## APPLICATION BY THE METROPOLITAN FIRE AND EMERGENCY SERVICES BOARD

### COMPARISON BETWEEN SPECIAL ADMINISTRATIVE DUTIES IN CURRENT 2010 ENTERPRISE AGREEMENT AND PROPOSED 2016 ENTERPRISE AGREEMENT

Allocated Member: Deputy President Gostencnik  
Date of document: 30 August 2018  
Filed on behalf of: The Minister for Small and Family Business, the Workplace and Deregulation  
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<table>
<thead>
<tr>
<th>Clause</th>
<th>2010 Agreement</th>
<th>2016 Proposed agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPECIAL ADMINISTRATIVE DUTIES ALLOWANCE</strong></td>
<td>42.14. Special Administrative Duties Allowance</td>
<td>85.16. Special Administrative Duties Allowance</td>
</tr>
<tr>
<td>42.14.1. Employees rostered for Special Administrative Duties, who are required to maintain operational competencies (unless otherwise agreed between the parties on a case by case basis), shall receive an allowance in accordance with Schedule 4 Allowances whilst so rostered. Special Administrative Duties shall include all rostered duty in the Training and Education, Fire Safety and Administrative areas of Operations.</td>
<td>85.16.1. Employees rostered for Special Administrative Duties shall receive an allowance in accordance with Schedule 4 Allowances whilst so rostered. Special Administrative Duties shall include all rostered duty in all MFB departments including but not limited to Training and Education, Fire Safety and Administrative areas of Operations as well as the rosters of all day work personnel on OSG.</td>
<td></td>
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</tbody>
</table>
ROSTER OF HOURS

76. ROSTER OF HOURS
76.1. MFESB shall employ each employee on one of the following bases:

76.1.1. The 10/14 Roster System (referred to below);
76.1.2. Special Administrative Duties Roster (referred to below); or
76.1.3. Any other configuration as agreed between the UFU and MFESB.

121. ROSTER OF HOURS
121.1. MFB shall employ each employee on one of the following rosters:

121.1.1. The 10/14 Roster System (referred to below);
121.1.2. Special Administrative Duties Roster (referred to below); or
121.1.3. Any other configuration as agreed between the UFU and MFESB.
121.1.4. Part time employees shall be rostered in accordance with clause 43.

SPECIAL ADMINISTRATIVE DUTIES ROSTER

84. SPECIAL ADMINISTRATIVE DUTIES
An employee rostered to Special Administrative Duties shall:

84.1. Work hours as agreed between the employee, the UFU and MFESB;
84.2. Receive the Special Administrative Duties allowance set out in clause 42.14; and
84.3. Shall otherwise be entitled to all the terms and conditions of this agreement.

124. SPECIAL ADMINISTRATIVE DUTIES ROSTER
124.1. An employee rostered to Special Administrative Duties shall:

124.1.1. Be required to work an average of 42 hours per week, two of which shall be overtime work and paid for as such and the remaining two hours shall be taken as accrued leave;
124.1.2. Receive the same total weekly wage as employees on the 10/14 roster as well as the Special Administrative Duties allowance set out in clause 85.16; and
124.1.3. Shall otherwise be entitled to all the terms and conditions of this agreement.
124.2. Where an employee is required to undertake duties that are outside of the standard hours for the work location the following shall apply:
### 124. ROSTERING ARRANGEMENTS AND PROCEDURES

124.2.1. Where such activity involves normal activities a minimum break between periods of duty of ten hours shall apply.

124.2.2. Where such activity involves a major fire or major incident a minimum break between periods of duty of twelve hours shall apply.

124.3. Where the MFB agrees to a request in accordance with clause 9 or clause 44 of this Agreement which involves work other than full time, that employee will not be required to work the average number of hours per week referred to in clause 124.1.1

### 109. ROSTERING ARRANGEMENTS AND PROCEDURES

109.1. Transfers

Transfers of employees are to be undertaken to minimise the movement of employees. Transfers will be undertaken in accordance with the arrangements prescribed below.

* Employees will be allocated to a specific shift. Any employee who agrees to undertake day work duties shall receive the allowance for **Special Administrative Duties** as per clause 42.14.

### 155. ROSTERING ARRANGEMENTS AND PROCEDURES

155.1. Transfers

Transfers of employees are to be undertaken to minimise the movement of employees. Transfers will be undertaken in accordance with the arrangements prescribed below.

* Employees will be allocated to a specific shift. Any employee who agrees to undertake day work duties shall receive the allowance for **Special Administrative Duties** as per clause 85.15.¹

¹ Note: This is an erroneous reference in the proposed 2016 Agreement and should refer to clause 85.16.
<table>
<thead>
<tr>
<th>BLOOD DONATION LEAVE</th>
<th>No equivalent provision</th>
<th>111. BLOOD DONATION LEAVE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>111.1. An employee who is not working on shift roster (i.e. special administrative duties) and who attends a recognised clinic for the purpose of donating blood during working hours shall be allowed the necessary leave of absence without loss of pay.</td>
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