



## SCOM Honarium & Entitlements Policy Draft

Adopted by the 20xx AGM

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### INTRODUCTION

This policy provides an overview of the Honarium & entitlements of State Committee members. The Union recognises that members of the State Committee incur expenses in the performance of their role. This policy is designed to recognise the time and effort of the members of the State Committee and to reimburse them for their out of pocket expenses.

The remuneration and entitlements of the State Secretary are exempt from this policy. The State Secretary's remuneration and entitlements are covered by the State Secretary's entitlements policy and the Union's Finance Policy and Procedures.

This policy rescinds and replaces all previous decisions concerning State Committee officials' allowances and entitlements and is intended to meet all of the costs and expenses that State Committee officials are expected and/or required to incur in the performance of their duties.

### State Committee Honarium & Entitlements

Each State Committee member will receive the following allowances:

#### Annual Base Allowance

- A. Each State Committee Member will receive an annual base allowance (flat) of \$6,000 per annum. This is in recognition that each State Committee member is required to:
  - a. Attend 18 State Committee of Management Meetings;
  - b. Attend 12 meetings or forums with sub-branches; and
  - c. Engage with members and assist with their industrial matters throughout their term.

This annual allowance is representative on each state committee member receiving \$200 per meeting or forum.

This annual base allowance will be increased by the same percentage increase as the Monetary Rates in Table 1 of the Crown Employees (Fire and Rescue NSW Permanent Firefighting Staff) Award and then rounded up to the nearest whole dollar.

#### Annual Travel Allowance

- B. Each State Committee Member will receive an annual travel allowance based on the distance of his or her official residence from the Union office. This will be calculated in the following way:
  - a. The return distance between the State Committee member's residence and the Union's Sydney Office will be determined by using the most direct route by car as calculated by the website [maps.google.com.au](https://maps.google.com.au).

- b. This distance will be multiplied by the highest specified journey rate in the Award (as at October 2019 being \$0.3893 per km).
- c. The dollar amount per return trip will be multiplied by 18 and then rounded up to the nearest dollar.
- d. Officials that travel more than 200 km one-way can elect to have this payment waved and the union will instead cover the reasonable transport costs. This may include the cost of flights. When this option is taken up by a state committee member the union will organise the travel arrangements whenever possible, if officials need to book their own travel they will be refunded on proof of purchase.

#### **Annual Organising Allowance**

- C. Each State Committee member will receive an annual organising allowance in order to visit members' workplaces within their respective areas of responsibility. This will be calculated in the following way:
  - i. For the President, Senior Vice President, Junior Vice President, Country and Retained Sub-Branch officials it will be \$7,786 (which represents 20,000km x the Award's specified journey rate (as at October 2019 being \$0.3893 per km), rounded up to the next nearest whole dollar); or
  - ii. For the Central Coast, Illawarra, Newcastle, Sydney Central, Sydney Central West, Sydney Inner West, Sydney Outer West, Sydney North, Sydney South, Sydney South West and Senior Officers' Sub-Branch officials it will be \$1,947, the 'local' organising allowance of (which represents 5,000 km x the Award's specified journey rate (as at October 2019 being \$0.3893 per km), rounded up to the next nearest whole dollar.

#### **Telephone or Communication allowance**

- D. Each State Committee member will receive \$75 per month as reimbursement for the use of their personal telephone or other communication device. This is recognition that State Committee member is contactable outside of business hours.

#### **Payment Method**

- E. The payment of the four annual allowances set out at clauses A, B, C and D above will be combined and then divided by 12 to arrive at a monthly allowance which will be paid to each official on the last Friday of each month.

### **Additional Payments**

#### **Compensation for leave without pay**

- F. Each State Committee member that is required to take leave without pay from their primary employer in order to attend a Union meeting or event will be compensated with a payment of \$200. The Union may request proof of leave taken without pay.

#### **Other official duties by the members of the State Committee**

- G. Members of State Committee who attend meetings in their capacity as an elected official that fall outside of the above-mentioned meetings shall be paid a flat rate of \$200 a day to cover costs such as, travel, food, preparation and time for attendance at the meeting. The following list is a guide of what meetings the Union will pay for:

- a. Training Review Committee (TRC);
  - b. Death and Disability Board meetings and training (D&D);
  - c. Fire Services Joint Standing Committee (FSJSC);
  - d. Review Policy Sub Committee (RPSC);
  - e. Audit & Finance Committee (A&F);
  - f. Unions NSW Meetings & Committees;
  - g. Union and Department working groups;
  - h. NSW Industrial Relations Commission, either to give evidence or for training;
- H. Retirement functions for members with over 10 years membership, that are attended by State Committee members for the purpose of presenting the Union gift shall have their Entry/Attendance costs paid for by the Union.
- I. Any meetings or functions outside the above list will be reported to the next AGM/SGM for approval.
- J. Officials 'on shift' with fire rescue who are made available whilst being paid by Fire and Rescue NSW will not be entitled to this payment.
- K. For clarity, multiple meetings on one day will only incur the one \$200 payment and the State Committee will determine the number of and which members are to attend any meeting. Payment for attendances will be authorised by the State Committee at the proceeding State Committee meeting.

**Extraordinary Expenses incurred by the members of the State Committee**

- L. Neither the State Secretary nor the State Committee of Management may approve any payment for or on behalf of any State Committee member outside of this policy except where a State Committee member is required to assist with a budgeted campaign or event. This may require him or her to engage with members and/or members of the community. This may include, but is not limited to, campaigning against a government or political party that is intending to compromise the pay and conditions of members of the Union.
- M. A State Committee member who is out of pocket as a result of this policy will be both entitled and encouraged to make a submission setting out the amount of that shortfall, and the reasons for same, to the next Annual General Meeting or Special General Meeting, for consideration of full or part reimbursement or rejection of the submission.

**Delegation when the State Secretary is on leave**

- N. The State Committee of Management may authorise a member of the State Committee to exercise some or all of the State Secretary's powers and duties under Rule 19 for a defined period while the State Secretary is on leave.
- O. The member who has been authorised to exercise the duties of the State Secretary will be paid an additional pro-rata allowance equivalent to the difference between that State member's combined remuneration under this policy and the income received from their primary employer (ie, their combined ordinary income) and the salary payable to the State Secretary over that defined period.

**Secondments to the Union Office**

- P. The State Committee of Management may approve the secondment of State Committee members to temporarily work in the Union office for up to three months. Seconded State Committee members to the Union office shall be paid at the current Station Officer rate of pay, less payments under this remuneration policy. Secondments can be full or part time and may be designed around rostered shifts.

#### **Training**

- Q. Each State Committee member shall be provided with training at the discretion of the Secretary.
- R. A State Committee member who wishes to undertake a course to enhance his or her skills to assist with their position on the State Committee of Management, should apply to the Secretary, for consideration by the State Committee. Applications must be submitted prior to the commencement of the course. All reasonable costs associated with the training will be met by the union including meals and accommodation as per clause T excluding the requirement that travel time needs to be more than 2 hours. The Union will also pay for flights if required.

#### **Meals, Refreshments and Accommodation**

- S. State Committee members who attend meetings of the State Executive Committee, State Committee of Management or Union training courses will be provided reasonable meals and refreshments.
- T. Accommodation will be provided for those travelling more than 2 hours either both before and/or after an approved event upon request in writing to the State Secretary.
- U. The Union will pay an overnight allowance to State Committee members for the cost of meals when travelling or attending to Union business. This amount will be derived from the total of an Incidental allowance, and a Breakfast, Lunch and Dinner allowance as per the ATO reasonable rates Tier II country centres.