

REMOTE AREA PACKAGE POLICY

Objectives

The Royal Flying Doctor Service (RFDS) has at the core of its business the provision of health care to rural and remote Queenslanders. To achieve this, many of our employees are required to reside in rural or remote locations across Queensland. The Remote Area Package recognises the importance of attracting and retaining quality employees in these locations. There are various initiatives in place to support these recruitment and retention outcomes.

Scope

1. Remote Area Package

The Remote Area Package consists of various initiatives dependant on location and eligibility.

The following locations are currently eligible for payments included in this policy:

- Charleville
- Longreach
- Mount Isa
- Normanton
- Roma
- Emerald

Fact Sheets for Salary Packaging provisions in relation to each component of the Remote Area Package are available from the People and Culture SharePoint page.

All eligible employees, other than Medical Officers who have remote area allowances covered in their Enterprise Agreement, engaged by Royal Flying Doctor Service Queensland Section and Royal Flying Doctor Service Queensland Services, are eligible for benefits outlined in this policy.

2. Gratuity Payments

After 12 months of service at any of the eligible locations, a gratuity is paid to eligible employees.

Gratuity payments as of 1 July 2024 are as follows:

After 12 months of service	\$3,842.66
After 24 months of service	\$5,763.98
36 months and over	\$7,685.30

Gratuity amounts will be increased annually effective 1st July by the *Annual All groups, All Capital States Average CPI for year ending June each year*, as advised by the Australian Bureau of Statistics.

The gratuity attracts superannuation and will be paid as a taxable allowance via the payroll system in the first pay period after completion of the twelve months service.

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2.1 Eligibility

The gratuity component applies to permanent and maximum term employees, who are required as part of the role to reside in the eligible remote base areas (as listed in the 1. Scope). This does not include FIFO/DIDO employees.

Gratuity is not applicable to casual employees, trainees and apprentices.

Part time employees will receive a pro rata amount of the full gratuity payment based on the average FTE worked in the previous 12 months as at their service entitlement date.

Example: An employee who has an average FTE of 0.5 over the preceding 12 months, will receive \$1,746.22.

Where a full year of service has been completed but the employee has had a period of unpaid absences, i.e. leave without pay or unpaid parental leave, which amount to a total of more than 2 weeks at the employee' FTE rate, the gratuity amount will be reduced accordingly.

Employees must be employed by the RFDS at their entitlement due date for this payment to be made.

If an employee transfers within RFDS to another Queensland base, a pro rata gratuity payment will be made upon completion of 12 months of service.

2.2 Payment of Gratuity

Gratuities are paid annually in a lump sum and can be:

- > Paid into RemServ, as a pre-tax deduction
- > Paid as salary through payroll, where it will be taxed appropriately
- > Salary sacrificed into superannuation, if an employee has an existing Salary Sacrifice to Superannuation arrangement. Contact Payroll for more details.

Accessing this gratuity through RemServ will be in accordance with the prevailing FBT provisions.

If an employee opts to salary sacrifice this gratuity to superannuation, please be aware this may affect the prevailing concessional superannuation cap amounts provisions.

3. Remote Area Additional Payment

In addition to the gratuity payment, nurses, pilots and mental health professionals, covered by an Enterprise Agreement, residing in Charleville, Longreach, Mount Isa, Normanton, and Roma currently receive an additional annual payment of \$4,688 pro rata.

Effective 1 July 2023, all Permanent and Maximum Term employees (other than Medical Officers who have remote area allowances in their Enterprise Agreement) who are required to reside as part of their roles, in these regional and remote locations, will receive this additional annual payment of \$4,688 pro rata.

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3.1 Eligibility

The Remote Area Additional Payment applies to permanent and maximum term employees, who are required as part of the role to reside in the eligible remote base areas (as listed in the 1. Scope). This does not include FIFO/DIDO employees.

The Remote Area Additional Payment is not applicable to casual employees, trainees and apprentices.

Part time employees will receive a pro rata amount of the full gratuity payment based on the average FTE worked in the previous 12 months as at their service entitlement date.

Example: An employee who has an average FTE of 0.5 over the preceding 12 months, will receive \$2,344.00.

Where a full year of service has been completed but the employee has had a period of unpaid absences, i.e. leave without pay or unpaid parental leave, which amount to a total of more than 2 weeks at the employee' FTE rate, the Remote Area Additional Payment amount will be reduced accordingly.

Employees must be employed by the RFDS and work and reside in the remote base location at their entitlement due date for this payment to be made.

3.2 Payment of Remote Area Additional Payment

Gratuities are paid annually in a lump sum and can be:

- > Paid into RemServ, as a pre-tax deduction
- > Paid as salary through payroll, where it will be taxed appropriately
- > Salary sacrificed into superannuation, if an employee has an existing Salary Sacrifice to Superannuation arrangement. Contact Payroll for more details.

Accessing this gratuity through RemServ will be in accordance with the prevailing FBT provisions.

If an employee opts to salary sacrifice this Remote Area Additional Payment to superannuation, please be aware this may affect the prevailing concessional superannuation cap amounts provisions.

4. Rental/Mortgage Assistance

Eligible employees will be paid a Rental/Mortgage Assistance. Rental/Mortgage Assistance payments are as follows:

Remote Location	Rental/Mortgage Assistance
Charleville	\$260/week
Longreach	\$305/week
Mount Isa	\$465/week
Normanton	\$465/week
Roma	\$320/week
Emerald	\$400/week

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These payments are reviewed on an annual basis taking into account market movements and data from the Residential Tenancy Authority (RTA). The next annual review will occur in 2025.

4.1 Eligibility

The Rental/Mortgage Assistance applies to permanent and maximum term employees who are required as part of the role to reside in the eligible remote base areas (as listed in the 1. Scope). The employee must be a permanent resident of that location and not living in RFDS supplied accommodation.

Rental/Mortgage Assistance does not apply to casual employees, trainees and apprentices.

Part time employees will be paid a pro rata amount based on hours worked each fortnight (including periods of paid leave).

Rental/Mortgage Assistance will not be paid during any periods of unpaid leave.

4.2 Payment of Rental/Mortgage Assistance

The Rental/Mortgage Assistance is paid fortnightly as a taxable allowance via the payroll system. Rental/Mortgage Assistance attracts superannuation.

5. Remote Area Benefits

Employees based in an Australian Taxation Office designated remote area are eligible for additional concessions for fringe benefit tax (FBT) purposes. The benefits available are:

- > Remote area housing assistance - rental 50% reduction of taxable value for FBT.
- > Remote area residential (not vehicle) fuel 50% reduction of taxable value for FBT.
- > Remote area housing assistance - mortgage interest 50% reduction of taxable value for FBT.
- > Remote area travel assistance – 50% reduction of taxable value for FBT.

For more information regarding this benefit, please contact RemServ Salary Packaging on 1300 73 66 62.

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