

## **PRELIMINARY DISCUSSION DRAFT VERSION 4 QUEENSLAND FIRE SERVICES AWARD – STATE 2014**

### *Abbreviations*

QFRS	Queensland Fire and Rescue Award – State 2012
QFRSCC	Queensland Fire and Rescue Service Communications Centres Award – State 2012
IA	Queensland Fire and Emergency Services Auxiliary Employees Interim Award - State 2013 (now of no effect)
SO	Standing Order, Auxiliary Employment Conditions (internal document)
QPSOMA	<i>Queensland Public Service Officers and Other Employees Award – State 2014</i> (modern award)

### *Abbreviations in footnotes*

AMOD	Award Modernisation team
QFES	Queensland Fire and Emergency Service
SOU	Queensland Fire Service Senior Officers' Association, Union of Employees
TQ	Together Queensland, Industrial Union of Employees
UFU	United Firefighters' Union of Australia, Union of Employees, Queensland

### *Key*

<b>Bolded yellow highlighting</b>	notes, questions and references to clauses from the QFRS, QFRSCC, IA and SO
blue	material specifically relating to auxiliary firefighters
purple	changes made to the Preliminary Discussion Draft Version 3



# **PRELIMINARY DISCUSSION DRAFT VERSION 4 QUEENSLAND FIRE SERVICES AWARD – STATE 2014**

## **Table of Contents**

<b>PART 1—Title and Operation.....</b>	<b>5</b>
1. Title.....	5
2. Operation .....	5
3. Definitions and interpretation .....	5
4. Coverage .....	6
5. The Queensland Employment Standards and this award.....	6
6. Individual flexibility arrangements and facilitative award provisions.....	6
<b>PART 2—Consultation and Dispute Resolution .....</b>	<b>8</b>
7. Consultation .....	8
8. Dispute resolution .....	9
<b>PART 3—Types of Employment and Termination of Employment.....</b>	<b>11</b>
9. Types of employment .....	11
10. Termination of employment .....	14
11. Redundancy .....	14
<b>PART 4—Minimum Salary Levels, Allowances and Related Matters .....</b>	<b>15</b>
12. Classifications and minimum salary levels.....	15
13. Allowances .....	19
14. Superannuation .....	23
<b>PART 5—Hours of Work, Breaks, On Call, Overtime, Shift Work, Weekend Work.....</b>	<b>23</b>
15. Hours of work .....	23
16. Meal breaks.....	25
17. Rest pauses.....	26
18. Overtime .....	26
<b>PART 6—Leave of Absence and Public Holidays.....</b>	<b>29</b>
19. Annual leave .....	29
20. Personal leave .....	30
21. Parental leave .....	32
22. Long service leave .....	33
23. <a href="#">Leave of absence – auxiliary firefighter stream</a> .....	33
24. Public holidays.....	33

25. Jury service .....	35
<b>PART 7—Transfers and Working Away from Usual Place of Work.....</b>	<b>35</b>
26. Travelling and relieving expenses - fire and rescue stream and communications stream .....	35
<b>28. Amenities and quarters – fire and rescue stream .....</b>	<b>Error! Bookmark not defined.</b>
<b>Schedule 1—Generic Level Descriptors.....</b>	<b>36</b>

## PART 1—Title and Operation

### 1. Title

This award is known as the *Queensland Fire Services Award – State 2014*.

**Finalisation of this clause is subject to determination of the coverage of this award and the outcome of proceedings currently before the Industrial Court.**

### 2. Operation

This award operates from **date**.

### 3. Definitions and interpretation

**Finalisation of this clause is subject to determination of the coverage of this award and the outcome proceedings currently before the Industrial Court.**

Unless the context otherwise requires, in this award:

**Act** means the *Industrial Relations Act 1999*

**auxiliary firefighter** means an employee who is engaged by QFES under this award in the auxiliary firefighter stream and may also have primary employment separate to their engagement with QFES **(IA 1.7.2 & 4.1.2)**

**commission** means the Queensland Industrial Relations Commission

**Commissioner** means the Commissioner of QFES or their delegate

**classification level** comprises a minimum salary rate plus a number of increments in a particular stream through which employees will be eligible to progress

**continuous shift work** means a roster pattern that continually provides for work to be performed over a period of 24 hours a day, 7 days per week, 365 days per year

**employee** means a person who is engaged by QFES whose salary or rate of pay is fixed by this award

**generic level statement** means a broad, concise statement of the duties, skills and responsibilities indicative of a given classification level

**increment** means for all employees an increase in salary from one paypoint to the next highest paypoint within a classification level

**night shift** means a shift where the majority of ordinary hours fall between 1800 on one day and 0600 on the following day **(QFRS 6.5.1)**

**non-continuous shift work** means work regularly rotated in accordance with a roster which prescribes 2 or more shifts (day, afternoon or night) per day, but does not cover a 24 hour per day operation over a 7 day week (see continuous shift work)

**paypoint** means the specific rate of remuneration payable to employees within a classification level

**primary employment** means the usual place of work or source of income (other than employment by QFES), including self-employment, for an employee in the auxiliary firefighter stream

**public holiday** has the same meaning as that provided in Schedule 5 of the Act

**QES** means the Queensland Employment Standards contained in Part 2 of Chapter 2A of the Act

**QFES** means the Queensland Fire and Emergency Service

**shift work** means a roster pattern that consistently provides for work to be performed 7 days per week, which may include night shifts, week-ends and public holidays

**shift worker** means an employee who works shift work

**spread of ordinary hours** has the meaning ascribed to it in clause 15.3(a)

**TOIL** means time off in lieu of payment for overtime

**union** means an industrial organisation listed in clause 4.1(c).

#### **4. Coverage**

**Finalisation of this clause is subject to determination of the coverage of this award and the outcome proceedings currently before the Industrial Court.**

This award applies to:

- (a) Employees of QFES whose salaries or rates of pay are fixed by this award;
- (b) The Commissioner; and
- (c) The following industrial organisations:
  - (i) Together Queensland, Industrial Union of Employees;
  - (ii) Queensland Fire Service Senior Officers' Association, Union of Employees; and
  - (iii) United Firefighters' Union of Australia, Union of Employees, Queensland,

to the exclusion of any other award.

#### **5. The Queensland Employment Standards and this award**

The QES and this award contain the minimum conditions of employment for employees covered by this award.

#### **6. Individual flexibility arrangements and facilitative award provisions**

##### **6.1 Individual flexibility arrangements**

- (a) (i) An employer and an employee covered by this award may agree to make an individual flexibility arrangement to vary the effect of the terms of this award in relation to one or more of the following matters:
  - (A) arrangements about when work is performed;

- (B) overtime rates;
- (C) penalty rates;
- (D) allowances;
- (E) leave loading; and
- (ii) the arrangement meets the genuine needs of the employer and employee in relation to one or more of the matters mentioned in clause 6.1(a)(i); and
- (iii) the arrangement is genuinely agreed to by the employer and employee.
- (b) The employer must ensure the terms of the individual flexibility arrangement—
  - (i) are only about matters required or permitted to be in this award; and
  - (ii) are not non-allowable provisions; and
  - (iii) must not result, on balance, in an overall reduction in the entitlements or protections the employee has under this award.
- (c) The employer must ensure the individual flexibility arrangement—
  - (i) is in writing and signed by the employer and employee; and
  - (ii) states—
    - (A) the names of the employer and employee; and
    - (B) the terms of this award that will be varied by the arrangement; and
    - (C) how the arrangement will vary the effect of the terms; and
    - (D) how the arrangement will not result, on balance, in an overall reduction in the entitlements or protections the employee has under this award; and
    - (E) the day on which the arrangement commences; and
  - (iii) if the employee is under 18 years of age— is signed by a parent or guardian of the employee.
- (d) The employer must give the employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.
- (e) An individual flexibility arrangement may be terminated—
  - (i) by either the employee or employer giving written notice of—
    - (A) a period agreed between the parties of up to 12 months; or
    - (B) if no period has been agreed— 28 days;
  - (ii) by the employer and employee at any time if they agree in writing to the termination.

## **6.2 Procedures to implement facilitative award provisions**

Wherever facilitative provisions appear in this award which allow for determination of the conditions of employment by agreement between the chief executive and the majority of employees affected, the following procedures shall apply:

- (a) Facilitative award provisions can be negotiated between management and employees who are directly affected by such proposals.
- (b) Employees may be represented by their local union delegate/s and shall have the right to be represented by their local union official/s.
- (c) In determining the outcome from facilitative provisions, neither party should unreasonably withhold agreement.
- (d) Agreement is defined as obtaining consent of greater than 50% of employees directly affected.
- (e) Any agreement reached must be documented, and shall incorporate a review period.

## **PART 2—Consultation and Dispute Resolution**

### **7. Consultation**

- (a) This clause applies if—
  - (i) the employer has made a definite decision to introduce a major change to production, program, organisation, structure, or technology in relation to its enterprise; and
  - (ii) the change is likely to have a significant effect on some or all employees (relevant employees) of the enterprise.
- (b) The employer must notify the relevant employees of the decision to introduce the major change.
- (c) The employer is not required to—
  - (i) notify the relevant employees or a representative of the decision until the time the employer considers appropriate; or
  - (ii) consult with the relevant employees or a representative about the decision until the employer notifies the relevant employees or the representative of the decision; or
  - (iii) consult with the relevant employees or a representative about the decision other than in relation to implementation of the decision; or
  - (iv) disclose confidential or commercially sensitive information to the relevant employee or a representative.
- (d) The relevant employees may appoint a representative for the purposes of the procedures in this clause if the representative is a union entitled to represent the employees' industrial interests.
- (e) If—
  - (i) the relevant employees appoint a representative under clause 7(d) for the purposes of consultation; and



- (ii) the relevant employees advise the employer of the identity of the representative,  
the employer must recognise the representative.
- (f) As soon as practicable after notifying the relevant employees of the decision under clause 7(b) the employer must—
  - (i) discuss with the relevant employees—
    - (A) the implementation of the change; and
    - (B) the effect the implementation of the change is likely to have on the relevant employees; and
    - (C) measures the employer is taking to avert or mitigate the adverse effect of the implementation of the change on the relevant employees; and
  - (ii) for the purposes of the discussion—provide, in writing, to the relevant employees—
    - (A) information about the implementation of the change including the nature of the change proposed; and
    - (B) information about the expected effects of the implementation of the change on the relevant employees; and
    - (C) any other matters regarding the implementation of the change likely to affect the relevant employees.
- (g) The employer must give prompt and genuine consideration to matters raised about the implementation of the major change by the relevant employees.
- (h) In this clause, a major change is likely to have significant effect on employees if it is likely to result in—
  - (i) the termination of the employment of employees; or
  - (ii) a major change to the composition, operation or size of the employer's workforce or the skills required of employees; or
  - (iii) the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
  - (iv) an alteration of hours of work; or
  - (v) the need to retrain employees; or
  - (vi) the need to relocate employees to another workplace; or
  - (vii) the restructuring of jobs.

## **8. Dispute resolution**

### **8.1 Procedure for resolution of disputes arising under this award or the QES**

- (a) This clause applies to a dispute regarding—

- (i) a matter arising under this award; or
- (ii) the QES.
- (b) An employee who is a party to the dispute may appoint a representative for the purposes of the procedures in this clause if the representative is a union entitled to represent the employee's industrial interests.
- (c) In the first instance, the parties to the dispute must try to resolve the dispute at the workplace level, by discussions between the employee and the relevant supervisors or management, or both.
- (d) If discussions at the workplace level do not resolve the dispute, a party to the dispute may refer the matter to the commission.
- (e) The commission may deal with the dispute as follows—
  - (i) the commission may first attempt to resolve the dispute as it considers appropriate, including mediation, conciliation, expressing an opinion or making a recommendation;
  - (ii) if the commission does not resolve the dispute under clause 8.1(e)(i), the commission may then deal with the dispute in accordance with its jurisdiction under the Act.

