

## FINANCE

### DELEGATIONS MANUAL

The [Delegations manual](#) is published on the [Administration Policies page](#) of the Intranet.

The manual incorporates financial, staff, operational and administrative delegations.

*Contact Officer:* Assistant Director Governance, (02) 9265 3914

*File Reference:* NFB/00170 Commissioner's Orders 2012/7, with amendments

### PURCHASING AND ACCOUNTS PAYABLE PROCEDURES

#### 1 Introduction

The [Purchasing and accounts payable procedures](#) are published on the [Administration Policies](#) page of the Intranet.

Where local Fire and Rescue NSW business units have developed their own administration manuals which include purchasing and/or account payable procedures, these local business units must ensure that the information therein is consistent and compliant with the *Purchasing and accounts payable procedures*.

#### 2 Purpose

The document familiarises officers with some of the policies and procedures associated with Fire and Rescue NSW procurement and accounts payable functions. It complements the [Public Finance and Audit Act 1983](#), the [Treasurer's Directions](#), NSW Government procurement policies, the [Public Sector Employment and Management Act 2002](#) and the [Public Sector Management \(Goods and Services\) Regulation 2000](#).

#### 3 Further information

For enquiries concerning the procurement and accounts payable related policies and procedures, contact your Finance Manager.

*Contact Officer:* Senior Manager Accounting Operations and Financial Systems, (02) 9265 2845

*File Reference:* CHO/00603 In Orders 2010/13, with amendments

## CHARGES

### Hazardous materials incidents

#### 1 When to charge

Fire and Rescue NSW may levy charges for hazardous material incidents that last more than one hour and occur anywhere in New South Wales except on State waters.

Although charges will not be made when a hazardous material incident involves firefighting and/or rescue operations, when the firefighting or rescue operations are complete, charges for hazardous materials operations may commence. The Commissioner may waive charges in certain circumstances, for example domestic hazardous materials incidents.

#### 2 When not to charge

Charges cannot be levied for hazardous material incidents that:

- last less than one hour;
- are part of a firefighting operation;
- are part of a rescue operation;
- involve Fire and Rescue NSW in a fire prevention role only.

Circumstances may arise where the Zone Commander recommends that Fire and Rescue NSW absorb charges. A report to the Commissioner is required in these circumstances.

#### 3 Hazardous Material Charges Form

The Hazardous Material Charges form is used to collect the information needed to prepare an invoice for the incident.

If the Incident Controller is of the opinion that a charge can be levied for a hazardous material incident, a Hazardous Material Charges form must be filled in, in addition to an AIRS form. If the incident is not chargeable, only an AIRS form is necessary.

If the Incident Controller is unsure as to whether the incident is chargeable, the Manager Hazmat should be consulted.

To order Hazardous Material Charges forms, consult [ESCAT](#).

##### 3.1 Calculating time of arrival

The time of arrival information for the Hazardous Material Charges form is calculated as follows:

- a. if the incident only involved hazardous materials operations, it is the time of arrival of the first Fire and Rescue NSW appliance;
- b. if the incident began with fire or rescue operations, the time of arrival is taken as the time at which the Incident Controller determined that the fire was extinguished or the rescue was completed.

### 3.2 Identifying the persons responsible for the hazardous material

Charges may be recovered from:

- the owner or person in charge of the hazardous material, and/or
- the owner or occupier of the premises where the hazardous material was stored, and/or
- the owner or person in charge of the vehicle, aircraft or vessel carrying the hazardous material.

The Incident Controller should ensure that *all* the people or organisations responsible for the hazardous material are identified in the Owner/Occupier section of the Hazardous Material Charges form as charges may be divided among a number of people or organisations.

### 3.3 Use of external resources

At some incidents it may be necessary to utilise external resources, eg earth moving plant and equipment; waste recovery operators. This may result in charges for services rendered.

Such costs should not be passed on directly to people or corporations responsible for the hazardous materials unless those persons or corporations authorise use of the services, and agree to pay for the costs incurred.

Costs for external service providers, authorised (in accordance with the [Delegations manual](#)) by Fire and Rescue NSW, will be paid for by Fire and Rescue NSW, and if incident costs are to be recovered, will subsequently be included in cost recovery calculations.

The Incident Controller should record all details of external resource providers authorised and requested by Fire and Rescue NSW. This enables the Zone Commander or Duty Commander to submit an 'External Resources' form to the Finance Manager who will include the information in cost recovery documentation.

## 4 Charging Procedure

### 4.1 Incident Controller

The Incident Controller is responsible for:

- ensuring that the Hazardous Material Charges form is completed;
- recommending whether a charge should be made.

The Hazardous Material Charges form is then forwarded to the Zone Commander.

### 4.2 Zone Commander

The Zone Commander checks the Hazardous Material Charges form and reviews the recommendation on charging.

If he/she agrees that a charge should be made, the Zone Commander then sends the Hazardous Material Charges form to the Finance Manager. If the Zone Commander determines that cost recovery are inappropriate, the Charges form and a covering memorandum are to be submitted to the Commissioner via their Director, with recommendations.

### 4.3 Finance Manager

The Finance Manager uses the Hazardous Material Charges form to calculate the cost of the incident using the Hazardous Material Charges Spreadsheet.

The cost of the incident may include:

- charges for attendance of personnel and use of equipment as listed in [Schedule 1](#) of the *Fire Brigades Regulation 2008*;
- the cost of repair or replacement of protective clothing or equipment;
- the cost of products used to neutralise the hazard;
- the hire of plant, equipment, vehicles and/or aircraft;
- or any other action taken under [Section 40 \(4A\)](#) of the *Fire Brigades Act*.

The charge for an incident does *not* include the costs for attendance of personnel and appliances incurred in the first hour of the incident.

The Finance Manager will then forward the Hazardous Material Charges invoicing advice to their Director.

### 4.4 Director

The Director will authorise the invoicing advice and forward it to the Manager, Financial Accounting in Head Office.

### 4.5 Manager Financial Accounting

The Manager Financial Accounting will check the invoicing advice and forward it to Accounts Receivable.

### 4.6 Accounts Receivable

Accounts Receivable will prepare and dispatch the invoice, and reconcile the number of accounts with the number of chargeable incidents.

### 4.7 Strategic Information Services

The Strategic Information Services Unit will distribute quarterly reports to Accounts Receivable and Directors on the number of chargeable hazmat incidents based upon data derived from Incident Reports. The Directors will advise the Executive Leadership Team of the revenue raised from these incidents.

*In Orders 1996/16, with amendments*

## Charging for false alarms

See [Managing false alarms](#) on page 77.

## **BANKING**

### **1 Deposits to be made with Westpac Bank**

All monies for deposit to Fire and Rescue NSW are to be deposited with the Westpac Bank.

### **2 Security**

All employees are to ensure that monies received are banked within 24 hours of receipt. Before the deposit, any monies should be stored securely.

