health and Safety Act 1983.

21.17.2 The Commissioner is to temporarily adjust the employee's working conditions or hours of work to avoid exposure to risk as follows -

21.17.2.1 Where a female employee is confirmed pregnant she is to notify the Regional Commander or Officer-in-Charge as soon as possible who will, in turn, direct that she be withdrawn from operational firefighting duties;

- 21.17.2.2
 - 21.17.2.2.1 The standard issue uniform is to be worn by members until the pregnancy becomes apparent prior to the birth and from the tenth week, if practicable, following the birth.
 - 21.17.2.2.2 Employees will be provided with a maternity uniform for use when appropriate.
- 21.17.2.3 An employee on maternity leave who gives birth to a living child shall not resume operational firefighting duties until thirteen (13) weeks have elapsed after the birth of the child unless a special request for early return is made by the employee supported by a medical certificate from a qualified medical practitioner, subsequently endorsed by the Department's occupational physician.
- 21.17.2.4 Duties other than fire fighting may be undertaken after six (6) weeks following the birth of the child, if endorsed by the occupational physician.
- 21.17.2.5
 - 21.17.2.5.1 Upon withdrawal from operational firefighting duties alternate work of a suitable nature is to be provided.
 - 21.17.2.5.2 Allocation of duties will be determined by the Department following consultation between the Department's Occupational Health Physician, the employee's Officer-in-Charge and the employee.
- 21.17.3 If such an adjustment is not feasible or cannot reasonably be required to be made, the Commissioner is to transfer the employee to other work where she will not be exposed to that risk.
- 21.17.4 If such a transfer is not feasible or cannot reasonably be required to be made, the Commissioner is to grant the employee maternity leave under this clause (or any available paid sick leave) for as long as is necessary to avoid exposure to that risk, as certified by a medical practitioner.

21.18 Special Maternity Leave and Sick Leave

If the pregnancy of an employee not then on maternity leave terminates before the expected date of birth (other than by the birth of a living child) or she suffers illness related to her pregnancy:

- 21.18.1 the employee is entitled to such period of unpaid leave (to be known as special maternity leave) as a medical practitioner certifies to be necessary before her return to work, or
- 21.18.2 the employee is entitled to such paid sick leave (either instead of or in addition to special maternity leave) as she is then entitled to and as a medical practitioner certifies to be necessary before her return to work.

21.19 Special Adoption Leave

An employee who is seeking to adopt a child is entitled to up to two (2) days unpaid leave if the employee requires that leave to attend compulsory interviews or examinations as part of the adoption procedure. This leave may also be granted from a credit of Consolidated leave.

Clause 22 - PERSONAL/CARER'S LEAVE

22.1 Use of Sick Leave —

22.1.1 An employee, other than a casual employee, with responsibilities in relation to a class of person set out in subclause 22.1.3.2, who needs the employee's care and support shall be entitled to use, in accordance with this clause, any current or accrued sick leave entitlement, provided for at Clause 23 of this Award, for absences to provide care and support for such persons when they are ill. Such leave may be taken for part of a single day.

22.1.2 The employee shall, if required, establish, by production of a medical certificate or statutory declaration, the illness of the person concerned and that the illness is such as to require care by another person. In normal circumstances an employee must not take carer's leave under this clause where another person has taken leave to care for the same person.

22.1.3 The entitlement to use sick leave in accordance with this clause is subject to:

22.1.3.1 the employee being responsible for the care of the person concerned; and

22.1.3.2 the person concerned being:

22.1.3.2.1 a spouse of the employee; or

22.1.3.2.2 a de facto spouse who, in relation to a person, is a person of the opposite sex to the first mentioned person and who lives with the first mentioned person as the husband or wife of that person on a bona fide domestic basis, although not legally married to that person; or

22.1.3.2.3 a child or an adult child (including an adopted child, a stepchild, a foster child or an ex-nuptial child), parent (including a foster parent and legal guardian), grandparent, grandchild or sibling of the employee or spouse or de facto spouse of the employee; or

22.1.3.2.4 a same sex partner who lives with the employee as the de facto partner of that employee on a bona fide domestic basis; or

22.1.3.2.5 a relative of the employee who is a member of the same household where, for the purposes of this subclause:

22.1.3.2.5.1 "relative" means a person related by blood, marriage or affinity;

22.1.3.2.5.2 "affinity" means a relationship that one spouse, because of marriage, has to blood relatives of the other; and

22.1.3.2.5.3 "household" means a family group living in the same domestic dwelling.

22.1.4 An employee shall, wherever practicable, give the Department notice, prior to the absence, of the intention to take leave, the name of the person requiring care and their relationship to the employee, the reasons for taking such leave and the estimated length of absence. If it is not practicable for the employee to give prior notice of absence, the employee shall notify the Department by telephone of such absence at the first opportunity on the day of absence.

22.2 Unpaid Leave for Family Purpose —

- 22.2.1 An employee may elect, with the consent of the Department, to take unpaid leave for the purpose of providing care and support to a class of person, as set out in subclause 22.1.3.2, who is ill.
- 22.3 Annual Leave —
- 22.3.1 An employee may elect, with the consent of the Department, subject to the Annual Holidays Act 1944, to take annual leave not exceeding five (5) days in any calendar year at a time or times agreed upon by the Department and the Union.
- 22.3.2 An employee and the Department may agree to defer payment of the annual leave loading, in respect of single-day absences, until at least five (5) consecutive annual leave days are taken.
- 22.4 Time Off in Lieu of Payment for Overtime —
- 22.4.1 An employee may elect, with the consent of the Department, to take time off in lieu of payment for overtime at a time or times agreed upon with the Department within twelve (12) months of the said election.
- 22.4.2 Overtime taken as time off during ordinary-time hours shall be taken at the ordinary-time rate, that is, an hour for each hour worked.
- 22.4.3 If having elected to take time as leave, in accordance with subclause 22.4.1 above, the leave is not taken for whatever reason, payment for time accrued at overtime rates shall be made at the expiry of the (twelve) 12 month period or on termination.
- 22.4.4 Where no election is made in accordance with subclause 22.4.1, the employee shall be paid their overtime in accordance with this Award.
- 22.5 Make-up Time —
- 22.5.1 An employee may elect, with the consent of the Department, to work "make-up time", under which the employee takes time off ordinary hours and works those hours at a later time during the spread of ordinary hours provided in this Award, at the ordinary rate of pay.
- 22.5.2 An employee on shift work may elect, with the consent of the Department, to work "make-up time", under which the employee takes time off ordinary hours and works those hours at a later time, at the shift work rate which would have been applicable to the hours taken off.

Clause 23 - SICK LEAVE

- 23.1 In every case of illness or incapacity sustained by an employee whilst off duty, the following conditions shall apply.
- 23.2 Such employee shall, as soon as practicable, inform the officer-in-charge of the station to which the employee is attached or to which the employee is due to report for duty, of such inability to attend for duty and, as far as possible, shall state the nature of the illness or incapacity and the estimated duration of the same.
- 23.3 Subject to the provisions of subclause 23.7, such employee shall forward to the officer-in-charge of the station to which the employee is attached, a medical certificate stating the nature of the illness or incapacity. Before being entitled to resume duty, the employee must furnish a further medical certificate to the effect that the employee has recovered from the illness or incapacity and is fit for duty, unless the employer dispenses with this requirement.
- 23.4 If so required, such employee shall submit to examination by the Department's medical officer.

- 23.5 Every employee who is absent from duty for a period of more than twenty-eight days shall be examined by the Department's medical officer and must be certified by such medical officer as fit for duty prior to being permitted to resume duty.
- 23.6 The granting of sick leave, the duration thereof and the pay, if any, for the same shall be on the following basis:
- 23.6.1 One hundred and forty-four hours on full pay in any one year.
- 23.6.2 Effective 17 February 1997, the sick leave prescribed in 23.6.1 shall be fully cumulative less any sick leave taken.
- 23.6.3 Sick leave beyond the scale provided for shall be sick leave without pay.
- 23.6.4 (a) Sick leave is intended to be allowed in respect of absences from duty caused by ordinary illness or incapacity for duty as the result of an illness or injury sustained whilst off duty; provided that, in all claims for sick leave in respect of incapacity as the result of an injury sustained whilst off duty, the Department has the discretion to consider what is just, but subject to that discretion, the Department shall deal with claims in respect of such incapacity as it would deal with claims in respect of ordinary illness, except that:
- (b) When the incapacity is due to organised sporting activity unconnected with the Department, any sick leave payment shall take into account any benefit the employee concerned receives from the body organising the sporting activity, but to the extent of such benefit, the employee's sick leave entitlement shall not be affected.
- 23.6.5 Where payment has been made for sick leave, under this clause, to an employee whose sick leave entitlement previously has been exhausted, or whose right to sick leave is not established, the Department may deduct the amount overpaid from the salary of the employee concerned in the next pay period or, if such a deduction would cause hardship, in accordance with the provisions of subclause 6.15 of this Award.
- 23.6.6 Recruit firefighters shall be eligible for sick leave. However, such employees shall only be entitled to use up to and including 72 hours of sick leave.
- 23.6.7 When the incapacity is due to a cause which would entitle an employee to workers' compensation, the Department shall pay the difference between the amount of workers' compensation payment and the ordinary rate of pay of the employee concerned. The employee's entitlement for sick leave arising from ordinary illness shall not be affected.
- 23.6.8 The employee shall prove to the satisfaction of the Department, or, in the event of a dispute, to the satisfaction of the Industrial Relations Commission, that the employee was unable, on account of such illness or incapacity, to attend for duty on that day or days for which sick leave is claimed. Payment shall not be allowed for such leave until this condition is fulfilled. A medical certificate tendered in support of such claim shall state the illness or incapacity, and that the employee was prevented by such illness or incapacity from attending for duty on the day or days for which sick leave is claimed.
- 23.7 Employees are entitled to take unsupported sick leave absences, where no medical certificate is required, subject to the following provisions:
- 23.7.1 Such absences may not exceed 3 separate occasions in any calendar year, where an 'occasion' shall be a shift or part of a shift; and
- 23.7.2 Such absences may not be taken on consecutive days; and

23.7.3 Such absences may not be taken on public holidays; and

23.7.4 Such absences may not be taken in relation to any matter that may be covered by workers' compensation.

Clause 24 - SPECIAL LEAVE FOR UNION ACTIVITIES

24.1 Attendance at Union Conferences/Meetings

24.1.1 Employees who are members of the Union and accredited by the Union as a delegate are entitled to special leave with pay to attend the following:

24.1.1.1 annual or bi-annual conferences of the Union; and

24.1.1.2 meetings of the Union's Executive/Committee of Management; or

24.1.1.3 annual conference of the Labor Council of NSW; or

24.1.1.4 bi-annual conference of the Australian Council of Trade Unions.

24.1.2 While there is no limit on special leave for Union activities, such leave is to be kept to a minimum and is subject to the employee:

24.1.2.1 establishing accreditation as a delegate with the Union; and

24.1.2.2 providing sufficient notice of absence to the Department; and

24.1.2.3 lodging a formal application for special leave.

24.1.3 Such leave is also subject to the Union:

24.1.3.1 providing documentary evidence to the Department about an accredited delegate in sufficient time to enable the Department to make arrangements for performance of duties; and

24.1.3.2 meeting all travelling, accommodation and any other costs incurred for the accredited delegate; and

24.1.3.3 providing the Department with confirmation of attendance of the accredited delegate.

24.1.4 Providing the provisions of this clause are satisfied by both the employee and the Union, the Department shall:

24.1.4.1 release the accredited delegate for the duration of the conference or meeting;

24.1.4.2 grant special leave (with pay); and

24.1.4.3 ensure that the duties of the absent delegate are performed in his/her absence, if appropriate.

24.1.5 Period of Notice

24.1.5.1 Generally, dates of conferences or meetings are known well in advance and it is expected that the Department would be notified as soon as accreditation has been given to a delegate or at least two weeks before the date of attendance.

24.1.5.2 Where extraordinary meetings are called at short notice, a shorter period of notice would be acceptable, provided such notice is given to the Department as soon as advice of the meeting is received by the accredited delegate.

24.1.6 Travel Time

- 24.1.6.1 Where a delegate has to travel to Sydney, inter or intra State, to attend a conference or meeting, special leave will also apply to reasonable travelling time to and from the venue of the conference or meeting.
- 24.1.6.2 No compensation is to be provided if travel can be and is undertaken on an accredited delegate's non-working day or before or after his/her normal hours of work.

24.1.7 Payment

- 24.1.7.1 Employees entitled to special leave in terms of this clause shall, for such special leave, receive their normal rate of pay. Provided that for the purpose of this clause "normal rate of pay" will include allowances, except those which are solely dependent on the employee performing a specified duty (eg, such as "driving turntable ladder").

24.1.8 Special leave in terms of this clause shall count as service for all purposes.

24.1.9 Availability of Special Leave

- 24.1.9.1 Special leave shall not be available to employees whilst they are rostered off duty or on any period of other leave.

24.2 Attendance at Courses/Seminars Conducted or Supported by TUTA Inc

24.2.1 Except where inconsistent with the provisions of subclause 24.2, the provisions of subclause 24.1 of this clause shall also apply for attendance at courses or seminars conducted or supported by TUTA Inc

24.2.2 Up to a maximum of 12 days in any period of two years may be granted to employees who are members of the Union.

24.2.3 The grant of leave to attend courses or seminars conducted or supported by TUTA Inc., is subject to the following conditions:

- 24.2.3.1 Departmental operating requirements permit the grant of leave and the absence does not result in working of overtime by other employees;
- 24.2.3.2 Expenses associated with attendance at such courses or seminars, e.g. fares, accommodation, meal costs, etc., will be required to be met by the employee concerned but, subject to the maximum prescribed in subclause 24.2.2., special leave may include travelling time necessarily required during working hours to attend courses or seminars;
- 24.2.3.3 Applications for leave must be accompanied by a statement from the Union that it has nominated the employee concerned for such a course or seminar and supports the application.

Clause 25 - COURT ATTENDANCE ENTITLEMENTS

25.1 The provisions of this clause shall apply to employees attending Court and related conferences as a:

- 25.1.1 result of the duties performed by the employee in the employee's position with the Department, including attendance at an incident.

- 25.1.2 witness for the Crown but not as a result of the duties performed by the employee in the employee's position with the Department.
- 25.1.3 witness in a private capacity.
- 25.2 Attendance at Court as a result of the duties performed by an employee in the employee's position with the Department, including attendance at an incident.**
- 25.2.1 Such attendance shall be regarded as attendance in an Official Capacity and uniform must be worn.
- 25.2.2 The employee is entitled to be reimbursed for all expenses reasonably and necessarily incurred in excess of any reimbursement for expenses paid by the Court. Any such claim shall be in accordance with Clause 26, Travelling Compensation. Other than as provided by subclause 25.2, employees are not entitled to claim nor retain any monies as witness' expenses. Any monies received, other than reimbursement of expenses actually and necessarily incurred, shall be paid to the Department.
- 25.2.3 Where the employee is required to attend while off duty, overtime shall be paid from the time of arrival at the Court to the time of departure from the Court. Travelling time shall be compensated in accordance with Clause 26, Travelling Compensation. Where approval has been given to the employee to use the employee's private vehicle, employees shall be entitled to receive the appropriate Specified Journey Rate prescribed at Item 1 of Table 4 of Part D. All public transport costs, reasonably and necessarily incurred, shall be fully reimbursed.
- 25.2.4 Where the employee receives a subpoena or notification of a requirement to attend Court, the employee must ensure that the Officer-in-Charge is informed of those commitments immediately. As far as is practicable, employees who are required to attend Court in an Official Capacity shall do so free from their ordinary duties and responsibilities.
- 25.2.5 The following provisions are to apply to ensure that employees attending Court are given adequate time free from duty to meet Court commitments:-
- 25.2.5.1 Day Shift
- Where an employee is rostered to work a day shift arrangements must be made within the normal protocol for the employee to be relieved whilst attending Court.
- 25.2.5.2 Night Shift
- An employee required to attend Court shall not be rostered for duty on the night shift which ceases on the day of the Court proceedings. When the employee is released from duty at the Court, and if required to report for duty that evening, such duty shall not commence until an eight hour break has been taken, pursuant to subclause 9.9 of Clause 9, Overtime.
- 25.2.6 Where the employee is recalled to duty to attend Court while on Annual or Long Service Leave:
- 25.2.6.1 For each day or part thereof, such employee may elect to be recredited with a full days leave or to be paid a minimum of eight hours at the rate of time and one half (ie, half time in addition) for the first two hours and double time (ie, time in addition) thereafter.
- 25.2.6.2 Time worked in excess of eight hours on any recall to duty during annual or long service leave shall be compensated at the rate of double time. The calculation of time worked for the purpose of

calculating double time shall commence from the time duty commences at Court until the employee is excused from the Court.

