



NSW RURAL FIRE SERVICE

RFS Award Consultation

After Hours / Duty Officer Work Reference Materials

Version 1
16 April 2021

This document contains additional reference materials relating to the proposed Principles (High-Level Provisions) for ‘After Hours / Duty Officer Work’.

These materials have been sourced from the [Crown Employees \(Rural Fire Service\) Award](#) (RFS Award)

After Hours Allowance Provisions

Source: [Crown Employees \(Rural Fire Service\) Award](#), Clause 13: After Hours Allowance

13. After Hours Allowance

- 13.1 The After Hours Allowance is payable to staff for work undertaken outside of normal hours of duty where the staff member will be required to be available for contact and immediate response to a call and any minor follow up work that may result from a call.
- 13.2 This allowance is not payable where a staff member is eligible for an annualised allowance under clause 12, Annualised Conditions Allowance of this Award.
- 13.3 A weekly allowance as per **Item 1 of Schedule C, Allowances of Part B**, Monetary Rates shall be paid to cover all time outside the normal working hours that a staff member is required to be available for contact and immediate response to a call.
- 13.4 In support of payment of such an allowance, and where determined by the Commissioner, this arrangement shall include the provision of an appropriate work area to perform the functions required by the Rural Fire Service.
- 13.5 The allowance shall compensate the staff member for routine incidents and minor follow-up work that may result from a call.
- 13.6 Where a staff member is rostered on duty under this clause on a public holiday, a day in lieu will be given and is to be taken at a mutually agreeable time.
- 13.7 This allowance can be rotated to accommodate other staff members rostered on to undertake these duties as required.
- 13.8 In special circumstances, application may be made to the Commissioner for the payment of overtime over and above this allowance where extenuating circumstances can be demonstrated that would not normally be covered by the intent of this clause.

Source: [Crown Employees \(Rural Fire Service\) Award](#), Schedule C – Allowances

Item No.	Clause No.	Allowances	Per Week
			1.7.19
			\$
1	13	After Hours Allowance	250.00

Annualised Conditions Allowance (ACA) Provisions

Source: [Crown Employees \(Rural Fire Service\) Award](#), Clause 12: Annualised Conditions Allowance

12.1 The ACA is an allowance paid in lieu of all foreseeable on-call, after hours, excess travelling time, programmed overtime, uniform/laundry and garage/carport.

12.2 This is an all-inclusive allowance capped at the maximum payable rate of 15% of the salary in Schedule A, Salary Rates - RFS Officers, in accordance with the Matrix below:

	Program Overtime	After Hours	Excess Travel Time	On-call	Garage / Carport	Unifor m/ Laundr y	
Scenario 1	✓	✓	✓	✓	✓	✓	15.00 %
Scenario 2	✓	✓	✓		✓	✓	14.00 %
Scenario 3	✓	✓		✓	✓	✓	13.00 %
Scenario 4	✓		✓	✓	✓	✓	12.00 %
Scenario 5	✓		✓	✓			11.50 %
Scenario 6	✓	✓			✓	✓	11.00 %
Scenario 7	✓		✓		✓	✓	10.50 %
Scenario 8	✓		✓			✓	10.00 %
Scenario 9	✓			✓	✓	✓	9.00%
Scenario 10	✓			✓			8.50%
Scenario 11		✓	✓		✓	✓	8.00%
Scenario 12	✓				✓	✓	7.00%
Scenario 13	✓						6.50%
Scenario 14		✓			✓	✓	6.00%
Scenario 15			✓		✓	✓	5.00%

12.3 Where no scenario exists in the Matrix to meet the particular requirements of an eligible staff member, the next nearest percentage shall be requested with an accompanying submission with full justification, and if supported by the manager, referred to the Commissioner for due consideration.

12.4 The Executive Director, Membership and Strategic Services is to be informed of any such approvals.

12.5 The exception to subclause 12.1 of this clause is where major incident conditions are declared or where extenuating circumstances exist and are approved by the Commissioner.

12.6 The ACA must be applied for by a staff member and duly approved by an officer with the appropriate NSW Rural Fire Service delegation.

12.7 The ACA applies to a role and not to a staff member.

12.8 Where a staff member in receipt of the ACA is seconded or temporarily transferred to a role (or on a special project) for a period greater than three months and that role does not attract the ACA, they will not receive the allowance for the period they occupy the temporary role.

12.9 A staff member in receipt of the ACA may, on an annual basis as at 30 June, elect to opt out of the ACA and revert to the normal award provisions as they may apply.

12.10 The applicability of the ACA is reviewed annually as at 30 June against the functionality of the role through the ACA Review Panel.

12.11 The ACA Review Panel comprises representatives from the NSW Rural Fire Service and the Association and it makes recommendations to the Commissioner.

12.12 A staff member who does not agree with the outcome of a particular review or decision in relation to this clause may access the Service's Grievance Handling Procedures for resolution.

12.13 The ACA is not considered salary for superannuation and termination purposes.

RFS AWARD | DETAILED AWARD PRINCIPLES

This document details the **proposed Award principles (high-level provisions) relating to the RFS Award.**

These principles were defined by the Award Bargaining Team and have been put forward for consultation with NSW RFS non-executive staff, as part of the RFS Award Consultation Process.

1. HOURS OF WORK



Bandwidth

- Bandwidth days Monday to Sunday
- Bandwidth hours Monday to Friday 6am to 10am
- Bandwidth hours Saturday and Sunday 6am to 7pm

Hours of Work and Recording of Work Hours

Recording of Hours

- Hours of work are to be recorded (i.e. start time, breaks, finish time)

Office Hours and Commencement of Duty

- The NSW RFS may determine office hours for a business unit within the bandwidth hours
- The NSW RFS can direct a staff member to commence duty at any time, and a direction to commence duty cannot be refused without a reasonable excuse

Work Attendance

- A staff member notionally works 7 hours (excluding breaks) any day between 6am and 10pm Monday to Friday or 6am to 7pm Saturday and Sunday
- Work on a Saturday, Sunday or Public Holiday requires pre-approval
- Minimum work attendance must be for no less than 5 consecutive hours (excluding breaks) between Monday and Friday
- A staff member, with the approval of their manager, may attend work for less than 5 consecutive hours
- All absences of the staff member must be applied for and approved
- Excluding Incident Conditions, the NSW RFS may direct a staff member to work more than 8 hours a day
- A direction to work more than 8 hours shall not be refused without reasonable excuse
- No more than 10 consecutive calendar days may be worked
- Hours of work provisions shall be suspended when undertaking Incident Conditions
- Minimum rest break of 10 consecutive hours before starting the next work day (7 hours worked + accrued flex time = total days' work + 10 hour break = possible start time).
- Include Clause 14 & Clause 15 of the Conditions Award (morning and afternoon breaks & meal breaks)



