

Welcome to Mater Health Services

The following guide has been tailored for international employees joining Mater Health Services, and provides information and resources to ensure relocation to Australia and commencement with Mater is an exciting and rewarding journey.

In the spirit of the Sisters of Mercy, Mater offers compassionate service to the sick and needy, promoting an holistic approach to health care in response to changing community needs as well as fostering high standards in health related education and research. All these services are offered without discrimination and with high regard to responsible stewardship of resources.

At Mater, our goal is to provide high quality cost effective service to our customers and be a centre of excellence in health care. This can only be maintained and enhanced with your assistance. In joining our team, you share our commitment in providing the best health care service to our customers. For this to be achieved, your ideas, suggestions and initiative are encouraged as we strive to improve the way we do things and how we present ourselves to the community at large.

Our work ethic centres on taking responsibility for our decisions, pride in our work, sharing our knowledge and expertise with others, and a willingness to contribute to the resolution of issues collaboratively.



NOTE: While we make every effort to ensure that the material in this guide is accurate and up to date when we publish it, you should exercise your own independent skill and judgements before you rely on it. In any important matter, you should seek professional advice relevant to your own circumstances.

The list of a person or organisation in any part of this guide does not imply any form of endorsement by Mater Health Services of the products or services provided by that person or organisation. Similarly, links to other websites have been inserted for your convenience and do not constitute endorsement of material at those sites, or any associated organisation, product or service.

Contents

Must haves for working in Brisbane.....3

1.	Valid Australian Work Visa.....	3
2.	Queensland nursing registration.....	4
3.	Criminal history check.....	5
4.	Australian health Insurance.....	5
5.	Tax File Number (TFN).....	5
6.	Australian bank account.....	6

Living in Brisbane.....7

1.	Location and culture.....	7
2.	Housing.....	8
3.	Education.....	8
4.	Transport.....	8

Benefits of working for Mater Health Services.....10

1.	Salary packaging—increase your take home pay!.....	10
2.	Nursing benefits.....	13
3.	Pension scheme.....	14
4.	Assistance with relocation.....	15

Appendix one —Moving to Brisbane—handy links.....16

Appendix two—Relocation checklist.....19

1. Must haves for working in Brisbane

Valid Australian Work Visa

With the exception of New Zealand citizens, anyone wishing to enter Australia must obtain a visa prior to arriving in the country. Visas are issued by the Australian Department of Immigration and Citizenship (www.immi.gov.au) and two of the most popular and accepted by Mater Health Services are the 457 Temporary Business (Long Stay) Business Sponsored Visa and the 417 Working Holiday Visa.



457 Temporary Business (Long Stay) Business Sponsored Visa

The 457 Temporary Business (Long Stay) Business Sponsored Visa is the most commonly used program for employees to work for an Australian organisation on a full-time basis. The 457 visa allows holders to work for an organisation for a period of between three months and four years. Eligible secondary applications (dependants) may be included in the visa, allowing them to work and study within Australia. There are no restrictions on the number of times a holder can travel in and out of the country for the duration of the visa.

All 457 visa holders must work full-time, 76 hrs per fortnight

For more information on the 457 Temporary Business (Long Stay) Business Sponsored Visa, visit the Australian Department of Immigration and Citizenship website www.immi.gov.au and enter "Temporary Business Long Stay" in the search function on the top right side of the home page.

Visa Application Cost: AUD \$260.00 (as at 1 July 2009)

417 Working Holiday Visa (Temporary)

The Working Holiday visa is for people aged 18 to 30 years of age who are interested in a working holiday of up to 12 months in Australia. Applicants must be between 18 and 30 years of age (inclusive) at the time of visa application.

This visa allows holders to supplement the cost of their holiday through incidental employment. If the primary reason for travelling to Australia is to participate in the workforce, applicants should consider a visa designed for that purpose.

This visa can be used whilst applying in Australia for the 457 Temporary Long-Stay Sponsored Visa.

For more information on the 417 Visa Working Holiday Visa, visit the Australian Department of Immigration and Citizenship website www.immi.gov.au and enter "417 Working Holiday" into the search function on the top right side of the home page.

