

**Agreed in Principle
TAC Geelong Assistance and Support Package**

Pre Geelong Component

<p>Retention Incentive</p> <p>Employee to choose option</p>	<p>Option 1 – Incentive lump sum gross payment Flat \$4,000 on 1/12/06 \$7,000 on 1/12/07 \$4,000 on 1/12/08 Total = \$15,000</p> <p>OR</p> <p>Option 2 – Incentive lump sum gross payment % of current salary 5% on 1/12/06 8% on 1/12/07 7% on 1/12/08 Total = 20%</p> <p>OR</p> <p>Option 3 – Extra Leave additional paid leave 2 weeks in Dec 2006 3 weeks in Dec 2007 3 weeks in Dec 2008 Total = 8 weeks (to be taken within 12 months of availability)</p>
<p>Retraining Knowledge transfer allowance (KTA)</p>	<p>\$5,000 gross payment if employee has up to 15 years with TAC or \$7,500 gross payment if employee has more than 15 years service with TAC or \$10,000 gross payment if employee has more than 20 years service with TAC Conditional on</p> <ul style="list-style-type: none"> ➤ 3 months written notice and paid on separation ➤ meet the eligibility criteria for attendance and performance up to date of departure ➤ actively participate in transferring skills and knowledge to new staff and other team members ➤ Appropriate General Manager to approve
<p>Redundancy</p>	<p>Based on current prevailing VPS government policy. Standard government redundancy packages as follows</p> <ol style="list-style-type: none"> 1. Voluntary Departure Package (VDP) – full details of package formula to be provided to staff <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. Targeted Separation Package (TSP) - full details of package formula to be provided to staff <p>Approval of either package prior to Geelong relocation is at the discretion of TAC management</p>
<p>Redeployment</p>	<p>In accordance with the commitment previously provided in the CEO update of 16 December 2005, "The government has also given a commitment that staff that want to stay in Melbourne will be given the opportunity to continue working in the public sector", the following principles will apply to a redeployment process for TAC employees who elect this option. TAC will establish a partnership approach with the CPSU to develop agreed redeployment options. Both parties will</p> <ol style="list-style-type: none"> 1. Operate in accordance with the establish government policy on Redeployment and endeavour to obtain commitment from DTF, DPC and IRV to administratively enable TAC to be part of the VPS redeployment network and to have priority access to VPS vacancy information. 2. Work with the State Services Authority (SSA) to establish a contact list of possible departments and agencies who may be able to assist the TAC in finding suitable employment options for our people <p>TAC will</p> <ol style="list-style-type: none"> 3. Work with VWA to identify and agree any vacancies suitable for TAC staff

	<p>4. Access the appropriate redeployment officers in each VPS agency</p> <p>5. Provide career planning assistance and support to work will staff who elect redeployment to assist them with career guidance, resumes, applications and interview skills etc.</p> <p>6. Target and work with specific private sector organisations that may be suitable for a TAC employee's skill.</p>
Career and Financial Planning	<p>Engage external career planning services to assist staff with career planning advice, assistance with resumes, interview skills etc.</p> <p>Engage independent/licensed financial advisors to assist staff with financial advice related to their redundancy and super or financial advice related to their relocation.</p>

Post Geelong Component

Relocation Incentive	10% of salary paid on 1/12/09 or additional paid leave of 4 weeks (to be taken within 12 months of availability)
TAC Geelong Commuting Allowance	<ul style="list-style-type: none"> ➤ By Car – Kilometres to include to and from Geelong daily. <ul style="list-style-type: none"> ➤ \$7,500 annual allowance for 60 - 90 kms. ➤ \$12,000 annual allowance for 91 - 120 kms. ➤ \$15,000 annual allowance for more than 120 kms. ➤ Full ETAG reimbursement for work commuting to and from Geelong. ➤ Available for 12 months only and paid as a lump sum in advance each month as part of salary. OR By Train <ul style="list-style-type: none"> ➤ Free VLine pass Melbourne to Geelong return ➤ Available for 3 years. OR By TAC Bus <ul style="list-style-type: none"> ➤ TAC bus that could provide a CBD pick up and drop off to TAC site and return ➤ Flexible timetable available. ➤ Available for 12 months <p>Consideration to be given to a workable combination of above options</p>
TAC Geelong Rental Assistance	<p>\$20,000 for rental assistance per household. Reimbursed on expenditure basis. Formal rental agreement required. No time limit and employee must rent in Geelong area.</p> <p>Employee can use remainder of \$20,000 assistance to purchase property if amount is not used on rent and they decide to relocate within 2 years of TAC relocation</p> <p style="text-align: center;">And</p> <p>Removal assistance Reimbursement of up to \$3,000 removal expenses including packing and unpacking of house and garage contents and insurance.</p> <p style="text-align: center;">And</p> <p>Removal leave 2 days removal leave</p> <p style="text-align: center;">And</p> <p>Removal costs Reimbursement of utilities connection fees</p> <p style="text-align: center;">And</p>

