



Transport
State Transit



TRANSITION

Handbook for our Operational and Employees





B-line northern beaches



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Supporting You Through This Change





Message from the Chief Executive Officer

With State Transit's transition to private operator(s) now in process, we all need to look to the future and prepare for it.

There is a lot to decipher during an organisational transition. My job is to make sure you know what is happening — and when.

This *Transition Handbook for our Operational Employees* will ensure you, as a State Transit operational employee, have all the information that we have to date, in one consolidated place.

State Transit is collaborating with our colleagues at Transport for NSW to iron out any remaining areas of the transition and I thank you for your patience as we work through the final arrangements.

Change is challenging and we all deal with it in different ways. We're a resilient bunch, but that takes mental stamina. Our collective priority is to keep doing what we do so well: providing our customers with the safest and most reliable bus experience in Sydney. Driven by passionate people who will always be the best they can be.

Thank you for your continuing commitment to this as we prepare for the change ahead. Please trust that your leadership team will do its utmost to make this process as seamless as possible.

Daniela Fontana
Chief Executive Officer
State Transit Authority



Message from the Executive Director People and Culture

The transition of State Transit to a franchised business model will present new challenges for all of us over the next couple of years.

It is important for me and my team to do everything within our power to support each of you during this transition. Whether you are one of our frontline employees who will transfer to the new operator or a non-operational member of staff who needs some help in securing your preferred career option post State Transit, everyone is important to us.

This *Transition Handbook for our Operational Employees* is designed to be a guide in navigating what the transition means for you. We don't profess to have all the answers but we are committed to keeping you fully informed as we move forward, and get answers to questions if they are not covered here.

You will see my team and I out at all depots, workshops and offices as much as possible in the coming months as we progress through the various stages of the transition. Please do not hesitate to stop us and ask questions or raise any concerns you may have.

Equally, we will continue to support you in delivering the best service possible to our customers.

We look forward to working with, and supporting you in the time we have left together at State Transit, which will ensure we leave behind a legacy that we can all be proud of.

Mark Cox
Executive Director People and Culture
State Transit Authority

Our Commitment to You

We, your executive leadership team, will manage a successful and smooth transition for our people; one that causes minimal disruption to everyday operations and customer service delivery and fully prepares all employees to adapt to the change ahead.

We will inform and support you through every step of the transition—from the tender to the transition—so you have trust in the process, can plan for your future, and have the knowledge and tools to “be the best you can be”.

Our People

- Our people remain informed and feel supported throughout the transition.
- Our people continue to have a positive experience at work.
- Our operational people have a smooth transition to the new employer.
- Our non-operational people are considered for—and supported in gaining—other employment opportunities.

Our Business

- Maintain full operations until the date of transition for each region, including maintaining operational staffing levels.
- Drive a positive customer-focused culture within our organisation whilst undertaking this change.
- Continue to ensure that diversity and inclusion remains central to the way in which we all work.
- Effectively manage the transition of our fleet, equipment, facilities and other business activities.
- Support our leaders to effectively manage the business and our people through this change.

Preparing You for the Future

To help and support you to prepare for State Transit's transition, this *Transition Handbook for our Operational Employees* consolidates all the information about the transition that is available to date. It includes information about:

- what the transition will look like and how it will be managed;
- the transfer arrangements and what these mean for you;
- estimated timing around the transition milestones; and
- how we will support you through this process, including information around the Employee Placement Strategy and career transition support.

State Transit operational or non-operational roles are clarified on page 28 (see [Appendix A](#)).

Areas Yet to be Clarified

We acknowledge that not all the answers are in this Handbook: there are still some areas that need clarification which will happen as the process develops. These include, but are not limited to:

- who the potential bidders are and how they intend to operate their business;
- what comparable roles will be available to non-operational staff; and
- what impact COVID-19 restrictions may have on the transition rollout.

Stay Informed

Keeping you informed about the transition in a timely and transparent manner is our priority.

Regular updates on the transition will be provided to you via a range of communication methods, including, but not limited to:

- Blink Transition Hub;
- depot notice boards;
- Digital Depot;
- leader team briefings/face-to-face information sessions, where possible;
- State Transit intranet;
- Stay Informed website; and
- weekly CEO message.