Visa Application Cost: AUD \$230.00 (as at 1 July 2009)

Employer Nominated Sponsorship

At Mater, we are able to nominate employees for Permanent Residency after twelve months of full-time service, at the discretion of the director. The process involves two stages: one is the employer nomination, and the other is the nominee's application for a visa. (Note: the employer nomination must be done before the nominee lodges an application). To initiate the process, the employee must first seek permission from the manager who will then discuss with the director. Once the Employer Nominated Permanent Residency is granted, it is expected the employee remains at full-time hours for at least a further twelve months.

Application Cost: AUD \$2,525.00 (as at 1 July 2009).

Note: further fees apply for applicants with less than vocational or functional English.

Skilled—sponsored (Migrant) Visa (Subclass 176)

This visa allows you to migrate to Australia if you have good English language skills and have skills and qualifications in an occupation in need in Australia. This visa uses a points test to select visa applicants with characteristics needed in the Australian labour market. You must be sponsored by an eligible relative living in Australia or obtain nomination from a participating State or Territory government agency.

Application Cost: \$2,525.00

Skilled – Independent (Migrant) Visa (Subclass 175)

This visa allows you to migrate to Australia if you have good English language skills and have skills and qualifications in an occupation in need in Australia. This visa uses a points test to select visa applicants with characteristics needed in the Australian labour market. You do not require sponsorship to apply for this visa.

Application Cost: \$2,525.00

2. Queensland Nursing Registration

Queensland Nursing Council – www.qnc.qld.gov.au

The Queensland Nursing Council (QNC) is an independent statutory body that regulates nursing and midwifery in Queensland. The QNC is directly accountable to Parliament through the Queensland Minister for Health. It is mandatory for all nurses and midwives who practice in Queensland to be registered with the QNC and maintain registration through an annual practicing licence.

Guideline for QNC application

1. You are required to complete an English test before you apply for your QNC Registration. You can complete the Academic Test from www.ielts.org, or sit the test from www.occupationalenglishtest.org. Ensure the English test provider sends the results to the QNC.
2. Download the application form and the Checklist for Overseas applicants at <http://www.qnc.qld.gov.au/index.php?id=39>.
3. Ensure all documents are certified copies of originals. Any documents not in English need to be translated and authorised as a true and accurate translation of an original document. A certified copy of the original must accompany the translated copy.
4. For your postal address, write “C/- Andrew Wells, Human Resources, Mater Health Services, Raymond Terrace, South Brisbane QLD 4101”—this will ensure your Registration Certificate will not get lost in international mail, and will speed up the process if further information is required from the QNC.
5. Complete the attached statutory declaration, have it signed by an authorised person and include it with your QNC paperwork—this will allow Mater Health Services to intercede on your behalf if there are any issues with your QNC Application.
6. Send your completed application to “C/- Human Resources, Mater Health Services, Raymond Terrace, South Brisbane QLD 4101” rather than the QNC. This will allow Mater Health Services to ensure all documentation is in line with QNC regulations before forwarding to the QNC.

Note 1: Applicants from Canada, South Africa, India and non-English speaking countries must also provide evidence that the nursing course was conducted in English and evidence of practice in an English speaking environment within the last five years.

Note 2: QNC will conduct a random criminal history audit on all applications. If your application is selected, we will seek a report from the Queensland Police Service. You will be advised of this, and of the outcome. Your application will not be delayed by this process. If you have spent 12 months or more outside Australia in the last 10 years, you will be required to provide overseas police clearance/s. For more information, see the information sheet on criminal history.

Note 3: The Australian Nursing and Midwifery Council (ANMC) is an overarching statutory nursing and midwifery body in Australia, of which the QNC is a member. You are only required to apply for QNC registration to work in Queensland.

Please visit www.qnc.qld.gov.au for up to date information regarding overseas applications and the cost.

QNC Registration can take more than six months for approval. The QNC will not provide information on timeframes for processing applications; therefore, early QNC application lodgement is essential.

3. Criminal History Check

Your employment with Mater is subject to an acceptable criminal history check. You must obtain a clearance check in your home country and provide a certified copy prior to commencement.