### **3 How to make deposits**

Deposits are to be made at local branches and agents of the Westpac Bank. Use a Westpac deposit slip on which the following details are to be entered:

Branch:	NSW Government Department, Level 2 - 255 Elizabeth St, Sydney, 2000
Account name:	NSW Fire Brigades Operating Account
Branch (BSB) No:	032-001
Account No:	20-5223

### **4 Notify the Finance Branch at Head Office**

The following information must be sent to the Finance Branch (Accounts Receivable) at Head Office on the same day the deposit is made:

- the deposit slip stub, stamped by the bank or agent
- the Chart of Account (COA), Cost Centre (CC) and Internal Order number the deposit should be allocated to, eg COA - CC - Internal Order (if no Internal Order number applies, leave this blank)
- an explanation of the purpose of the monies deposited
- any associated documentation.

For additional information or assistance, contact your Finance Manager.

*Contact Officer: Manager Financial Accounting, (02) 9265 2844*

*File Reference: CHO/00781*

*In Orders 2003/9, with amendments*

## CREDIT CARDS

### Corporate credit card policy

#### 1 Introduction

The [Corporate card policy](#) is published on the Intranet, along with [Corporate card procedures and guidelines](#).

#### 2 Application

The *Corporate card policy* applies to all employees who are eligible for corporate credit cards (CCards), current cardholders, staff responsible for administering the CCard policy, guidelines and procedures, and staff responsible for the overall management of the CCard facility.

#### 3 Scope

A CCard is a *tool for use by approved users* to pay for high-volume, low-cost goods and services, as well as travel expenses incurred while on duty with Fire and Rescue NSW.

The policy outlines who may apply, when to use/not to use the credit card, contact officers, and other related policy-type matters with regard to the provision and use of CCards.

The *CCard guidelines and procedures* detail the accountabilities and responsibilities of every CCard holder, the approving officers and the staff who administratively are responsible for acquittals and reconciliations.

#### 4 Distribution

The [CCard policy](#) and the [CCard guidelines and procedures](#) are published on the [Administration Policies](#) site on the Intranet.

*Contact Officer:* Finance Manager Operations, (02) 9265 2616

*File Reference:* CHO/00657-04

*In Orders 2010/2, with amendments*

## PETTY CASH

It is the responsibility of all Commanders, Managers and Petty Cash Officers to ensure they are familiar with the regulations and procedural requirements associated with the administration of petty cash.

Procedures for the administration of petty cash have been issued to all stations and sections and can also be viewed on the Intranet. To access the document go to:

- Finance
- Policy, procedures, work instructions
- [Petty cash procedures](#).

*Contact Officer:* Manager Financial Accounting, (02) 9265 2844

*File Reference:* CHO/00421

*In Orders 2003/8, with amendments*

## **COST CENTRES**

### **Establishing new cost centres**

Before establishing new station or unit numbers and cost centres, Zone Commanders and Managers of Operational Units must first contact the Manager Operations Research and Analysis, who will allocate numbers and cost centres in consultation with the Manager Financial Accounting.

*Contact Officer: Manager Operations Research and Analysis, (02) 9265 2979*

*File Reference: CHO/02677-1*

*In Orders 1998/5, with amendments*

### **Changes to Zone boundaries**

In order to maintain the integrity of the Directorate and Zone financial reports, any variation to Zone Boundaries initiated in the course of a year for operational or administrative efficiency will become effective, for budgetary reporting purposes, on 1 July in the following year.

*In Orders 1997/13, with amendments*

## **PAYROLL**

### **Flex sheets and time sheets**

In his management report on the operation of Fire and Rescue NSW, the Auditor General has been critical that flex sheets and time sheets are not being submitted in all instances and are not being followed up. The Auditor General's recommendation is that all outstanding flex sheets and time sheets be followed up.

Time sheets are required by the Payroll Section to ensure that correct payments are made and by Personnel Section to ensure that all leave is correctly entered.

All employees except SES and Executive officers are required to submit a time sheet. Payroll Section has been instructed to conduct a fortnightly audit of timesheets to ensure that all employees have submitted one.

All officers except SES and Executive officers are required to submit timesheets to the Pay Office within 14 days of the end of each period.

All officers are directed to comply with the requirement to avoid further comment by the Auditor General.

*In Orders 1993/29, with amendments*

### **Relieving staff**

A relieving staff member's time sheet is to be submitted at the station where the member is serving. To ensure that overtime and allowances are paid with the next pay transfer, it will be the responsibility of the relieving member to ensure that his/her time sheet is submitted in accordance with the following procedures:

1. The relieving member's base station must be entered on the station's line of the time sheet.
2. The station where a member is serving must be indicated in the remarks column, on a day to day basis.

*In Orders 1990/12, with amendments*

## Authorisation of timesheets and leave applications

It is the responsibility of managers and supervisors to monitor the attendance of their staff and to ensure that their area can function effectively when staff are absent. It is the responsibility of staff to inform their supervisors as soon as possible of any planned or unplanned absence, to submit leave applications within specified timeframes, and to record attendance accurately on timesheets.

Under the [Delegations manual](#), branch managers of administrative and support areas have the appropriate delegations to enable them to approve timesheets, overtime for duties other than emergency incidents and staff shortages, and most forms of leave for the permanent firefighters under their supervision.

Senior officers who supervise public servants were given delegations to enable them to approve timesheets and leave for administrative and support staff under their supervision in the 1997 *Delegations Manual*.

*Contact Officer:* Assistant Director Operational Personnel, (02) 9265 2869

*File Reference:* CHO/00661 and CHO/00417 *In Orders 1999/18, with amendments*

## Administrative and technical staff

As a result of an audit requirement, officers in charge of Area and Zone offices are directed to ensure that *all clerical* staff under their control, who are not on flexitime conditions, submit timesheets on a fortnightly basis.

These timesheets must be forwarded to the Payroll Section irrespective of whether staff are on duty or on leave eg sick, annual, extended etc. Staff who are on outduties must also submit their timesheets every fortnight.

Timesheets must be submitted every fortnight, even if no additional payment is to be made.

*In Orders 1990/13, with amendments*

## Fortnightly pay arrangements

The payment of wages is made fortnightly by direct credit to banks, building societies and Credit Unions.

All timesheets are to be held in stations until the close of fortnightly period. (The Payroll Section will not require timesheets until the Monday following the timesheet period.)

All overtime worked *must* be recorded on the timesheet period in which it was actually worked. Where possible *all* employees are to sign their timesheets and ensure Brigades number is correctly shown.

*In Orders 1985/30, with amendments*



## Payment of annual leave in advance

All permanent firefighters now receive fortnightly pay continuously whilst on annual leave.

Any firefighter who wishes to receive payment in advance when proceeding on annual leave, may request payment providing that such request must be received in the Payroll Section two months prior to the commencement of leave.

All requests will be acknowledged by the Payroll Section with a signed copy returned to the applicant.

It is the applicant's responsibility to ensure that the Payroll Section has received his/her application for the payment of annual leave in advance.