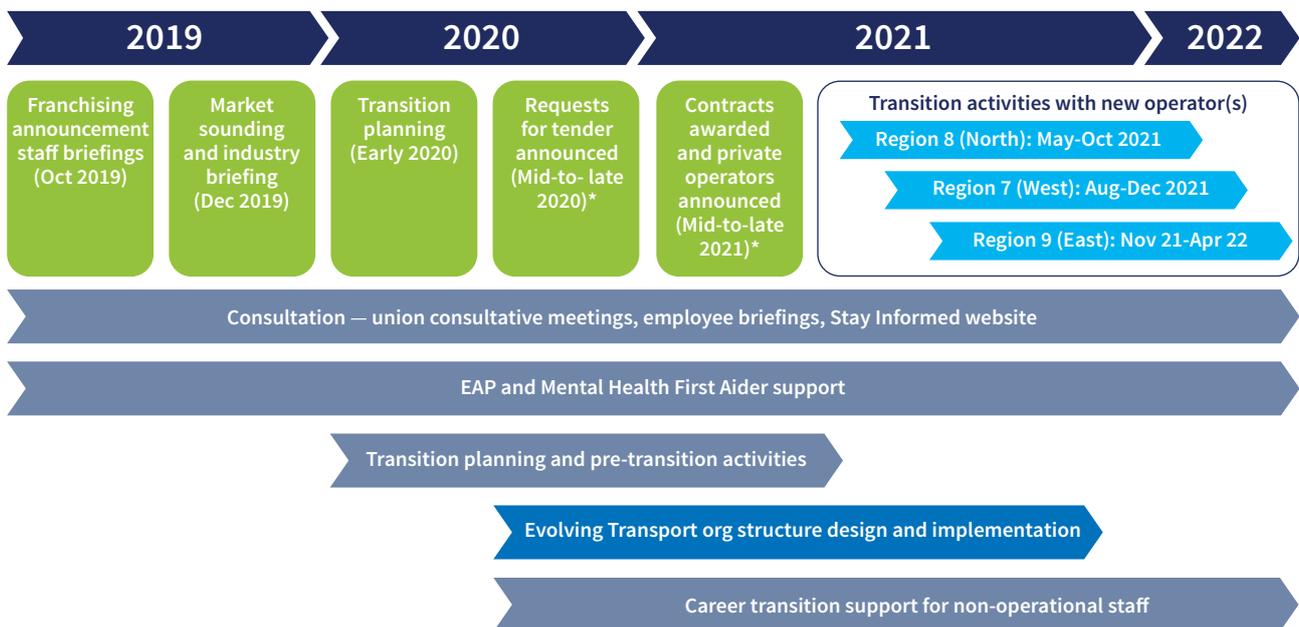
Regular consultative meetings with the unions are occurring and will continue throughout the tender and transition process.

Details on how to access State Transit's communication platforms and who to email if you have any questions are on page 29 (see [Appendix B](#)).

Transition Milestones and Timeline

Knowing what the key stages are for our transition process—and when they are happening—is crucial for you to plan and prepare for the change ahead. Key milestones and the proposed timing for our transition are outlined below (See [Figure 1](#)). If things change, we’ll be sure to let you know.

Figure 1: Transition Milestones and Timeline*



* Tender and contract award announcements will be staggered by region.

Transition Process



Transition Process

You will have heard a lot about the transition to date, but here's a recap for you so you fully understand the tender process, how the transition will be managed, what the transition process looks like and the proposed timeline.

Tender process

Decision to go to tender

In October 2019, the NSW Government made the decision to no longer directly operate bus services in NSW. As a result, the Sydney Metropolitan Bus Service contracts for State Transit's Regions 7 (North), 8 (West) and 9 (East) will be transitioned to private transport operators.

Request for Tender

Other transport operators will be invited to bid for the operation of Regions 7, 8 and 9 via a competitive, open market tender process. The new operator(s) will be accountable to the NSW Government through its contract with Transport for NSW.

Contract arrangements

The successful bidder(s) for Regions 7, 8 and 9 will operate under a franchise contract with Transport for NSW which will include minimum service standards. Private operator(s) will have to meet high performance standards for safety, reliability, customer satisfaction and cleanliness.

The NSW Government will continue to:

- own State Transit buses in Regions 7, 8 and 9, and all depot sites;
- regulate timetables, safety, and service priorities; and
- set fares under the Opal card system.

