

Guideline - Auxiliary Firefighter Deployment Conditions

Queensland Fire and Emergency Services

1. Scope and purpose

- This Guideline sets out the conditions of employment that apply to Auxiliary Firefighters employed by QFES under the Auxiliary Firefighters' Award - State 2016 when they perform work during a deployment.
- Deployment is when an Auxiliary Firefighter is sent to a location to assist with a critical incident that may be of natural or man made cause. These deployments may occur within a region, intrastate, interstate or internationally.
- The declaration of a deployment will be made by the Premier, Minister, Commissioner, Deputy Commissioner or Commander of State Operations at the request of the relevant Assistant Commissioner.
- Examples of incidents include (but are not limited to):
 - • 24/7 operations beyond regional capacity;
 - • Natural disasters such as floods, cyclone, earthquakes;
 - • State emergencies;
 - • Taskforces;
 - • Major wildfire incidents;
 - • State incident management team responsibilities; and
 - • Major events requiring QFES support.
- Auxiliary Firefighters must seek approval from their Lieutenant or Captain prior to accepting any deployment. It is the employee's responsibility to seek this approval and confirm their next availability date for Auxiliary Firefighter duties after returning from deployment.
- Captains or Lieutenants must consult with their Inspectors in relation to deployment arrangements, so that any risks in relation to reduced capability at the home station can be discussed. Inspectors are expected to discuss deployment arrangements with their Director of Regional Operations.

2. COVID-19 Vaccination Status Prior to Deployment

- In accordance with Standing Order SO-Q-OM-5.13 — QFES COVID-19 Activities – COVID-19 Vaccinations, or any replacement Standing Order, COVID-19 vaccination is required for some QFES COVID-19 related activities. Please check this Standing Order for the latest information.

3. Deployment tour of duty

- The deployment tour of duty generally ranges from five (5) to seven (7) days duration, including:
 - deployment (1 day);
 - shifts in field plus rest and recline (3 to 5 days); and
 - demobilisation (1 day).

- During a deployment, an Auxiliary Firefighter must
 - fulfil all their rostered shifts unless told otherwise;
 - attend any briefing sessions or handover meetings as required; and
 - make sure they sign in and out for every shift at their work location and record all their start / finish and break times. This is important and will assist with the reconciliation of payroll claims at the completion of their deployment.

4. Information to be provided to Auxiliary Firefighters prior to Deployment

- Auxiliary Firefighters who confirm they are available for deployment and are selected for deployment will receive the required information from the relevant coordination centre (most likely the State Operations Centre (SOC) in conjunction with the Regional Operations Centre (ROC)) prior to deployment. This should include a Mobilisation Plan and/or Individual Itinerary covering the following topics:
 - Location of incident;
 - Transport arrangements;
 - Relevant times, dates and locations (individual or group itineraries);
 - Expected duration of deployment;
 - Chain of command instructions and contact details;
 - Mobile Incident App scan code used to send crewing information to the OMS Resource Officer.
- The host region should provide more specific deployment information such as:
 - Conditions expected at the deployment incident;
 - If required, more detailed information about getting to and returning from the incident (for example, driving their own vehicle, travelling with others in a QFES vehicle, travelling with others in a private vehicle, airfare);
 - Accommodation/meal arrangements (generally booked by host Region);
 - Any additional equipment that will be required;
 - The roster they will be assigned to;
 - Expectations in relation to submitting timesheets to enable prompt payment, and provision of cost centre code for timesheets;
 - OMS data capture and who is doing this (generally the SOC or ROC OMS operator);
 - Reporting process for any incidents, injuries or hazards.
- QFES employees being deployed should expect a briefing prior to departure (wherever practicable), then an incident-specific briefing on arrival. If Auxiliary Firefighters are being deployed individually, they should expect a briefing from their team leader on arrival.

5. Travel to and from deployment location

- Any time spent travelling to or from a deployment location will be paid at single time up to a maximum of 14 hours on each occasion.
- Travel time is to be noted as such on timesheets and separated from working time.
- Travel to the actual deployment location is often broken by attending a pre-deployment location to prepare equipment for travel (for example the QFES State Deployment Centre). When this occurs, and an employee undertakes work preparing and packing equipment for travel with them to the actual deployment location, including the transportation of deployment equipment, the travel time is taken to have ceased and the actual deployment (work time) is taken to have commenced. On other occasions, an

employee may travel from home to an airport and travel to the deployment location, without doing any work during that period. On this occasion, the entire period travelling is taken to have been travel time and is paid accordingly.