*In Orders 1990/6, with amendments*

## Retained firefighters payments

Station Commanders at stations where retained firefighters are attached need to exercise care to ensure that payments claimed relate to actual activities, ie drills or fire calls.

For example, if during a drill period a fire call is received, members attending the fire call are entitled to payment at fire call rates for the duration of the incident. On return to the station and upon completion of activities related to the fire call ie, cleaning and replacement of equipment, etc, payment will revert to drill rates, if the drill is continued. It is not acceptable to claim drill payment *and* the fire call payment for the time involved with the incident. The time sheet entries must reflect actual activities.

Station Commanders must be aware of their responsibility under occupational health and safety legislation to provide adequate training for personnel under their jurisdiction. Records and entries must show only training actually given to members. Incorrect entries could reflect personally and professionally on Commanders. Commanders at all levels are reminded that the accuracy of records is a requirement under the *Fire Brigades Regulation 2008* [Clause 16](#).

*In Orders 1995/7, with amendments*

## Retained authorised duties

Clause 6.6 of the *Crown Employees (NSW Fire Brigades Retained Firefighting Staff) Award 2008* provides for payments to be made to retained firefighters for attendance at certain meetings and the performance of certain duties. Table 3 of the Award identifies the meetings and duties for which firefighters will be compensated.

Following discussions with the Fire Brigade Employees' Union agreement has been reached on the application of Clause 6.8 in all stations where retained firefighters are attached and are called upon to undertake recognised authorised duties.

Hours of work for Table 3 - Authorised Duties expressed in the *Crown Employees (NSW Fire Brigades Retained Firefighting Staff) Award 2008* will operate as follows:

## 1 Retained stations

Stations will receive a monthly allocation of hours for the performance of authorised duties and attendance at meetings.

**Table 1**

0-100 fire calls per year =	Station duties 26 hours per month  Other duties 14 hours per month  Total 40 hours per month	+ 6 hours per month for the position of Engine Keeper <sup>1</sup> per major operational vehicle (1½ hours per week for Pumpers, etc)  + 4 hours per month (1 hour per week) for Rescue/Hazmat vans.
100-200 fire calls per year =	Station duties 26 hours per month  Other duties 19 hours per month  Total 45hours per month	+ 6 hours per month for the position of Engine Keeper <sup>1</sup> per major operational vehicle (1½ hours per week for Pumpers, etc)  + 4 hours per month (1 hour per week) for Rescue/Hazmat vans.
200 + fire calls per year =	Station duties 26 hours per month  Other duties 24 hours per month  Total 50 hours per month	+ 6 hours per month for the position of Engine Keeper <sup>a</sup> per major operational vehicle (1½ hours per week for Pumpers, etc)  + 4 hours per month (1 hour per week) for Rescue/Hazmat vans.

1. Because the basis of remuneration altered, the classification of Engine Keeper was deleted from the *2000 Retained Award*. However the position and duties remain. Accordingly, in line with past practice, a Retained Brigade should continue to follow the same procedures (ie merit selection involving written applications and interviews) in appointing firefighters as the Engine Keeper or 2 Engine Keepers, where 2 appliances are attached to a station.

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

Training and station drills are not counted in the quota of hours allocated in Table 1. Unused allocation of hours may not be accumulated. For example, the approved time for the Phase 1 Retained Recruit Program pre-course assignment is 8 hours per retained recruit firefighter.

A Captain or in their absence, a Deputy Captain, is responsible for the allocation of authorised duties. It is expected that duties will be allocated in an equitable and efficient manner amongst all interested staff.

Any claim for an authorised duty must be signed by the Captain/Deputy Captain.

## 2 Mixed stations (permanent staff [any roster] and retained)

Retained firefighters will be paid on an actual time basis for duties authorised by the Officer in Charge, with maximum hours per month as per Table 1.

- Station Officer only stations = retained firefighters will be allocated the same hours per month as expressed in Table 1.

All claims for payment for authorised duties are claimed through BART.

**Note:** Payment is pursuant to sub-clause 6.5.2.3 and Items G and H in Table 1 of the *Crown Employees (NSW Fire Brigades Retained Firefighting Staff) Award 2008*.

Contact Officer: Industrial Officer, (02) 9265 2683

File Reference: CHO/02624

Commissioner's Orders 2013/6

### Completion of Retained Firefighter time sheets and payment procedure for other services performed

The following procedures apply to the completion of Retained Firefighter time sheets:

1. Claims made on the time sheet must be subject of an appropriate Occurrence Book entry.
2. Responsibility for correct entry lies with the claimant and the Captain or a person acting in the capacity of Captain, or in stations without a Captain, the Station Officer.
3. The claimant and the Captain or a person acting in the capacity of Captain or the Station Officer shall certify the time sheet as being correct and that the member actually performed the duties for the hours shown on the time sheet.
4. In the case of the Captain's time sheet no second signature is required.
5. Where circumstances prevent refreshments and meals being provided in accordance with Clause 8.3 of the *Crown Employees (NSW Fire Brigades Retained Firefighting Staff) Award 2008*, claims for allowances are to be paid from petty cash (see [page 500](#)).
6. Claims for higher duties should be made on the form *Retained Firefighter Claim for Higher Duties* and forwarded to the Zone Commander for approval.

All time sheets submitted for payment are subject to audit through the Department's internal control program.

Contact Officer: Administrative Services Coordinators

File Reference: CHO/06576-1

In Orders 2002/8, with amendments

## SALARY PACKAGING

The Premier's Department of New South Wales has advised that the restriction limiting salary packaging to 50% of an employee's superable or award salary has been removed for graded officers and SES officers. A graded officer is an employee, uniformed or non-uniformed who is not a Senior Executive Service (SES) officer.

The amount of salary which can be packaged or salary sacrificed is now unrestricted. However, employees will need to pay post-tax commitments and payroll deductions, such as employee superannuation contributions, union fees, health fund premiums, and maintenance orders, before determining the availability of salary for packaging purposes.

Additionally, subject to Departmental/agency convenience, casual employees will now be eligible to salary sacrifice to superannuation.

See Premier's Department Circular 2006-08, [Salary packaging - removal of 50% limit](#), for further details.

*Contact Officer:* Industrial Officer, (02) 9265 2853

*File Reference:* CHO/07018

*In Orders 2006/11*

## Impact of FBT and GST on salary sacrifice arrangements

All employees who are interested in salary sacrifice should be aware of the impact of Fringe Benefits Tax and the Goods and Services Tax on salary sacrifice arrangements.

Before applying for salary sacrifice, interested employees should read the Premier's Department Circular 2000-46, [Impact of FBT and GST on salary sacrifice arrangements](#).

A link to a sample calculation sheet is provided in the circular. It has two sheets with 'sheet 3' being a worked example of motor vehicle packaging costs. Motor vehicle packaging is only available to the SES and senior public service grades; it is not available to firefighters.