Note—

- 1. If the commission arbitrates the dispute, it may also use the powers that are available to it under the Act.
- 2. Chapter 9 of the Act provides for appeals against particular decisions made by the commission.
- (f) While the dispute resolution procedure is being conducted, work must continue in accordance with this award and the Act.
- (g) Subject to applicable work health and safety legislation, an employee must not unreasonably fail to comply with a direction by the employer to perform work, whether at the same or another workplace, that is safe and appropriate for the employee to perform.
- (h) The parties to the dispute agree to be bound by a decision made by the commission in accordance with this clause.

## **8.2 Procedure for resolution of individual disputes**

- (a) The matters to be dealt with under this procedure include all grievances or disputes between an employee and an employer in respect to any industrial matter **other than** a dispute regarding a matter arising under this award or the QES, which are to be dealt with in accordance with clause 8.1. The procedure applies to a grievance or dispute involving a single employee or any number of employees.
- (b) The objective of this dispute resolution procedure shall be to avoid disputes by the resolution of issues through measures based on consultation, co-operation and discussion and to avoid interruption to the performance of work and consequential loss of production and salaries.
- (c) In the event of an employee/s having a grievance or dispute the employee/s shall in the first instance attempt to resolve the matter with the immediate supervisor, who shall respond to such request as soon as reasonably practicable under the circumstances. Where the grievance or

dispute concerns alleged actions of the immediate supervisor or allegations of sexual harassment the employee/s may bypass this level in the procedure.

- (d) If the grievance or dispute is not resolved, the employee/s or their representative may refer the matter to the next higher level of management for discussion. Such discussion should take place as soon as possible after the request by the employee/s or their representative.
- (e) If the dispute remains unresolved after the parties have genuinely attempted to achieve a settlement thereof, then notification of the existence of the dispute is to be given to the commission in accordance with the provisions of the Act.
- (f) Whilst all of the above procedure is being followed, normal work shall continue except in the case of a genuine safety issue. Further, the *status quo* existing before the emergence of the grievance or dispute is to continue whilst the disputes procedure is being followed.
- (g) All parties to the dispute shall give due consideration to matters raised or any suggestion or recommendation made by the commission with a view to the prompt settlement of the dispute.
- (h) Any Order or Decision of the commission (subject to the parties' right of appeal under the Act) will be final and binding on all parties to the dispute.
- (i) Discussions at any stage of the procedure shall not be unreasonably delayed by any party, subject to acceptance that some matters may be of such complexity or importance that it may take a reasonable period of time for the appropriate response to be made. If genuine discussions are unreasonably delayed or hindered, it shall be open to any party to give notification of the dispute in accordance with the provisions of the Act.

**This clause was affirmed by the Full Bench making the *Queensland Public Service Officers and Other Employees Award - State 2014* and has been included in all modern awards made thereafter.**

**The UFU may seek inclusion of additional provisions in clause 8.2 (or some other more appropriate clause should the Commission be so inclined) relating to union delegates.**

## **PART 3—Types of Employment and Termination of Employment**

### **9. Types of employment**

**Finalisation of this clause is subject to determination of the coverage of this award and the outcome of proceedings currently before the Industrial Court.**

An employee may be employed as follows:

- (a) Fire and rescue stream – full-time, part-time basis or casual basis; or
- (b) Communications stream – full-time, part-time or casual basis; or
- (c) Rural fire service stream – full-time, part-time or casual basis; or
- (d) Auxiliary firefighter stream – casual basis,

subject to the provisions of the *Fire and Emergency Services Act 1990*.

## 9.1 Full-time employment

A full-time employee is an employee who is engaged to work an average of 38 or 40 hours per week over a roster cycle as prescribed in clause 15 of this award.

## 9.2 Part-time employment

- (a) A part-time employee is an employee who:
- (i) is engaged to work a regular pattern of ordinary hours each fortnight which are less than the ordinary hours worked by an equivalent full-time employee; and
  - (ii) receives, on a *pro rata* basis, the same salary and conditions of employment to those of an equivalent full-time employee who performs the same kind of work.
- (b) For each ordinary hour worked, a part-time employee will be paid no less than:
- (i) 1/38<sup>th</sup> of the minimum weekly rate of pay for their classification where an equivalent full-time employee's ordinary hours of work are 38 hours per week; or
  - (ii) 1/40<sup>th</sup> of the minimum weekly rate of pay for their classification where an equivalent full-time employee's ordinary hours of work are 40 hours per week
- (c) A part time employee shall be provided with a roster prescribing their agreed pattern of ordinary hours over a roster cycle.
- (d) Subject to clause 9.2(e) all time worked by a part-time employee in excess of their agreed rostered hours:
- (i) on any one day; and/or
  - (ii) over the roster cycle,
- shall be paid at the appropriate overtime rate prescribed in clause 18.2.
- (e) By mutual agreement with their employer, a part-time employee may elect to work additional ordinary hours above their agreed regular hours, up to and including full-time equivalent hours. The additional hours so worked are also to be taken into account in the *pro rata* calculation of all entitlements.

**The parties will provide submissions on clause 9.2(a)(i) and (e) by 12pm on 22 December 2014.**

## 9.3 Casual employment

- (a) (i) a casual employee is an employee who is engaged and paid as such.
- (ii) each casual engagement stands alone with a minimum payment to be made in respect to each engagement as prescribed in the following table.
- (iii) Table:

Stream	Minimum payment
Fire and rescue Communications	As for 2 hours' work

Rural fire service	
Auxiliary firefighter	As for 1 hours' work

**SO clause 4 provides a minimum payment as for 1 hours' work in all circumstances. IA clause 6.6.1 provides a minimum payment as for 2 hours' work but only for attendance at "call-ins" (emergency incidents).**

- (b) For each hour worked a casual employee will be paid no less than:
- (i) 1/38<sup>th</sup> of the minimum weekly rate of pay for their classification, where an equivalent full-time employee's ordinary hours of work are 38 hours per week; or
  - (ii) 1/40<sup>th</sup> of the minimum weekly rate of pay for their classification, where an equivalent full-time employee's ordinary hours of work are 40 hours per week,
- plus a casual loading of 23%.
- (c) The casual loading of 23% is paid instead of annual leave, paid personal/carer's leave, notice of termination, redundancy benefits and the other attributes of full-time or part-time employment. The loading constitutes part of the casual employee's salary for the purpose of calculating overtime, weekend penalties, public holiday and shift payments, where relevant.
- (d) Casual employees are eligible for payment of salary increments in accordance with the provisions of clause 12.9(a)(iii).

**QFES is liaising with the AMOD team to finalise formulas for the calculation of rates payable to casual employees for work on night shifts, weekends, public holidays and when working overtime on public holidays for inclusion in this clause. The formulas will be finalised by 12pm on 22 December 2014.**

#### **9.4 Anti-discrimination**

- (a) In fulfilling their obligations under this award, the parties must take reasonable steps to ensure that neither the award provisions nor their operation are directly or indirectly discriminatory in their effects. Discrimination includes:
- (i) discrimination on the basis of sex, relationship status, family responsibilities, pregnancy, parental status, breastfeeding, age, race, impairment, religious belief or religious activity, political belief or activity, trade union activity, lawful sexual activity, gender identity, sexuality and association with, or in relation to, a person identified on the basis of any of the above attributes;
  - (ii) sexual harassment; and
  - (iii) racial and religious vilification.
- (b) Nothing in clause 9.5 is to be taken to affect:
- (i) any different treatment (or treatment having different outcomes) which is specifically exempted under the *Anti-Discrimination Act 1991*;
  - (ii) an employee, employer or registered organisation, pursuing matters of discrimination, including by application to the Australian Human Rights Commission/Anti-Discrimination Commission Queensland.

## **10. Termination of employment**

Notice of termination is provided for in Division 9 of the QES. Clauses 10.1 to 10.5 supplement the QES provisions.

### **10.1 Notice by the employer**

- (a) The minimum period of notice by the employer to an employee in the fire and rescue stream or the rural fire service stream with:
  - (i) not more than 3 years of continuous service is 2 weeks. **(QFRS 4.4.2(b))**
  - (ii) 3 or more years of continuous service is provided for in Division 9 of the QES.
- (b) The minimum period of notice by the employer to an employee in the communications, rural fire service or auxiliary firefighter streams is provided for in Division 9 of the QES.

### **10.2 Notice of termination by an employee**

Unless otherwise agreed between the employer and an employee the notice of termination required by an employee, other than a casual employee, will be 2 weeks or 2 weeks' salary forfeited in lieu. If an employee fails to give the required notice the employer will have the right to withhold monies due to the employee with a maximum amount equal to the ordinary time rate of salary for the period of notice.

### **10.3 Notice cannot be offset**

In the absence of mutual agreement between the employer and the employee, annual leave or any part thereof cannot be considered as or nominated as notice for the purpose of giving notice of termination of employment.

### **10.4 Job search entitlement**

Where the employer has given notice of termination to an employee, for reasons other than redundancy, the employee must be allowed up to one day's time off without loss of pay for the purpose of seeking other employment. The time off is to be taken at times that are convenient to the employee after consultation with the employer.

### **10.5 Statement of employment**

The employer will, in the event of termination of employment, provide upon request to the employee who has been terminated a written statement specifying the period of employment and the classification or type of work performed by the employee.

## **11. Redundancy**

### **11.1 Redundancy pay**

Redundancy pay is provided for in Division 9 of the QES. Clauses 11.2 to 11.4 supplement the QES provisions.

### **11.2 Transfer to lower paid duties**

- (a) Where an employee is transferred to lower paid duties by reason of redundancy the employee shall be entitled to the same period of notice of transfer as the employee would have been entitled

to if the employee's employment had been terminated under the redundancy pay provisions of the QES.

- (b) The employer may, at the employer's option, make payment in lieu thereof of an amount equal to the difference between the former amounts the employer would have been liable to pay and the new lower amount the employer is liable to pay the employee for the number of weeks of notice still owing.
- (c) The amounts must be worked out on the basis of:
  - (i) the ordinary working hours to be worked by the employee; and
  - (ii) the amounts payable to the employee for the hours including, for example, allowances, loadings and penalties; and
  - (iii) any other amounts payable under the employee's employment contract.

### **11.3 Employee leaving during notice period**

An employee given notice of termination in circumstances of redundancy may terminate their employment during the period of notice. The employee is entitled to receive the benefits and payments they would have received under this clause had they remained in employment until the expiry of the notice, but is not entitled to payment instead of notice.

### **11.4 Job search entitlement**

- (a) An employee given notice of termination in circumstances of redundancy must be allowed up to one day's time off without loss of pay during each week of notice for the purpose of seeking other employment.
- (b) If the employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment the employee must, at the request of the employer, produce proof of attendance at an interview or the employee will not receive payment for the time absent. For this purpose a statutory declaration will be sufficient.
- (c) Clause 11.4 applies instead of clause 10.4 in cases of redundancy.

## **PART 4—Minimum Salary Levels, Allowances and Related Matters**

### **12. Classifications and minimum salary levels**

#### **12.1 Classification structure**

**Finalisation of this clause is subject to determination of the coverage of this award and the outcome of proceedings currently before the Industrial Court.**

Employees covered by this award are to be classified into one of the following four streams in accordance with clause 12.2:

- (a) Fire and rescue stream.
- (b) Communications stream.
- (c) Rural fire service stream.

- (d) **Auxiliary firefighter stream.**

## 12.2 Allocation to stream and classification levels

**Finalisation of this clause is subject to determination of the coverage of this award and the outcome of proceedings currently before the Industrial Court.**

**The parties seek removal of this clause on the basis that its content will be addressed in the revised Schedule 1. Determination of this matter can be made following receipt of the revised Schedule 1 by 12pm on 22 December 2014.**

- (a) Allocation of employees to the fire and rescue, communications, rural and **auxiliary firefighter** streams and to classification levels within those streams shall be in accordance with the generic level statements contained in Schedule 1. These statements reflect the degree of complexity and responsibility of duties, skills and knowledge proceeding from the lowest to the highest classification levels. Their purpose is to provide an indication as to the classification level appropriate to any packaging of duties.
- (b) Where a new position is created and its allocation cannot be determined the matter may be discussed with the relevant employee(s) and, where requested, their representative, and/or referred to the commission for resolution.
- (c) Payment is determined by the skill level of the role, not the tasks undertaken. Payment does not automatically vary when particular tasks or new tasks are performed. **(QFRS & QFRSCC 5.1.1)**

## 12.3 Movement between and within classification levels

Movement between and within classification levels shall be in accordance with Schedule 1.