If you have previously resided or worked in Australia, a second criminal history check must be obtained. These checks are performed on behalf of Mater by a third party, known as First Advantage. The checks are performed via secure website and require you to respond to an email from First Advantage within one week of commencing employment. Failure to provide the information requested by First Advantage within one week of commencement may result in the criminal history check not being completed within the required timeframe of four weeks. If your criminal history check is not completed within this timeframe, your employment may be terminated.

You are required to provide a personal email address for First Advantage to contact you, and this email address will also be used to send payslips and general communication to you from time to time. If you do not have a personal email address, advise Mater accordingly on your commencement notification form and we will arrange for your First Advantage email to be sent to your work email address which can be accessed via Mater computers.

4. Australian Health Insurance

The previous requirement for sponsors to cover public hospital costs for sponsored workers and their dependants ceases for those people granted visas on or after 14 September 2009. For all employees offered a position at Mater Health Services, Brisbane Ltd prior to 14 September 2009, then the sponsor continues to be responsible for covering costs incurred in a public hospital.

If a visa and job offer is granted after 14 September 2009, the responsibility to maintain health insurance is a condition of the individual's visa and the sponsor is not responsible for any medical and hospital costs incurred.



5. Tax File Number (TFN)

A Tax File Number (TFN) is a unique number issued by the Australian Taxation Office (ATO). Only one TFN is issued to an individual for their lifetime and all workers need to apply for a TFN in order to undergo taxation deductions at the appropriate rate. The TFN operates in a similar way to the UK National Insurance Number and is also used to:

- lodge a tax return
- apply for some income assistance or support payments such as pensions or benefits from either Centrelink or the Department of Veterans' Affairs (DVA)
- claim Family Tax Benefit (FTB)
- make personal contributions to your superannuation account;
- make or receive payments under the pay as you go (PAYG) withholding system.

How to Apply for a TFN

Overseas residents who are visiting or working in Australia temporarily, can apply for a TFN online. To apply online, a valid passport or relevant travel documents are required, and the applicant must be authorised to work in Australia by the Department of Immigration and Citizenship.

For more information on applying for a TFN or to find the location of the Brisbane office, please visit www.ato.gov.au or phone the ATO on 1300 720 092.

Cost: FREE

Time taken for receipt of your TFN: Up to 28 days

A Tax File Number must be provided to Mater Health Services as soon as possible after arrival in Brisbane. Until Mater is notified of the TFN or of the lodgement of an application for a TFN, employees will be taxed at the highest marginal tax rate.

Note: You can only apply for a TFN once you are in Australia.

6. Australian Bank Account

Bank accounts are relatively easy to open in Australia, with a number of banks allowing accounts to be opened prior to arriving in the country.

Most banks and ATMs (cash machines) will allow withdrawals from international bank accounts; however, all **earnings from Mater Health Services must be paid into an Australian account.**

Prior to leaving, it is recommended that individuals check with their financial institution to see if international banking is provided within their account structure.

It is advisable to open a bank account within six weeks of arrival in Australia, as a passport is usually the only identification required to open an account.

After six weeks, additional information is required and opening an account may be more difficult.

For more information on banking in Australia, visit the Australian Bankers Association website: www.bankers.asn.au

Living in Brisbane

1. Location and culture

Mater location

Mater is based in the suburb of South Brisbane, just one kilometre from Brisbane's CBD and minutes from the cosmopolitan areas of South Bank and West End. It is easily accessible by both public (bus/train/ferry) and private transport (car/bicycle).



Surrounding Suburbs

Red Hill	Coorparoo	Woolloongabba	Morningside	Greenslopes
Bowen Hills	Toowong	Indooroopilly	Camp Hill	Norman Park
Mount Gravatt	Sunnybank	Bulimba	Hawthorne	Newmarket
Kelvin Grove	Ashgrove	Bardon	Paddington	Auchenflower

While these suburbs are within close proximity of Mater, the majority of greater Brisbane is within 30 minutes of Mater (public transport) or 45 minutes by car.

Cultural and Sporting Events

Mater's South Brisbane campus is located within walking distance of the Queensland Cultural Precinct, home of the Queensland Art Gallery, State Library of Queensland, Queensland Museum and Queensland Performing Arts Centre. The precinct hosts regular exhibitions, performances and events.

