# REMUNERATION PROVISIONS FOR ACTPS EMERGENCY COORDINATION COMMITTEE AND PUBLIC INFORMATION COORDINATION MEMBERS

## Purpose

1. The ACTPS Emergency Coordination Centre (ECC) Operations Plan is a whole of government sub-plan of the ACT Emergency Plan, which falls under the mandate of the ACT Emergency Services Agency. The ECC Operations Plan outlines the coordination of support before, after and during emergencies in the Territory.
2. This policy advice provides ACTPS Directorates with information on how to remunerate staff who, in addition to their normal duties, form the ECC personnel compliment and who therefore may need to provide their availability in the event of an emergency. This additional availability may be protracted over days and/or weeks. This advice equally relates to when it is necessary to create and convene a Public Information Co-ordination Centre (PICC).
3. ACTPS Directorates with staff who form the ECC and/or PICC personnel compliment should read this advice in conjunction with the following clauses contained in their 2014-2017 Enterprise Agreements:
	1. Overtime (C9)
	2. Overtime Meal Allowance (C17.7.1)
	3. Rest Relief After Overtime (C10)
	4. Payment for Public Holiday Duty (C11)
	5. On-Call Allowance (C13)
	6. Close Call Allowance (C14)
	7. Emergency Duty (C16)
	8. Rest Relief for On-Call or Close Call Situations (C15)

## Entitlement and Usage

### Duty Without Notice:

In instances where an ECC or PICC member is called to duty to meet an emergency at a time where they would not ordinarily be on duty, *and where* *no notice of such call was given* to the employee prior to ceasing their ordinary duty, the ECC or PICC member will be paid at double time in accordance with the Emergency Duty clause of enterprise agreements. The clause currently reads:

*Where an employee is called on duty by the head of service to meet an emergency at a time when the employee would not ordinarily have been on duty, and no notice of such call was given to the employee prior to ceasing ordinary duty, the employee will be paid for such emergency duty.*

*Employees who are in on-call or close call situations are not eligible to receive payment under this clause.*

*The time for which payment will be made under this clause will include time necessarily spent in travelling to and from duty.*

*The minimum payment under this clause will be two hours.*

*The rate for emergency duty will be double time at the employee’s ordinary hourly rate of pay.*

*At any time following the finalisation of the initial period of emergency duty, the head of service may place an employee onto on-call or close-call duty.*

*This clause does not apply to employees whose duty for the day is varied by alteration of the commencement of the scheduled shift to meet an emergency.*

This rate of payment will occur regardless of the ECC or PICC member’s classification and whether or not the period of duty falls on a public holiday. Rest Relief After Overtime and Overtime Meal Allowances may be granted to ECC and PICC members depending on the nature and duration of the emergency.

### Emergency Duty With Notice:

In instances where an ECC or PICC member is called to duty to meet an emergency at a time where they would not ordinarily be on duty, *and prior notice of such call* was given to the ECC or PICC member prior to ceasing their ordinary duty, the ECC and/or PICC member will be paid at the relevant overtime rate as per the provisions outlined in Clause C9 of their Enterprise Agreement. The minimum period of overtime payable for each separate overtime attendance is four hours.

To avoid doubt, all ECC or PICC members of a Senior Officer Grade will require head of service (delegate) approval to be eligible to receive payment in this instance, and overtime approved will be calculated at the minimum hourly overtime rate for an ASO6 for any Senior Officer (SO) or employee whose substantive pay exceeds the highest pay point of an ASO6. At the request of the Senior Officer, hours worked outside normal working hours may be taken as time in lieu on an hour for hour basis.

For ECC or PICC members of an ASO1-6 classification, where agreed between the manager/supervisor and the employee, the ECC or PICC member will be granted time off instead of overtime.

If duty is done on a weekend or on a public holiday time off in lieu will recognise and reflect the penalty normally associated with weekend or public holiday work attendance. In other words, an ASO6 who worked a Sunday would get the TOIL at double time.

Overtime Meal Allowances, Rest Relief After Overtime, Payment for Public Holiday Duty, On-Call Allowances, and Close-Call Allowances may be granted to ECC and PICC members depending on the nature and duration of the emergency where prior notice of such a call was given.

### Executives

While executives currently have access to the same leave entitlements given to ACT public servants under ACTPS enterprise agreements through PSM Standard section 63 (1) they are NOT afforded other entitlements such as emergency duty; overtime and rest relief after overtime; or on call/recall. It is expected that executives are always on call and this has been factored into their existing remuneration.

## Other related provisions

*Disaster leave*

Enterprise Agreements provide paid leave to employees affected by a disaster which has destroyed or significantly damaged the employee’s usual place of residence or its contents. Employees so affected can apply for three days paid leave in a twelve month period.

## FURTHER INFORMATION

**HR areas** that require further information can contact the Senior Mangere Public Sector Workplace Relations Group on telephone 620 50307.