

Salary Packaging Program
Benefits Guide August 2017



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This guide provides particulars of benefits available under salary packaging, including the circumstances and terms on which they are provided, participation costs, reporting and the administration aspects of salary packaging. Staff members should ensure they have familiarised themselves with this guide and ensure that they are referring to the current version, as this guide will be constantly updated.

Disclaimer

This Guide contains information that is privileged and confidential, and is made available to staff members of the University on the assumption that it is not intended to be advice, or that the University is engaged in rendering any advice.

All University staff members and other persons involved in the preparation and distribution of this guide, expressly disclaim all and any contractual, tortious or other form of liability to any person in respect of the guide and any consequences arising from its use by any person.

University staff should seek their own professional legal, financial and taxation advice to address their specific circumstances.

The University accepts no liability for staff members failing to obtain advice on financial matters concerning their remuneration.

Salary Packaging Options Available

The following are benefits that may be available to a staff member. Details of each option, including the application process is contained within this guide.

Salary Packaging Options:

- Superannuation contributions to UniSuper or QSuper
- Novated Leases

There are also a number of FBT exempt benefits that are provided either via a reimbursement payment, or as a regular payment.

Items are provided via reimbursement payment:

- Airline lounge membership – Qantas or Virgin
- Financial advisor's fees
- Work related membership fees
- Work related items
- Self-education
- Relocation expenses

Item provided as regular payments:

- Superannuation contributions to funds other than UniSuper or QSuper
- On campus child care

How to participate in salary packaging

The James Cook University Remuneration Services team administers the salary packaging of superannuation contributions to UniSuper and QSuper.

For all other salary packaged benefits, James Cook University has partnered with *nlc* Pty Ltd to offer an extensive salary packaging program to staff members. *nlc* were selected by the University after a thorough tender process and market evaluation. Any staff member who would like to enter into a package or investigate further is encouraged to contact *nlc* directly after reviewing this guide. *nlc* can be contacted via phone on 1800 652 652, by emailing customersupport@nlc.com.au or visiting www.nlc.com.au.

Who is eligible to participate in salary packaging?

All current James Cook University Australia staff members employed on a continuing or fixed term basis are eligible to participate in the salary packaging program. Casual staff members of the University and those not employed by the University are not eligible.

How much does it cost to participate?

Salary packaging is implemented at no cost to the University, thus it is a user-pays system. Any applicable fees under the following fee structure become part of a staff member's package and are deducted from the staff member's gross annual salary:

JCU managed superannuation:	\$0
<i>nlc</i> novated lease establishment fee:	\$85 plus GST charged at the commencement of each lease.
<i>nlc</i> annual novated lease management fee:	\$180 plus GST p.a. charged pro-rata per pay cycle.
<i>nlc</i> early reconciliation fee:	\$85 plus GST charged if a novated lease is terminated before the original lease end date.
<i>nlc</i> reimbursement payment fee:	\$0
<i>nlc</i> regular payment fee:	\$0

The advantages of packaging benefits will vary from staff member to staff member depending on individual circumstances. To ensure you receive the greatest benefit possible from the program, the University urges staff members to seek professional financial advice from a financial advisor.

Commonly used terms

The following expressions will generally have the same meaning where used in this guide as they do in other salary packaging forms.

Benefits means any non-cash benefit and cash payment (other than salary) made or expected to be made for the benefit of the staff member to a third party and any cash payment made or expected to be made to the staff member by way of reimbursement of expenses incurred or expected to be incurred by the staff member in relation to the package.

Financial Advisor means an individual who is qualified to give salary packaging advice.

Fringe Benefits Tax (FBT) is a tax payable by the University to the Australian Taxation Office (ATO) on some categories of benefits provided to staff members.

FBT Year runs from 1 April to 31 March.

Package means the salary as per the substantive position that the staff member is entitled to receive under the contract of employment with the University per annum. If a staff member is employed under more than one salary classification, the package is determined by reference to the pro-rated aggregate of the salaries assigned to the substantive positions.

Package Commencement or Start Date is the date the staff member's salary package commences.

Salary means remuneration by way of regular periodical cash payments subject to PAYG tax (excludes superannuation and other allowances).

Salary Sacrifice means that part of the Package set aside to cover the payment of benefits and includes liability for fringe benefits tax and goods and services tax, if any, and all administrative costs and charges.

Total Employment Cost (TEC) – means the total employment cost incurred by the University in employing you in your current position. It excludes all non-superannuable allowances and includes:-

- (i) your Current Salary Entitlement;
- (ii) workers' compensation premiums;
- (iii) payroll tax
- (iv) other benefits; and
- (v) employer compulsory superannuation contributions.

Making your salary work for you

James Cook University offers staff members the opportunity to negotiate the structure of their remuneration to receive part of their salary in a form other than take home pay. Staff members are offered the opportunity to choose from a list of benefits, included in this guide, which will be paid by the University on their behalf, instead of receiving gross salary with PAYG tax deducted.

