

**DETERMINATION UNDER *EDUCATION (SCHOOL
ADMINISTRATIVE AND SUPPORT STAFF) ACT 1987***

DETERMINATION 3 OF 2012

**ASSISTED TRAVEL SUPPORT OFFICERS – REMUNERATION AND
CONDITIONS**

I, Michelle Bruniges, Director-General of the Department of Education and Communities make the following determination pursuant to Sections 5 (2) (3), 22 (1) and 23 (1) of the *Education (School Administrative and Support Staff) Act, 1987*.

1. Definitions

- 1.1 "Department" means the NSW Department of Education and Communities.
- 1.2 "Assisted Travel Support Officer" means a person or officer employed as a temporary under the provisions of the *Education (School Administrative and Support Staff) Act, 1987* to assist students while travelling to manage behaviour and/or medical support needs.
- 1.3 "Short term temporary employee" means a person employed on a temporary basis, either full time or part time, under section 21 of the Act, for a period of one school term or less.
- 1.4 "Long term temporary employee" means a person employed on a temporary basis, either full time or part time, under section 21 of the Act, for a period in excess of one school term.

2. Salary

- 2.1 Assisted Travel Support Officers shall be remunerated at the following rate.

Position	Hourly Rate
Assisted Travel Support Officer - LTT	\$17.22
Assisted Travel Support Officer – STT	\$21.52

Rates will be adjusted in line with any variations to the *Crown Employees (Public Sector Salaries) Award*.

3. Conditions

- 3.1 Assisted travel Support Officers shall work Monday to Friday during school terms only. Hours of work will depend upon the student/students requiring transport assistance and will be determined by the school prior to the commencement of employment.
- 3.2 A loading of 15% shall be applied to the hourly rate for employees whose long term temporary engagement requires travel support for both the journey to school and from school on the same day. The loading does not apply to short term employees or single journeys.
- 3.3 Short term travel support officers will be engaged as relief for long term travel support officers who are on leave.

4. Leave

- 4.1 The following leave conditions apply to long term temporary travel support officers along with any other relevant leave types contained in the *Crown Employees (Public Service Conditions of Employment Award* or successor instrument:
- 4.2 Leave must be applied for and approved in advance where possible in order to maintain the travel support service to students. Due to the requirement to provide a service every day to students recreation leave will be paid out at the end of the temporary engagement.

Leave Type	Entitlement Summary	Source
Family and Community Service Leave	Two and a half days in first year of service; Two and a half days in second year of service; One day per year thereafter	<i>Crown Employees (Public Service Conditions of Employment Award</i> or successor instrument
Parental Leave	Depending on service eligibility 14 weeks paid leave.	<i>Crown Employees (Public Service Conditions of Employment Award</i> or successor instrument
Recreation Leave	20 days per year pro rata depending on average weekly hours worked per leave year. Recreation leave will be paid out at the end of the temporary engagement.	<i>Crown Employees (Public Service Conditions of Employment Award</i> or successor instrument

Leave Type	Entitlement Summary	Source
Sick Leave	Five days upon commencement; Accrual at the rate of 10 days per year after 4 months; 15 days per year of service after first year of service.	<i>Crown Employees (Public Service Conditions of Employment Award or successor instrument</i>

5. Date of Effect

- 4.1 This Determination will come into effect from the date of the making of this determination and will remain in force until varied or rescinded.

Signed: Michele Bruneau
Director-General of Education and Communities

Date: 9/11/12