

CROWN EMPLOYEES (FIRE AND RESCUE NSW RETAINED FIREFIGHTING STAFF) AWARD ~~2011~~2013

INDUSTRIAL RELATIONS COMMISSION OF NEW SOUTH WALES

Application by ~~New South Wales~~ Fire Brigade Employees' Union of New South Wales

(~~No~~No. IRC 134 of 2013)

Before the Commission

AWARD

PART A

1. Introduction

- 1.1 This Award shall be known as the Crown Employees (Fire and Rescue NSW Retained Firefighting Staff) Award ~~2011~~2013.
- 1.2 This Award regulates the rates of pay and conditions of employment for employees covered by this Award.

2. Index

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PART B

MONETARY RATES

Table 1 - Payment Entitlement Codes

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3. Basic Wage

- 3.1 This Award, in so far as it fixes rates of pay, is made by reference and in relation to a basic wage for adults 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.

4. Definitions

“Average weekly earnings” means the greater weekly average of the total amount paid by the Department to the employee for either twelve months or five years immediately prior to the date on which leave is commenced excluding any periods of Special Leave Without Pay, unpaid leave and/or suspension.

“Brigade” for the purposes of this Award means any individual brigade of Fire and Rescue NSW constituted under the *Fire Brigades Act 1989*.

“Commissioner” means Commissioner of the Department holding office as such under the *Public Sector Employment and Management Act 2002*.

“Department” means Fire and Rescue NSW established by the *Fire Brigades Act 1989* and as a Department under Schedule 1 of the *Public Sector Employment and Management Act 2002*.

“DPE” means the Director of Public Employment, as established under the *Public Sector Employment and Management Act 2002*.

“Emergency Meal” means a Long Life Meal Pack supplied when the provision of a Substantial Meal is not practicable, the basis of which shall be a self-heating 320g meal that is generally meat based (except for special diet packs such as vegetarian or vegan packs) and shall also include one dried fruit or fruit and nut mix (Sunbeam Fruit and Nut 40g, Fruit on the Go 50g, or similar) and one cheese and biscuits (Uncle Tobys Le Snak Cheddar Cheese 20g, or similar) or one fruit pack (Goulburn Valley no added sugar 220 g, or similar) and one 100% fruit juice box (Just Juice 250 ml, or similar).

“Employee” means a person classified by the Department as a Retained Firefighter and appointed as a Volunteer Firefighter pursuant to the provisions of the *Fire Brigades Act 1989*.

“Fire District” has the same meaning as in the *Fire Brigades Act 1989*.

“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 Fire and Rescue NSW.

“Refreshments” means tea bags, instant coffee, boiling water, sugar, long life milk, two biscuits and one cereal bar (any bar from the following list: K Time Twists 37 g bar, All-Bran Baked Bars 40g bar, Uncle Tobys Crunchy Muesli Bars Apricot, Uncle Tobys Fruit Twist – Apple and Pear, or similar) or one Goulburn Valley or similar fruit pack 220 g (no added sugar) and one liquid meal drink (any drink from the following list: Sustagen Sport 250 ml, Up and Go 250 ml, or similar) or one carbohydrate/electrolyte beverage (Sqwincher Qwik Serv 42g sachet, or similar).

“Retainer” means the relevant amount set out at Entitlement Codes A, B, C, ~~or D, E or F~~ paid per fortnight to employees in accordance with their classification, ~~less the fortnightly equivalent of any contribution required pursuant to the Crown Employees (NSW Fire Brigades Firefighting Staff Death and Disability) Award 2009.~~

“Service” for the purposes of determining leave entitlements, means continuous service.

“Special Leave Without Pay” means a period of approved unpaid leave during which the employee’s retainer shall be unaffected.

“Substantial Meal” means a meal ~~similar in~~ identified in the Department’s Incident Ground Meals Guide, as published at the date of the making of this Award, or a meal of a similar nutritional and sensory quality standard ~~to that provided by domestic airlines to inflight passengers travelling interstate economy class.~~

“Union” means the ~~New South Wales~~ Fire Brigade Employees’ Union of NSW.

5. Intentions and Commitments

- 5.1 The intention of this Award is to regulate the rates of pay and conditions of employment for employees covered by this Award.
- 5.2 The specific commitment in relation to this Award is for the parties to jointly investigate the underlying causes of, and possible solutions for, retained availability shortages.

6. Rates of Pay and Allowances

- 6.1 Rates of pay and retainers shall be paid in accordance with the Entitlement Codes for an employee’s classification, as prescribed in subclause 6.3.1. The monetary amounts corresponding to the Entitlement Codes are as set out in Table 1 - Payment Entitlement Codes, of Part B, Monetary Rates.
- 6.2 The retainers include a loading in compensation for:
 - 6.2.1 Annual leave loading.
 - 6.2.2 The driving and operating of all vehicles operated by appropriately qualified employees as at 30 September 1999 and rescue and hazmat vehicles outside the GSA and the Newcastle, Lake Macquarie, Wollongong, Shellharbour, Gosford, Wyong and Blue Mountains Local Government Areas. The operation of any other vehicles shall be by agreement between the Union and the Department.
 - 6.2.3 Rescue, ~~Cordage, Hazmat & Unit Trainer~~ cordage and hazmat capabilities ~~and CBT qualifications required to be held under subclause 6.3~~ as at the date of the making of this Award.
- 6.3 Rates of Pay and Classifications
 - 6.3.1 Entitlement Codes

| Classification | Type of Payment and Entitlement Code | | |
|------------------------------------|--------------------------------------|----------------------|---|
| | Retainer per month | Rate of Pay 1st Hour | Each subsequent half-hour or part thereof |
| Captain A | A | G E | I G |
| Captain B | B | G | I |
| Senior Deputy Captain A | B | H F | J H |
| Deputy Captain B | C | H F | J H |
| Firefighter A | D | H F | J H |
| Firefighter B | E | H | J |
| Firefighter C | F | H | J |

6.3.2 All employees shall commence employment in the classification of Retained Firefighter ~~and shall be paid the Level C retainer rate.~~

6.3.3 ~~Progression of Retained Firefighters from Level C retainer payment to Level B retainer payment shall be subject to the satisfactory completion of:~~

~~6.3.3.1 12 months service from the date of commencement of employment as a retained firefighter; and~~

~~6.3.3.2 the training and/or training competencies specified, by the Commissioner on the advice of the Training Review Committee, for such progression.~~

In addition to the fortnightly retainers prescribed in Table 1 of Part B, employees who complete the requisite period of employment shall be paid the Service Allowance specified at Entitlement Code "S".

6.3.4 ~~Progression of Retained Firefighters from Level B retainer payment to Level A retainer payment shall be subject to the satisfactory completion of:~~

~~6.3.4.1 24 months service from the date of commencement of employment as a retained firefighter; and~~

~~6.3.4.2 the training and/or training competencies specified, by the Commissioner on the advice of the Training Review Committee, for such progression.~~

In addition to the fortnightly retainers prescribed in Table 1 of Part B, employees who are attached to a designated first responder brigade shall be paid the First Responder Allowance specified at Entitlement Code "Q".

6.3.5 Progression from Retained Firefighter to Deputy Captain or Captain, or from Deputy Captain to Senior Deputy Captain, or from Senior Deputy Captain to Captain shall in each case be subject to a vacancy and shall be determined solely on the basis of competitive merit selection. Selection Committees shall be constituted in accordance with the ~~Recruitment and Employment Guidelines and Procedures of the NSW Public Service~~ policies and procedures in operation at the commencement of this Award.

~~6.3.6 Progression of Deputy Captains from Level B retainer payment to Level A retainer payment shall be subject to the satisfactory completion of:~~

~~6.3.6.1 12 months service from the date of appointment as Deputy Captain; and~~

~~6.3.6.2 the training and/or training competencies specified, by the Commissioner on the advice of the Training Review Committee, for such progression.~~

~~6.3.7 Progression of Captains from Level B retainer payment to Level A retainer payment shall be subject to the satisfactory completion of:~~

~~6.3.7.1 12 months service from the date of appointment as Captain; and~~

~~6.3.7.2 the training and/or training competencies specified, by the Commissioner on the advice of the Training Review Committee, for such progression.~~

~~6.4 Employees appointed as Unit Trainers shall receive payment at the rates prescribed at Items G and I when delivering training at normal station drills, for the duration of the drill.~~

6.4 Training and ComSafe duties

6.4 Employees who are performing ComSafe activities, or who are delivering training to retained firefighters at Departmental training facilities shall be paid the hourly rate of pay specified at Entitlement Code "I" at Table 1 of Part B. Provided that employees who are assisting in the delivery of training, but not directly delivering that training (eg, prop handlers) shall be paid at the rate(s) prescribed for the employee's classification.

6.5 Calculation of Payment for Duties Performed

6.5.1 Employees shall be paid, subject to the provisions of subclause 6.5.2, for the total period of time spent performing duties, which shall be calculated as follows:

6.5.1.1 Attendance at Scheduled Weekend Training courses (including ComSafe and training duties pursuant to subclause 6.4) - the period of attendance shall be equivalent to the scheduled training hours.

6.5.1.2 ~~Major Emergencies Task Forces~~ - Periods of attendance for the purpose of calculating payment shall be calculated having regard to the provisions of subclause 29.5.

6.5.1.3 Attendance at Zone Conferences - the period of attendance shall be equivalent to the scheduled hours of the conference.

6.5.1.4 Royal Easter Show - periods of attendance for the purpose of calculating payment shall be calculated having regard to the provisions of subclause 6.8.

6.5.1.5 In all other instances - employees shall be paid continuously for the period that elapses from the time the employee signed on in the occurrence book commences duty at the employee's station, until the time such employee signs off in the occurrence book ceases duty at the employee's station.

6.5.2 The minimum periods of payment shall be as follows:

6.5.2.1 ~~Attendance~~Response to and/or attendance at an incident, or hazard reduction, ~~and unit training~~ - a minimum payment of one hour. All subsequent time thereafter shall be paid to the half hour. To avoid doubt, an employee who responds to the station for more than one call within a one hour period shall, provided that they have already ceased duty for the previous call, be entitled to a minimum payment of one hour for each such call.

6.5.2.2 Regular drills - a minimum payment of two hours.

6.5.2.3 All other authorised duties (excepting Travelling Time) - a minimum payment of one hour. All subsequent time to be paid to the minute.

6.5.2.4 Travelling time - where an employee is entitled to travelling time in terms of this Award, all such time shall be paid to the minute.

6.5.2.5 Standing By - where an employee performs stand by duties in accordance with subclause 6.78, such employee shall receive a minimum payment of ~~one hour~~ four hours. All subsequent time thereafter shall be paid to the minute.

6.5.2.6 Attendance at scheduled weekend training courses and zone conferences (including Comsafe and training duties pursuant to subclause 6.4) - a minimum payment of eight hours per day spent in attendance.

6.6 Attendance at Authorised Meetings and Other Duties

6.6.1 Where an employee is required to attend meetings or to perform other authorised duties, payment shall be made at the appropriate rate of pay for the employee’s classification ~~for the time spent in attendance.~~ pursuant to subclause 6.5.1.5. Such authorised duties include, but are not limited to, those duties that are set out in Table 3 - Authorised Duties, of Part B, Monetary Rates.

6.6.2 Employees seeking to attend meetings and/or perform duties in accordance with subclause 6.6.1 which are not referred to in the said Table 3 must receive authorisation from the relevant Captain, Inspector or higher ranking officer prior to the performance of such duties.

6.7 Retained authorised duties

6.7.1 Stations shall receive a monthly allocation of hours for the performance of authorised duties and attendance at meetings as listed:

| | | |
|-------------------------------------|---|--|
| 0-100 fire calls per year = | <u>Station duties</u> 26 hours per month | + 6 hours per month, per appliance (1½ hours per week) for the position of Engine Keeper |
| | <u>Other duties</u> 14 hours per month | + 8 hours per month, per appliance (2 hours per week) for employees who perform SIMS |
| | <u>Total</u> 40 hours per month | |
| 100-200 fire calls per year = | <u>Station duties</u> 26 hours per month | + 6 hours per month, per appliance (1½ hours per week) for the position of Engine Keeper |
| | <u>Other duties</u> 19 hours per month | + 8 hours per month, per appliance (2 hours per week) for employees who perform SIMS |
| | <u>Total</u> 45 hours per month | |
| 200+ fire calls per year = | <u>Station duties</u> 26 hours per month | + 6 hours per month, per appliance (1½ hours per week) for the position of Engine Keeper |
| | <u>Other duties</u> 24 hours per month | + 8 hours per month, per appliance (2 hours per week) for employees who perform SIMS |
| | <u>Total</u> 50 hours per month | |

6.7.2 Attendance at open days and local shows shall fall outside the allocated hours listed and shall be on the basis of approved time for the activity. For example on open days the approved time is 4 hours per firefighter with a maximum allowance of 16 hours per station (ie four personnel).

6.7.3 Training and station drills shall not be counted in the quota of hours allocated. Unused allocation of hours shall not be accumulated. A Captain or in their absence, a Deputy Captain, shall be responsible for the allocation of authorised duties. Such duties shall be allocated in an equitable and efficient manner amongst all interested staff.

6.8 Standing By for Non-Available Staff

6.78.1 Where an employee is required to stand by with a brigade to fill a vacancy created through the non-availability of firefighting staff, retained or permanent, such employee shall be paid at the rate prescribed at Entitlement Code ~~L“J”~~ of Table 1 of Part B of this Award for the period which elapses from the time the employee ~~signed on in the occurrence book of commences duty~~ at the

stand by station, until the time such employee ~~signs off in the occurrence book of~~ ceases duty at the stand by station. Provided that employees who perform stand by duties in accordance with this subclause shall not attract additional payment under this Clause for attendance at incidents or performing authorised duties or drills during the period of the stand by.

6.78.2 Employees who stand by at a station other than their own shall be paid the appropriate rate per hour prescribed for the employee's classification for the duration of the forward and return journeys between the employee's station and the location of the stand-by. All such time shall be paid to the minute.

6.78.3 Where it is necessary for an employee to use the employee's private vehicle to perform stand by duties, such employee shall be paid the rate per kilometre prescribed at Entitlement Code "~~K~~" of Table 1 of Part B for the forward and return journeys between their residence and their station, and the forward and return journeys between their station and the location of the stand-by.

6.89 Attendance at the Royal Easter Show

6.89.1 The following hourly rates shall be paid to employees working at the Royal Easter Show:

6.89.1.1 For Captain the rate prescribed at Entitlement Code "~~L~~" of Table 1 of Part B of this Award.

6.89.1.2 For ~~Senior Deputy Captain~~, Deputy Captain, and Firefighter ~~Levels A, B & C~~ the rate prescribed at Entitlement Code "~~N~~" of Table 1 of Part B of this Award.

6.89.2 The rates prescribed in 6.89.1 above are all incidence of employment rates and, standing anything else prescribed in this Award, employees receiving such rates shall:

6.89.2.1 only be entitled to be paid for the hours actually worked at the Royal Easter Show. Provided that, if an employee cannot attend for duty due to illness or incapacity and provides a medical certificate pursuant to subclause 16.3 then the employee shall be entitled to be paid for the hours that would have otherwise been worked.

6.89.2.2 not be entitled to any payment or compensation for travelling time or travelling costs in connection with attendance at the Royal Easter Show;

6.89.2.3 not be entitled to any payment or compensation with respect to either meals (except as provided for 6.89.4) and/or accommodation in connection with attendance at the Royal Easter Show;

6.89.2.4 not be entitled to the payment of overtime or downtime in connection with attendance at the Royal Easter Show.

6.89.3 All payments made under this subclause shall count for the purpose of any paid leave, ~~for example, calculating payment of annual leave in accordance with subclause 10.5.~~

6.89.4 In the event that the employees attend an incident while working at the Royal Easter Show such employees shall be entitled to the provisions of Clause 8 - Meals and Refreshments.

6.89.5 Attendance at the Royal Easter Show shall be treated as a period of authorised absence for the purposes of subclause 28.2.

6.910 Overtime

6.910.1 Where an employee works in excess of ~~ten (10)~~ eight (8) consecutive hours, such employee shall be paid at overtime rates for the hours worked in excess of ~~ten (10)~~ eight (8). Provided that the provisions of this subclause shall not apply to employees receiving payment under either ~~Clause 29, Attendance at Major Emergencies,~~ subclause 6.78.1, Standing By for Non-Available Staff or subclause 6.89, Attendance at the Royal Easter Show.

6.910.2 Overtime shall be paid for at the rate of time and one half for the first two (2) hours and at the rate of double time thereafter, for the rate(s) prescribed for the employee's classification, provided that all overtime shall be paid to the half hour in accordance with subclause 6.5.2.1.

6.10.3 In cases where an additional or local public holiday is Gazetted, or otherwise confirmed by the NSW Government, employees who actually work on such day(s), in the area covered by the public holiday, shall be paid at overtime rates for the hours actually worked on each such day.

6.10.11 Overpayments

6.4011.1 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 remuneration.

6.4011.2 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.

6.4011.3 The recovery rate of 10% of an employee's gross fortnightly remuneration referred to in subclause 6.4011.1, 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.

6.4011.4 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 6.4011.1, the Department shall have the right to deduct any balance of such overpayment from any monies owing to the employee on the employee's date of termination, resignation or retirement, as the case may be.

6.112 Payment of Monies

6.112.1 Employees shall be paid fortnightly.

6.112.2 Payments shall be made into a bank account specified by the employee, or other financial institutions acceptable to the Department and Union.

6.12.3 Employees shall be paid within two pay periods of the date of any work performed under this Award.

6.13 Payroll Deductions

6.1213.1 Except as provided for in subclause 6.1213.2, all salary deductions shall be made in accordance with Treasury Guidelines.

6.1213.2 Upon application by an employee, the Department shall make deductions from the employee's pay for Union subscriptions and shall forward the amount so deducted to the Union as soon as possible thereafter.

6.1314 Method of Calculation of any Future Adjustment

6.1314.1 In the event of any future adjustment which is to be applied to the rates for Retainers, or Rates of Pay, then subject to subclause 6.1314.2, the formulae in the following table shall be applied:

| Type of Payment | Method of Calculation of Future Adjustment |
|---------------------------|--|
| Retainer | Add increase then round off to the nearest ten cents |
| Rate of Pay - 1st Hour | Multiply by 38, add the increase, round off to the nearest 10 cents, then divide by 38 and round up to the nearest cent |

| | |
|---|---|
| Each subsequent Half-hour or part thereof | Divide the “1st hour” rate by 2 and round up to the nearest cent. |
| ComSafe Rate - per hour | Multiply the hourly rate of pay of a FRNSW permanent Operational Support Level 1 employee by two and round up to the nearest cent. |
| Stand By Rate – per hour | Multiply the hourly rate of pay of a FRNSW permanent Qualified Firefighter by two and round up to the nearest cent. |
| Service Allowance | Add increase to the 5-10 years rate and round up to the nearest cent, then multiply by two for 10-15 years rate, and by three for the 15-plus years rate. |

6.14.2 The formulae prescribed in subclause 6.14.1 are not applicable in cases where a future adjustment is a flat dollar amount per week. In the event of such a flat increase occurring, any adjustments are to be made in accordance with the provisions prescribed for the application of that increase.