Benefits may be provided to the extent that the cost to the University of providing these Benefits and the reduced salary does not exceed the Total Employment Cost established by the University for that staff member. The University will always decide the salary and benefits to be made available to

staff members. At no time will staff members be entitled to direct the University on how they are to be paid.

Whilst the University offers salary packaging to its staff members, it should be emphasised that there is no requirement to take benefits. Participation in salary packaging is strictly voluntary and the University strongly recommends that staff members wishing to participate in salary packaging seek professional advice from a financial advisor to discuss financial matters concerning their remuneration before packaging benefits.

Effects of packaging

Annual leave loading

Annual leave loading is calculated by reference to a staff member's Gross Salary (pre-packaged salary).

Leave with pay

Benefits may continue while on full paid leave such as annual or long service leave, and as such all salary sacrificing arrangement/s will continue as normal. All terms and conditions relating to this policy must be complied with while on leave.

Unplanned unpaid leave

The impact of unplanned unpaid leave can be considerable. Staff members should be aware that package obligations continue during periods of unpaid leave and this can lead to large FBT and/or balance liabilities. As such James Cook University reserves the right to terminate any benefits for staff members on unpaid leave.

Planned unpaid leave

Where planned unpaid leave is approved, staff members must give at least one month's notice to *nlc* and University payroll. **Staff members should give at least 6 months notice where possible if they have a novated lease as there are lease, FBT, insurance and registration issues that need to be addressed.**

If appropriate notice has been provided, with approval from *nlc* and the University, it may be possible to maintain the benefit by pre-paying for the package before unpaid leave begins. If a pre-paid arrangement is not negotiated, the staff member will have their benefit cancelled in accordance with the termination provisions of the particular item/s. This may include, but is not limited to;

- Direct payment of any amount that has been reimbursed but not salary sacrificed for in full.
- All future lease obligations, monthly lease rentals and vehicle running costs.
- Any termination invoice owing upon reconciliation of a terminated benefit.

Duty to notify of changed circumstances

It is the responsibility of staff members to immediately inform the University and **nlc** of changes in their circumstances that have, or are likely to have, an effect on their capacity to receive their 50% remuneration from the University.

Overtime

Overtime is calculated by reference to a staff member's Gross Salary (pre salary packaged salary).

Superannuation

If you make superannuation standard or voluntary member contributions (i.e. in addition to the university's employer contributions) through a salary sacrifice arrangement, these contributions are taxed in the superannuation fund. Generally, this tax rate is less than your marginal tax rate.

The sacrificed component of your total salary package is not counted as assessable income for tax purposes. This means that it is not subject to pay as you go (PAYG) withholding tax.

Workers' compensation

In the event of a lost time claim, staff members can expect to receive their reduced Salary and the payment of their Benefits until the University's obligations to make Salary payments either alters or ends under the Work Cover Queensland Act.

FBT on payment summaries

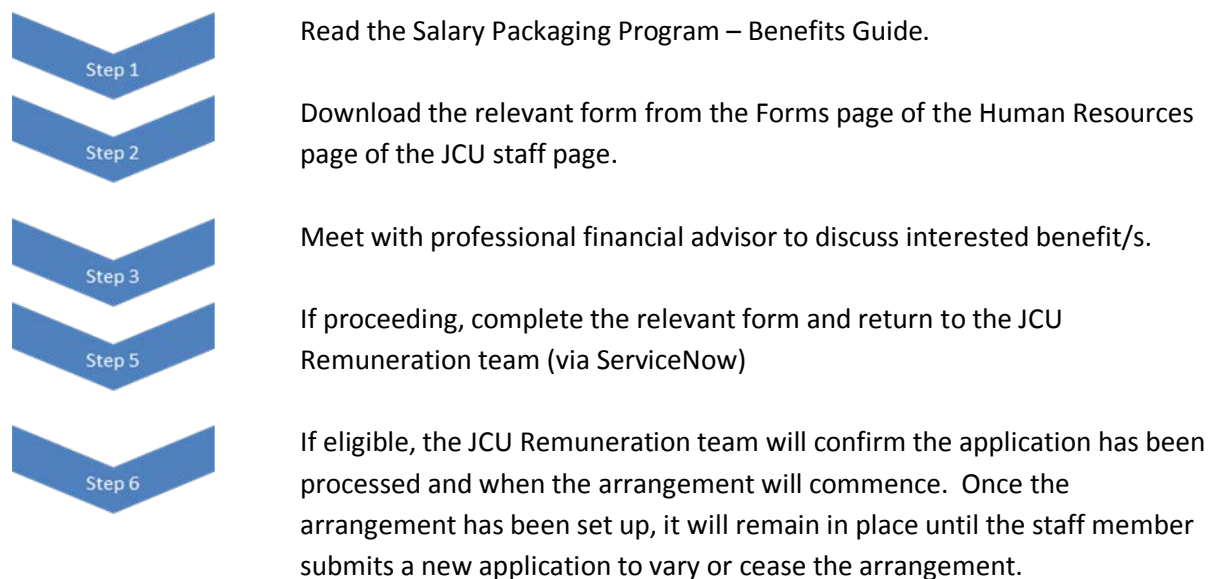
The University is required to report on payment summaries the value of benefits subject to FBT, provided by the University to the staff member. This is referred to as Reportable Fringe Benefits. The Reportable Fringe Benefits amount shown on the payment summaries represents the grossed-up taxable value of benefits that attract FBT. This amount does NOT become part of your assessable income and therefore is NOT taxable, however it is used in income tests associated with the following:-