All public and private bus operators in NSW are required to observe mandatory safety standards under the terms of their contract with Transport for NSW. Under the contract, the NSW Government will set minimum service standards and performance indicators.

The new operator(s) will have a level of autonomy to work with the community and undertake the consultation process required to design a network that meets local needs — but the NSW Government will always have the final say.

Changes to working arrangements, including to schedules and depots, will only be made in consultation with staff and in accordance with the relevant Award or Enterprise Agreement at the time.

Transition Process

Tender Announcements

The tender process will occur in three stages, with the proposed timeline for the announcements outlined below (see [Figure 2](#))

Figure 2: Timeline for Tender Announcements

Region	Request For Tender (RFT) announced
Region 8 (North) Brookvale depot Mona Vale depot North Sydney depot	June 2020
Region 7 (West) Ryde depot Willoughby depot	August 2020
Region 9 (East) Port Botany depot Randwick depot Waverley depot	November 2020

Transition Process

Transition Management

The overall management of the franchising process including the Tender and Award of Contracts is the responsibility of Transport for NSW.

The State Transit Transition Working Group (TWG) has been established to coordinate the transition of operational staff, assets, maintenance and service networks to the new operator(s). It will also plan and manage transition activities post the transition of all three regions.

Transition Activities

Here's a list of the key activities that will occur during the transition to a private operator(s):

- joint transition planning with the new operator;
- ongoing consultation, including employee briefings, union consultation and updates via State Transit's internal communication platforms;
- ongoing career transition support for non-operational staff;
- finalisation of any job swaps and transfers;
- identification of comparable roles for non-operational staff with the new operator and facilitation of suitability assessment;
- offers of employment with the new operators;
- transition of employee payroll (including leave), personal details and position details;
- transition of fleet and depots to the new operator; and
- management of employees who have not secured a role.

Transition Process

Transition Timeline

The transition phase for each region will commence once the new operator for that region is announced. The expected dates for this are outlined below (see [Figure 3](#)), alongside the anticipated timeframe that each region will be handed over to the new operator(s).

Figure 3: Transition Timeline for Regions 7, 8 and 9

Region	Operator announced/ transition commences	Transition concludes/ New operator commences
Region 8 (North) Brookvale depot Mona Vale depot North Sydney depot	May 2021	October 2021
Region 7 (West) Ryde depot Willoughby depot	August 2021	January 2022
Region 9 (East) Port Botany depot Randwick depot Waverley depot	November 2021	April 2022

Transition Process

Business Continuity

Our objective is to hand over a robust and viable business to set up the new operator(s) to successfully deliver services for the community. This is in the best interests of our customers and our people.

Until the transition to the new operator(s), it is business-as-usual for us all. While the transition process is happening, we need to maintain the excellent commitment to service that State Transit is known for.

If any of our employees leave prior to the transition we will continue to review our staffing needs to ensure services are met. The aim is to continue with business-as-usual, so the preference will be to fill a vacant role.

Job Swaps

A non-operational employee may swap and take the role of an operational employee that has been guaranteed employment with the private operator. In considering job swaps, the required skills and qualifications will be assessed to determine if they are comparable. Remuneration must also be comparable.

An operational employee who swaps to a non-operational position will be subject to the Employee Placement Strategy and is not automatically guaranteed an offer of voluntary redundancy.

Requests for transfers between regions or depots will continue to be managed in accordance with State Transit's staffing needs and policy.

Voluntary Regression

You may apply for operational vacancies at any time. Any voluntary regression with respect to grade and/or remuneration is subject to State Transit Transfers and Voluntary Regression Procedures.

You are encouraged to stay in your original roles for as long as possible. As the transition gets closer, you would be allowed to regress to a bus operator for example, if preferred. This will need to be timed appropriate to the transition of the relevant region.

Secondments Between Now and Transition

If you are successful in obtaining a temporary role within the cluster and your manager approves your release, you will be seconded in accordance with current policies and procedures. This will include a right of return to State Transit following the completion of the secondment.

Secondments will not extend past the date of transition.

Transfer Arrangements



Transfer Arrangements

For operational people who transfer to the new operator(s), the following transfer arrangements will apply. You'll also find a concise list of the Transfer Arrangements on page 30 (see [Appendix C](#)).

