



# Corporate Responsibility Allowance

## Background

1. Corporate Responsibility Allowance (CRA) is payable to:
  - (a) Work Health and Safety (WHS) Site Officers;
  - (b) First Aid Officers;
  - (c) Emergency Officers (incorporates the role of Fire Warden referred to in the Enterprise Agreement);
  - (d) employees who have been elected as Health and Safety Representatives (HSRs) and agree to be a member of the WHS Committee; and
  - (e) Staff Assistance Officers.

## Eligibility

2. To be paid CRA, a WHS Site Officer must:
  - (f) be nominated by their employing Senator or Member; and
  - (g) fulfil the requirements set out in the document WHS Site Officer Responsibilities.
    - ▶ [WHS Site Officer Responsibilities](#)
3. To be paid CRA, a First Aid Officer must:
  - (a) be nominated by their employing Senator or Member; and
  - (b) fulfil the requirements set out in the document First Aid Officer Responsibilities.
    - ▶ [First Aid Officer Responsibilities](#)
4. To be paid CRA, an Emergency Officer must:
  - (a) be nominated by their employing Senator or Member; and
  - (b) fulfil the requirements set out in the document Emergency Officer Responsibilities.
    - ▶ [Emergency Officer Responsibilities](#)
5. To be paid CRA, a Staff Assistance Officer must:
  - (a) fulfil the requirements set out in the document Staff Assistance Officer Responsibilities.
    - ▶ [Staff Assistance Officer Responsibilities](#)

## Payment of CRA

6. CRA is payable to WHS Site Officers, First Aid Officers, Emergency Officers and Staff Assistance Officers from the date that they satisfy the conditions for their role as set out in paragraphs **Error! Reference source not found.**-**Error! Reference source not found.** above.
7. CRA is payable to HSRs from the date the Department is notified in writing that they agree to be a member of the WHS Committee, but not earlier than the date that they are elected as a HSR.
8. Where an employee fulfils multiple roles outlined at paragraph **Error! Reference source not found.** above, they will receive payment of CRA for each of the roles undertaken, i.e. more than one CRA payment per fortnight.
9. Payment of CRA in relation to a role may be suspended if the requirements outlined within the relevant responsibilities document are not performed within the timeframe specified in a written notice issued by the Department following an apparent failure to comply.
10. Where the payment of CRA has been suspended, payment may recommence from the date that the employee fulfils the requirements of the role. The recommencement of CRA is not backdated.
11. Other than under paragraph 9, payment of CRA in relation to each role ceases from the date that:
  - (a) the employee resigns from or otherwise ceases to hold the role;
  - (b) excluding Staff Assistance Officers and HSRs who are WHS Committee members, the employee ceases employment, permanently or temporarily, with the employing Senator or Member; or
  - (c) excluding Staff Assistance Officers and HSRs who are WHS Committee members, the employing Senator or Member advises the Department that the employee is no longer in the relevant role or nominates another employee to fill the relevant role.
12. Where an employee who is eligible to be paid CRA is on paid leave for a period of twelve weeks or less, the employee will continue to be paid the allowance for the duration of the leave. For periods of leave greater than twelve weeks, payment of CRA will cease for the entire duration of the leave.
13. CRA is paid at half the normal rate during any period of leave at half pay and is not paid during any period of leave without pay.
14. CRA is paid at the full rate to a part-time employee, i.e. it is not paid pro rata.
15. Any overpayment of CRA represents a debt to the Commonwealth and is subject to the debt recovery arrangements at clause 28 of the Enterprise Agreement.

## Appointment of First Aid Officer

16. Regulation 42 of the *Work Health and Safety Regulations 2011* requires that:

*a person conducting a business or undertaking must ensure that an adequate number of workers are trained to administer first aid at the workplace, or that workers have access to an adequate number of other people who have been trained to administer first aid.*

17. To comply with Regulation 42, Finance requires that each employing Member must make arrangements for their workers (including MOP(S) Act employees and volunteers) to have access to people who have been trained to administer first aid when the First Aid Officer is not on duty. For this reason, it is strongly recommended that the nominated First Aid Officer be a full-time employee who is available to other workers during the majority of their time on duty.
18. The structure of the First Aid Officer program administered by the Department on behalf of employing Members is intended to provide sufficient first aid coverage for workers. If an employing Member departs from the recommended structure, it is their responsibility to ensure that sufficient first aid coverage is available in their offices to meet their obligations under Regulation 42.

## Training

### ▶ WHS Training

19. The Department receives notification from the relevant training provider when WHS Site Officer, Emergency Officer and Staff Assistance Officer training is completed. Training for WHS Site Officers, Emergency Officers and Staff Assistance Officers may only be completed through the relevant contracted provider.
20. First Aid Officers are responsible for providing a copy of their current Apply First Aid Certificate or equivalent to the Department.
21. The Department will only meet costs associated with first aid training through a recognised training provider where approval has been given by the Department prior to the training.

## Nomination form

### ▶ Form 144 – Work Health and Safety (WHS) Roles Nomination

22. WHS Site Officer, First Aid Officer and Emergency Officer are not elected roles, that is, appointment does not require endorsement by other employees. The Department sends a nomination form to employing Members when a position becomes vacant in their office.
23. The completed nomination form should be scanned and emailed to [MOPSWHS@finance.gov.au](mailto:MOPSWHS@finance.gov.au). The nominated employee will be contacted by the Department or the relevant training provider to arrange training.