- Child Support payments;
- Family Assistance;
- HECS repayments;
- Medicare Levy Surcharge;
- Superannuation Surcharge;
- Termination payments surcharge;
- Personal Superannuation deductions;
- Rebate for personal superannuation contributions, and
- Rebate for contributions to a spouse's contributions.

The only benefit currently available to be salary packaged that is subject to FBT is novated leases and therefore the Reportable Fringe Benefits amount relating to the packaging of novated leases (if greater than \$2,000) will be reported on payment summaries.

Superannuation contributions to UniSuper or QSuper (JCU managed)

Application process for superannuation contributions to UniSuper or QSuper



Types of contributions

Staff members may elect to salary package the following superannuation contributions:

- UniSuper standard member contributions
- QSuper standard member contributions
- UniSuper additional voluntary contributions
- QSuper additional voluntary contributions

Standard member contributions are contributions that staff members make in addition to the employer contributions that the University makes on their behalf. Staff members can elect for this contribution to be salary packaged (or deducted from their pre-tax salary) either on commencement or at any time during the course of their employment.

Additional voluntary contributions are contributions of a fixed dollar value that the employee can salary package on a fortnightly basis. Additional voluntary contributions are able to be made by all staff members who are eligible to salary package.

Salary sacrificing superannuation contributions means that the University makes the payment on behalf of staff members, thereby no PAYG tax applies and this can lead to personal taxation savings.

Superannuation is also exempt from FBT. Salary sacrificed superannuation contributions are instead treated as employer contributions and subject to different taxation (see below).

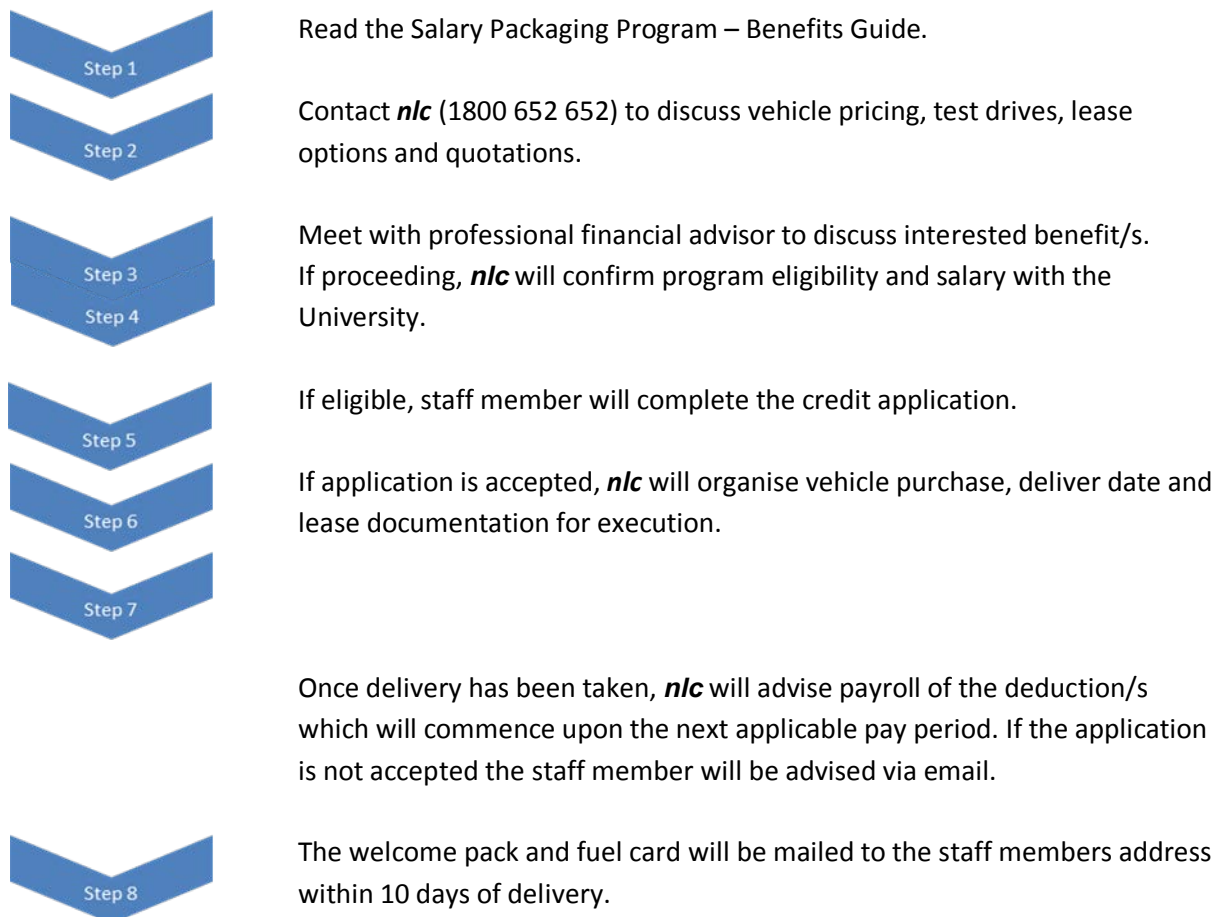
The following should be noted:

- (a) Under the Superannuation Guarantee Charge Act 1992, all employer superannuation contributions are subject to contributions tax of 15%. Salary sacrifice contributions are generally subject to the contributions tax which is deducted by the fund. Non salary sacrificed contributions, for example those made from after-tax pay, are not subject to the 15% tax.
- (b) At retirement, salary sacrifice contributions may be subject to personal taxation while non salary sacrificed contributions are returned free of further taxation.
- (c) Salary sacrifice contributions decrease the component in resignation benefits that is accessible to staff members prior to retirement.
- (d) Salary sacrifice contributions are assessed for reasonable benefit limit purposes while non salary sacrifice contributions are not.
- (e) Superannuation is exempt from GST.

Whether salary sacrificing superannuation contributions is beneficial for staff members is a complex issue and will depend on individual circumstances including retirement needs. Arranging these benefits should only be approached after seeking professional financial advice.

Novated Leases

Application process for novated leases



Establishing the lease arrangement

Choice of Vehicle

The staff member can choose to lease one or more new or used vehicles. The only limits on the choice of a novated vehicle are:

- The vehicle must have a genuine market value of \$10,000 or greater at lease commencement.
- The vehicle must fit within the ATOs description of a car, i.e. have four wheels and carry less than nine passengers or one ton.

Employee Contribution Method

In many circumstances it may be beneficial for a staff member to have part of their salary sacrifice contribution deducted after tax. It is important to speak with a **nlc** representative regarding the

advantages of this option and how it may maximise the benefit of packaging a vehicle. Quotes can be provided to illustrate the impact on salary packaging.

Transfer of Existing Leases

nlc can take over the management of an existing lease which an staff member wishes to package through James Cook University. This can be done by leaving the existing finance in place and setting up a new management arrangement or refinancing with **nlc**. Fees charged by the original financier may be applied and are outside of the control of **nlc** or James Cook University.

Optional inclusions

The following products can be included in a novated lease at the staff member's choice and cost:

Redundancy insurance - assists lease holders to pay for their lease in the event they become involuntarily unemployed.

Carbonreverse – an offset contribution for the vehicles emissions.

Roadside assistance – this can be organised by **nlc** or direct with an independent supplier.

Tyre and rim insurance – A specific insurance product for tyres and rims.

Scratch and dent insurance – A specific insurance product for small scratches, dints and chips.

Extended warranty – An extension of the vehicle warranty past the period provided by the manufacturer.

Contingency Provision

James Cook and **nlc** strongly recommend that staff members take out a contingency provision with **nlc**. The contingency is designed to buffer against cost increases (e.g. the price of fuel) over the life of the lease and avoid negative lease end balances.

At the end of the lease any unused contingency will be refunded as part of the reconciliation process.

Payroll Deductions

Upon settlement of a novated lease, **nlc** will forward the relevant paperwork to payroll who will establish the correct deductions. Payroll deductions will then commence from the next available pay period, for the duration of the lease as agreed between the staff member and **nlc**.

Running of the vehicle

Maintaining the vehicle

As the vehicle represents a significant investment, the University suggests that vehicles are maintained in a clean, safe and roadworthy condition and appropriate maintenance and servicing schedules are followed. Simply book your service at a time and location that suits you and ask the garage to contact **nlc**, via the phone number on your fuel card, for authorisation and invoicing.

***nlc* fuel card**

Staff members should treat the ***nlc*** fuel card in the same manner as credit cards and therefore the card must be kept safe and secure at all times. Loss, theft or damage should be reported directly to ***nlc***. Whilst over 90% of service stations nationwide accept ***nlc***'s fuel card, if you are ever out of pocket for fuel costs, a reimbursement can be claimed using the reimbursement form found on ***nlc***'s website.

Tolls / E-Tags

Road toll costs are the staff member's direct responsibility and cannot be included in any novated lease arrangement. If a motor vehicle is made available for business use, the staff member is required to purchase their own E-Tag and ensure it has sufficient funds for any business use.

Fines, penalties, etc

The staff member is responsible for parking, tolls, fine payments or traffic violations. It will be the responsibility of the staff member to pay the aforementioned costs outside of the novated lease arrangement.

Vehicle insurance and registration

All novated lease vehicles must be comprehensively insured and registered at all times, this is the staff member's responsibility. This cost can be paid for and a reimbursement claimed from ***nlc*** or staff members can provide the renewal notice to ***nlc*** for direct payment. Staff members can choose who to ensure their novated lease through, including ***nlc***.