25.2.6.3 Where the combined period of travelling time and Court attendance is less than or equal to eight hours, travelling time is included in the minimum payment prescribed in subclause 25.2.6.1. Where the combined period of Court attendance and travelling time exceeds eight hours, the excess travelling time shall be compensated for in terms of Clause 26, Travelling Compensation.

25.2.7 Where an employee is subpoenaed to attend Court while on Sick Leave it is the responsibility of the employee to ensure that the circumstances are communicated to the Court. If the employee is still required to and does attend Court, the sick leave debited for that period will be recredited and the entitlement to reimbursement of expenses referred to above shall apply.

25.2.8 "Stand-By"

25.2.8.1 "Stand-By" for the purposes of this clause only, means a period when an employee is required to be immediately available, upon notice, to attend Court.

25.2.8.2 Where an employee is required to be on stand-by during a shift or, during any period when the employee is rostered off duty, the employee must, as soon as the requirement is known, advise his/her Officer-in-Charge.

25.2.8.3 Written confirmation from the Court of such necessity to be on Stand-By must also be provided.

25.2.8.4 Where an employee is rostered off-duty and is on Stand-By, the employee shall be entitled to be paid the appropriate amounts set at Item 2 of Table 4 of Part D.

25.3 Where an Employee Attends Court as a Witness for the Crown but not as a result of the duties performed by the employee in the employee's position with the Department.

25.3.1 Employees shall be granted special leave of absence with pay for the period they are necessarily absent from duty, and shall pay to the Department all monies paid to them as witnesses, other than monies paid as a reimbursement of out of pocket expenses incurred by them in consequence of being so subpoenaed.

25.4 Where an Employee Attends Court in a Private Capacity, (ie, not subpoenaed by the Crown).

25.4.1 Employees shall be granted leave of absence without pay for the period they are necessarily absent from duty or, if they so desire, may apply for consolidated leave and, in either case, may retain monies paid to them as witnesses.

Clause 26 - TRAVELLING COMPENSATION

26.1 Excess Travelling Time

When an employee is required to travel outside the employee's normal hours of duty the employee may apply for payment or equivalent time off in lieu for excess time spent travelling, subject to the following:

26.1.1 If the travel is on a non-working day and is undertaken by direction of the Commissioner or an authorised officer, the employee is entitled to the benefit of subclause 26.1.

- 26.1.2 Where the travel is on a working day, the excess time spent travelling before the normal commencing time or after the normal ceasing time, rounded to the lower quarter hour, shall be counted for the benefit of subclause 26.1.
- 26.1.3 Payment for excess travelling time on both a working day and a non-working day shall be at the employee's ordinary rate of pay on an hourly basis (calculated by dividing the weekly rate by 35) subject to a ceiling of the hourly rate set at Item 3 of Table 4 of Part D. This hourly rate shall be varied in accordance with movements in the annual maximum rate for Clerk Grade 5 + \$1.00 p.a.
- 26.1.4 Where the employee has travelled overnight but has been provided with sleeping facilities, the travelling time shall not include travel between 2300 hours on one day and 0730 hours on the next day.
- 26.1.5 Travelling time does not include time spent:
- 26.1.5.1 travelling on permanent transfer where the transfer involves promotion with increased salary; or as a consequence of a breach of discipline by the employee; or is at the employee's request; or is under an arrangement between employees to exchange positions;
 - 26.1.5.2 travelling by ship on which meals and accommodation are provided; or
 - 26.1.5.3 taking a meal when the employee stops a journey to take the meal.
- 26.1.6 Travelling time shall be calculated by reference to the use of the most practical and economic means of transport.
- 26.1.7 Payment or Leave-in-Lieu will not be made or allowed for more than eight (8) hours in any period of twenty four (24) hours.

26.2 Waiting Time

When an employee qualifies for the benefit of Excess Travelling Time, necessary waiting time is to be counted as Travelling Time calculated as follows:

- 26.2.1 Where there is no overnight stay with accommodation at a centre away from the employee's residence or normal work location, one hour shall be deducted from:
- 26.2.1.1 the time between arrival at the centre and the commencement of duty; and
 - 26.2.1.2 the time between ceasing duty and the time of departure from the centre.
- 26.2.2 Where overnight accommodation is provided, all time from arrival until departure shall count as waiting time:
- 26.2.2.1 if duty is performed on the day of arrival, the time less one hour between arrival and the commencement of duty; and
 - 26.2.2.2 if duty is performed on the day of departure, the time less one hour from the completion of duty to departure; or
 - 26.2.2.3 if no duty is performed on day of departure the time after 0830 hours until departure.

26.3 Meal Allowances

- 26.3.1 When an employee is required to perform official duty at a temporary work location and is not required to reside away from home (a one day journey), the employee shall be eligible to be paid the following meal allowances subject to the following conditions:

- 26.3.1.1 For breakfast when required to commence travel at/or before 0600 hours and at least one and a half hours before the normal commencing time, the amount set at Item 4 of Table 4 of Part D.
- 26.3.1.2 For lunch when, by reason of the journey, an employee is unable to take lunch at the place or in the manner in which the employee ordinarily takes lunch and is put to additional expense, the amount set at Item 5 of Table 4 of Part D or an amount equivalent to the additional expense, whichever is the lesser.
- 26.3.1.3 For an evening meal when required to work or travel until or beyond 1830 hours and at least one and a half hours after the ordinary ceasing time, an amount set at Item 6 of Table 4 of Part D.
- 26.3.1.4 Meal Allowances shall not be paid where the employee is provided with an adequate meal.

26.4 Accommodation Allowances

When an employee is required to perform official duty at a temporary work location which requires the employee to reside away from home and the employee is not provided with accommodation by the Government, the employee shall be eligible to be paid the following accommodation (sustenance) allowances subject to the conditions set out below:

- 26.4.1. For the first 35 calendar days, the appropriate amounts set at Item 7 of Table 4 of Part D; or
- 26.4.2 The actual necessary expenses for meals and accommodation (actuals), together with incidental expenses as appropriate, set at Item 8 of Table 4 of Part D. The necessary expenses do not include morning and afternoon tea.
- 26.4.3 After the first 35 calendar days and for up to six months an employee shall be paid an allowance at the rate set at Item 9 of Table 4 of Part D provided the allowance paid to an employee, temporarily located in Broken Hill, shall be increased by 20%. The allowance is not payable in respect of:
 - 26.4.3.1 Any period during which the employee returns home on weekends or public holidays commencing with the time of arrival at the residence and ending at the time of departure from the residence; or
 - 26.4.3.2 Any other period during which the employee is absent from the temporary work location (including leave) otherwise than on official duty, unless approved by the Commissioner.
- 26.4.4 The capital city rate shall apply to Sydney as bounded by the GSA.
- 26.4.5 26.4.5.1 Where an employee proceeds directly to a temporary work location in a Capital city and returns direct, the Capital city rate applies to the whole absence.
- 26.4.5.2 Where an employee breaks the journey, other than for a meal, in a centre that is not a capital city, the capital city rate applies only in respect of the time spent in the capital city, the elsewhere rate applies to the remainder of the absence.

26.5 Incidental Expenses Allowances - Government Provided Accommodation

When an employee is required to perform official duty at a temporary work location which requires that the employee reside away from home and is provided with

accommodation by the Government, the employee shall be eligible to be reimbursed expenses properly and reasonably incurred during the time actually spent away from the employee's residence in order to perform that duty and in addition be paid an allowance at the rate set at Item 10 of Table 4, of Part D as appropriate. Such expenses are limited to costs in relation to food, laundry and accommodation that exceed what would normally have been incurred at home. Any meal taken at a Government establishment is to be paid for and appropriate reimbursement sought.

26.6 Additional Provisions

- 26.6.1 Unless specifically provided for in Clause 12, Relieving Provisions, Clause 16, Training Course Attendance Entitlements or Clause 25, Court Attendance Entitlements, the provisions of this clause shall not apply in the circumstances provided for by those clauses. Nor do they apply to Recruits undertaking College training.
- 26.6.2 When an employee is required to travel to a temporary work location or to attend a training course or conference on what would normally be regarded as a one day journey and the time of travel will exceed four hours on any one day in addition to the normal hours of work, the employee may be directed or may request that the employee reside temporarily at a place other than the employee's residence to avoid such travel time on any day and in such case shall be entitled to the accommodation allowances as appropriate.
- 26.6.3 The claim for an accommodation allowance or reimbursement of expenses shall be for the whole of the period of absence and cannot be dissected into part of the time of the absence by way of allowance and part of the absence being compensated by reimbursement.
- 26.6.4 When an employee in receipt of an accommodation allowance is granted special leave to return home from a temporary work location, the employee shall be reimbursed for the cost of the return rail fare or if a first class rail service is reasonably available, the cost of a first class return rail fare, or a motor vehicle allowance at the appropriate specified journey rate set at Item 1 of Table 4 of Part D to the value of the rail fares. No taxi fares or other incidental expenses are payable.
- 26.6.5 An employee shall be entitled to the option of using public transport or reimbursement for the use of the employee's private vehicle on the following basis:
- 26.6.5.1 Reimbursement is not to be paid for a journey if an official motor vehicle is available for the journey.
 - 26.6.5.2 If an official motor vehicle was not available but public transport was reasonably available for the journey, the amount of any reimbursement is not to exceed the cost of the journey by public transport.
 - 26.6.5.3 Where the employee elects to use a private vehicle the employee shall be reimbursed at the specified journey rate prescribed from time to time or the cost of public transport, whichever, unless the Commissioner approves otherwise, is the lesser.
 - 26.6.5.4 Where an official motor vehicle is not available, and public transport was not reasonably available for the journey, if the employee agrees to use the employee's private vehicle, reimbursement shall be at the appropriate Official Business rate set at Item 11 of Table 4 of Part D.
 - 26.6.5.5 Where the meal allowance or the accommodation allowance is insufficient to adequately reimburse the employee for expenses properly and reasonably incurred, a further amount may be paid

so as to reimburse the employee for the additional expenses incurred subject to the following:

- 26.6.5.5.1 The Commissioner may require the production of receipts or other proof that expenditure was incurred.
- 26.6.5.5.2 If any expense in respect of which an allowance is payable was not properly and reasonably incurred by the employee in the performance of official duties, payment of the allowance may be refused or the amount of the allowance may be reduced.
- 26.6.5.5.3 If any purported expense was not incurred by the employee, payment of the allowance may be refused or the amount of the allowance may be reduced.
- 26.6.5.6 The Commissioner is to consider the convenience of the employee when an employee is required to travel to a temporary work location.
- 26.6.5.7 Unless special circumstances exist, the employee's work, the mode of transport used and the employee's travel itineraries are to be organised and approved in advance so that compensation for excess travel time and payment of allowances is reasonably minimised.
- 26.6.5.8. Where an employee applies for the payment of excess travel time and leave is granted in lieu of payment, the employee may apply to the PEO for further consideration in respect of the claim for payment.

26.7 Claims

Claims should be submitted promptly, i.e., within one month from the completion of the work or within such time as the Commissioner determines.

- 26.7.1 The Commissioner may approve applications for advance payments of travelling and sustenance allowances. Such applications should detail the appropriate expenditure anticipated and be in accordance with In Orders 1982/34.
- 26.7.2 In assessing claims for excess travelling time and payment of allowances reference should be made to the time that might reasonably have been taken by the particular mode of transport used. Provided that where an employee can demonstrate that the use of the means of transport proposed by the Department is unreasonable in the circumstances, the employee may apply to the Commissioner for a review of the Department's decision. Where an employee does not wish to use the means of transport proposed by the Department e.g. air travel as against train or car travel, travelling time and allowances should be assessed on the basis that the most practical and economical means of transport is used.
- 26.7.3 Where an allowance is payable at a daily rate and a claim is made for a portion of the day, the amount to be paid is to be calculated to the nearest half hour.
- 26.8 26.8.1 The amounts set at Items 3 to 10 in Table 4 of Part D, shall be adjusted in line with the allowances prescribed in the Crown Employees (Public Service Conditions of Employment 1997) Award, in the same amounts and from the same dates.

- 26.8.2 The amounts set at Items 1 & 11 in Table 4 of Part D shall be adjusted in line with the allowances prescribed in the Personnel Handbook, in the same amounts and from the same dates.

Clause 27 - NOTICE OF TRANSFER

- 27.1 When an employee is to be transferred to work at a new location and/or to a different platoon, the Commissioner shall give the employee the following notice -
- 27.1.1 Seven (7) days notice when the transfer is within the same fire district or within the GSA and on the same platoon,
- 27.1.2 Fourteen (14) days notice when the transfer is within the same fire district or within the GSA but to a different platoon,
- 27.1.3 Twenty eight (28) days notice when the transfer is outside the GSA or the employee's current fire district, and such notice shall be confirmed in writing.

Clause 28 - PRIORITY OF TRANSFER TO CERTAIN AREAS OUTSIDE THE GSA

- 28.1 In cases where employees wish to be transferred to a position identical to their existing classification, to the areas listed at 28.2, the practice as at the making of this Award shall continue to apply.
- 28.2 The areas referred to in subclause 28.1 are:

Newcastle

- * Lake Macquarie City Council
- * Newcastle City Council

Central Coast

- * Gosford City Council
- * Wyong Shire Council

Blue Mountains

- * Blue Mountains City Council

Illawarra

- * Wollongong City Council
- * Shellharbour City Council

- 28.3 In cases where employees wish to be transferred to a position identical to their existing classification, to the areas listed at 28.4, the practice as at the making of this Award shall continue to apply.
- 28.4 The areas referred to in subclause 28.3 are:

Albury

- * Albury City Council

Armidale

- * Armidale City Council

Bathurst

- * Bathurst City Council

Broken Hill

- * Broken Hill City Council

Coffs Harbour

- * Coffs Harbour City Council

Dubbo
* Dubbo City Council

Goulburn
* Goulburn City Council

Lismore
* Lismore City Council

Maitland
* Maitland City Council

Nowra
* Shoalhaven City Council

Orange
* Orange City Council

Port Macquarie
* Hastings Council

Queanbeyan
* Queanbeyan City Council

Tamworth
* Tamworth City Council

Tweed Heads
* Tweed Shire Council

Wagga Wagga
* Wagga Wagga City Council

- 28.5 Except as otherwise provided by this Award, any employee who requests, and is given approval for, a transfer to a position of identical classification, shall not be entitled to any reimbursement of any costs associated with the transfer.

Clause 29 - TRANSFERRED EMPLOYEE'S COMPENSATION

- 29.1 When an employee has been given notice of transfer to work in a new location and the Commissioner requires that the employee move to new accommodation, and the transfer is not subject to the exceptions set out below, the employee shall be eligible for leave or credit of leave, reimbursement of costs, and to be paid allowances set out herein.

29.2 Exceptions

- 29.2.1 Unless special and exceptional circumstances exist, the exceptions exclude from the benefit of this clause employees who are transferred:

at their own request;
under an arrangement between employees to exchange positions;
on account of the employee's breach of discipline;
within the Metropolitan Area or the same Zone.

- 29.2.2 For purposes of this clause, Metropolitan Area means and includes the Sydney Region as defined by the Department of Planning but also including the area referred to as the Central Coast on the Northern Line as far as Gosford, the area on the Western Line as far as Mt. Victoria and on the Illawarra Line as far as Wollongong.

- 29.2.3 Employees who are transferred as a result of inclusion in a transfer list established in accordance with Clause 28 of this Award shall, for the purposes of this Clause, be deemed to have been transferred "at their own request" and shall not be eligible for the entitlements set out in this Clause.

29.2.4 Notwithstanding the provisions of subclause 29.2.1, employees who are transferred by way of a merit based selection process, including employees promoted to a rank that necessitates a transfer, shall attract the relevant entitlements of this Clause.

29.2.5 Notwithstanding the provisions of subclause 29.2.1, employees who received compensation for transferring to a particular station/location shall, after a period of not less than 2 years service at that location, be entitled to the provisions of this Clause upon transfer to the GSA.

29.3 This clause does not alter the transfer procedures, as at the date of making of this Award, set out in Standing Orders. Any variation to those procedures shall be by agreement between the Department and Union.

29.4 Leave

When an employee has been given notice of transfer and is required to move to new accommodation the employee shall be eligible for leave and/or to apply for payment at the ordinary rate of pay in lieu of the granting of leave or the Commissioner may credit such leave as consolidated leave as follows to a maximum of:

29.4.1 Sixteen (16) working hours to visit the new location with a view to obtaining accommodation,

29.4.2 Sixteen (16) working hours to prepare and pack personal and household effects prior to removal or for the purpose of arranging storage,

29.4.3 Such leave as is necessary to travel to the new location for the purposes of obtaining suitable accommodation and/or to commence duty,

29.4.4 Eight (8) hours for the combined purpose of cleaning the premises being vacated and/or occupying and settling into the new premises.

Where an employee is eligible for, and takes leave, for part of a shift the Commissioner may direct the employee to take consolidated leave to credit for the remainder of the shift and if the employee does not have sufficient leave to credit, the shortfall may be taken as an advance against consolidated leave that may accrue or as leave without pay.

