

## SALARY SACRIFICE POLICIES

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### Living Away from Home (LAFHA) Policy

Living Away from Home Allowance (LAFHA) structure provides effective tax benefits whilst workers are temporarily living away from home and is dependent on a number of factors. It is to compensate an employee for additional expenses incurred or disadvantages suffered for performing their duties whilst living away from their normal place of residence.

#### To be eligible you need:

- An active assignment with the Ayers Group
- A signed Ayers Group employment contract
- Able to provide evidence of maintaining a home in Australia which is available for immediate use at all time
- Expect to return to your normal place of residence
- To show evidence of an equitable interest in your normal place of residence (ownership or rental proof)
- Agree to pay a nominal fee of 0.5% for administration
- Complete and sign a LAFHA declaration for The Ayers Group records
- To provide the Ayers Group with either receipts or rental proof of the accommodation costs incurred for where you are moving to whilst you are away from your normal place of residence.
- To provide any change of circumstances to the Ayers Group within 5 days of any changes of circumstances
- Under the policy it is agreed that LAFHA can be claimed for a maximum term of 12 months

The Ayers Group Associated Companies

| Ayers Management PTY LTD | ABN 76 123 208 300 |

| Ayers Payroll & Contractor Services PTY LTD | ABN 55 161 137 346 |

| The Lester Partnership PTY LTD | ABN 31 076 127 323 |

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Within the LAFHA policy The Ayers Group agrees to make the relevant LAFHA payments to you as the worker for the agreed period of time / contract and for no more than 12 months as per legislation.

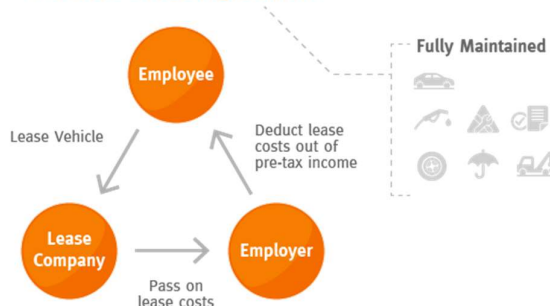
## Novated Car Lease Policy

A Novated Lease is a tax-effective agreement between you, The Ayers Group as your employer and Endeavour Fleet (which is our chosen Fleet Lease Company) that lets you lease a vehicle of your choice. You finance the vehicle and its operating costs with a combination of before and after-tax salary.

The obligation for the payment of lease rentals is transferred (novated) from you to The Ayers Group for the term of your contract with us. We make the necessary deductions via payroll and pays the lease rentals and operating costs directly to LeasePlan. This is known as salary packaging.

You retain ultimate responsibility to make any payments under the lease in the event that you leave the Ayers Group / or if your employer fails to make payments on your behalf.

### Novated Lease Agreement



### To be eligible you need:

- An active assignment with the Ayers Group for a minimum period of 6 months
- A signed Ayers Group employment contract for a minimum period of 6 months
- Agree to pay a nominal fee of 0.75% for administration
- Show evidence of a contract with Endeavour Fleet for your Novated Lease
- Sign off a Novated Lease deposit confirmation form
- Agree to pay a \$1000 deposit to the Ayers Group

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- Agree for the Ayers Group to make the relevant Pre and Post Tax deductions from your pay each cycle.

Within the policy The Ayers Group agrees to make the relevant deduction from your pay cycle as per the signed agreement and in turn pay your Novated Car Lease payment to Endeavour Fleet on a monthly basis. At the end of your employment contract term with the Ayers Group Ayers agrees to reconcile monies paid v monies deducted within 14 days from contract end date and pay any residual of the \$1000 deposit bond paid. Should any monies

be in deficit of the monies paid to Endeavour Fleet then you agree to pay any deficit to the Ayers Group.

### **Tax Deductible Expenses Policy**

Our Tax-Deductible Expense claims allow you as an employee of The Ayers Group to claim any expenses that are related to your contract which help reduce the amount of income that is taxed.

Effectively the Ayers Group offer the facility to claim any expenses that relate to your contract through your salary payments instead of waiting to lodge in your tax return.

### **To be eligible you need:**

- An active assignment with the Ayers Group
- A signed Ayers Group employment contract
- Have an expense that is not private, domestic or capital expenditure
- Agree to the rules of claiming (Guidelines to Claiming document)
- Show any receipts / evidence of what is being claimed

Within the policy The Ayers Group agrees to make the relevant tax deduction into your pay cycle. Tax Deductible claims will be made once in a calendar month

### **Salary Sacrifice to Super Policy**

Salary sacrifice is an arrangement which allows you as an employee of The Ayers Group to forego part of your salary or wages in return for that amount to be paid into your nominated super fund instead.

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- An active assignment with the Ayers Group
- A signed Ayers Group employment contract
- Salary sacrificed super contributions are to be made to a complying super fund
- Request to salary sacrifice to super in writing to The Ayers Group detailing the additional dollar \$ amount or percentage % per pay period.

The Ayers Group do not make recommendations in amounts to salary sacrifice or take responsibility in managing your concessional (before-tax) contributions cap which may attract additional tax if exceeded.

Within the policy The Ayers Group agrees to make the relevant salary sacrifice deductions into your pay cycle. Salary sacrifice to super contributions will be made quarterly.

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