## 12.4 Minimum salary levels

**The parties will provide an agreed revised and updated table for inclusion in clause 12.4(c) by 12pm on 22 December 2014.**

- (a) Salaries shall be paid fortnightly and may at the discretion of the commissioner be paid by electronic funds transfer.
- (b) The minimum salaries payable to employees covered by this award, including employees under 21 years of age, are prescribed in the table below.
- (c) Table:

Classification	Position title	Award rate <sup>1</sup> per fortnight <sup>2</sup>	Award rate per annum <sup>3</sup>
<b>Fire and rescue stream</b>			
Fire and rescue stream, level 1, paypoint 1	Recruit Firefighter	1,526	39,812
Fire and rescue stream, level 1, paypoint 2	Firefighter	1,825	47,612
Fire and rescue stream, level 1, paypoint 3	Firefighter First Class	1,962	51,187



Preliminary Discussion Draft Version 4  
Queensland Fire Services Award – State 2014

Fire and rescue stream, level 1, paypoint 4	Senior Firefighter	2,071	54,030
Fire and rescue stream, level 1, paypoint 5	Leading Firefighter	2,202	57,448
Fire and rescue stream, level 2, paypoint 1	Station Officer 1	2,401	62,640
Fire and rescue stream, level 2, paypoint 2	Station Officer 2	2,476	64,596
Fire and rescue stream, level 2, paypoint 3	Station Officer 3	2,567	66,970
Fire and rescue stream, level ?	Building Approval Officer 1	2,858	74,562
Fire and rescue stream, level ?	Building Approval Officer 2	2,952	77,015
Fire and rescue stream, level ?	Inspector	4,196	109,469
Fire and rescue stream, level ?	Superintendent	4,580	119,488
Fire and rescue stream, level ?	Chief Superintendent	4,828	125,958
<b>Communication stream</b>			
Fire communications officer level 1, paypoint 1	Communications Officer 1	1,632	42,577
Fire communications officer level 1, paypoint 2	Communications Officer 2	1,936	50,508
Fire communications officer level 1, paypoint 3	Communications Officer 3	2,007	52,361
Fire communications officer level 1, paypoint 4	Communications Officer 4	2,081	54,291
Fire communications officer level 2, paypoint 1	Communications Supervisor 1	2,639	68,849
Fire communications officer level 2, paypoint 2	Communications Supervisor 2	2,715	70,832
Fire communications officer level 2, paypoint 3	Communications Supervisor 3	2,791	72,814
Fire communications officer level 2, paypoint 4	Communications Supervisor 4	2,866	74,771
?	Communications Manager^	3,466	90,424
^Communications Manager award rate includes a loading of 20% paid in lieu of any provisions for on-call and call-back requirements, overtime, out of hours work and work at night or weekends.			
<b>Rural fire service stream*</b>			
Rural fire management officer, level 1, paypoint 1	Rural fire management officer level 1	1,700	44,351
Rural fire management officer, level 1, paypoint 2	Rural fire management officer level 1	1,894	49,413

Preliminary Discussion Draft Version 4  
Queensland Fire Services Award – State 2014

Rural fire management officer, level 1, paypoint 3	Rural fire management officer level 1	2,056	53,639
Rural fire management officer, level 1, paypoint 4	Rural fire management officer level 1	2,214	57,761
Rural fire management officer, level 1, paypoint 5	Rural fire management officer level 1	2,332	60,840
Rural fire management officer, level 2, paypoint 1	Rural fire management officer level 2	2,688	70,127
Rural fire management officer, level 2, paypoint 2	Rural fire management officer level 2	2,769	72,240
Rural fire management officer, level 2, paypoint 3	Rural fire management officer level 2	2,867	74,797
Rural fire management officer, level 3, paypoint 1	Inspector 1	3,301	86,120
Rural fire management officer, level 3, paypoint 2	Inspector 2	3,398	88,650
Rural fire management officer, level 3, paypoint 3	Inspector 3	3,512	91,625
Rural fire management officer, level 4	Superintendent	?	?
*Award rates of pay for employees in the rural fire service stream include compensation for working night shifts, for working on weekends and for being on-call. Consequently, in accordance with clause 15.3(c), clause 15.3(a) and (b) do not apply to employees in the rural fire service stream.			

Notes:

- <sup>1</sup> Includes the arbitrated wage adjustment payable under the 1 September 2014 Declaration of General Ruling.  
<sup>2</sup> Rounded to the nearest dollar.  
<sup>3</sup> Annual salaries are for reference purposes only.

Classification	Position title	Award rate per hour (base) <sup>4</sup>	Award rate per hour (including 23% casual loading) <sup>4</sup>
<b>Auxiliary firefighter stream</b>			
Auxiliary firefighter, level 1, grade 1	Auxiliary firefighter grade 1 <sup>+</sup>	TBA	TBA
Auxiliary firefighter, level 1, grade 2	Auxiliary firefighter grade 2 <sup>+</sup>	TBA	TBA
Auxiliary firefighter, level 2	Lieutenant <sup>+</sup>	TBA	TBA
Auxiliary firefighter, level 3	Captain	TBA	TBA
<sup>4</sup> Level 1 and level 2 employees in the auxiliary firefighter stream may also be appointed to the positions of Auxiliary Community Safety Officer and Auxiliary Area Training Co-ordinator.			

Notes:

- <sup>4</sup> Includes the arbitrated wage adjustment payable under the 1 September 2014 Declaration of General Ruling.

~ See the + footnote above: Schedule A of the Standing Order does not provide rates for the position titles Auxiliary Community Safety Officer and Auxiliary Area Training Coordinator, but these position titles were listed in the IA. QFES advises these position titles were created for a specific purpose but have never been 'put to use'. These positions would be open to employees in the Auxiliary Firefighter Grade 1 and 2 and Lieutenant classification levels. Accordingly, I have included a reference to these positions for completeness however it may not be necessary or appropriate for a modern award.

## 12.5 Incidental and peripheral tasks

An employer may direct an employee to carry out duties that are within the particular employee's skill, competence and training provided:

- (a) The direction does not affect the employee's entitlement to higher or other duties allowances provided in this award; and
- (b) All such directions are consistent with the employer's responsibilities to provide a safe and healthy working environment.

## 12.6 Performance of higher duties

### (a) Fire and rescue stream and communications streams

An employee directed to temporarily fill a position for a period that equals or exceeds 1 full working day or shift at a higher classification level within the same stream shall be paid extra remuneration at the first paypoint of the classification level of the position being temporarily filled for each full day or shift completed in that position.

### (b) Rural fire service stream (QFRS S4.1)

- (i) subject to clause 12.7(c)(ii), an employee who relieves another employee at a higher classification level and assumes the duties and responsibilities of the higher classification level, shall be paid at the first paypoint of the classification level of the position in which they are relieving for the whole of the time worked, with a minimum payment as for 4 hours' work.
- (ii) where an employee is relieving another employee during the 48 hours that the employee is rostered off each week, clause 12.7(c)(i) does not apply.

### (c) Auxiliary firefighter stream

An employee directed to temporarily fill a captain or lieutenant position shall be paid extra remuneration at the classification level of the position being temporarily filled. (IA 4.2.1 – 4.2.3 & SO 5)

## 12.8 Payment of wages

- (a) Payment of wages shall be made fortnightly.
- (b) Wages shall be paid by electronic funds transfer or direct deposit to an employee's nominated accounts unless otherwise agreed between the employer and the employee concerned.

## 13. Allowances

### 13.1 Aerial appliance driver's allowance – fire and rescue stream (QFRS 5.4.3)

- (a) An employee in the fire and rescue stream shall be paid an allowance of \$1.41 per shift where the following circumstances arise:
- (i) the employee is required to take responsibility for an aerial appliance; and
  - (ii) the employee may be required to drive the aerial appliance in responding to an emergency incident; and
  - (iii) the employer has deemed the employee to be proficient in the operation of the aerial appliance in accordance with prescribed criteria.
- (b) For the purpose of clause 13(a)(i) **aerial appliance** means a telescopic aerial pumper, a hydraulic ladder platform or a high reach aerial appliance.

### 13.2 Captain's allowance (IA 4.2.4 & 5.3.1, SO 4.6 & SO Schedule A.2)

- (a) An auxiliary firefighter level 3 who is engaged at a station at which there are less than two full-time employees in the fire and rescue stream engaged, shall be paid an annual allowance as prescribed in the table below:

Urban level Population <sup>1</sup>	Captain's allowance (per annum) <sup>2</sup>
0 – 1,000	\$1,100
1,001 – 3,000	\$3,300
3,001 – 5,000	\$4,400
5,001 – 8,000	\$5,500
8,001 – 10,000	\$6,600
10,000+	\$7,700

#### Notes

<sup>1</sup> The population statistics applicable to urban levy boundaries shall be sourced from the latest Australian Bureau of Statistics National Census. Alterations to allowance payments resulting from population movements, shall be at the discretion of the Commissioner, QFES and subject to relevant public sector approval processes. (SO 4.6.2)

<sup>2</sup> The value of the Captain's allowance shall be reviewed in conjunction with periodical remuneration negotiations. (SO 4.6.3)

- (b) An employee who is relieving an auxiliary firefighter level 3 in receipt of an allowance prescribed in clause 13(b)(i), shall receive pro-rata payment of such allowance equal to 1/365 of the annual allowance for each day of relief. (IA 4.2.4(a) & SO 5.3)
- (c) An auxiliary firefighter level 3 in receipt of an allowance prescribed in clause 13(b)(i) who takes an approved leave of absence for in excess of 28 days shall not receive such allowance for the period of leave in excess of 28 days. (IA 4.2.4(b) & SO 5.3)
- (d) An auxiliary firefighter level 3 who, due to a change in station staffing strategies, ceases to be eligible for an allowance prescribed in clause 13(b)(i), shall paid the allowance they were receiving immediately prior to the change, for a period of 12 months from the date of the change. (SO 4.6.4.1)

- (e) An auxiliary firefighter level 3 who transfers to an auxiliary firefighter level 3 position at a different station, shall be paid the allowance applicable to the new station, if any, as prescribed in clause 13(b)(i) from the date of the transfer. **(SO 4.6.4.2)**
- (f) Where an auxiliary firefighter level 3 in receipt of an allowance prescribed in clause 13(b)(i) is demoted or transferred, either voluntarily or for misconduct, to classification other than auxiliary firefighter level 3, payment of the allowance will cease from the date of demotion or transfer. **(SO 4.6.4.3 & 4.6.4.4)**
- (g) The Captain's allowance shall be paid in arrears at the rate of 1/12 of the annual rate per month. **(SO 4.6.1)**
- (h) The Captain's allowance shall be paid as compensation for the following types of responsibilities:
  - (i) ensuring necessary repair and maintenance of station and equipment;
  - (ii) completion of timesheets on behalf of auxiliary station staff;  
**Should "auxiliary station staff" be replaced with "employees in the auxiliary firefighter stream"?**
  - (iii) handling telephone and general public enquiries;
  - (iv) coordination of core operational skills/competency training sessions;
  - (v) coordination of school/community education and activities;
  - (vi) liaison with local community group, businesses, QFES Area, Regional and Head Office staff; and
  - (vii) general station administration and correspondence responsibilities.

### **13.3 Motor vehicle allowance**

- (a) Where an employer requires an employee to use their own vehicle in or in connection with the performance of their duties, such employee will be paid an allowance for each kilometre of authorised travel as follows:
  - (i) motor vehicle—\$0.76 per kilometre; and
  - (ii) motorcycle—\$0.26 per kilometre.
- (b) An employer may require an employee to record full details of all such official travel requirements in a log book.

