



POLICY P3.2.3

ANNUALISED CONDITIONS ALLOWANCE

ITEM	DESCRIPTION
Version Number	3.0
SOPs	> None
Owner	Executive Director, Membership and Strategic Services
Contact	Director, Membership Services
Approved Date	12 September 2017
Effective Date	13 September 2017
Next Review Date	12 September 2022
Document Control	Electronic - Printed Copies are Uncontrolled

1 Purpose

- 1.1 The Annualised Conditions Allowance (ACA) is established by Clause 12 of the Crown Employees (Rural Fire Service) Award (the RFS Award).
- 1.2 This policy explains how the ACA is to be consistently applied and implemented across the New South Wales Rural Fire Service (NSW RFS).

2 Definitions

- 2.1 For the purpose of this policy document the following definitions apply:
 - a. **Annualised Conditions Allowance (ACA):** as established by Clause 12 of the RFS Award.
 - b. **RFS Award:** The Crown Employees (Rural Fire Service) Award.
 - c. **Crown Award:** The Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009.

3 Policy

- 3.1 The intent of the ACA is for regular and/or foreseeable expenses and/or allowances to be annualised by agreement and paid as part of fortnightly salary.
- 3.2 The ACA is only payable where it can be demonstrated by a member and endorsed by the manager, that it is more efficient and economically viable for the NSW RFS and the member to annualise payments.
- 3.3 Where a member is approved to be paid the ACA in lieu of programmed overtime, they shall not be expected to work unreasonable amounts of overtime as a consequence of the annualisation than they would have been required to work prior to the ACA.

Eligibility for an ACA

- 3.4 Any member may apply for an ACA if they can demonstrate their eligibility in accordance with the RFS Award and this policy including the Matrix (see Appendix 1).
- 3.5 Where a member in receipt of the ACA is absent from the role that attracts the ACA for a period greater than 3 months, the ACA shall automatically be suspended until they have returned to the role. Notwithstanding this, the Commissioner may approve any request for variation to this arrangement.
- 3.6 For secondments and temporary assignments, refer to clauses 3.18 – 3.20 ***Secondments and Temporary Assignments.***

Applications for ACA

- 3.7 Applications are to be completed on the ACA Application Form and must comply with the criteria and requirements set out in the RFS Award and this policy.
- 3.8 Managers are to receive from staff (who directly report to them) an application for an ACA in the first instance.
- 3.9 Managers are to review all applications in accordance with this policy and on the merits of each application and either:
 - a. Endorse the application with the rationale and supporting evidence referenced back to the policy; or
 - b. Not endorse the application with the rationale and supporting evidence referenced back to the policy.
- 3.10 In the case of (b) above, if an alternate position is proposed, the manager shall provide justification for such an alternate position based on clear evidence.
- 3.11 All applications are to be completed by managers and submitted to the respective Director and Executive Director for endorsement and approval.
- 3.12 If the Executive Director agrees with a supported 3.9(a) application above, the application shall be approved.
- 3.13 If the Executive Director does not agree with an application, they shall provide the member and/or manager with an opportunity to discuss the application.
- 3.14 The outcome of any discussions must be documented.

Grievance Handling and Dispute Resolution

- 3.15 For individuals, these shall be in accordance with the Grievance Handling and Dispute Resolution Procedures as outlined in the RFS Award.
- 3.16 Where it is considered the issue is of a wider organisational significance, the JCC shall be the appropriate forum to raise the matter for due consultation.
- 3.17 Membership Services can (by request) provide mediation or facilitation services to staff and management in resolution of any issues with this policy.

Secondments and Temporary Assignments

- 3.18 Where a staff member in receipt of an ACA is seconded or temporarily assigned to another role or on a special project, the ACA shall be reviewed in light of the requirements of the new role and approved or not approved.
- 3.19 As an exception to the above, and in cases where the secondment or temporary assignment is into a role that does not attract an ACA, and the period of assignment is only up to three months, then the existing ACA to the staff member shall continue.
- 3.20 Notwithstanding the above, the Commissioner may consider and, if appropriate, approve a request for variation to the above arrangements upon recommendation by the relevant Executive Director.

ACA Panel

3.21 The role of the ACA Panel is to review and monitor approvals of the ACA on an annual basis. The panel also acts as an advisory committee to the Commissioner where appropriate. The Panel will not recommend or approve any applications.

3.22 The Panel, as constituted below, shall review all ACA recipients on an annual basis. The Panel shall include:

- a. Director Membership Services (**Convenor of the ACA Panel**);
- b. Director of relevant area as required; and
- c. PSA Departmental Committee nominated representative.