29.4.5 Provided suitable arrangements can be made for a performance of duties, an employee working a special roster who has been unable to secure accommodation for the family at the new location is entitled to sufficient special leave to permit a return home on weekends once each month to spend two consecutive days and nights with the family, together with an additional day and night in respect of each public holiday occurring in conjunction with the weekend and on which the employee would not normally be rostered for duty. This leave is limited to the time necessarily required in travelling on the day preceding and the day following such weekend.

29.4.6 Where a transferred employee working a special roster is located in a district where a return home once each month is not possible, such employee, after four weeks at the new location, will be entitled to sufficient leave to allow the transferred employee two consecutive days and nights at a weekend with the family. Following that four weeks, the employee will be allowed to accumulate special leave at the rate of sixteen (16) working hours per month until sufficient leave is available to allow the return home at a weekend for a similar period.

29.4.7 Special Roster is the roster specified at subclause 8.6 of this Award.

29.5 Cost of Temporary Accommodation

For the purposes of this subclause, temporary accommodation does not include a house or a flat, whether owned by the Government or privately owned, but relates to what is commonly termed board and lodging.

- 29.5.1 Transferred employees maintaining dependant relatives at home who are required to vacate the existing residence prior to departure for the new location and/or finds it necessary to secure board and lodging for themselves and dependant relatives at the new location pending permanent accommodation (a residence) becoming available, the employee shall be allowed up to the amount set at Item 12 of Table 4 of Part D, per week calculated as the actual cost of the temporary accommodation less an excess contribution calculated as per Table 5 of Part D.
- 29.5.2 Where a transferred employee maintaining dependant relatives moves to the new location ahead of dependants, and permanent accommodation is not available, necessary board and lodging expenses in excess of the amount set at Item 13 of Table 4 of Part D, per week to a maximum allowance of the amount set at Item 12 of Table 4 of Part D, per week shall be payable.
- 29.5.3 Where a transferred employee not maintaining dependant relatives in the home is unable to secure permanent accommodation at the new location, the employee is to be paid an allowance of up to 50% of the total cost of board and lodging for a maximum period of four (4) weeks subject to a maximum the amount set at Item 12 of Table 4 of Part D, per week. Where the period of four (4) weeks is not sufficient for the employee to find suitable permanent accommodation, full particulars should be provided to allow the PEO to consider the extension of this provision.
- 29.5.4 An employee receiving an allowance for temporary accommodation as set out above is entitled to a laundry (not dry cleaning) allowance as set out at:
- 29.5.4.1 Item 14 of Table 4 of Part D, per week if the employee only is in temporary accommodation;
 - 29.5.4.2 Actual expenses to a maximum as set at Item 15 of Table 4 of Part D, per week if the employee and dependants are in temporary accommodation.
- 29.5.5 Where an employee, together with dependants are in temporary accommodation the allowances may be paid until either
- 29.5.5.1 a suitable residence becomes available; or
 - 29.5.5.2 up to twenty six (26) weeks if the transfer is to the country; or
 - 29.5.5.3 up to thirteen (13) weeks if the transfer is to the Sydney Metropolitan Area,
- whichever is the sooner. The payment of allowances in all cases is subject to:
- 29.5.5.4 the production of receipts;
 - 29.5.5.5 a written undertaking that any reasonable offer of accommodation will be accepted;
 - 29.5.5.6 evidence that the employee is taking all reasonable steps to secure a residence.

When the Commissioner considers that a transferred employee has refused to accept reasonable accommodation and as a result the payment of an allowance has been discontinued, the matter may be referred by the employee or the Union to a Committee comprising two representatives of the Union and two representatives of the PEO. If no mutual decision is arrived at by the Committee the matter may be referred to the Industrial Relations Commission of NSW.

- 29.5.6 Extension of assistance beyond the twenty six (26)/thirteen (13) week period may be approved only if the application for assistance is supported by acceptable evidence of unsuccessful attempts to obtain accommodation which constitutes reasonably suitable accommodation.

29.6 Removal Costs

- 29.6.1 A transferred employee is entitled to reimbursement for the costs actually and necessarily incurred in removing personal and household effects to the new location. Provided that the journey is travelled by the shortest practicable route and completed within a reasonable time, these costs will include the actual and reasonable expenses incurred by the employee and dependants for meals and accommodation during the course of the journey.

- 29.6.2 Removal expenses allowed under this clause includes the costs of insuring furniture and effects whilst in transit up to an amount set at Item 16 of Table 4 of Part D. Where the insured value exceeds amount, the case should be referred to the PEO for consideration. They should be provided with an inventory of items to be transferred together with a declaration that all items included in that policy are being removed or stored, or, a certificate of valuation from a registered valuer certifying the value of furniture and effects being removed or stored.

Where, due to circumstances beyond the control of the transferred employee, the furniture and effects of the employee arrive late at the new location or are moved before the employee's departure from the previous location, reimbursement of expenses for meals and accommodation properly and reasonably incurred by the employee and any dependants shall be paid.

- 29.6.3 29.6.3.1 A transferred employee shall be entitled to compensation for the accelerated depreciation of personal and/or household effects removed to a new location.
- 29.6.3.2 This entitlement is the amount set at Item 17 of Table 4 of Part D, where the Commissioner is satisfied that the employee has removed a substantial portion of what is normal household furniture, furnishing and fittings of not less value than the amount set at Item 18 of Table 4 of Part D. If the value is less than this amount, a pro rata amount is payable.
- 29.6.4 Where a transferred employee is required to remove the employee's furniture from temporary accommodation the employee is entitled to be reimbursed removal costs and the compensation for depreciation and disturbance in respect of each such move, notwithstanding that the employee may not be changing the location of work.
- 29.6.5 When an employee uses a private vehicle for the purposes of official business and finds it necessary to transport another private vehicle, normally used by a dependant relative maintained in the household, the cost of transporting or driving that second vehicle to the employee's new location shall be part of the removal costs and the employee may be paid either the cost of transportation by road or rail or, if the vehicle is driven to the new location, a car allowance at the specified journey rate set at Item 1 of Table 4 of Part D.
- 29.6.6 The reimbursement for the costs actually and necessarily incurred in removing personal and household effects to the new location shall be the equivalent to the lowest of three competitive quotes where practicable.
- 29.6.7 An advance to cover the whole or part of removal expenses allowed under this subclause is available. The amount of the advance is to be adjusted by the employee within one month of the expenditure being incurred.

29.7 Storage of Furniture

Where an employee is unable to secure suitable accommodation at the new location and is required to store the furniture while waiting to secure a residence, the cost of storage and cartage to the store, and from the store to the new residence shall be reimbursed. The employee shall also be reimbursed the cost of insurance for furniture and effects while in storage on the same basis as for insuring whilst in transit.

The maximum period of storage under this Clause is twenty six (26) weeks in the country and thirteen (13) weeks in the Metropolitan Area.

29.8 Costs of Personal Transport

29.8.1 The transferred employee and one member of the household, when proceeding on leave for the purpose of visiting the new location with a view to obtaining suitable accommodation, shall be entitled to the option of return rail fares, or if a first class rail service is reasonably available, first-class return rail fares, or reimbursement at the specified journey rate as set at Item 1 of Table 4 of Part D, for the use of a private vehicle up to the cost of rail fares.

29.8.2 The transferred employee and all members of the household, when travelling to the new location for the purpose of commencing duty, shall be entitled to rail fares or reimbursement for the use of the private vehicle, as set out in subclause 29.8.1, provided that, where the members of the employee's household do not travel on the same occasion as the employee, the entitlement for their personal transport shall be deferred until such time as travel to take up residence at the employee's new location occurs.

29.8.3 A transferred employee working the special roster specified at subclause 8.6, who has been unable to secure accommodation for the family at the new location, who is entitled to special leave to permit a return home at weekends, shall be entitled to the option of rail fares or reimbursement for the use of a private vehicle as set out in subclause 29.8.1 when proceeding on leave.

29.8.4 Car allowance in respect of travel by the employee involved in taking up duty at the new location shall be at the official business rate as set at Item 11 of Table 4 of Part D.

29.8.5 When an overall saving to the Department would eventuate, an employee and one member of the household, when proceeding to visit the new location with a view to obtaining suitable accommodation, shall be entitled to economy class air fares in lieu of rail fares or reimbursement of the use of a private motor vehicle.

29.8.6 When an employee travels to the new location with a view to obtaining suitable accommodation and incurs expenses in relation to overnight accommodation, the employee shall be reimbursed the reasonable and actual cost of accommodation and meals for self and a member of the household provided the amount to be reimbursed does not exceed sustenance allowances allowed under Clause 26, Travelling Compensation.

29.9 Education of Children

29.9.1 A transferred employee who has dependant children will be entitled to the cost of essential school clothing that is required to be replaced or purchased as a direct result of the employee's transfer to a new location requiring the changing of schools. No provision is made for reimbursement of additional school fees, text books or other similar items. The basic list of school clothing is as follows:

Basic Items

Male winter uniforms

1 Suit coat
2 pairs of winter trousers
1 tie
3 shirts

Summer Uniforms

3 shirts
3 pairs of trousers (short)
3 pairs of long socks

1 jumper/cardigan
3 pairs of socks
1 pair of shoes
1 track suit/sports uniform
(but not both)
1 pair of sandshoes

Female winter uniforms

1 hat
2 tunics
1 blazer
3 blouses
1 tie
3 pairs stockings/socks
1 pair of gloves
1 pair of shoes
1 track suit/sports uniform
(but not both)
1 pair of sandshoes
1 jumper/cardigan

Summer uniforms

3 blouses
2 tunics
3 pairs stockings/
socks

When an item of clothing required at the new school is not included in the basic list the PEO will consider reimbursing the cost of same but will require full particulars and circumstances surrounding the requirement to purchase.

- 29.9.2 In respect of dependant children undergoing secondary education in Year 12 at a school in the employee's old location, where the elected subjects are not available at a school in the employee's new location, the cost of board and lodging for these children may be reimbursed to the transferred employee. In such case the employee, on production of receipts for payment and a certificate from the Department of School Education that the elected subjects are not available at the school at the employee's new location, shall be granted the allowance. In these cases the parent/guardian will be required to pay the first amount as set at Item 19 of Table 4 of Part D, of the board and lodging expenses and the Department will reimburse further costs up to a maximum of the amount as set at Item 20 of Table 4 of Part D, per week for each child.

29.10 Conveyancing and Other Costs

A transferred employee who, as a consequence of the transfer to a new location, sells a residence at the former location and buys a residence or land upon which to erect a residence at the new location shall be entitled to reimbursement of expenses incurred in such transactions subject to the following:

- 29.10.1 Where the services of the Crown Solicitor are available to carry out such legal work as is normally provided by a solicitor in respect of such transactions, the employee shall be required to utilise the Crown Solicitor and no reimbursement of amounts paid to any other solicitor in respect of professional costs shall be made.
- 29.10.2 Where the services of the Crown Solicitor are not available private solicitors are not to be engaged until written advice is received from the Crown Solicitor that the transferred employee may engage a private solicitor to act in the sale and/or purchase transactions.
- 29.10.3 It is the employee's, and not the Department's responsibility, to contact the Crown Solicitor's Office to find out whether that Office is available to act and such contact shall be made when selling property before the property is placed on the market for sale, and when purchasing once a suitable property is found, before any document is signed.

- 29.10.4 It is the responsibility of the employee who is affected by the Conveyancing (Sale of Land) Amendment Act 1987 or who may be affected in the future and of Departmental employees whose duty it is to advise transferred employees of their entitlements to familiarise themselves with these provisions and particularly with the requirement to contact the Crown Solicitor prior to engaging the services of a private solicitor. Claimed ignorance of the existence of the Conveyancing (Sale of Land) Amendment Act 1987 and this Clause or basic requirements will not be accepted as grounds for special consideration.
- 29.10.5 Fees charged by Property Conveyancing Companies and private conveyancers will not be reimbursed. Approval to use a private solicitor should not be construed to mean that a Property Conveyancer can be used.
- 29.10.6 Where an employee is entitled to reimbursement, the following expenses shall be covered:
- 29.10.6.1 Where a solicitor has been engaged, the solicitor's professional costs and disbursements;
 - 29.10.6.2 Stamp Duty;
 - 29.10.6.3 Where the employee has engaged a Real Estate Agent to sell the residence at the former location, the commission due to the Estate Agent.
- 29.10.7 In the event of an aborted sale or purchase through no fault of the transferred employee, the employee is still eligible for the services of the Crown Solicitor for any future transaction and is not liable for any costs incurred by the Crown Solicitor in respect of the aborted sale or purchase.
- 29.10.8 Reimbursement of expenses shall be made where the sale of the employee's former residence and the purchase of either a residence or land is effected within a period commencing not earlier than six (6) months prior to the employee's transfer and ending not more than four (4) years after such transfer. The PEO will be prepared to consider individual cases where the four (4) year period has been exceeded but will require full details of why sale and/or purchase of the transferred employee's residence could not be completed in the four (4) year period.
- 29.10.9 Where a transferred employee owns a residence at a former location and has taken up rented accommodation on transfer, the employee shall be regarded as covered by these provisions relating to the reimbursement of conveyancing and incidental costs on the current transfer or on a subsequent transfer provided the period of not more than four (4) years has elapsed since the employee's immediately preceding transfer.
- 29.10.10 Where it is not practicable for the transferred employee to purchase residence in the new location and such employee has disposed of the former residence, such employee is not to be excluded from the benefit of this clause when subsequently purchasing a residence in the new location on a current or subsequent transfer within the four (4) year period.
- 29.10.11 There is an upper ceiling, as set at Item 21 of Table 4 of Part D, on prices of the properties involved in either the sale or the purchase. This limit applies where employees are relocated from a Metropolitan Area to the country irrespective of the size, the value and the commerciality of the property being purchased provided transferred employees are not entitled to the reimbursement of costs involved in transactions where the sale or purchase of a large rural property or commercial premises might be involved.
- 29.10.12 Where a transferred employee dies before completion of either or both the sale or purchase transactions, the expenses incurred in such transactions, up to and including the finalisation of such transactions shall be payable by the

Department and the family of the deceased employee is not required to reimburse the Department such expenses.

- 29.10.13 The responsibility of refunding to transferred employees private solicitor's costs, disbursements and certain out of pocket expenses, rests with the State Crown Solicitor. Payment of these expenses shall not be undertaken by departmental employees unless authorised in writing by the State Crown Solicitor's Office. No undertakings to refund such expenses shall be given by the Department to transferred employees unless the matter has been discussed with, and authorised, by the PEO or the State Crown Solicitor's Office.

29.11 Stamp Duty and Other Charges

A transferred employee, who, as a consequence of the transfer, sells a residence at the former location and buys a residence or land upon which to erect a residence at the new location is entitled to be reimbursed:

- 29.11.1 Stamp Duty in respect of the purchase of the residence or the land and the house erected thereon at the new location;
- 29.11.2 Stamp Duty paid in respect of any mortgage entered into or the discharge of a mortgage in connection with the sale or purchase;
- 29.11.3 Registration fees on transfers and mortgages on the residence or the land and the house erected on the land on the following basis -
- 29.11.3.1 where the purchase is completed and the employee enters into occupation of the residence within 15 months of transfer, the reimbursement of Stamp Duty in full;
 - 29.11.3.2 where the occupation of the residence purchased or erected is not completed within fifteen (15) months but is completed within four years of transfer, reimbursement of Stamp Duty is not to exceed the amount which would have been payable had the sale and purchase prices of the properties been the amount set at Item 21 of Table 4 of Part D, in each case.
- 29.11.4 A transferred employee who, as a consequence of the transfer to a new location, does not sell a residence at the former location but buys a residence or land upon which to erect a residence at a new location, is entitled to be reimbursed:
- 29.11.4.1 Stamp Duty in respect of the purchase of the residence or the land and a house erected on that land;
 - 29.11.4.2 Stamp Duty paid on any mortgage entered into in connection with the purchase; and
 - 29.11.4.3 Registration fees on transfer and mortgages on the residence or the land and a house erected on the land,

provided the employee enters into occupation of the residence within fifteen (15) months of transfer to the new location.

29.12 Incidental Costs

- 29.12.1 A transferred employee who is entitled to the reimbursement of conveyancing and other costs for a purchase at the new location prior to the sale of the former residence is entitled to the reimbursement of any Council or any other Local Government rates levied in respect of the former residence while such former residence remains untenanted provided the employee can furnish acceptable evidence that reasonable efforts are being made to sell the former residence at a fair market price.

- 29.12.2 A transferred employee will be entitled to reimbursement of non-refundable costs in respect of the connection of gas and electricity supplies and of telephone installation at the new residence provided that:
- 29.12.2.1 the connection of gas and electricity supplies were available to the land at the time of purchase and/or
 - 29.12.2.2 the cost of the telephone installation is to be reimbursed only where a telephone was installed at the former residence.
- 29.12.3 A transferred employee entitled to the reimbursement of conveyancing and other costs is entitled to reimbursement of the cost of survey certificates, pest certificates and/or Building Society registration fees reasonably incurred in seeking financial accommodation to purchase the new residence or the land upon which to erect a new residence and the fees associated with discharging the mortgage on the former residence.
- 29.12.4 A transferred employee shall be entitled to reimbursement for the fees charged by Australia Post for re-direction of mail for the first month following vacation of the former residence.