Vehicle reporting

Each month the staff member will receive an email stating their current ***nlc*** account balance and if they are on target for achieving their budgeted annual kilometres. These reports are for the staff member's information. It is advised that the staff member logs in to their online account and checks all costs allocated and should they have any questions, contact ***nlc***.

Business use

Staff members can elect to use their novated lease vehicle for business use.

Business mileage cannot be claimed in an staff member's personal tax return for a novated lease vehicle is deemed to be a University's vehicle for tax purposes.

Taxation

Fringe Benefits Tax (FBT)

Fringe Benefits Tax (FBT) is a tax imposed on the provision of employment benefits. Because a vehicle under a novated lease is a fringe benefit made available with employment, while the amount sacrificed pre-tax to pay for the vehicle benefit is not subject to normal PAYG income tax, components of the vehicle benefit are subject to FBT. The FBT tax regime can make novated leasing tax effective from the staff member's perspective in many but not all cases.

Any FBT liability incurred by the University as a result of a staff member's novated leasing arrangements will be recovered from the staff member in full via a deduction from their *n/c* lease account.

Calculation of FBT

James Cook University will use the Statutory Method for calculating FBT on vehicles leased under this policy and Operating Cost Method (or logbook method) will not be available for use. For all leases entered into post 10 May 2011 the Statutory rate for FBT is currently 20% regardless of the number of kilometres travelled.

Salary deduction methods

Staff members who enter into a novated lease may choose to do so using either the staff member contribution method (ECM) or the pre-tax method (pre-tax).

Employee Contribution Method

While pre-tax payments (ie. deductions from gross salary) are part of a novated lease arrangement, ECM requires staff members to also make post-tax payments from their salary in order to offset FBT. These post-tax payments are calculated accordingly and are equivalent to the FBT liability for the vehicle benefit. This approach may cost less because the marginal rate of tax for most staff members is less than the FBT rate which is charged at the top marginal tax rate.

Pre-Tax Method

This method incorporates all vehicle costs plus an amount for FBT and is wholly taken from pre-tax salary. This method can benefit staff members who are on the highest individual income tax rate

James Cook University encourages staff members to discuss ECM and pre-tax methods with *n/c* and an independent financial advisor.

Goods & Services Tax (GST)

n/c is able to facilitate input tax credits on all staff member vehicle running costs and pass this advantage onto the staff member. That is, the GST exclusive price for all vehicle running costs will be incurred by staff members under novated lease arrangements.

GST is applicable to staff member contributions however this method allows staff members to receive the full GST inclusive amount as a reduction in FBT.

Changes in legislation

In the event that changes to tax legislation or other regulatory requirements result in an increased cost in respect of the novated lease vehicle, such liability will be solely the responsibility of the staff member. The University will not provide compensation in the event of any additional costs or losses incurred by the staff member for whatever reason as a result of such changes.

Lease conclusion

Paid leave with a novated lease

Staff members may continue to use their vehicle while on full paid leave such as annual or long service leave, and as such all salary sacrificing arrangement will continue as normal. All terms and conditions relating to this policy should be complied with while on leave.

Unpaid leave with a novated lease

Any staff member who takes unpaid leave, and as a result has inadequate earnings to satisfy their novated lease requirements, will have their novation agreement cancelled in accordance with the termination provisions of the novation agreement. Cancellation of the novation agreement will result in all lease obligations reverting personally to the staff member. This will include the obligation to make all future monthly lease rental payments.

Leaving employment with a novated lease

Notice of termination must be provided to payroll and **nlc** at least two, ideally four, weeks before the last day of employment. Failure to do so will slow down the processing of final pays.

If the staff member terminates from James Cook University for any reason during the period of the lease, the novation ceases and all obligations under the lease (including meeting any residual) revert to the staff member. At the commencement of each novated lease staff members will be required to complete a direct debit request, these details will only be utilised when a lease terminates with a deficit in the running costs account.