1. HOURS OF WORK

Overtime

- Overtime, as per the Conditions Award, is payable any time a staff member is directed to work before 6.00am and after 10.00pm Monday to Friday
- Overtime is payable any time a staff member is directed to work before 6.00am and after 7pm Saturday and Sunday
- Overtime, as per the Conditions Award, is payable any time a staff member is directed to work on a Public Holiday
- Overtime payments are not applicable to Duty Officers

Flexible Working Hours Agreement

Settlement Period and Accrual of Flex Time

- A staff member may elect to work up to 8 hours a day (excluding breaks) and accrue flex time if the work is required. Time worked in addition to 8 hours (excluding breaks) will only count toward accrued flex time with prior approval
- The settlement period is 12 weeks (420 hours)
- Flex time is accrued as:
 - a. Hour for hour within Monday to Friday bandwidth (above 7 hours per day);
 - b. Time and a half (T1.5) for hours worked within bandwidth on Saturdays;
 - c. Time and three quarters (T1.75) for hours worked within bandwidth on Sundays.
- An exception to b and c above would be where a staff member elects to work on a Saturday, Sunday or Public Holiday, in which case accrual at the rate of hour for hour applies
- Where Public Holiday work is performed on a weekend, the staff member is to be paid overtime and the accrual of flex time does not apply
- A maximum of 6 flex leave days (or 42 hours) may be taken in a 12-week settlement period
- A maximum of 10 hours of accrued flex time may be carried over into the next settlement period. There is no allowance for carry-over of debit hours
- Flex hours accrued above 10 hours at the end of the settlement period may be banked, up to a maximum of 35 hours within a financial year. If not taken, banked hours will expire at the end of the financial year
- Any debit hours at the end of the settlement period will be covered by accrued leave entitlements except Sick Leave or Family and Community Leave. Debit hours will be covered by leave in quarter-day blocks
- A maximum of 26 flex days (182 hours) may be accrued and taken in a financial year
- The Commissioner (or delegate) may pre-approve payment of weekend rates outlined above (T1.5 for Saturdays and T1.75 for Sundays), instead of staff members accruing flex time
- Flex time is not accrued while a staff member is the Duty Officer or the On Call Officer

Reference Materials

- [Flexible working hours Fact sheet](#)
- [Current Award Provisions](#)



[Click here](#) to return to the One NSW RFS Award Home Page



2. AFTER HOURS / DUTY WORK

Duty Retainer Allowance

- The Duty Retainer Allowance is paid to a staff member (at an hourly rate) to perform the function of Duty Officer. The retainer rate is \$1.90 per hour, which will be indexed
- The retainer payment encompasses all after hours related contact excluding that which requires discernible incident response
- The Duty Retainer Allowance is not payable during office hours, or where a Duty Officer is otherwise at work
- Staff members receiving the Duty Retainer Allowance are ineligible to make any additional claim other than the Duty Incident Allowance (i.e. Recall, Overtime, Shift, etc under the Conditions Award or any other award instrument)

Duty Incident Allowance

- The Duty Incident Allowance is paid when a Duty Officer is in receipt of the Duty Retainer Allowance, and an incident call is received that requires discernible response action
- The hourly rate of pay for the Duty Incident Allowance is \$37.62, which is based on the hourly base pay of an OCC Operator (RFS Level 2/3), and will be indexed
- The Duty Incident Allowance is not payable during office hours, or where a Duty Officer is otherwise at work
- Payment of the allowance would be in 2 hour allotments (blocks). Any further calls within the first 2 hour block are inclusive until time is extended beyond 2 hours, when a further 2 hour Incident Allowance block will apply
- Staff members receiving the Duty Incident Allowance are ineligible to make any additional claim (i.e. Recall, Overtime, Shift, etc under the Conditions Award or any other award instrument)

Duty and Flex

- Where a staff member performs Duty on a Public Holiday, they will be credited 7 flex hours.
- Where a staff member takes flex leave in recognition of working the Public Holiday as Duty Officer (e.g. less 7 hours) this arrangement would be over and above the 26 day cap within the flex agreement

Duty and Fatigue Management

- Duty Officers/Supervisors must consider appropriate fatigue management arrangements before staff commence normal work, having undertaken work while on Duty

Reference Materials

- [Current Award Provisions](#)



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3. ON CALL WORK



On Call Work

- All On Call officers would be compensated as per clause 92 of the Conditions Award
 - Staff members are paid an hourly allowance to perform the function of On-Call Officer. The On-Call rate is \$1.01 per hour (as per conditions award). The hourly rate will be indexed.
 - The On-Call allowance is not payable during office hours, or where an On-Call officer is otherwise at work.
 - If a staff member who is on call and is called out by the NSW RFS' delegated officer, the overtime provisions as set out in clause 90, Overtime Worked by Day Workers
- On-Call Provisions (As per the Conditions Award) would replace the existing 'On Call' component of the Annualised Conditions Allowance
- Delegation and other requirements would be outlined in NSW RFS policy

Reference Materials

- [Current Award Provisions](#)



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4. SHIFT WORK

Shift Penalties

- A specific 'Shift Work' clause would be included within the RFS Award to outline provisions relating to shift workers
- Clauses of Conditions Award to **apply in full** as follows:
 - a. Shift Work: 87.1, 87.2, 87.3, 87.4, 87.5, 87.6, 87.13 & 87.14.
 - b. Overtime Worked by Shift Workers: 89.1
- Clauses of Conditions Award to **apply in part** include:
 - a. Shift Work: 87.9 – same principle but different wording to reflect rostering provisions detailed below (i.e. minimum roster period of 12 weeks, posted no less than 12 weeks before roster commences)
 - b. Shift Work: 87.10 – Notice of Change of Shift will be given 48 hours' notice, where possible. This can be less, if agreed. To include a 'reasonableness' safeguard.
- Clauses of Conditions Award **not relevant to RFS Award** include:
 - a. Shift Work: 87.7, 87.8, 87.11 (see Shift Safeguards within shift rostering below) & 87.12.
 - b. Overtime Worked by Shift Workers: 89.2 & 89.3 (see Shift Safeguards within shift rostering below)

Classifications

- Current OCC Staff Classifications to be:
 - a. RFS Level 2/3
 - b. RFS Level 4/5