7. Higher Duties

- 7.1 Except in the case of a **Senior Deputy Captain** or Deputy Captain performing Higher Duties as a Captain, the provisions and procedures of this clause shall apply when an employee acts up and performs Higher Duties. Provided that when a **Senior Deputy Captain** or Deputy Captain performs Higher Duties as a Captain, the **Senior Deputy Captain** or Deputy Captain shall be paid for such duties in terms of subclause 7.3.
- 7.2 An employee shall not be entitled to perform Higher Duties unless the employee is qualified to perform such duties.
- 7.3 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. Provided that the difference between the employee’s retainer and the retainer for the classification in which the Higher Duties are performed shall not be paid unless the Higher Duties are performed for a continuous period of seven days or more.
- 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 to be more than one month 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 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 public sector**.

7.5 Attendance at an Incident

- 7.5.1 Any Higher Duties entitlement in terms of this clause which was actually being paid, or which should have been paid, during a period immediately prior to an incident, shall not be diminished as a consequence of the incident.
- 7.5.2 Except as provided for in 7.5.1, the only other circumstances under which a Higher Duties payment is to be made during an incident is in a case where the Captain of that Brigade does not attend the incident. In such cases, only one employee shall be entitled to a Higher Duties payment in terms of this clause and that employee shall be the employee who was in charge of the ~~incident~~ **Brigade** for the majority of the time. To avoid doubt, in the case of attendance by

multiple Retained Brigades, a Higher Duties payment shall be made to the relevant employee from each Brigade whose Captain does not attend the incident.

- 7.5.3 For the purposes of 7.5.2, the term “Captain” shall also mean “Acting Captain” in cases where an employee was, during the period immediately prior to the incident, the Acting Captain in terms of this clause.

8. Meals and Refreshments

8.1 Attendance at an Incident

8.1.1 For the purposes of this clause, an “incident” also includes hazard reduction.

8.1.2 Where an employee attends an incident which extends for two hours or more: Refreshments shall be provided no later than two hours after the start of the incident.

~~8.1.2.1 In the GSA, Newcastle, Broken Hill, Wollongong, Gosford and Wyong Fire Districts, refreshments shall be provided no later than two hours after the start of the incident.~~

~~8.1.2.2 In all other Fire Districts, refreshments shall be provided as soon as possible after two hours but no later than three hours after the start of the incident.~~

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

8.2 Payment in Lieu of the Provision of Refreshments/Meals

8.2.1 Where ~~refreshments~~ Refreshments are not provided in terms of subclause 8.1.2, the Refreshment Allowance set at Entitlement Code “~~N~~“R” of Table 1 of Part B, shall be paid.

8.2.2 Where ~~meals are~~ an Emergency Meal is supplied in lieu of a Substantial Meal, the Refreshment Allowance set at Entitlement Code “R” of Table 1 of Part B, shall be paid.

8.2.3 Where a Substantial Meal or Emergency Meal is not provided in terms of subclause 8.1.3, the Meal Allowance set at Entitlement Code “M” of Table 1 of Part B, shall be paid.

~~8.3 Method of Payment of Allowances in Lieu of Refreshments/Meals~~

~~8.3.1 The payments referred to in this clause shall, subject to 8.3.1.1, be made prior to or at the cessation of duty.~~

~~8.3.1.1 In cases where the Officer in Charge is not, or due to circumstances beyond his or her control does not have sufficient funds available to make payment, the employee shall be paid at the earliest practicable opportunity after the cessation of duty.~~

~~8.48.3 Calculation of Future Adjustments to Refreshments/Meal Allowances~~

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

8.43.1.1 The Meal Allowance at Entitlement Code “M” of Table 1 of Part B, is the average, rounded to the nearest five cents, of the amounts prescribed for the overtime meal allowances for breakfast, lunch and dinner at Item 19 of Table 1 Part B of the Crown Employees (Public Service Conditions of Employment) Award 2002 as subsequently adjusted pursuant to subclause 8.3.1.3.

- 8.43.1.2 The Refreshment Allowance at Entitlement Code ~~"N"~~"R" of Table 1 of Part B, is half, rounded to the nearest five cents, of the amount at Entitlement Code ~~"M"~~"K" of Table 1 of Part B.
- 8.43.1.3 The amounts specified in subclauses 8.43.1.1 and 8.43.1.2 shall be ~~re-calculated and shall take effect from~~ adjusted on 1 July in line with the ~~same date, as any adjustments made to the~~ corresponding reasonable allowance amount for overtime ~~meal allowances for breakfast, lunch and dinner allowances in~~ meals for the appropriate financial year as published by the ~~Crown Employees (Public Service Conditions of Employment) Award 2002~~. Australian Taxation Office (ATO).

9. Use of Personal Transport

9.1 Attendance at an incident

- 9.1.1 Where it is necessary for an employee to use the employee's private vehicle to attend an incident, the employee shall be paid at the rate prescribed at Entitlement Code "K" of Table 1 of Part B, per kilometre, as follows:
- 9.1.1.1 The return distance from the employee's residence to the station or the distance actually travelled on the forward and return journeys to the station, which ever is the lesser; and
- 9.1.1.2 The return distance from the station to the incident, if it is necessary for the employee to use the employee's private vehicle to travel from the station to the incident.

9.2 Attendance at Authorised Meetings and Other Duties

- 9.2.1 Where an employee is required to use the employee's private vehicle to attend such meetings or to perform such other authorised duties as prescribed in subclause 6.6, the employee shall be paid the rate prescribed at Entitlement Code "K" of Table 1 of Part B, of this Award per kilometre for the actual distance necessarily and reasonably travelled for that purpose.
- 9.2.1.1 Provided that where an employee is authorised to, and does, use his or her own private vehicle and the principal purpose of the journey is, or is as a consequence of, the transportation of the Department's equipment and/or appliances from one location to another, then such employee shall be paid the appropriate rate per hour prescribed for the employee's classification in addition to the rate per kilometre prescribed at Entitlement Code "K" of Table 1 of Part B. Provided further that, for the purposes of this subclause:
- 9.2.1.1.1 An employee's turnout gear shall not be regarded as equipment.
- 9.2.1.1.2 The hourly rate shall be paid on a basis similar to travelling time. That is, no minimum period of payment and all time to be paid to the minute.
- 9.2.1.1.3 Where the reason for the journey is to attend an incident, the normal provisions of this Award shall apply in lieu of the provisions of this subclause.
- 9.2.2 The provisions of this clause shall not apply where transport is provided by the Department.
- 9.2.3 Employees who are required to attend such meetings or perform such authorised duties, but do not use their private vehicle and are therefore not entitled to claim the rate prescribed at Entitlement Code "K" of Table 1 of Part B, shall be entitled to claim travelling time and/or travelling expenses in accordance with clause 19, Travelling Compensation.

10. Annual Leave

- 10.1 On each anniversary of an employee's appointment to the Brigade, an employee shall be entitled to annual leave. Such annual leave shall accrue at the rate of ~~four~~ five weeks for each completed year of service and shall be taken in multiple periods of not less than 3 consecutive days.
- 10.2 An employee with less than twelve months service may, subject to approval by the Department and the requirements of subclause 10.1, take in advance leave which has accrued.
- 10.3 Wherever possible, annual leave shall be taken within six months of the date on which the leave becomes due. Provided that, in all cases, annual leave must be granted and taken within twelve months of the date on which it becomes due.
- 10.4 As far as possible, annual leave shall be granted to coincide with the employee's leave period from the employee's primary form of employment.
- ~~10.5 Payment for annual leave shall be calculated on the weekly average of the total amount paid by the Department to the employee for the twelve months immediately prior to the date on which leave is commenced excluding any periods of Special Leave Without Pay, unpaid leave and/or suspension. For the purposes of this subclause, "total amount" shall include all payments made to the employee by the Department, excluding payments made as compensation or reimbursement for expenses (eg. payments for meals, accommodation and for kilometres travelled).~~
- 10.5 Payment for annual leave shall be calculated on the employee's average weekly earnings, as defined at Clause 4.
- 10.6 An employee who is directed to return to duty in the case of an emergency whilst on annual leave, shall have any day or part thereof recredited- and be paid for all time so worked at overtime rates.
- 10.7 An employee shall be paid in advance for a period of approved annual leave, providing such employee has given a minimum of six weeks written notice of the date on which the leave is to commence.

11. Compassionate Leave

- 11.1 An employee, other than a casual employee, shall be entitled to up to two days compassionate leave without deduction of pay, on each occasion of the death of a person as prescribed in subclause 11.3 of this clause.
- 11.2 The employee must notify the employer as soon as practicable of the intention to take compassionate leave and will, if required by the employer, provide to the satisfaction of the employer proof of death.
- 11.3 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~~ Carer's Leave as set out in subparagraph 15.1.3.2 of clause 15, ~~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.
- 11.4 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.
- 11.5 Compassionate leave may be taken in conjunction with other leave available under subclauses 15.2 and 15.3 of clause 15. In determining such a request, the employer will give consideration to the circumstances of the employee and the reasonable operational requirements of the Department.

12. Long Service Leave

- 12.1 Subject also to the provisions of subclause 12.9, an employee shall be entitled to long service leave calculated on the following bases:
- 12.1.1 For all continuous service prior to 1 April 1963, and provided that such previous service is also continuous with the employee's current service, at the rate of three months, for twenty years of service.

- 12.1.2 For all continuous service ~~on and subsequent to between~~ 1 April 1963 and 21 February 2013, in the case of an employee who has completed ten years service, two months long service leave and for each five years completed service thereafter, a further one month long service leave.
- 12.1.3 For all continuous service on and subsequent to 21 February 2013, in the case of an employee who has completed ten years service, two months long service leave and for each ten years completed service thereafter, a further five months long service leave.
- ~~12.2 On termination of services, in respect of the number of years service with the Department since the employee last became entitled to an amount of long service leave, a proportionate amount on the basis of two months for ten years service.~~
- 12.32 In the case of an employee who has completed at least ~~ten~~ seven years service and whose services are terminated or cease for any reason, such employee shall be paid a proportionate amount calculated ~~at~~ pursuant to the ~~rate~~ relevant provision(s) of ~~two months for ten years service~~ subclause 12.1.
- 12.43 In the case of an employee who has completed at least five years but less than seven years service and whose services are terminated by the Department for any reason, other than 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, such employee (or in the event of the death of the employee, the employee's estate) shall be paid a proportionate amount calculated at the rate of two months for ten years service.
- 12.54 Long service leave shall be granted subject to the convenience of the Department, as and when such leave becomes due (i.e. after seven (7) years) or any time thereafter. Provided that an employee shall give at least twenty (20) days notice in writing of the intention to take such leave.
- ~~12.6 Long service leave shall be paid at the rate of full pay which, for the purposes of this clause, shall mean the greater average monthly remuneration received by the employee calculated over either the preceding twelve months or five years excluding any periods of Special Leave Without Pay, unpaid leave and/or suspension. The averages referred to in this subclause shall be calculated up to and including the end of the month immediately prior to the month during which the long service leave is taken or commences, as the case may be.~~
- ~~12.7 The term "remuneration" referred to in subclause 12.6 shall include all payments made to the employee by the Department, excluding payments made as compensation or reimbursement for expenses (e.g., payments for meals, accommodation and for kilometres travelled).~~
- ~~12.8~~12.5 Payment for long service leave shall be calculated on the employee's average weekly earnings, as defined at Clause 4.
- 12.6 An employee who is directed to return to duty in the case of an emergency while on long service leave shall have any day or part thereof recredited ~~and be paid for all time so worked at overtime rates.~~
- 12.97 Notwithstanding anything elsewhere provided by this clause, effective on and from the date of operation of this Award:
- 12.97.1 employees may apply to take pro-rata Long Service leave after the completion of seven (7) years of service. Additionally employees with such service shall be entitled to pro-rata Long Service leave on resignation or termination.
- 12.97.2 employees may apply to take a period of Long Service leave at double pay provided that:
- 12.97.2.1 The additional payment will be made as a non-superable taxable allowance payable for the period of the absence from work.
- 12.97.2.2 The employee's leave balance will be debited for the actual period of the absence from work and an equivalent number of days as are necessary to pay the allowance.

- 12.97.2.3 Other leave entitlements, e.g., recreation leave, sick leave and Long Service leave will accrue at the single time rate where an employee takes Long Service leave at double time.
- 12.97.2.4 Superannuation contributions will only be made on the basis of the actual absence from work, i.e., at the single time rate.
- 12.97.2.5 Where an employee elects to take Long Service leave at double pay, the minimum period of actual absence should be not less than one (1) week.
- 12.97.3 where a public holiday falls during a period of Long Service leave the employee shall be paid for that day and additionally it shall not be deducted from the period of the leave.
 - 12.97.3.1 In respect of public holidays that fall during a period of double pay Long Service leave an employee will not be debited in respect of the leave on a public holiday. The employees leave balance will however be reduced by an additional day to fund the non-superable taxable allowance.

13. Military Leave

- 13.1 Military leave may be granted to employees who are volunteer part-time members of the Defence Forces Reserves.
- 13.2 Such leave shall be available in accordance with the following provisions on a twelve month to twelve month basis, commencing on 1 July each year:
 - 13.2.1 For members of the Navy Reserve - thirteen calendar days for the purpose of annual training and thirteen calendar days for the purposes of attending a school, class or course of instruction, including in a teaching capacity.
 - 13.2.2 For members of the Army Reserve - fourteen calendar days for the purpose of annual training and fourteen calendar days for the purposes of attending a school, class or course of instruction, including in a teaching capacity.
 - 13.2.3 For members of the Air Force Reserve - sixteen calendar days for the purpose of annual training and sixteen calendar days for the purposes of attending a school, class or course of instruction, including in a teaching capacity.
- 13.3 Where a Commanding Officer certifies in writing that it is obligatory for a member of the Reserves to attend training for a period that exceeds the leave granted under subclause 13.2, the Commissioner may grant further Military Leave up to four calendar days in any one Military Leave year.
- 13.4 Periods of approved Military Leave shall be regarded as Special Leave ~~without~~ Without Pay.

14. Parental Leave

14.1 Definition of Parental Leave

- 14.1.1 For the purposes of this clause, Parental Leave is Maternity Leave, Paternity Leave or Adoption Leave.
- 14.1.2 Maternity Leave is leave 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.
- 14.1.3 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.

14.1.4 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 years (other than a child who has previously lived continuously with the employee for a period of at least six months or who is a child or step-child of the employee or of the employee's spouse).

14.1.5 For the purposes of this clause, "spouse" includes a de facto spouse and a former spouse.

14.2 Entitlement to Parental Leave

14.2.1 An employee is entitled to parental leave, as provided by this clause, in connection with the birth or adoption of a child.

14.2.2 Maternity Leave - all female employees who do not have the necessary service as prescribed in subclause 14.3.1 for paid Maternity Leave, shall be entitled to unpaid Maternity Leave of up to fourteen (14) weeks before the expected date of birth of the child.

14.2.3 Paid Maternity Leave may be granted to a female employee subject to the following conditions:

14.2.3.1 The female employee has applied for Maternity Leave within such time and in such manner as herein set out.

14.2.3.2 Before the expected date of birth has completed not less than forty weeks' continuous service. Paid Maternity Leave shall be for a period of fourteen (14) weeks at full pay or twenty-eight (28) weeks at half pay from the date Maternity Leave commences.

14.2.3.3 In addition to the unpaid or paid Maternity leave referred to in 14.2.2 & 14.2.3.2 respectively, all female employees shall be entitled to a further period of unpaid Maternity leave, provided that the total period of absence on Maternity leave shall not exceed sixty-one (61) weeks.

14.2.3.4 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.

14.2.4 Short Adoption Leave is an unbroken period of fourteen (14) weeks of unpaid leave, taken by an employee who does not have the necessary service for paid Adoption Leave as prescribed in subclause 14.3.1, from the time of placement of the child.

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

14.2.5.1 The employee has applied for Adoption Leave within such time and in such manner as herein set out.

14.2.5.2 Before the commencement of Adoption Leave the employee has completed not less than forty weeks' continuous service.

14.2.5.3 The employee is to be the primary care giver of the child.

14.2.5.4 Paid Adoption Leave shall be for a period of fourteen (14) weeks at full pay or twenty-eight (28) weeks at half pay of Adoption Leave or the period of Adoption Leave taken, whichever is the lesser period.

14.2.5.5 In addition to the unpaid or paid Adoption leave referred to in 14.2.4 & 14.2.5.4 of this subclause respectively, all employees shall be entitled to a further period of unpaid Adoption leave, provided that the total period of absence on Adoption leave shall not exceed sixty-one (61) weeks.

14.2.6 Paternity Leave is a period of up to a maximum of fifty-two (52) weeks of either unpaid or a combination of paid and unpaid parental leave taken from the date of birth of the child, or other termination of the pregnancy. Application for such leave must be made within such time and in such manner as herein set out. Paternity leave shall consist of:

14.2.6.1 an unbroken period of up to ~~one (1) week~~ **seven days** unpaid leave at the time of the birth of the child, or other termination of the pregnancy (short paternity leave)

an unbroken period of up to ~~one (1) week~~ **seven days** on full pay or ~~two (2) weeks~~ **14 days** on half pay at the time of the birth of the child, or other termination of the pregnancy provided that at such time the employee has completed not less than forty (40) weeks continuous service

14.2.6.2 In addition to the unpaid or paid Paternity leave referred to in 14.2.6.1, all male employees shall be entitled to a further period of unpaid Paternity leave in order to be the primary care-giver of the child (extended paternity leave), provided that the total period of absence on Paternity leave shall not exceed fifty-two (52) weeks.

14.2.7 Except as provided for in subclause 14.2.3 and 14.2.5, Parental Leave shall not extend beyond a period of one year after the child was born or adopted.

14.3 Length of Service for Eligibility

14.3.1 A female employee is entitled to paid Maternity Leave or, in the case of both male and female employees, paid Paternity or Adoption Leave only if the employee has had at least forty weeks' continuous service.

14.3.2 There is no minimum period of employment for eligibility for unpaid Parental Leave.

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

14.3.3.1 Any period of authorised leave or absence.

14.3.3.2 Any period of part-time work.

14.3.3.3 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 DPE.

14.4 Notices and Documents required to be given to the Commissioner

14.4.1 Maternity Leave - The notices and documents to be given to the Commissioner for the purposes of taking Maternity Leave are as follows:

14.4.1.1 The female employee should give at least eight weeks' written or oral notice of the intention to take the leave (unless it is not reasonably practicable to do so in the circumstances).