Staff member's options

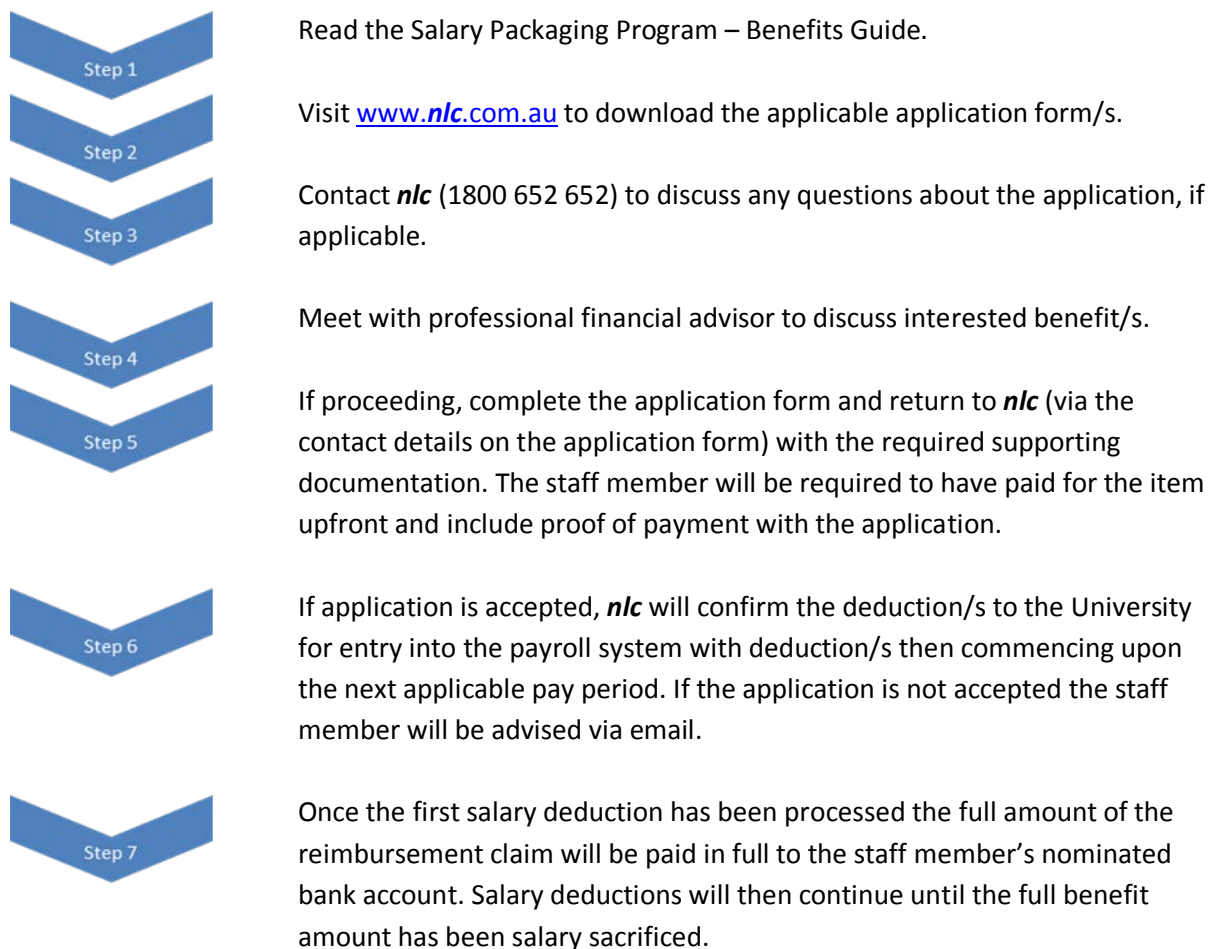
The staff member's options, regardless of the reason for lease termination, are:

- Continuing the lease with finance payments being made directly to the provider - payments made under this arrangement need to be made from post-tax income and inclusive of GST. Please note that at this time the individual becomes responsible for all expenses associated with running the vehicle.
- Re-novating the existing lease with a new employer; or
- Payout the remainder of the finance lease. A payout quote can be requested of **nlc** at any time and at no cost.

Other FBT exempt items

Items provided via reimbursement payment

Application process for reimbursement payment



Staff members will be able to nominate the number of fortnights over which the reimbursement cost is to be salary packaged up to a **maximum of four fortnights**.

The staff member’s manager is authorised to sign the **nlc** application form where the “Employer Signature” is required. The manager must ensure the staff member is eligible to salary package the benefit under the terms of this guide. The manager should refer to the sections “Who is eligible to participate in salary packaging” and the relevant section for the benefit in which the staff member is making application. The manager may contact the Salary Packaging Officer for clarification if required.

As part of the application process, **nlc** will require the applicant to complete a direct debit request. This authority will only be utilised if the staff member leaves employment after the reimbursement payment has been made but before the full benefit cost has been salary sacrificed.

Airline lounge membership

Staff members can package the cost of their annual Qantas & Virgin lounge memberships as doing so is exempt from FBT. Staff members are not able to package the lounge membership costs of their associates, friends and family.

nlc will facilitate the claiming of input tax credits by the University and therefore the GST exclusive amount only will be charged to the salary package.

Staff members may access JCU preferred rates by following the below process:

Qantas

- Call Qantas on 13 11 31
- Press #, 4, 2, 4
- Quote your Qantas Frequent Flyer number and the JCU Corporate Schedule number 3253639
- Make payment to Qantas using your personal credit card

Virgin

- Email travel@jcu.edu.au and provide your Virgin Velocity number and confirm the membership will be salary packaged and paid using a personal credit card
- You will then receive an email from Virgin confirming approval to access the JCU preferred rates
- Make payment to Virgin using your personal credit card

An application to salary package the cost of the membership can then be made by following the above application process for reimbursement payment.