Shift Rostering

- Roster period to be determined by the NSW RFS (minimum 12 weeks)
- Roster to be posted in advance based on NSW RFS's determination, but no less than 12 weeks in advance.
 - Notionally, shift length will be 12 hours, however:
 - a. NSW RFS to determine any other shift length as required, shifts will be a minimum of 5 hours and maximum of 12 hours.
 - b. Staff may be required to do additional hours at the conclusion of any 12 hours worked, this is to be a maximum of four additional hours.
 - c. These additional hours worked are compensated by Overtime provisions as per the Conditions Award.
- To assist with rostering, staff to submit an indicative leave proposal for the next 12 months by a nominated date each year (to be determined)
- Shift Safeguards:
 - No more than three consecutive night shifts may be worked. NSW RFS may extend this by one-night shift (by agreement), if this occurs it must be followed by two consecutive stand down days (unpaid)
 - Minimum rest of 10 consecutive hours before commencing the next shift
 - No more than 10 consecutive days to be worked
- Removal of clause 16.5.1 'Staffing' from RFS Award

Reference Materials

- [Current Award Provisions](#)



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5. INCIDENT CONDITIONS



Incident Conditions

- All current Major Incident Conditions in the current RFS Award would remain (unless otherwise prescribed below)
- All incident duties are the same (i.e. no separated roles)
- Shift penalties paid while working under Incident Conditions will link to Shift Penalties specified in clause 87 of the Conditions Award - 'Shift Work'
- A maximum of 10 days can be worked in any 13 day period (day shifts)
- Days worked will not exceed five days in a row (day shifts)
- A maximum of six nights can be worked in any nine day period (night shifts)
- Nights worked will not exceed three consecutive (night shifts)
- The NSW RFS may extend the above by one shift (day or night), by agreement
 - Where an extension is applied (as above), 48 hours stand down to apply immediately afterward
- Staff members will be provided with a 24 hour break with payment of seven hours at the single time rate at the conclusion of incident duties
 - The above is applicable following completion of at least 3 consecutive shifts

Reference Materials

- [Current Award Provisions](#)



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6. OTHER

Specialist Allowances

- The NSW RFS shall approve specialist skills required within role descriptions.
- The payment of allowances will be for approved skills – as per the RFS Award.
- Clause 14.2 of current RFS Award to remain with a different name (i.e. Specialist Allowances instead of District Support/Fleet)
- Clause 14.3 of current RFS Award to remain (in relation to apprentices)
- Clause 14.4 of current RFS Award to remain (link to increase of allowances in Skilled Trades Award)

Classifications

- Classifications of NSW RFS staff members to be:
 - 'RFS Officer'
 - 'RFS Officer (Shift Worker)'

Reference Materials

- [Current Award Provisions](#)



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NSW RURAL FIRE SERVICE

RFS Award Consultation

Glossary

Version 1
April 2021

GLOSSARY

This document contains key terms and definitions relating to proposed changes to the RFS Award. Please refer to the table below to support in reviewing and understanding the proposed Award principles (high-level provisions).

TERM	DEFINITION
Accrued Flex Hours	Accrued flex hours means the hours exceeding the standard working hours in a day (7 hours, excluding breaks). For example, if a staff member works 8 hours in a day (excluding breaks), they have accrued flex time of +1 hour.
After Hours Allowance	An allowance payable to staff for work undertaken outside of normal hours of duty where the staff member will be required to be available for contact and immediate response to a call and any minor follow up work that may result from a call. <i>See section 13 of the RFS Award</i>
Agreed Absences	A day off per calendar month in recognition of hours worked and professional commitment to the organisation.
Annualised Conditions Allowance (ACA)	An roll-up of allowances paid in lieu of all foreseeable on-call, after hours, excess travelling time, programmed overtime, uniform/ laundry, and garage/carport. This is annualised and paid as a percentage of salary with a staff member's fortnightly pay. <i>See Section 12 of the RFS Award</i>
ASP	Averaging Out Shift Penalty, which is a 26.14% payment on top of a staff member's salary, this averages the applicable shift penalties and allows OCC staff members to receive a consistent fortnightly salary payment. It removes the need for frequent salary adjustment due to rotating shift arrangements.
Bandwidth	The span of working hours for NSW RFS staff members to undertake their 7-hour work day.
Banked Hours	Refers to hours worked above minimum work hour requirements within a settlement period, in which a staff member can 'bank' to take at a later date. The proposed maximum for 'banked' hours is 35 hours (5 days) within a financial year. Any 'banked' hours remaining at the end of the financial year would be forfeited (the same principle as the current Agreed Absence process).
Carry Over Flex Hours	The number of hours that can be "carried over" into the next flex period.
Classification	Role classification groups roles together to define conditions of employment applicable to a set of roles (i.e. for NSW RFS this is RFS Officer and RFS Officer (Shift Work))
Conditions Award	The Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009 or Award replacing it.
Directed or Approved Work	Work that has been directed or pre-approved to be undertaken by a delegated officer.

TERM	DEFINITION
Discernible Action (incident response)	<p>Examples of triggers for enacting the Duty Incident Allowance include:</p> <p><u>District:</u></p> <ul style="list-style-type: none"> • Calls received via the District Fire Line (Triple 000 calls) • Calls received from another Emergency Service Organisation seeking immediate NSW RFS assistance (eg. NSW SES during floods, storms etc). <p><u>ICT:</u></p> <ul style="list-style-type: none"> • ICT escalation from State Operations when a system (such as ICON) is not available <p><u>Operational Communications:</u></p> <ul style="list-style-type: none"> • Notification of outages (e.g. communications tower unserviceable) <p><u>State Operations:</u></p> <ul style="list-style-type: none"> • Calls received from a District requiring advice/assistance regarding a notifiable incident • Call received seeking an aircraft dispatch to a fire outside of normal business hours
Duty Officer	<p>"Duty Officer" means a staff member rostered for duty or operating after hours, as directed by the Commissioner (under the Rural Fires Act), to serve as coordinator of the NSW RFS's emergency response organisation by receiving and passing on reports and other information, alerting reserve resources when necessary, liaising with other organisations involved in emergency response and performing normal duties as required.</p>
Flex Leave	<p>The terminology given to those periods of time that an employee may absent themselves from work with the approval of their manager during which no time is credited towards the staff member's accrued flex time.</p>
Flexible Working Hours Agreement	<p>An agreement outlining flexible working hours provisions. Flexible Working Hours Agreements outline conditions of Hours of Work and flex time conditions (for example the settlement period, accrual of flex time etc).</p>
Immediate Response	<p>Taking immediate or instant action in response to a call while on Duty</p>
Incident	<p>"Incident" means an unscheduled activity such as wildfire suppression, flood or storm relief, search and rescue, cetacean rescue, accident, and substance spill attendance, or as otherwise approved by the Commissioner, but does not include hazard reductions.</p>
Incident Call	<p>A call to respond to an incident</p>
Incident Conditions	<p>The conditions that apply in circumstances where an incident is declared and/or approved by the Commissioner or State of Emergency as declared under the State Emergency and Rescue Management Act 1989 until such time as the declaration of the incident is lifted</p>
Indexed	<p>A salary or allowance payment that may increase annually in line with any salary increase specified in the Crown Employees (Public Sector – Salaries) Award</p>
Local Arrangements	<p>Local Arrangements are flexible work arrangements negotiated between a staff member and their supervisor to meet personal and/or work needs. These are approved periods of time away from normal work time, usually in recognition of either additional time worked in a calendar month or as a result of an occasional need to rearrange work hours.</p>

