



Australian Government

AFTRS

AFTRS

AFTRS Reimbursement/Payment of Professional Association Membership Fees Policy and Procedure

Responsible Officer	Director, Corporate Services
Contact Officer	Head of Human Resources
Authorisation	Chief Executive Officer through AFTRS Enterprise Agreement 2011
Effective Date	25 th February 2011
Associated Documents	AFTRS Enterprise Agreement 2011

1. Policy Name

The AFTRS Reimbursement/Payment of Professional Association Membership Fees.

2. Preamble – Background

AFTRS has long recognised the importance of staff maintaining membership of appropriate professional bodies as a means of maintaining currency and advocating on behalf of the School. This was formalised in the AFTRS Enterprise Bargaining Agreement 2005 through a provision allowing for the annual reimbursement of professional association membership fees, an entitlement continued in the AFTRS Union Collective Agreement 2007 and the current AFTRS Enterprise Agreement 2011.

3. Policy Scope

This policy applies to AFTRS staff.

4. Definitions

Staff means a person employed by AFTRS on a temporary, fixed term or ongoing basis.

Professional Association includes equivalent associations and licensing fees, either Australian or overseas.

5. Policy Statement

AFTRS acknowledges the benefit to individual staff and the School in staff maintaining current knowledge in their area of expertise. A key component of this is the advantages available through membership of professional associations.

In order to facilitate this aspect of staff development, and in accordance with provision 8.8 of the AFTRS Enterprise Agreement 2011, AFTRS will either reimburse or pay staff Professional Association membership fees subject to the following.

- The Professional Association or equivalent must be related to the staff member's current duties.
- Reimbursement/payment will be limited to one membership for each staff member in relation to each financial year.
- A maximum amount of AUD \$550 (GST inclusive) will be reimbursed/paid for each staff member. An additional amount may be authorised by the Divisional Director if the membership/license is essential to the performance of the staff member's duties.

6. Process

- a) Submit your completed application form (attached) to your supervisor together with either a tax invoice or receipt.
- b) Your supervisor will make a recommendation and either:
 - i) If the amount is over AUD \$550 submit it to the Divisional Director for consideration who will then forward it to Human Resources, or
 - ii) Submit it directly to Human Resources.
- c) The Head of Human Resources will update your records and retain a copy of the documents on file.

Payments under this provision up to AUD \$550 will be charged to a central account, not individual departments. Any additional amounts will be charged to the requesting department.

7. Review

This policy will be reviewed on the negotiation of a new Enterprise Agreement.



**REIMBURSEMENT/PAYMENT
PROFESSIONAL ASSOCIATION MEMBERSHIP FEES**

Part A: To be completed by staff member.

Name: _____

Name of Association: _____

How is this membership related to your position?

Period of membership: ___/___/___ to ___/___/___

Amount of payment: \$_____

Reimburse or Pay

Please note tax invoice or receipt must be attached.

Signature: _____ Date: ___/___/___

PART B: To be completed by supervisor.

Recommended / Not Recommended

Reasons if not recommended.

Signature: _____ Date: ___/___/___

PART C: To be completed by Branch Head if amount over AUD \$550.

I approve payment over AUD \$550 on the basis that this professional membership is essential to performing the duties of the position.

Signature: _____ Date: ___/___/___

PART D: To be completed by Human Resources.

Reimbursement / Payment Approved / Not Approved

Reasons if not approved.

_____ Date: ___/___/___
Head of Human Resources

Purchase requisition completed and documents submitted to Finance	
AURION Records noted	
Copy of Form on performance management file	
Staff member advised in writing of decision if not approved	