29.13 Relocation on Retirement

- 29.13.1 Upon retirement at a place other than the place of original recruitment to the Department, an employee is entitled to be reimbursed the costs actually and necessarily incurred in removing personal household effects to a location of the employee's choice together with the cost of insuring the same against damage in transit provided -
- 29.13.1.1 the maximum amount of such reimbursement shall be limited to that payable had the employee moved to the place of original recruitment; and
 - 29.13.1.2 the employee's relocation is effected within twelve (12) months following retirement.
- 29.13.2 The above provision shall apply to any claims made by the widow or widower within a period of twelve (12) months of the transferred employee's death. In such cases the Commissioner will also be prepared to consider claims made by children or dependent relatives of the deceased in similar circumstances but will require full particulars as to the reasons.

29.14 Additional Provisions

- 29.14.1 Nothing contained in the provisions of this clause pertaining to leave shall deprive the employee of compensation for time spent in travelling.
- 29.14.2 Where the spouse of a transferred employee is also employed in the NSW Public Service and is also transferred, the assistance payable under this clause or under the Crown Employee's general provisions is to be paid to one partner only. This does not operate to restrict the leave entitlement of the transferred employee.
- 29.14.3 An employee whose appointment to a position may be subject to appeals action shall not move to the new location until the period during which appeals may be lodged has expired or all appeals action has been finalised. An employee may be directed to take up duty in the new location before appeals action is finalised but will be entitled to the leave provisions set out in this clause, in which case the following will apply:
- 29.14.3.1 Where the employee has dependants they may claim sustenance allowance under Clause 26, Travelling Compensation, until appeals action has been finalised;

- 29.14.3.2 Employees with dependants have a further period of up to twenty one (21) days immediately after all appeals action has been finalised to find suitable accommodation before such travelling compensation entitlements cease. Such period may be extended by the Commissioner if the Commissioner is satisfied that twenty one (21) days is insufficient time to find such accommodation.
- 29.14.3.3 The Commissioner shall not approve the movement of the employee's dependants or furniture and effects before all appeals action has been finalised unless exceptional or particularly difficult circumstances exist.
- 29.14.3.4 Employees without dependants may be given assistance with temporary accommodation pending the completion of any appeals action but are not to move their furniture and effects until appeals action has been finalised.

29.15 Adjustment of Entitlements

- 29.15.1 The entitlements provided by this clause, shall be adjusted in line with, and from the same effective dates, as the corresponding entitlements prescribed in the Crown Employees (Transferred Officers' Compensation) Award.

Clause 30 - RENTAL OF PREMISES

- 30.1 For the purpose of this clause only:

30.1.1 "accommodation" means quarters or premises, including a fire station, owned or leased by the Department.

30.1.2 "employee" means a Station Officer or an Inspector.

30.1.3 "market rental" means the market rental of the property as determined by the Commissioner in accordance with the Guidelines issued by the PEO.

- 30.2 Except as provided for in subclauses 30.3, 30.4 and 30.5, where an employee is required to and does occupy accommodation, the Department shall deduct from the rate of pay of the employee concerned an amount per week equal to 5% of the employee's total weekly rate per week as prescribed in Table 1, Rates of Pay, or 50% of the market rental of the accommodation, whichever is the lesser.

- 30.3 Where an employee was, on 19 August 1994, entitled to and occupying subsidised accommodation:

30.3.1 Such employee, subject to subclause 30.3.2, shall continue to pay the amount set at Item 26 of Table 3 of Part D (as adjusted from time to time in accordance with 30.4) per week unless the employee subsequently elects to move from that accommodation to different accommodation. If such an employee so elects, then the Department shall deduct from the rate of pay of the employee concerned an amount per week as prescribed in sub-clause 30.2.

30.3.2 And has exercised, or who has, a right of return transfer pursuant to Clause 30 (i) of the Fire Brigade Employees' (State) Award as published in NSW Industrial Gazette Volume 263 of 1991, such employee shall retain the right of return transfer. Provided that the continued entitlement to subsidised accommodation shall expire after a period of 2.5 years from the date of return transfer.

30.3.3 And is transferred by the Department from one country location to another country location, such employee shall retain the benefits of the provisions of sub-clause 30.3 as if the employee had not been so transferred.

- 30.4 The amount set at Item 26 of Table 3 of Part D, shall be increased from the same date and by the same percentage of any increase to the rate of pay prescribed for a Station Officer, Level 1. All such increases shall be rounded off to the nearest 10 cents.
- 30.5 Firefighters or employees who have entered into, or subsequently entered into, private tenancy arrangements with the Department are not entitled to the provisions of this clause.

Clause 31 - PROTECTIVE CLOTHING AND UNIFORMS

- 31.1 The Department shall supply to all employees appropriate protective clothing for operational duties which shall meet relevant national and/or international Standards or as otherwise agreed to with the Union.
- 31.2 Employees supplied with the above clothing shall wear it in accordance with Departmental instructions.
- 31.3 The provision of wet weather gear shall be in accordance with existing practice, or as otherwise agreed between the parties.

Clause 32 - CLOTHES DRYING FACILITY

- 32.1 A drying closet for artificially drying clothing shall be provided by the Department at all fire stations to which employees are attached.

Clause 33 - CLEANING OF CLOTHES

- 33.1 Where any uniform or wearing apparel is supplied by the Department and is required to be worn by its employees, and such uniform or wearing apparel becomes soiled or damaged in the execution of duty as to require cleaning or repairs, such cleaning or repairs shall be done at the expense of the Department. Provided that the Department shall provide laundering in lieu of dry cleaning where an employee so chooses.

Clause 34 - SAFETY BELTS

- 34.1 Safety belts shall be fitted to all seats on all vehicles operated by the Department which employees are called upon to drive or to ride upon on a public road.

Clause 35 - DISPUTES AVOIDANCE PROCEDURES

- 35.1 Subject to the provisions of the Industrial Relations Act 1996, and to enable claims, issues and disputes to be resolved while work proceeds normally, the following procedures are to apply.
- 35.2 Employee(s) and/or Union representatives will place the matter before the immediate supervisor. The immediate supervisor will take all reasonable steps to reply to the employee(s) and/or Union representatives as soon as possible, and will at least provide a progress report before the close of ordinary business on the next working day.
- 35.3 Failing agreement, employee(s) and/or Union representatives will place the claim, issue or dispute before the next higher officer in charge of the relevant zone or region. That officer will take all reasonable steps to reply to the employee(s) and/or Union representatives as soon as possible, and will at least provide a progress report before the close of ordinary business on the next working day.
- 35.4 Failing agreement, employee(s) and/or Union representatives will place the claim, issue or dispute before the Director Human Resources. The Director Human Resources will take all reasonable steps to reply to the employee(s) and/or Union representatives as soon as possible, and will at least provide a progress report before the close of ordinary business on the next working day.
- 35.5 Failing agreement, employee(s) and/or Union representatives will place the claim, issue or dispute before the Commissioner. The claim, issue or dispute and all relevant

circumstances relating to it will be fully reviewed by the Commissioner and the Union and all reasonable steps shall be taken in an attempt to resolve the matter.

- 35.6 No action is to be taken by the Union which would affect the Department's operations whilst a dispute is under investigation.
- 35.7 Failing agreement the claim, issue or dispute may be referred to the appropriate Industrial Tribunal.

Clause 36 - ACKNOWLEDGMENT OF APPLICATIONS AND REPORTS

- 36.1 When an employee makes an application or a report in writing, to the proper officer, the employee shall be sent an acknowledgment of its receipt, noting the matter contained therein.
- 36.2 The result of an application shall be communicated to the employee no later than fourteen days after a decision has been reached. In cases where no decision has been reached within one month the reason for the delay shall be communicated in writing, to the employee.
- 36.3 The provisions of this clause shall not apply in cases where other procedures are specifically stipulated (eg, in Standing Orders or In Orders).

Clause 37 - PROCEDURES REGARDING REPORTS AND CHARGES

- 37.1 When an employee is summoned to appear before the employee's Senior Officer or before the Department on a charge, appeal or formal inquiry, the employee shall be given particulars in writing of the charge or allegation, if any, against the employee, at least forty-eight hours before the hearing of the charge or appeal or the opening of the said inquiry. The employee shall be allowed access personally or by a representative duly authorised in writing by the employee, to all or any of the official papers, correspondence or reports of the Department relating to the charge, appeal, or subject of the said inquiry.
- 37.2 The employee also shall be allowed to give and to call evidence on the employee's own behalf and to hear all evidence given.
- 37.3 If an employee so requests the employee may be represented by an officer of the Union before the employee's Senior Officer or the Department on all such occasions.
- 37.4
 - 37.4.1 No report about an employee shall be placed on the records or papers relating to that employee unless the employee concerned has been shown the said report.
 - 37.4.2 If the employee disagrees with the report, the employee shall be entitled to make such a notation on the report.
 - 37.4.3 Evidence that the employee has been shown the report will be by either the employee's signature thereon, or in accordance with subclause 37.4.4.
 - 37.4.4 Where an employee refuses to sign the report, such refusal shall immediately be noted upon the report by the Senior Officer handling the report, in such cases, the Senior Officer will advise the employee that the refusal to sign will be noted on the report and that the report, together with such notation, will be placed on the records or papers relating to that employee.
 - 37.4.5 Further to subclause 37.4.4, in such circumstances, the Department will notify the Union, in writing, within seven days of such refusal and the Union shall be given an opportunity of replying to the report.
 - 37.4.6 If the employee so desires, any written response from either the employee or the Union shall also be placed amongst the records or papers relating to the employee or noted thereon.

- 37.5 Where the Department has, for its own purposes, arranged for a transcript to be taken of proceedings on a charge, appeal or formal inquiry, a copy of such transcript shall be supplied, free of cost, to the employee concerned if, during the hearing or at the termination of the proceedings, a request therefore, in writing, is made by the employee.
- 37.6 After the Senior Officer has announced the recommendation or when the Department has made its decision as the result of a charge or an appeal, the employee concerned shall be informed thereof, in writing, within seven days after such announcement or decision has been made or has been given, as the case may be.
- 37.7 For the purposes of this clause "Senior Officer" means the employees' Senior Officer or an Officer of a higher rank.

Clause 38 - DRUG AND ALCOHOL PROTOCOL

- 38.1 The joint Protocol on Drug and Alcohol Safety and Rehabilitation in the Workplace, signed by the Department and the Union on 18 March 1998, shall apply to all employees covered by this Award.
- 38.2 Any changes to the Protocol shall only be by agreement between the Department and the Union.

Clause 39 - SALARY SACRIFICE TO SUPERANNUATION

- 39.1 For the purposes of this Clause, "salary" means the rate of pay or salary prescribed for the employee's classification, respectively, by Clause 6, Rates of Pay and Allowances, or Clause 41, Salaries of this Award.
- 39.2 Notwithstanding the salaries prescribed by Clause 6 or Clause 41 of this Award, an employee may elect, subject to the agreement of the Department to sacrifice a portion of the salary payable under Clause 6 or Clause 41 of this Award to additional employer superannuation contributions. Such election must be made prior to the commencement of the period of service to which the earnings relate. The amount sacrificed must not exceed thirty (30) percent of the salary payable under Clause 6 or Clause 41 of this Award or (30) percent of the currently applicable superannuable salary, whichever is the lesser. In this Clause, "superannuable salary" means the employee's salary as notified from time to time to the New South Wales public sector superannuation trustee corporations.
- 39.3 Where the employee has elected to sacrifice a portion of that payable salary to additional employer superannuation contributions:
- 39.3.1 Subject to Australian Taxation law, the sacrificed portion of salary will reduce the salary subject to appropriate PAYE (ie, "Pay As You Earn") taxation deductions by the amount of that sacrificed portion; and
- 39.3.2 Any allowance, penalty rate, payment for unused leave entitlements, weekly worker's compensation or other payment, other than any payments for leave taken in service, to which an employee is entitled under this Award or any applicable Award, Act or statute which is expressed to be determined by reference to an employee's salary, shall be calculated by reference to the salary which would have applied to the employee under Clause 6 or Clause 41 of this Award, in the absence of any salary sacrifice to superannuation made under this Award.
- 39.4 The employee may elect to have the portion of payable salary which is sacrificed to additional employer superannuation contributions:
- 39.4.1 paid into the superannuation scheme established under the First State Superannuation Act 1992 as optional employer contributions; or

- 39.4.2 subject to the Department's agreement, paid into a private sector complying superannuation scheme as employer superannuation contributions.
- 39.5 Where an employee elects to salary sacrifice in terms of subclause 39.4 above, the Department will pay the sacrificed amount into the relevant superannuation fund.
- 39.6 Where the employee is a member of a superannuation scheme established under:
- (a) the Police Regulation (Superannuation) Act 1906;
 - (b) the Superannuation Act 1916;
 - (c) the State Authorities Superannuation Act 1987;
 - (d) the State Authorities Non-contributory Superannuation Act 1987; or
 - (e) the First State Superannuation Act 1992
- the employee's Department must ensure that the amount of any additional employer superannuation contributions specified in subclause 39.2 above is included in the employee's superannuable salary which is notified to the New South Wales public sector superannuation trustee corporations.
- 39.7 Where, prior to electing to sacrifice a portion of his/her salary to superannuation, an employee had entered into an agreement with the Department to have superannuation contributions made to a superannuation fund other than a fund established under legislation listed in subclause 39.6 above, the Department will continue to base contributions to that fund on the salary payable under Clause 6 or Clause 41 of this Award to the same extent as applied before the employee sacrificed portion of that salary to superannuation. This Clause applies even though the superannuation contributions made by the Department may be in excess of superannuation guarantee requirements after the salary sacrifice is implemented.

Clause 40 - ANTI-DISCRIMINATION

- 40.1 It is the intention of the parties bound by this Award to seek to achieve the object in 3(f) of the *Industrial Relations Act* 1996 to prevent and eliminate discrimination in the workplace. This includes discrimination on the grounds of race, sex, marital status, disability, homosexuality, transgender identity, age and responsibilities as a carer.
- 40.2 It follows that in fulfilling their obligations under the Disputes Avoidance Procedures prescribed by Clause 35 of this Award the parties have obligations to take all reasonable steps to ensure that the operation of the provisions of this Award are not directly or indirectly discriminatory in their effects. It will be consistent with the fulfilment of these obligations for the parties to make application to vary any provision of the Award which, by its terms or operation, has a direct or indirect discriminatory effect.
- 40.3 Under the *Anti-Discrimination Act* 1977, it is unlawful to victimise an employee because the employee has made or may make or has been involved in a complaint of unlawful discrimination or harassment.
- 40.4 Nothing in this Clause is taken to affect:
- 40.4.1 any conduct or act which is specifically exempted from anti-discrimination legislation;
 - 40.4.2 offering or providing junior rates of pay to persons under 21 years of age;

- 40.4.3 any act or practice of a body established to propagate religion which is exempted under section 56(d) of the *Anti-Discrimination Act 1977*;
- 40.4.4 a party to this Award from pursuing matters of unlawful discrimination in any State or Federal jurisdiction.
- 40.5 This Clause does not create legal rights or obligations in addition to those imposed upon the parties by legislation referred to in this Clause.

PART C

Clause 41 - SALARIES

- 41.1 The salaries for Executive Officers are as specified in Tables 1.1, 1.2 & 1.3 of Part D, Monetary Rates.
- 41.2 Such salaries are all incidence rates of pay and include compensation for:
- 41.2.1 the way in which ordinary hours are worked in terms of sub-clause 42.1;
 - 41.2.2 the working of any excess hours;
 - 41.2.3 the non payment of an annual leave loading; and
 - 41.2.4 the fact that Executive Officers are not entitled to annual leave in excess of four weeks per annum.

Clause 42 - HOURS OF WORK

- 42.1 Executive Officers shall work an average of forty ordinary hours per week on a flexible basis. Such hours to be worked according to the needs of the organisation on any day of the week or at any time of the day.

Clause 43 - APPOINTMENT TO EXECUTIVE OFFICER POSITIONS

- 43.1 Appointment to the classification of Chief Superintendent Level 2 or Chief Superintendent Level 1 or Superintendent is to be determined solely on the basis of competitive merit selection and is subject to the occurrence of a vacancy. Selection Committees shall be constituted in accordance with the Recruitment and Employment Guidelines and Procedures of the N.S.W. Public Service.

Clause 44 - LEAVE

44.1 General

The entitlements described in subclauses 44.2 to 44.4 inclusive, are brief summaries of the provisions contained under the "PSM Act", the Regulation made thereunder and the Personnel Handbook and must be read and applied in conjunction and in accordance with these principal provisions.

