



# Meals and Refreshment Allowances Prosecution Claim Form

The Union is prosecuting the Department for breaches of the Awards in so far as it is failing to pay members incident and overtime meal and refreshment allowances by the end of the shift or overtime, in accordance with Clause 10 of the Permanent Award and Clause 8 of the Retained Award.

Each time a member is not paid their due entitlement in accordance with the relevant Award, by the end of the shift or overtime, a breach of the award has been committed. The Department may be fined up to \$10,000 for each breach.

**It is important for the success of the Union's prosecution that we collect all evidence of each and every breach.**

Therefore, all Station Delegates are asked to:

1. Use this form to make a list of all incident and overtime meal and refreshment allowances not paid to members at their stations in accordance with the relevant Award (ie. by the end of the shift or overtime) as of the **week ending 20 May 2012** and send it to the union at [office@fbeu.net](mailto:office@fbeu.net) or by fax on 9218 3488; and
2. Continue to make a weekly list of all such unpaid allowances, and similarly send it to the union at [office@fbeu.net](mailto:office@fbeu.net) or by fax on 9218 3488 as soon as possible in the following week.

Date the allowance was claimed	Service No. & Name of the members making the claim	Nature of allowance (refreshment, incident meal or overtime meal)	Was the allowance received at a later date? If so, on what date?