TERM	DEFINITION
Major Incident Conditions	The conditions that apply in circumstances where an incident is declared and/or approved by the Commissioner or State of Emergency as declared under the State Emergency and Rescue Management Act 1989 until such time as the declaration of the incident is lifted
Notifiable Incident	Any incident defined as Notifiable within Operational Management Procedure 4.03.01 Notifiable Incidents
On-Call	Staff that are 'on call' are required to be available for a quick and efficient response as directed by a delegated officer outside of normal office hours. If a staff member is on call, they may be required to attend notifiable incidents.
Reasonableness	Reasonableness / reasonable excuse will be determined based on a number of factors, taking into account: <ul style="list-style-type: none"> • the staff member's prior commitments outside the workplace, particularly the staff member's family and carer responsibilities, community obligations or study arrangements, • any risk to the employee's health and safety, • the urgency of the work required to be performed, the impact on the operational commitments of the organisation and the effect on client services, • the notice (if any) given, and by the staff member of their intention to refuse, or any other relevant matter.
RFS Award	Refers to the Crown Employees (Rural Fire Service) Award
Settlement Period	A settlement period is a specified number of weeks in which hours of work within a flexible working hours arrangement must be reconciled i.e. the proposed settlement period is 12 weeks with equivalent full time contact hours of 420 hours required to be worked (or leave applied) during this period.
Shift Penalties	Loadings (allowances) paid for shift work undertaken, the shift penalty applied depends on the day the shift is undertaken and/or time the shift commences.
Stand Down Day/s	Rest day/s following a number of shifts undertaken with work relating to Major Incident or Incident Conditions

Overview of proposed changes to the RFS Award

The proposed award principles cover six key topics. More information relating to the proposed changes is available on the [One NSW RFS Award Page](#).

1. HOURS OF WORK

Applies to all staff, except shift workers

- 12 hour span of working hours (bandwidth) replaced with extended 13–16 hour bandwidth
- Monthly Attendance Returns replaced with time recording
- Agreed absences & local arrangements replaced with 'flex' time arrangements
- Overtime restricted to outside bandwidth and flex time applicable within bandwidth



More information is available on the [Hours of Work information Sheet](#)

6. OTHER

Applies to Shift Workers

- RFS Officer (OCC) classification replaced with RFS Officer (Shift Worker)

Applies to Mechanical Officers, Engineering Inspectors

- Specialist skills allowance requirements included in relevant role descriptions



More information is available on the [Other provisions information Sheet](#)

2. AFTER HOURS / DUTY WORK

Applies to designated After Hours Duty Officers

- Annualised Conditions Allowance (ACA) & After Hours Allowance replaced with:
- Duty Retainer Allowance, and
 - Duty Incident Allowance



More information is available on the [After Hours / Duty Work Information Sheet](#)

3. ON CALL WORK

Applies to designated After Hours On Call Officers

- Annualised Conditions Allowance (ACA) replaced with On Call Allowance



More information is available on the [On Call Work Information Sheet](#)

5. INCIDENT CONDITIONS

Applies to all staff working under major incident conditions

- 48-hour stand down following 4 consecutive night shifts or 6 consecutive day shifts



More information is available on the [Incident Conditions information Sheet](#)

4. SHIFT WORK

Applies to Shift Workers

- Averaging-out Shift Penalties (ASP) replaced with Variable Shift Penalties for actual shifts worked
- Fixed shifts (12hr) replaced with flexible shifts (5-12hrs)
- RFS Level B/C classifications replaced with RFS Level 2/3 & 4/5



More information is available on the [Shift Work information Sheet](#)

Deep Dive on proposed changes by topic


1. HOURS OF WORK

2. AFTER HOURS / DUTY WORK

3. ON CALL WORK


 Current Provisions (to be REMOVED)	 Proposed Provisions (to be ADDED)
12 hour span of working hours (bandwidth hours)	Extended bandwidth hours (13hr weekend days, 16hr weekdays)
Overtime available weekdays before 7.30am and after 6pm	Overtime available outside of bandwidth hours
Overtime available for time worked on weekends	Time credit for additional hours worked within bandwidth
Agreed Absences and Local Arrangements	Time credit and debit system ('flex' time)
'X' in the box (Monthly Attendance Returns)	Centralised recording of daily work hours


 Who does this apply to? All staff, except shift workers


 More information is available on the [Hours of Work information Sheet](#)

4. SHIFT WORK

 Current Provisions (to be REMOVED)	 Proposed Provisions (to be ADDED)
Shift Workers receive:	Shift Workers receive:
• Averaging-out Shift Penalties (% salary) paid fortnightly regardless of shifts worked	• Variable Shift Penalties (% based on shift) paid for actual shifts worked
• OCC Staff Classifications: RFS Levels B and C	• OCC Staff Classifications: RFS Levels 2/3 and 4/5
• Fixed shifts (12 hours)	• Flexible shifts (5–12 hours)

 Who does this apply to? Shift Workers

 More information is available on the [Shift Work information Sheet](#)

 Current Provisions (to be REMOVED)	 Proposed Provisions (to be ADDED)
Designated After Hours Duty Officers receive:	Designated After Hours Duty Officers receive:
• Annualised Conditions Allowance (% salary) paid fortnightly, <u>or</u>	• Duty Retainer Allowance (\$ hourly rate) paid to be available & perform minor follow-up work, <u>and</u>
• After Hours Allowance (\$ weekly rate) paid pro-rata as claimed	• Duty Incident Allowance (\$ hourly rate) paid when directed by a delegated officer to take 'discernible' action

 Who does this apply to? Designated After Hours Duty Officers

 More information is available on the [After Hours / Duty Work Information Sheet](#)

5. INCIDENT CONDITIONS

 Current Provisions (to be REMOVED)	 Proposed Provisions (to be ADDED)
Existing stand down provisions remain	48-hour stand down to apply following 4 consecutive night shifts or 6 consecutive day shifts

 Who does this apply to? All staff working under major incident conditions




 More information is available on the [Incident Conditions information Sheet](#)

 Current Provisions (to be REMOVED)	 Proposed Provisions (to be ADDED)
Designated After Hours On Call Officers may receive:	Designated After Hours On Call Officers receive:
• Annualised Conditions Allowance (% salary) paid fortnightly, in lieu of an On Call Allowance	• On Call Allowance (\$ hourly rate) paid as claimed to be available on call, plus overtime when directed by a delegated officer to take on call action

 Who does this apply to? Designated After Hours On Call Officers

 More information is available on the [On Call Work Information Sheet](#)