14.4.1.2 The female employee must, at least four weeks before proceeding on leave, give written notice of the dates on which the employee proposes to start and end the period of leave.

14.4.1.3 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.

14.4.2 Paternity Leave - The notices and documents to be given to the Commissioner for the purposes of taking Paternity Leave are as follows:

- 14.4.2.1 In the case of extended Paternity Leave, the employee should give at least ten weeks written or oral notice of the intention to take the leave (unless it is not reasonably practicable to do so in the circumstances).
- 14.4.2.2 The employee must, at least four weeks before proceeding on leave, give notice of the dates on which the employee proposes to start and end the period of leave.
- 14.4.2.3 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.
- 14.4.2.4 In the case of extended paternity leave, the employee must, before the start of leave, provide a statutory declaration by the employee stating:
 - 14.4.2.4.1 Any period of Maternity Leave sought or taken by his spouse.
 - 14.4.2.4.2 That he is seeking that period of extended Paternity Leave to become the primary care-giver of the child.
- 14.4.3 Adoption Leave - The notices and documents to be given to the Commissioner for the purposes of taking Adoption Leave are as follows:
 - 14.4.3.1 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 ten weeks before the expected date of placement (unless it is not reasonably practicable to do so in the circumstances).
 - 14.4.3.2 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 fourteen days before proceeding on such leave.
 - 14.4.3.3 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.
 - 14.4.3.4 In the case of extended Adoption Leave, the employee must, before the start of such leave, provide a statutory declaration by the employee stating:
 - 14.4.3.4.1 Any period of Adoption Leave sought or taken by his or her spouse.
 - 14.4.3.4.2 The employee is seeking that period of extended Adoption Leave to become the primary care-giver of the child.
- 14.4.4 An employee does not fail to comply with this clause if the failure was caused by:
 - 14.4.4.1 The child being born (or the pregnancy otherwise terminating) before the expected date of birth.
 - 14.4.4.2 The child being placed for adoption before the expected date of placement.
 - 14.4.4.3 Other compelling circumstances.
- 14.4.5 In the case of the birth of a living child, notice of the period of leave is to be given within two 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 weeks after the placement of the child.
- 14.4.6 An employee must notify the Commissioner of any change in the information provided under this clause within two weeks after the change.

14.4.7 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.

14.5 Continuity of Service

Parental leave does not break an employee's continuity of service, but subject to subclauses 14.5.1, 14.5.2 and 14.5.3 is not to be taken into account in calculating an employee's period of service for any other purposes.

14.5.1 Any period of paid Adoption, paid Maternity or paid Paternity 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.

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

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

14.6 Simultaneous taking of Parental Leave

Subject to subclause 14.20.1.1, Parental Leave is to be available to only one parent at a time, in a single unbroken period, except that both parents may simultaneously take:

14.6.1 For maternity and paternity leave, an unbroken period of up to one week at the time of the birth of the child;

14.6.2 For adoption leave, an unbroken period of up to three weeks at the time of the placement of the child.

14.7 Cancellation of Parental Leave

14.7.1 Before starting leave - Parental leave applied for but not commenced is automatically cancelled if:

14.7.1.1 The employee withdraws the application for leave by written notice to the Commissioner.

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

14.7.2 After starting leave -

If:

14.7.2.1 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:

14.7.2.1.1 If a child is still-born the female employee may elect to take available Sick Leave or Maternity Leave.

14.7.2.1.2 In the event of a miscarriage any absence from work is to be covered by the current Sick Leave provisions.

- 14.7.2.2 The child in respect of whom an employee is then on Parental Leave dies, or
 - 14.7.2.3 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 two 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.
- 14.7.3 The provisions of subclause 14.7 do not affect an employee's entitlement to special maternity leave or special adoption leave.

14.8 Parental Leave and other Leave

- 14.8.1 An employee may take any annual leave or long service leave to which the employee is entitled instead of, or in conjunction with parental leave.
- 14.8.2 However, the total period of leave cannot be so extended beyond the maximum period of Parental Leave authorised by this clause.
- 14.8.3 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.
- 14.8.4 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:
 - 14.8.4.1 Annual Leave or Long Service Leave.
 - 14.8.4.2 In the case of Maternity Leave - Sick Leave.

14.9 Employee and Commissioner may agree to interruption of Parental Leave by return to work -

- 14.9.1 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:
 - 14.9.1.1 A female employee who gives birth to a living child shall not resume duty until six 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.
 - 14.9.1.2 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 weeks notice (or less if acceptable to the Commissioner) of her intention to resume maternity leave must be given.
- 14.9.2 The period of leave cannot be extended by such a return to work beyond the maximum period of leave authorised by this clause.

14.10 Extension of period of Parental Leave

- 14.10.1 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 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.
- 14.10.2 Subject to the provisions of subclause 14.20, 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.

- 14.10.3 This subclause applies to an extension of leave whilst the employee is on leave or before the employee commences leave.

14.11 Shortening of period of Parental Leave

- 14.11.1 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 days before the leave is to come to an end.

14.12 Return to work after Parental Leave

- 14.12.1 An employee returning to work after a period of Parental Leave is entitled to be employed in:
- 14.12.1.1 The classification (if possible, at the same location) held by the employee immediately before proceeding on that leave.
 - 14.12.1.2 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.
- 14.12.2 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.
- 14.12.3 The provisions of subclause 14.12 extend to a female employee returning to work after a period of Special Maternity Leave and Sick Leave.

14.13 Payment

- 14.13.1 Payment for the fourteen (14) weeks on full pay or twenty-eight (28) weeks on half pay paid Maternity Leave may be made:
- 14.13.1.1 In advance in a lump sum.
 - 14.13.1.2 On a normal fortnightly basis.
 - ~~14.13.1.3 Payment for such period of leave shall be calculated on the weekly average of the total amount paid by the Department to the employee for the twelve months immediately prior to the date on which leave is commenced excluding any periods of Special Leave Without Pay, unpaid leave and/or suspension. For the purposes of this subclause, "total amount" shall include all payments made to the employee by the Department excluding payments made as compensation or reimbursement for expenses (eg. payments for meals, accommodation and for kilometres travelled).~~
 - 14.13.1.3 Payment for such period of leave shall be calculated on the employee's average weekly earnings, as defined at Clause 4.
- 14.13.2 Payment to eligible employees for the fourteen (14) weeks on full pay or twenty-eight (28) weeks on half pay paid Adoption Leave may be made:
- 14.13.2.1 In advance in a lump sum.
 - 14.13.2.2 On a normal fortnightly basis.
 - ~~14.13.2.3 Payment for such period of leave shall be calculated on the weekly average of the total amount paid by the Department to the employee for the twelve months immediately prior to the date on which leave is commenced excluding any periods~~

~~of Special Leave Without Pay, unpaid leave and/or suspension. For the purposes of this subclause "total amount" shall include all payments made to the employee by the Department excluding payments made as compensation or reimbursement for expenses (eg. payments for meals, accommodation and for kilometres travelled).~~

- 14.13.2.3 Payment for such period of leave shall be calculated on the employee's average weekly earnings, as defined at Clause 4.

14.14 Commissioner's Obligations

- 14.14.1 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:
- 14.14.1.1 The employee's entitlements to Parental Leave under this clause.
 - 14.14.1.2 The employee's obligations to notify the Commissioner of any matter under this clause.
- 14.14.2 Records - The Commissioner must keep for at least six 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.

14.15 Termination of Employment because of Pregnancy etc

- 14.15.1 The Commissioner must not terminate the employment of an employee because:
- 14.15.1.1 The employee is pregnant or has applied to adopt a child.
 - 14.15.1.2 The employee has given birth to a child or has adopted a child.
 - 14.15.1.3 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.
- 14.15.2 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.
- 14.15.3 This clause does not affect any other rights of a dismissed employee.

14.16 Replacement Employees

- 14.16.1 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).
- 14.16.2 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.
- 14.16.3 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.

14.17 Transfer to a Safe Job

- 14.17.1 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~~ Work Health and Safety Act 2000 2011.

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

14.17.2.1 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.

14.17.2.2

14.17.2.2.1 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.

14.17.2.2.2 Employees will be provided with a maternity uniform for use when appropriate.

14.17.2.3 An employee on maternity leave who gives birth to a living child shall not resume operational firefighting duties until thirteen 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 Health Physician.

14.17.2.4 Duties other than fire fighting may be undertaken after six weeks following the birth of the child, if endorsed by the Occupational Health Physician.

14.17.2.5

14.17.2.5.1 Upon withdrawal from operational firefighting duties alternate work of a suitable nature is to be provided.

14.17.2.5.2 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.

14.17.3 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.

14.17.4 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.

14.18 Special Maternity Leave and Sick Leave

14.18.1 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:

14.18.1.1 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.

14.18.1.2 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.

14.19 Special Adoption Leave

- 14.19.1 An employee who is seeking to adopt a child is entitled to up to two days unpaid leave if the employee requires that leave to attend compulsory interviews or examinations as part of the adoption procedure.

14.20 Right to request

- 14.20.1 An employee entitled to parental leave may request the employer to allow the employee:
- 14.20.1.1 to extend the period of simultaneous parental leave up to a maximum of eight weeks;
 - 14.20.1.2 to extend the period of unpaid parental leave for a further continuous period of leave not exceeding 12 months;

to assist the employee in reconciling work and parental responsibilities.

- 14.20.2 The employer shall consider the request having regard to the employee's circumstances and, provided the request is genuinely based on the employee's parental responsibilities, may only refuse the request on reasonable grounds related to the effect on the workplace or the employer's business.
- 14.20.3 Employee's request and the employer's decision to be in writing:

The employee's request and the employer's decision made under 14.20.1 and 14.20.2 must be recorded in writing.

14.21 Communication during parental leave

- 14.21.1 Where an employee is on parental leave and a definite decision has been made to introduce significant change at the workplace, the employer shall take reasonable steps to:
- 14.21.1.1 make information available in relation to any significant effect the change will have on the status or responsibility level of the position the employee held before commencing parental leave; and
 - 14.21.1.2 provide an opportunity for the employee to discuss any significant effect the change will have on the status or responsibility level of the position the employee held before commencing parental leave.
- 14.21.2 The employee shall take reasonable steps to inform the employer about any significant matter that will affect the employee's decision regarding the duration of parental leave to be taken and whether the employee intends to return to work.
- 14.21.3 The employee shall also notify the employer of changes of address or other contact details which might affect the employer's capacity to comply with ~~paragraph~~ subclause 14.21.1.

15. ~~Personal/Carer's~~ Carer's Leave

15.1 Use of Sick Leave

- 15.1.1 An employee, other than a casual employee, with responsibilities in relation to a class of person set out in subclause 15.1.3.2, 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 15, 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.
- 15.1.2 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~~ Carer's Leave under this clause where another person has taken leave to care for the same person.

15.1.3 The entitlement to use Sick Leave in accordance with this clause is subject to:

15.1.3.1 The employee being responsible for the care of the person concerned.

15.1.3.2 The person concerned being:

15.1.3.2.1 A spouse of the employee.

15.1.3.2.2 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.

15.1.3.2.3 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.

15.1.3.2.4 A same sex partner who lives with the employee as the de facto partner of that employee on a bona fide domestic basis.

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

15.1.3.2.5.1 "Relative" means a person related by blood, marriage or affinity.

15.1.3.2.5.2 "Affinity" means a relationship that one spouse, because of marriage, has to blood relatives of the other.

15.1.3.2.5.3 "Household" means a family group living in the same domestic dwelling.

15.1.4 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.

15.2 Unpaid Leave for Family Purpose

15.2.1 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 15.1.3.2, who is ill.

15.3 Annual Leave

15.3.1 An employee may elect, with the consent of the employer to take annual leave not exceeding ten days in single-day periods, or part thereof, in any calendar year at a time or times agreed by the parties.

15.3.2 An employee may elect with the employers agreement to take annual leave at any time within a period of 24 months from the date at which it falls due.

16. Sick Leave

16.1 In every case of illness or incapacity sustained by an employee whilst off duty, the following conditions shall apply.

- 16.2 Such employee shall, as soon as practicable, inform their immediate supervisor of such inability to attend for duty and as far as possible, shall state the estimated duration of their absence.
- 16.3 ~~Such employee shall forward to the Officer in Charge of the station to which the employee is attached, a medical certificate or such other documentation as the Department determines to be sufficient 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 a person authorised by the Commissioner dispenses with this requirement ~~or the employee has otherwise taken an unsupported sick leave absence pursuant to subclause 16.9.~~
- 16.4 If so required, such employee shall submit to an examination by, or arranged by, the Department's medical officer.
- 16.5 Every employee who is absent from duty for a period of more than twenty-eight days will have their case reviewed by the Department's medical officer, or a medical officer nominated by the Department, and must be certified by such medical officer as fit for duty prior to being permitted to resume duty. An employee who is required to attend the Department's medical officer or nominated medical officer shall be reimbursed any out of pocket expenses reasonably and necessarily incurred. The Department shall meet the cost of any such consultation.
- 16.6 The granting of Sick Leave, the duration thereof and the pay, if any, for the same shall be on the following basis:
- 16.6.1 ~~One week~~ **Three weeks** paid sick leave for each year of service, **fully** cumulative, less any paid Sick Leave taken, ~~to a maximum of twenty six weeks.~~
- 16.6.2 Sick Leave beyond that provided for in subclause 16.6.1 shall be Sick Leave without pay.
- ~~16.6.3 Payment for Sick Leave shall be calculated on the weekly average of the total amount paid by the Department to the employee for the twelve months immediately prior to the date on which leave is commenced excluding any periods of Special Leave Without Pay, unpaid leave and/or suspension. For the purposes of this subclause, "total amount" shall include all payments made to the employee by the Department excluding payments made as compensation or reimbursement for expenses (eg. payments for meals, accommodation and for kilometres travelled).~~
- 16.6.3 Payment for Sick Leave shall be calculated on the employee's average weekly earnings, as defined at Clause 4.
- 16.7 Where payment has been made for sick leave, under this clause, to an employee whose sick leave entitlement has already been exhausted, or whose right to sick leave is not established, the Department may deduct the amount overpaid from any future payments made to the employee concerned in accordance with the provisions of subclause 6.10.
- 16.8 ~~Employees are entitled to take unsupported sick leave absences, where no medical certificate is required, subject to the following provisions:~~
- 16.8.1 ~~Such absences may not exceed 3 consecutive days; and~~
- 16.8.2 ~~Such absences may not be taken in relation to any matter that may be covered by workers' compensation.~~
- 16.9 ~~Employees may submit a dental certificate instead of a medical certificate for sick leave taken within 48 hours of any dental treatment. The certificate must clearly state the date and time before which the employee should not resume duty. If the employee is not fit for duty within 48 hours, the employee must provide a certificate from a registered medical practitioner to support the additional sick leave.~~
- 16.10 Workers Compensation**

- 16.10.1 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 employee's average weekly earnings, as defined by Clause 4. The employee's entitlement for sick leave arising from ordinary illness shall not be affected.
- 16.10.2 Where the incapacity causes a temporary loss of the employee's primary employment, the Department shall pay, in addition to the benefit prescribed in subclause 16.10.1, an amount equal to the employee's ordinary weekly earnings from their primary employment, including any permanent allowances.
- 16.10.3 The weekly payment made pursuant to subclauses 16.10.1 and 16.10.2 shall be subject to a ceiling equivalent to the Captain's hourly rate of pay specified at Entitlement code "G" multiplied by 40, less the weekly workers' compensation benefit actually paid.

16.11 Suitable duties

- 16.11.1 For the purposes of this clause "suitable duties" means meaningful work provided to injured workers in accordance with their medical restrictions and agreed return to work plan.
- 16.11.2 Suitable duties may be undertaken at the employee's station or, if agreed with the employee, an alternative station, zone office or other Department facility.
- 16.11.3 The normal number of hours of suitable duties available to the employee in each pay period will be the same as the total time the employee has spent at drills, attending incidents and undertaking authorised duties averaged over the previous 12 months, provided that at least two hours per week will be available to the employee.
- 16.11.4 Suitable duties performed by an employee shall not count towards a station's monthly allocation of hours for the performance of authorised duties and attendance at meetings.
- 16.11.5 The duties that an injured employee may perform are dependent on the limitations that are contained in the employee's WorkCover medical certificate and return to work plan. The duties that an employee who sustains an off-duty injury may perform are dependent on availability as well as the capabilities and restrictions contained in their medical certificate. Suitable duties include, but are not limited to:
- 16.11.5.1 attending to station duties, monitoring radios and completing the Occurrence Book and/or BART, during fire calls; and
 - 16.11.5.2 participating in station drills or attending the station while drills are carried out; and
 - 16.11.5.3 assisting with station duties including cleaning and maintaining equipment; and
 - 16.11.5.4 participating in selection committees; and
 - 16.11.5.5 assisting with the completion of pre-incident plans; and
 - 16.11.5.6 participating in the preparation and delivery of community safety programs; and
 - 16.11.5.7 undertaking other meaningful duties at the request of the Station, Duty or Zone Commander.
- 16.11.6 The actual duties performed shall be determined and monitored through consultation between the injured employee, the Union, nominated treating doctor, the Department's Return to Work Coordinator and line management.

17. -Special Leave for Union Activities

17.1 Attendance at Union Conferences/Meetings

17.1.1 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:

- 17.1.1.1 Annual or bi-annual conferences of the Union.
- 17.1.1.2 Annual conferences of the United Firefighters Union of Australia; and
- 17.1.1.3 Meetings of the Union's Executive/Committee of Management.
- 17.1.1.4 Annual conference of Unions NSW.
- 17.1.1.5 Bi-annual conference of the Australian Council of Trade Unions.

17.1.2 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:

- 17.1.2.1 Establishing accreditation as a delegate with the Union.
- 17.1.2.2 Providing sufficient notice of absence to the Department.
- 17.1.2.3 Lodging a formal application for special leave.

17.1.3 Such leave is also subject to the Union:

- 17.1.3.1 Providing documentary evidence to the Department about an accredited delegate in sufficient time to enable the Department to make arrangements for performance of duties.
- 17.1.3.2 Meeting all travelling, accommodation and any other costs incurred for the accredited delegate.
- 17.1.3.3 Providing the Department with confirmation of attendance of the accredited delegate.

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

- 17.1.4.1 Release the accredited delegate for the duration of the conference or meeting.
- 17.1.4.2 Grant special leave (with pay).
- 17.1.4.3 Ensure that the duties of the absent delegate are performed in his/her absence, if appropriate.

17.1.5 Period of Notice -

- 17.1.5.1 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.
- 17.1.5.2 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.

17.1.6 Travel Time -

17.1.6.1 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.

17.1.7 Payment

17.1.7.1 An employee entitled to ~~Special Leave~~ special leave in terms of this clause shall, for the period of such ~~Special Leave~~ special leave, be deemed to have attended any incident, drill or other authorised duties which occurred at the employee's Brigade during such leave, and be paid accordingly.

