



Related documents:	Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland 2010-2012 Policy No: FM5.02 of the Brisbane Catholic Education Finance Manual entitled Staff Expense Reimbursement
Updated:	November 2010

Remote Area Incentive Scheme Procedures

Purpose

The purpose of this document is to outline the provisions of Brisbane Catholic Education's Remote Area Incentive Scheme as well as provide procedures for the administration of the scheme.

Scope

The incentives within the scheme and detailed within this document are applicable to teachers, senior leaders and principals who accept appointments within Remote Area Incentive Scheme schools.

Introduction

In 1999, Brisbane Catholic Education introduced a Remote Area Incentive Scheme. This scheme was developed as an attraction strategy to encourage teachers to travel to and remain in the five schools in the Brisbane Archdiocese, which are regarded as remote for this Archdiocese.

It is hoped that through the Remote Area Incentive Scheme, some teachers will be encouraged to embark upon an educational ministry of teaching in a rural school and assist in providing rural communities with committed and continuing service.

Procedures

1. For the purpose of this document, schools included in the Remote Area Incentive Scheme are: **(Category 1 Schools)**
 - Childers
 - Gayndah
 - Murgon
 - Kingaroy (Primary and Secondary)
 - Nanango
2. The four criteria used to demonstrate remoteness are:
 - rurality
 - distance from support services
 - small schools
 - part of a small community

3. A **Remote Area Incentive Allowance** will be paid to teachers, senior leaders and principals in Remote Area Incentive Scheme schools on the following basis:
- a. An allowance of \$1,500 will be paid to teachers, senior leaders and principals for the first and second year of service in the designated Remote Area Incentive Scheme school.
 - b. In the third, fourth and fifth years of service, \$2,500 will be paid in each year to those teachers, senior leaders and principals who remain in the designated Remote Area Incentive Scheme schools.
 - c. After five years of service in Remote Area Incentive Scheme schools, the incentive allowance will cease for teachers and senior leaders.
 - d. After five years of service in Remote Area Incentive Scheme schools, Principals will continue to receive the allowance paid in their fifth year of service for the full period of the Principal's appointment at the Remote Area Incentive Scheme school.
 - e. The Incentive allowance will be transferable only within the nominated Remote Area Incentive Scheme schools during any one five year period.
 - f. For teachers who relocate to areas outside the Remote Area Incentive Scheme schools, the incentive allowance will cease on their departure.
 - g. The allowance will apply for the full school year and will be paid in one instalment in the last pay for the year.
 - h. Teachers who are appointed during the school year will receive the allowance on a pro rata basis.
 - i. Teachers who do not complete the calendar year in a Remote Area Incentive Scheme school will not be entitled to the allowance.
 - j. The Remote Area Incentive Allowance will not be affected by paid sick leave or long service leave but will be paid on a pro rata basis for other unpaid leave.
 - k. The allowance will be payable to all teachers including part-time teachers. The latter will be paid on a pro rata basis (e.g. a teacher in a Remote Area Incentive Scheme school who works for 15.00 hours per week would receive an incentive allowance of \$750 for the first two years and \$1250 for the third, fourth and fifth years).
4. In addition to the Remote Area Incentive Allowance, the following incentives will be offered to teachers, principals, and senior administrators who accept appointments within Remote Area Incentive Scheme schools:

4.1 Priority placements:

Teachers in Remote Area Incentive Scheme schools will be considered for a priority placement (change to another school) after a period of two years service in the current school.

A priority placement is one that will be enacted according to Brisbane Catholic Education staffing procedures as circulated to schools on an annual basis. Placement will be dependent upon vacancies occurring in the preferred school/location. Negotiations for a priority placement will occur between the teacher,

the principal of the proposed school and the Area Supervisor in consultation with Recruitment Services.

4.2 Employment status:

Consideration will be given to granting full time continuing status to teachers taking up appointments in Remote Area Incentive Scheme schools.

Brisbane Catholic Education does, however, reserve the right to appoint teachers on a fixed term basis. Teachers appointed on a fixed term basis are eligible to receive all other incentive conditions.