6. OTHER

 Minor proposed amendments
• Classification: name change from RFS Officer (OCC) to RFS Officer (Shift Worker)
 Who does this apply to? Shift Workers
• Specialist Allowances: specialist skills required to be eligible for these allowances are to be included in relevant role descriptions
 Who does this apply to? Mechanical Officers and Engineering Officers

 More information is available on the [Other provisions information Sheet](#)

1. HOURS OF WORK



This document details the **proposed Award changes relating to Hours of Work**

At a high level, the proposed changes relating to hours of work include:

- **Bandwidth Hours:** 12 hour span of working hours (bandwidth) replaced with extended 13–16 hour bandwidth
- **Recording of Work Hours:** Monthly Attendance Returns replaced with time recording
- **Flexible Working Hours agreement:** Agreed absences & local arrangements replaced with 'flex' time arrangements
- **Overtime:** Overtime restricted to outside bandwidth and flex time applicable within bandwidth

Summary of proposed changes



Who does this apply to? **All staff, except shift workers**

BANDWIDTH HOURS

CURRENT PROVISIONS (To be REMOVED)

- 12 Hour Span of Working Hours (Bandwidth hours) 7am - 7pm Monday to Sunday

PROPOSED PROVISIONS (to be ADDED)

- Extended bandwidth hours:
 - 16 hour weekdays (Monday to Friday (6am – 10pm)
 - 13 hour weekends (Saturday and Sunday (6am – 7pm)

RECORDING OF WORK HOURS

CURRENT PROVISIONS (To be REMOVED)

- **Monthly Attendance Return** ('X' in the box to mark attendance, submitted monthly)
- **Hours of work provisions** (e.g. "notionally staff will work a 35-hour week worked any time from Monday to Sunday")

PROPOSED PROVISIONS (to be ADDED)

- Centralised recording of daily work hours, to record actual hours worked and arrangements relating to flexible working hours



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1. HOURS OF WORK



FLEXIBLE WORKING HOURS AGREEMENT

CURRENT PROVISIONS (To be REMOVED)

- Monthly Attendance Return ('X' in the box to mark attendance, submitted monthly)
- Agreed Absences – one day off per calendar month in recognition of hours worked and commitment to the organisation
- Local Arrangements
- Staff members not required to record their work hours

PROPOSED PROVISIONS (to be ADDED)

- Flexible Working Hours Agreement to outline time credit and debit system ('flex' time). Agreement to cover key topics relating to flex rules, including:
 - Accrual of Flex Hours (Hour for hour Monday – Friday, Time and a half (T1.5) for directed hours worked within bandwidth on Saturdays, time and three quarters (T1.75) for directed hours worked within bandwidth on Sundays)
 - Settlement Period

OVERTIME

CURRENT PROVISIONS (To be REMOVED)

- Overtime may be payable for directed or approved work before 7:30am or after 6pm (Monday – Friday) or directed or approved work on weekends and public holidays

PROPOSED PROVISIONS (to be ADDED)

- Overtime to be payable for directed or approved work outside of bandwidth hours
- Time credit for additional hours worked within bandwidth

Reference Material

- [Flexible Working Hours Fact Sheet](#)
- [Detailed Award principles](#)
- [Current Award provisions](#)
- [Glossary](#)



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1. HOURS OF WORK



Scenarios

The following scenarios have been developed to illustrate key changes within the proposed award provisions, relating to 'Hours of Work'.

Working During the Week

Scenario 1: Standard Work Day

- Haru is a Digital Media Coordinator in the Media and Communications team.
- On Tuesday, Haru starts his normal work day at 9am as this is the start time for the determined office hours for Media and Communications. He takes an hour lunch break, and finishes work at 6pm.
- Haru records his hours and breaks, he accrues 8 hours of time worked in his normal work week.

Scenario 2: Shorter Work Day

- Haru is a Digital Media Coordinator in the Media and Communications team.
- On Tuesday, Haru applies for flex leave to pick up family member from the airport on Friday afternoon. As Haru will only be at work for 3.5 hours on Friday, he applies for 3.5 hours flex leave.
- His manager approves his flex leave for Friday, as business needs can accommodate this.
- On Friday Haru starts his normal work day at 9am and works until 12.30pm. He records his hours, which includes his ten-minute morning break, and accrues 3.5 hours of time worked in his normal work week.
- 3.5 hours would be debited from Haru's flex leave balance. Haru will need to ensure that +3.5 hours is added to his hours balance before the end of the current settlement period.

Scenario 3: Longer Work Day

- Freya is a Development and Assessment Officer.
- On Friday, there is a large volume of development applications received by the business unit.
- Freya has worked for eight hours each weekday this week, and has made substantial progress in application processing.
- Freya believes that if she works an extra three hours on Friday, she will make further significant progress.
- As Freya would like to work additional hours, above eight hours in the work day, she seeks approval from her manager.
- Given that Freya has worked extra hours every day this week, and in the opinion of the manager the work required can be done next week, the manager does not approve Freya's request.



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1. HOURS OF WORK



Scenario 4: Hours Worked at the end of a Settlement Period

- Freya is a Development and Assessment Officer.
- A minimum of 420 hours are required to be worked during a 12-week settlement period.
- Over the 12-week settlement period, Freya has worked a total of 413 hours.
- As Freya has not met the minimum hours required, she will need to apply for seven hours of appropriate leave (typically recreation or extended leave) to cover the hours that she didn't work.
- If Freya does not have any appropriate leave available, she will take these hours as leave without pay.

Working on a Weekend & Public Holidays

Scenario 5: Directed Weekend Work

- Bhavna is an Operational Officer Level 2 in Ashburg District who has been allocated in her work plan primary responsibility for the L&D function in relation to CABA and structural firefighting within the District. Bhavna has established a strong L&D team across the brigades including volunteer course coordinators. As a result of this, Bhavna typically provides high-level support to the team, as required and would not normally need to attend weekend courses.
- However a recent CABA course has been experiencing issues, in regard to behaviour and attitudes of some participants. Bhavna's Manager on Tuesday directed her to attend the course on Saturday to address these issues.
- Bhavna is available to attend.
- On Saturday Bhavna attends the course for a total of 3 hours including travel time. The course is not at Bhavna's normal place of work, so travel time is included in time worked.
- As Bhavna worked on a Saturday, she is entitled to accrue time worked at a rate of 1.5 hours per hour worked.
- Bhavna will have 4.5 hours added to her accrued work time.