6. Hours, overtime and public holidays

- The following clauses from the Auxiliary Firefighters' Award – State 2016 apply:

17. Hours of work

(a) Due to the nature of emergency work performed by auxiliary firefighters covered by this Award, hours of work may be performed over seven days of the week and at any time within the day.

(b) The maximum ordinary hours of work are 10 hours per day, 10 consecutive hours per occasion and 38 hours per week.

(c) There are no minimum ordinary weekly hours of work, except where provided in clause 22 (Call-in).

18. Weekend penalty rates

(a) Except where an auxiliary firefighter is undertaking training, all ordinary hours worked between midnight Friday and midnight Sunday shall be paid a penalty rate applied to their base hourly rate for all such time worked.

(b) The penalty rate shall increase over a transition period in accordance with the following timetable:

	Penalty rate payable as from 1 January 2016	Penalty rate payable as from 1 July 2016	Penalty rate payable as from 1 January 2017	Penalty rate payable as from 1 July 2018	Penalty rate payable as from 1 July 2018
Percentage of base hourly rate per hour for Saturday work	128%	135%	150%	150%	150%
Percentage of base hourly rate per hour for Sunday work	128%	135%	150%	175%	200%

(c) The penalty rate prescribed above is not payable for those ordinary hours worked on public holidays, where the auxiliary firefighter is to be paid as prescribed in clause 26(b).

19. Late work

(a) Except where undertaking training, an auxiliary firefighter working ordinary hours between 1800 and 0600, Monday to Friday inclusive, is to be paid a penalty rate per hour for all such time worked.

(b) The rate of the allowance shall increase over a transition period in accordance with the following timetable:

	Penalty rate payable as from 1 January 2016	Penalty rate payable as from 1 July 2016	Penalty rate payable as from 1 July 2017
Percentage of casual hourly rate per hour	105%	110%	115%

(c) The penalty rate prescribed above is not payable for those ordinary hours worked between midnight Friday and midnight Sunday, or on public holidays, where the provisions of clause 18 or clause 26, as the case may be, apply.

20. Meal breaks

Subject to emergency circumstances, employees will be allowed a 30 minute paid meal break during work periods exceeding 4 hours in duration.

21. Rest pauses

(a) All auxiliary firefighters are entitled to a paid rest pause of 10 minutes duration in the employer's time for work periods exceeding 4 hours but less than 6 hours in duration.

(b) Where work periods are 6 hours or greater, employees will be entitled to a paid 10 minute rest pause in the 1st and 2nd half of the employee's work period.

(c) All rest pauses shall be taken at such times as will not interfere with the continuity of work where such continuity is necessary.

23. Overtime

(a) All authorised overtime worked by an employee in excess of the ordinary hours of work as prescribed at clause 17(b), on a Monday to Saturday, inclusive, shall be paid at the rate of time and a half for the first 3 hours and double thereafter.

(b) All overtime worked by an employee in excess of the ordinary hours of work as prescribed at clause 17(b) on a Sunday shall be paid at the rate prescribed in the timetable at Clause 18(b) .

(c) Overtime is to be calculated to the nearest quarter of an hour.

26. Public holidays

(a) Public holidays are provided for in Division 10 of the QES. Clauses 26(b) and (c) supplement the QES provisions.

(b) An auxiliary firefighter who is required to work on a public holiday will be paid at the rate of double time and one-half for any hours worked, with a minimum payment of 4 hours' work for the day.

(c) Where an alternative day is declared for a public holiday, the penalty payment and minimum payment prescribed in clause 26(b) shall only be payable for work performed on the day normally attributable to the public holiday (e.g. 1 January) and not another substituted day in lieu.

- On deployment, Auxiliary Firefighters will be paid for their entire rostered shift regardless of whether they are required for the whole shift.
- Auxiliary Firefighters are rostered for a minimum shift length of eight (8) hours and a maximum shift length of 12 hours. (Note that the maximum ordinary hours of work are 10 hours per day or shift and overtime applies to any hours worked beyond this.)
- If conditions change and a deployment is cut short, Auxiliary Firefighters will be paid for their final worked shift as well as the next scheduled shift on the roster. This is in addition to any payment for travel time.
 - For example, an Auxiliary Firefighter is advised they will be deployed for a 1-5-1 tour of duty. (That is, one day travelling, five (5) days deployed at incident, one day travelling home.) While on the second day on shift at the incident, weather conditions change and the Auxiliary is not required any longer. The Auxiliary is paid for the duration of their existing shift, the following shift, and then the travel home day. To summarise, they are paid 1-3-1 being one day of travel, three days of rostered shift, and one final day of travel.