Financial advisor's fees

The University strongly recommends that staff members wishing to participate in salary packaging seek professional advice from a financial advisor to discuss financial matters concerning their remuneration before packaging benefits.

The financial advisor can be an accountant or a qualified Financial Planner. The fee charged by the Financial Advisor may be included as a benefit in the staff member's package. This benefit is exempt from FBT provided the expenses were incurred in the course of earning assessable income.

nlc will facilitate the claiming of input tax credits by the University and therefore the GST exclusive amount only will be charged to the salary package.

An application can be made by following the above application process for reimbursement payment.

Work related membership fees

Staff members can salary package the cost of their professional membership fees provided it is related to employment at James Cook University. Professional membership fees, when work related, are exempt from FBT under the otherwise deductible rule.

nlc will facilitate the claiming of input tax credits by the University and therefore the GST exclusive amount only will be charged to the salary package.

An application can be made by following the above application process for reimbursement payment.

Work related items

Staff members can salary package the cost of certain work related items as they are exempt from FBT. The FBT exemption is limited to one item of each type per staff member per FBT year (1 April – 31 March). Salary packaging of any work related item will only be authorised where the item is used **primarily** for work purposes. As such staff members are encouraged to confirm with their supervisor prior to purchasing the item that it will fit the usage requirement.

For each below item **nlc** will facilitate the claiming of input tax credits by the University and therefore the GST exclusive amount only will be charged to the salary package.

Laptop computers – The staff member may select the computer themselves based on model, brand, price and fit for purpose. Once purchased the laptop is the property and responsibility of the staff member and will not be insured by the University.

Computer software – Any computer software must be specifically relevant to the task that the staff member performs during his/her normal working day and must be directly related to the staff member's job that is performed at James Cook University. Once purchased the computer software is the property and responsibility of the staff member and will not be insured by the University.

Tools of trade – For an item to be deemed 'tools of trade' it must be specifically relevant to the task that the staff member performs during his/her normal working day and must be directly related to the staff member's job that is performed at James Cook University. Once purchased the tools of trade are the property and responsibility of the staff member and will not be insured by the University.

Mobile phones – The University will approve the packaging of mobile phone handsets costs only, not call costs, phone enhancements or accessories. Once purchased the mobile phone handset is the property and responsibility of the staff member and will not be insured by the University.

Electronic diaries and personal digital assistants (PDAs) – Electronic diaries and PDAs are defined as a handheld microcomputer that functions primarily as an electronic diary/assistant. As such any recreational products such as iPods, cameras and GPS navigators will not be authorised for packaging. Purchase costs of the device and its basic software can be packaged however repairs, maintenance, cases and accessories cannot be salary packaged. Once purchased the device is the property and responsibility of the staff member and will not be insured by the University.

An application for all work related items can be made by following the above application process for reimbursement payment.

Self-education

Staff members may salary package fees for courses, including any textbooks or equipment relevant to the course. The course must be **directly related** to a staff member's current employment. These include both JCU supplied courses and those courses provided by other organisations.

Payment of course fees to the Higher Education Loan Program (HELP/HECS) cannot be included under self-education.

The packaging of course fees is limited to the financial year in which they are incurred. Staff members must ensure that there are an adequate number of pay periods (and salary) from the time packaging commences to the end of the financial year. Requests will not be processed if course fees are greater than the available salary within the financial year. In these cases staff members will be required to make claims within their personal tax return.

nlc will facilitate the claiming of input tax credits by the University and therefore the GST exclusive amount only will be charged to the salary package.

An application can be made by following the above application process for reimbursement payment.

Relocation expenses

Staff members may salary package the actual costs associated with relocation, or the difference between the amount provided by the University's Relocation and Removals Policy and the total relocation expenses.

Expenses associated with relocation must be directly related to a staff member accepting an appointment with James Cook University. Under certain conditions these expenses may be exempt from Fringe Benefits Tax (FBT) and are therefore able to be salary packaged. Given this, all applications will be assessed on a case by case basis and some or all of the costs may not be approved.

Removal and storage of household effects – This applies to the effects of the staff member and their immediate family when the removal and/or storage commences no later than 12 months after the staff member commenced employment with the University.

Sale of a dwelling – The dwelling must have been owned by the staff member and been their usual place of residence prior to being required to relocate in order to perform the duties of their employment. A contract of sale must be entered into within two years of the staff member commencing duties at James Cook University.

Acquisition of a dwelling – The dwelling must be occupied as the staff member's usual place of residence and be purchased within four years of the staff member commencing at James Cook University.

