



Small and Remote Schools Staff Incentive Scheme Procedures

Reviewed: September 2020

Ratified: September 2020

Next Review: 2022

These procedures are to be read in conjunction with the Small and Remote Schools Staff Incentive Scheme Policy

Criteria

The criteria used to demonstrate small and remote schools are:

- Schools that have a total school enrolment of fewer than 120 students and considered remote by the Australian Taxation Office (ATO) for Fringe Benefit Tax purposes (FBT)
- Schools offering both a primary and secondary education component in a rural community

The following table shows eligible schools for the incentive scheme:

Sacred Heart	Casterton
St Joseph's	Charlton
St Joseph's	Coleraine
St Mary's	Donald
St Malachy's	Edenhope
St Joseph's	Hopetoun
St Colman's	Mortlake
St Patrick's	Nhill
St Joseph's	Penshurst
St Mary's	Robinvale
St Mary's	Sea Lake
St Patrick's	St Arnaud
St Mary's	Warracknabeal

Incentives

The following incentives will be offered to principals and teachers who accept appointment in schools eligible for the incentive scheme:

- annual allowance through payroll (taxable)
- one-off relocation costs reimbursement (FBT exempt) (not-taxable)

Annual Allowance

An annual allowance will be paid to all principals and teachers for a period of three (3) years from commencement of employment. The allowance will be added to the staff member's gross salary and taxed accordingly. Eligible employees appointed during a school year will be paid the allowance on a pro rata basis.

The annual allowance is equivalent to a POL 3 allowance under the Victorian Catholic Education Multi Enterprise Agreement 2018 (MEA). This allowance will be subject to the increases aligned to the equivalent amount of the POL 3 according to the MEA.

Relocation Costs Reimbursement

Principals and teachers moving to an eligible small and remote school within the Diocese may be eligible for reimbursement of up to \$5,000 towards relocations costs within Victoria or up to \$10,000 when relocating from interstate. Where the person is relocating from one border town to another reimbursement may be limited to a maximum of \$5,000. The DOBCEL Chief Executive Officer, at his discretion, can negotiate these expenses with a prospective employee.

Where the employee is employed for a minimum of three (3) years in an eligible small and remote school and accepts an appointment at another school within the Ballarat Diocese, up to \$5,000 in removal costs may be reimbursed.

Eligible relocation expenses

Eligible relocation expenses should be aligned to the intent of this guideline and, must be receipted. Eligible expenses include:

- removalist company services including appropriate insurance coverage
- lease-breaking penalty
- real estate investigation prior to commencing in the role, including flights and accommodation
- temporary housing or accommodation on commencement in the role
- transportation of car to the location
- storage facility costs during transit, or until the employee takes up residence
- utility connection fees

For further information regarding the payment of the allowance and reimbursement costs refer to Appendix 1: Payment and Reimbursement Processes.

Further Employment

Staff that have been employed for a period of at least three (3) years in an eligible small and remote school will be guaranteed an interview for a teaching or principal position in other Ballarat DOBCEL schools.

Appendix 1: Payment and Reimbursement Processes

Appointment

- Upon appointment of a principal, the DOBCEL Manager: Human Resources is authorised to offer the allowance.
- Upon appointment of a teacher, the principal is authorised to offer and approve the allowance.

The recipient must:

- confirm with the DOBCEL Manager: Human Resources the maximum reimbursement payable under the circumstances of their appointment
- investigate options and/or seek several quotes for relocation expenses
- request and retain itemised receipts for each item/service for which they wish to claim reimbursement
- track and manage relocation expenses, understanding that additional costs will be at personal expense
- complete a Relocation Expense Reimbursement Claim form in a timely manner attaching the original receipts for all items.

Reimbursement costs will be the responsibility of the school. DOBCEL Management will endorse the claim and forward it to the school within seven days. The school will pay the reimbursement to the recipient within 14 days.

Procedures for Payroll and School Finance

- DOBCEL Payroll Officer or school Finance Officer will ensure the **allowance** for each eligible employee as per employment contract is discontinued after three years.
- Pay Code
 - SAS = RIA, Description = Remote Incentive Allowance, GL = 3.1030.10 is to be used for the payment of the allowance which is taxable and forms part of the Superannuation Guarantee (SG)
 - ICON = 3660 *Special/Unclassified Allowance*, GL Trade Code 20100 TEACHSTAFF Salary teaching staff (including Principal) (Remote Incentive Allowance), (mapped to AFS 1030), this is to be used for the payment of the allowance which is taxable and forms part of superannuation.
- Reimbursement of **Relocation Costs** for small and remote schools.
 - Pay Code
 - **SAS** = RIAR set up Pay code that links to the GL 3.1980.10 for reimbursement that is not taxable or attract superannuation and does not form part of Single Touch Payroll. A receipt or valid tax invoice needs to be provided for the expenditure to be reimbursed and also used for claiming reimbursement from DOBCEL.
 - **ICON** = 3210 *Expense Reimbursement – Other*, GL Trade Code 20300 TEACHSTAFF staff allowances. Override this to GL to 21025 Other Staff Related Expenditure (mapped to AFS 1980).
 - To reimburse an employee directly through Accounts Payable GL 3.1980.10 the school will require a receipt or valid tax invoice for the expenditure. The receipt/invoice will also be used for claiming from DOBCEL through the General Recurrent Grants (GRG) allocation.
 - Relocation costs all require some form of receipt or invoice. These can be petrol receipts or receipts for trailer hire, truck hire, services of a removalist company.

School Reimbursement through GRG process

The Small and Remote Schools Staff Incentive Scheme is part of the GRG contingency claim process. As such, claim forms need to be forwarded to the DOBCEL Finance Office by the end of Term Three so that they can be included in the October grant distribution.

To claim a reimbursement of expenditure associated with the Small and Remote Schools Incentive Scheme, the following are to be noted:

- For approval all expenditure will require receipts and/or invoices attached to the claim form.
- For teacher reimbursements, the principal's signature is required
- For principal reimbursements, the signature of the DOBCEL Manager: Human Resources is required
- When DOBCEL Finance Office receives this form, the claim will be reviewed and authorised by the DOBCEL Manager: Finance and Accountability and the school will be reimbursed through the distribution of GRG.
- All relocation costs will be reimbursed excluding GST, as the school will have claimed GST through their BAS via accounts payable or through the payroll reimbursement.