17.1.8 Special ~~Leave~~ leave in terms of this clause shall count as service for all purposes.

17.1.9 Availability of Special Leave -

17.1.9.1 Special ~~Leave~~ leave shall not be available to employees whilst they are on any period of other leave.

17.2 Attendance at Courses/Seminars Conducted or Supported by Trade Union Education Foundation (TUEF).

17.2.1 Except where inconsistent with the provisions of subclause 17.2, the provisions of subclause 17.1 of this clause shall also apply to attendance at courses or seminars conducted or supported by TUEF.

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

17.2.3 The grant of leave to attend courses or seminars conducted or supported by TUEF, is subject to the following conditions:

17.2.3.1 Departmental operating requirements permit the grant of leave and the absence does not result in working of overtime by other employees.

17.2.3.2 Expenses associated with attendance at such courses or seminars, eg. fares, accommodation, meal costs, etc., will be required to be met by the employee concerned but, subject to the maximum prescribed in subclause 17.2.2, special leave may include travelling time necessarily required to attend courses or seminars.

17.2.3.3 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.

17.3 Union officers and staff

17.3.1 Employees who are selected, by election or appointment, to hold a position of full time employment with the Union or an honorary office on the Union's State Committee of Management may, upon request, have such dates and times as were reasonably necessary for them to perform their Union duties excluded in accordance with subclause 28.2 when determining their levels of attendance.

18. Court Attendance Entitlements

18.1 The provisions of this clause shall apply to employees attending Court (which term shall include any related conferences) as a:

18.1.1 Result of the duties performed by the employee in the employee's position with the Department, including attendance at an incident.

- 18.1.2 Witness for the Crown but not as a result of the duties performed by the employee in the employee's position with the Department.
- 18.1.3 Witness in a private capacity.
- 18.2 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.
- 18.2.1 Such attendance shall be regarded as attendance in an official capacity and uniform must be worn.
- 18.2.2 Other than monies paid as reimbursement for loss of income as an employee of the Department, employees may retain all monies paid in connection with their attendance as a witness.
- 18.2.3 In addition to any monies to which an employee may be entitled pursuant to subclause 18.2.2, employees shall be paid at the rate applicable to the employee's classification, from the time the employee is required to attend Court to the time on that day that the employee is no longer required by the Court.
- 18.2.4 Travelling time and travel expenses in excess of any compensation therefor paid by the Court or other party shall be compensated in accordance with clause 19, Travelling Compensation.
- 18.2.5 Where the employee is recalled to duty to attend Court while on Annual or Long Service Leave, such employee shall be recredited with a full days leave, for each day or part thereof **and further, be paid at the rate of double time from the time the employee is required to attend Court to the time on that day that the employee is no longer required by the Court.**
- 18.2.6 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 shall be recredited and the entitlements provided for in subclauses 18.2.2, 18.2.3 and 18.2.4 shall apply.
- 18.3 Where an Employee Attends Court
- 18.3.1 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; or as a witness in a Private Capacity, (i.e., not subpoenaed by the Crown):
- 18.3.1.1 The employee shall only be entitled to Special Leave Without Pay from the Department to attend Court.
- 18.3.1.2 Any claim for reimbursement of expenses, compensation for travelling time, lost income etc. is to be made by the employee to the Court and/or the party issuing the subpoena. The employee may retain all monies paid as a consequence of such claims.
- 18.4 **An employee who attends jury duty may apply for Special Leave Without Pay for the duration of the jury duty if attending court affects their availability to turn out. This leave is available whether or not the employee accepts jury fees.**

19. Training Course Attendance Entitlements

- 19.1 The provisions of this clause shall apply to attendance at training programs (other than regular drills) delivered by, on behalf of, or approved by the Department.
- 19.2 Accommodation
- 19.2.1 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.

19.2.2 Where Departmental accommodation is not provided to an employee with an entitlement to accommodation, the relevant accommodation provisions prescribed by clause 20, Travelling Compensation, shall be paid.

19.2.3 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.

19.2.4 Notwithstanding the provisions of this subclause, 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.

19.3 Meals

19.3.1 All employees attending training programs which extend for a whole day shall be provided with morning/afternoon tea and lunch.

19.3.2 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 20, Travelling Compensation.

19.3.3 Employees who are not required to accommodate themselves overnight shall, where appropriate, be paid the relevant meal allowances prescribed by clause 20, Travelling Compensation.

19.3.4 Meal allowances are not payable during times at which an accommodation allowance (as prescribed in subclause 19.2.2) has been paid. A component of the accommodation allowance compensates for the costs associated with breakfast, lunch and evening meals.

19.4 Incidentals

19.4.1 Employees who are provided with Departmental accommodation shall be entitled to claim the appropriate incidental allowance as prescribed by clause 20, Travelling Compensation.

19.4.2 The incidental allowance cannot be claimed for any day during which an accommodation allowance referred to in subclause 19.2.2, 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.

19.5 Travelling Time

19.5.1 Compensation shall be in accordance with Clause 20, Travelling Compensation.

20. Travelling Compensation

20.1 Travelling Time - When an employee is required to travel for purposes other than attending regular drills or incidents, the employee may apply for payment, at the rate applicable to the employees' classification, for time spent travelling subject to the following:

20.1.1 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.

- 20.1.2 Travelling time does not include time spent taking a meal when the employee stops a journey to take the meal.
- 20.1.3 Travelling time shall be calculated by reference to the use of the most practical and economic means of transport.
- 20.1.4 Payment will not be made or allowed for more than eight hours in any period of twenty-four hours.
- 20.1.5 Where an employee is in receipt of the kilometre allowance prescribed at Entitlement Code “K” of Table 1 of Part B, such employee shall not be entitled to claim compensation for travelling time.
- 20.2 Meal Allowances - When an employee is required to perform official duty at a temporary work location, other than attendance at incidents or regular drills, 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:
- 20.2.1 For breakfast when required to commence travel at/or before 0600 hours, the amount set at Item 1 of Table 2 of Part B.
- 20.2.2 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 2 of Table 2 of Part B, or an amount equivalent to the additional expense, whichever is the lesser.
- 20.2.3 For an evening meal when required to work or travel until or beyond 1830 hours, an amount set at Item 3 of Table 2 of Part B.
- 20.2.4 Meal Allowances shall not be paid where the employee is provided with an adequate meal.
- 20.3 Accommodation Allowances - When an employee is required to perform official duty at a temporary work location, other than attendance at incidents or regular drills, 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:
- 20.3.1 For the first thirty five calendar days, the appropriate amounts set at Item 4 of Table 2 of Part B.
- 20.3.2 The actual necessary expenses for meals and accommodation (actuals), together with incidental expenses as appropriate, set at Item 5 of Table 2 of Part B. The necessary expenses do not include morning and afternoon tea.
- 20.3.3 After the first thirty five calendar days and for up to six months an employee shall be paid an allowance at the rate set at Item 6 of Table 2 of Part B 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:
- 20.3.3.1 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.
- 20.3.3.2 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.
- 20.3.4 The capital city rate shall apply to Sydney ~~in respect of the Sydney telephone district only as defined by Telstra Corporation Ltd~~ as bounded by the GSA.
- 20.3.5

- 20.3.5.1 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.
 - 20.3.5.2 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.
- 20.4 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 7 of Table 2, of Part B 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.
- 20.5 Additional Provisions
- 20.5.1 Unless specifically provided for in Clause 19, Training Course Attendance Entitlements or Clause 18, Court Attendance Entitlements, the provisions of this clause shall not apply in the circumstances provided for by those clauses.
 - 20.5.2 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 total time of absence will exceed 13 hours, the employee may be directed or may request that the employee reside temporarily at a place other than the employee's residence. In such cases, employees shall be entitled to the accommodation allowances or reimbursement of expenses, as appropriate.
 - 20.5.3 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.
 - 20.5.4 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. No taxi fares or other incidental expenses are payable.
 - 20.5.5 Employees shall be entitled, subject to Departmental approval, to use either their private vehicle or public transport on the following basis:
 - 20.5.5.1 Reimbursement is not to be paid for a journey if an official motor vehicle is used for the journey.
 - 20.5.5.2 Where employees are granted approval to use their private vehicles, such employees shall receive the kilometre rate, set at Entitlement Code "K" of Table 1 of Part B, for the actual distance necessarily and reasonably travelled. Employees in receipt of the rate set at Entitlement Code "K" of Table 1 of Part B, shall not be entitled to the provisions of subclause 20.1, Travelling Time.
 - 20.5.5.3 Employees who are required to utilise public transport shall be reimbursed the necessary costs incurred.
 - 20.5.5.4 The Commissioner is to consider the convenience of the employee when an employee is required to travel to a temporary work location.
 - 20.5.5.5 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 travel time and payment of allowances is reasonably minimised.

- 20.5.6 Where a meal allowance or an 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:
- 20.5.6.1 The Commissioner may require the production of receipts or other proof that expenditure was incurred.
 - 20.5.6.2 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.
 - 20.5.6.3 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.
- 20.6 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.
- 20.6.1 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.
 - 20.6.2 In assessing claims for 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, eg. 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.
 - 20.6.3 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.
- 20.7 The amounts set at Items 1 to 7 in Table 2 of Part B, shall be adjusted on 1 July in line with the corresponding reasonable allowance amounts for the appropriate financial year as published by the Australian Taxation Office (ATO).
- 20.8 Accommodation provided by the Department shall be of at least mid-range standard, referred to generally as a three star or three diamond standard of accommodation.

21. Transfers

- 21.1 Subject to satisfactory attendance and service and the employee meeting Departmental residential guidelines, an employee may apply for a transfer from one ~~Volunteer Brigade~~ brigade to another ~~Volunteer Brigade~~ brigade.
- 21.2 In the event that the station to which the transfer is sought does not have a vacancy, the Department may appoint such employee as a supernumerary. Where an employee is not appointed as a supernumerary, such employee shall be placed on an eligibility list for appointment at the station when a vacancy arises and shall be entitled to Special Leave Without Pay for 12 months, or until appointed to a new station, whichever occurs first.
- 21.3 Where a transfer does not result in a break in service, the employee's service shall be regarded as continuous.
- 21.4 Any employee transferred from one ~~Volunteer Brigade~~ brigade to another ~~Volunteer Brigade~~ brigade shall not be entitled to compensation or reimbursement of expenses in relation to that transfer.
- 21.5 When an employee is transferred to a new brigade, the employee's seniority in the new brigade will be

determined as if that employee had always been with the new brigade, that is, firstly by rank and in the case employees of equal rank, by length of continuous service with FRNSW.

- 21.6 Employees holding the rank of Captain, Senior Deputy Captain and Deputy Captain must relinquish that rank before they transfer, whereupon they will be placed in the new brigade in accordance with subclause 21.5.

22. Procedures Regarding Reports and Charges

- 22.1 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 48 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.
- 22.2 The employee also shall be allowed to give and to call evidence on the employee's own behalf and to hear all evidence given.
- 22.3 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.
- 22.4
- 22.4.1 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.
- 22.4.2 If the employee disagrees with the report, the employee shall be entitled to make such a notation on the report.
- 22.4.3 Evidence that the employee has been shown the report will be by either the employee's signature thereon, or in accordance with subclause 22.4.4.
- 22.4.4 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.
- 22.4.5 Further to subclause 22.4.4, 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.
- 22.4.6 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.
- 22.5 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 therefor, in writing, is made by the employee.
- 22.6 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.
- 22.7 For the purposes of this clause "Senior Officer" means the employee's Senior Officer or an Officer of a higher rank.

23. Acknowledgment of Applications and Reports

- 23.1 When an employee makes an application or a report in writing to the proper officer, the employee shall be sent ~~an acknowledgment of a memorandum or email acknowledging~~ its receipt, and noting the matter contained therein.
- 23.2 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, ~~by memorandum or email~~, to the employee.
- 23.3 The provisions of this clause shall not apply in cases where other procedures are specifically stipulated (eg. in Standing Orders or In Orders).

24. Training and Staff Development

- 24.1 The parties confirm their commitment to training and staff development for employees of the Department.
- 24.2 Employees covered by this Award shall be required to complete appropriate training to improve the productivity and efficiency of the Department's operations.
- 24.3 Employees shall be required to complete training in accordance with competency requirements as determined by the Commissioner ~~on the advice of the Training Review Committee~~.
- 24.4 An employee may be directed to carry out any duties appropriate to the employee's classification that are within the employee's level of skill, competence and training, provided that such direction does not promote deskilling.

24.5 Training Review Committee (TRC)

- 24.5.1 The TRC shall provide advice to the Commissioner on an effective and equitable system of training in Fire and Rescue NSW using the principles of Competency Based Training.
- 24.~~65~~.1 The structure of the TRC will consist of 3 representatives of the Department and 3 representatives of the Union.
- 24.~~75~~.3 The Chairperson of the Committee will alternate every 12 months between a nominee of the Department and the Union.
- 24.~~85~~.4 The role of the TRC will include (but not be limited to):
 - 24.~~85~~.4.1 advising the Commissioner on the further development of training throughout Fire and Rescue NSW;
 - 24.~~85~~.4.2 overseeing the implementation of a Competency Based Training regime throughout Fire and Rescue NSW;
 - 24.~~85~~.4.3 considering Recognised Prior Learning (RPL) policy generally and in particular, it will consider individual applications for RPL.
- 24.~~95~~.5 Procedure
 - 24.~~95~~.5.1 The TRC will meet at least once every four weeks, ~~or as otherwise agree between the parties~~.
 - 24.~~95~~.5.2 Members of the TRC shall 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.
 - 24.~~95~~.5.3 The TRC will be adequately resourced by the Department so that it can effectively fulfil the above roles.

- 24.9.45.6 The Commissioner is not bound to accept the advice of the TRC and may act independently of the TRC to implement changes to training within Fire and Rescue NSW provided that notice of any such decision to implement change is notified in accordance with clause 27.6, in which case clauses 27.7 to 27.9 inclusive shall apply.

25. Protective Clothing and Uniforms

- 25.1 For the purpose of this Clause:
- 25.1.1 “Personal Protective Equipment” means external clothing designed for personal protection at an incident.
- 25.1.2 “Duty Wear” means duty wear trousers and duty wear shirt.
- 25.1.3 “Dress Uniform” is limited to Dress Trousers, Galatea and Pullover.
- 25.2 The Department shall supply to all employees two sets of appropriate Personal Protective Equipment and Duty Wear which shall meet relevant National and/or International Standards, or as otherwise agreed to with the Union.
- 25.3 Employees supplied with the above clothing shall wear it in accordance with Departmental instructions.
- 25.4 The provision of wet weather gear shall be in accordance with existing practice.
- 25.5 Where any Personal Protective Equipment or Duty Wear is supplied by the Department and is required to be worn by its employees, and such Personal Protective Equipment or Duty Wear 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 above Dress Uniform items shall also be cleaned or repaired at the expense of the Department.
- 25.6 When an employee retires, resigns or is terminated, the Personal Protective Equipment issued to that employee shall be returned to the station to which the employee was attached. As much of that returned Personal Protective Equipment shall be retained at the station as is necessary to maintain a reasonable an emergency supply of spare Personal Protective Equipment, provided that only properly fitting, cleaned and treated structure coats and overtrousers may be re-issued to another employee and further, that all new employees will be supplied with at least one new complete set of PPE regardless.

25.7 Laundering

- 25.7.1 To reduce the build-up of contaminants on the structural firefighting uniform (turnout coat, overtrousers, flash hoods and gloves), the Department shall routinely launder these items every six months (unless no incidents have been attended) or otherwise when they look or smell dirty or when they are contaminated.
- 25.7.2 Personal protective clothing shall not be worn when travelling to and from the station and shall not be washed at home.
- 25.7.3 The Department will arrange for collection and delivery from each station twice a week on a scheduled collection plan. The turnaround time for the service will be a maximum of five days. Collection and return may occur between 8 am and 6 pm any day of the week. Where a station has minimal laundering requirements, the contractor may contact the Station Commander by telephone to determine whether a collection service is required to be performed on the following scheduled service day.
- 25.7.4 Laundered items will be collected from the nominated collection point and delivered to the designated laundry locker at each station. The Department shall provide stations with clothing receptacle(s) and laundry bags for the deposit of items submitted for general laundering.

25.7.5 The Department shall launder the following items of uniform and/or personal protective clothing for employees located within the Sydney Metropolitan Area, Illawarra, Central Coast and Newcastle Regions:

| | |
|------------------------------------|----------------------|
| Overtrousers – Inner Liner (PPC) | Blue Spicer Jackets |
| Overtrousers – Outer (PPC) | Culottes |
| Structural Firefighting Coat (PPC) | Female Slacks |
| Duty Wear Trousers (PPC) | Female Skirts |
| Flash hoods (PPC) | Pullovers |
| Bushfire Coat (PPC) | Neckties (Blue) |
| Structural FF Gloves (PPC) | Men’s Trousers |
| Work Shirts (Dark Navy Blue) | Galatea |
| General Purpose Gloves | Blanket Cotton White |

25.7.6 Arrangements for laundering items not listed at subclause 25.7.5 must be approved by the Area Commander or Unit Manager.

25.8 The Department shall supply to all employees an initial supply of uniform and protective clothing for operational duties on appointment to FRNSW and/or on initial appointment to a cold climate or alpine station.