### **13.4 Mount Isa locality allowance **(QFRS 5.4.1)****

- (a) an employee in the fire and rescue stream who is employed in Mount Isa shall receive \$91.60 per fortnight in addition to their ordinary rates of pay.
- (b) the amount prescribed in clause 13(d)(i) shall be payable with respect to annual leave, long service leave and all leave with pay, but shall not be included for the purpose of calculating overtime or any penalty payments.

### **13.5 Overtime meal allowances and meal breaks**

**At the joint request of the parties the existing overtime meal allowance provision (QFRS 5.4.2) has been retained at clause 13.5 in lieu of the standard overtime meal allowance provision that was affirmed by the full bench making the *Queensland Public Service Officers and Other Employees Award - State 2014*.**

- (a) Where an employee (other than an employee in the auxiliary firefighter stream) is required by the employer to work overtime for more than one hour immediately before or after the employee's fixed or recognised working hours, the employer shall provide the employee with either:
  - (i) a meal; or
  - (ii) an allowance of \$12.10.
- (b) Where an employee has provided a meal, after having received due notification to work overtime and is subsequently not required to work overtime, the employee shall be entitled to a payment of \$12.10 for such meal.
- (c) Where an employee is off duty and is recalled for duty during a **normal meal time**, the employee shall be paid a meal allowance of \$12.10 for each such recall.
- (d) For the purposes of clause 13.4(c) a **normal meal time** may be any of the following periods:
  - (i) between 0700 and 0800;
  - (ii) between 1200 and 1400; or
  - (iii) between 1730 and 1900.

### 13.6 Preserved allowances - auxiliary firefighter stream (SO 4.7)

The preserved allowances in SO 4.7 have not been included in this draft. QFES advises 17 employees are still in receipt of this allowance.

\*Is it appropriate to retain a sunset clause from previous document in a “modern award”?

### 13.7 Adjustment of allowances

- (a) other than the expense related allowances at clauses 13(c) and (e), respectively, all other allowances specified in clause 13 will be automatically increased from the same date and in the same manner as such monetary allowances are adjusted in any State Wage Case decision or other decision of the commission adjusting minimum wage rates in this award.
- (b) also at the time of any adjustment to the wage rates in this award, expense related allowances at clauses 13 (c) and (e), respectively will be automatically increased by the relevant adjustment factor. The relevant adjustment factor for this purpose is the percentage movement in the applicable index figure most recently published by the Australian Bureau of Statistics since the allowance was last adjusted.
- (c) the applicable index figure is the index figure published by the Australian Bureau of Statistics for the Eight Capitals Consumer Price Index (Cat No. 6401.0), as follows:

<u>Allowance</u>	<u>Applicable Consumer Price Index figure</u>
Overtime meal allowance	Take-away and fast foods sub-group
Motor vehicle allowance	Private motoring sub-group

## 14. Superannuation

- (a) Subject to federal legislation, the employer must comply with superannuation arrangements prescribed in the *Superannuation (State Public Sector) Act 1990* (and associated Deed, Notice and Regulation).
- (b) Where federal legislation provides for choice of fund rights to an employee subject to this award, and that employee fails to elect which superannuation fund to which employer contributions are directed, the employer will direct contributions to such fund as prescribed by the abovementioned Queensland legislation.

## PART 5—Hours of Work, Breaks, On Call, Overtime, Shift Work, Weekend Work

### 15. Hours of work

#### 15.1 Ordinary hours of duty

- (a) The maximum ordinary hours of duty for all employees covered by this award shall be as recorded in the table below:

Stream	Average ordinary hours of work per week over a roster cycle	Maximum ordinary hours of work per day
(i) fire and rescue stream		
(A) residential training courses	40	10
(B) recruit training courses	40	10
(C) all other duties	40	14
(ii) communications stream		
(A) residential training courses	40	10
(B) all other duties	40	14
(iii) rural fire service stream		
(A) full-time and part-time employees	38	10
(B) casual employees	38	7.6
(iv) auxiliary firefighter stream *No maximum hours were stipulated in the IA or the SO.	not applicable	?

- (b) Except where an employee is participating in training, the ordinary hours prescribed in clause 15.1(a) shall be worked as prescribed below:
  - (i) fire and rescue and communications streams – (QFRS & QFRSCC 6.1.1 & 6.1.2)
    - (A) ordinary hours of work may be performed on any 5 days out of 7 consecutive days or on any 10 days out of 14 consecutive days.
    - (B) wherever practicable, days off shall be taken consecutively.



- (C) a continuous shift work roster shall provide a minimum of 8 hours break between the finish of ordinary hours on one day and the commencement of ordinary hours on the following day.
  - (D) unless otherwise provided in a shift work roster, full-time employees will work an 8 week 320 hour cycle and the pattern of working hours shall be determined by the employer having due regard to the work requirements and the wishes of the employee.
  - (E) a part-time employee will work less than 40 hours per week, on average over a roster cycle and the pattern of working hours shall be determined by the employer.
  - (F) a casual employee shall receive a minimum payment for each engagement in accordance with clause 9.3.
- (ii) rural fire service stream – **(QFRS S4.1.1 & S4.1.2)**
- (A) ordinary hours of duty shall be nominally 304 hours in an 8 week period.
  - (B) ordinary hours of duty shall be worked on 10 days out of each 14-day period with an average of 7.6 hours worked per day, managed flexibly.
  - (C) on average an employee covered by these conditions may be expected to have an average of one full weekend and 2 part weekends over an 8 week cycle impacted by work.
  - (D) a maximum of 14 nights may be impacted by work in an 8 week cycle. These nights will usually be worked as an average of 4 nights per fortnight.
  - (E) a part-time employee will work less than 38 hours per week, on average over a roster cycle and the pattern of working hours shall be determined by the employer.
  - (F) a casual employee shall receive a minimum payment for each engagement in accordance with clause 9.3.
- (iii) auxiliary firefighter stream – as determined by the employer
- (c) In most cases, plans will be made well enough in advance to enable at least 2 weeks' notice to the employee of a requirement to attend training, change shifts or change rosters. However, receipt of a lesser period of notice, in itself, shall not be an adequate reason for failing to attend such training. **(QFRS 6.1.4)**

## 15.2 Spread of ordinary hours of duty

Unless the employer and the employee agree otherwise, the spread of ordinary hours of duty for shall be shall be 0000 to 2400 Monday to Sunday, or other spread of hours as recorded in the table below:

Stream	Spread of ordinary hours
(a) fire and rescue stream	
(i) when attending residential training courses	0800 to 2200, Monday to Friday
(ii) when attending recruit training courses	0800 to 1700, Monday to Friday
(b) communications stream	



(i) when attending residential training courses	0800 to 2200, Monday to Friday
(c) rural fire service stream  (i) at all times	0800 to 2200, Monday to Sunday

### 15.3 Payment for working ordinary hours (QFRS & QFRSCC 6.5)

- (a) Subject to clause 15.3(d) employees (other than casual employees and employees in the auxiliary firefighter stream) who work a night shift between 0000 on a Monday and 2400 on a Friday, inclusive, are to be paid, in addition to their ordinary salary, an allowance of 15% for all ordinary time worked on such shifts.
- (b) Subject to clause 15.3 (d) all ordinary hours of duty worked on a weekend or a public holiday by a full-time employee or a part-time employee will be paid for as follows:
  - (i) between 0000 and 2400 on a Saturday - time and one half;
  - (ii) between 0000 and 2400 on a Sunday - double time; and
  - (iii) between 0000 and 2400 on a public holiday - at the rate prescribed in clause 23.1.
- (c) Subject to clause 15.3(d) all ordinary hours of duty worked on a weekend or a public holiday by a casual employee shall be paid for at the rate prescribed in clause 9.3.
- (d) Clauses 15.3 (a), (b)(i) and (ii) and (c) shall not apply to employees in the rural fire service stream. Employees in the rural fire service stream shall be paid at the relevant rate prescribed in clause 12.3 for all ordinary hours of work. The rates prescribed in clause 12.3 for employees in the rural fire service stream include compensation for working night shifts, for working on weekends and for being on-call.

How should auxiliary employees be remunerated for night shift, weekend and public holiday work?

Note: SO did not make provision for these circumstances and IA left this clause TBA.

### 16. Meal breaks

- (a) An employee shall be entitled to meal breaks as prescribed below:
  - (i) an employee who is a continuous shift worker shall be entitled to:
    - (A) 30 minutes paid meal break on each night shift.
    - (B) 60 minutes paid meal break on each day shift.
  - (ii) an employee other than a continuous shift worker shall be entitled to at least 30 minutes unpaid meal break.
- (b) Paid meal breaks must be taken at a time that maintains the continuity of work where continuity is necessary.
- (c) Where it is agreed between the employer and an employee, the employee may elect to access up to 2 hours unpaid meal break.

## 17. Rest pauses

- (a) Subject to clause 17(c), an employee shall be entitled to rest pauses as prescribed below:
  - (i) an employee who works for at least 3 hours but less than 6 hours in any one day or shift shall be entitled to one paid 10 minute rest pause.
  - (ii) an employee who works 6 hours or more in any one day or shift shall be entitled to a paid 10 minute rest pause in the first and second half of the employee's working day or shift.
- (b) Rest pauses must be taken at such a time which maintains continuity of work where continuity is necessary.
- (c) The entitlement to one or more rest pauses in clause 17(a) shall not apply in the event of attending fires or other similar emergencies.

## 18. Overtime

### 18.1 Overtime – general (QFRS 6.2.1)

The time an employee is required by the employer to work before or after the employee's fixed or recognised times for starting or finishing work on any day, or outside of the employee's ordinary shift roster, shall be regarded as overtime.

### 18.2 Payment for overtime (QFRS & QFRSCC 6.2.1)

- (a) Subject to clauses 18.2(b) and (c):
  - (i) all employees other than continuous shift workers and casual employees, are to be paid for overtime at the rate of time and one half for the first 3 hours on any one day and double time thereafter.
  - (ii) all continuous shift workers are to be paid for all overtime at the rate of double time.
- (b) All authorised overtime worked on a public holiday shall be paid for at the rate prescribed in clause 23.1.
- (c) All calculations for overtime payments made in accordance with clause 18.2(a) and (b) shall be made on the base rates of pay.
- (d) All authorised overtime worked by a casual employee shall be paid for at the rate prescribed in clause 9.3.

**How should auxiliary employees be remunerated in these circumstances?**

### 18.3 TOIL (QFRS 6.2.4 & S4.6.4)

- (a) Subject to the approval of the Commissioner, an employee in the fire and rescue stream or the rural fire service stream (other than a casual employee) may elect to be compensated by receiving time off in lieu of receiving paid overtime. Time off in lieu will be equivalent to the relevant rate of accrual. Time off in lieu is to be taken within 12 months from the date on which the overtime was worked and at a time agreeable to the employer and the employee.
- (b) In the case of an employee engaged as an inspector in the fire and rescue stream or the rural fire service stream, time off in lieu not accessed within 12 months of accrual shall be foregone unless

the employer has prevented it being taken, in which case such time shall be paid for by the employer at the relevant rate of accrual.

(c) In the case an employee engaged in the following classifications:

(i) fire and rescue stream -

(A) firefighter;

(B) station officer;

(ii) rural fire service stream -

(A) rural fire management officer level 1;

(B) rural fire management officer level 2,

time off in lieu not accessed within 12 months of accrual shall be paid for by the employer at the relevant rate of accrual.

