

DETERMINATION UNDER *TEACHING SERVICE ACT, 1980*

DETERMINATION NO. 1 of 2013

ARTS UNIT OFFICERS AND ADVISORS

I, Michele Bruniges, Director-General of the Department of Education and Communities make the following determination pursuant to section 13 of the *Teaching Service Act, 1980*.

1. Definitions

- 1.1. "Officer" means a Senior Education Officer Class 1 who is employed in The Arts Unit of the Department of Education and Communities as an Officer.
- 1.2. "Advisor" means a Senior Education Officer Class 2 who is employed in The Arts Unit of the Department of Education and Communities as an Advisor.
- 1.3. "Settlement period" means a 12 week period.

2. Coverage

- 2.1. This Determination shall apply to Officers and Advisors.
- 2.2. The terms and conditions set out in this Determination will apply to Officers and Advisors and any successor positions in The Arts Unit undertaking the same duties as a an Officer or Advisor.
- 2.3. This Determination does not apply to the Senior Education Officer Class 1 who is employed in The Arts Unit of the Department of Education and Communities as the Premier's Reading Challenge Officer.

3. Hours of Work for Officers and Advisors

- 3.1. The provisions of the Department of Education and Communities *Flexible Working Hours Agreement 2001* do not apply to Officers and Advisors.
- 3.2. The provisions of the Department of Education and Communities *Determination 39 of 1982 Excess Hours Compensatory Leave* do not apply to Officers and Advisors.
- 3.3. Officers and Advisors at The Arts Unit will be required to work 420 hours over a 12 week period less any approved leave taken during that period. For the purposes of recording leave, a day shall be considered to be seven (7) hours. The 420 hours may be worked between 7am and 11 pm Monday to Sunday. Travel time may be included in the 420 hours where approved.
- 3.4. No Officer or Advisor shall be directed to work more than 60 days in a 12 week period.
- 3.5. The pattern of attendance of the 420 hours worked by the Officer or Advisor must be determined and approved by the appropriate manager of The Arts Unit in advance.
- 3.6. The pattern of attendance of Officers and Advisors will be in accordance with the number of hours referred to in clause 3.3 above and the monthly itinerary approved by the appropriate manager at least two weeks in advance following discussions between the Officer or Advisor and the appropriate manager. The following will apply:

- 3.6.1. the manager will take into account the program requirements of The Arts Unit and the Officer or Advisor's work/life balance prior to approving the monthly itinerary;
 - 3.6.2. the manager will not unreasonably refuse to agree to a monthly itinerary proposed by an Officer or Advisor;
 - 3.6.3. an Officer or Advisor will not unreasonably refuse to agree to a variation to the monthly itinerary proposed by a manager; and
 - 3.6.4. any variation to the hours of work of an Officer or Advisor during the period in which the monthly itinerary is operating must be approved by the appropriate manager.
- 3.7. Officers and Advisors must record their attendance in a form approved by the manager or delegate and submit these records to the manager or delegate at the end of the settlement period.

4. Meal Breaks

- 4.1. An Officer or Advisor is to take a meal break of at least 30 minutes after each five hours of continuous work.
- 4.2. Time taken for meal breaks does not count towards the 420 ordinary hours.

5. Allowance

- 5.1. An allowance of \$7,988 per annum (payable per fortnight and superannuable) shall be paid to teaching service staff employed as an Officer or Advisor in The Arts Unit in lieu of irregular hours of work, evening work, weekend work, tours, camps, workshops, residential attendances, travel time (where applicable) and all additional duties and responsibilities of an Officer or Advisor position.
- 5.2. The allowance payable to Officers and Advisors employed in The Arts Unit will be adjusted in accordance with movements in the allowances payable under the *Crown Employees (Teachers in Schools and Related Employees) Salaries and Conditions Award*.

6. Date of Effect

- 6.1. This Determination shall take effect on and from the date of signing by the Director-General and will remain in force until 4 March 2015 (the end of the settlement period).

Signed: Michele Bruniges

Michele Bruniges
DIRECTOR-GENERAL OF EDUCATION AND COMMUNITIES

Date: 4 March 2013