*Contact Officer:* Manager Payroll, (02) 9265 2836

*File Reference:* CHO/00592

*In Orders 2000/19, with amendments*

## Salary sacrificing for superannuation

The NSW Government makes salary sacrificing of superannuation contributions available to NSW public sector employees. The principle of such an arrangement as it applies to superannuation is that the employee may obtain a tax advantage by foregoing taxable income in return for future superannuation benefits.

Such arrangements are generally accepted in practice because they are seen as being in keeping with government policy of encouraging the private funding of retirement incomes.

The employee is permitted to use pre tax income to increase superannuation contributions that will to some extent lessen the tax paid by the employee.

Fire and Rescue NSW has been advised that State Super Financial Services on (02) 9333 9511 or 1800 620 305 and Chifley Financial Services on (02) 9273 0000 or 1800 800 002 are available to give free advice in this regard.

Fire and Rescue NSW and its staff are not able to advise on the benefits or disadvantages of salary sacrificing.

Pay Office staff will answer questions only on the processing of the applications for salary sacrifice.

You may make one change only each year with respect to your superannuation fund, but you may cancel deductions to salary sacrificing at any time.

*Contact Officer: Assistant Director Employee Relations, (02) 9265 2677*

*File Reference: CHO/01382*

*In Orders 1999/1, with amendments*

## **PAYROLL DEDUCTIONS**

### **Death and Disability Award 2006 - Retained Firefighter contributions**

#### **1 Scope and application**

This instruction covers contributions by Retained Firefighters to the NSW Fire Brigades Firefighting Staff Death and Disability Superannuation Fund under the *Crown Employees (NSW Fire Brigades Firefighting Staff Death and Disability) Award 2006* which commenced on 26 February 2007.

#### **2 Members of SASS and other public sector schemes**

If you are a member of one of the following schemes through your primary employer:

- State Superannuation Scheme (SSS)
- State Authorities Superannuation Scheme (SASS) and you have elected to take additional benefit cover
- Police Superannuation Scheme (PSS), or any person eligible for benefits prescribed in the Police Death and Disability Award
- Local Government Superannuation Scheme (LGSS) Division B 'Retirement Scheme' and you have elected to take additional benefit cover
- Local Government Superannuation Scheme (LGSS) Division D 'Defined Benefit Scheme'
- Energy Industry Superannuation Scheme (EISS) Division B 'Retirement Scheme' and you have elected to take additional benefit cover
- Energy Industry Superannuation Scheme (EISS) Division D 'Defined Benefit Scheme'
- Judges Pension Scheme (JPS)
- Parliamentary Contributory Superannuation Fund (PCFS)

your contributions will be reduced from \$25 to \$11, deducted from your monthly retainer. You will also be entitled to a new death and total and permanent incapacity lump sum benefit of \$12 000.

To notify Fire and Rescue NSW of your membership of one of these schemes (and to contribute at the reduced \$11 rate) fill in the [\*Death and Disability Award 2006 - Retained Firefighter Deductions - Contribution/Cover Notification Form\*](#) on Station Portal and send it to the address on the form.

If it is determined at a later date that you are a member of one of these schemes, then any benefit that may be payable under the Award in the event of death or disability will be at the lower rate (as provided in subclauses 7.2, 8.3, 10.1 or 11.4 of the Award), regardless of deductions collected. At that time, a refund of the amount of over deduction would be provided.

### **3 All other Retained Firefighters**

For all other Retained Firefighters, the monthly contribution deducted from your monthly retainer will increase from \$25 to \$33. This increase is in line with enhancements to the off-duty death and total and permanent incapacity benefits and general increases to benefits that are tied to wage increases.

This increase applies automatically, you do not need to take any action.

### **4 Change of fund membership**

If, because of changes in your primary employment, you join or cease to be a member of one of the schemes listed in section 2, you must notify Fire and Rescue NSW by sending in a Report to Assistant Director Employee Relations, Human Resources Directorate, so that your contribution and benefit levels can be adjusted.

*Contact Officer: Assistant Director Employee Relations, (02) 9265 2677*

*File Reference: NFB/00081*

*In Orders 2007/6, with amendments*

### **Police Boys Club fund raising**

The NSW Government has approved the implementation of a staff deduction scheme, within government departments and statutory authorities, etc, to assist the Federation of Police Boy's Clubs to raise funds.

Fire and Rescue NSW has agreed to cooperate with the Federation and to assist by deducting weekly contributions from the salaries of employees wishing to make donations. The Federation has suggested that donations be limited to 20c only per week, but amounts in excess of this will be accepted.

Employees wishing to assist the Federation by making a regular donation of 20c or more per week should submit a written authority to the Manager Payroll to that effect. Deductions will commence upon the receipt of a written authority from any employee and such deduction may be cancelled at any time also on receipt of an authority. Such deductions from wages will on the pay advice slip.

Donations totalling more than \$2.00 in any one year are tax deductible.

*In Orders 1975/32, with amendments*

## ALLOWANCES

### Payments for qualifications allowances for Permanent Firefighters

#### 1 Introduction

Fire and Rescue NSW and the Fire Brigade Employees' Union have agreed to simplify a number of allowances, including qualifications allowances, that are listed in Table 3 of the *Crown Employees (NSW Fire Brigades Firefighting Staff) Award 2005* (the Permanent Firefighters' Award). Application to vary this Award will be made in the near future, however, in the interim, the following provisions will apply on an administrative basis from 25 November 2005.

Many of the current allowances are provided for on a per shift basis, necessitating the entry on timesheets for each shift. The process has been simplified by withdrawing some allowances, introducing new ones, and changing the payment arrangements on others, to a weekly, rather than shift, basis.

#### 2 Purpose

The purpose of simplifying the allowances listed below is to minimise the time taken by firefighters to fill out timesheets and the time taken for data entry into the payroll system, while also removing any inequity in the superannuation treatment of the allowances.

#### 3 Table 3 allowances

The new Table 3 allowances are listed below (refer to the Award on the Intranet for current rates), and will replace the current Table 3 in the Permanent Firefighters' Award from the pay period commencing on 25 November 2005:

**Table 3 - Allowances**

Item	Description	Unit
1	Laundry expenses	\$ per week
2	Kilometre Allowance	\$ per km
3	Major Aerial Allowance	\$ per week
4	Minor Aerial Allowance	\$ per week
5	BA/Hazmat Allowance	\$ per week
6	Hazmat Support Allowance	\$ per week
7	Communications Allowance, Firefighters	\$ per week
8	Communications Allowance, Officers	\$ per week
9	Communications Allowance, Senior Officers	\$ per week
10	Country Allowance	\$ per week
11	Remote Area Allowance	\$ per week
12	Rescue Allowance	\$ per week
13	Service Allowance <ul style="list-style-type: none"> <li>• 5 years or more, but less than 10 years</li> <li>• 10 years or more, but less than 15 years</li> </ul>	\$ per week

**Table 3 - Allowances**

<b>Item</b>	<b>Description</b>	<b>Unit</b>
	<ul style="list-style-type: none"> <li>• 15 years or more</li> </ul>	
14	Meal Allowance	\$ per meal
15	Refreshment Allowance	\$ per meal
16	Relieving Allowance	\$ per rostered shift
17	Court Attendance Stand-By Rate <ul style="list-style-type: none"> <li>• Periods of less than 24 hours</li> <li>• Periods of 24 hours</li> </ul>	\$
18	Accommodation contribution	\$ per week

#### **4 Recording information**

##### **Table 3 - Rescinded Allowances**

As part of the simplification process, the following allowances are rescinded:

Drive Motor

CABA Refill

In Charge of Proto Locker

In Charge of Salvage

Motor Driving Instructor

Overtime on Qualifications

The Drive Motor Allowance has been incorporated in the Service Allowance (to be paid weekly).