	<p>Selling your current home – reimbursement of</p> <ul style="list-style-type: none"> ➤ Additional relocation assistance available such as reimbursement of legal expenses and conveyancing to those employees in selling their current home to relocate to Geelong area ➤ Real estate agents fees in accordance with REIV ➤ Additional incidentals amount of up to \$1,000 to make good the property <p style="text-align: center;">And</p> <p>School Placement Assistance Reimbursement of up to \$1,000 expenses per child available for school uniforms, school expenses.</p> <p>Childcare Reimbursement of childcare payments subsidized by TAC up to \$1,500 per eligible child per year for 3 years</p> <p style="text-align: center;">And</p> <p>Job Search Assistance For spouses/partner – only available if employee relocates to Geelong area. Access to TAC recruiters for assistance in job interviews, placement and selection</p>
<p>TAC Geelong Home Purchase Assistance</p>	<p>\$30,000 towards the purchase of a property in Geelong Area if you relocate no later than December 2009</p> <p style="text-align: center;">OR</p> <p>\$20,000 towards the purchase of a property in Geelong Area if you relocate during 2010</p> <p style="text-align: center;">And</p> <p>Removal assistance Up to \$3,000 removal expenses</p> <p style="text-align: center;">And</p> <p>Removal leave 3 days removal leave and to attend to bank, real estate and removal arrangements</p> <p style="text-align: center;">And</p> <p>Property purchase costs Reimbursement of expenses that may include</p> <ul style="list-style-type: none"> ➤ Utilities connection fees ➤ Mortgage discharge and/or establishment fees ➤ Contribution to legal fees for sale of current home and purchase of a new home ➤ Valuation and/or inspection fees <p style="text-align: center;">And</p> <p>Stamp Duty Full stamp duty on the new property in the Geelong area will be reimbursed by TAC</p> <p style="text-align: center;">And</p> <p>Selling your current home – Reimbursement of</p> <ul style="list-style-type: none"> ➤ Additional relocation assistance available such as reimbursement of legal expenses and conveyancing to those employees in selling their current home to relocate to Geelong area ➤ Real estate agents fees in accordance with REIV ➤ Additional incidentals amount of up to \$1,000 to make good the property. <p style="text-align: center;">And</p> <p>School Placement Assistance</p>

Childcare
Reimbursement of up to \$1,000 expenses per child available for school uniforms, school expenses...
Reimbursement of childcare payments subsidized by TAC up to \$1,500 per eligible child per year for 3 years
And

Job Search Assistance

For spouses/partner – only available if employee relocates to Geelong area. Access to assistance for CV preparation, interview skills etc

Principles for Implementation

Eligibility

- Ongoing full time – eligible for all the assistance and support package.
- Fixed term – Not eligible for the assistance and support package. TAC will conduct a review of all fixed term employment prior to the 30th April 2006 with a view to converting fixed term to ongoing subject to meeting performance standards. This does not apply to leave replacement or project fixed term contracts.
- Casual – not eligible for any of the assistance and support package.
- Ongoing part time – payments for retention and relocation incentives and commuting and knowledge transfer allowances (KTA) to be calculated at a pro rata basis. For retention incentives and the KTA a minimum calculation of 0.6 of salary will be used. Full amount for Vline ticket, home purchase assistance and rental assistance.
- 48/52 – eligible on a pro rata time basis as above.
- Maternity leave – as above for ongoing full time and part time.
- Unpaid leave – on a case by case basis.
- Geelong area defined as the following Shire boundaries of City of Geelong, Golden Plains, Surf Coast, Colac-Otway, and Borough of Queenscliff. Exceptions will be considered on a case by case basis.
- Onus of proof and receipts for any reimbursement to be provided by the employee when required.
- Career planning advice, financial advice and spouse/partner job search assistance will be available pre and post Geelong relocation. Details to be advised.
- If you commence ongoing employment with TAC post 1 May 2006 you are only eligible for home purchase assistance, rental assistance, commuting allowance or Vline ticket.
- Home purchase assistance, rental assistance and commuting allowance are not available to those TAC staff already residing in Geelong area as at 1 May 2006

Pre Geelong Component

- Retention Incentive Program
 - Flat or %. No swapping between options one and two. This payment is paid on base salary or TEC as at the date of incentive. ?
 - Incentives paid on the pay date on or after 1 December of the appropriate year.
 - If a staff member is substantially promoted option selected may be reconsidered on a case by case basis.
 - Additional leave does not attract leave loading and will be paid out if not used (as with annual leave).
- If an employee elects redeployment, this will be in accordance with the existing Victorian Public Sector (VPS) policy but if no role is found then the employee will be eligible for a Voluntary Departure Package (VDP) or a Targeted Separation Package (TSP).
- The redeployment process details will be subject to discussions with the CPSU and State Government.
- The option of VDP or TSP is subject to VPS redundancy policy and taxation exemptions.
- Anyone who accesses home purchase assistance extinguishes their right to the trial period. (i.e. no access to VDP/TSP or redeployment).
- Formal commitment to either to redeployment or redundancy to be made by September 2008.
- Formal commitment to relocation to Geelong to be made by the end of the trial period by December 2009.

- Departure packages (VDP and TSP) will not be available post the trial period.
- Knowledge Transfer Allowance (KTA) – eligibility and implementation details to be finalised.
- KTA is available on resignation, redundancy and redeployment conditional to the employee giving TAC 3 months notice and subject to the relevant General Manager being satisfied that the knowledge transfer has occurred.

Post Geelong Component

- One way relocation assistance (i.e. Geelong area only).
- Cap on stamp duty of up to \$17,000 for property purchase if the property is your second or subsequent property.
- Home purchase assistance will have a "time value" of 2 years. Employees seeking home purchase assistance will be expected to remain an employee of the TAC in Geelong for 2 years. If an employee leaves prior to the completion of 2 years service, the employee will be required to pay back a proportion of the monies based on the agreed sliding scale. This does not apply if the TAC terminates an employee's employment.
- No "time value" as above on rental assistance or commuting allowance if staff member leaves TAC during the trial period.
- TAC bus arrangements. Further details to be provided.