25.9 An initial clothing outfit shall be issued as listed:

| Clothing Outfit, Initial | Employees | |
|---|-----------|---------|
| | Male | Female |
| Coat, Firefighters | 2 | 2 |
| Cape, Firefighters | 2 | 2 |
| Coat, Bushfire | 1 | 1 |
| Jacket, Men’s, (Galatea) | 1 | - |
| Jacket, Women’s | - | 1 |
| Parka, Men’s | 1 | 1 |
| Trousers, Men’s Dress (women may order these as an alternative to Slacks) | 1 pair | 1 pair |
| Trousers, Duty Wear | 4 pairs | 4 pairs |
| Slacks, Women’s (women may order these as an alternative to Men’s Dress Trousers) | - | 1 pair |
| Skirt, Women’s | - | 1 |
| Trousers, Structural Firefighting c/w Braces | 2 pairs | 2 pairs |
| Shorts, Athlete’s | 1 pair | 1 pair |
| Belt, Trousers | 2 | 2 |
| Belt, Skirt and slacks only | - | 1 |
| Shirt, Firefighters (work shirt) | 4 | 4 |
| Shirt, Men’s Short Sleeve, Station Commander and below (women may order the Shirt, Women’s as an alternative) | 2 | 2 |
| Shirts, Women’s (women may order the Shirt, Men’s as an alternative) | - | 2 |
| T-Shirt, Navy | 4 | 4 |
| Pullover, Navy, Inspector and below | 1 | 1 |
| Necktie | 1 | 1 |
| Boots, Firefighters | 2 pairs | 2 pairs |
| Boots, Ankle | 1 pair | 1 pair |
| Shoes, Women’s (must be worn with the skirt and may be worn with slacks in place of the ankle boot) | - | 1 pair |
| Socks, Fire retardant | 5 pairs | 5 pairs |
| Gloves, Firefighters | 2 pairs | 2 pairs |
| Gloves, General purpose | 1 pair | 1 pair |
| Hat, Peak cap | 1 | 1 |
| Hat, Sun | 1 | 1 |
| Cap, Baseball | 1 | 1 |

| Clothing Outfit, Initial | Employees | |
|--|-----------|--------|
| | Male | Female |
| Cap Knit (beanie) - unlined | 1 | 1 |
| Helmet, Structural | 1 | 1 |
| Helmet, Multipurpose | 1 | 1 |
| Flash Hood | 2 | 2 |
| Handbag, Women's | - | 1 |
| Insignia Shoulder (student - green for recruits or appropriate rank for re-appointees) | 3 sets | 3 sets |
| Helmet rank insignia (green for recruits or appropriate rank for re-appointees) | 2 sets | 2 sets |
| Badge - name text - Structural helmet | 1 | 1 |
| Badge - name text - Multipurpose helmet | 1 | 1 |
| Badge Cap, standard | 1 | 1 |
| Badge, ID wallet | 1 | 1 |
| Pocket line | 1 | 1 |
| Buttons, staple 24 mm | 4 | 4 |
| Buttons, 18 mm | 6 | 6 |
| Ring, 16 mm | 10 | 10 |
| Key keeper | 1 | 1 |
| ID wallet | 1 | 1 |
| Sunglasses/safety glasses | 1 | 1 |
| Bush fire goggles | 1 | 1 |
| Notebook, Pocket | 1 | 1 |
| Notebook, Pocket, Cover | 1 | 1 |
| Kit Bag | 1 | 1 |

Employees appointed to cold climate stations

| | | |
|-------------------|---|---|
| Jacket, Castro | 1 | 1 |
| Sweater, Rib Knit | 1 | 1 |

Employees appointed to alpine stations

| | | |
|----------------------------------|--------|--------|
| Jacket, Castro | 1 | 1 |
| Sweater, Rib Knit | 1 | 1 |
| Cap, Knitted, Lined | 1 | 1 |
| Boots, Firefighting, style 25395 | 1 | 1 |
| Scarf combo | 1 | 1 |
| Gloves, Alpine with liner | 1 | 1 |
| Socks, Alpine | 1 pair | 1 pair |
| Goggles, Alpine | 1 | 1 |

25.10 The following stations shall be considered, for the purposes of this clause, to be cold climate stations:

| | | |
|-------------------|------------------|--------------------|
| 82 Richmond | 105 Kelso | 203 Albury Central |
| 205 Armidale | 206 Albury North | 208 Aberdeen |
| 209 Albury Civic | 215 Barraba | 216 Bathurst |
| 218 Batlow | 219 Bega | 225 Bingara |
| 226 Blackheath | 227 Blayney | 229 Boggabri |
| 230 Bombala | 232 Boorowa | 234 Bowral |
| 236 Braidwood | 242 Bundanoon | 250 Canowindra |
| 259 Condobolin | 261 Coolah | 263 Cooma |
| 264 Coonabarabran | 266 Cootamundra | 270 Cowra |
| 271 Crookwell | 272 Culcairn | 280 Dubbo |
| 281 Dunedoo | 283 Denman | 284 Delroy |
| 286 Eden | 294 Forbes | 301 Glenbrook |

| | | |
|---------------------|---------------------|------------------|
| 302 Glen Innes | 303 Gloucester | 305 Goulburn |
| 308 Grenfell | 312 Gulgong | 313 Gundagai |
| 314 Gunnedah | 315 Guyra | 322 Henty |
| 324 Holbrook | 331 Inverell | 342 Kandos |
| 343 Katoomba | 355 Lake Cargelligo | 359 Lawson |
| 361 Leura | 363 Lithgow | 364 Lithgow West |
| 375 Manilla | 378 Mittagong | 380 Molong |
| 381 Moree | 385 Moss Vale | 386 Mt Victoria |
| 387 Mudgee | 389 Harden | 390 Murrurundi |
| 392 Muswellbrook | 393 Merriwa | 395 Merimbula |
| 399 Narrabri | 411 Oberon | 412 Orange |
| 417 Parkes | 419 Peak Hill | 423 Portland |
| 428 Queanbeyan | 429 Quirindi | 443 Scone |
| 445 Springwood | 452 Tamworth | 457 Tenterfield |
| 466 Tumbarumba | 467 Tumut | 472 Turvey Park |
| 475 Uralla | 480 Wagga Wagga | 481 Walcha |
| 483 Wallerawang | 487 Wialda | 493 Wellington |
| 495 Wentworth Falls | 496 Werris Creek | 506 Wee Waa |
| 508 West Tamworth | 511 Yass | 513 Young |

25.11 The following stations shall be considered, for the purposes of this clause, to be alpine stations:

338 Jindabyne
426 Perisher Valley
451 Thredbo

25.12 The Department shall replace items of uniform and protective clothing when they are no longer serviceable, or when they can no longer be safely used for the purpose for which they were designed.

25.13 The items of uniform and protective clothing that shall be expected to last for less than one year, and the maximum number of these items of uniform or protective clothing that shall normally be provided for an employee in one year, shall be as listed here below:

| Item | Male | Female |
|--|-------------|---------------|
| Trousers, Men's Dress (women may order Slacks as an alternative) | 1 pair | 1 pair |
| Trousers, Duty wear | 3 pairs | 3 pairs |
| Slacks, Women's (Women may order Trousers, Men's as an alternative) | - | 1 pair |
| Skirt, Women's (women may order slacks or trousers as an alternative, provided that if the skirt is preferred at least one pair of trousers or slacks is maintained for ceremonial purposes) | - | 1 |
| Shorts, Athlete's | 1 | 1 |
| Belt, Trousers | 2 | 2 |
| Belt, Skirt and Slacks | | 1 |
| Shirt, Firefighters (work shirt) | 3 | 3 |
| Shirt, Men's Short Sleeve, Station Commander and below (women may order the Shirt, Women's as an alternative) | 1 | 1 |
| Shirt, long sleeve | - | - |
| Shirt, Women's (alterative to Shirt, Men's) | - | 1 |
| T-Shirt, Navy | 4 | 4 |
| Pullover, Navy | 1 | 1 |
| Necktie | 1 | 1 |
| Boots, Firefighting | 1 pair | 1 pair |
| Boots, Ankle | 1 pair | 1 pair |
| Shoes, Men's (alternative to ankle boots) | | |
| Shoes, Women's (must be worn with the skirt and may be worn with slacks in place of the ankle boot) | - | 1 pair |
| Socks, Fire retardant | 5 pairs | 5 pairs |

| Item | Male | Female |
|---|---------|---------|
| Socks, Office | - | - |
| Gloves, Firefighters | 2 pairs | 2 pairs |
| Gloves, General purpose | 1 pair | 1 pair |
| Hat, Peak cap | 1 | 1 |
| Hat, sun | 1 | 1 |
| Cap, Baseball | 1 | 1 |
| Cap, Knit (beanie) - unlined | 1 | 1 |
| Cap, Knit (beanie) - lined Alpine stations only | 1 | 1 |
| Flash Hood | 2 | 2 |
| Insignia Shoulder | 5 sets | 5 sets |
| Helmet Rank Insignia | 2 sets | 2 sets |
| Badge - name text - structural helmet | 1 | 1 |
| Badge - name text - multipurpose helmet | 1 | 1 |
| Buttons staple, 24 mm | 4 | 4 |
| Buttons, 18 mm | 6 | 6 |
| Ring, 16 mm | 10 | 10 |
| Key keeper | 1 | 1 |
| Sunglasses/ Safety glasses | 1 | 1 |
| Bush fire goggles | 1 | 1 |

25.14 Items of uniform and protective clothing that may be replaced on an as needs basis, after an inspection has been made by a senior officer, shall be as listed here below:

Coat, Firefighters
Coat, Bushfire
Jacket, Men's (Galatea)
Jacket, Women's
Parka, Men's
Trousers, Structural c/w Braces
Helmet, Structural
Helmet, Multi purpose
Handbag, Women's
Badge Cap (replaced by report only)
Wallet only (ID badge replaced by report only)
Jacket, Castro, Cold Weather

Cold climate stations

Sweater, Rib Knit
Jacket, Castro

Alpine stations

Sweater, Rib Knit
Jacket, Castro
Cap, Knitted lined (alpine stations only)
Boots, Firefighting style 25395
Scarf combo
Gloves, Alpine with liner

25.15 Maternity wear

Entitlement to the supply of maternity wear shall be up to five maternity shirts and five maternity skirts and/or trousers across the duration of the pregnancy, with the maternity shirts to be provided by Department and the maternity skirts and/or trousers, which are to be black and of a conservative style similar to the current women's uniform options, to be obtained by employees who shall then be reimbursed to the value of the women's uniform trousers for each each maternity skirt and/or trousers so purchased.

25.16 Stockings

- 25.16.1 Firefighters who are issued with an FRNSW skirt and/or culottes shall be paid an allowance of \$3.80 per fortnight.

26. Disputes Avoidance Procedures

- 26.1 Subject to the provisions of the Industrial Relations Act 1996, and Clause 27.2, and to enable claims, issues and disputes to be resolved while work proceeds normally, the following procedures are to apply.
- 26.2 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.
- 26.3 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.
- 26.4 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.
- 26.5 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.
- 26.6 No action is to be taken by the Union which would affect the Department's operations whilst a dispute is under investigation.
- 26.7 Failing agreement the claim, issue or dispute may be referred to the appropriate Industrial Tribunal.

27. Organisational Change under subclause 27.2

- 27.1. This clause recognises the capacity of the Commissioner to make decisions to effect change within the Department.
- 27.2. This clause applies to consultation and decisions regarding clause 6 (Rates of Pay and Allowances), clause 24 (Training and Staff Development) ~~and~~, clause 30 (Drug and Alcohol Protocol) and clause 34 (Staffing), to the exclusion of the procedures under clause 26.
- 27.3 Prior to making any decision to effect change under the specified clauses the Commissioner must consult with the Union.
- 27.4 Consultation will commence with a written notification to the Union regarding the proposed change(s). Thereafter there will be a reasonable opportunity for the Union to present its views in relation to the proposed changes.
- 27.5 If, during the consultation process, there is a reasonable basis for the Commissioner to conclude that the consultation process has been exhausted, the Commissioner shall advise the Union accordingly and the following procedures shall then operate.
- 27.6 The Commissioner will notify the Union and the workforce affected by the proposed change of his/her decision in relation to the subject of the proposed change as well as the process and timetable for its implementation.

- 27.7 If the matter remains in dispute and is referred by the Union to the Industrial Relations Commission within 7 days of the notification of the decision under clause 27.6, there will be no implementation of the change until the Industrial Relations Commission determines the matter or orders otherwise.
- 27.8 The Union and the Commissioner shall be bound by any order or determination of the Industrial Relations Commission in relation to the dispute.
- 27.9 If Industrial action is engaged in at any stage in the operation of the process under this clause, then the prohibition on implementation under clause 27.7 ceases to operate.
- 27.10 The operation of this clause shall be reviewed at the end of one year from the date of its commencement, for the purpose of considering whether any amendments are appropriate.

28. Attendance Requirements at Incidents and Drills

- 28.1 The following attendance guidelines shall apply to employees covered by this Award:
 - 28.1.1 Attendance at Incidents -
 - 28.1.1.1 Employees who, by virtue of their primary form of employment, are day workers are required to attend a minimum of **either:**
 - 28.1.1.1.1 50% of all night and weekend calls received by the employee’s brigade in any six month period; **or**
 - 28.1.1.1.2 33% of all calls received by the employee’s brigade in any six month period.
 - 28.1.1.2 Employees who, by virtue of their primary form of employment, are shift workers are required to attend a minimum of 33% of all calls received by the employee’s brigade in any six month period.
 - 28.1.2 Attendance at Drills - Employees are required to attend a minimum of 75% of all regular drills conducted at their brigade in any six month period.
- 28.2 Any period of approved leave or authorised absence shall be excluded when determining an employee’s levels of attendance.
- 28.3 In cases where an employee’s attendance falls below the requirements prescribed by subclause 28.1, the following procedures are to apply:
 - 28.3.1 The Officer in Charge of the station to which the employee is attached, shall discuss the matter with the employee concerned. The employee may be informed that his/her attendance will be monitored over the next 3 months.
 - 28.3.2 If the employee’s attendance does not meet the required levels for the 3 month period outlined in 28.3.1, the employee's Regional Commander shall notify the employee in writing of such deficiency. The employee shall be given a further 3 month period to improve his/her attendance levels, before any further action may be taken.
- 28.4 Employees who have been notified in terms of 28.3.1 and/or 28.3.2 may make application to the Commissioner for special consideration.
- 28.5 The attendance requirements referred to in subclause 28.1 may be altered by agreement between the Department and the Union.
- 28.6 “Day worker” means for the purposes of this clause, a worker who consistently works his/her ordinary hours from Monday to Friday inclusive and who commences work on such days at or after 6:00 am and before 10:00 am.

- 28.7 “Shift worker” means for the purposes of this clause, a worker who is not a day worker as defined in subclause 28.6.

~~29. Attendance at Major Emergencies~~

29. Task Forces

- 29.1 The provisions of this clause shall apply to those employees who ~~attend a Major Emergency~~ participate in a FRNSW task force which has, ~~following specification as such by the Commissioner,~~ been deemed formed to deploy to ~~attract such entitlements~~ a major incident.

29.2 Travel Entitlements

- 29.2.1 Employees who are required to collect their firefighting uniform from the station shall be paid in accordance with subclause 9.1.1.1.

- 29.2.2 Employees who are required to use their private vehicle to attend the incident or a “pick up point” that is not at their station, shall be paid at the rate prescribed at Entitlement Code “K” of Table 1 of Part B, for the return distance from the station to the incident or pick up point.

- 29.2.3 Employees who are provided with transport for any part of the forward and return journeys between their residence and the incident shall be entitled to be paid travelling time at the appropriate rate of pay for the employee’s classification for the time spent travelling, provided that:

- 29.2.3.1 Travelling Time shall not be paid for any part of a journey where the employee received payment under subclauses ~~2729.2.1~~ or ~~2729.2.2~~ of this Award; and

- 29.2.3.2 Travelling Time for the forward journey shall be calculated as being the total time between departure from the station or pick up point to arrival at the incident; and

- 29.2.3.3 Travelling Time for the return journey shall be calculated as being the total time between departure from the incident to arrival at the pick up point or station.

29.3 Accommodation Entitlements

- 29.3.1 Employees who reside further than 50 kilometres from the scene of the ~~major emergency incident~~ shall be entitled to be provided with appropriate accommodation where their ~~attendance at participation in the emergency task force~~ extends beyond a single day or in such cases where it would be unreasonable to travel at the conclusion of duty.

- 29.3.2 Notwithstanding the provisions of subclause 29.3.1, the Commissioner may grant approval to provide appropriate accommodation to employees who reside within 50 kilometres of the scene of a ~~major emergency incident~~.

- 29.3.3 Employees who are provided with accommodation shall be entitled to claim the incidental allowance prescribed at Item 7 of Table 2 of Part B, for each day of attendance.

- 29.3.4 Employees who have an entitlement to accommodation but are not provided with appropriate accommodation shall be entitled to claim an accommodation allowance in accordance with subclause 20.3.

29.4 Meals

- 29.4.1 Employees shall be provided with substantial meals for breakfast, lunch and dinner throughout the period of ~~task force attendance at a major emergency~~.

- 29.4.2 Where meals are not provided to employees in accordance with subclause 29.4.1, an allowance set at Entitlement Code “M” of Table 1 of Part B shall be paid.

29.4.3 Where employees are required to work between the meals provided for in subclause 29.4.1, such employees shall be entitled to the refreshments and meals prescribed by subclause 8.1.

29.5 Payment for time spent ~~in Attendance~~ on Task Force

29.5.1 Where an employee's period of ~~task force attendance at a major emergency~~ is less than 48 hours, such employee shall be paid at the appropriate rate of pay for the employee's classification for the entire period of attendance.

29.5.2 Where an employee's period of ~~task force attendance at a major emergency~~ is greater than 48 hours, such employee shall be paid at the appropriate rate of pay for the employee's classification for the following periods:

29.5.2.1 on the day of departure from the employees' residence, the period from the time of departure to 2400 Hrs; and

29.5.2.2 on the day of arrival at the employees' residence following ~~attendance at the major emergency participation in a task force~~, the period from 0000 Hrs to the time of arrival; and

29.5.2.3 for the period between the day of departure to and the day of return from ~~their task force attendance at a major emergency~~, all time less any periods of down time, provided that employees will receive payment of a minimum of 16 hours per day.

29.5.3 For the purposes of this subclause the "period of ~~task force attendance at a major emergency~~" shall mean the entire period from the time of departure from the employee's residence until the time of return to the employee's residence following ~~attendance at participation in the emergency task force~~.

29.5.4 For the purposes of this subclause "periods of down time" shall mean periods of not less than 8 consecutive hours where employees are neither performing operational duties nor on stand by to perform such duties.

30. Drug and Alcohol Protocol

30.1 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.

30.2 The Department may develop a new Protocol following consultation between the Department and the Union.

31. Salary Packaging Arrangements, Including Salary Sacrifice to Superannuation

31.1 The entitlement to salary package in accordance with this clause is available to permanent part-time employees.

31.2 For the purposes of this clause:

31.2.1 "salary" means the salary or rate of pay prescribed for the employee's classification by clause 6, Rates of Pay and Allowances, Part B of this Award, and any other payment that can be salary packaged in accordance with Australian taxation law.

31.2.2 "post compulsory deduction salary" means the amount of salary available to be packaged after payroll deductions required by legislation or order have been taken into account. Such payroll deductions may include, but are not limited to, taxes, compulsory superannuation payments, HECS payments, child support payments, and judgement debtor/garnishee orders.