- 44.1.1 Any accrued entitlements to leave under the conditions of employment in operation immediately prior to 5 October 1993, shall, less any of such accrued leave subsequently taken, be retained by Executive Officers covered by this Award.
- 44.1.2 Entitlements to Extended Leave (Long Service Leave) pursuant to the PSM Act shall take effect on and from 5 October 1993, provided that the total years of service will count for the determination of entitlements accruing from that date.

44.2 Recreation Leave (Annual Leave)

- 44.2.1 Recreation leave on full pay accrues at the rate of twenty (20) working days per year.
- 44.2.2 Recreation leave accrues from month to month only, but for the purpose of calculating recreation leave which may be due on the cessation of employment, credit shall be given for periods of service less than one (1) month.
- 44.2.3 Recreation leave may accrue up to a maximum of forty (40) working days. Unless approved otherwise by the Commissioner, the right to take any accrued recreation leave in excess of forty (40) working days shall be forfeited.
- 44.2.4 The Commissioner may direct an Executive Officer to take such leave as is convenient to the workings of the Department.
- 44.2.5 Recreation leave shall not be taken without the approval of the Commissioner or the Commissioner's nominee.
- 44.2.6 Recreation leave shall not be granted for any period of less than a quarter day or in other than in multiples of a quarter day.

44.3 Extended Leave (Long Service Leave)

- 44.3.1 An officer is entitled to extended leave, after service of ten (10) years, of two (2) months on full pay, or four (4) months on half pay.
- 44.3.2 For service in excess of ten years, extended leave is calculated proportionate to the officer's length of service after ten years, calculated on the basis of five (5) months on full pay, or ten (10) months on half pay, for each ten years served after service of ten years.
- 44.3.3 The entitlements prescribed at subclauses 44.3.1 and 44.3.2 shall be determined in hours by formulae established in the Personnel Handbook.
- 44.3.4 Extended leave shall not be taken without the approval of the Commissioner or the Commissioner's nominee.

44.4 Sick Leave

- 44.4.1 Sick Leave on full pay accumulates at the rate of fifteen (15) days each calendar year, and any such accrued leave not taken is fully cumulative.
- 44.5 For the purpose of this clause "service" means continuous service.

Clause 45 - GENERAL CONDITIONS OF EMPLOYMENT

- 45.1 Except as otherwise provided for in this Award, Executive Officers shall be entitled to and shall observe the conditions of employment covering officers employed in organisations listed in Schedule 1 of the Public Sector Management Act, 1988 and also as contained in the Regulation made under the PSM Act and the Personnel Handbook.

Clause 46 - RELIEVING SUPERINTENDENTS

- 46.1 In addition to the other provisions prescribed by this Award, relieving Superintendents shall be entitled to receive the following:
 - 46.1.1 Subject to the operational requirements of the Department, a relieving Superintendent shall be entitled to return to home base during a relief period for one weekend for each four consecutive completed weeks of relieving duty;

46.1.2 When the relieving Superintendent is entitled to return to home base, the relieving Superintendent may use:

46.1.2.1 a designated Departmental vehicle; or

46.1.2.2 return air travel at a cost to the Department no greater than the standard economy class air fare. Provided that return to home base by air travel will only be approved in cases where in the opinion of the Department it is more efficient for the relieving Superintendent to travel by air.

46.2 The entitlement of return to home base prescribed by subclause 46.1.1, is subject to the approval of the Chief Superintendent responsible for the Zone in which the relieving Superintendent is relieving and the ability of emergencies to be handled by an adjacent Superintendent.

46.3 Apart from the provisions of this clause, relieving Superintendents returning to home base in terms of subclause 46.1.1 shall not be entitled to any other provisions, including travelling time.

Clause 47 - RENTAL OF PREMISES

47.1 For the purposes of this clause "accommodation" and "market rental" have the same meaning as defined in sub-clauses 30.1.1 and 30.1.3 of Clause 30.

47.2 Except as provided for in subclause 47.4, where an Executive Officer is required to and does occupy accommodation, the Department shall deduct from the rate of pay of the Executive Officer an amount per week equal to 5% of the weekly equivalent of the Executive Officers' annual salary as prescribed in Table 1 of Part D or 50% of the market rental of the accommodation, whichever is the lesser.

47.3 The weekly equivalent referred to in subclause 47.2 shall be derived by multiplying the annual salary by 7 and dividing the result by 365.25.

47.4 An Executive Officer who has entered into, or subsequently enters into private tenancy arrangements with the Department is not entitled to the provisions of this clause.

Clause 48 - LEAVE RESERVED

Leave is reserved to the parties to apply by agreement for the variation of the following clauses during the life of this Award:

Clause 16 – Training Course Attendance Entitlements

Clause 17 - Annual Leave

Clause 26 - Travelling Compensation

Clause 29 - Transferred Employees' Compensation

Clause 49 - AREA, INCIDENCE AND DURATION

49.1 This Award rescinds and replaces the Crown Employees (NSW Fire Brigades Firefighting Staff) Award 2000 published 9 March 2001 (322 I.G. 1019).

49.2 This Award shall apply to all employees as defined in Clause 4, Definitions, of this Award and shall take effect on and from the beginning of the first pay period to commence on or after 23 July 2001, and shall remain in force until 24 February 2004.

PART D

MONETARY RATES

Table 1.1 - Rates of Pay effective from the beginning of the first pay period to commence on or after 8 August 2001 (3% Increase)

Classification	Rate of Pay	Roster Allowance	Total Weekly Rate
Recruit Firefighter	\$ 687.10	-	\$ 687.10
Firefighter Level 1	\$ 712.60	\$ 31.18	\$ 743.78
Firefighter Level 2	\$ 746.46	\$ 32.66	\$ 779.12
Firefighter Level 3	\$ 780.38	\$ 34.14	\$ 814.52
Firefighter Level 4	\$ 814.31	\$ 35.63	\$ 849.94
Qualified Firefighter	\$ 848.28	\$ 37.11	\$ 885.39
Senior Firefighter	\$ 882.21	\$ 38.60	\$ 920.81
Leading Firefighter	\$ 950.09	\$ 41.57	\$ 991.66
Station Officer Level 1	\$ 1,017.89	\$ 44.53	\$ 1,062.42
Station Officer Level 2	\$ 1,060.37	\$ 46.39	\$ 1,106.76
Inspector	\$ 1,261.03	\$ 55.17	\$ 1,316.20
Superintendent	\$ 86,200 per annum		
Chief Superintendent Level 1	\$ 89,206 per annum		
Chief Superintendent Level 2	\$ 93,134 per annum		

Table 1.2 - Rates of Pay effective from the beginning of the first pay period to commence on or after 8 August 2002 (4% Increase)

Classification	Rate of Pay	Roster Allowance	Total Weekly Rate
Recruit Firefighter	\$ 714.58	-	\$ 714.58
Firefighter Level 1	\$ 741.10	\$ 32.43	\$ 773.53
Firefighter Level 2	\$ 776.32	\$ 33.96	\$ 810.28
Firefighter Level 3	\$ 811.60	\$ 35.51	\$ 847.11
Firefighter Level 4	\$ 846.88	\$ 37.05	\$ 883.93
Qualified Firefighter	\$ 882.21	\$ 38.60	\$ 920.81
Senior Firefighter	\$ 917.50	\$ 40.14	\$ 957.64
Leading Firefighter	\$ 988.09	\$ 43.23	\$ 1,031.32
Station Officer Level 1	\$ 1,058.61	\$ 46.31	\$ 1,104.92
Station Officer Level 2	\$ 1,102.78	\$ 48.25	\$ 1,151.03
Inspector	\$ 1,311.47	\$ 57.38	\$ 1,368.85
Superintendent	\$ 89,648 per annum		
Chief Superintendent Level 1	\$ 92,774 per annum		
Chief Superintendent Level 2	\$ 96,859 per annum		

Table 1.3 - Rates of Pay effective from the beginning of the first pay period to commence on or after 24 February 2003 (5% Increase)

Classification	Rate of Pay	Roster Allowance	Total Weekly Rate
Recruit Firefighter	\$ 750.31	-	\$ 750.31
Firefighter Level 1	\$ 778.16	\$ 34.04	\$ 812.20
Firefighter Level 2	\$ 815.14	\$ 35.66	\$ 850.80
Firefighter Level 3	\$ 852.18	\$ 37.28	\$ 889.46
Firefighter Level 4	\$ 889.22	\$ 38.90	\$ 928.12
Qualified Firefighter	\$ 926.32	\$ 40.53	\$ 966.85
Senior Firefighter	\$ 963.38	\$ 42.15	\$ 1,005.53
Leading Firefighter	\$ 1,037.49	\$ 45.39	\$ 1,082.88
Station Officer Level 1	\$ 1,111.54	\$ 48.63	\$ 1,160.17
Station Officer Level 2	\$ 1,157.92	\$ 50.66	\$ 1,208.58
Inspector	\$ 1,377.04	\$ 60.25	\$ 1,437.29
Superintendent	\$ 94,130 per annum		
Chief Superintendent Level 1	\$ 97,413 per annum		
Chief Superintendent Level 2	\$ 101,702 per annum		

MONETARY RATES

Table 2.1 - Rates of Pay effective from the beginning of the first pay period to commence on or after 8 August 2001 (3% Increase)

Classification	Rate
Operational Support Level 1	\$ 1,004.59 per week
Operational Support Level 2	\$ 1,187.54 per week
Operational Support Level 3	\$ 1,443.49 per week
Operational Support Level 4	\$ 86,766 per annum
Operational Support Level 5	\$ 93,135 per annum

Table 2.2 - Rates of Pay effective from the beginning of the first pay period to commence on or after 8 August 2002 (4% Increase)

Classification	Rate
Operational Support Level 1	\$ 1,044.78 per week
Operational Support Level 2	\$ 1,235.05 per week
Operational Support Level 3	\$ 1,501.23 per week
Operational Support Level 4	\$ 90,237 per annum
Operational Support Level 5	\$ 96,860 per annum

Table 2.3 - Rates of Pay effective from the beginning of the first pay period to commence on or after 24 February 2003 (5% Increase)

Classification	Rate
Operational Support Level 1	\$ 1,097.02 per week
Operational Support Level 2	\$ 1,296.80 per week
Operational Support Level 3	\$ 1,576.30 per week
Operational Support Level 4	\$ 94,749 per annum
Operational Support Level 5	\$ 101,703 per annum

MONETARY RATES

KEY:

Actual effective dates are the beginning of the first pay periods to commence on or after the dates shown for each table

Table 3 – ALLOWANCES, 24/02/01 to 24/02/04

Item	Clause	Description	Unit	08/08/01#	08/08/02#	24/02/03#
1	6.6.1	Laundry expenses	\$ per week	22.42	23.32	24.49
2	6.6.2	Stand By	\$ per km	0.80	0.80	0.80
3	6.6.3	Employee at Broken Hill	\$ per week	17.60	18.30	19.22
4	6.6.4 & 17.4 - 17.7	Kilometre Allowance (Relieving)	\$ per km	0.80	0.80	0.80
5	10.2.2	Meal Allowance	\$ per meal	17.90	17.90	17.90
6	10.2.1 & 10.3.1.2	Refreshment Allowance	\$ per meal	8.95	8.95	8.95
7	17.4 - 17.7	Relieving Allowance	\$ per rostered shift	19.48	20.26	21.27
9	6.6.6	Turntable ladder driving qualifications	\$ per rostered shift	1.61	1.67	1.75
10	6.6.7	Turntable ladder driving qualifications/ if called upon to drive	\$ per shift	5.03	5.23	5.49
11	6.6.8	Rescue Monitor qualifications	\$ per rostered shift	0.39	0.41	0.43
12	6.6.9	Rescue Monitor qualifications when on duty/in charge	\$ per rostered shift	4.12	4.28	4.49
13	6.6.10	Hydraulic Platform Appliance - competent to drive	\$ per rostered shift	1.42	1.48	1.55
14	6.6.11	Hydraulic Platform Appliance - on duty/called upon to drive	\$ per rostered shift	4.69	4.88	5.12
15	6.6.12	Amount per rostered shift for (a) & (b) of subclause 6.6.12 for Operational Firefighters, B.A/Hazmat Section	\$ per rostered shift	21.91	22.79	23.93
16	6.6.13	If in charge of BA/Hazmat Section - Newcastle and Wollongong	\$ per shift	1.32	1.37	1.44
17	6.6.14	Carrying out duties of the BA/Hazmat Sections - Newcastle and Wollongong Stations	\$ per shift	21.91	22.79	23.93
18	6.6.15	Amount per rostered shift for (a) and (b) of subclause 6.6.15 for Station Commanders B.A/ Hazmat Section	\$ per rostered shift	21.91	22.79	23.93
19	6.6.16	When Fleet Operations Officer, if competent to drive Hydraulic Platform Appliance	\$ per rostered shift	1.42	1.48	1.55
20	6.6.17	When Fleet Operations Officer, if called upon to drive Hydraulic Platform Appliance	\$ per rostered shift	4.69	4.88	5.12
21	6.6.18	Use of own vehicle to attend incident whilst off duty	\$ per km	0.80	0.80	0.80
22	6.6.19	Drive Motor	\$ per rostered shift	3.37	3.50	3.68
23	6.6.20	Officers/Senior Officers - Country	\$ per week	5.00	5.00	5.00
24	6.6.21	Rescue Operator – SRB Accredited	\$ per rostered shift	8.40	8.74	9.18
25	9.7	Recall Kilometre Allowance	\$ per km	0.80	0.80	0.80
26	30.3.1	Accommodation contribution	\$ per week	23.30	24.20	25.40

NOTE: The amounts specified per shift or per rostered shift in tables 2.1 and 2.2 are based on the 10/14 Roster and use an average of 12 hours per shift. In cases where employees work an 8 hour shift, the rates shall be correspondingly reduced by dividing the figures shown by 1.5.

Table 4 – TRAVELLING / TRANSFERRED EMPLOYEES COMPENSATION ALLOWANCES

ITEM NO	CLAUSE	DESCRIPTION	UNIT	21/09/00 RATE	
1	26.6.4 & 25.2.3 & 29.6.5 & 29.8.1	Specific Journey Rate (Dependent on Engine Capacity) over 2700cc	Cents per km	23.9	
		1600 to 2700cc		22.2	
		under 1600cc		18.7	
2	25.2.8.4	Stand By Rate	\$	08/08/01	
		- periods of less than 24 hours - periods of 24 hours		9.93 14.90	
3	26.1.3	Hourly Rate – Travelling Compensation	\$ per hour	26.24	
4	26.3.1.1	Breakfast	\$ per meal	##	^^
				16.05	14.30
5	26.3.1.2	Lunch	\$ per meal	##	^^
				17.90	16.40
6	26.3.1.3	Dinner	\$ per meal	##	^^
				30.80	28.25
7	26.4.1	Accommodation first 35 days (includes all meals)	\$ per day		
		- Capital Cities			
		Sydney		218.00	
		Adelaide		183.00	
		Brisbane		191.00	
		Canberra		164.00	
		Darwin		183.00	
		Hobart		159.00	
		Melbourne		235.00	
		Perth		196.00	
		- High Cost Country Centres			
		Broken Hill		158.00	
		Newcastle		158.00	
		Wagga Wagga		153.00	
Wollongong	178.00				
- Tier 2 Country Centres					
Bathurst	141.20				
Gosford	141.20				
Griffith	141.20				
Leeton	141.20				
Orange	141.20				
- Other Country Centres	131.20				
8	26.4.2	Actual Necessary Expenses	\$ per day		
		Capital Cities		13.25	
		High Cost Country Centres		13.25	
		Tier 2 Country Centres		13.25	
		Other Country Centres		13.25	
9	26.4.3	Accommodation – after first 35 days up to 6 months	\$ per day	50% of the appropriate location rate	
10	26.5	Incidental Expenses	\$ per day		
		Capital Cities		13.25	
		High Cost Country Centre		13.25	
		Tier 2 Country Centres		13.25	
		Other Country Centres		13.25	

ITEM NO	CLAUSE	DESCRIPTION	UNIT	21/09/00 RATE
11	26.6.5.4 & 29.8.4	Official Business Rate (Dependant on Engine Capacity) Over 2700cc 1600 to 2700cc under 1600cc	Cents per km	67.2 62.5 44.8
12	29.5.1 – 29.5.3	Temporary Accommodation	\$ per week (up to a maximum of)	254.00
13	29.5.2	Board & Lodging expenses to be covered by Employee	\$ per week	51.00
14	29.5.4.1	Laundry Allowance – Officer only rate	\$ per week	4.50
15	29.5.4.2.	Laundry Allowance – Officer and Dependants rate	\$per week (actual expenses to maximum)	13.00
16	29.6.2	Cost of Insurance of Furniture and Effects in transit and in Storage	\$ (up to a maximum of)	38,000
17	29.6.3.2	Accelerated depreciation of personal/household effects in transit	\$ (up to a maximum of)	1,126
18	29.6.3.2	Value of furnishings and fittings	\$(up to a maximum of)	7,037
19	29.9.2	Board & Lodging to be covered by parent/guardian	\$ per week	27.00
20	29.9.2	Board & Lodging cost for Dependent staying in initial location due to Year 12 subjects	\$ per week	56.00
21	29.10.11 & 29.11.3.2	Relocation – City to Country for sale of property	\$ (up to a maximum of)	300,000

Legend:

Effective Dates are with effect from the first pay period to commence on or after the date.