#### **18.4 Recall to duty, other than from on call – fire and rescue stream (QFRS 6.6)**

**The parties will provide submissions regarding the extension of this clause to employees in the rural fire service stream by 12pm on 22 December 2014.**

- (a) An employee (**other than an employee on call**) having been recalled to perform duty after leaving the employer's premises shall be paid for the time worked with a minimum payment as for 2 hours for each call out at the prescribed overtime rate, provided that such minimum payment shall not apply where the overtime is performed immediately preceding and/or is continuous with ordinary hours of duty.
- (b) Should the employee be called out again within that 2 hour period no further minimum payment shall apply to that work which shall be separately paid for at the applicable overtime rate until the overtime is completed.
- (c) Time worked in clause 18.4 is to be calculated from the time of commencement and cessation of duty at the employee's normal place of work or other designated place.
- (d) Clause 18.4 does not apply where:
  - (i) the overtime is continuous with the start or finish of ordinary time.
  - (ii) it is customary for the employee to return to the employer's premises to perform a specific job outside the employee's ordinary working hours.

#### **18.5 Transport costs on recall from on call – fire and rescue stream (QFRS 5.4.4)**

**The parties will provide submissions regarding the extension of this clause to employees in the rural fire service stream by 12pm on 22 December 2014.**

- (a) Where an employee in the fire and rescue stream (other than a **Chief Superintendent**) is recalled to perform work during an off duty period the employee shall be provided with transport to and from the employee's home or be refunded the cost of such transport.
- (b) Payment in accordance with clause 18.5 shall only apply where an employee has made trips to and from work that are additional to travel resulting from such employee's ordinary hours of work.

**18.6 On call - additional payments, fire and rescue and rural fire service streams (QFRS 5.4.4 & S4.1.3)**

- (a) Where an employee in the fire and rescue stream (other than a **Chief Superintendent**) is instructed to be available on call outside ordinary or rostered working hours the employee shall be paid, in addition to their ordinary weekly rate of pay, an allowance based upon the employee's hourly rate or the hourly rate of the station officer level, pay point 1, whichever is the higher, and in accordance with the following scale:
  - (i) where the employee is on call throughout the whole of a rostered day off or public holiday - 95% of one hour's pay in respect of such instances;
  - (ii) where an employee is on call during the night only of a rostered day off or public holiday - 60% of one hour's pay per night; and
  - (iii) where an employee is on call on any other night - 47.5% of one hour's pay per night.
- (b) For the purpose of calculating the hourly rate, the divisor shall be based upon a 40 hour week and calculated to the nearest 5 cents.
- (c) For the purposes of clause 18.6 a **night** shall be deemed to consist of those hours falling between 1700 and 0800 or mainly between such hours.

**18.7 Recall to duty - from on call**

- (a) Fire and rescue stream (QFRS 5.4.4)
  - (i) **Monday to Sunday** - an employee in the fire and rescue stream (other than a Senior Officer or a casual employee) on call being recalled to perform duty, shall be paid for the time worked at the overtime rate prescribed in clauses 18.2(a) or 18.3(a), such time to be calculated as from home and back to home with a minimum payment as for 2 hours' work.
  - (ii) **Public holiday** – an employee in the fire and rescue stream (other than a Senior Officer or a casual employee) on call being recalled to perform duty, shall be paid for the time worked at the overtime rate prescribed in clauses 18.2(a) or 18.3(a), such time to be calculated as from home and back to home with a minimum payment as for 4 hours' work.
  - (iii) Any overtime payable in accordance with clause 18.7 shall be in addition to the on call allowances prescribed in clause 18.6(a).

- (b) Rural fire service stream

Rural Fire Management Officers Level 1 and 2 who are recalled to duty when on-call will be paid at the relevant overtime rates as prescribed in clause 18.2.

**18.8 Fatigue leave/rest period after overtime**

- (a) If an employee is required to work overtime, the employee will receive 10 consecutive hours off duty between finishing ordinary work on one day and starting ordinary work on the next day without loss of pay for ordinary working time occurring during such absence.
- (b) If the employee is instructed to continue or resume work without receiving 10 consecutive hours off duty, the employee will be paid double time until the employee is released from duty for 10 consecutive hours without loss of pay for ordinary working time during such absence
- (c) Clause 18.9 does not apply where:

- (i) the employee is recalled to work overtime and actually works not more than 2 hours overtime; or
- (ii) the period between rostered shifts is 10 hours or less.

## **PART 6—Leave of Absence and Public Holidays**

**The UFU may seek provision for Industrial Relations Education Leave in Part 6.**

### **19. Annual leave**

Annual leave is provided for in Division 3 of the QES. Clauses 19.1 to 19.4 supplement the QES.

#### **19.1 Entitlement to annual leave**

For each completed year of employment with QFES, an employee is entitled to 5 weeks annual leave.

#### **19.2 Payment for annual leave**

- (a) An employee (other than a shift worker) proceeding on annual leave is entitled to receive the following payments:
  - (i) an amount equal to the salary level being paid to the employee immediately before the employee takes the leave for the period of such leave; and
  - (ii) a further amount equal to 17.5% of the salary payable for ordinary time in relation to the employee's substantive position for the period of such leave.
- (b) A shift worker proceeding on annual leave is entitled to receive the following payment(s):
  - (i) an amount equal to the salary level being paid to the employee immediately before the employee takes the leave for the period of such leave calculated according to the employee's roster or projected roster including shift, weekend or public holiday penalties; or
  - (ii) an amount equal to the salary level being paid to the employee immediately before the employee takes the leave for the period of such leave, plus a further amount equal to 17.5% of the salary payable for ordinary time in relation to the employee's substantive position for the period of such leave, excluding any shift, weekend or public holiday penalties,

whichever is the higher.
- (c) Clause 19.1(a) shall not apply to any period of annual leave exceeding 200 hours, which may be accrued in any year. **(QFRS 7.1.6(b))**

#### **19.3 Additional provisions – fire and rescue stream**

- (a) Additional payment – continuous shift workers in the fire and rescue stream shall be entitled to 64 hours additional leave in lieu of double time and a-half for time worked on the public holidays specified in clause 23.1(a)(ii). Such leave is exclusive of rostered days off according to the roster on which the employee commenced leave. **(QFRS 7.1.2)**
- (b) Accrual of annual leave – leave of absence without pay in excess of 3 months shall not count as service for the purpose of calculating annual leave. **(QFRS 7.1.5)**

(c) Recall to duty from annual leave **(QFRS 7.1.7)**

- (i) each employee in the fire and rescue stream has an entitlement to core annual leave and accrued time off in each year of employment
- (ii) leave entitlements for employees in the fire and rescue stream shall be notionally split into core annual leave and accrued time off
- (iii) when an employee is recalled to work while on annual leave for the purpose of maintaining crewing levels or attending training courses, that employee will be deemed to be accessing accrued time off and not core annual leave
- (iv) an employee shall be permitted to access accrued time off for the purposes of being recalled to work to maintain crewing levels; attending training courses or undertaking commercial activities
- (v) the maximum hours of accrued time off available for an employee to access for the purposes outlined in clause 19.3(c)(v), are 104.3572 per annum
- (vi) an employee shall not be permitted to access accrued leave in excess of 104.3572 hours per annum or core annual leave for any of the purposes outlined in clause 19.3(c)(v).
- (vii) an employee shall be paid at overtime rates for being recalled to work while accessing the accrued time off component of annual leave, except when undertaking commercial activities.

**The union parties object to clause 19.3(c)(viii) in its current form and will submit an alternative proposal by 12pm on 22 December 2014.**

**19.4 Additional provisions – rural fire service stream (QFRS S4.4)**

- (a) Where the employment of an employee in the rural fire service stream is terminated before the expiration of a full year of employment, the employee shall be paid, in addition to all other amounts due, an amount equal to 1/9th of the employee's pay for the period of that employee's employment, calculated in accordance with clause 12.3.
- (b) Any period an employee spends on workers' compensation shall be treated as service for the purpose of evaluation of annual leave.
- (c) Where an employee is recalled from leave to perform duties of an emergent nature, such employee shall be entitled to complete the remainder of the allocated leave as soon as is practicable as agreed between the employee and the Commissioner.
- (d) The Commissioner shall reimburse such employee any costs incurred by the employee in the cancellation and deferment of such leave

**20. Personal leave**

Personal leave is provided for in Division 4 of the QES and covers:

- (i) sick leave;
- (ii) carer's leave;
- (iii) bereavement leave; and

- (iv) cultural leave.

Clauses 20.1 – 20.3 supplement the QES.

## 20.1 Accrual of personal leave (QFRS & QFRSCC 7.2.1, QFRS S4.8.1)

**The parties will provide further submissions in relation to this clause by 12pm on 22 December 2014.**

- (a) An employee in the fire and rescue stream or communications stream (other than a casual employee) shall be eligible for personal leave for each completed year of employment on the following basis:
  - (i) an employee who is a shift workers:
    - (A) for each completed year of employment with the employer - 8 shifts of personal leave; and
    - (B) in respect to any completed period of employment of less than one year – 1 shift of personal leave for each month of such period, up to a maximum of 8 shifts.
  - (ii) An employee other than a shift worker
    - (A) for each completed year of employment with the employer – 10 days of personal leave
    - (B) in respect to any completed period of employment of less than one year – 1 day of personal leave for each month of such period, up to a maximum of 10 days.
- (b) An employee in the rural fire service stream (other than a casual employee) shall be entitled to 10 days personal leave on full salary in respect of each completed year of service and a proportionate amount for an incomplete year of service.
- (c) All personal leave shall be cumulative throughout an employee's employment with QFES.

## 20.2 Debit of personal leave

**The parties will provide further submissions in relation to this clause by 12pm on 22 December 2014.**

Personal leave shall be debited from an employee's personal leave balance as follows:

- (a) An employee in the fire and rescue stream or the communications stream –
  - (i) where the employee is absent for a complete day shift – 10 hours.
  - (ii) where the employee is absent for part of a day shift – on a time for time basis.
  - (iii) where the employee is absent for a complete night shift – 10 hours.
  - (iv) where the employee is absent for part of a night shift – in accordance with the following formula:

$$\text{time to be debited} = \frac{\text{number of hours absent}}{14} \times 10$$



- (b) All other employees – on a time for time basis in accordance with the employee's roster or agreed pattern of ordinary hours.

### **20.3 Absenteeism management (QFRS & QFRSCC 7.2.8, QFRS S4.8.3)**

**The union parties may object to the inclusion of this clause.**

**The QFES may object to the omission of QFRS 7.2.3 – 7.2.7.**

- (a) Without limiting the employer's existing rights, where an employee has a proven pattern of recurring sick leave, the employer shall notify the employee and the employee's representative.
- (b) The employer shall first attempt to determine the reason for such absences and where appropriate ensure that the employee is counselled in relation to the employee's unsatisfactory absence.
- (c) If a pattern of sick leave continues, the employee may be placed on an absenteeism management plan which will require them to produce a medical certificate for future absences. At the expiration of a 12 month period, the requirement to provide a medical certificate for all absences will be reviewed.

### **20.4 Substitution for carer's leave purposes**

In addition to the provisions of Subdivision 2 of Division 4 of the QES, an employee:

- (a) Is entitled to use any sick leave to which they have an entitlement for carer's leave purposes.
- (b) May elect, with the consent of the employer, to take annual leave for carer's leave purposes.

### **20.5 Bereavement leave**

In addition to the provisions of Subdivision 3 of Division 4 of the QES, an employee on the death of a member of their immediate family or household is entitled to paid bereavement leave up to and including the day of the funeral of such person.

## **21. Parental leave**

**(QFRS, QFRSCC & IA 7.4)**

- (a) Parental leave is provided for in Division 5 of the QES and covers:
  - (i) birth-related leave for an employee who is pregnant or whose spouse gives birth;
  - (ii) adoption leave; and
  - (iii) surrogacy leave.
- (b) Notwithstanding the provisions of Subdivision 2 of Division 5 of the QES, all full-time and part-time employees are entitled to parental leave upon commencement of employment.
- (c) An employee who is pregnant, during the term of her pregnancy until 6 weeks before the expected date of birth of her child, or lesser period as approved by the employer, may request to work part-time or other flexible work arrangements.
- (d) An employee who has taken leave to attend compulsory interviews or examinations as part of an adoption process or who has taken leave to attend compulsory interviews or court hearings



associated with a surrogacy arrangement may request that such leave be taken as paid annual leave.