##### **Table 3 Allowances to be paid weekly (not claimed on timesheets)**

Major Aerial Allowance

Minor Aerial Allowance

BA/Hazmat Allowance

Hazmat Support Allowance

Communications Allowance, Firefighters

Communications Allowance, Officers

Communications Allowance, Senior Officers

Country Allowance



Remote Area Allowance

Rescue Allowance

Service Allowance

Accommodation Contribution

The above allowances will be incorporated into the pay plan of each firefighter holding the relevant qualification.

**Table 3 Allowances to be claimed on timesheets**

Kilometre Allowance

Relieving Allowance

**Table 3 Allowances to be claimed through Miscellaneous Voucher**

Laundry Expenses

Court Attendance Stand By Rate

Meal Allowance (those claimed in clauses other than Clause 10 of the Permanent Firefighters' Award)

**Table 3 Allowances to be claimed through petty cash**

Meal Allowance (those claimed under Clause 10 of the Permanent Firefighters' Award).

Those employees receiving aerial qualifications allowances prior to 25 November 2005, and not attached to a station with an aerial appliance, will maintain those allowances, but not the new Minor and Major allowances listed in the Table above.

Those employees currently occupying Operational Support positions and receiving aerial qualifications allowances above their current rates of pay, will maintain those allowances. For all future appointments to Operational Support positions, those employees will not receive any such qualifications allowances.

*Contact Officer:* Assistant Director Employee Relations, (02) 9265 2677

*File Reference:* CHO/02206

*In Orders 2005/25, with amendments*

## Payments for meal allowances and refreshments

### 1 Permanent Firefighters Award

Clause 10 of the *Crown Employees (NSW Fire Brigades Permanent Firefighting Staff) Award 2008* refers to the provisions for payment of meals and refreshments.

Clause 10.4 *Method of Payment and Calculation of Allowances in Lieu of Refreshments/Meals* states:

*10.4.1 The payments referred to in this clause shall, unless the Officer-in-Charge is not available to make such payment, be made prior to or at the cessation of the shift or overtime as the case may be. In cases where the Officer-in-Charge is not available to make payment, the employee shall be paid at the earliest opportunity thereafter.*

### 2 Retained Firefighters Award

Clause 8 of the *Crown Employees (NSW Fire Brigades Retained Firefighting Staff) Award 2008* refers to the provision for payment of meals and refreshments.

Clause 8.3 *Method of Payment of Allowances in Lieu of Refreshments/Meals* states:

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

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

### 3 Policy

In order to comply with the above clauses and to avoid duplicate payments, the Department will pay all meal allowances and refreshments by petty cash only.

Meal allowance and refreshment payments will no longer be paid via miscellaneous vouchers or timesheets.

### 4 Petty cash floats

Station Commanders may need to increase the amount of their petty cash float. Please contact your Zone Commander for approval to increase the petty cash float.

### 5 Meal allowances involving one day travel

Meal allowances which involve one day travel are to be paid by miscellaneous voucher only, and must be submitted to the Payroll Section, as these meal allowances are subject to taxation requirements.

*Contact Officer: Manager Payroll, (02) 9265 2836*

*File Reference: CHO/00381*

*In Orders 2001/20, with amendments*

## TRAVEL

### Travel cash advances

The Accounts Section retains a limited amount of funds for the purpose of providing advances to members proceeding on relief and other duties.

In order that the funds can be maintained at a level to accommodate the normal expected usage together with unforeseen emergent usage, it is essential that Accounts Section receive adequate notice to arrange advance payments when it is known that a relief or other duty will be performed at some future date. Only unforeseen emergencies should be attended to at short notice.

In view of the foregoing the following instructions are to be strictly adhered to:

1. when it is known that an advance of money will be required by a member performing a future relief or other duty, the member is to submit the necessary voucher requesting an advance through normal channels;
2. this voucher is to reach the Accounts Section, seven days prior to the member reporting to the Section to receive the advance;
3. should the relief or other duty be cancelled for any reason following application for or the receipt of the advance payment:
  - a. the cheque or cash is to be returned to Accounts Section immediately if already received;
  - b. if the advance has not been received, Accounts is to be notified of the cancellation immediately it is known and advised of any alternate arrangements by the officer arranging the relief or other duty;
4. on completion of the relief or other duty, the member is to forward relevant information on a Travel Voucher showing the disbursement of the advance immediately on return to duty;
5. the foregoing in no way excludes a member requesting an advance when required at short notice to overcome unforeseen emergencies.

*In Orders 1982/34, with amendments*

## Claim forms for travelling, meal, and motor vehicle allowances

### 1 Introduction

There are two separate claim forms for claiming the allowances associated with travel, meals and the use of privately owned motor vehicles for official purposes. These forms are included in the templates available within Microsoft Word. The two forms are described below.

### 2 Miscellaneous Voucher - Payroll Allowances

This one page form is used to claim:

- *meal allowances* associated with *part day journeys* (ie day trips); journeys that do not require overnight accommodation away from the employee's ordinary place of residence, and
- *motor vehicle kilometre allowances* (mileage) where a privately owned vehicle is used for official business. The allowance is calculated on a cents-per-kilometre basis.

This form is *not* to be used for claiming the travel allowance associated with annual leave from a remote area.

The above allowances are taxable in the hands of the employee and will be included in the employee's PAYG Payment Summary (group certificate).

The completed form is to be forwarded (not faxed) to the Payroll Section in Head Office for processing.

### **3 Travel Voucher**

The two page Travel Voucher is used for claiming the *daily subsistence allowance* as well as actuals (eg out of pocket expenses) incurred during the course of travel. Both Pages 1 and 2 must be completed.

The subsistence allowance is currently not taxable as the allowance rate, at present, is below the 'reasonable allowances amount' as determined by the Australian Taxation Office.

The Travel Voucher should be forwarded to the Regional Office (accounts payable) for processing.

In *both* cases, an approval for travel will still be required and the *Travel Approval* form, currently available within the Microsoft Word templates, should be completed.

### **4 Other allowances**

The procedures for payment of other meal allowances, such as overtime and fireground refreshments, remain unchanged.