7. Meals and accommodation

- On deployment, when it is not possible for an Auxiliary Firefighter to return each day to their home station or home residence, all meals and accommodation will be supplied by QFES.
- If meals and accommodation are not supplied, Auxiliary Firefighters are entitled to claim relevant allowances as prescribed in Directive 09/11 Domestic Travelling and Relieving Expenses.

8. Allowances

- Motor Vehicle Allowance
 - In accordance with clause 15.2 of the Auxiliary Firefighters' Award - State 2016, where QFES requires an employee to use their own vehicle on deployment, such employee will be paid an allowance for each kilometre of authorised travel as follows:
 - motor vehicle - \$0.81 per kilometre (2021 rate); and
 - motorcycle - \$0.33 (2021 rate) per kilometre.
 - Motor vehicle allowance is only payable for travel which is in excess of the distance between the employee's permanent residence and their home station.
- On call
 - Usually on call is not required during deployments, as Auxiliary Firefighters will generally work their shift and be stood down until their next shift. However, in accordance with clause 15.3 of the Auxiliary Firefighters' Award - State 2016, if an Auxiliary Firefighter is requested to be available on call they will be paid an allowance for each 12 hour period on call, or part thereof, in accordance with the following scale:
 - Firefighter Grade 1 or Grade 2 \$11.88 (as at 1 September 2021)
 - All other classifications \$12.75 (as at 1 September 2021)
 - Note that Auxiliary Firefighters must be requested to be on call by their team leader in order to be eligible for on call payments.
- Retention Allowance
 - Auxiliary Firefighters receive a Retention Allowance in accordance with clause 15.4 of the Auxiliary Firefighters' Award - State 2016.

- Auxiliary Firefighters who undertake deployments shall not be disadvantaged in relation to their annual retention allowance. To be eligible for a retention allowance, an Auxiliary Firefighter must attend a certain percentage of weekly training sessions and call-outs in accordance with the Auxiliary Firefighters' Award - State 2016.
- In relation to calculating the retention allowance, Auxiliaries on deployment will be considered to have attended any training session or call-out that occurred at the time they were on deployment.

9. Managing Fatigue

- Auxiliary Firefighters must confirm with their Lieutenant or Captain prior to accepting a deployment that they commit to ensuring they will be rested prior to their first deployment shift in the field. This is important for Auxiliary Firefighters as they may have just finished a shift in their primary employment or responded to an emergency incident.
- When they arrive at their deployment location, Auxiliary Firefighters are expected to confirm with their team leader that they are rested prior to their first deployment shift in the field.
- The time an Auxiliary Firefighter has spent travelling to the deployment location must be taken into consideration by the Officer-in-charge at the incident, to inform rostering decisions.
- While on deployment an Auxiliary Firefighter should have at least 10 consecutive hours off between finishing their ordinary hours shift one day and commencing their ordinary hours shift the following day. If the Auxiliary Firefighter is not released for their 10 hour break they will be paid double time until they are released from duty to have a 10 hour break.

10. Code of Conduct

- While deployed Auxiliary Firefighters are representing QFES and the Queensland Government. While undertaking duties in relation to operational incidents, all QFES employees are to do so in a professional manner and abide by the Code of Conduct for the Queensland Public Service and other policies and procedures such as workplace health and safety. All work must be performed in a healthy and safe manner and near misses, incidents, injuries and hazards must be reported appropriately as soon as practical.

11. Safety and Wellbeing Tips

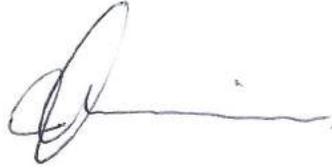
- The following advice and best practice is provided for QFES employees on deployment:
 - Maintain good hydration and nutrition before, during and after deployment to help manage fatigue.
 - Unless there are extraordinary circumstances, ensure you have a minimum 10-hour break between finishing your shift and commencing your next shift.
 - Be aware of your wellbeing, understand the signs of fatigue and of those around you.
 - Ensure you use any personal protective equipment you are issued.
 - Be aware of your surroundings and any potential hazards.
 - Report any hazards/potential hazards to your supervisor.
 - Follow all health and safety instructions that you are given.
 - Report all incidents, injury or illness to your supervisor.
- The Fire and Emergency Services Support Network (FESSN) provides a range of support services for QFES members and their families through:
 - Peer Support Officers
 - Professional Counselling – 1300 309 508
 - 24-hour telephone counselling service - 1800 805 980

- For further information relating to available support please email: FESSN@qfes.qld.gov.au



Greg Leach
COMMISSIONER, QFES

18 / 01 / 2022



John Oliver
GENERAL SECRETARY, UFUQ

18 / 01 / 2022