31.3 By mutual agreement with the Commissioner, an employee may elect to package a part or all of their post compulsory deduction salary in order to obtain:

- 31.3.1 a benefit or benefits selected from those approved by the DPE; and
 - 31.3.2 an amount equal to the difference between the employee's salary, and the amount specified by the DPE for the benefit provided to or in respect of the employee in accordance with such agreement.
- 31.4 An election to salary package must be made prior to the commencement of the period of service to which the earnings relate.
- 31.5 The agreement shall be known as a Salary Packaging Agreement.
- 31.6 Except in accordance with subclause 31.7, a Salary Packaging Agreement shall be recorded in writing and shall be for a period of time as mutually agreed between the employee and the Commissioner at the time of signing the Salary Packaging Agreement.
- 31.7 Where an employee makes an election to sacrifice a part or all of their post compulsory deduction salary as additional employer superannuation contributions, the employee may elect to have the amount sacrificed:
- 31.7.1 paid into the superannuation fund established under the First State Superannuation Act 1992; or
 - 31.7.2 where the Department is making compulsory employer superannuation contributions to another complying superannuation fund, paid into the same complying fund; or
 - 31.7.3 subject to the Department's agreement, paid into another complying superannuation fund.
- 31.8 Where the employee makes an election to salary sacrifice, the Department shall pay the amount of post compulsory deduction salary, the subject of election, to the relevant superannuation fund.
- 31.9 Where the employee makes an election to salary package and where the employee is a member of a superannuation scheme established under the:
- 31.9.1 *Police Regulation (Superannuation) Act 1906;*
 - 31.9.2 *Superannuation Act 1916;*
 - 31.9.3 *State Authorities Superannuation Act 1987;* or
 - 31.9.4 *State Authorities Non-contributory Superannuation Act 1987,*
- the Department must ensure that the employee's superable salary for the purposes of the above Acts, as notified to the SAS Trustee Corporation, is calculated as if the Salary Packaging Agreement had not been entered into.
- 31.10 Where the employee makes an election to salary package, and where the employee is a member of a superannuation fund other than a fund established under legislation listed in subclause 31.9 of this clause, the Department must continue to base contributions to that fund on the salary payable as if the Salary Packaging Agreement had not been entered into. This clause applies even though the superannuation contributions made by the Department may be in excess of superannuation guarantee requirements after the salary packaging is implemented.
- 31.11 Where the employee makes an election to salary package:
- 31.11.1 subject to Australian Taxation law, the amount of salary packaged will reduce the salary subject to appropriate PAYG taxation deductions by the amount packaged; and
 - 31.11.2 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 the employee's rate of pay, shall be calculated by reference to the rate of pay which would have applied to the employee under clause 6, Rates of Pay and Allowances, or Part B of this Award if the Salary Packaging Agreement had not been entered into.

- 31.12 The DPE may vary the range and type of benefits available from time to time following discussion with the Union. Such variations shall apply to any existing or future Salary Packaging Agreement from date of such variation.
- 31.13 The DPE will determine from time to time the value of the benefits provided following discussion with the Union. Such variations shall apply to any existing or future Salary Packaging Agreement from the date of such variation. In this circumstance, the employee may elect to terminate the Salary Packaging Agreement.

32. Employer Superannuation Contributions

- 32.1 Subject to subclause 32.2 and notwithstanding anything to contrary under any other clause, instrument or Act, the Department shall contribute not less than 9% of an employee's superable salary as an employer contribution to the employee's nominated superannuation fund.
- 32.2 The Department shall forward to the Death and Disability Superannuation Fund established pursuant to the Crown Employees (Fire and Rescue NSW Firefighting Staff Death and Disability) Award such amounts as are required in respect of each retained firefighter pursuant to Clause 5 of that Award, and to thereafter forward the balance of any statutory employer contribution to the employee's nominated superannuation fund.
- 32.3 In the event that an employee's superable wages in a particular period are such that the minimum statutory employer contribution required to be made in respect of that employee is not sufficient to meet the contribution required by that employee pursuant to Clause 5 of the Death and Disability Award then the Department shall make the additional contribution necessary to meet the shortfall and then reduce the employee's retainer to such extent and for so long as is necessary in order to recover the amount of that additional contribution.

33. Employees' Duties

- 33.1 An employee may be directed to carry out duties which are within the limits of his or her skills, competence, and training, in such a manner, as may be required by the Department, provided that:
- ~~3233.1.1~~ the direction is reasonable, and
- ~~3233.1.2~~ the direction is not otherwise inconsistent with a provision of this Award.
- ~~3233.2~~ Any direction issued by the Department pursuant to subclause ~~3233.1~~ shall be consistent with:
- ~~3233.2.1~~ the provision of a safe and health working environment,
- ~~3233.2.2~~ ensuring that the Department responds to relevant technological changes and changes in its operating environment in a timely and effective manner.
- ~~3233.3~~ The parties to this Award shall work collaboratively to ensure the effective and reasonable operation of this clause.

34. Staffing

- 34.1 Honorary Captains and Deputy Captains
- 34.1.1 Where a brigade has only one appliance and has a change of staffing to include a permanent Station Officer working the Standard 10/14 Roster, the employees occupying the positions of Captain, Senior Deputy Captain and Deputy Captain at the time of the change may retain the

titles of Honorary Captain, Honorary Senior Deputy Captain and Honorary Deputy Captain, respectively, while the positions shall no longer carry authority and the duties shall be those of a Retained Firefighter.

34.1.2. The monthly retainer shall continue to be paid at the Captain, Senior Deputy Captain or Deputy Captain rate, but payment for attendance at incidents, drills and other authorised duties shall be at the rate payable to a Retained Firefighter.

34.1.3 The uniform insignia of Captain, Senior Deputy Captain or Deputy Captain shall be worn on the dress uniform only. The title within the Brigade shall cease to exist when the person holding honorary rank leaves FRNSW.

34.2 Retained firefighter establishment

34.2.1 The retained firefighter establishment is designed to effectively meet the community's fire protection needs and to enable retained brigades to provide a reliable response to incidents in their fire districts. The Department shall maintain and publish a retained firefighter establishment list, showing the maximum number of retained firefighters approved for each Brigade, on its Intranet site.

34.2.2 For the purpose of this clause;

34.2.2.1 "Establishment" refers to the number of positions authorised by the Department, based on the need to provide and maintain an effective response to fires and emergencies. The establishment is used as the basis for funding each retained brigade.

34.2.2.2 "Actual staffing number" refers to the number of retained firefighters employed in a brigade at any time.

34.2.2.3 "A supernumerary" is an retained firefighter who is employed over and above the number of positions authorised.

34.2.2.4 Any authorised position is part of the establishment. Any retained firefighter who is held in excess of that establishment is supernumerary. Supernumerary refers to a retained firefighter, not to a position.

34.2.3 The established standard for the primary appliance at a retained station shall be the minimum crew required for the appliance, plus an availability component of another minimum crew, plus a relieving component of 50% of the above.

34.2.4 The established standard for each additional appliance allocated to the brigade shall be the minimum crew required for the appliance, plus a relieving component of 50% of the minimum crew.

34.2.5 The positions of Captain, Senior Deputy Captain and Deputy Captain are included in these crew numbers.

34.2.6 Where retained firefighters are used to cover times when permanent firefighters are not on duty, the retained establishment is calculated as for a fully retained station, as they will be required to crew all the appliances at the station during those times. For example, where permanent firefighters crew a pump during the day, and retained firefighters crew it at night, the retained establishment is 12. If the retained firefighters were also used to crew a water tanker at any time, the retained establishment would be 15.

34.2.7 If retained firefighters are not required to crew all the appliances available when the permanent firefighters are not on duty, the retained establishment is limited to only those appliances they are required to crew.

34.2.8 When retained firefighters are used to crew appliances additional to appliances crewed by

permanent firefighters, the retained establishment is based on the crews required only for those appliances, with one appliance crewed by retained firefighters designated as their primary appliance and the others treated as additional appliances. For example, where permanent firefighters crew a pump on the 10/14 Roster, and retained firefighters crew a water tanker, the standard retained establishment is 6.

34.2.9 Approved numbers are maintained in the Establishment List permanently displayed on the Intranet.

34.2.10 The establishment may be varied only in exceptional circumstances by either the Commissioner, Deputy Commissioner, Director Regional Operations or Director Metropolitan Operations only. A submission to any of these officers recommending an increase or decrease in establishment must show justification for the variation of staffing resources in the brigade and must show evidence of Council support for the variation. Proposed increases which have special implications or significant funding issues must be referred to the Commissioner.

34.2.11 A supernumerary appointment may be approved where an increase in the actual number of staff is required to address an emergency situation or a temporary shortfall in resources, or to accommodate the transfer of a retained firefighter. The number of supernumeraries must not exceed two per brigade, except in exceptional circumstances which must be detailed in a report. Where supernumeraries have been approved the staffing situation is to be reviewed every 6 months.

34.2.12 Only the Commissioner, Deputy Commissioner, Director Regional Operations or Director Metropolitan Operations may approve the employment of supernumerary retained firefighters above establishment.

34.2.13 A retained firefighter appointed to meet a temporary increase may be retained on strength as a supernumerary (ie above the number of establishment positions) until a vacancy arises, at which time the supernumerary is automatically appointed to the establishment position.

34.2.14 Where a retained firefighter wishes to transfer to another brigade and there is no vacancy in the brigade to which the person wishes to transfer, the terms and conditions of subclause 34.2.12 shall apply. In these circumstances, the brigade may be permitted to operate with a maximum of two supernumeraries until establishment positions fall vacant, at which time the approval for supernumeraries is withdrawn. Approval to appoint one or two supernumeraries is not to be taken as an approval to increase the establishment.

34.3 Captains and Deputy Captains in fire stations where the 10/14 Standard Roster operates

The Department shall maintain the positions of Captain, Senior Deputy Captain and Deputy Captain at mixed crew fire stations where the 10/14 Standard Roster operates and the station has two or more appliances.

34.4 Retained firefighter response coverage and crewing levels

It is important for Fire and Rescue NSW to ensure arrival of the first appliance at an emergency scene as soon as possible. Some fire districts with more than one fire station may have increased response coverage. This can be valuable in providing a surge capacity during major incidents and on days of Extreme fire danger. However, supplementing crewing through overtime and other means at all times at a small number of identified retained fire stations listed in subclause 34.4.7, and on Bravo pumpers, is considered unnecessary in terms of day-to-day response coverage and risk management.

34.4.1 It is the duty of the Station Commander of a brigade to ensure that sufficient retained staff will be available at all times to ensure that a safe and effective minimum crew of four firefighters will respond to calls.

34.4.2 Where it is known that four retained firefighters from the station are available to answer a call then the pumper may respond upon achieving a minimum crew of two. However, stations

responding in this way must not engage in offensive firefighting operations at a structure fire or hazmat incident, or commit personnel in SCBA, before at least four firefighters have arrived on scene.

- 34.4.3 Retained brigades that are not listed in subclause 34.4.7 must maintain a safe and effective minimum crew of four firefighters for the station pumper at all times. Ancillary appliances such as water tankers (other than rescue or hazmat tankers, which must have a minimum crew of two available at all times) and additional pumpers at the station may be staffed if sufficient firefighters are available. However it is not necessary to staff such retained ancillary appliances at all times, subject to a risk assessment being undertaken.
- 34.4.4 Where insufficient staff are available, the following actions will be taken provided that the use of firefighters from other stations does not compromise safe and effective minimum staffing at those other stations:
 - 34.4.4.1 The officer in charge shall immediately advise the ComCen, Duty Commander and Zone Commander, so that alternative response arrangements can be made while the steps set out at subclauses 34.4.4.2 to 34.4.4.7 are taken to restore safe and effective minimum crewing levels at the station.
 - 34.4.4.2 The officer in charge shall notify all retained firefighters attached to the station to advise of the staffing deficiency in an attempt to manage the situation locally.
 - 34.4.4.3 In the event that sufficient retained staff cannot be raised through subclause 34.4.4.2, the Duty Commander or Zone Commander shall identify whether surplus retained firefighters from an adjoining station, or retained firefighters from other Brigades working in the station area, are able and willing to respond with that station.
 - 34.4.4.4 In the event that sufficient retained firefighters cannot be raised through subclause 34.4.4.3, the Duty Commander or Zone Commander shall direct any surplus on-duty permanent staff at nearby stations to work at the station on out-duty or stand by.
 - 34.4.4.5 In the event that sufficient permanent staff cannot be raised through subclause 34.4.4.4, the Duty Commander or Zone Commander shall identify the potential to move-up a retained Bravo appliance and crew from another fire station.
 - 34.4.4.6 In the event that a risk assessment precludes the use of a move-up through subclause 34.4.4.5, the Duty Commander or Zone Commander shall arrange for the recall of off-duty permanent staff attached to base stations within 60 kilometres of the station in question.
 - 34.4.4.7 In the event that sufficient permanent staff cannot be raised through subclause 34.4.4.6, the Duty Commander or Zone Commander shall arrange for surplus retained firefighters from another station or stations to stand-by at that station.
- 34.4.5 Retained firefighters who agree to respond with another brigade as provided for by subclause 34.4.4.3 shall not be disadvantaged for doing so. In the event that a firefighter's own brigade attends more calls than the alternative brigade, then the firefighter shall be recognised (both in terms of pay and attendances) as having responded with their own brigade.
- 34.4.6 Retained brigades in the identified locations where unavailability will not affect response times in the fire district (refer to list) will not automatically require crew supplementation except when a Total Fire Ban has been declared, there is a major incident in progress at which their station may be required, or other operational reasons determined by the Area Commander.
- 34.4.7 Should retained firefighter availability drop below four at the stations listed in this subclause, the ComCen is to be notified and, while appliances will be taken off-line temporarily until

full crewing from within the station complement is again available, pagers will continue to be activated. Retained firefighters who respond to the station in response to a call when insufficient crew is available must not take the appliance, but may attend the incident to assist other attending brigades in their private vehicles.

| | |
|---------------------------------|---|
| Statewide: | all Bravo pumpers |
| Sydney: | 48 Mortdale, 79 Ingleburn, 66 Rhodes, 72 Merrylands, 83 Riverstone |
| Newcastle and Central Coast: | 252 Carrington, 357 Lambton, 376 Merewether, 404 New Lambton, 484 Wallsend, 460 The Entrance |
| Illawarra: | 210 Balgownie, 258 Coledale, 269 Corrimal, 461 Thirroul |
| Lower Hunter: | 202 Abermain *, 220 Bellbird, 344 Kearsley, 349 Kurri Kurri *, 382 Morpeth, 455 Telarah, 497 Weston *, provided that a safe and effective minimum crew of four firefighters shall be maintained at no less than one of the three stations marked with an asterix (*) at all times. |
| Other areas: | 361 Leura, 514 Tweed River, 284 Delroy, 206 Albury North, 209 Albury Civic, 480 Wagga Wagga, 239 Broken Hill South, 508 West Tamworth, 105 Kelso, 307 South Grafton, 364 Lithgow West |

34.5 Staffing of water tankers

- 34.5.1 FRNSW water tankers are positioned at strategic locations throughout NSW as secondary response appliances, primarily to assist pumpers to deal with bush and grass fires. Water tankers complement urban pumpers with capabilities including additional water-carrying capacity, off-road capability, and specialised bushfire fighting equipment.
- 34.5.2 The minimum authorised crewing level for water tankers, including rescue and hazmat tankers, is two firefighters.
- 34.5.3 Water tankers permanently attached to fire stations are ordinarily crewed by retained firefighters. During major bushfires or Total Fire Bans, reserve fleet tankers may be staffed by permanent firefighters.
- 34.5.4 When sufficient crewing is available, water tankers can also be used to respond in support of (but not in lieu of) pumpers to incidents other than bush or grass fires.
- 34.5.5 A safe and effective minimum crew of two must be maintained at all times for designated rescue and hazmat tankers.
- 34.5.6 The Zone Commander must also ensure that minimum water tanker crewing is maintained whenever:
 - 34.5.6.1 Total Fire Ban is declared for the area in which the tanker is located,
 - 34.5.6.2 a major bushfire is burning within or adjoining the station area,
 - 34.5.6.3 in areas where there are no back up stations, the station's pumper and crew are deployed at a protracted (two hours or more) or distant incident, or
 - 34.5.6.4 required by the Area Commander on the basis of a local risk assessment.
- 34.5.7 In any situation where insufficient staff are available to crew a water tanker and a crew is required as indicated in 34.5.6.1 to 34.5.6.4 above, the following process must be followed:

- 34.5.7.1 The Station Commander must immediately notify the ComCen, Duty Commander and Zone Commander, so that alternative response arrangements can be made while steps 34.5.7.2 to 34.5.7.6 below are taken.
- 34.5.7.2 The Station Commander must try to achieve a minimum crew by notifying all retained firefighters attached to the station of the need to crew the tanker.
- 34.5.7.3 If sufficient retained staff cannot be raised through step 34.5.7.2, the Duty Commander or Zone Commander will identify whether there are surplus retained firefighters from an adjoining brigade, or retained firefighters from other brigades working in the station area who are suitably qualified, able and willing to respond with that brigade.
- 34.5.7.4 If sufficient retained staff cannot be raised through step 34.5.7.3, the Duty Commander or Zone Commander will direct any surplus and suitably qualified on-duty permanent staff at nearby stations to work at the station on out-duty or stand by.
- 34.5.7.5 If sufficient permanent staff cannot be raised through step 34.5.7.4, the Duty Commander or Zone Commander will arrange for the recall of suitably qualified off-duty permanent staff attached to base stations within 60 kilometres of the station in question.
- 34.5.7.6 If sufficient permanent staff cannot be raised through step 34.5.7.5, the Duty Commander or Zone Commander will arrange for surplus and suitably qualified retained firefighters from another brigade or brigades to stand-by at that station.
- 34.5.8 Retained firefighters who agree to respond with another brigade at step 34.5.7.3 will not be disadvantaged for doing so. If the firefighter's own brigade attends more calls than the other brigade, the firefighter will be deemed in terms of both pay and attendances to have responded with their own brigade.
- 34.5.9 When retained firefighter shortages do lead to the use of other retained firefighters on stand-by, or permanent firefighters on recall, then safe and effective minimum water tanker staffing will usually need only be maintained during daylight hours, and such firefighters will generally not be deployed until 1200 hours or later depending on local conditions.
- 34.5.10 Immediately sufficient retained staff become available, staff engaged as detailed in steps 34.5.7.5 and 34.5.7.6 above are to be dismissed, and any out-duty personnel returned to their base station.

34.6 Response protocols

- 34.6.1 The Department shall activate the pagers or otherwise notify each and every employee who is attached to a brigade which is required to respond to an incident, whereupon such employees shall be entitled to payment pursuant to subclause 6.5.
- 34.6.2 To avoid doubt, the reference made to consultation and decisions regarding Clause 6 shall include decisions to alter the response protocols for any fire brigade with retained firefighters attached, which will be subject to the consultation, notification and determination procedures of Clause 27.

35. Workplace Health and Safety

35.1 Employee Assistance Program

- 35.1.1 The Department shall access to confidential professional counselling services for employees and their immediate family members via an Employee Assistance Program.
- 35.1.2 Employees shall be entitled to three visits per issue, per 12 months from the date of their first

visit. Assistance shall be provided for a wide range of personal and work related issues including:

- work related issues (conflict, change, etc)
- alcohol and other drug related problems
- stress and trauma related problems
- critical incident stress
- depression, anxiety
- family and marital problems
- grief
- eating disorders
- elder care (coping skills, guilt, etc)
- balancing family and work responsibilities
- concerns about children or family members, and
- referrals to highly specialised services such as financial and legal advice.

