



Corporate Citizens Allowance Policy

Office of Industrial Relations
and Workforce Strategy

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Introduction

This policy outlines the principles for the Corporate Citizens allowance. Employees who hold designated roles as trained Fire Wardens, First Aid Officers, or Health and Safety Representatives within ACTPS workplaces are eligible for this allowance, in accordance with the requirements set out in this policy and related legislation.

Background and Eligibility

The Corporate Citizens allowance recognises the additional duties and responsibilities taken on by employees performing Fire Warden, First Aid Officer (base level), and Health and Safety Representative roles in ACTPS workplaces. General duties and eligibility requirements for each position are outlined below.

Fire Warden

Fire Wardens are responsible for ensuring ACTPS workplaces are prepared for fire emergencies, and helping control risks that might affect the wellbeing of fellow staff members and members of the public attending ACTPS workplaces. Key Fire Warden duties include duties as identified in their training, which may include but are not limited to:

- Notifying all occupants to assemble near the emergency exists in preparation for evacuation.
- Guiding occupants through the emergency exists to the designated evacuation area.
- Assisting any person with a disability.
- *If safe to do so*, operating first attack fire fighting equipment, for example, fire extinguishers and hose reels.
- Stopping occupants from evacuating prematurely.
- Ensuring fire and/or smoke doors are closed properly.
- Searching a floor or area to ensure nobody has been left behind.
- Searching a floor or area for suspicious articles (bomb threat procedure).
- Ensuring lifts are not used during the evacuation.
- If directed, meeting Emergency Services personnel on their arrival at the Warden's floor.

Eligibility:

Employees must be designated and have had the required training to undertake the role. The designated Fire Warden in a workplace or work group must have completed the required training to fully perform duties and be eligible for the Corporate Citizens allowance. All Fire Warden training is provided at no cost to the employee, and employees will be paid their base salary for time taken to attend training.

First Aid Officer (Base Level)

Base level First Aid Officers are the primary contact for, and perform the duties of, first aid in a workplace or group. Key duties may include, but are not limited to:

- Recognise and respond to life-threatening injuries and illnesses.
 - These include life-support using cardiopulmonary resuscitation (CPR).
- Managing casualties and incidents until the arrival of other medical assistance.
- General treatment of minor illnesses and injuries.

Eligibility:

Employees must be designated and hold the relevant qualification to undertake the role. Base level First Aid Officers hold at least a base level qualification that is a nationally recognised statement of attainment in providing first aid. This must be issued by a registered training organisation that is accredited to deliver first aid training, and to issue qualifications for nationally endorsed first aid unit(s) of competency. Training will be provided at no cost to the employee, and employees will be paid their base salary for time taken to attend training.

Base level First Aid Officers are distinct from those who hold advanced, occupational and specialist qualifications in first aid. Advanced and occupational or specialist level officers are not eligible for the Corporate Citizens allowance, and instead may be eligible to receive the Advanced First Aid allowance.

If the qualification of an employee who is in receipt of the allowance is no longer current, the head of service may allow for the continued payment of the allowance for a short period to allow for re-qualification. The delegate may reimburse fees for renewal of an employee's first aid qualification.

Elected and Trained Health and Safety Representatives (HSR)

Elected and trained HSRs are responsible for representing workers in their workplace or work group in matters related to work, health, and safety. As provided for in Part 5 of the *Work Health and Safety Act 2011*, a HSR must be a member of a work group and is elected to that work group as an HSR. Key duties might include, but are not limited to:

- Monitoring the measures taken by the person in control of a business or undertaking to comply with the Act in relation to their work group members.
- Investigating complaints from members of that work group relating to work health and safety.
- Inquiring into anything that appears to be a risk to the health or safety of workers in a work group, arising from the conduct of the business or undertaking.

Eligibility:

Employees must have successfully completed a recognised HSR training program approved by WorkSafe ACT (see Further Information below) to receive payment. This includes an initial training course of 5 days, and an optional refresher one day course in each year in the role thereafter.

HSRs are entitled to paid time off at their base salary to attend training. They will also be compensated for course fees and other reasonable costs associated with their attendance at training.

As outlined in Section 72 of the *Work Health and Safety Act 2011*, training must commence within a period of three months after the HSR is elected. Further guidance is provided in the *Work Health and Safety Act 2011* where issues arise in regards to training.

Payment

The Corporate Citizens allowance is paid as a daily rate. Employees are eligible for the allowance for any day or part-day they are designated to perform duties.

Given the requirements of their duties, First Aid Officers and Fire Wardens will only be eligible for payment on days they work from the workplace. A workplace is considered a work location in which the employee, and one or more work colleagues, performs their duties. It does not include the home location when working from home and must be the workplace in which they are the designated First Aid Officer or Fire Warden.

HSRs may be eligible for payment when working from home, as their duties include desk-based work that can be fully completed from various locations.

Employees will be paid for the regular pattern of days they exercise their duties given these requirements. For example, if a full-time employee engaged as a Fire Warden works regularly from the workplace 3 days per week, they would receive the daily Corporate Citizens allowance for 3 days per week while on duty in the workplace. They would not receive the allowance for the 2 days per week they might work flexibly from home, as they could not fully perform their duties as a Fire Warden.

Conditions

The following conditions of payment must be applied:

- The allowance must not be included in salary for overtime or penalty payments.
- If the employee who normally undertakes a role is absent and another employee who is qualified to perform all the duties for which the allowance is paid is designated to take over those duties, the relieving employee is entitled to be paid the allowance for the period they have been designated as a corporate citizen.
- An employee who holds a combination of First Aid Officer, Fire Warden, or HSR is eligible for one payment of the allowance only.
- The allowance is not paid during unpaid leave.
- This allowance is paid on short-term paid leave when leave falls within an employee's regular pattern of attendance.
- Where an employee is on a period of extended paid leave the designation of the employee as a corporate citizen should be reviewed and if deemed appropriate, ceased by completing a new corporate citizen allowance form.