- (e) In addition to the provisions of Subdivision 6 of Division 5 of the QES an employee who has returned to work on a part-time basis may seek to return to the position they held prior to commencing parental leave.
- (f) If the position mentioned in clause 21(e) no longer exists but there are other positions available that the employee is qualified for and is capable of performing, the employee is entitled to be employed in a position that is, as nearly as possible, comparable in status and remuneration to that of the employee's former position.
- (g) The employer must make a position to which the employee is entitled available to the employee.

## **22. Long service leave**

- (a) Long service leave, including for casual employees, is provided for in Division 6 of the QES. Clause 22(b) supplements the QES.
- (b) In lieu of the provisions of section 71HB(2)(a) and (b) of the Act, employees who complete 10 years' continuous service are entitled to long service leave at the rate of 1.3 weeks on full pay for each year of continuous service and a proportionate amount for an incomplete year of service.

## **23. Leave of absence – auxiliary firefighter stream**

### **(SO 7.5 & 7.6)**

- (a) An employee in the auxiliary firefighter stream may seek approval for up to 12 months leave of absence from any or all regular duties. The employer may ask for a reason for such leave prior to considering approval.
- (b) An employee in the auxiliary firefighter stream who is accessing sick leave or workers' compensation from their primary employment must inform QFES and must take a leave of absence from QFES for the duration of their leave from their primary employment, unless otherwise approved. Upon cessation of their workers' compensation claim with their primary employment they will provide evidence that their claim has ceased and they are able to return to normal duties.
- (c) Prior to returning to work from a leave of absence, an employee shall be required to provide evidence that they continue to meet the QFRS Medical Standards for employment. Where the leave of absence has been taken in accordance with clause 23(b), return to QFES duties shall only occur upon provision of advice from a medical practitioner confirming operational suitability.
- (d) Allowances prescribed in clause 13 shall not be paid during a leave of absence.
- (e) An approved leave of absence does not constitute a break in service; however, the period of the leave of absence will not be counted as service where it exceeds three months.

## **24. Public holidays**

Public holidays are provided for in Division 7 of the QES. Clauses 23.1 to 23.5 supplement the QES provisions.

### **24.1 Payment for public holidays and for work on a public holiday**

- (a) Fire and rescue stream, communications stream and rural fire service stream
- (i) An employee (other than a casual employee) who would normally work on a day on which a public holiday falls and who:
- (A) is not required to work on that day, will be paid for the ordinary hours the employee would normally have worked if that day had not been a public holiday;
- (B) is required to work on the public holiday will, in addition to the payment prescribed in clause 23.1(a)(i), be paid:
- (I) in the case of an employee in the fire and rescue stream who is employed at Mt Isa or is a Senior Officer – at the rate of one half for any hours worked
- (II) in the case of all other employees (other than a casual employee) – at the rate of time and one half for any hours worked,
- with a minimum payment as for 4 hours' work for the day.
- (ii) An employee (other than a casual employee) who would normally work on a day on which a public holiday falls and who performs authorised overtime outside the employee's ordinary working hours for that day will be paid for such time at double the overtime rate prescribed in clauses 18.2 or 18.3, as the case may be. **(QFRS 6.2.3, S4.6.3 & S4.7.1)**
- (iii) An employee who would not normally be required to work on a public holiday but who is required to work on that day will be paid for such time at double the overtime rate prescribed in clauses 18.2 or 18.3, as the case may be. **(QFRS 6.2.3)**
- (iv) A casual employee who works on a public holiday will be paid for such time at double the overtime rate calculated on the full-time hourly base rate.
- (v) The minimum payment provided in clauses 23.1(a) shall not apply where the work performed on the public holiday is immediately preceding or following ordinary hours.
- (b) **Auxiliary firefighter stream**

All work performed by an employee in the auxiliary firefighter stream on a day on which a public holiday falls, shall be paid at the rate of X, with a minimum payment as for 4 hours' work for the day. **(IA 7.3.1)**

**\*At what rate should auxiliaries be paid on a public holiday? IA left the rate payable as TBA**

#### **24.2 Substitution – rural fire service stream **(QFRS S4.7.5)****

- (a) Subject to statutory limitations (such as the time(s) work may not be performed on Anzac Day) where there is agreement between the Commissioner and an employee or employees in the rural fire service stream, another ordinary working day may be substituted for a public holiday(s).
- (b) Where an employee in the rural fire service stream is subsequently required to work on the substituted day they shall be paid at the rate prescribed in clause 23.1.

#### **24.3 Employees who do not ordinarily work Monday to Friday of each week **(QFRS & QFRSCC 7.6.5)****

- (a) Employees (excluding casual and auxiliary workers) who do not ordinarily work Monday to Friday of each week are entitled to public holidays as follows:
  - (i) a full-time employee is entitled to either payment for each public holiday or a substituted day's leave.
  - (ii) a part-time employee is entitled to either payment for each public holiday or a substituted day's leave, provided that the part-time employee would have been ordinarily rostered to work on that day had it not been a public holiday.
  - (iii) where a public holiday would have fallen on a Saturday or a Sunday (e.g. Australia Day) but is substituted for another day, all employees who would ordinarily have worked on such Saturday or Sunday but who are not rostered to work on such day are entitled to payment for the public holiday or a substituted day's leave.
- (b) Where Christmas Day falls on a Saturday or a Sunday and the public holiday is observed on another day, an employee required to work on Christmas Day (i.e. 25 December) is to be paid at the rate of double time.
- (c) Nothing in clause 23.4 confers a right to any employee to payment for a public holiday as well as a substituted day in lieu.

## **25. Jury service**

Jury service is provided for in Division 8 of the QES.

## **PART 7—Transfers and Working Away from Usual Place of Work**

### **26. Travelling and relieving expenses**

#### **(QFRS & QFRSCC 8.1)**

- (a) An employee who is required to:
  - (i) travel on official duty; or
  - (ii) to take up duty away from the employee's usual place of work to relieve another employee, or to perform special duty,

is to be reimbursed actual and reasonable expenses for accommodation, meals and incidental expenses necessarily incurred by the employee.
- (b) An employee who is required, in the course of their work, to live away from home for a period of not less than 5 consecutive days, and who would incur a period of time spent travelling, shall be allowed 24 hours free from duty immediately preceding the employee's departure from home and 24 hours free from duty upon returning home, provided that the employee returns home immediately after the conclusion of the period of duty.
- (c) An employee who is required, in the course of their work to live away from home for a period of not less than 28 consecutive days, shall be provided with a return journey home for each such period of 28 consecutive days at a time approved by the employer.

## **Schedule 1—Generic Level Descriptors**

**The parties will provide agreed revised and updated Generic Level Descriptors for inclusion in Schedule 1 by 12pm on 22 December 2014.**

### **S1.1 Fire and rescue stream**

#### **S1.1.1 Firefighter**

##### **(a) Work level description**

Employees at this level are involved in the delivery of operational services. Work routines, methods and procedures are clearly established and there is limited scope for deviation.

It would be expected that the range of activities undertaken will be increasingly amended to provide diverse skills sets.

Training, both on and off the job, is often a dominant feature of this level.

##### **(b) Level of supervision**

Work may initially be performed under close supervision by a more experienced officer; however, this supervision is expected to reduce as experience increases.

Employees at this level may operate individually or as a member of a team within a work group.

##### **(c) Characteristics of the level**

At this level there are a number of established methods, techniques, and Standard Operating Procedures, which may apply to a work situation or an incident. Employees at this level must function within these established protocols but must also exercise discretion as to determining which matters should be referred to a supervisor for direction.

Limited discretion is available for the selection of the appropriate means of completing duties or tasks. Guidance is always available and work outcomes may be closely monitored.

Whilst supervision of other employees is not normally a feature at this level, employees would however, be required to assist new staff and trainees (including auxiliaries and volunteers) by providing general information, guidance, training and advice.

Employees at this level require the ability to obtain the cooperation and assistance of others in carrying out defined activities. As well as exchanging information, employees must communicate effectively with peers, supervisors and members of the general community during stressful situations.

##### **(d) Progression within the level**

This level contains 5 Pay Points.

Progression to the 1st Class Firefighter Classification Level is compulsory whilst further progression to the Senior Firefighter Classification Level is optional.

The minimum period of service required before progression through the Pay Points may occur will be 12 months.

Progression between Pay Points for positions at this level will be dependent upon:

- (i) completion of predefined components of Q-STEP;
- (ii) ongoing satisfactory performance;
- (iii) competent delivery of operational skill requirements;
- (iv) achievement of necessary accreditations; and
- (v) satisfactory achievement levels for formal examinations.

Progression to the Senior Firefighter Classification Level will be dependent upon the acquisition of Core Skills for the Station Officer Classification Level, which will provide employees with certain necessary skills and abilities to fulfil the basic requirements of a Station Officer position if required to do so. The application of these skills will be required from time to time as circumstances dictate and as part of the officer's ongoing training and development.

From this same point of view, it will be required that skills and knowledge will be maintained and that periodic assessments will be conducted of all employees, including those at the top of the level for this purpose.

All employees within this level will be required to continue skills, drills and knowledge maintenance, assessment and appraisal through programmed training provided by either officers on shift (which may include those at the top of this level) or designated training officers.

Similarly, regardless of length of service at the level when any new skills or knowledge are introduced, every employee will be required to undertake training and demonstrate the appropriate understanding required. Employees at the Senior Firefighter Classification Level will also assist and relieve Station Officers as required.

#### **S1.1.2 Station Officer**

##### **(a) Work level description**

Appointment to this level requires proven expertise with demonstrated proficiency in applying established techniques in relation to the delivery of preventative and suppressive fire services.

An understanding of the organisation's functions coupled with detailed knowledge of the work unit's operations, practices and procedures is necessary for competent performance.

Employees at the Station Officer Classification Level will usually be required to undertake Shift Work arrangements, and will have the capacity to provide supervision for officers at the Firefighter Classification Level.

##### **(b) Level of Supervision**

Employees at this level work under general direction of an Inspector, but must work with a level of independence, often being the senior operations person on shift at a particular location. The employee will be required to undertake a range of functions, which may require the application of technical skills and experience or the practical application of a high level of skills.

Position objectives are clearly defined, however an employee may need to exercise a level of discretion in localised command situations. Procedures and operating standards are defined through established guidelines, requirements and Standard Operating Procedures, and through recognised techniques and methods associated with fire prevention and suppression activities.

A range of varied techniques, systems, methods or processes is available to perform the work, and the employee is expected to understand and to exercise the necessary discretion in their use. Such exercise of discretion takes place from within the framework of learned experience and training.

Issues that cannot be resolved by reference to established practices and Standard Operating procedures would usually be referred to an Inspector.

**(c) Characteristics of the level**

At this level there are a number of established methods, techniques, and Standard Operating Procedures which may apply to a work situation or an incident. Employees at this level must function within these established protocols but must also exercise discretion as to determining which matters should be referred to a higher level for direction. Employees at the Station Officer Classification Level are required to provide guidance and direction to staff.

Limited discretion is available for the selection of the appropriate means of completing duties or tasks. Guidance is usually available and work outcomes will be reviewed regularly.

Supervision of other employees is normally a feature at this level, as well as the requirement to assist new staff and trainees (including auxiliaries and volunteers) by providing general information, guidance, training and advice. Positions at this level may have supervisory responsibilities for shift operations of a small unit or fire station.

Positions at this level require the ability to obtain the co-operation and assistance of others in carrying out defined activities. As well as exchanging information, employees must communicate effectively with subordinates, peers, supervisors and members of the general community during stressful situations.

**(d) Progression within the level**

This level contains 3 Pay Points.

Appointment to the Station Officer Classification Level will be at Pay Point 1 and subject to having successfully completed pre-defined components of Q-STEP.

The minimum period of service required before progression through the Pay Points may occur will be 12 months.

Progression between Pay Points for positions at this level will be dependent upon:

- (i) completion of predefined components of Q-STEP;
- (ii) ongoing Performance Management and Development;
- (iii) demonstrated capacity to effectively supervise employees;
- (iv) competent delivery of operational skill requirements;
- (v) achievement of necessary accreditations; and
- (vi) satisfactory achievement levels for formal examinations.