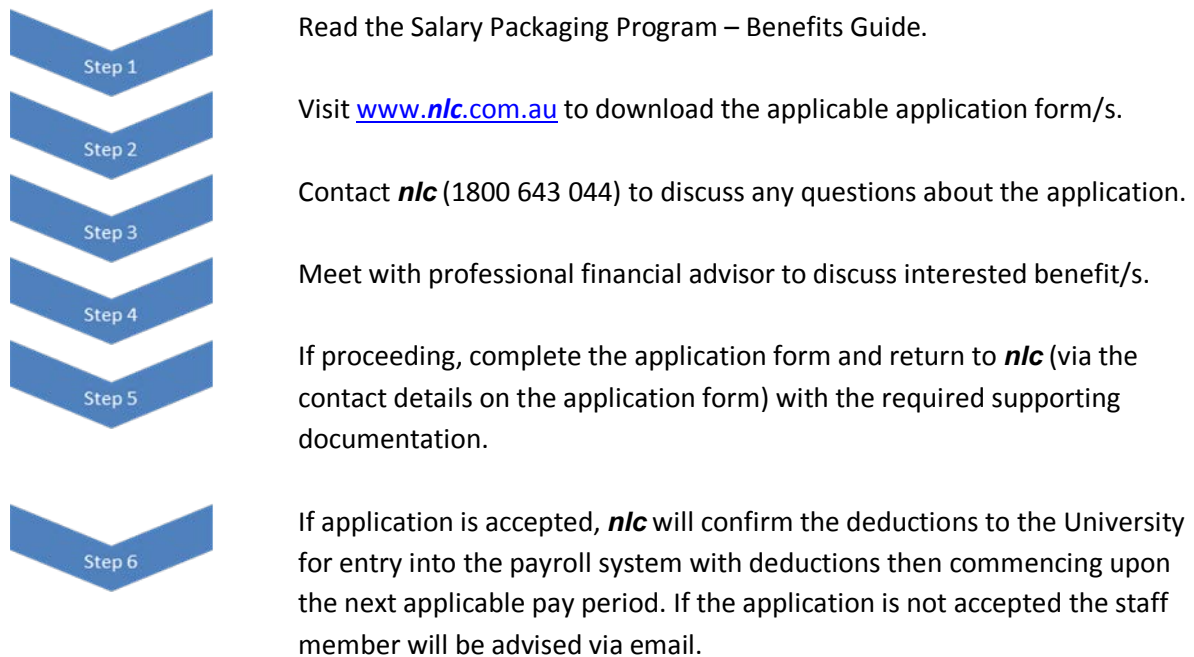
Connection or reconnection of utilities – May include telephone (must have had a telephone connected at the former residence), gas or electricity and must occur no later than 12 months after commencement of employment with James Cook University.

Leasing of household goods while living away from home – The goods must be used primarily for domestic use by, and in connection with, accommodation for the staff member and their immediate family. Typical expenses associated with relocation that may be packaged include:

- engagement of a relocation consultant,
- legal fees,
- discharge of mortgage,
- advertising,
- agents commission,
- bank settlement fees,
- house inspection fees,
- land title fees.

Items provided as regular payments

Application process for regular payments



The staff member's Manager is authorised to sign the **nlc** application form where the "Employer Signature" is required. The Manager must ensure the staff member is eligible to salary package the benefit under the terms of this guide. The Manager should refer to the sections "Who is eligible to participate in salary packaging" and the relevant section for the benefit the staff member is making the application for. The Manager may contact the Salary Packaging Officer for clarification if required.

Additional voluntary superannuation contributions to funds other than UniSuper or QSuper

Staff members can salary package additional voluntary superannuation contributions to their own nominated superannuation funds.

On-campus child care

Where an employer provides childcare facilities which are located on their business premises and the employer exerts control in the running of the facility, under FBT legislation, the childcare fees become FBT exempt. Unicare NQ Ltd (located on the Townsville campus) qualifies for the FBT exemption and therefore has been included as a benefit in the salary packaging program. Childcare fees are also GST exempt.

Staff members may apply to package childcare fees by following the above application process for regular payments. Once set up the benefit amount will be remitted to Unicare NQ Ltd after each pay period. Staff members will be provided vision of contributions via an *nlc* online account upon establishment of the benefit.

Staff members are encouraged to seek professional advice before proceeding with any salary packaging arrangements. It is also the staff member's responsibility to discuss with the relevant government department and Unicare NQ Ltd any government assistance implications.

Administration

NOTE: Printed copies of this policy are uncontrolled, and currency can only be assured at the time of printing.

Approval Details

Policy Sponsor	Deputy Vice Chancellor, Services and Resources
Date for next Major Review	23/06/2020

Revision History

NOTE: A minor amendment will not result in a change of the next major review date.

Approval date - the date the approval authority approved the establishment, minor or major amendment or disestablishment

Implementation Date - the date the policy was published in the Policy Library and is the date the policy takes effect

Version	Approval date	Implementation date	Details	Author
17-1	23/06/2017	18/08/2017	Reviewed and minor amendments approved by DVC SR.	Human Resources
2	11/01/2016		Implementation of newly created document, following the appointment of nlc as salary packaging partner to JCU.	
1			New process and forms for superannuation contributions managed by JCU, new process to access JCU preferred rates for airline lounge memberships, approval for JCU supervisors to authorise nlc application forms, all benefits other than JCU managed superannuation contributions transferred to nlc for management	<Title of policy author>

Keywords	[list several relevant key words which may be used to search for and locate the policy in the Policy Library]
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