Employment Guarantee

Transfer Arrangements

- An employment guarantee period of two years will be provided, during which Award conditions of employment cannot be varied without agreement and an employee cannot be made involuntarily redundant other than for serious misconduct.
- All Award staff covered by the Engineering and Maintenance Award and the Bus Operations Award will be offered their substantive role as at the time of transfer with the new operator(s), at the same level and at the same rate of pay.
- Operational staff covered by the Senior and Salaried Officers (SSO) Award will also be offered their substantive role as at the time of transfer with the new operator(s), at the same level and at the same rate of pay.
- Casual and temporary staff will also transfer to the new operator(s), in accordance with the above arrangements, as they are covered by the current Awards.

What this means for you

Will I be offered the same type of employment as I have now?

Yes. You will be offered the same job at the same level and with the same status by the new operator(s).

How is my employment status affected?

Operational employees will be guaranteed employment with the new operator(s) doing the same job at the same level and with the same status (i.e. permanent full time, permanent part time or casual).

While the employment guarantee is for two years, it does not mean your employment status will change at the end of that period; it will continue subject to the operational requirements of the employer.

What happens once the employment guarantee period is over?

It will continue to be business-as-usual with the new operator(s). You will continue in your role under the Award terms and conditions in place at the time and your leave entitlements will continue to accrue in accordance with those terms and conditions.

If the new operator(s) decides to review particular positions or its organisational structure once the two-year employment guarantee period ends, it would need to consult with staff and unions in accordance with the relevant consultation provisions in the applicable Award.

Transfer Arrangements

Award Conditions, Service and Pay

Transfer Arrangements	
<ul style="list-style-type: none"> ▪ Award conditions will carry across to the new operator(s). ▪ Any pay increase in an Award due after the transfer date must be recognised by the new employer. ▪ Personal salary arrangements will transfer to the new operator(s). 	<ul style="list-style-type: none"> ▪ Positions specified in the Award classifications and associated with State Transit employees who are offered employment will carry across to the new operator(s). ▪ Service with State Transit will be recognised by the new operator for all purposes.

What this means for you

What carries over to the new operator(s)?

All of your Award conditions will carry across to the new operator(s), as will your accrued entitlements such as annual leave, sick leave, long service leave, and superannuation. Your service with State Transit will also be recognised.

How long will Award conditions be recognised by the new operator?

Under the employment guarantee, your Award conditions at the time of transfer to the new operator(s), and your employment, are protected for two years. This means that, during those two years, your Award conditions of employment cannot be varied without agreement.

Under the transfer of business rules of the Fair Work Act, your Award in place at the time of the transfer must stay in place until a new Federal Enterprise Agreement is negotiated with you and your representatives or for up to five years – whichever comes first.

This means that all your Award conditions, including any pay increases in the Award due after the transfer date, must be recognised by the new employer.

If an Enterprise Agreement has not already been made and your Award is getting close to its expiry date, your union would be expected to commence negotiations for a new Enterprise Agreement just as it would now for a new industrial instrument.

What service is recognised by the new operator?

All service with State Transit (and previously recognised service) is recognised for the purposes of your long service leave entitlement, including any time spent working as a casual or temporary employee.

Transfer Arrangements

Leave Entitlements

Transfer Arrangements

- Accrued entitlements such as annual leave, sick leave, long service leave will carry across to the new operator(s).
- Employees will be able to cash out all or part of annual and long service leave accrual at the time of a transfer to the new operator(s).
- Long service and annual leave approved as at the date of transfer will be recognised as part of the transition to the new operator as part of continuous service arrangements.
- Purchased leave arrangements where incorporated in Awards will transfer.

What this means for you

What happens to my annual leave and long service?

Your annual leave and long service leave will carry over to the new operator. Your service with State Transit (and previously recognised service) and your superannuation will carry over and continue. Any untaken accrued long service leave would be paid out when you leave that organisation, such as when you retire.

What happens to my sick leave?

Sick leave balances and the entitlement to accrue those entitlements under the Award transfer across to the new operator(s). It would not be legal for an employer to terminate employment because of a particular balance of leave.

How do I cash out annual and long service leave before the transition?

You will be able to cash out either all or part of your accrued annual and long service leave at the time of transition to the new operator. If you are considering cashing out leave on transition, you should seek independent financial advice on the full tax implications.

