



Business rule

Travel assistance for swimming instructors

All swimming instructors have access to claim travel assistance when travelling between sites during the day as per 21(4) of the *Teachers (Public Sector Primary and Secondary Education) Award 1993*.

From Term 4, 2015 onwards the requests for travel assistance outside of 21(4) will apply the following rule.

Travel assistance may be applied for in the following instances:

1. For difficult to staff venues when swimming staff are approved to travel to and from 'residential/holiday address' and 'appointed venue' for a total distance of greater than 42 kilometres each way.
2. To Regional Advisors/Centre Supervisors when travelling to the nearest regional seminar.
3. When investigation of carpooling has been demonstrated.
4. When approved by Swimming and Water Safety (SWS) section on appointment.

Organising Principals in country locations should request approval for travel assistance from the Manager, SWS at appointment.

Travel assistance can only be paid under the following conditions:

1. Travel: during Interm and VacSwim programs

- i) The swimming instructor must have travel approved by SWS.
- ii) The amount paid is as Table 1 below.
- iii) The employee total reimbursement for any one pay period cannot exceed the equivalent of 11 hours.
- iv) Each employee is only able to claim a maximum of **1 hour per day**.
- v) This business rule is applied irrespective of the size or fuel consumption of the vehicle used.

2. Travel: Regional Advisor and Centre Supervisor to nearest seminar

- i) The Regional Advisor or Centre Supervisor must have travel approved by SWS.
- ii) The amount paid is as Table 2 below.
- iii) Travel to seminars is based on the distance travelled to the nearest seminar at the hourly rate of distance travelled (e.g. 100km = 1 lesson) and is capped at **4 lessons per seminar**.
- iv) This business rule is applied irrespective of the size or fuel consumption of the vehicle used.

The following calculations will apply:

Travel km during Interm and Vacswim Programs	
Distance between residential/holiday address and appointed venue	\$ Travel Assistance Daily Rate
0 - 42	no assistance
43 - 79	10.43
80 - 99	20.86
100 +	31.30

Table 1

Travel km for Regional Advisor and Centre Supervisor to nearest Seminar	
Distance between residential/holiday address and nearest seminar	\$ Travel Assistance Daily Rate
0 - 42	no assistance
43 - 79	12.42
80 - 99	24.85
100 - 199	37.27
200 - 299	74.54
300 - 399	111.81
400+	149.08

Table 2



Applicant Details

Name: Employee ID:

Residential/Holiday Address: (must match WAIVS, no PO BOX) (Street Address)

(Town/Suburb) (postcode) T:

Appointed/Travel to:

Program Venue: (Please note: This will be used in the 'daily rate' calculation. Please ensure you write the venue you have been appointed to)

Please complete one of the following:

(If you are appointed to more than one program, please complete a separate form for each program)

Table with 2 columns: PROGRAM and SEMINAR. Rows include Program Name, Seminar Name, Dates of Travel, Date/s of travel, and Inservice Date.

I understand and acknowledge that a request for travel assistance must be submitted prior to the commencement of the appointment and that the rate of assistance should be confirmed before accepting the appointment and commencing travel.

Signature: (Instructor) Date:

Signature: (Principal /Program Coordinator, SWS) Date:

Please return to the relevant mailbox
Interm Swimming: interm-country@education.wa.edu.au
VacSwim: vacswimstaffing@education.wa.edu.au

OFFICE USE ONLY

Table for office use with fields for Coordinator, Authorized, kms, Assistance per day, Amount of Trips, Total amount paid, Manager, Signature, and Checked by.