Scenario 6: Directed Weekend Work

- Ash is a Membership Coordination Officer within MCU.
- As a result of last fire season, the NSW RFS has received thousands of applications, some MCU staff have been directed to work across the weekend. On Thursday, Ash's manager directs them to work on Sunday. Ash is able to make arrangements to work the required Sunday.
- On Sunday Ash attends work for a total of 3 hours. As this is Ash's normal place of work, time worked excludes travel time.
- As Ash worked on a Sunday, they are entitled to accrue time worked at a rate of 1.75 hours per hour worked.
- Ash will have 5.25 hours added to their accrued work time



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1. HOURS OF WORK



Scenario 7: Directed Weekend Work

- Bhavna is an Operational Officer Level 2 in Ashburg District who has been allocated in her work plan primary responsibility for the L&D function in relation to CABA and structural firefighting within the District. Bhavna has established a strong L&D team across the brigades including volunteer course coordinators. As a result of this, Bhavna typically provides high-level support to the team, as required and would not normally need to attend weekend courses.
- However a recent CABA course has been experiencing issues, in regard to behaviour and attitudes of some participants. Bhavna's Manager on Tuesday directed her to attend the course on Saturday to address these issues.
- Bhavna's daughter is required to attend a medical appointment on Saturday.
- Bhavna raises her concerns with her manager, who recognised the significance of Bhavna's caring responsibilities and considers Bhavna's reason for not attending reasonable.
- Bhavna's manager directs another staff member to attend.

Scenario 8: Directed Weekend Work

- On Tuesday the NSW RFS predictive services unit distributed a fire weather briefing for the coming days. This briefing gave early indications of potential for severe fire dangers across several weather districts.
- Bhavna is an Operational Officer Level 3 in Ashburg District who having received the weekly weather briefing, understood that his District was likely to be affected by severe fire weather later in the week.
- As Bhavna, in his work plan, has been allocated primary responsibility for operational functions, he briefed the manager and other staff to the potential fire weather and discussed the potential for weekend work.
- On Thursday another fire weather briefing was issued, that confirmed severe fire weather across the weather district of which Ashburg comprises. It is understood that a TOBAN will be likely for Saturday.
- On Thursday afternoon Bhavna, at the request of his manager, consults with the other staff in the office and puts together a plan to have the FCC open and operational on Saturday.
- The District Manager directs Jill (Operational Officer 1) and Lisa (Operational Officer 2) to substitute their Friday, and attend work on Saturday (i.e. hours normally worked on Friday worked on Saturday instead).
- Jill and Lisa are available to attend.
- On Saturday Jill and Lisa attend the FCC for a total of 7 hours.
- As Jill and Lisa worked on a Saturday, they are entitled to accrue time worked at a rate of 1.5 hours per hour worked.
- Jill and Lisa will both have 10.5 hours added to their accrued work time. They do not accrue any work time for Friday as they did not attend work.



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1. HOURS OF WORK



Scenario 9: Directed Public Holiday Work

- Evie is a Crew Member in the North East team.
- Some Mitigation staff have been directed to work across the weekend to undertake hazard reduction support work. On Thursday, Evie's manager directs her to work on Sunday which is a Public Holiday. Evie is able to make arrangements to work the required Sunday.
- On Sunday Evie attends work for a total of 3 hours.
- As Evie worked on a Public Holiday, she is entitled to overtime payment (or time in lieu) in accordance with the Conditions Award.
- As Evie is paid overtime for the three hours worked, these do not count towards her accrued work time.

Scenario 10: Elected Weekend Work

- Ash is a Membership Coordination Officer within MCU.
- Ash's partner Susan is a general duties police officer and works shift work. Ash and Susan have a two-year old child living with them.
- Susan's six-week roster has just been released, and they will be working for three consecutive Fridays. Ash and Susan's normal care arrangements are not available to cover these Fridays.
- Ash speaks to their manager and asks if they can substitute working on Saturdays instead of Fridays for the next three weeks to care for their child. Ash's manager considers this request and due to organisational needs agrees to accommodate this request.
- For three consecutive Saturdays Ash attends work for a total of 7 hours per day. As this is Ash's normal place of work, time worked excludes travel time.
- As Ash elected to work during weekends to meet their personal needs, time worked on these Saturdays would accrue at normal rates (i.e. 1:1).
- Ash will have 7 hours added to their accrued work time for each Saturday worked.



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2. AFTER HOURS/ DUTY WORK



This document details the **proposed Award changes relating to After Hours / Duty Work**

At a high level, the proposed changes relating to hours of work include:

- **Introduction of Duty Retainer and Duty Incident Allowance:** Annualised Conditions Allowance (ACA) & After Hours Allowance replaced with:
 - Duty Retainer Allowance, *and*
 - Duty Incident Allowance

Summary of proposed changes

 Who does this apply to? **Designated After Hours Duty Workers**

DUTY ALLOWANCES

CURRENT PROVISIONS (To be REMOVED)

- Designated After Hours Duty Officers receive:
 - Annualised Conditions Allowance (% salary) paid fortnightly, *or*
 - After Hours Allowance (\$ weekly rate) paid pro-rata as claimed
- Both the ACA and After Hours Allowance are payable for work undertaken outside of normal hours of duty where the staff member is required to be available for contact and immediate response to a call, including any minor follow up work that may result from a call

PROPOSED PROVISIONS (to be ADDED)

- Designated After Hours Duty Officers receive:
- **Duty Retainer Allowance** (\$1.90 hourly rate) paid to be available for contact and immediate response to a call (excluding when discernible response action is required), including any resulting follow-up work
 - **Duty Incident Allowance** (\$37.62 hourly rate, paid in 2-hr blocks) paid when a designated Duty Officer is directed by a delegated officer to take 'discernible' action as a result of an incident call

Reference Material

- [Detailed Award Principles](#)
- [Current Award Provisions](#)
- [Glossary](#)



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2. AFTER HOURS/ DUTY WORK

Scenarios

The following scenarios have been developed to illustrate key changes within the proposed award provisions, relating to 'After Hours/ Duty Work'.

Scenario 1: Duty Officer (no incidents received)

- Melissa is an OpO3 and is nominated as the Duty Officer within the Ashburg District.
- The Ashburg District Office is operational between 08:00 to 18:00
- Melissa submits her roster which indicated the following:
- Monday 18:00 23/11 – Monday 08:00 30/11 (118 hours of being on Duty outside of normal working hours)
- During this week Melissa answers brigade radio calls and after hours matters not related to incident calls.

Calculations

- ✓ Duty Retainer Allowance: 118 hours x \$1.90 = \$224.20

Scenario 2: Duty Officer (incidents received)

- Melissa is an OpO3 and is nominated as the Duty Officer within the Ashburg District.
- The Ashburg District Office is operational between 08:00am to 18:00pm
- Melissa submits her roster which indicated the following:
- Monday 18:00 23/11 – Monday 08:00 30/11 (118 hours of being on Duty outside of normal working hours)
- At 03:00am on Tuesday 24/11, Melissa is passed a call from Fire + Rescue NSW to a persons trapped motor vehicle accident (MVA).
The Brigade is paged and normal operational duties are undertaken to facilitate the incident, including any required system usage or operational processes (e.g. ICON). At 03:30am a further call is received to assist ambulance, brigade is paged and attends.
- The brigade who attended the MVA finds that the initial reported call is just a fender bender. An incident stop is passed at 03:45am, and brigade returned to station at 04:00am.
- The Brigade that attended the assist ambulance call returns to station at 04:45am.