You will be notified prior to transition and asked whether you would like to cash out any annual or long service leave or transfer the entire balances across. Applications for cashing out leave prior to transition to the new operator will be subject to normal State Transit policy.

Can I still take long service leave or annual leave that I have already booked?

Yes. Long service and annual leave already approved at the time of transfer will be recognised as part of the transition to the new operator(s).

Transfer Arrangements

If I am on a career break during the transition will I be able to come back to the new organisation?

If you are on an approved career break when the transfer takes place, the offer of employment with the new operator(s) will remain open until the day you return to work from that leave.

Will I be able to access purchased leave with the new operator?

Yes. The Award that covers you will transfer across to the new operator(s). As purchased leave is an Award condition, it will continue to be available after the transfer. The procedure covering purchased leave will also transfer and will stay in place for a minimum of six months, unless varied by agreement within that time.

Travel Passes

Transfer Arrangements

- Employee travel passes and the ability to accrue service for the Gold Pass will transfer to the new operator(s) for a period of three years, with the same coverage and network access as at the time of transfer.

What this means for you

Your Employee Opal Card and other pass entitlements will transfer with you to the new operator(s) for a period of three years.

What services will I be able to use with my Employee Opal Card?

You will be able to use your Employee Opal Card on all the services it currently applies to, for three years following transfer to the new operator(s). You will be able to use it on the following:

- Sydney Trains and NSW TrainLink Intercity services including AirportLink stations
- NSW TrainLink Regional services
- Sydney Ferries services
- Regions 6, 7, 8 and 9 bus services
- Newcastle bus, light rail and ferry services
- Sydney Light Rail Services
- Sydney Metro North West services.

Will service under the new operator count towards eligibility for a Gold Pass?

Yes. The ability to accrue service for the Gold Pass will continue for a period of three years.

Will employees who already have a Gold Pass get to keep them?

Once you are entitled to hold a Gold Pass, you retain that entitlement for life.

What services will I be able to use with my Gold Pass?

You will be able to use your Gold Pass on the same services as the Employee Opal Card listed above. Once Gold Pass holders leave their employment, a 'Former Employee Gold Pass' will be issued; this Pass is valid on the same services as the Employee Opal Card, with the exception of Airport Link stations.

Transfer Arrangements

Part-Time Work Arrangements

Transfer Arrangements

- Current employment arrangements such as part-time arrangements will be recognised by the new operator(s).
- Any variation to a part-time employment arrangement must be agreed between the new operator(s) and the employee in accordance with the applicable Award/Agreement.

What this means for you

How is my existing part-time or flexible employment agreement affected?

Employees who are guaranteed employment with the new operator(s) will be offered the same job at the same level and with the same status.

Agreed part-time or flexible employment arrangements in place at the time of transfer will continue under the new operator. Any variation to these arrangements will be subject to the terms of the relevant Award/Agreement in place at the time.

Super and Novated Leases

Transfer Arrangements

- Membership of current superannuation schemes, including defined benefits superannuation schemes such as SASS (State Authorities Super Scheme), and contributions and retirement benefits will be unchanged.
- There is no obstacle to the transfer of novated leases. Employees should seek their own tax/financial advice regarding any tax implications.

What this means for you

Your novated lease will transfer with you to the new operator upon transition.

Employees will continue to be a member of their current superannuation scheme, including defined benefits superannuation schemes such as State Authorities Super Scheme (SASS).

Transfer Arrangements

Traineeships and Apprenticeships

Transfer Arrangements

- Traineeships and apprenticeships in place at the date of transfer will transfer to the new operator(s). The terms of any traineeship or apprenticeship current at the time of transfer will be honoured.

What this means for you

What will happen to my traineeship or apprenticeship under the new operator(s)?

The new operator(s) will be obliged to honour the terms of any traineeship/apprenticeship current at the time of the transfer. As the current Registered Training Organisation (RTO) for State Transit is Transport for NSW, the new operator(s) will need to engage a new RTO.

Will the new operator(s) be a Registered Training Organisation (RTO)?

The current RTO for State Transit is Transport for NSW. The new operator(s) will have an obligation to honour the terms of any traineeship/apprenticeship current at the time of transfer.