*Contact Officer:* Manager Financial Accounting, (02) 9265 2844

*File Reference:* CHO/01146-3

*In Orders 2002/22*

## Remote area recreation leave travelling allowance

This policy applies to permanent firefighters working in a remote area.

A remote area for the purposes of this allowance, as prescribed in the NSW Government's [Personnel Handbook](#), "means the towns or localities of Booligal, Ivanhoe, Carowa Tank, Mossgiel, Maude, Wanaaring, Oxley and Yantabulla; and any other area of the State that is situated to the west of the 144th meridian of longitude". This entitlement currently applies only to permanent firefighters at the stations of Broken Hill and Moree.

An employee working in a remote area may be reimbursed through the payment of an allowance for the costs of travelling in excess of 480 kilometres from the remote area for the purpose of having a holiday, and similarly, back to the remote area after the holiday.

Allowances under this policy are not to be claimed more frequently than twice in any period of twelve months.

Employees can claim the allowance by completing and signing the required form and providing supporting documentation, including receipts or a statutory declaration.

The allowance is a taxable fringe benefit, which is free of income tax in the hands of the employee.

### 1 Use of private vehicle

Employees who travel on recreation leave by their own vehicle can be reimbursed by payment of the casual rate allowance, outlined below, for a maximum of 2,850 kilometres **less \$41.90** effective 1 July 2009:

- vehicle engine capacity is greater than 2601cc = **31.4c** per kilometre
- vehicle engine capacity is within the range of 1601cc and 2600cc (inclusive) = **29.2c** per kilometre
- vehicle engine capacity is less than 1600cc = **24.6c** per kilometre

Rates effective 1 July 2009.

### 2 Other transport

#### 2.1 General

Employees choosing to travel other than by private vehicle are to be reimbursed for the cost of reasonable expenses, including overnight accommodation, in excess of **\$41.90**, and:

- up to **\$280.60** for employees with dependants, or
- up to **\$138.55** for employees without dependants.

Rates effective 1 July 2009.

These expenses may include the cost of overnight accommodation for the employees and their dependants but is not to include payment for taxi fares or meals.

## 2.2 Rail Travel

When rail travel is involved at a cost in excess of **\$41.90**, the employee may be provided with the rail fare for the forward and return journey. The payment of the rail fare is subject to the employee authorising a deduction from their next salary payment of **\$41.90**.

## 3 Accommodation

If an employee is obliged to obtain overnight accommodation when travelling to and from the recreation destination, an additional allowance is payable at the rate of \$2.50 for the employee, spouse and each dependent child with the following conditions:

- When the employee is travelling by their own vehicle, with departmental approval, the allowance is payable for only two nights on each of the forward and return journeys.
- When the employee is travelling by other means than their own vehicle the allowance is payable on one night only on each of the forward and return journeys.
- No payment is to be made for accommodation costs unless the employee travels at least 480 kilometres by the nearest practicable route from the place where the employee is based.

The allowance for accommodation costs is payable as appropriate whether or not the employee actually expends any money on overnight accommodation. It is also payable if the employee camps or uses a caravan.

## 4 Additional comments/prescribed limitations

Allowances under this policy are not to be claimed more frequently than twice in any period of twelve months.

An employee, who at the date of engagement into Fire and Rescue NSW was resident in the defined area (ie currently Broken Hill or Moree), would only be entitled to receive this allowance after three years service in Fire and Rescue NSW as a whole. Service includes service as a retained firefighter.

An employee, who at the date of engagement into Fire and Rescue NSW was not resident in the defined area (ie currently Broken Hill or Moree), would be entitled to receive the allowance regardless of their period of service.

### Examples:

1. An employee who is currently a resident of Broken Hill commences with Fire and Rescue NSW in 2009 and he/she is stationed at Broken Hill. The employee is only entitled to receive this allowance from 2012 (ie after three years service with Fire and Rescue NSW).
2. An employee who is currently a resident of Penrith commences with Fire and Rescue NSW and upon commencement he/she is stationed at Moree. The employee is entitled to receive this allowance regardless of his/her year's service with Fire and Rescue NSW as his/her place of residence at the time of engagement was not within the defined area.

Contact Officer: *Industrial Relations Officer, (02) 9265 2903*

File Reference: *CHO/06875*

*In Orders 2010/2, with amendments*

## Official air travel in Australia

A policy has been approved by Fire and Rescue NSW to cover any circumstances where it is proposed that a Fire and Rescue NSW officer or employee uses public monies to pay for air travel within Australia.

The policy relates specifically to official air travel, but the general principles also apply to surface transport. 'Official air travel' means any travel by air by any officer or employee where public monies (including the officer's time) are used to pay for the travel.

When proceeding on official air travel within Australia, officers and employees must comply with the guidelines and requirements set out in the policy and in the Department of Premier and Cabinet's Memorandum No 2009-04, [Official travel within Australia and overseas](#), (or as updated by the Premier's Department).

Australian travelling allowances are paid in accordance with [Premier's Circular No 2009-33, Australian and overseas travelling allowances](#).

The New South Wales Government [Personnel Handbook](#) provides information on travel for public servants, travel insurance and travelling allowances. The *Personnel Handbook* is the authoritative source of information on these matters.

Information on travelling allowances and the salary point for business class travel entitlements is issued regularly in Department of Premier and Cabinet Circulars.

This policy does not cover individuals or employees of organisations who provide services under contract. Where necessary, travel provisions in respect of such contract personnel should be set out in the relevant conditions of the contract.

The full policy is available on the [Intranet](#).

Contact Officers: Director Finance, (02) 9265 2925

File Reference: CHO/05463

*In Orders 2001/10, with amendments*

## Official travel overseas

A policy has been approved by Fire and Rescue NSW to cover any circumstances where it is proposed that a Fire and Rescue NSW officer or employee uses public monies to pay for official travel overseas or where an employee is sponsored by an outside body for overseas travel.

The policy relates specifically to official air transport, but the general principles also apply to surface transport. 'Official travel' means any travel by any officer or employee where public monies (including the officer's time) are used to pay for the travel. Where sponsored overseas travel is being taken, the Minister's approval must be obtained in the same way as if the travel was being paid through public monies.

The Minister may approve official travel overseas after deciding that the travel is essential and that it can be funded within Fire and Rescue NSW's budget allocation. The Premier has asked that all Ministers maintain a close personal interest in the extent of, and justification for, official travel overseas.

Ministerial approval is required for official travel to Lord Howe Island, Norfolk Island and other external Australian territories, as well as to New Zealand and Papua New Guinea, in the same way as for all other travel outside Australia.

When proceeding on official travel overseas, officers and employees must comply with the guidelines and requirements set out in the policy and in the Department of Premier and Cabinet's Memorandum No 2009-04, [Official travel within Australia and overseas](#) (or as updated by the Premier's Department).

Overseas travelling allowances are paid in accordance with [Premier's Circular No 2009-33, Australian and overseas travelling allowances](#). Daily allowances for meals and incidentals for overseas travel are paid in accordance with the data provided by ECA Asia Pacific, which is available on request from the Personnel Section in Head Office.