= Capital Cities & High Cost Country Centres – includes all Capital Cities and Broken Hill, Newcastle, Wagga Wagga and Wollongong.

^^= Tier 2 Country Centres & Other Country Centres including Bathurst, Gosford, Griffith, Leeton, Orange and all other country centres.

Table 5 - TEMPORARY ACCOMMODATION CONTRIBUTION ALLOWANCES

<p style="text-align: center;">Salary of Officer and Spouse</p> <p style="text-align: center;">Rate of Pay</p>	<p style="text-align: center;">Per Week</p>	<p style="text-align: center;">Each Dependent Child 6 years of age and over (Max. contribution \$54 per week) Per Week</p>
Up to \$541.08	\$218	\$27
\$541.10 to \$689.56	\$239	\$27
\$689.57 to \$886.53	\$262	\$27
\$886.55 to \$1139.87	\$324	\$27
\$1139.89 and over	\$412	\$27

PART E

Matrix A - RELIEVING MATRIX FOR THE GSA

S	1	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	///	4	4	10	60	78	59	36	6	10	11	10	20	28	26
3	4	///	10	14	56	80	70	37	10	12	18	14	24	32	30
4	4	10	///	16	60	80	61	40	10	6	18	14	24	32	30
5	10	14	16	///	70	70	54	29	8	16	18	8	16	24	22
6	60	56	60	70	///	126	120	84	58	62	64	62	80	78	36
7	78	80	80	70	126	///	19	51	75	83	75	75	62	60	61
8	59	70	61	54	120	19	///	36	60	82	60	61	46	48	50
9	36	37	40	29	84	51	36	///	34	41	24	36	17	13	18
10	6	10	10	8	58	75	72	34	///	10	12	2	16	24	26
11	10	12	6	16	62	83	82	41	10	///	18	14	24	32	32
12	11	18	18	18	64	75	60	24	12	18	///	18	16	20	20
13	10	14	14	8	62	75	61	36	2	14	18	///	16	26	28
14	20	24	24	16	80	62	46	17	16	24	16	16	///	8	14
15	28	32	32	24	78	60	48	13	24	32	20	26	8	///	8
16	26	30	30	22	36	61	50	18	26	32	20	28	14	8	///
17	14	18	18	20	36	72	58	28	14	22	8	16	12	16	14
18	6	10	10	8	60	73	56	30	6	14	12	8	12	18	22
19	34	38	38	34	75	52	36	19	38	46	36	40	24	20	13
20	32	36	36	24	90	56	40	19	30	42	34	30	22	20	26
21	28	32	32	20	82	62	48	24	28	34	30	26	22	22	30
22	12	16	16	9	66	68	50	22	10	18	10	12	6	16	18
23	22	26	26	26	60	74	66	27	22	32	14	24	22	20	18
24	32	28	36	39	34	105	90	60	32	36	36	34	44	52	50
25	18	14	22	26	40	93	84	48	30	26	26	32	32	40	44
26	12	20	18	12	70	75	64	34	12	18	22	8	24	28	28
27	48	52	52	40	74	48	32	27	48	56	42	50	32	28	24
28	16	20	20	7	32	65	48	25	14	20	14	12	12	16	20
29	24	20	20	18	80	63	48	25	24	30	30	22	28	22	34
30	40	35	44	31	84	50	40	13	38	46	34	42	24	14	16

S	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	14	6	34	32	28	12	22	32	18	12	48	16	24	40
3	18	10	38	36	32	16	26	28	14	20	52	20	20	35
4	18	10	38	36	32	16	26	36	22	18	52	20	20	44
5	20	8	34	24	20	9	26	39	26	12	40	7	18	31
6	36	60	75	90	82	66	60	34	40	70	74	32	80	84
7	72	73	52	56	62	68	74	105	93	75	48	65	63	50
8	58	56	36	40	48	50	66	90	84	64	32	48	48	40
9	28	30	19	19	24	22	27	60	48	34	27	25	25	13
10	14	6	38	30	28	10	22	32	30	12	48	14	24	38
11	22	14	46	42	34	18	32	36	26	18	56	20	30	46
12	8	12	36	34	30	10	14	36	26	22	42	14	30	34
13	16	8	40	30	26	12	24	34	32	8	50	12	22	42
14	12	12	24	22	22	6	22	44	32	24	32	12	28	24
15	16	18	20	20	22	16	20	52	40	28	28	16	22	14
16	14	22	13	26	30	18	18	50	44	28	24	20	34	16
17	////	10	28	36	34	10	8	38	26	24	34	16	32	26
18	10	////	32	30	32	10	19	34	24	14	40	12	24	34
19	28	32	////	40	58	30	24	62	54	68	10	32	56	8
20	36	30	40	////	8	28	50	60	54	24	48	24	12	32
21	34	32	58	8	////	24	46	54	44	16	60	16	4	38
22	10	10	30	28	24	////	18	40	30	18	36	8	24	32
23	8	19	24	50	46	18	////	44	32	30	32	26	42	32
24	38	34	62	60	54	40	44	////	12	32	74	44	54	66
25	26	24	54	54	44	30	32	12	////	30	62	32	40	52
26	24	14	68	24	16	18	30	32	30	////	52	10	16	36
27	34	40	10	48	60	36	32	74	62	52	////	40	52	18
28	16	12	32	24	16	8	26	44	32	10	40	////	14	30
29	32	24	56	12	4	24	42	54	40	16	52	14	////	46
30	26	34	8	32	38	32	32	66	52	36	18	30	46	////

S	31	32	33	34	35	36	37	38	39	40	41	42	43	45
1	70	82	60	40	16	12	34	4	14	18	60	28	72	42
3	72	90	62	42	18	10	32	4	16	16	72	26	72	44
4	72	90	62	42	16	12	34	6	12	18	72	30	75	46
5	68	80	52	32	12	22	44	10	18	28	62	30	66	36
6	114	126	114	98	72	48	40	58	64	42	112	56	101	98
7	13	50	69	49	77	88	84	75	84	90	30	70	48	72
8	10	50	50	30	66	74	78	64	72	80	26	51	42	78
9	41	68	57	15	40	45	44	8	42	46	34	26	51	34
10	70	82	60	40	16	18	38	6	14	24	66	29	71	46
11	78	90	66	46	18	20	42	12	10	26	78	36	80	46
12	68	80	68	48	26	22	34	8	22	26	62	22	65	50
13	70	84	58	38	12	22	42	10	10	28	68	42	75	42
14	54	70	56	26	28	28	44	18	26	34	56	26	57	40
15	48	64	56	26	34	34	44	24	32	38	39	20	50	40
16	54	62	64	26	36	36	32	26	36	34	44	14	47	46
17	66	74	74	36	26	22	34	10	24	20	56	21	60	52
18	68	80	60	38	18	16	42	4	16	24	64	26	66	42
19	44	48	68	34	46	35	36	36	46	44	34	18	32	51
20	50	84	36	12	26	40	58	32	36	50	50	40	71	18
21	56	90	36	18	20	34	52	30	30	44	54	40	77	18
22	64	86	60	38	22	20	46	10	20	28	50	26	60	42
23	74	70	78	50	34	18	24	18	32	24	60	8	61	60
24	100	110	90	38	44	22	42	28	42	32	94	44	98	74
25	84	102	76	56	34	18	32	18	28	14	82	32	86	58
26	70	90	54	30	6	26	48	14	12	32	74	36	72	34
27	38	40	78	37	54	50	42	44	54	43	24	26	24	62
28	56	78	50	26	12	28	50	18	20	36	60	32	63	34
29	58	88	38	20	18	32	50	24	28	42	52	38	78	20
30	40	52	64	30	50	54	40	40	50	48	38	22	40	50

S	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
1	48	44	34	60	52	32	24	12	50	52	18	58	44	36	70
3	52	48	38	64	48	28	28	8	54	56	22	62	48	40	66
4	48	48	38	64	52	32	28	12	54	56	16	62	48	40	72
5	42	34	34	58	60	42	18	22	42	46	22	50	50	42	76
6	108	104	94	108	48	30	76	44	84	88	78	82	60	62	12
7	70	40	55	25	85	98	55	88	81	40	83	43	70	64	138
8	54	21	34	12	68	84	34	74	66	22	66	32	54	59	128
9	47	17	22	28	58	55	15	45	43	26	48	36	44	33	95
10	50	40	34	56	52	34	22	16	48	50	20	54	44	36	74
11	58	54	44	64	58	38	30	20	58	56	18	58	52	44	76
12	54	40	38	58	50	38	30	20	58	41	30	46	37	28	76
13	48	40	32	58	54	36	22	18	48	52	18	56	46	38	76
14	44	28	24	42	58	38	12	28	48	36	32	40	42	30	85
15	46	22	24	34	50	42	12	34	50	30	38	34	34	24	82
16	50	26	28	38	46	42	16	42	54	28	40	32	30	20	78
17	56	38	38	50	48	40	22	20	58	40	32	42	32	24	70
18	50	40	36	50	56	38	23	18	46	46	24	46	44	34	64
19	54	28	34	32	44	54	26	50	68	14	54	16	28	18	90
20	24	24	4	48	72	60	14	44	26	40	30	54	58	48	92
21	24	28	12	54	74	56	12	40	24	46	22	54	60	46	84
22	48	32	32	48	54	40	14	24	24	40	28	44	44	30	70
23	64	40	40	58	38	30	30	24	66	44	40	34	24	16	72
24	76	72	62	88	56	20	52	18	78	80	46	86	54	46	42
25	64	60	50	76	48	24	40	12	66	68	34	74	42	38	56
26	46	42	30	60	60	44	24	26	40	52	12	56	56	44	74
27	64	36	48	24	42	54	34	48	72	10	68	8	24	18	91
28	40	32	24	52	62	42	12	26	40	42	18	46	50	40	74
29	26	28	14	55	72	54	10	38	26	48	20	52	58	44	82
30	46	22	30	30	54	56	20	48	56	20	54	22	30	24	96

S	61	62	63	64	65	66	67	68	69	70	71	72	73	75
1	18	36	75	28	44	34	52	46	36	20	56	48	56	76
3	14	40	79	32	48	38	56	42	32	24	52	52	60	64
4	18	40	79	32	48	38	56	46	36	18	56	52	60	68
5	24	36	68	22	42	28	50	56	44	22	64	46	54	80
6	44	94	127	90	66	60	74	10	20	76	72	82	94	68
7	88	45	51	50	56	64	52	120	112	86	67	41	32	105
8	70	26	57	30	40	54	40	108	98	67	54	28	18	92
9	44	8	63	9	27	20	36	86	75	49	52	34	29	80
10	22	38	77	24	42	32	56	48	38	22	58	48	58	74
11	24	42	85	34	50	40	56	52	42	14	62	54	62	74
12	20	32	73	26	38	26	48	54	44	28	52	42	50	67
13	24	40	79	26	44	34	58	50	40	16	60	50	60	76
14	24	22	61	14	30	20	40	62	52	34	56	34	44	78
15	26	16	55	14	26	12	34	72	62	38	46	28	38	70
16	28	20	53	16	26	8	36	64	56	40	42	26	36	64
17	16	30	67	26	28	20	36	54	44	34	44	36	46	64
18	22	30	69	22	38	28	46	52	42	26	56	40	48	76
19	38	18	43	28	10	16	22	78	62	54	34	14	22	60
20	50	24	77	14	46	34	54	76	66	32	70	50	40	92
21	42	30	87	18	58	44	66	76	63	28	78	60	50	94
22	24	28	67	18	36	24	42	54	44	28	52	38	50	78
23	14	36	69	34	20	10	30	52	42	38	38	40	52	60
24	26	64	101	58	56	50	71	24	12	44	66	76	86	76
25	14	51	93	44	44	36	53	30	20	34	56	64	74	68
26	30	36	85	26	50	40	64	56	46	14	66	56	66	82
27	44	24	35	36	10	24	8	78	66	62	27	8	22	60
28	32	28	71	18	38	28	46	60	50	22	66	42	52	84
29	40	30	85	18	56	42	53	68	58	26	76	58	52	92
30	44	10	45	20	14	20	24	78	70	52	36	16	28	80

S	76	77	78	79	83	84	85	86	87	88	90	92	93	94	97	101	102
1	12	90	98	86	94	80	54	102	104	100	58	89	104	74	68	72	107
3	14	94	102	90	92	84	58	106	108	104	60	93	108	70	70	74	108
4	8	94	102	90	96	84	54	110	108	104	60	93	108	74	71	74	110
5	22	86	94	76	94	70	44	100	94	90	50	79	94	72	63	65	102
6	70	120	128	130	108	124	90	150	148	144	116	133	148	84	104	113	143
7	89	53	61	24	71	23	38	67	44	35	58	25	32	70	39	13	67
8	76	66	74	26	74	22	22	82	51	40	48	32	50	60	39	16	71
9	50	72	80	64	80	58	18	96	88	84	33	73	88	57	101	43	88
10	16	88	96	82	96	76	48	106	100	96	51	85	100	72	68	70	106
11	6	98	106	87	102	81	58	110	112	108	64	97	112	72	75	78	114
12	22	80	88	80	84	74	46	98	100	96	54	85	100	64	63	68	102
13	18	90	98	84	98	78	53	108	102	98	56	87	102	74	68	70	107
14	28	72	80	74	86	68	35	90	92	88	44	77	92	62	55	55	93
15	38	66	74	68	78	62	33	82	86	82	44	71	86	58	49	52	87
16	40	62	70	70	80	64	29	78	88	84	44	73	88	56	45	51	84
17	26	74	82	82	82	76	43	90	100	96	54	85	100	58	58	63	96
18	16	82	90	92	94	86	46	78	110	106	56	95	110	62	65	67	103
19	48	52	60	62	62	56	18	66	80	76	52	65	80	36	33	41	72
20	44	90	98	60	92	54	36	104	82	78	30	67	82	70	68	54	106
21	38	90	98	68	92	62	42	104	90	86	34	75	90	70	72	60	110
22	26	76	84	76	84	70	38	90	94	90	56	79	94	64	59	62	97
23	34	72	80	86	70	80	44	88	104	100	68	89	104	48	53	62	92
24	40	118	126	114	103	108	78	130	132	128	83	117	132	80	90	99	129
25	28	106	114	102	86	96	68	118	120	116	74	105	120	64	78	87	118
26	20	100	108	92	104	86	55	112	110	106	48	95	110	84	71	72	110
27	58	43	51	56	52	50	20	64	74	70	51	59	74	30	27	35	66
28	26	86	95	76	92	70	42	108	90	86	44	75	90	68	62	61	100
29	36	88	96	66	90	60	42	102	90	86	38	75	90	68	70	61	108
30	48	56	64	62	66	56	15	70	80	76	48	65	80	42	38	40	77

S	1	3	4	5	6	7	8	9	10	11	12	13	14	15
31	70	72	72	68	114	13	10	41	70	78	68	70	54	48
32	82	90	90	80	126	50	50	68	82	90	80	84	70	64
33	60	62	62	52	114	69	50	57	60	66	68	58	56	56
34	40	42	42	32	98	49	30	15	40	46	48	38	26	26
35	16	18	16	12	72	77	66	40	16	18	26	12	28	34
36	12	10	12	22	48	88	74	45	18	20	22	22	28	34
37	34	32	34	44	40	84	78	44	38	42	34	42	44	44
38	4	4	6	10	58	75	64	30	6	12	8	10	18	24
39	14	16	12	18	64	84	72	42	14	10	22	10	26	32
40	18	16	18	28	42	90	80	46	24	26	26	28	34	38
41	60	72	72	62	112	30	26	34	66	78	62	68	56	39
42	28	26	30	30	56	70	51	26	29	36	22	42	26	20
43	72	72	75	66	101	48	42	51	71	80	65	75	57	50
45	42	44	46	36	98	72	78	34	46	46	50	42	40	40
46	48	52	48	42	108	70	54	47	50	58	54	48	44	46
47	44	48	48	34	104	40	21	17	40	54	40	40	28	22
48	34	38	38	34	94	55	34	22	34	44	38	32	24	24
49	60	64	64	58	108	25	12	28	56	64	58	58	42	34
50	52	48	52	60	48	85	68	58	52	58	50	54	58	50
51	32	28	32	42	30	98	84	55	34	38	38	36	38	42
52	24	28	28	18	76	55	34	15	22	30	30	22	12	12
53	12	8	12	22	44	88	74	45	16	20	20	18	28	34
54	50	54	54	42	84	81	66	43	48	58	58	48	48	50
55	52	56	56	46	88	40	22	26	50	56	41	52	36	30
56	18	22	16	22	76	83	66	48	20	18	30	18	32	38
57	58	62	62	50	82	43	32	36	54	58	46	56	40	34
58	44	48	48	50	60	70	54	44	44	52	37	46	42	34
59	36	40	40	42	62	64	50	33	36	44	28	38	30	24
60	70	66	72	76	12	138	128	95	74	76	76	76	85	82