The need for ongoing traineeships will be a matter for the new operator(s) to consider. If the new operator(s) is not an RTO, it would engage an external provider in accordance with its needs.

Transfer Arrangements

Policies and Procedures

Transfer Arrangements

- Operational and human resource policies and procedures, as set out below, will be transferred for either three or six months, as outlined below. Thereafter, they may be amended by the new operator(s), subject to Award/Agreement consultation provisions.

Applicable for three months

- Bus Operations Handbook
- Bus Operators Absence Management Procedure
- Emergency Leave Procedure
- Flexible Work Practices Procedure
- Leave Without Pay Procedure
- Military Leave Procedure
- Probation
- Secondary Employment Procedure
- Sick Leave Procedure
- Transfer and Voluntary Regression Procedure

Applicable for six months

- Annual Leave Procedure
- Bank, Concessional Picnic and Public Holiday Procedure
- Blood and Bone Marrow Donation Leave
- Career Breaks
- Carers' Leave Procedure
- Collisions Performance Management Procedure
- Compassionate/Bereavement Leave Procedure
- Depot Clerk Roster Guide
- Domestic Violence Leave Procedure
- Excess Travel Time Procedure
- Grievance Resolution Procedure
- Guidelines for Managing Conduct and Performance Procedure
- Guidelines for Retreat Spaces
- Long Service Leave Procedure
- Miscellaneous Special Leave Procedure
- Parental Leave Procedure
- Purchased Personal and Family Leave Procedure
- Traffic Law Violation Procedure

What this means for you

How will rosters be affected?

Any changes to working arrangements, including changes to rosters, will be made in accordance with the relevant Award/Agreement and policies in place at the time.

Your Wellbeing



Looking After Yourself and Others

Talk to someone

- Benestar is State Transit's Employee Assistance Program (EAP) provider. It provides free and confidential counselling services for employees and their families on a variety of issues such as work, relationships and family issues. You can contact EAP on 1300 360 364.
- Or for more immediate support, contact your depot's Mental Health First Aider. Contact details are displayed on noticeboards in the depots.

Register for the Benehub Portal

- Benestar's online portal has a wealth of resources that can help you with a variety of things; from diet and fitness, to health and wellbeing, to managing your finances.
- Visit benestar.com and register for the online portal using the company ID 'STA' and token 'STA01'. You can also download the Benestar app and access the portal via your phone.

Manage your anxiety about the future

- Uncertainty can lead to stress and worry. The Benehub portal has some useful tools for managing stress and anxiety. If you need help, talk to someone. If you already have a diagnosed mental health condition, it might be helpful to contact your doctor and seek out some extra support during this time.

Look after your physical health

- Look after your physical health by exercising, eating well, switching off and getting plenty of sleep.

Support your colleagues

- Support your colleagues by showing kindness, checking how they are or posting a message of support on Blink. If you are worried about one of your colleagues, ask them "are you ok?" or contact a Mental Health First Aider or your manager about your concerns.

Support your leaders

- Support your leaders by being patient and keeping up-to-date with the latest information.

Managing the transition and day-to-day workload

- The work of the transition is on top of day-to-day requirements: please speak to your managers if your workload becomes untenable.

When you leave State Transit

- If you obtain a role with the new operator(s) you will be cared for by the new operator(s). You are also entitled to EAP for three months after you leave State Transit.

Appendices



Appendix A: Operational and Non-Operational Staff (definition)

Operational Staff

Asset Management

- All Maintenance Award employees
- Inventory Officers
- Regional Fleet Officers and Coordinators
- Service Managers and Coordinators
- Service and Compliance Managers
- Workshop Administrative Assistants

Customer Operations

- All Bus Operations Award employees
- Customer Operations Managers
- Depot Administrators and Administrative Assistants
- Depot Manager North Sydney
- Duty Officers/Managers
- Depot Supervisors
- Roster Clerks

Non-Operational Staff

Asset Management

- Asset Security
- Fleet Operations
- Leichhardt support staff
- Operational Support and Infrastructure
- Procurement/Contract Management

Customer Operations

- Customer Operations
- Customer Feedback
- NCC
- Scheduling
- Traffic and Services

All other Award staff, Transport Senior Service Managers (TSSMs) & Transport Senior Service Employees (TSEs)