The New South Wales Government [Personnel Handbook](#) provides information on overseas travel for public servants, travel insurance and overseas travelling allowances. The *Personnel Handbook* is the authoritative source of information on these matters.

Information on travelling allowances and the salary point for business class travel entitlements is issued regularly in Premier's Department Circulars.

The policy does not cover individuals or employees of organisations who provide services under contract. Where necessary, travel provisions for contractors should be set out in the relevant conditions of the contract.

The full policy is available on the [Intranet](#).

*Contact Officer:* Director Finance, (02) 9265 2925

*File Reference:* CHO/01150

*In Orders 2001/10, with amendments*

## Frequent flyer points

[Premier's Department Circular 2002-29](#) details the policy on frequent flyer points awarded for air transport under the NSW Government contract for air travel and related services. The policy is set out below.

1. Frequent flyer point accumulation will cease from 1 July 2002 for Qantas and QantasLink flights. Qantas will request its Oneworld alliance partners not to offer frequent flyer points. Contract details are available from the Department of Commerce.
2. Public agencies and public officials, including other people travelling at Government expense, are not to seek or accept frequent flyer points from any airline with respect to official transport with effect from 1 July 2002. Agencies are to ensure that transport booking procedures inform people travelling and airlines that points are not to be sought or allocated, and that choice of airline, particularly for transport overseas, is not influenced by the availability of frequent flyer points.
3. The risk of improper use of frequent flyer points credited to agency corporate accounts or individual accounts with respect to official transport before 1 July 2002 will be considered in the internal audit program. If there is an unacceptable risk that points may be used improperly, the points should be surrendered to the relevant airline. To surrender points, airlines require written advice from the account holder.

*Contact Officer:* Director Finance, (02) 9265 2925

*File Reference:* CHO/01150

*In Orders 2002/14, with amendments*



## **Guidelines and requirements for official travel by overseas visitors into Australia**

### **1 Policy**

Any proposal by a Fire and Rescue NSW employee to use public monies to pay for an overseas consultant, speaker or official to travel to Australia to deliver an official service for or on behalf of Fire and Rescue NSW must be referred to the Commissioner for approval.

### **2 Application**

This policy covers any circumstances where it is proposed by an employee to use public monies to pay for an overseas consultant, speaker or official to travel to Australia to deliver an official service for or on behalf of Fire and Rescue NSW.

### **3 Reference**

The Public Service of New South Wales [Personnel Handbook](#) provides information on travel for public servants, travel insurance and travelling allowances. The *Personnel Handbook* is the authoritative source of information in respect of travel matters. While it does not specifically refer to travel by non-public servants, the general principles remain the same unless otherwise stated in this policy.

Information on travelling allowances and the salary point for Business Class travel entitlements is issued regularly by way of Premier's Department Circular.

### **4 Approval process and funding**

Any proposal or request for an overseas consultant, speaker or official to travel to Australia to deliver an official service for or on behalf of Fire and Rescue NSW must be referred to the Commissioner for approval.

The proposal or request must demonstrate that the expertise that is being provided by the overseas visitor is not available in Australia, or that circumstances exist which warrant the travel and expenses, including accommodation and living expenses.

The proposal or request must also specify the source of funding for the travel and expenses, which in most cases would be expected to be met from the cost centre of the employee initiating or promoting the request.

Where possible and convenient, Fire and Rescue NSW accommodation should be provided rather than commercial accommodation, which would incur higher costs.

### **5 Bookings**

Travel bookings can be made through the travel agent in contract to the NSW Government. In accordance with [Premiers Circular 2005-46, Air Travel Bookings](#).

Where cost savings can be demonstrated, bookings can be made with other travel agents. Please note, however, that these bookings are usually neither transferable nor refundable, so bookings through agents outside of the Government contract should only be made where travel is certain.

### **6 Class of air travel**

The class of air travel available to overseas officials travelling to Australia should be consistent with the class of travel available to employees. That is, all travel should be by Economy Class unless the overseas official earns in excess of the rate specified by the Premier's Department, or unless other special

circumstances can be demonstrated, in which case Business Class may be recommended for the Commissioner's approval.

The full details of class of air travel available to employees is contained in Section 6.2 of the document *Guidelines and requirements for official air travel in Australia*, which is available on file CHO/05463 and on the [Intranet](#).

Only the Commissioner can approve variations to the class of travel used by officials travelling to Australia from overseas.

## **7 Insurance**

The Treasury Managed Fund does not provide cover for overseas officials travelling to Australia. An overseas visitor needs separate private travel insurance for any travel and this should be arranged through the travel agent or other source at the time of booking the air travel.

## **8 Private time while travelling on official business in Australia**

A request by an overseas visitor on official business in Australia to take additional time for private purposes will be discouraged. Where received, any request to arrange additional time must be approved by the Commissioner. Any costs involved in private time must be borne by the overseas visitor and must not involve any additional costs for Fire and Rescue NSW.

## **9 Accompaniment by spouse, partner or other person**

Where an overseas visitor elects to be accompanied by a spouse, partner or other person while on official travel to Australia, the request must clearly demonstrate that the accompaniment will in no way interfere with the reasons for and outcomes expected from the official travel, nor will it involve any cost to Fire and Rescue NSW. Any differences in accommodation costs incurred as the result of the accompaniment will not be borne by Fire and Rescue NSW.

*Contact Officer: Director Finance, (02) 9265 2925*

*File Reference: CHO/05463*

*In Orders 2001/16, with amendments*

## **Travelling entitlements while on rehabilitation**

The Department and the Fire Brigade Employees' Union have developed a policy for travelling compensation for permanent firefighting employees temporarily located in an alternate duties position as part of Fire and Rescue NSW's Rehabilitation Program.

### **To be eligible for travel compensation, the following must apply:**

- the injury must be work related
- the firefighter must have an approved workers compensation claim
- the firefighter must be on an authorised rehabilitation program
- the rehabilitation period must be short term, 6 months or less, unless otherwise approved.

Firefighters who are eligible for travel compensation can claim either excess fares or excess kilometres and excess travel time under Clause 26, Travelling Compensation, of the *Crown Employees (NSW Fire Brigades Permanent Firefighting Staff) Award 2008*.

### **Method of claiming excess fares**

Firefighters electing to use public transport can claim the excess fares incurred for travelling from the firefighter's residence and the rehabilitation location.

#### **Example:**

Firefighter A is based at No 24 Station Manly.

Firefighter A is on a rehabilitation program at No 36 Crows Nest.

Fares from residence to No 24 Station = \$3.00 return.

Fares from residence to No 36 Station = \$5.50 return.

Excess Fares entitlement = \$2.50

### **Method of claiming excess kilometres**

Firefighters who use their own transport can claim excess kilometres. Excess kilometres are the differences between the distance from the firefighter's residence and the firefighter's base station and the distance from the firefighter's residence and the rehabilitation location.