Whilst developmental training for progression to Pay Points 2 and 3 is elective, skills maintenance is mandatory as is the Performance Management and Development process.

All employees at this level will be required to continue skills, drills and knowledge maintenance, assessment and appraisal, including those at the top of the level.

Progression to PP3 will be dependent upon the acquisition of Core Skills for an Inspector which will provide employees with certain necessary skills and abilities to fulfil the basic requirements of an Inspector if required to do so. The application of these skills will be required from time to time as circumstances dictate and as part of the officer's ongoing training and development.

From this same point of view it will be required that skills and knowledge will be maintained and that periodic assessments will be conducted of all employees, including those at the top of the level, for this purpose.

Similarly, regardless of length of service at the level when any new skills or knowledge are introduced, every employee will be required to undertake training and demonstrate the appropriate understanding required.

Employees at Pay Point 3 will also assist and relieve Level 3 officers as required.

### **S1.1.3 Inspector**

#### **(a) Work level description**

Work at this level requires specialised knowledge in relation to fire prevention and suppression activities.

An understanding of the organisation's functions coupled with detailed knowledge of the work unit's operations, practices and procedures is necessary for competent performance.

The capacity to effectively manage officers at the Firefighter and Station Officer Classification Levels is a prerequisite of this level.

#### **(b) Level of supervision**

Employees at this level work under general direction and undertake a range of functions, which may require the application of technical skills and experience or the practical application of a high level of skills.

Position objectives are clearly defined. Procedures and operating standards are defined through guidelines, requirements and Standard Operating Procedures, and through recognised techniques and methods associated with firefighting.

A range of varied techniques, systems, methods or processes is available to perform the work, and officers are expected to understand and exercise the necessary discretion in their use. Such exercise of discretion takes place from within the framework of learned experience and training.

A key feature of this level is the requirement to manage staff through other supervisory levels.

#### **(c) Characteristics of the level**

Employees at this level may operate individually or as a member of a team.

Supervision of subordinate employees may be a feature of this level.

Assistance is usually available if required when problems occur, although problems are usually resolvable by reference to procedures, documented methods and instructions.

Whilst there is some scope for exercising initiative in the application of established work practices and procedures, problems can generally be solved by reference to documented methods and instructions. Employees are required to interpret operating policies and Standard Operating Procedures in order to determine the most appropriate course of action. Employees at this level will also start to be concerned with the development of more efficient work practices within the work teams, which they supervise.

Problem resolution is a frequent requirement. Functions at this level include the identification and development of ideas, the detailed analysis of alternative courses of action and their implications, addressing difficulties, problems in the work environment, devising action plans and advancing new approaches to more senior management levels.

Employees at this level are competent to provide authoritative information to less experienced employees within the work team or under their direct supervision. Positions at this level may have command and control responsibility.

### **S1.1.4 Superintendent**

**(a) Work level description**

Work at this level requires specialised knowledge in relation to fire prevention and suppression activities.

Where the emphasis of the position is management, key functions will involve planning, organising, directing and controlling the work of subordinate supervisory levels. Extensive knowledge in the area of operations, and advanced management skills would be expected. Officers at this level will provide leadership at a professional level.

Positions, which have primary emphasis of a specialist nature, require specialised knowledge of complex and innovative methods and techniques, resulting from experience and/or advanced training.

Work is undertaken under limited direction as to work priorities and the detailed conduct of the task.

Employees may be responsible for larger work teams, functions or Zone operations.

High levels of initiative in accomplishing objectives shall be required to be exercised both on an individual basis and/or in a work team situation.

**(b) Level of supervision**

Work is performed either independently with guidance from superiors only for those aspects of work which involve new or sophisticated techniques or relate to areas outside a position's normal span of activity.

The role spans a range of activities, many of which are complex or specialised in nature. Work may require the modification or adoption of established methods, procedures, systems or policies.

Officers at this level will affect the way that work is performed by others, and will be involved in the detail of operational planning.

**(c) Characteristics of the level**

There is scope for the exercise of initiative in the application of established work practices and procedures.

Problem solving and conflict resolution are common requirements at this level. Work demands the identification and development of ideas, the detailed analysis of alternative courses of action and their implications, addressing difficulties, problems in the work environment, devising action plans and advancing new approaches.

Employees are required to analyse problems and recommend solutions or alternative courses of action.

Employees at this level would be required to lead and motivate employees and to inspire others to co-operate in the achievement of difficult and sometimes conflicting objectives.

Positions at this level will be governed by a clear set of objectives and budgets.

The performance of employees at this level will be monitored by a more senior officer to ensure the efficient achievement of operational targets. Expenditure will be reviewed regularly.

Part of accountability at this level involves the identification of employee development needs, and the implementation of programs to improve staff performance.

Many of the activities and responsibilities of this level would usually comprise a total management function.



## **S1.2 Communications stream**

### **S1.2.1 Fire Communications officer level 1 (FCO1)**

#### **(a) Work Level Description**

Positions at this Level primarily involve the delivery of communications services. Work routines, methods and procedures are clearly established and there is limited scope for deviation.

The range of activities undertaken will be increasingly amended as the employee becomes more experienced.

On the job training is a dominant feature of this Level, particularly for less experienced employees.

#### **(b) Level of Supervision**

Work may initially be performed under close supervision by a FCO1 or operational officer, however, this supervision is expected to reduce as experience increases, and the employee is able to contribute more significantly.

Employees at this level may operate individually or as a member of a team within a work group.

#### **(c) Characteristics of the Level**

At this level there are a number of established methods, techniques, and Standard Operating Procedures which apply to a work situation or an incident. This position must function within these established protocols but must also exercise some discretion as to determining which matters should be referred to a FCO2 for direction.

Limited discretion is available for the selection of the appropriate means of completing duties or tasks. Guidance is always available and work outcomes may be closely monitored.

Whilst supervision of other employees is not normally a feature at this level, employees could, however, be required to assist new staff and trainees by providing general information, guidance and advice. Employees will be required to provide basic administrative, organisational and training support related to the Communications Centre's operations.

Positions at this level require the ability to obtain the cooperation and assistance of others in carrying out defined activities. As well as exchanging information, employees must communicate effectively with peers, Supervisors and members of the general community during stressful situations.

#### **(d) Duties and Skills**

Positions at this level may involve an employee in a range of activities including the performance of tasks governed by established procedures, specific guidelines and standardised instructions.

Duties include but are not limited to:

- (i) answering calls for assistance in association with emergency incidents;
- (ii) basic administrative duties, including computer operation;
- (iii) prompt dispatch of appropriate resources to calls for assistance, in accordance with Standard Operational Procedures;
- (iv) assist in conducting basic on the job training and coaching activities for new or less experienced employees;
- (v) workplace maintenance and organisation;
- (vi) monitor appliance and crew movements;
- (vii) monitor Firecom alarm systems and liaise with alarm company technicians; and

(viii) other duties for which officers are suitably trained, skilled and/or qualified.

Appointees at this level undertake a range of functions requiring the practical application of acquired skills and knowledge.

Technical skills in the use of computer equipment are required in order to effectively operate Fire Service systems to perform routine and standard functions, and organise duties across a working day to meet regular workload requirements.

Coordination responsibilities may include coordination of workflow processes.

Knowledge and compliance with regulations, Codes of Practice, policies, procedures and instructions is required.

Duties at this level include application of keyboard skills, support services and the collating and analysis of statistics.

#### **(e) Progression within the level**

This level contains 4 paypoints.

New employees will commence at paypoint 1 (PP1).

Whilst there are no fixed time frames for progression through this level, it is envisaged that progression to PP4 can be achieved within 4 years from the date of commencement; and

Upon engagement, new employees will be required to complete a formal Communications Training Program which will include practical, classroom, simulated, live, self-paced and where applicable, local components. The course will cover all Core Skills necessary for employees to perform the basic requirements of all level 1 functions.

On successful completion of a 6 month period including examination, assessment and ongoing appraisal, an employee will progress to PP2.

Further progression between paypoints for positions at this level will be dependent upon -

- (i) successful completion of predefined components of specified training programs;
- (ii) ongoing Performance Management and Development;
- (iii) competent delivery of operational skill requirements;
- (iv) achievement of necessary accreditations; and
- (v) satisfactory achievement levels for formal examination.

All employees in level 1 will be required to continue skills and knowledge maintenance, assessment and appraisal through programmed training provided by either CO2's on shift or training officers.

Where an employee elects to progress from PP2 to PP3, progression will be dependent upon the acquisition of Core Skills for Level 2 which will provide employees with the necessary skills and abilities to fulfil the basic requirements of a Level 2 position when required to do so.

Similarly, regardless of length of service at the level when any new skills or knowledge are introduced, every employee will be required to undertake training and demonstrate the appropriate understanding required.

Employees who progress to PP4 may be required to assist or relieve FCO2's.

#### **S1.2.2 Fire Communications officer level 2 (FCO2)**

**(a) Work level description**

Appointment to this level requires expertise in the communications field with demonstrated proficiency in applying established techniques. Extensive knowledge and understanding of Communications Centre operations and procedures is vital.

An understanding of the organisation's functions coupled with detailed knowledge of the work unit's operations, practices and procedures is necessary for competent performance.

The capacity to provide supervision for Level 1 officers is a prerequisite of this level.

**(b) Level of supervision**

Employees at this level work under the direction of more senior officers and undertake a range of functions, which require the application of computer and telephone skills and experience and the practical application of a high level of interpersonal skills.

Position objectives are clearly defined. Procedures and operating standards are defined through guidelines, organisational requirements and Standard Operating Procedures, and through recognised techniques and methods associated with communications management.

A range of varied techniques, systems, methods or processes are available to perform the work, and the employee is expected to understand and to exercise the necessary discretion in their use.

**(c) Characteristics of the level**

Supervision of subordinate employees within a small discrete work group or function may be a feature of this level.

Assistance is usually available from more senior officers if required when problems occur. There is some scope for the exercise of initiative in the application of established work practices and procedures, however, problems are usually resolved by reference to procedures, documented methods and instructions. Employees are required to interpret operating policies and Standard Operating Procedures in order to determine the most appropriate course of action. Employees at this level will also start to become concerned with the development of more efficient work practices, and recommendations related to improvements in Standard Operating Procedures.

Employees at this level are competent to provide authoritative information to less experienced officers within the work team or under their direct supervision.

**(d) Progression within the Level**

This Level contains 4 paypoints.

New appointees will commence at PP1.

Progression through PP1 to PP4 will be dependent upon successful completion of theoretical and practical assessments linked to relevant training.

Employees who progress to paypoint 4 must demonstrate highly developed skills and knowledge, beyond those expected for lower paypoints in this level.

Progression within this level will see a number of changes in the way in which the employee carries out their responsibilities -

- (i) demonstrated proficiency in application of advanced techniques;

- (ii) demonstrated ability to effectively assign work to, and check the work of other employees, as well as carrying out staff training; and
- (iii) evidence of capacity to effectively co-ordinate activities.

In addition, progression will be dependent upon:

- (i) continuing completion of relevant training elements;
- (ii) ongoing Performance Planning and Review;
- (iii) competent delivery of operational skill requirements;
- (iv) achievement of necessary accreditation;
- (v) satisfactory achievement levels for formal examinations; and
- (vi) demonstrated supervision capabilities.

All employees in Level 2 will be required to continue skills and knowledge maintenance, assessment and appraisal.

Similarly, regardless of length of service at the level when any new skills or knowledge are introduced, every employee will be required to undertake training and demonstrate the appropriate understanding required.

### **S1.3 Rural fire service stream**

#### **S1.3.1 Rural Fire Management Officer - Level 1 (RFMO1)**

##### **(a) Work level description**

Employees at this level are involved in the delivery of volunteer support activities. Work routines, methods and procedures are clearly established and there is limited scope for deviation.

It would be expected that the range of activities undertaken will be increasingly amended to provide diverse skills sets.