S	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	54	66	68	44	50	56	64	74	100	84	70	38	56	58	40
32	62	74	80	48	84	90	86	70	110	102	90	40	78	88	52
33	64	74	60	68	36	36	60	78	90	76	54	78	50	38	64
34	26	36	38	34	12	18	38	50	38	56	30	37	26	20	30
35	36	26	18	46	26	20	22	34	44	34	6	54	12	18	50
36	36	22	16	35	40	34	20	18	22	18	26	50	28	32	54
37	32	34	42	36	58	52	46	24	42	32	48	42	50	50	40
38	26	10	4	36	32	30	10	18	28	18	14	44	18	24	40
39	36	24	16	46	36	30	20	32	42	28	12	54	20	28	50
40	34	20	24	44	50	44	28	24	32	14	32	43	36	42	48
41	44	56	64	34	50	54	50	60	94	82	74	24	60	52	38
42	14	21	26	18	40	40	26	8	44	32	36	26	32	38	22
43	47	60	66	32	71	77	60	61	98	86	72	24	63	78	40
45	46	52	42	51	18	18	42	60	74	58	34	62	34	20	50
46	50	56	50	54	24	24	48	64	76	64	46	64	40	26	46
47	26	38	40	28	24	28	32	40	72	60	42	36	32	28	22
48	28	38	36	34	4	12	32	40	62	50	30	48	24	14	30
49	38	50	50	32	48	54	48	58	88	76	60	24	52	55	30
50	46	48	56	44	72	74	54	38	56	48	60	42	62	72	54
51	42	40	38	54	60	56	40	30	20	24	44	54	42	54	56
52	16	22	23	26	14	12	14	30	52	40	24	34	12	10	20
53	42	20	18	50	44	40	24	24	18	12	26	48	26	38	48
54	54	58	46	68	26	24	24	66	78	66	40	72	40	26	56
55	28	40	46	14	40	46	40	44	80	68	52	10	42	48	20
56	40	32	24	54	30	22	28	40	46	34	12	68	18	20	54
57	32	42	46	16	54	54	44	34	86	74	56	8	46	52	22
58	30	32	44	28	58	60	44	24	54	42	56	24	50	58	30
59	20	24	34	18	48	46	30	16	46	38	44	18	40	44	24
60	78	70	64	90	92	84	70	72	42	56	74	91	74	82	96

S	31	32	33	34	35	36	37	38	39	40	41	42	43	44
31	////	52	62	42	66	86	80	70	82	88	22	68	40	66
32	52	////	102	80	98	94	92	84	94	104	40	62	28	102
33	62	102	////	40	56	76	96	62	68	80	82	74	102	22
34	42	80	40	////	30	50	58	42	42	56	40	40	67	26
35	66	98	56	30	////	30	52	18	16	36	82	40	80	32
36	86	94	76	50	30	////	24	12	24	8	76	24	71	54
37	80	92	96	58	52	24	////	34	46	22	100	18	58	78
38	70	84	62	42	18	12	34	////	18	20	46	28	70	44
39	82	94	68	42	16	24	46	18	////	32	76	42	80	46
40	88	104	80	56	36	8	22	20	32	////	84	22	62	60
41	22	40	82	40	82	76	100	46	76	84	////	58	18	64
42	68	62	74	40	40	24	18	28	42	22	58	////	56	56
43	40	28	102	67	80	71	58	70	80	62	18	56	////	87
45	66	102	22	26	32	54	78	44	46	60	64	56	87	////
46	60	102	14	24	40	60	82	48	52	68	64	62	92	10
47	30	76	44	14	48	52	58	44	52	60	36	40	67	40
48	52	90	38	8	26	48	68	34	36	54	52	42	77	20
49	14	44	64	36	64	68	70	60	66	70	16	54	32	54
50	82	74	110	70	64	38	16	52	58	34	62	32	55	94
51	102	102	90	83	46	18	22	32	40	12	98	28	72	84
52	52	76	46	16	26	32	44	28	30	40	44	28	68	32
53	82	98	72	50	30	6	32	12	24	12	70	26	82	56
54	70	108	30	36	40	62	82	72	48	70	70	66	102	10
55	32	48	68	34	60	64	78	32	54	66	14	40	32	54
56	80	98	60	36	10	32	56	26	12	38	74	54	88	38
57	36	36	84	46	60	56	60	36	58	70	18	42	14	68
58	62	62	98	54	60	34	26	62	52	32	46	18	39	82
59	58	60	76	46	48	30	22	35	46	28	42	8	35	66
60	140	138	124	102	80	60	52	70	78	54	108	68	112	106

S	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
31	60	30	52	14	82	102	52	82	70	32	80	36	62	58	140
32	102	76	90	44	74	102	76	98	108	48	98	36	62	60	138
33	14	44	38	64	110	90	46	72	30	68	60	84	98	76	124
34	24	14	8	36	70	83	16	50	36	34	36	46	54	46	102
35	40	48	26	64	64	46	26	30	40	60	10	60	60	48	80
36	60	52	48	68	38	18	32	6	62	64	32	56	34	30	60
37	82	58	68	70	16	22	44	32	82	78	56	60	26	22	52
38	48	44	34	60	52	32	28	12	72	32	26	36	62	35	70
39	52	52	36	66	58	40	30	24	48	54	12	58	52	46	78
40	68	60	54	70	34	12	40	12	70	66	38	70	32	28	54
41	64	36	52	16	62	98	44	70	70	14	74	18	46	42	108
42	62	40	42	54	32	28	28	26	66	40	54	42	18	8	68
43	92	67	77	32	55	72	68	82	102	32	88	14	39	35	112
45	10	40	20	54	94	84	32	56	10	54	38	68	82	66	106
46	////	28	26	60	100	93	38	62	16	54	44	68	78	68	112
47	28	////	20	26	74	97	20	52	46	30	52	44	38	48	106
48	26	20	////	40	22	64	16	46	28	40	34	56	60	46	98
49	60	26	40	////	62	86	40	68	68	18	74	24	44	51	54
50	100	74	22	62	////	38	60	42	98	50	68	46	18	30	64
51	93	97	64	86	38	////	52	22	80	76	54	54	40	36	46
52	38	20	16	40	60	52	////	34	38	36	34	44	46	36	86
53	62	52	46	68	42	22	34	////	60	62	34	62	38	32	54
54	16	46	28	68	98	80	38	60	////	64	44	82	84	78	52
55	54	30	40	18	50	76	36	62	64	////	66	18	32	28	102
56	44	52	34	74	68	54	34	34	44	66	////	70	64	54	84
57	68	44	56	24	46	54	44	62	82	18	70	////	26	26	88
58	78	38	60	44	18	40	46	38	84	32	64	26	////	13	74
59	68	48	46	51	30	36	36	32	78	28	54	26	13	////	72
60	112	106	98	54	64	46	86	54	52	102	84	88	74	72	////

S	61	62	63	64	65	66	67	68	69	70	71	72	73	75
31	80	34	60	38	46	58	46	114	102	86	60	34	20	96
32	90	62	19	76	52	70	40	128	116	100	44	46	46	98
33	78	48	97	46	78	68	84	104	92	64	100	82	78	130
34	58	18	71	12	38	34	48	84	72	38	66	44	38	92
35	36	48	85	36	52	46	66	64	52	16	90	54	68	82
36	8	46	76	42	38	28	48	38	29	30	56	60	68	60
37	21	50	79	44	30	28	52	46	38	54	32	56	68	36
38	18	36	77	28	44	32	54	46	36	22	54	48	56	68
39	30	48	85	38	54	44	62	58	46	10	68	54	66	80
40	6	52	93	46	36	28	48	38	28	38	50	56	74	54
41	68	26	31	40	30	52	24	108	96	86	38	14	10	87
42	18	34	65	30	16	9	26	54	42	46	32	38	42	52
43	63	51	13	62	28	51	15	98	88	88	26	24	29	74
45	62	40	91	30	64	50	70	92	80	42	84	64	61	114
46	64	38	91	34	56	58	70	98	92	48	80	66	56	118
47	60	12	63	16	36	36	46	90	78	58	60	36	26	112
48	50	26	81	14	52	40	58	82	70	36	70	48	42	96
49	70	20	45	32	36	50	34	102	94	72	50	20	8	84
50	32	84	65	64	62	40	42	62	50	68	28	48	54	22
51	16	66	92	58	46	42	56	26	18	54	56	76	98	56
52	40	20	65	10	32	24	42	68	58	36	58	36	46	88
53	12	50	82	42	64	34	54	36	24	32	60	60	70	62
54	68	50	101	38	84	60	80	98	86	52	92	70	68	118
55	54	22	39	32	20	34	18	96	84	66	30	6	10	66
56	38	60	95	48	64	52	72	68	56	8	78	66	76	88
57	46	34	27	44	18	38	10	98	88	72	22	10	18	64
58	28	52	51	46	24	22	20	60	50	60	16	28	42	38
59	26	42	53	36	12	14	20	60	58	54	22	30	44	50
60	60	104	139	96	82	74	92	22	34	78	82	116	126	80

S	76	77	78	79	83	84	85	86	87	88	90	92	93	94	97	101	102
31	84	52	60	34	72	28	30	72	51	48	60	36	51	68	34	10	66
32	96	12	14	80	34	74	62	24	92	88	98	77	55	40	16	37	33
33	74	110	118	73	122	67	68	132	86	82	24	71	86	98	90	33	121
34	52	80	88	52	92	46	30	100	70	66	18	55	70	68	61	46	98
35	28	100	108	90	108	84	58	120	108	104	48	93	108	86	76	75	114
36	26	92	104	106	88	100	62	112	106	129	68	91	106	68	70	79	109
37	42	90	98	98	66	92	53	102	116	112	76	101	116	44	63	72	102
38	12	82	90	82	96	76	54	96	100	96	60	85	100	72	66	70	104
39	8	98	106	94	108	88	60	108	112	108	60	97	112	84	76	78	115
40	30	108	102	100	82	94	57	112	118	114	74	103	118	60	69	77	108
41	74	40	48	50	54	44	18	52	68	64	58	53	68	38	23	17	58
42	42	72	80	84	66	78	40	88	102	98	58	87	102	44	48	42	87
43	85	32	44	64	40	58	44	50	////	78	75	67	////	26	14	43	53
45	56	102	110	72	114	66	54	118	90	86	24	75	90	100	83	70	121
46	62	108	116	78	120	72	55	124	96	92	12	81	96	108	87	68	123
47	54	76	84	44	92	38	28	92	62	58	32	50	62	66	57	37	92
48	48	86	94	62	96	56	40	102	80	76	26	65	80	82	67	53	104
49	64	52	60	38	72	32	16	68	56	52	54	41	56	54	35	15	69
50	62	82	88	96	62	90	69	96	112	108	88	97	112	40	61	72	100
51	42	116	120	114	86	108	70	128	140	128	90	125	140	64	77	86	116
52	34	70	78	64	88	58	35	86	82	78	34	67	82	64	57	15	96
53	26	96	104	102	92	96	64	128	120	116	68	105	120	60	74	82	113
54	60	114	122	80	116	74	63	130	98	94	34	83	98	102	92	79	130
55	60	50	58	46	58	40	11	66	64	60	52	49	64	44	33	29	72
56	24	104	112	100	114	94	65	120	118	114	54	103	118	90	82	81	121
57	66	36	44	62	48	56	29	50	80	76	64	65	80	28	20	31	58
58	60	62	70	68	48	80	48	78	94	90	72	79	94	24	45	56	84
59	50	58	66	84	58	78	39	72	102	98	64	87	102	36	42	51	82
60	84	156	150	158	118	152	108	172	176	172	120	161	176	94	116	125	156

S	1	3	4	5	6	7	8	9	10	11	12	13	14	15
61	18	14	18	24	44	88	70	44	22	24	20	24	24	20
62	36	40	40	36	94	45	26	8	38	42	32	40	22	16
63	75	79	79	68	127	51	57	63	77	85	73	79	61	55
64	28	32	32	22	90	50	30	9	24	34	26	26	14	14
65	44	48	48	42	66	56	40	27	42	50	38	44	30	26
66	34	38	38	28	60	64	54	20	32	40	26	34	20	12
67	52	56	56	50	74	52	40	36	56	56	48	58	40	34
68	46	42	46	56	10	120	108	86	48	52	54	50	62	72
69	36	32	36	44	20	112	98	75	38	42	44	40	52	62
70	20	24	18	22	76	86	67	49	22	14	28	16	34	38
71	56	52	56	64	72	67	54	52	58	62	52	60	56	46
72	48	52	52	46	82	41	28	34	48	54	42	50	34	28
73	56	60	60	54	94	32	18	29	58	62	50	60	44	38
75	76	64	68	80	68	105	92	80	74	74	67	76	78	70
76	12	14	8	22	70	89	76	50	16	6	22	18	28	38
77	90	94	94	86	120	53	66	72	88	98	80	90	72	66
78	98	102	102	94	128	61	74	80	96	106	88	98	80	74
79	86	90	90	76	130	24	26	64	82	87	80	84	74	68
83	94	92	96	94	108	71	74	80	96	102	88	98	86	78
84	80	84	84	70	124	23	22	58	76	81	74	78	68	62
85	54	58	54	44	90	38	22	18	48	58	46	53	35	33
86	102	106	110	100	150	67	82	96	106	110	98	108	90	82
87	104	108	108	94	148	44	51	88	100	112	100	102	92	86
88	100	104	104	90	144	35	40	84	96	108	96	98	88	82
90	58	60	60	50	116	58	48	33	51	64	54	56	44	44
92	89	93	93	79	133	25	32	73	85	97	85	87	77	71
93	104	108	108	94	148	32	50	88	100	112	100	102	92	86
94	74	70	74	72	84	70	60	57	72	72	64	74	62	58
97	68	70	71	63	104	39	39	101	68	75	63	68	55	49
101	72	74	74	65	113	13	16	43	70	78	68	70	55	52
102	107	108	110	102	143	67	71	88	106	114	102	107	93	87

S	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
61	28	16	22	38	50	42	24	14	26	14	30	44	32	40	44
62	20	30	30	18	24	30	28	36	64	51	36	24	28	30	10
63	53	67	69	43	77	87	67	69	101	93	85	35	71	85	45
64	16	26	22	28	14	18	18	34	58	44	26	36	18	18	20
65	26	28	38	10	46	58	36	20	56	44	50	10	38	56	14
66	8	20	28	16	34	44	24	10	50	36	40	24	28	42	20
67	36	36	46	22	54	66	42	30	71	53	64	8	46	53	24
68	64	54	52	78	76	76	54	52	24	30	56	78	60	68	78
69	56	44	43	62	66	63	44	42	12	20	46	66	50	58	70
70	40	34	26	54	34	28	28	38	44	34	14	62	22	26	52
71	42	44	56	34	70	78	52	38	66	56	66	27	66	76	36
72	26	36	40	14	50	60	38	40	76	64	56	8	42	58	16
73	36	46	48	22	40	50	50	52	86	74	66	22	52	52	28
75	64	64	76	60	92	94	78	60	76	68	82	60	84	92	80
76	40	26	16	48	44	38	26	34	40	28	20	58	26	36	48
77	62	74	82	52	90	90	76	72	118	106	100	43	86	88	56
78	70	82	90	60	98	98	84	80	126	114	108	51	95	96	64
79	70	82	92	62	60	68	76	86	114	102	92	56	76	66	62
83	80	82	94	62	92	92	84	70	103	86	104	52	92	90	66
84	64	76	86	56	54	62	70	80	108	96	86	50	70	60	56
85	29	43	46	18	36	42	38	44	78	68	55	20	42	42	15
86	78	90	78	66	104	104	90	88	130	118	112	64	108	102	70
87	88	100	110	80	82	90	94	104	132	120	110	74	90	90	80
88	84	96	106	76	78	86	90	100	128	116	106	70	86	86	76
90	44	54	56	52	30	34	56	68	83	74	48	51	44	38	48
92	73	85	95	65	67	75	79	89	117	105	95	59	75	75	65
93	88	100	110	80	82	90	94	104	132	120	110	74	90	90	80
94	58	58	62	36	70	70	64	48	80	64	84	30	68	68	42
97	45	58	65	33	68	72	59	53	90	78	71	27	62	70	38
101	51	63	67	41	54	60	62	62	99	87	72	35	61	61	40
102	84	96	103	72	106	110	97	92	129	118	110	66	100	108	77