35.1.3 All consultations shall be completely confidential unless otherwise agreed with the counsellor.

35.1.4 Employees may refer themselves or a member of their immediate family to the Employee Assistance Program directly, that is they do not have to go through the Department.

35.1.5 Attendance at and participation in the Employee Assistance Program shall remain strictly voluntary.

35.2 Quit smoking program

35.2.1 The Department shall offer and operate a voluntary quit smoking program for employees comprising:

35.2.1.1 Information and advice; and

35.2.1.2 Support by way of confidential phone counselling, including follow-up calls within two days, two weeks, six months and twelve months of an employee's quit date; and

35.2.1.3 a four-week Nicotine Replacement Therapy kit for employees who smoke over 10 cigarettes a day, at no cost to the employee, with an additional 4 weeks of therapy available for purchase by the employee through the Department at cost.

35.3 WHS consultative arrangements

The parties have agreed to the following consultative arrangements to best facilitate effective consultation on health and safety matters within FRNSW.

35.3.1 The Department will consult with employees to enable them to contribute to the making of decisions affecting their health, safety and welfare at work by:

35.3.1.1 sharing relevant information about health and safety matters with employees,

35.3.1.2 giving employees the opportunity to express their views and to contribute in a timely fashion to the resolution of health and safety issues at their workplaces, and

35.3.1.3 valuing the views of employees and taking them into account in making decisions that affect their health, safety and welfare.

35.3.2 The Department will consult with employees to enable them to contribute to the making of decisions affecting their health, safety and welfare at work. Specifically, the Department will consult directly with the employees concerned, their elected Safety Representative,

and/or the Union, when:

- 35.3.2.1 risks to health and safety arising from work are assessed or when the assessments of these risks are reviewed,
 - 35.3.2.2 decisions are made about the measures to be taken to eliminate or control those risks,
 - 35.3.2.3 procedures for monitoring those risks are introduced or altered,
 - 35.3.2.4 decisions are made about the adequacy of facilities for the welfare of employees,
 - 35.3.2.5 changes that may affect health, safety or welfare are proposed to FRNSW premises, systems or methods of work, or to plant or substances used at work, or
 - 35.3.2.6 decisions are made about the procedures for future consultation.
 - 35.3.2.7 The parties recognise that employee input and participation improves decision making about health and safety matters. However, decisions about workplace health and safety issues remain the Department's responsibility.
- 35.3.3 The consultative arrangements will include: Safety Representatives at every station, communication centre and other workgroup; employee and/or Union representation on special committees, such as the PPE Committee; and a Joint Consultative Committee, as follows:
- 35.3.3.1 one elected Safety Representative for each designated workgroup ie each fire station, communication centre and other workgroup (eg Hazmat, ComSafe).
 - 35.3.3.2 Union representatives on workplace health and safety-related specialist committees, such as the PPE Committee, the Alcohol and Drug Safety and Rehabilitation Committee, the Fleet Implementation Group, and the Strategic Programs Project Team.
 - 35.3.3.3 the Joint Consultative Committee (JCC) between the Department and the Union. The JCC will deal with health and safety issues that have a FRNSW-wide impact. It will consists of senior Departmental managers and Union representatives, and will meet on a regular basis to consult on a range of issues, including health and safety issues, and to monitor and review these consultative arrangements. The JCC secretariat function will be provided by the Department.
- 35.3.4 Safety Representatives will:
- 35.3.4.1 liaise with their supervisor or manager during the risk management process at their workplace:
 - 35.3.4.1.1 when risks to health and safety are being assessed or reviewed, and
 - 35.3.4.1.2 when decisions are being made about measures to be taken to eliminate or control risks,
 - 35.3.4.2 consult with employees in their workgroup, and represent them in discussions with their supervisor or manager about workplace health and safety issues,
 - 35.3.4.3 carry our inspections of the workplace to investigate health and safety complaints from employees in their workgroup,

- 35.3.4.4 attempt to resolve any workplace health and safety matter but, if unable to do so, request a meeting between Department and Union representatives, and
- 35.3.4.5 be informed about work injuries, workplace changes, health and safety inspections of their workplace or workplace health and safety notices issued in relation to their workgroup.
- 35.3.5 To assist with performing their functions, Safety Representatives will be provided with reasonable access to workplace facilities (access to computers, email, telephone, faxes, stationery, notice boards, etc) for the purposes of carrying out their role, including communicating with workgroup members, seeking workplace health and safety advice and undertaking Safety Representative training.
- 35.3.6 The Department will not dismiss or detrimentally alter an employee's position because the employee:
 - 35.3.6.1 makes a complaint about a workplace health and safety risk, or
 - 35.3.6.2 is a Safety Representative and is performing the functions of a Safety Representative.
- 35.3.7 Elections of Safety Representatives will be conducted at least every two years. An election is also required when there is a permanent vacancy due to resignation of a Safety Representative or if the Safety Representative ceases to be an employee of that workgroup. Current Safety Representatives may nominate for re-election.
- 35.3.8 Nominations for Safety Representatives will be requested from the employees in each workgroup. Where more than one nomination is received for a particular workgroup, an election will be held by the employees from that workgroup to determine the elected Safety Representative.
- 35.3.9 Where a casual vacancy occurs, the Safety Representative will be selected from the top of the eligibility list compiled from the results of an election held within the previous six months. If no eligibility list exists, nominations will be requested to fill the casual vacancy, and where more than one nomination is received, an election will be conducted to fill the casual vacancy.
- 35.3.10 Elections will be conducted in accordance with recognised democratic principles. All employees of the workgroup will have the opportunity to nominate and vote in elections. The election process will be managed at the local level, coordinated by the relevant Zone Commander or Manager, with such further assistance as may be required to be provided by the Department.
- 35.3.11 Following the election, the relevant Zone Commander or Manager will inform all employees in the workgroup of the name and contact details of their elected Safety Representative.
- 35.3.12 Safety Representatives will complete the Safety Representative's training course within three months of being elected. Safety Representatives training will be a self-paced distance learning course, involving approximately six hours study time on shift for Permanent Firefighters, and equivalent paid study time for Retained Firefighters.
- 35.3.13 The training course will include the following:
 - 35.3.13.1 the importance of workplace health and safety consultation and systematically managing workplace health and safety,
 - 35.3.13.2 the requirements for consultation under the Work Health and Safety Act 2011,
 - 35.3.13.3 the general duties of employers, employees and others, under the Work Health

and Safety Act 2011,

- 35.3.13.4 how effective consultation can result in better decision-making about workplace health and safety,
 - 35.3.13.5 effective communication techniques,
 - 35.3.13.6 how to systematically manage health and safety,
 - 35.3.13.7 a practical exercise in how to conduct a risk assessment, and
 - 35.3.13.8 how to undertake additional, ongoing learning on workplace health and safety consultation via the Intranet and Internet.
- 35.3.14 Workplace health and safety issues should be raised and resolved at the local level as far as possible. An employee must take reasonable steps to prevent risks to health and safety at work by notifying their supervisor of any health and safety matter. The supervisor is to consider the issue and resolve it in a timely manner.
- 35.3.15 If not resolved, the issue should be referred to the Safety Representative for consultation with relevant supervisors or managers. If the issue is not resolved after supervisors and/or managers have been given a reasonable opportunity to consider and respond to the issue, a joint meeting between the relevant Zone Commander or Manager, Union representative(s) and the Safety Representative is to be convened to resolve any outstanding issues. This meeting may be held by teleconference or other means. If the issue remains unresolved, the Safety Representative or the Union may report it to the JCC for review, or request an investigation of the issue by a WorkCover Inspector.

36. Conduct and Discipline

- 36.1 To avoid doubt, the provisions of this clause shall prevail and apply to the extent of any inconsistency between these provisions and any Regulation under the Fire Brigades Act 1989 and/or any order, policy or direction that has been or may be issued by the Commissioner or the Department.
- 36.2 Remedial Action
- 36.2.1 The Nominated Officer shall have the power to make remedial action available as an alternative to a preliminary inquiry if the firefighter admits the misconduct and agrees to the remedial action and the nominated officer thinks it is appropriate in the circumstances to take remedial action.
 - 36.2.2 Remedial action may consist of counseling, training and development, monitoring the firefighter's conduct or performance, implementing a performance improvement plan, the issuing of a warning to the firefighter that certain conduct is unacceptable or that the firefighter's performance is not satisfactory, or any other action of a similar nature.
 - 36.2.3 Remedial action is limited to six months, unless otherwise agreed. If a firefighter fails to undertake the remedial action, proceedings for misconduct may be commenced or restarted, or an alternative disciplinary action may be imposed.
- 36.3 Guidelines for disciplinary interviews
- 36.3.1 Persons being interviewed shall be warned that they are not required to answer questions which may be incriminating to them. However, it must be clearly understood that the person being interviewed must have sufficient reason to believe that the answer to the question will incriminate them before they refuse to answer.
 - 36.3.2 Except in cases of urgency, a firefighter who is called for interview in connection with a breach of discipline committed by or within the knowledge of that person, may have present at the interview, as an observer, a Union representative or an independent person.

- 36.3.2.1 Where a Union representative is not available, or cannot be available within a reasonable time, as determined by the circumstances, for example during the night, or in country areas, etc the observer should be a person completely independent of the incident under investigation.
 - 36.3.2.2 Where all members on duty at the Station are interviewed, the observer should be obtained from a neighbouring station.
 - 36.3.2.3 The role of the observer is to see that the interview is conducted in a fair and impartial manner and that there is not intimidation. The observer will be non-participant in the interview.
 - 36.3.3 No more than two officers are to conduct such an interview on behalf of the Department.
 - 36.3.4 Dual recording facilities will be provided for recording the interview.
 - 36.3.5 At the commencement of the interview the person being interviewed shall be asked if the interviewee has any objection to the use of the recording equipment. In the event that he/she declines the recording equipment will not be used and the fact of declining will not be detrimental to the interviewee.
 - 36.3.6 Where the recording equipment is not able to be used then every effort should be made to record the interview to the best of the interviewing Officer's ability.
 - 36.3.7 At the conclusion of the interview the person concerned is to be provided with a copy of the recording.
 - 36.3.8 If a written record of the interview has occurred then the person concerned is to be requested to read and sign a copy of the record of interview but should the interviewee decline to do so no further action is to be taken in this regard than to record the request and the refusal.
- 36.4 Guidelines for exercising the powers of suspension
- 36.4.1 A discretionary power is conferred upon all officers above the rank of Station Officer in the case of permanent firefighters and in the case of retained members, the Commissioner, Superintendent, an Inspector or the person in command of the brigade. The discretionary power is the right to suspend a member of the brigade who it appears to such officer may be guilty of misconduct. When exercising this discretionary power to suspend the particular officer must abide by the general law and the rules of natural justice, as set out and explained in Standing Orders.
- 36.5 Incriminating admissions and standard of proof
- 36.5.1 A firefighter cannot be forced to incriminate themselves. That is they cannot be required to make a statement which may prove their guilt. Although a firefighter may be required to submit a report and failure to do so without sufficient cause may amount to misconduct, they cannot be required to put in that report any fact that may incriminate them.
 - 36.5.2 An officer who intends to obtain a report for the purpose of afterwards using it as evidence against a firefighter must first advise the firefighter that "you are not obliged to make a statement that may incriminate yourself but that if you make any statement it may be used as evidence".
 - 36.5.3 A firefighter must not be threatened with prosecution for refusing to supply a report intended for use against them.
 - 36.5.4 The standard of proof required to prove that a firefighter is guilty of misconduct will be that of the civil standard. That standard is "proved on the balance of probabilities". An officer holding an inquiry under the provisions of this clause must be satisfied on the balance of probabilities that the firefighter committed such offence. Similarly, an officer exercising their powers of

suspension must be satisfied, on the balance of probabilities that the alleged offender has committed the offence before suspending the firefighter.

36.6 Penalty notices for driving offences

If a FRNSW vehicle is recorded by a speed, traffic light or other camera as breaking a road rule and the vehicle was responding to an emergency call, the Department will return the penalty notice to the State Debt Recovery Office stating this was the case and the firefighter who was driving the vehicle, whose name shall not be required in these circumstances, shall not be liable for any fine or penalty.

36.7 Regulation 12(1)(b) only in exceptional circumstances

The Commissioner may terminate a firefighter's appointment as a firefighter if the firefighter is no longer a suitable person to exercise the functions of a firefighter pursuant to the *Fire Brigades Regulation*, provided that such power shall only be used in exceptional circumstances and only where it is not practicable to have recourse to the usual disciplinary processes available under subclause 10.8. Examples of these circumstances include – abandonment of employment, incarceration for a serious offence (whether on remand or otherwise).

36.8 Disciplinary provisions

36.8.1 For the purpose of this clause:

36.8.1.1 “nominated officer” means the officer nominated by the Commissioner for the purposes of this Part.

36.8.1.2 “remedial action”, in relation to a firefighter, means any one or more of the following:

- (a) counselling,
- (b) training and development,
- (c) monitoring the firefighter's conduct or performance,
- (d) implementing a performance improvement plan,
- (e) the issuing of a warning to the firefighter that certain conduct is unacceptable or that the firefighter's performance is not satisfactory,
- (f) any other action of a similar nature.

36.8.2 A firefighter is guilty of misconduct if the firefighter:

36.8.2.1 contravenes a provision of Part 3 of the *Fire Brigades Regulation 2008*, as was made to commence on 1 September 2008, or

36.8.2.2 is convicted in New South Wales of an offence that is punishable by imprisonment for 12 months or more, or is convicted elsewhere than in New South Wales of an offence that, if it were committed in New South Wales, would be an offence so punishable, or

36.8.2.3 is found to have made a statement in connection with an application for appointment as a firefighter that is false or misleading in a material particular.

36.8.3 A reference in subclause 36.8.2.2 to the conviction of a firefighter for an offence punishable by imprisonment for 12 months or more includes a reference to the firefighter having been found guilty by a court of such an offence but where no conviction is recorded.

36.8.4 Complaints of misconduct

36.8.4.1 A firefighter may make a complaint in writing to the Commissioner that another firefighter is guilty of misconduct.

36.8.4.2 A complaint that does not concern corrupt conduct must be lodged:

- 36.8.4.2.1 through the chain of command, or
- 36.8.4.2.2 if the complaint relates to the officer in charge of the firefighter, with the officer in charge's immediate superior.
- 36.8.4.2.3 If the nominated officer decides to act on a complaint, the firefighter against whom the complaint is made must be given a copy of it.

36.8.4.3 Any firefighter dealing with a complaint:

- 36.8.4.3.1 must treat the information as strictly confidential, and
- 36.8.4.3.2 must deal with any personal information within the meaning of the *Privacy and Personal Information Protection Act 1998* in relation to that complaint in accordance with that Act,

unless this clause authorises the information to be dealt with in another way or unless the Commissioner authorises the information to be dealt with in another way.

36.8.5 Suspension of firefighters

- 36.8.5.1 An officer authorised by subclause 36.4 may suspend a firefighter from duty if:
 - 36.8.5.1.1 the officer is of the opinion that the firefighter is guilty of misconduct, or
 - 36.8.5.1.2 the firefighter is taken into lawful custody.
- 36.8.5.2 A firefighter may be suspended pursuant to subclause 36.8.5.1 whether or not a complaint of misconduct has been made against the firefighter.
- 36.8.5.3 A firefighter may not be suspended unless all reasonable steps have been taken to ensure that the firefighter has been informed of the reason for the suspension and has been given an opportunity to respond.
- 36.8.5.4 A suspension under this clause has effect for the period (not exceeding 14 days) specified by the authorised officer and may be terminated at any time by the Commissioner.
- 36.8.5.5 If a suspension relates to the absence from duty of a firefighter without authority, the suspension is taken to have commenced when the unauthorised absence began, unless the Commissioner determines otherwise.
- 36.8.5.6 An officer who suspends a firefighter must, as soon as practicable, report the suspension and the reason for it to the Commissioner.

36.8.6 Commissioner to deal with suspension

- 36.8.6.1 After considering the report submitted by an officer who has suspended a firefighter and any submission made by or on behalf of the firefighter, the Commissioner may, by order, confirm or terminate the suspension.
- 36.8.6.2 The Commissioner may not confirm a suspension unless proceedings have been initiated (whether under this clause or otherwise) in respect of the matters giving rise to the suspension.

36.8.6.3 Any suspension confirmed under this clause has effect for the period specified in the relevant order and may be terminated at any time by the Commissioner.

36.8.7 Payment during suspension under subclause 36.8.5.1.1

36.8.7.1 Payment of a firefighter is not to be stopped during a suspension under subclause 36.8.5.1.1 that has not been confirmed, but is to be stopped during such a suspension that has been confirmed, unless otherwise determined by the Commissioner.

36.8.7.2 If satisfied that the circumstances so warrant, the Commissioner may approve a maintenance payment to a firefighter under a suspension that has been confirmed of such amount and for such period as the Commissioner may direct.

36.8.7.3 A firefighter in respect of whom a complaint of misconduct is dismissed is to be reimbursed for any pay (including any retainer) lost during any period of suspension less any maintenance paid during that period.

36.8.7.4 If a firefighter under suspension is found guilty of misconduct, the Commissioner may approve the reimbursement of such part of any pay (including any retainer) lost during the suspension as the Commissioner may direct.

36.8.8 Payment of firefighter in custody

A firefighter who is in lawful custody is not eligible for payment while suspended, unless otherwise determined by the Commissioner.

36.8.9 Remedial action

36.8.9.1 The nominated officer may take remedial action with respect to a firefighter against whom a complaint of misconduct has been made if:

36.8.9.1.1 the firefighter admits the misconduct, and

36.8.9.1.2 the firefighter agrees to the remedial action, and

36.8.9.1.3 the nominated officer thinks it is appropriate in the circumstances to take remedial action.

36.8.9.2 The nominated officer may take remedial action in accordance with this clause at any time after a complaint of misconduct has been made, including after any of the proceedings set out in subclauses 36.8.10 to 36.8.13 inclusive have commenced.

36.8.9.3 However, if remedial action is taken, proceedings commenced subclauses 36.8.10 to 36.8.13 inclusive are to be suspended pending the satisfactory completion of the remedial action by the firefighter.

36.8.9.4 If a firefighter fails to do anything that is required of the firefighter by the remedial action, the nominated officer may deal with the firefighter according to the provisions of subclauses 36.8.10, 36.8.11, 36.8.12 and/or 36.8.13 inclusive or recommence any proceedings commenced under those clauses that had been suspended.

36.8.10 Preliminary inquiry into conduct of firefighter

36.8.10.1 The nominated officer may conduct, or may direct another officer to conduct, a preliminary inquiry into a complaint of misconduct against a firefighter.