4.3 Professional development and inservice venues:

The model for significant teacher inservice will be such that inservice is delivered in centres across the Archdiocese.

This model is to be the normal manner of delivering inservice across the Archdiocese. It will enable all schools to have access to venues while minimising travel times.

Where possible, "twilight" or similar brief professional development activities within the metropolitan area, planned for the hours of 4pm – 6pm, will be videoed for distribution to schools outside of this area.

4.4 Travel and accommodation costs (*Category 1 and Distance Enhancement Schools*):

Travel and accommodation costs are paid when staff in Remote Area Incentive Scheme schools are required to travel and remain overnight when attending inservice and professional development.

This provision also applies to the following schools where Brisbane Catholic Education's distance enhancement funds will apply:

- Gympie (Primary and Secondary)
- Hervey Bay (Primary and Secondary)
- Maryborough (Primary and Secondary)

Reimbursement of costs will be in accordance with *Policy No: FM5.02* of the *Brisbane Catholic Education Finance Manual* entitled *Staff Expense Reimbursement*.

4.5 Removal costs:

Brisbane Catholic Education will pay removal costs for all teachers, senior leaders and principals accepting appointments to Remote Area Incentive Scheme schools. Return removal costs will be paid as follows:

- after a period of three (3) years or more, all return removal costs will be met;
- after a period of two (2) years, 50% of return removal costs will be met;
- no return removal costs will be paid for less than one school year's service.

These conditions apply only to movement to other BCE schools within the Brisbane Archdiocese. Removal costs apply to household and personal effects only – not to luxury items such as second cars, boats, caravans etc.

Procedures for submissions for the payment of removal costs will be in accordance with Brisbane Catholic Education current procedures.

5. The opportunity for schools in the Remote Area Incentive Scheme to have access to a school car exists under the following options:

5.1 Motor Vehicle Arrangements for School Principals

Full details of the motor vehicle arrangements for all principals within Brisbane Catholic Education are available from Financial Services. In essence, under this arrangement, the principal salary sacrifices for private use of a vehicle which is, during working hours, a school car. It is expected that the school car will be made available to staff of the school as required for their professional development transport needs.

The cost structure of such a proposal is set up to reflect the estimated net cost over a twelve month period to the principal's salary package for private use of the vehicle.

The principal's salary sacrifice amount is calculated as follows:

Total annual lease and operating costs

Less

Estimated kilometreage reimbursements for:

- Principal's professional travel (from Brisbane Catholic Education Office)
- School professional development travel (RAIS)
- Other school related business travel (school resources)

The administration of the scheme is done through Financial Services within Brisbane Catholic Education Office (BCEO). An acquittal is made monthly to the Area Supervisor for the principal's travel and for the other school related costs. BCEO will cover the full cost of kilometreage claims made by Principals for their business related travel.

5.2 Vehicle Provision for Category 1 Schools Only

Should the principal of a category 1 school not wish to salary sacrifice for private use, a vehicle will be provided to the school on the same cost structure as above. However, the principal's salary sacrifice component will be met in these schools by an equivalent contribution from RAIS funds. This will cover any cost not met from other sources plus any FBT requirements.

A vehicle supplied in this way will have no private use component. The principal will garage the vehicle for safety purposes. Use of the vehicle outside of school and principal professional use will be limited to travel to and from the home of the garaging person plus any incidental personal travel.

Schools may seek further information of the above arrangements through the Area Supervisor and Manager Financial Services.

Document Information (This section will not appear on the uploaded document. It is required to complete the metadata fields attached to the document.)

Alternative title	609.1 Remote Area Incentive Scheme
Audience target	School
Content type	Procedure
Description	<p>The purpose of this document is to outline the provisions of Brisbane Catholic Education's Remote Area Incentive Scheme as well as provide procedures for the administration of the scheme.</p> <p>The incentives within the scheme and detailed within this document are applicable to teachers, senior leaders and principals who accept appointments within Remote Area Incentive Scheme schools.</p>
Keywords	RAIS, Location Allowance, Locality Allowance, Remote Area Incentives
Creator/Owner	Director Employee Services
Developed by	Recruitment Services
Next Review Date	October 2013