Firefighter A's residence to No 24 Station = 12km return

Firefighter A's residence to No 36 Station = 26km return

Excess kms = 14km x specified journey rate.

All claims for excess fares, excess kilometres and excess travel must be based on the actual means of transport used.

Members who are on the relieving staff will maintain their base rate payment on the basis that employees on a temporary rehabilitation program should not suffer a reduction of existing entitlement. No other payment will be made other than detailed in this In Order.

The provisions detailed in this In Order will apply with effect from 28 February 1997.

Claims are to be made on a monthly basis on a miscellaneous voucher forwarded to the Return to Work Coordinator, C/- Head Office, Health and Safety Branch.

*Contact Officer:* Assistant Director Operational Personnel, (02) 9265 2869

*File Reference:* CHO/02226

*In Orders 1998/14, with amendments*

## INSURANCE

### Loss of or damage to private property and personal effects

Fire and Rescue NSW will not generally accept liability for loss of or damage to employees' private property or personal effects which are used or stored on premises owned or used by Fire and Rescue NSW.

All employees are advised to insure private property and personal effects against loss or damage, except where there is an obligation on Fire and Rescue NSW to effect the insurance.

Employees or other persons who reside in Fire and Rescue NSW accommodation such as station quarters should arrange their own insurance cover on their personal effects or other privately-owned property as Fire and Rescue NSW will not accept liability for loss of or damage to such property by fire, theft or other causes.

However, compensation will be considered in the following circumstances:

1. where clothing is damaged during the course of, and as a result of, the conduct of official duties, when negligence or fault can be attributed to Fire and Rescue NSW (compensation will not be paid where the damage or loss has been caused by negligence on the part of the claimant);
2. where items of clothing necessary for the performance of official duties are kept on Fire and Rescue NSW premises, and loss or damage to these items occurs as a result of fire, theft, vandalism or flood;
3. where personal effects are stolen or damaged while Fire and Rescue NSW premises stand empty during response to fire calls or other Fire and Rescue NSW activities; or
4. where tools privately owned by tradespersons but used for official work purposes are stolen from a logistics support van while on an official call away from the Greenacre premises (see [In Orders 2001/7](#) headed *Compensation for the theft of tools privately owned by tradespersons but used for work purposes*).

Where compensation is to be paid, the Director:

- will examine the extent to which the employee has used available facilities for safeguarding property; and
- if satisfied that the employee did take all reasonable steps to safeguard property or personal effects, may approve of compensation up to a maximum of \$5000.

The Director will also have regard to:

- any rules in the claimant's trade union for insurance of tools;
- award obligations;
- whether the claimant has a householder's insurance policy covering loss of private property in premises other than the address shown in the policy; and
- whether a claim for workers compensation can be sustained.

Payments are made as an act of grace.

*Contact Officer: Cash Management Officer, (02) 9265 2634*

*File Reference: CHO/06081*

*In Orders 2001/7, with amendments*

### **Compensation for the theft of tools privately owned by tradespersons but used for work purposes**

The four logistics support vans at Greenacre are equipped with spare parts and items that may be found useful in carrying out breakdown maintenance within stations or on the roadside. Staff from the appropriate section of the Fleet Management Unit operate the vans on a 7 day roster and as such they are on call 24 hours per day. Vans are taken home at night and parked in driveways where possible, or on the street. FRNSW requires the tradesperson on call to equip the van with the necessary tools from their workshop toolbox. Tradespersons are paid a weekly tool allowance to cover replacement of tools.

Under normal circumstances the toolbox and its contents are not covered by this policy. However, where tradespersons are required to take their tools in an on call van or lube service vehicle, compensation is available for the theft of tools from the vehicle when it is away from the Greenacre site. Coverage up to a maximum of \$5000 is provided by the Treasury Managed Fund.

Tradespersons with tools valued in excess of \$5000 are advised to take out separate private insurance to ensure adequate coverage for potential losses.

Compensation is not provided to cover the loss or theft of individual tools from the Greenacre site or vans while located on the Greenacre site.

All tradespersons are required to maintain an inventory of their personal tools. The inventory must be checked and signed off by their leading hand on a six monthly basis. The Fleet Administration Manager holds the inventory cards.

### **Submission of claims**

To make a claim, the theft must be reported to the Police. A copy of the items listed below must be submitted with the claim.

- the Police report;
- a list of the tools taken and their current purchase price, excluding GST;
- a copy of the tradesperson's tool inventory card highlighting the missing tools; and
- a receipt made out to FRNSW for purchase of replacement tools.

Provided the above information is supplied, replacement tools will be purchased expeditiously through the fleet maintenance account. FRNSW will then seek reimbursement through the Treasury Managed Fund.

*Contact Officers: Fleet Manager, (02) 9742 7479, or Fleet Administration Manager, (02) 9742 7411*

*File Reference: CHO/06081*

*In Orders 2001/7, with amendments*

## **Insurance on private vehicles used on approved Fire and Rescue NSW business**

Firefighters and other employees may use private vehicles on official Fire and Rescue NSW business only after receiving the approval of a person who holds the appropriate delegation in the [Delegations manual](#). This approval is extended in advance to retained firefighters who may be required to use their private vehicles to attend or return from fire and emergency calls with the knowledge of the officer in charge of their station.

Employees must ensure that adequate insurance cover is maintained at all times on vehicles that they may use on official business, including responding to or returning from emergency calls. In accordance with Clause 7-11.6, [Insurance requirements](#), of the *NSW Government Personnel Handbook*, the vehicle must have a valid third party insurance policy (green slip) and a comprehensive motor vehicle insurance policy. This insurance must be sufficient to reimburse the owner for any damage to the vehicle and to cover the liability for damages which may be caused to another person, vehicle or property.

Not all insurance companies provide cover on the insured vehicle when it is used for business purposes. However, upon request they may insert an indemnity clause to the policy that allows use of the vehicle on Government business. Employees should seek to have this indemnity clause inserted in their policy.

Because private motor vehicle insurance should cover all damages, Fire and Rescue NSW will not refund the cost of any damages which may be sustained when using a private vehicle on official business. However, where there are excess or other expenses which are not reimbursed by the private motor vehicle insurer, a claim for these excess or other expenses may be made. The claim, with recommendations of supervisors setting out the details of the accident and official business being undertaken, is to be forwarded to the Finance Manager Greenacre who will organise processing.

*Contact Officer: Finance Manager Greenacre, (02) 9742 7438*

*File Reference: CHO/06081*

*In Orders 2009/14, with amendments*

## **Retained firefighters' family members who answer telephones**

Fire and Rescue NSW is aware that where an RTAS telephone is attached to the home of a retained firefighter, it may be necessary that this phone is answered by a member of the retained firefighter's family, or other person normally residing in the retained firefighter's home.

In order to ensure that such people have the appropriate legal liability for protection for actions carried out by them in good faith in support of Fire and Rescue NSW, Fire and Rescue NSW has insurance cover through its legal liability and professional indemnity policies.

*In Orders 1988/6, with amendments*