S	31	32	33	34	35	36	37	38	39	40	41	42	43	44
61	80	90	78	58	36	8	21	18	30	6	68	18	63	62
62	34	62	48	18	48	46	50	36	48	52	26	34	51	40
63	60	19	97	71	85	76	79	77	85	93	31	65	13	91
64	38	76	46	12	36	42	44	28	38	46	40	30	62	30
65	46	52	78	38	52	38	30	44	54	36	30	16	28	64
66	58	70	68	34	46	28	28	32	44	28	52	9	51	50
67	46	40	84	48	66	48	52	54	62	48	24	26	15	70
68	114	128	104	84	64	38	46	46	58	38	108	54	98	92
69	102	116	92	72	52	29	38	36	46	28	96	42	88	80
70	86	100	64	38	16	30	54	22	10	38	86	46	88	42
71	60	44	100	66	90	56	32	54	68	50	38	32	26	84
72	34	46	82	44	54	60	56	48	54	56	14	38	24	64
73	20	46	78	38	68	68	68	56	66	74	10	42	29	61
75	96	98	130	92	82	60	36	68	80	54	87	52	74	114
76	84	96	74	52	28	26	42	12	8	30	74	42	85	56
77	52	12	110	80	100	92	90	82	98	108	40	72	32	102
78	60	14	118	88	108	104	98	90	106	102	48	80	44	110
79	34	80	73	52	90	106	98	82	94	100	50	84	64	72
83	72	34	122	92	108	88	66	96	108	82	54	66	40	114
84	28	74	67	46	84	100	92	76	88	94	44	78	58	66
85	30	62	68	30	58	62	53	54	60	57	18	40	44	54
86	72	24	132	100	120	112	102	96	108	112	52	88	50	118
87	51	92	86	70	108	106	116	100	112	118	68	102		90
88	48	88	82	66	104	129	112	96	108	114	64	98	78	86
90	60	98	24	18	48	68	76	60	60	74	58	58	75	24
92	36	77	71	55	93	91	101	85	97	103	53	87	67	75
93	51	92	86	70	108	106	116	100	112	118	68	102		90
94	68	40	98	68	86	68	44	72	84	60	38	44	26	100
97	34	16	90	61	76	70	63	66	76	69	23	48	14	83
101	10	37	66	46	75	79	72	70	78	77	17	56	35	70
102	66	33	121	98	114	109	102	104	115	108	58	87	53	121

S	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	64	60	50	70	32	16	40	12	68	54	38	46	28	26	60
62	38	12	26	20	84	66	20	50	50	22	60	34	52	42	104
63	91	63	81	45	65	92	65	82	101	39	95	27	51	53	139
64	34	16	14	32	64	58	10	42	38	32	48	44	46	36	96
65	56	36	52	36	62	46	32	64	84	20	64	18	24	12	82
66	58	36	40	50	40	42	24	34	60	34	52	38	22	14	74
67	70	46	58	34	42	56	42	54	80	18	72	10	20	20	92
68	98	90	82	102	62	26	68	36	98	96	68	98	60	60	22
69	92	78	70	56	50	18	58	24	86	84	56	88	50	58	34
70	48	58	36	72	68	54	36	32	52	66	8	72	60	54	78
71	80	60	70	50	28	56	58	60	92	30	78	22	16	22	82
72	66	36	48	20	48	76	36	60	70	6	66	10	28	30	116
73	56	26	42	8	54	98	46	70	68	10	76	18	42	44	126
75	118	112	96	84	22	56	88	62	118	66	88	64	38	50	80
76	62	54	48	64	62	42	34	26	60	60	24	66	60	50	84
77	108	76	86	52	82	116	70	96	114	50	104	36	62	58	156
78	116	84	94	60	88	120	78	104	122	58	112	44	70	66	150
79	78	44	62	38	96	114	64	102	80	46	100	62	68	84	158
83	120	92	96	72	62	86	88	92	116	58	114	48	48	58	118
84	72	38	56	32	90	108	58	96	74	40	94	56	80	78	152
85	55	28	40	16	69	70	35	64	63	11	65	29	48	39	108
86	124	92	102	68	96	128	86	128	130	66	120	50	78	72	172
87	96	62	80	56	112	140	82	120	98	64	118	80	94	102	176
88	92	58	76	52	108	128	78	116	94	60	114	76	90	98	172
90	12	32	26	54	88	90	34	68	34	52	54	64	72	64	120
92	81	50	65	41	97	125	67	105	83	49	103	65	79	87	161
93	96	62	80	56	112	140	82	120	98	64	118	80	94	102	176
94	108	66	82	54	40	64	64	60	102	44	90	28	24	36	94
97	87	57	67	35	61	77	57	74	92	33	82	20	45	42	116
101	68	37	53	15	72	86	15	82	79	29	81	31	56	51	125
102	123	92	104	69	100	116	96	113	130	72	121	58	84	82	156

S	61	62	63	64	65	66	67	68	69	70	71	72	73	75
61	///	52	77	48	32	24	68	42	30	36	40	52	64	57
62	52	////	55	14	28	30	40	84	72	52	46	26	18	84
63	77	55	////	65	39	57	27	121	106	91	35	35	39	81
64	48	14	65	////	34	26	42	68	62	42	56	38	34	84
65	32	28	39	34	////	18	12	72	66	64	26	18	28	54
66	24	30	57	26	18	////	26	62	56	50	34	34	46	58
67	68	40	27	42	12	26	////	82	76	68	16	16	28	60
68	42	84	121	68	72	62	82	////	12	68	74	94	106	82
69	30	72	106	62	66	56	76	12	////	60	68	86	98	70
70	36	52	91	42	64	50	68	68	60	////	74	64	76	46
71	40	46	35	56	26	34	16	74	68	74	////	30	42	48
72	52	26	35	38	18	34	16	94	86	64	30	////	12	70
73	64	18	39	34	28	46	28	106	98	76	42	12	////	82
75	57	84	81	84	54	58	60	82	70	46	48	70	82	////
76	32	50	89	42	56	42	62	60	50	18	70	60	70	84
77	94	72	28	82	54	70	42	124	112	100	58	44	56	104
78	102	80	29	90	62	78	50	132	134	108	66	52	64	112
79	102	54	77	60	64	78	64	126	114	100	82	58	48	118
83	86	82	27	86	54	70	40	78	78	112	36	54	64	84
84	96	48	71	54	58	72	58	120	108	94	76	52	42	112
85	57	16	55	26	27	32	28	96	86	69	44	22	11	86
86	108	88	46	116	66	84	62	140	128	116	80	60	72	120
87	120	72	99	70	82	96	82	144	149	118	100	76	66	136
88	116	68	95	66	80	92	78	140	128	114	96	72	62	132
90	76	36	89	30	56	52	66	102	90	66	84	62	56	110
92	105	57	84	55	67	81	67	129	134	103	85	61	51	121
93	120	72	99	70	82	96	82	144	149	118	100	76	66	136
94	54	58	23	64	32	46	22	98	86	90	14	36	46	60
97	66	48	14	56	35	48	26	99	91	83	36	25	32	81
101	75	36	38	47	43	54	40	107	100	83	54	28	20	93
102	105	85	49	95	74	86	65	138	130	121	75	63	67	120

S	76	77	78	79	83	84	85	86	87	88	90	92	93	94	97	101	102
61	32	94	102	102	86	96	57	108	120	116	76	105	120	54	66	75	102
62	50	72	80	54	82	48	16	88	72	68	36	57	72	58	48	36	82
63	89	28	29	77	27	71	55	46	99	95	89	84	96	23	14	38	42
64	42	82	90	60	86	54	26	116	70	66	30	55	70	64	56	47	92
65	56	54	62	64	54	58	27	66	82	80	56	67	82	32	35	43	72
66	42	70	78	78	70	72	32	84	96	92	52	81	96	46	48	54	82
67	62	42	50	64	40	58	28	62	82	78	66	67	82	22	26	40	62
68	60	124	132	126	78	120	96	140	144	140	102	129	144	98	99	107	132
69	50	112	134	114	78	108	86	128	149	128	90	134	149	86	91	100	132
70	18	100	108	100	112	94	69	116	118	114	66	103	118	90	83	83	122
71	70	58	66	82	36	76	44	80	100	96	84	85	100	14	36	54	72
72	60	44	52	58	54	52	22	60	76	72	62	61	76	36	25	28	62
73	70	56	64	48	64	42	11	72	66	62	56	51	66	46	32	20	62
75	84	104	112	118	84	112	86	120	136	132	110	121	136	60	81	93	122
76	////	102	110	96	110	90	62	114	114	110	70	99	114	94	81	84	122
77	102	////	9	81	40	75	64	18	100	86	98	85	63	50	18	39	22
78	110	9		89	48	83	72	16	107	96	106	58	70	92	26	47	22
79	96	81	89	////	108	6	50	100	28	18	68	13	28	89	60	36	82
83	110	40	48	108	////	102	75	52	126	122	118	111	89	24	34	57	52
84	90	75	83	6	102	////	44	94	34	26	62	19	34	83	55	30	82
85	62	64	72	50	75	44	////	88	70	65	42	55	70	54	39	29	72
86	114	18	16	100	52	94	88	////	101	92	84	86	64	64	34	53	82
87	114	100	107	28	126	34	70	101	////	11	90	20	21	102	83	58	92
88	110	86	96	18	122	26	66	92	11	////	86	11	17	104	73	48	82
90	70	98	106	68	110	62	42	84	90	86	////	75	90	86	74	55	112
92	99	85	92	13	111	19	55	86	20	11	75	////	25	87	63	38	82
93	114	63	70	28	89	34	70	64	21	17	90	25	////	102	70	45	72
94	94	50	87	89	24	83	54	64	102	104	86	87	102	////	32	57	62
97	81	18	26	60	34	55	39	34	83	73	74	63	70	32	////	25	42
101	84	39	47	36	57	30	29	53	58	48	55	38	45	57	25	////	52
102	120	24	23	82	57	86	75	8	94	89	110	83	75	68	42	56	///

Matrix B - RELIEVING MATRIX FOR NEWCASTLE and SURROUNDING AREAS

	75	202	220	222	231	251	252	254	255	260	304	320	344	349	357
75	///			196	205	217	237	242	217	234	82	232		227	227
222	196	92	114	///	28	26*	42	104	18*	36*	140	32*	103	80	34
231	205			28	///	12	30	80	22	36	140	30		56	26
251	217	64	89	26*	12	///	26	80	12*	24*	170	20*	79	52	14
252	237			42	30	26	///	98	24	6	166	6		70	20
254	242			104	80	80	98	///	93	100	168	96		28	89
255	217	77	102	18*	22	12*	24	93	///	18*	162	16*	92	65	16
260	234	86	110	36*	36	24*	6	100	18*	///	190	6*	100	74	12
304	82			140	140	170	166	168	162	190	///	176		164	160
320	232	82	105	32*	30	20*	6	96	16*	6*	176	///	95	70	8
349	227			80	56	52	70	28	65	74	164	70		///	64
351	111			98							35				
357	227			34	26	14	20	89	16	12	160	8		64	///
373	251			80	58	54	52	60	63	56	186	52		32	50
374	254			88	66	64	60	52	70	64	191	63		26	58
376	231			34	34	22	10	97	16	4	159	6		73	14
377	225			47	26	21	36	68	34	38	161	33		42	25
383	174			75	54	66	90	81	76	90	89	86		77	80
404	229			32	26	14	12	92	14	12	158	6		66	4
446	256			72	52	44	32	109	44	36	190	36		82	30
447	184			14	40	42	56	115	32	50	114	48		91	48
454	247			64	45	39	34	65	46	38	182	32		37	30
458	202			32	6	18	40	76	26	40	137	34		54	84
460	115			88	113	114	36	150	107	124	42	121		145	122
462	254	72	97	38*	30	22*	12	88	22*	16*	190	14*	87	60	8
464	189			42	22	28	50	73	44	50	130	48		62	44
484	222			40	17	12	22	82	22	22	156	18		56	10
485	182			62	36	46	72	86	64	72	117	65		76	56
486	232	76	101	32*	28	20*	12	92	16*	12*	172	6*	91	64	4
498	230			46	18	18	42	61	33	40	152	37		34	30
500	211			14	10	15	30	92	8	26	140	24		66	24
504	94			150	158	167	191	184	168	187	28	184		180	179

	373	374	376	377	382	383	402	404	418	432	444	446	447	454	455	458
75	251	254	231	225		174		229				256	184	247		202
222	80	88	34	47	141	75	141	32	128	75		72	14	64	95	32
231	58	66	34	26		54		26				52	40	45		6
251	54	64	22	21	125	66	104	14	104	50		44	42	39	69	18
252	52	60	10	36		90		12				32	56	34		40
254	60	52	97	68		81		92				109	115	65		76
255	63	70	16	34	125	76	117	14	117	59		44	32	46	78	26
260	56	64	4	38	120	90	124	12	124	52		36	50	38	72	40
304	186	191	159	161		89		158				190	114	182		137
320	52	63	6	33	117	86	120	6	120	50		36	48	32	67	34
349	32	26	73	42		77		66				82	91	37		54
351																
357	50	58	14	25		80		4				30	48	30		84
373	///	8	56	31	8	100		50			104	64	91	20	14	62
374	8	///	66	41		102		60				73	100	29		68
376	56	66	///	38		88		12				40	46	42		50
377	31	41	38	///		72		28				49	59	22		31
383	100	102	88	72		///		80				105	70	92		50
404	50	60	12	28		80		///				42	46	32		34
446	64	73	40	49		105		42				///	76	46		40
447	91	100	46	59		70		46				76	///	78		46
454	20	29	42	22		92		32				46	78	///		50
458	62	68	50	31		50		34				40	46	50		///
460	166	173	120	134		72		120				151	75	150		119
462	41	50	20	28	103	86	112	12	112	37		22	54	24	56	36
464	71	80	64	40		40		42				74	60	60		14
484	48	57	24	16		72		13				38	54	30		22
485	94	101	72	61		30		60				88	78	81		32
486	46	55	12	28	109	88	116	6	116	43		28	48	28	61	38
498	43	50	39	11		68		33				59	57	31		21
500	68	76	24	12		78		22				52	26	52		26
504	203	205	181	180		107		180				209	139	200		153

	460	462	464	484	485	486	497	498	500	504
75	115	254	189	222	182	232		230	211	94
222	88	38*	42	40	62	32*	86	46	14	150
231	113	30	22	17	36	28		18	10	158
251	114	22*	28	12	46	20*	58	18	15	167
252	36	12	50	22	72	12		42	30	191
254	150	88	73	82	86	92		61	92	184
255	107	22*	44	22	64	16*	71	33	8	168
260	124	16*	50	22	72	12*	80	40	26	187
304	42	190	130	156	117	172		152	140	28
320	121	14*	48	18	65	6*	76	37	24	184
349	145	60	62	56	76	64		34	66	180
351	9									60
357	122	8	44	10	56	4		30	24	179
373	166	41	71	48	94	64		43	68	203
374	173	50	80	57	101	55		50	76	205
376	120	20	64	24	72	12		39	24	181
377	134	28	40	16	61	28		11	12	180
383	72	86	40	72	30	88		68	78	107
404	120	12	42	13	60	6		33	22	180
446	151	22	74	38	88	28		59	52	209
447	75	54	60	54	78	48		57	26	139
454	150	24	60	30	81	28		31	52	200
458	119	36	14	22	32	38		21	26	153
460	///	128	106	124	100	124		132	102	64
462	128	///	52	16	66	6*	66	35	30	186
464	106	52	///	34	22	50		33	38	143
484	124	16	34	///	54	13		23	30	172
485	100	66	22	54	///	64		51	54	133
486	124	6*	50	13	64	///	70	34	24	186
498	132	35	33	23	51	34		///	170	170
500	102	30	38	30	54	24		170	///	164
504	64	186	143	172	133	186		170	164	///

**Matrix C - RELIEVING MATRIX FOR WOLLONGONG,
CAMPBELLTOWN and BLUE MOUNTAINS COUNCIL AREAS.**

	33	82	86	88	207	241	242	277	325	343	363	422	461	474	488	503
33	///		132	82	124	74		118	38	///	///	114	72	104	128	96
82		///								112						
86	132		///	126	///	///		///	///	100	///	///	///	///	///	///
88	82		126	///	136	78		122	84	///	///	118	76	108	130	108
207	124		///	136	///	60		16	104	///	///	36	66	30	14	40
241	74		///	78	60	///		44*	46	///	///	42*	7	30	54	22*
242												42				
277	118		///	122	16	44*		///	96	///	///	26*	52	14	30	27*
325	38		///	84	104	46		96	///	///	///	84	36	74	98	64
343	///	112	100	///	///	///		///	///	///	70	///	///	///	///	///
363	///		///	///	///	///		///	///	70	///	///	///	///	///	///
422	114		///	118	36	42*	42	26*	84	///	///	///	48	16	22	22*
461	72		///	76	66	7		52	36	///	///	48	///	38	62	28
474	104		///	108	30	30		14	74	///	///	16	38	///	30	12
488	128		///	130	14	54		30	98	///	///	22	62	30	///	34
503	96		///	108	40	22*		27*	64	///	///	22*	28	12	34	///