- 36.8.10.2 A preliminary inquiry may not be conducted by the officer in charge of the firefighter against whom a complaint of misconduct has been made.
- 36.8.10.3 A preliminary inquiry is to be conducted in accordance with the Commissioner's Orders or, with respect to any matter for which those Orders do not provide, in such manner as the nominated officer may direct or, subject to any such direction, as the officer conducting the inquiry thinks fit.
- 36.8.10.4 A formal hearing is not to be held and witnesses are not to be called for examination.
- 36.8.10.5 The firefighter to whom the complaint relates may make written representations or, if the officer conducting the inquiry so permits, oral representations on any matter relevant to the inquiry.
- 36.8.10.6 A firefighter who is permitted to make oral representations is entitled to be accompanied by an observer, chosen by the firefighter, while the representations are made.
- 36.8.10.7 An officer conducting a preliminary inquiry at the direction of the nominated officer must report the result of the inquiry to the nominated officer in writing within the time set by the nominated officer.

36.8.11 Charges against firefighter

- 36.8.11.1 If the nominated officer considers (as a result of a preliminary inquiry or otherwise) that action should be taken against a firefighter in respect of a complaint of misconduct, the nominated officer may charge the firefighter with the alleged misconduct.
- 36.8.11.2 Any such charge is to be prepared in writing setting out the grounds of the alleged misconduct and a copy is to be served on the firefighter against whom the charge is made.
- 36.8.11.3 The firefighter, or a duly authorised representative of the firefighter, is to be allowed to read, and to take copies or extracts of, the relevant portions of the Departmental file or preliminary inquiry report and any other papers held by the Department in relation to the charge.
- 36.8.11.4 The firefighter must, within 10 calendar days after being served with a copy of the charge, report to the nominated officer in writing whether the firefighter admits or denies the charge.
- 36.8.11.5 If the charge is admitted by the firefighter, submissions may be made to the nominated officer by or on behalf of the firefighter (either orally or in writing) in mitigation of penalty.
- 36.8.11.6 The nominated officer must send any such submissions to the Commissioner.

36.8.12 Formal inquiry

- 36.8.12.1 If the firefighter denies the charge or does not admit or deny the charge within 10 calendar days after being served with a copy of it, the nominated officer is to conduct, or direct another officer to conduct, a formal inquiry under this clause.
- 36.8.12.2 The defendant may appear at the inquiry in person or be represented by a barrister, solicitor or agent.
- 36.8.12.3 The inquiry may be conducted in the absence of the defendant if the defendant fails to attend the inquiry and if the officer conducting the inquiry is satisfied

that the defendant has been served with reasonable notice of the time and place for the inquiry.

36.8.12.4 Service of any such notice may be proved by the oath of the person who served the notice or by affidavit.

36.8.12.5 The officer conducting the inquiry:

36.8.12.1 is to conduct the inquiry in accordance with the Commissioner's Orders or, with respect to any matter for which those Orders do not provide, in such manner as the nominated officer may direct or, subject to any such direction, as the officer conducting the inquiry thinks fit, and

36.8.12.2 is not bound by any law, rules or practice of evidence, and

36.8.12.3 may be informed of any matter in such manner as he or she thinks fit, and

36.8.12.4 must cause a transcript to be prepared of the proceedings of the inquiry.

36.8.12.6 The officer conducting the inquiry:

36.8.12.6.1 may require any firefighter to appear before the officer and to give evidence, and

36.8.12.6.2 may require any firefighter to produce to the officer any document or thing relevant to the inquiry.

36.8.12.7 A firefighter who fails to comply with a requirement under subclause 36.8.12.6 without reasonable excuse may be charged with misconduct.

36.8.12.8 The defendant is entitled to inspect any document or thing furnished under this clause.

36.8.13 Formal inquiry report

36.8.13.1 An officer conducting an inquiry at the direction of the nominated officer must cause a report of the officer's findings and recommendations, together with the transcript of the proceedings and any document or thing admitted in evidence, to be sent to the nominated officer.

36.8.13.2 The nominated officer may make further recommendations concerning the findings of the inquiry and must inform the defendant of all recommendations made.

36.8.13.3 The nominated officer must cause the report of the findings of a formal inquiry, together with any associated recommendations, transcripts or evidence, to be sent to the Commissioner.

36.8.13.4 Written submissions (including submissions in mitigation of penalty) may be made to the Commissioner, by or on behalf of the defendant, within such time as the Commissioner allows.

36.8.13.5 If the defendant is found not guilty of misconduct, the nominated officer must terminate any suspension of the defendant immediately.

36.8.14 Disciplinary action by Commissioner

- 36.8.14.1 The Commissioner, after considering a report in which a firefighter is found guilty of misconduct and any submission made by or on behalf of the firefighter, may deal with the matter in any one or more of the following ways:
- 36.8.14.1.1 by taking remedial action against the firefighter,
 - 36.8.14.1.2 by giving the firefighter a caution or reprimand,
 - 36.8.14.1.3 by imposing on the firefighter a fine not exceeding \$1100,
 - 36.8.14.1.4 by revoking the firefighter's appointment to a position,
 - 36.8.14.1.5 by demoting the firefighter,
 - 36.8.14.1.6 by terminating the employment or service of the firefighter.
- 36.8.14.2 The Commissioner must remove any record of disciplinary action taken under subclause 36.8.14.1.1, 36.8.14.1.2 or 36.8.14.1.3 from a firefighter's personal record if the firefighter has been of good behaviour for at least 2 years since the taking of the action.
- 36.8.14.3 The Commissioner may suspend disciplinary action taken against a firefighter under subclause 36.8.14.1.2, 36.8.14.1.3, 36.8.14.1.4 or 36.8.14.1.5 for a period not exceeding 2 years on condition that the firefighter is of good behaviour during that period.
- 36.8.14.4 If a firefighter fails to do anything that is required of the firefighter by the remedial action taken under subclause 36.8.14.1.1, the Commissioner may deal with the firefighter in any other manner referred to in subclause 36.8.14.1.
- 36.8.14.5 The Commissioner may permit a firefighter to resign instead of taking disciplinary action under subclause 36.8.14.1.6

36.8.15 Fines

- 36.8.15.1 The amount of any fine imposed on a firefighter under this clause may, subject to this clause, be deducted from any money (including wages) due to the firefighter with respect to the firefighter's employment or service.
- 36.8.15.2 A fine is not to be deducted from the firefighter's pay until 30 days after the Commissioner's decision to impose the fine has been made known to the firefighter.
- 36.8.15.3 Any application made after that period for time to pay is to be considered and, if an appeal is lodged with the Industrial Relations Commission against the imposition of a fine, deductions from the firefighter's pay or retainer towards payment of the fine are not to be made pending determination of the appeal.

36.8.16 Action following court appearance

If a firefighter is found guilty of an offence referred to in subclause 36.8.2.2, the Commissioner may take action against the firefighter as if the firefighter had been found guilty of misconduct by an inquiry under this Part.

37. Miscellaneous provisions

37.1 Medical examination

- 37.1.1 The Department will reimburse successful applicants for retained employment the actual cost of any medical examination required by the Department.

37.2 Leave balance errors

37.2.1 The Department shall not debit an employee's leave balances in the event of an error which occurred more than six years prior to the date of identification of that error.

37.3 Community Language Allowance Scheme

37.3.1 Employees shall be eligible for payment for the Community Language Allowance Scheme (CLAS) allowance provided that:

37.3.1.1 the employee has applied to be listed on the Department's language register; and

37.3.1.2 the employee can demonstrate that they have used their second language in the course of their duties. For the purpose of this subclause it will generally be considered that to justify regular usage of the second language the firefighter has used those skills on at least seven occasions annually in dealing with different members of the community; and

37.3.1.3 the employee satisfactorily completes a language test which consists of:

37.3.1.3.1 free conversation in English and the community language;

37.3.1.3.2 comprehension - a passage to be read aloud by the employee in the community language, followed by a simple form to be completed in English, using the information supplied in the passage;

37.3.1.3.3 a short passage in English, with the content to be explained in the community language.

37.3.2 Employees who have a current National Accreditation Authority for Translators and Interpreters (NAATI) certificate (levels 1-5) and who satisfy the other criteria for a CLAS allowance do not need to undergo the test at subclause 37.3.1.3.

37.3.3 CLAS allowances will be reviewed on an annual basis and will only be paid while the employee continues to satisfy the criteria necessary set out at subclause 37.3.1.2.

37.3.4 Employees who satisfy the criteria for the payment will be entitled to be paid a CLAS allowance of \$244.80 per annum.

37.4 RTAS indemnity

37.4.1 The Department shall provide insurance cover through its legal liability and professional indemnity policies for family members of retained firefighters, or other persons normally residing in a retained firefighter's home, for protection for actions carried out by them in good faith, where a Retained Telephone Alert System (RTAS) is attached to the home of such firefighter and it is necessarily answered by one of those persons.

37.5 Loss of or damage to employees' private property

37.5.1 The Department will not generally accept liability for loss of or damage to employees' private property however compensation will be considered where personal effects are stolen or damaged while Departmental premises stand empty during response to fire calls or other FRNSW activities.

37.5.2 Where compensation is to be paid, the Department will examine the extent to which the employee has used available facilities for safeguarding property and, if satisfied that the employee did take all reasonable steps to safeguard property or personal effects, may approve

of compensation up to a maximum of \$5,000.

37.6 Leave for religious duties or cultural obligations

37.6.1 The Department shall grant leave to employees of any religious faith or cultural or ethnic background who seek leave to be absent from duty on specific dates and times for the purpose of observing essential religious duties or cultural obligations and in accordance with subclause 28.2, such authorised absences will be excluded when determining an employee's level of attendance.

38. Anti-Discrimination

3338.1 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.

3338.2 It follows that in fulfilling their obligations under the Disputes Avoidance Procedures prescribed by Clause 26, 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.

3338.3 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.

3338.4 Nothing in this Clause is taken to affect:

3338.4.1 any conduct or act which is specifically exempted from anti-discrimination legislation;

3338.4.2 offering or providing junior rates of pay to persons under 21 years of age;

3338.4.3 any act or practice of a body established to propagate religion which is exempted under section 56(d) of the *Anti-Discrimination Act* 1977;

3338.4.4 a party to this Award from pursuing matters of unlawful discrimination in any State or Federal jurisdiction.

3338.5 This Clause does not create legal rights or obligations in addition to those imposed upon the parties by legislation referred to in this Clause.

3439. Area, Incidence and Duration

3439.1 This Award rescinds and replaces the Crown Employees (NSW Fire Brigades Retained Firefighting Staff) Award 2008 published 27 March 2009 (367 IG 667) as varied.

3439.2 This Award shall take effect on and from ~~17 June 2011~~ 22 February 2013 and shall remain in force until ~~21 February 2013~~ 18 February 2016.

~~35. Leave Reserved~~

~~Leave is reserved to the Union to make application in respect of those employees who may be allocated a designated Community First Responder role.~~

PART B

MONETARY RATES

Table 1 - Payment Entitlement Codes

The following rates of pay and allowances are effective on and from the beginning of the first pay period to commence on or after the date shown.

| Clause No. | Description | Code | 17 June 2011 \$ | 24 February 2012 \$ |
|---|---|------|-----------------------|---------------------------|
| 6.3 | Fortnightly Retainer Captain A | A | 109.80 | 112.50 |
| 6.3 | Fortnightly Retainer Captain B Deputy Captain A | B | 98.90 | 101.40 |
| 6.3 | Fortnightly Retainer Deputy Captain B | C | 74.30 | 76.20 |
| 6.3 | Fortnightly Retainer Firefighter A | D | 56.40 | 57.80 |
| 6.3 | Fortnightly Retainer Firefighter B | E | 42.20 | 43.30 |
| 6.3 | Fortnightly Retainer Firefighter C | F | 28.30 | 29.0 |
| 6.3 | 1st Hour Captain | G | 32.62 | 33.44 |
| 6.3 | 1st Hour Deputy Capt. Firefighter Levels A,B,C | H | 28.26 | 28.97 |
| 6.3 | Each Subsequent half hour or part Captain | I | 16.31 | 16.72 |
| 6.3 | Each Subsequent half hour or part Deputy Capt. Firefighter Levels A,B,C | J | 14.13 | 14.48 |
| 6.7.3, 9.1.1, 9.2.1, 9.2.3, 9.3.1, 20.1, 20.5.5 & 29.2 | Kilometre Allowance | K | 1.08 | 1.10 |
| 6.7.1 | Stand By Rate per hour | L | 62.83 | 64.40 |
| 8.2.2 & 29.4.2 | Meal Allowance | M | 25.80 | 25.80 |
| 8.2.1 | Refreshment Allowance | N | 12.90 | 12.90 |
| 6.8.1.1 | Royal Easter Show Captain per hour | O | 50.18 | 51.44 |
| 6.8.1.2 | Royal Easter Show Deputy Capt, Firefighter Levels A, B, C, per hour | P | 43.47 | 44.56 |

PART B

MONETARY RATES

Table 1 - Payment Entitlement Codes

The following rates of pay and allowances are effective on and from the ~~beginning of the first pay period to commence on or after the~~ date shown.

| Clause | Retainers per fortnight | Code | 22 February 2013 \$ | 21 February 2014 \$ | 20 February 2015 \$ |
|--------|-------------------------|------|------------------------|------------------------|------------------------|
| 6.3 | Captain | A | 115.30 | 118.20 | 121.20 |
| 6.3 | Senior Deputy Captain | B | 103.90 | 106.50 | 109.20 |
| 6.3 | Deputy Captain | C | 78.10 | 80.10 | 82.10 |
| 6.3 | Firefighter | D | 59.20 | 60.70 | 62.20 |

| Clause | Rates of Pay | Code | 22 February 2013 \$ | 21 February 2014 \$ | 20 February 2015 \$ |
|---------|--|------|------------------------|------------------------|------------------------|
| 6.3 | 1st hour, Captain | E | 35.83 | 36.73 | 37.65 |
| 6.3 | 1st hour, all other ranks | F | 31.01 | 31.78 | 32.57 |
| 6.3 | Each subsequent half hour or part, Captain | G | 17.92 | 18.37 | 18.83 |
| 6.3 | Each subsequent half hour or part, all other ranks | H | 15.51 | 15.89 | 16.29 |
| 6.4 | ComSafe rate per hour, all ranks | I | 78.18 | 80.14 | 82.14 |
| 6.8.1 | Stand By rate per hour, all ranks | J | 66.01 | 67.66 | 69.35 |
| 6.9.1.1 | Royal Easter Show per hour, Captain | L | 52.73 | 54.05 | 55.40 |
| 6.9.1.2 | Royal Easter Show per hour, all other ranks | N | 45.67 | 46.81 | 47.98 |

| Clause | Allowances | Code | 22 February 2013 \$ | 21 February 2014 \$ | 20 February 2015 \$ |
|--|---|------|------------------------|------------------------|------------------------|
| 6.8.3 9.1.1 9.2.1 9.2.3 20.1 20.5.5 29.2 | Kilometre Allowance | K | 1.13 | 1.16 | 1.19 |
| 8.2.2 8.3.1 29.4.2 | Meal Allowance | M | 27.10 | 27.10 | 27.10 |
| 8.2.1 8.3.1 | Refreshment Allowance | R | 13.55 | 13.55 | 13.55 |
| 6.3.3 | Service Allowance per fortnight | S | | | |
| | - 5 yrs or more, but less than 10 yrs | | 8.48 | 8.69 | 8.91 |
| | - 10 yrs or more, but less than 15 yrs | | 16.98 | 17.38 | 17.82 |
| | - 15 yrs or more | | 25.46 | 26.07 | 26.73 |
| 6.3.4 | First Responder Allowance per fortnight | Q | 210.13 | 215.38 | 220.77 |

Table 2 - Travelling Compensation Allowances

| Item No | Clause No. | Description | Unit | On and from 1 July 20 10 12 | |
|---------|-----------------|--|----------|--|---------------------------------|
| 1 | 20.2.1 | Breakfast | Per meal | ## 23.10 24.35 | ^^ 20.65 21.80 |
| 2 | 20.2.2 | Lunch | Per meal | ## 25.90 27.35 | ^^ 23.60 24.90 |
| 3 | 20.2.3 | Dinner | Per meal | ## 44.50 46.70 | ^^ 40.65 42.90 |
| 4 | 20.3.1 | Accommodation first 35 days (includes all meals) - Capital Cities - High Cost Country Centres - Tier 2 Country Centres - Other Country Centres | Per day | \$293.35 \$299.25 Sydney \$267.34 \$273.25 Adelaide \$311.35 \$317.25 Brisbane \$255.35 \$281.25 Canberra \$282.35 \$305.25 Darwin \$227.35 \$248.25 Hobart \$283.35 \$289.25 Melbourne \$274.35 \$349.25 Perth \$281.25 Bourke \$259.25 Newcastle \$250.25 Wagga Wagga \$252.25 Wollongong \$234.45 Armidale \$234.45 Bathurst \$234.45 Broken Hill \$234.45 Coffs Harbour \$234.45 Cooma \$234.45 Dubbo \$234.45 Gosford \$234.45 Goulburn \$234.45 Maitland \$234.45 Mudgee \$234.45 Muswellbrook \$234.45 Orange \$234.45 Port Macquarie \$234.45 Queanbeyan \$234.45 Tamworth \$234.45 Tumut \$213.45 | |
| 5 | 20.3.2 & 29.3.3 | Actual Necessary Expenses - all locations | Per day | \$16.85 \$17.85 | |
| 6 | 20.3.3 | Accommodation - after first 35 days and up to 6 mths | Per day | 50% of the appropriate location rate | |
| 7 | 20.4 | Incidental Expenses | Per day | \$16.85 \$17.85 | |

Legend:

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

= Capital Cities & High Cost Country Centres.

^^ = Tier 2 Country Centres & Other Country Centres.

Table 3 - Authorised Duties

Attendance at:
Bushfire Management Committee Meetings
Local/District Emergency Management Committee Meetings
Local Government Meetings
Zone/Regional conferences and information days
Other such meetings as authorised by the Dept.

Completion of Fire Reports where insufficient time available at the conclusion of calls

Testing of Fire Alarms

Attendance at station to enable service and maintenance work to be carried out

Station maintenance (i.e. lawn mowing, cleaning, BA and equipment checks)

Performance of Engine Keeper duties

Performance of SIMS checks

Transporting NSWFB equipment in private vehicle

Restowing of Firefighter vehicles

Hose Repairs

Transporting a Firefighting Vehicle for servicing and/or repairs from the Station to another location

Recharging of BA cylinders

Participation in selection committees

Attendance at PR activities (i.e. open days, fetes, career markets, information displays, etc.)

Attendance at Public Education activities (i.e. sessions in schools/community groups, smoke alarm campaigns)

Participation in joint training sessions/exercises with other emergency services

Attendance at training exercises/schools additional to the normal drill program

Hydrant Inspections

Pre-incident planning exercises