- If an employee commences a period of paid leave immediately before planned cessation/retirement, the allowance should be ceased on their last day of work.
- The allowance will be set up with an end date in the payroll system which relates to the end of the qualification or election period. If the qualification has not been renewed by this date or the employee is not re-elected as a HSR, meaning the qualification or position is no longer current, the head of service may allow the continued payment of the allowance for a short period to allow for re-qualification or election.

Exclusions

The allowance is not payable to any of the following:

- Employees who are already paid the Advanced First Aid allowance (excluding HSRs who may be eligible for both payments).
- Employees who have first aid qualifications as a part of their normal duties, except for HSRs and Fire Wardens.

Transition from base First Aid and/or Fire Warden Allowance to Corporate Citizen Allowance upon Enterprise Agreement Commencement

Employees who are currently in receipt of a base First Aid and/or Fire Warden allowance will have this allowance ceased the day before the new enterprise agreement comes in to effect – 7 days after Fair Work approval. Employees and delegates must complete an application form on the OneGov Service Centre [here](#) to receive the Corporate Citizen allowance. Without an approved form being submitted to Shared Services Payroll the allowance amount cannot be determined and will not be paid under the new agreement. Upon receipt of an approved form, Shared Services Payroll will enter the allowance according to the number of days the employee will be the delegated first aid officer, fire warden or HSR. This will be the employees' regular pattern of payment for the allowance. If the form is received late, the allowance will be back dated to the commencement date listed on the form (this can be no earlier than the date the enterprise agreement comes in to effect).

Backpay of allowance upon Enterprise Agreement Commencement

Employees in receipt of a base First Aid or Fire Warden allowance on or after 5 January 2023 will receive back pay on this allowance based on the allowance increase amounts set out in C20.2 of the relevant enterprise agreement. This will be paid as part of the backpay approved by government for salary and allowances since 5 January 2023.

Examples

Example 1:

Lee holds base level first aid qualifications and has been a designated first aid officer in her workplace since 2020. Lee is notified that the enterprise agreement she is covered by has been approved by Fair Work and will come into effect on the 28th of June 2023. Lee goes on to the OneGov Service Centre and completes the Corporate Citizen Allowance application form. Her manager reviews the form and approves it, automatically sending it through to payroll for processing. Her payroll officer will enter the

allowance amount based on the days she works in the workplace as specified on the form and sets up an end date for the allowance based on the expiry of the qualification. As Lee has been in receipt of the first aid allowance on or after 5 January 2023, she will also receive backpay from 5 January to 27 June 2023 based on the increases set out in C20.2 of the enterprise agreement. No back pay will be needed for the corporate citizen allowance as the form was completed within the first pay cycle of the new enterprise agreement.

Example 2:

Andrew has recently trained as a fire warden and has been in receipt of the fire warden allowance since 22 May 2023. Andrew is notified that the enterprise agreement he is covered by has been approved by Fair Work and will come into effect on 28th of June 2023. On pay day 3rd August 2023 Andrew notices he is no longer receiving an allowance for being the designated fire warden and speaks with his manager. It is determined that a Corporate Citizen Allowance application form had not been completed so the fire warden allowance ceased upon commencement of the new enterprise agreement but had not been replaced by the new allowance. Andrew completes the application form which is signed by his manager and sent to payroll for processing. Payroll set the allowance up based on the details in the form and back date this to 28th of June as Andrew held the qualification from the commencement of the enterprise agreement. Backpay will be processed in the next available pay for dates that were not paid between 28th June and the current pay period. Andrew also received back pay of the fire warden allowance for the period 22 May 2023 to 27 June 2023.

Example 3:

Fay is a designated fire warden and is in receipt of the corporate citizen allowance. Fay has worked with the ACTPS for 20 years and is planning to take 6 months of long service leave later this year. When discussing her leave plans with her manager they agree to cease her corporate citizen allowance, especially as Fay is not sure if she would like to continue the role on her return as she is planning to retire. This will allow another employee on the waiting list to be the designated fire warden in her absence. Fay and her delegate submit a new corporate citizen allowance form through the OneGov Service Centre requesting the allowance be ceased from the last date she works before commencing her leave.

Consultation

This policy was developed in consultation with the ACT Government and unions.

References

The key principles of the policy are aligned with the following authorised sources:

- Public Sector Management Act 1994
- Public Sector management Standards 2016
- Fair Work Act 2009
- Work Health and Safety Act 2011
- ACTPS Enterprise Agreements

ACTPS Enterprise Agreements are available at: <http://www.cmtedd.act.gov.au/employment-framework/for-employees/agreements>

Further Information

Approved Health and Safety Representative Training Providers:

Training Provider	Approval Number
CIT Solutions	WSACT HSRTRC – 002
Creative Safety Initiatives	WSACT HSRTRC – 003
MBA Group Training	WSACT HSRTRC – 004
National Safety Council of Australia (NCSA)	WSACT HSRTRC – 005
Parasol EMT	WSACT HSRTRC – 006
Konekt Australia Pty Ltd	WSACT HSRTRC – 012
ACT Health Directorate	WSACT HSRTRC – 010
Mick Peterson	WSACT HSRTRC – 011



ACT
Government

Chief Minister Treasury and Economic Development
Directorate

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