- Communications
- Finance and Corporate Services
- People and Culture
- SHEQ

Appendix B: Stay Informed

State Transit Transition: Stay Informed	
Blink transition hub	<ul style="list-style-type: none"> Access all transition updates in real time via the Blink staff app. Transition news will be posted on the Blink Transition Hub. Blink can be used on a mobile phone or computer. If you haven't already got Blink, download it here: joinblink.com
Stay Informed website	<ul style="list-style-type: none"> The Stay Informed website hosts all background and current information about the transition, including support material and news updates. stayinformed.com.au/statetransit
Digital Depot	<ul style="list-style-type: none"> You can access the Stay Informed website via Digital Depot. portal.statetransit.info
State Transit intranet	<ul style="list-style-type: none"> You can access the Stay Informed website via the State Transit intranet. intranet.sta.nsw.gov.au
Depot noticeboards	<ul style="list-style-type: none"> All transition updates will be posted on depot noticeboards.
Information sessions	<ul style="list-style-type: none"> Information sessions will be scheduled throughout the transition process.
State Transit's monthly staff magazine	<ul style="list-style-type: none"> <i>We're Moving Sydney</i> includes updates on key transition milestones and news.

Ask us anything

If you have any questions about the transition that you can't find an answer to, speak with your manager, email the People and Culture team at stayinformed@sta.nsw.gov.au or submit your questions into one of the transition feedback boxes which will soon be set up at all depots.

We'll respond as soon as possible, and if we don't have the answer, we'll make sure you get one as soon as possible.

Appendix C: State Transit — Regions 7, 8 and 9 Transfer Arrangements

1. All Award staff covered by the Engineering and Maintenance Award and the Bus Operations Award will be offered their substantive role as at the time of transfer with the new operator(s), at the same level and at the same rate of pay.
2. Operational staff covered by the Senior and Salaried Officers (SSO) Award will also be offered their substantive role as at the time of transfer with the new operator(s), at the same level and at the same rate of pay.
3. The new operator(s) may also offer comparable employment to non-operational staff covered by the SSO Award, but this is not guaranteed.
4. Casual and temporary staff will also transfer to the new operator(s), in accordance with the above arrangements, as they are covered by the current Awards.
5. Traineeships and apprenticeships in place at the date of transfer will transfer to the new operator(s). The terms of any traineeship or apprenticeship current at the time of transfer will be honoured.
6. Award conditions will carry across to the new operator(s).
7. Any pay increase in an Award due after the transfer date must be recognised by the new employer.
8. Positions specified in the Awards classifications and associated with employees who are offered employment will carry across to the new operator(s).
9. An employment guarantee period of two years will be provided, during which Award conditions of employment cannot be varied without agreement and an employee cannot be made involuntarily redundant other than for serious misconduct.
10. Service with State Transit will be recognised by the new operator for all purposes.
11. Accrued entitlements such as annual leave, sick leave, long service leave will carry across to the new operator(s).
12. Employees will be able to cash out all or part of annual and long service leave accrual at the time of transfer to the new operator(s).
13. Long service and annual leave approved as at the date of transfer will be recognised as part of the transition to the new operator as part of continuous service arrangements.
14. Personal salary arrangements will transfer to the new operator(s).
15. Purchased leave arrangements where incorporated in Awards will transfer.
16. Current employment arrangements such as part-time arrangements will be recognised by the new operator(s).
17. Any variation to a part time employment arrangement must be agreed between the new operator(s) and the employee in accordance with the applicable Award/Agreement.
18. Employee travel passes and the ability to accrue service for the Gold Pass will transfer to the new operator(s) for a period of three years, with the same coverage and network access as at the time of transfer.
19. Membership of current superannuation schemes, including defined benefits superannuation schemes such as SASS (State Authorities Super Scheme), and contributions and retirement benefits will be unchanged.
20. There is no obstacle to the transfer of novated leases. Employees should seek their own tax/financial advice regarding any tax implications.
21. Operational and human resource policies and procedures, as set out below, will be transferred for either three or six months, as set out below. Thereafter, they may be amended by the new operator(s), subject to Award/Agreement consultation provisions.

For Policies and Procedures see Page 24.



State Transit Authority is a NSW Government Agency

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Disclaimer

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SUPPORTING YOU THROUGH THIS CHANGE

