

Field Work

The Know Your Rights series of fact sheets assist CSIRO union members better understand and enforce our rights at work. The source of these rights is the CSIRO Enterprise Agreement 2017-2020 (EA), specifically Clause 29.

1) What is field work?

Field work means working away from a CSIRO office or laboratory, out in the open and generally in rural and remote areas, conducting various land-based activities. It often involves working long and/or irregular hours.

2) What are the health and safety requirements of field work?

CSIRO must provide officers performing field work with adequate equipment and supplies to undertake the work. This includes occupational health and safety compliant protective clothing and footwear, first aid and communications equipment and camping supplies where applicable.

3) If the field work does not involve an overnight stay, what are my entitlements?

Reasonable expenses for meals and incidentals should be approved by CSIRO. If credit card facilities are available, CSIRO credit cards should be used, otherwise expense reimbursement arrangements will apply.

4) For overnight trips, do I stay in commercial or camping accommodation?

Commercial accommodation is used where it is available and within reasonable commuting distance of the field site. Otherwise, camping is utilised, with equipment provided by CSIRO.

5) In what circumstances do meals allowances get paid to officers?

Meal allowances are paid in advance where the field work requires at least one overnight absence from home and credit card facilities to purchase meals and incidentals are not reasonably available. For example, where commercial stores are not easily accessible to the field site or they do not accept credit card payments. All officers, including casuals, are entitled to meal allowances.

6) What are the meal allowance rates?

For a full day, before 7 a.m. to after 7 p.m., the meal allowance rate is \$97.40. For part days, meal allowance gets paid for breakfast, 6 a.m. to 7 a.m. (\$23.70), lunch, 12 p.m. to 1 p.m. (\$27.05) and dinner, 6 p.m. to 7 p.m. (\$46.65). Meal allowance rates are adjusted in accordance with increases determined by the Australian Taxation Office.

7) What if the field work site is so remote or inaccessible that I can't purchase meals?

In this circumstance, CSIRO may determine to provide the necessary supplies for meals to be prepared at the field site. However, if supplies are not provided, CSIRO will provide an advance of \$46.90 per day for the costs of purchasing food. This advance is adjusted each year in line with increases to salary.

8) What if the field work site also lacks basic facilities like hot water and electricity?

In this circumstance, CSIRO will provide an advance of \$76.05 per day for the costs associated with camping in addition to the costs of purchasing food. This advance is adjusted each year in line with increases to salary.

9) In what circumstances can I also claim the \$15 per day incidentals payment when performing field work?

If you have been paid a meal allowance in advance, you are not able to claim the incidentals payment. In all other circumstances, this payment can be claimed in order to cover minor out-of-pocket expenses, without the need for receipts.

This resource was produced by the CSIRO Staff Association and paid for by union members. Every member contributes to the resources, strength and capacity of the Staff Association. Non-members seeking advice and support at work need to join today.

For more information about membership talk to your local organiser, email csstaff@cpsu.org.au or visit www.cpsu-csiro.org.au

KNOW YOUR RIGHTS

Important points

- CSIRO Field work involves duties performed outside of the office or laboratory, out in the open and often in remote and rural areas conducting various land-based activities.
- Field work often involves working for long or irregular hours.
- CSIRO have an obligation to supply adequate equipment, supplies and personal protection equipment in compliance with occupational health and safety standards.
- Reasonable expenses for meals and incidentals should be approved by CSIRO. Specific meal allowance rates apply.
- CSIRO must supply commercial or camping accommodation as per applicable standards.



CSIRO STAFF
ASSOCIATION