3.23 The Panel is responsible for ensuring:

- a. applications submitted comply with the RFS Award and this Policy;
- b. any alternate views are duly considered and make justified comment to the Commissioner on the merits of each application not supported; and
- c. there is a consistency of application and therefore implementation of the ACA across the RFS.

Delegations

3.24 ACA delegations shall be in accordance with Policy P2.1.1 Administrative Delegations.

4 Related documents

- > [Crown Employees \(Public Service Conditions of Employment\) Reviewed Award 2009](#)
- > [Crown Employees \(Rural Fire Service\) Award](#)
- > Appendix 1: ACA Matrix
- > ACA Application Form
- > [Policy P2.1.1 Administrative Delegations](#)
- > [Policy P3.2.2 Hours of Work](#)

5 Amendments

AMENDMENT DATE	VERSION	DESCRIPTION
		> Initial release
12 November 2003		> Repealed and remade v1.0 > Appendix B
21 December 2003		> Repealed and remade v1.1 > Application Form for Approval of ACA
3 October 2008		> Repealed and remade v1.2 > Complete review > The Guiding Principles for eligibility and approval of an ACA (as determined by the Commissioner in 2007 after a major review of the ACA and its application) have been incorporated into this policy and therefore replaced by this policy
12 September 2017		> Repeals and remakes v2.0 > Complete review to align to current processes, and updating role titles and references to legislation > Associated review with P3.2.2 Hours of Work

Appendix 1: ACA Matrix	Outside Hours Approved Work (Programmed) Not in Award	Excess Travel Time per Clause 27 Crown Award	After Hours Allowance per Clause 13 RFS Award	On-call Allowance per Clause 92 Crown Award	Garage/Carp ort Allowance per Clause 48 Crown Award	Uniform/Laund ry Allowance per Clause 46 Crown Award	
	See #1 below	See #2 below	See #3 below	See #4 below	See #5 below	See #6 below	
Scenario 1	✓	✓	✓	✓	✓	✓	15.00%
Scenario 2	✓	✓	✓		✓	✓	14.00%
Scenario 3	✓		✓	✓	✓	✓	13.00%
Scenario 4	✓	✓		✓	✓	✓	12.00%
Scenario 5	✓	✓		✓			11.50%
Scenario 6	✓		✓		✓	✓	11.00%
Scenario 7	✓	✓			✓	✓	10.50%
Scenario 8	✓	✓				✓	10.00%
Scenario 9	✓			✓	✓	✓	9.00%
Scenario 10	✓			✓			8.50%
Scenario 11		✓	✓		✓	✓	8.00%
Scenario 12	✓				✓	✓	7.00%
Scenario 13	✓						6.50%
Scenario 14			✓		✓	✓	6.00%
Scenario 15		✓			✓	✓	5.00%

NOTE: Where no scenario exists in the Matrix to meet the particular requirements of an eligible member, the next nearest percentage shall be requested with an accompanying submission with full justification, and if supported by the manager, referred to the Executive Director for due consideration. The Manager Membership Administration is to be informed of any such approvals.

#1 To qualify for this **Overtime** component of the matrix, a member needs to:

- a. Work pre-approved overtime in addition to the notional 35 hours per week outside of the bandwidth during a work week, or on weekends (this approval will normally be programmed in advance).
- b. For some staff this may work out equivalent of an average 2 hours extra pay per week but is not limited to 2 hours work if this component is requested by a member and approved by the Executive Director.
- c. Where programmed overtime is demonstrated to be in excess of 2 hours averaged a week, a member who feels this component is not suitable for them can elect not to have this component included in their ACA application and alternatively claim overtime as they go under Section 8 of the Crown Award.

#2 To qualify for this **Excess Travel** component of the matrix, a member needs to:

- a. Satisfy the requirements of Clause 27 of the Crown Award.
- b. If this component is requested and approved as part of the ACA Allowance, compensation (either paid or time off in lieu) to staff for excess travel time is capped to the extent of the value of this component.
- c. Where staff believe that such a value is not sufficient to average out over a 12-month ACA period, they may elect to alternatively claim the excess travel time as they go under the award.

#3 To qualify for this **After Hours** component of the matrix, a member needs to satisfy the requirements of Clause 13 of the RFS Award.

#4 To qualify for this **On Call** component of the matrix, a member needs to:

- a. Satisfy the requirements of Clause 92 of the Crown Award.
- b. Please note only ranked officers on a dedicated roster and on call are eligible.

#5 To qualify for this **Garage/Carport** component of the matrix, a member needs to satisfy the requirements of Clause 48 of the Crown Award.

#6 To qualify for this **Uniform/Laundry** component of the matrix, a member needs to satisfy the requirements of Clause 46 of the Crown Award.