Employees at this level would be expected to travel throughout the district to ensure training and operational requirements of volunteers are met.

Training, both on and off the job, is often a dominant feature of this level.

Employees at this level will usually be required to undertake flexible work arrangements.

##### **(b) Level of supervision**

Work may initially be performed under close supervision by a more experienced officer, however, this supervision is expected to reduce as experience increases.

Employees at this level may operate individually or as a member of a team within a work group.

##### **(c) Characteristics of the level**

At this level there are a number of established methods, techniques, and Standard Operating Procedures which may apply to a work situation or an incident. Employees at this level must function within these established protocols but must also exercise discretion as to determining which matters should be referred to a supervisor for direction.

Limited discretion is available for the selection of the appropriate means of completing duties or tasks.

Guidance is always available and work outcomes may be closely monitored.

Whilst supervision of other employees is not normally a feature at this level, employees would, however, be required to assist new staff and trainees, including volunteers by providing general information, guidance, training and advice.

Employees at this level require the ability to obtain the cooperation and assistance of others in carrying out defined activities. As well as exchanging information, employees must communicate effectively with peers, supervisors and members of the general community during stressful situations.

**(d) Progression within the level**

This level contains 5 Pay Points.

Progression through the Pay Points is expected.

The minimum period of service required before progression through the Pay Points may occur will be 12 months and meeting the requirements listed below.

Progression between Pay Points for positions at this level will be dependent upon:

- (i) completion of pre-defined components of the training program;
- (ii) ongoing performance management and development;
- (iii) satisfactory demonstration of operational skills; and
- (iv) achievement of necessary accreditations.

Progression to Pay Point 5 will be dependent upon the acquisition of core skills for Level 2, which will provide employees with certain necessary skills and abilities to fulfill the basic requirements of a Level 2 position if required to do so. The application of these skills will be required from time to time as circumstances dictate and as part of the officer's ongoing training and development.

From this same point of view, it will be required that skills and knowledge will be maintained and that periodic assessments will be conducted of all employees, including those at the top of the level for this purpose.

All employees within this level will be required to continue skill and knowledge maintenance, assessment and appraisal.

Similarly, regardless of length of service at the level when any new skills or knowledge are introduced, every employee will be required to undertake training and demonstrate the appropriate understanding required.

Employees at Pay Point 5 will also assist and relieve RFMO Level 2 officers as required.

**S1.3.2 Rural Fire Management Officer - Level 2 (RFMO2)**

**(a) Work level description**

Employees at this level are responsible for developing strong cooperative working relationships at the area level to ensure an effective, efficient and sustainable delivery of all rural fire related services. Employees would be required to travel throughout the area to ensure delivery of Rural Fires operational activities.

An understanding of the organisation's functions coupled with detailed knowledge of the work unit's operations, practices and procedures is necessary for competent performance.

Employees at this level will usually be required to undertake flexible work arrangements, and will have the capacity to provide supervision for Level 1.

**(b) Level of supervision**

Employees at this level work under the general direction of a Level 3 officer, but must work with a level of independence, often being the senior operations person at a particular location. The employee will be required to undertake a range of functions, which may require the application of technical skills and experience or the practical application of a high level of skills.

Position objectives are clearly defined, however, an employee may need to exercise a level of discretion in localised command situations. Procedures and operating standards are defined through established guidelines, requirements and Standard Operating Procedures, and through recognised techniques and methods associated with fire prevention and suppression activities.

A range of varied techniques, systems, methods or processes is available to perform the work, and the employee is expected to understand and to exercise the necessary discretion in their use. Such exercise of discretion takes place from within the framework of learned experience and training.

Issues that cannot be resolved by reference to established practices and Standard Operating Procedures would usually be referred to a Level 3 officer.

#### **(c) Characteristics of the level**

At this level there are a number of established methods, techniques, and Standard Operating Procedures which may apply to a work situation or an incident. Employees at this level must function within these established protocols but must also exercise discretion as to determining which matters should be referred to a higher level for direction. Employees at Level 2 are required to provide guidance and direction to staff.

Limited discretion is available for the selection of the appropriate means of completing duties or tasks.

Guidance is usually available and work outcomes will be reviewed regularly.

Supervision of other employees is normally a feature at this level, as well as the requirement to assist new staff and trainees including volunteers by providing general information, guidance, training and advice. Positions at this level may have supervisory responsibilities for day to day operations of a small group that may include volunteers.

Positions at this level require the ability to obtain the co-operation and assistance of others in carrying out defined activities. As well as exchanging information, employees must communicate effectively with subordinates, peers, supervisors and members of the general community during stressful situations.

#### **(d) Progression within the level**

This level contains 3 Pay Points.

Appointment to Level 2 will be at Pay Point 1 and subject to having successfully completed pre-defined components of the training program.

The minimum period of service required before progression through the Pay Points may occur will be 12 months and meeting the requirements listed below.

Progression between Pay Points for positions at this level will be dependent upon:

- (i) completion of pre-defined components of the training program;
- (ii) ongoing performance management and development;
- (iii) demonstrated capacity to effectively supervise employees;
- (iv) satisfactory demonstration of operational skills; and
- (v) achievement of necessary accreditations.

Whilst developmental training for progression to Pay Points 2 and 3 is elective, skills maintenance is mandatory as is the performance management and development process.

All employees at this level will be required to continue skill and knowledge maintenance, assessment and appraisal, including those at the top of the level.

Progression to Pay Point 3 will be dependent upon the acquisition of core skills for RFMO Level 3 which will provide employees with certain necessary skills and abilities to fulfill the basic requirements of a Level 3 position if required to do so. The application of these skills will be required from time to time as circumstances dictate and as part of the officer's ongoing training and development.

From this same point of view it will be required that skills and knowledge will be maintained and that periodic assessments will be conducted of all employees, including those at the top of the level, for this purpose.

Similarly, regardless of length of service at the level when any new skills or knowledge are introduced, every employee will be required to undertake training and demonstrate the appropriate understanding required.

Employees at Pay Point 3 will also assist and relieve Level 3 officers as required.

### **S1.3.3 Inspector (RFMO3)**

#### **(a) Work level description**

Employees at this level are responsible for managing the effectiveness of the area team in relation to mitigation and response towards ensuring the community is safe from wildfires. Employees at this level would be required to travel throughout the area to ensure regional services are delivered.

An understanding of the organisation's functions coupled with detailed knowledge of the work unit's operations, practices and procedures is necessary for competent performance.

The capacity to effectively manage officers at Levels 1 and 2 is a prerequisite of this level.

Employees at this level will usually be required to undertake flexible work arrangements, and will have the capacity to provide supervision of officers in the lower levels.

#### **(b) Level of supervision**

Employees at this level work under general direction and undertake a range of functions, which may require the application of technical skills and experience or the practical application of a high level of skills.

Position objectives are clearly defined. Procedures and operating standards are defined through guidelines, requirements and Standard Operating Procedures, and through recognised techniques and methods associated with firefighting.

A range of varied techniques, systems, methods or processes is available to perform the work, and officers are expected to understand and exercise the necessary discretion in their use.

Such exercise of discretion takes place from within the framework of learned experience and training.

A key feature of this level is the requirement to manage staff through other supervisory levels.

#### **(c) Characteristics of the level**

Employees at this level may operate individually or as a member of a team.

Supervision of subordinate employees may be a feature of this level.

Assistance is usually available if required when problems occur, although problems are usually resolvable by reference to procedures, documented methods and instructions.

Whilst there is some scope for exercising initiative in the application of established work practices and procedures, problems can generally be solved by reference to documented methods and instructions. Employees are required to interpret operating policies and Standard Operating Procedures in order to determine the most appropriate course of action.

Employees at this level will also start to be concerned with the development of more efficient work practices within the work teams, which they supervise.

Problem resolution is a frequent requirement. Functions at this level include the identification and development of ideas, the detailed analysis of alternative courses of action and their implications, addressing difficulties, problems in the work environment, devising action plans and advancing new approaches to more senior management levels.

Employees at this level are competent to provide authoritative information to less experienced employees within the work team or under their direct supervision. Positions at this level may have command and control responsibility.

### **S1.3.4 Superintendent (RFMO4)**

#### **(a) Work level descriptor**

Work at this level requires specialised knowledge in rural fire operations, including volunteer management.

Where the emphasis of the position is management, key functions will involve planning, organising, directing and controlling the work of subordinate supervisory levels. Extensive knowledge in the area of operations, and advanced management skills would be expected. Officers at this level will provide leadership at a professional level.

Positions, which have primary emphasis of a specialist nature, require specialised knowledge of complex and innovative methods and techniques, resulting from experience and/or advanced training.

Employees at this level will usually be required to undertake flexible work arrangements, and will have the capacity to provide supervision of offices at the lower levels.

Work is undertaken under limited direction as to work priorities and the detailed conduct of the task.

Employees may be responsible for larger work teams, functions or zone operations.

High levels of initiative in accomplishing objectives shall be required to be exercised both on an individual basis and/or in a work team situation.

#### **(b) Level of supervision**

Work is performed either independently with guidance from superiors only for those aspects of work which involve new or sophisticated techniques or relate to areas outside a position's normal span of activity.

The role spans a range of activities, many of which are complex or specialised in nature. Work may require the modification or adoption of established methods, procedures, systems or policies.

Officers at this level will affect the way that work is performed by others, and will be involved in the detail of operational planning.



**(c) Characteristics of the level**

There is scope for the exercise of initiative in the application of established work practices and procedures.

Problem solving and conflict resolution are common requirements at this level. Work demands the identification and development of ideas, the detailed analysis of alternative courses of action and their implications, addressing difficulties, problems in the work environment, devising action plans and advancing new approaches.

Employees are required to analyse problems and recommend solutions or alternative courses of action.

Employees at this level would be required to lead and motivate employees and to inspire others to co-operate in the achievement of difficult and sometimes conflicting objectives.

Positions at this level will be governed by a clear set of objectives and budgets.

The performance of employees at this level will be monitored by a more senior officer to ensure the efficient achievement of operational targets. Expenditure will be reviewed regularly.

Part of accountability at this level involves the identification of employee development needs, and the implementation of programs to improve staff performance.

Many of the activities and responsibilities of this level would usually comprise a total management function.

**S1.4 Auxiliary firefighter stream**

**IA clause 5 & Standing Order Definitions & clauses 4.3 & 4.4**

**(a) Auxiliary firefighter level 1, grade 1**

A new auxiliary firefighter. These Officers undertake all duties (appropriate to their level or training) as allocated by a more senior officer. They have completed FUNIT452 Auxiliary Induction Course and are participating in ARTEP. The pre-operational components of the ARTEP (FNA410) must be successfully completed before responding to emergency incidents.

**(b) Auxiliary firefighter level 1, grade 2**

An experienced member of a firefighting crew who undertakes all duties as allocated by a more senior officer. They have completed the Auxiliary Recruit Training and Education Program (ARTEP), attained their Medium Rigid (MR) Vehicle Driver's licence and served a minimum of 12 months continuous and satisfactory operational service. This officer may take on the role of OIC in the absence of the Captain or Lieutenant.

**(c) Auxiliary firefighter level 2 - Lieutenant**

This officer is second in charge of a fire station and may take on the role of Officer-in-Charge of the station/incident in the absence of the Captain.

**(d) Auxiliary firefighter level 3 - Captain**

The highest rank of Auxiliary firefighter. This officer is in charge of a station and is generally responsible for the running and good order of the station. This rank is not utilised at 24hour permanent full-time crewed stations.

**(e) Auxiliary Community Safety Officer**

This role assists an auxiliary station or group of stations to achieve community safety related targets and initiatives. The incumbent must have experience as a qualified auxiliary firefighter or equivalent, however, may elect not to respond to emergency incidents upon appointment to this position. This Officer may be responsible for the coordination and/or delivery of community safety activities.

(f) Auxiliary Area Training Co-ordinator

This role assists an auxiliary station or group of stations to attain and maintain operational skills. This officer may be responsible for the coordination and/or the delivery of training packages.