Calculations

- ✓ Melissa is entitled to an incident allowance with an initial 2 hour block from 03:00am to 05:00am. As all brigades were back at station by 04:45am, the initial 2 hour incident block is sufficient.
- ✓ Duty Retainer Allowance: 118 hours x \$1.90 = \$224.20
- ✓ Duty Incident Allowance: 2 hours x \$37.62 = \$75.24



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3. ON CALL WORK



This document details the **proposed Award changes relating to On Call Work**

At a high level, the proposed changes relating to hours of work include:

- **On call provisions:** Annualised Conditions Allowance (ACA) to be replaced with On Call Allowance

Summary of proposed changes



Who does this apply to? [Designated After Hours On Call Officers](#)

ON CALL PROVISIONS

CURRENT PROVISIONS (To be REMOVED)

- Designated After Hours On Call Officers may receive:
- Annualised Conditions Allowance (ACA) (% salary) paid fortnightly, in lieu of an On Call Allowance

PROPOSED PROVISIONS (to be ADDED)

- Designated After Hours On Call Officers to receive:
- An On Call Allowance (\$1.01 hourly rate) paid as claimed to be available on call, plus overtime when directed by a delegated officer to take on call action

Reference Material

- [Detailed Award Principles](#)
- [Current Award Provisions](#)
- [Glossary](#)



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3. ON CALL WORK

Scenarios

The following scenarios have been developed to illustrate key changes within the proposed award provisions, relating to 'On Call Work'.

Scenario 1: On Call Officer (no call out received)

- Doug is in the Application Development team and is rostered as the On-Call Officer to provide Level 3 support.
- The ICT Service Desk is operational between 8am to 6pm
- Doug submits his roster which indicated the following:
- Monday 6pm 23/11 – Monday 8am 30/11 (118 hours)
- During this week Doug is not directed by a delegated officer to perform functions after hours in his On-Call Officer role.

Calculations

- ✓ On Call Allowance: 118 hours x \$1.01 = \$119.18
- ✓ As Doug has received the On-Call Allowance, no overtime is applicable nor will these hours count towards his accrued flex time, as he was not directed to work.

Scenario 2: On Call Officer (call out partial bandwidth)

- Doug is in the Application Development team and is rostered as the On Call Officer to provide Level 3 support.
- The ICT Service Desk is operational between 08:00 to 18:00
- Doug submits his roster which indicated the following:
- Monday 6pm 23/11 – Monday 8am 30/11 (118 hours)
- At 3am on Tuesday 24/11 Doug is contacted by a delegated officer to inform him that a critical data centre has gone down, and he is required to attend RFS HQ to resolve the issue. Doug attends RFS HQ and works until 7am to restore the data centre.

Calculations

- ✓ On Call Allowance: 118 hours x \$1.01 = \$119.18
- ✓ 3 hours paid as per the Conditions Award overtime rates.
- ✓ As Doug has received overtime payment for the three hours (from 3am to 6am), these do not count towards his accrued flex time.
- ✓ As Doug was working when bandwidth commenced at 0600hrs, Doug's normal work day commenced at 6am, any time worked after 6am during bandwidth is added to his accrued flex time.



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4. SHIFT WORK

This document details the **proposed Award changes relating to Shift Work**

At a high level, the proposed changes relating to hours of work include:

- **Shift work:** Averaging-out Shift Penalties (ASP) replaced with Variable Shift Penalties, for actual shifts worked
- **Shift rostering:** Fixed shifts (12hr) replaced with flexible shifts (5-12hrs)
- **Shift Worker Classifications:** RFS Level B/C classifications replaced with RFS Level 2/3 & 4/5

Summary of proposed changes

 Who does this apply to? Shift workers

SHIFT PENALTIES

CURRENT PROVISIONS (To be REMOVED)

- Shift Workers receive:
 - Averaging-out Shift Penalties (% salary) paid fortnightly regardless of shifts worked.
 - The ASP seeks to average out existing shift penalties and incorporate annual leave loading

PROPOSED PROVISIONS (to be ADDED)

- Shift Workers receive:
 - Variable Shift Penalties (% based on shift) paid for actual shifts worked
 - Annual leave loading included in Shift Worker's base salaries

CLASSIFICATIONS

CURRENT PROVISIONS (To be REMOVED)

- OCC Staff Classifications: RFS Levels B and C
- Annual leave loading included in ASP

PROPOSED PROVISIONS (to be ADDED)

- OCC Staff Classifications: RFS Levels 2/3 and 4/5
- Annual leave loading included in Shift Worker's base salaries

SHIFT ROSTERING

CURRENT PROVISIONS (To be REMOVED)

- Fixed Shift rostering (12 hour shifts): Day Shift (6am-6pm) and Night Shift (6pm-6am), with each shift staffed by an OCC Senior Operator and OCC Operator.

PROPOSED PROVISIONS (to be ADDED)

- Flexible Shift Rostering, with length of shift 5-12 hours



4. SHIFT WORK

Reference Material

- [Detailed Award Principles](#)
- [Current Award Provisions](#)
- [Glossary](#)

Scenarios

The following scenarios have been developed to illustrate key changes within the proposed award provisions, relating to 'Shift Work'.

Scenario 1: Shift Work

- Lucy is an OCC Operator and is rostered for on a Swing Z Shift starting at 5pm and finishing at 5am.
- Lucy commences duty at 5pm and is due to cease duty at 5am, however at 4am Lucy is requested by her supervisor to remain on shift for an extra hour due to operational needs.
- Lucy is able to remain on shift and works until 6am.

Calculations

- ✓ Lucy is paid a 15% shift penalty loading for her normal shift 5pm-5am
- ✓ Lucy is paid as per the Conditions Award provision for Overtime for Shift Workers at 1.5 x her normal salary rate for the additional hour worked (5am-6am) as she has done more than 35 hours that week.



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5. INCIDENT CONDITIONS



This document details the **proposed Award changes relating to Incident Conditions**

At a high level, the proposed changes relating to hours of work include:

- **Incident Rostering:** 48-hour stand down following 4 consecutive night shifts or 6 consecutive day shifts

Summary of proposed changes



Who does this apply to? All staff working under major incident conditions

INCIDENT ROSTERING

CURRENT PROVISIONS (To be REMOVED)

- Entitlement to paid stand down is determined by role

PROPOSED PROVISIONS (to be ADDED)

- Rostering and entitlement to paid stand down is not determined by role
- Introduction of 48-hour stand down to apply following 4 consecutive night shifts or 6 consecutive day shifts
- Provisions to allow flexible incident roosting

Reference Material

- [Detailed Award Principles](#)
- [Current Award Provisions](#)
- [Glossary](#)



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5. INCIDENT CONDITIONS



Scenarios

The following scenarios have been developed to illustrate key changes within the proposed award provisions, relating to 'Incident Conditions'.

Scenario 1: Incident Conditions (Day Shift)

- Joanne is an OpO3 at Kingtown Zone. Joanne commences work on a Tuesday at 8.30am, she has a 1 hour lunch break. At 4pm Joanne is requested to attend a S44 fire at Westville District as Deputy Incident Controller.
- Joanne is required for an immediate start at 8am hrs the following day (Wednesday). Joanne is available to fulfil the request. It will take Joanne 4 hours to drive to Westville. She departs Kingtown at 5pm, arrives at Westville at 9pm and is in the accommodation by 9.30pm.
- Joanne has 10 hours rest and leaves accommodation 7.30am to commence shift at 8am on Wednesday morning.
- Joanne completes 5 days of shifts finishing her last shift on Sunday, and returns to her accommodation at 8.30pm on Sunday evening.
- Joanne is no longer required, and as such departs her accommodation at Westville on Monday at 8am arriving at Kingtown at 12 noon. Joanne arrives home at 1pm and commences her 24 hour paid stand down day, and as such is not required to return to normal duty until 1pm on the Tuesday.

Calculations

- ✓ All travel to and from the incident is paid as Incident Conditions.
- ✓ Joanne is paid at the appropriate shift penalties for travel from Kingtown to Westville on Tuesday and from Westville to Kingstown on the Monday.
- ✓ Joanne is paid at the appropriate shift penalties for 5 day shifts (Wednesday – Sunday) commencing at 7.30am on departure of accommodation to 8.30pm on arriving at accommodation, minus time taken for meal breaks.
- ✓ Joanne is paid 7 hours normal pay (single time) to ensure a 24 hour break at the completion of her five shifts.
- ✓ Joanne is paid 30 minutes "wash up" time at the end of each shift.



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5. INCIDENT CONDITIONS



Scenario 2: Airborne Aviation Roles

- The Bravo Mike District has a fire start on Saturday morning, the fire quickly escalates and an Air Attack Supervisor is required.
- Sam is a Supervisor within Community Resilience, on Saturday morning she receives a phone call requesting her to complete Air Attack Supervisor (AAS) duties for fires at Bravo Mike District.
- Sam is available to attend and is required for an immediate start. Sam, departs home 12.30pm and arrives at her local airport at 1pm, where she meets the Air Attack Platform.
- Sam departs the airport at 1.15pm and flies to Bravo Mike Airbase arriving at 2pm. Sam receives a briefing from the Incident Operations Officer and commences AAS duties shortly after.
- The incident continues to escalate and Sam is requested to complete 5 shifts as AAS. Sam is available and agrees with her final shift being on Wednesday.
- Sam departs Bravo Mike District on Thursday at 8am and returns to her local airport via a hire car. She arrives at her local airport where she returns the hire car and picks up her car. Sam then returns home arriving at 1.30pm.
- Sam commences her 24 hour break (includes 7 hours normal pay at single time rates) and is available to commence duties no earlier than 1.30pm hours on Friday.

Calculations

- ✓ Sam is paid all travel to and from the incident at Incident Conditions.
- ✓ Sam is paid the appropriate shift penalty rate for 5 shifts, Saturday to Wednesday inclusive (excluding any meal breaks).
- ✓ Sam is paid 30 minutes "Wash Up" time at the completion of each shift.
- ✓ Sam is paid 7 hours normal pay at single time rates to ensure a 24 hour break on the completion of her shifts.
- ✓ Sam is paid flying allowance for the actual hours flown as an Air Attack Supervisor.



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5. INCIDENT CONDITIONS



Scenario 3: IMT – Incident Conditions Shift Extension

- Burt is an officer in the Zulu District. He is currently working under Incident Conditions as a Logistics Officer in the Incident Management Team.
- Burt commenced a 5 day shift on Monday. On Thursday, it is realised that a replacement for Burt cannot be sourced for commencement until Sunday, leaving a one day gap on Saturday.
- The logistics role is vital to ensuring the movement of strike teams and a vacancy in the role on Saturday would result in a substantial delay of processing requests.
- Burt is requested to extend his 5 day shift by 1 day (totalling 6 days). Burt is available and agrees. Burt completes his 6 days from Monday to Saturday inclusive, finishing his last shift at 8.45pm on Saturday night.
- Burt then takes a mandatory 48 stand down break (includes 7 hours normal pay at single time rates) and is available to commence duties again at 8.30pm Monday at the earliest.

Calculations

- ✓ Burt is paid the appropriate shift penalties for 6 day shifts (Monday – Saturday inclusive) commencing at 8.15am at the Zulu District FCC to 8.45pm on departure of the FCC, minus any meal breaks taken during each shift.
- ✓ Burt has a 48 hour break on the completion of his shifts.
- ✓ Burt is paid 30 minutes “Wash Up” time at the end of each shift.
- ✓ Burt is not paid travel to and from the incident, as the duties are carried out in his normal place of work and he is accommodating in his home residence.



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6. OTHER




This document details the **proposed Award changes relating to Other Proposed Changes**

At a high level, the proposed changes relating to hours of work include:

- **RFS Officer Classifications:** RFS Officer (OCC) classification replaced with RFS Officer (Shift Worker)
- **Specialist Allowances:** Specialist skills allowance requirements included in relevant role descriptions

Summary of proposed changes

 Who does this apply to? Shift Workers

RFS OFFICER CLASSIFICATIONS

CURRENT PROVISIONS (To be REMOVED)

- Classifications – RFS Officer and RFS Officer (OCC)

PROPOSED PROVISIONS (to be ADDED)

- Classifications - RFS Officer and RFS Officer (Shift Worker). Staff with the current classification of RFS Officer (OCC) to adopt a new classification of RFS Officer (Shift Worker). There may also be other roles that would be classified as RFS Officer (Shift Worker), depending on business requirements.

 Who does this apply to? Mechanical Officers and Engineering Officers

SPECIALIST ALLOWANCES

CURRENT PROVISIONS (To be REMOVED)

- Specialist skills required to be able to claim specialist allowances are not outlined in the Award or within role descriptions

PROPOSED PROVISIONS (to be ADDED)

- Specialist skills required to be able to claim specialist allowances (e.g. Body Maker) to be outlined within role descriptions – this will be referenced in the RFS Award

Reference Material

- [Detailed Award Principles](#)
- [Current Award Provisions](#)
- [Glossary](#)



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