Brisbane is home to a number of national league sporting teams, including the Brisbane Broncos (rugby league), Queensland Roar (soccer/football), Queensland Reds (rugby union), Queensland Firebirds (netball) and Brisbane Lions (Australian football). The city's two major sporting facilities, the Gabba (Australian football and cricket) and Suncorp Stadium (rugby union, league and football) are located within close proximity of Mater. The city also regularly hosts special and annual international sporting events, including cricket and tennis sporting fixtures.

2. Housing

Renting a house or flat

Most houses and flats in Australia are rented through real estate agents that act on behalf of landlords. Rental properties are advertised on a variety of websites (see *Handy links*), in newspapers, and directly through real estate agent offices.

Houses and flats are generally rented through a written agreement called a 'lease' or a 'residential tenancy agreement' which is a contract between a tenant and a landlord, most often for a fixed period of six or 12 months.

For more information on renting in Brisbane, visit the Residential Tenancies Authority website (www.rta.qld.gov.au).

Note: Real estate agents will ask you provide reference checks when applying to rent a house/unit. Mater Health Services will provide you with a reference upon request; however, you are encouraged to bring copies of rental references and mortgage agreements from your home country.

Buying a house or flat

Houses and flats for sale are also generally sold through real estate agents on behalf of owners. They are advertised through a variety of websites (see *Handy links*), in newspapers, and directly through real estate agent offices.

The Australian Government, through the Foreign Investment Review Board (FIRB), regulates the sale of Australian Property to overseas persons and corporations. To buy property within Australia, non-Australian citizens must gain approval through FIRB. Visit www.firb.gov.au for more details.

In Australia, when buying a property, people usually use a solicitor or conveyancer to check the title deeds and organise the necessary paperwork.

For more information on buying a house or flat in Brisbane, visit the Real Estate Institute of Queensland website (www.reiq.com.au).

3. Education

Schooling

Under Australian law, children between the ages of five and 15 must attend school. The school-aged dependants of permanent resident, business skills, provisional and temporary resident visa holders are generally able to access mainstream schooling without the need to pay tuition fees.

The Brisbane school year is divided into two semesters from late January to mid-December. There are two terms in each semester, with holiday breaks for Easter (usually one week), winter (usually two weeks), spring (usually two weeks), and summer (usually six weeks).

State primary and high schools generally run from 9 am to 3 pm., Monday to Friday, except for public holidays, school holidays and student free days.

To check whether tuition fees will be required or for further information about education in Queensland, contact the Education Queensland International unit via EQInternational@deta.qld.gov.au or visit www.education.qld.gov.au.

Universities

Brisbane has three universities based within the city and is also serviced by individual campuses of four other regional universities that are located within the city boundaries. A broad and innovative range of study options are available and each university undertakes an extensive research program.

4. Transport

Public Transport

Brisbane public transport is coordinated by Translink, a network of trains, buses and ferries that service South-East Queensland. Mater's South Brisbane campus is conveniently located in close proximity to each of the public transport methods:

Bus: there is a major Busway station within the Mater complex (Mater Hill Busway Station)

Train: South Bank train station is a 10 minute walk from the Mater campus.

Ferry: Brisbane River ferry terminals are a 20 minute walk from the Mater campus.



Private Transport

Brisbane is easily accessible by road and using private vehicles is a great way to explore the greater South-East Queensland region. The Mater campus is accessible via a number of major roads and freeways, and has extensive staff parking at discounted rates.

New and used private vehicles are advertised for sale on a variety of websites (see *Handy links*), in newspapers, and through new car showrooms and second-hand car dealerships. The purchase price of a car does not usually include the cost of registration, stamp duty, and compulsory insurance.

Note: Car dealerships will ask for reference checks. Mater Health Services will provide you with a reference upon request. In every State and Territory there are motorists' associations that provide services such as vehicle inspections for potential buyers of second hand vehicles, touring information, insurance and road services. Queensland's motoring association is the Royal Automobile Club of Queensland (RACQ).

All drivers in Australia must hold a current driver's licence. To obtain a Queensland driver's licence, an application must be lodged with Queensland Transport. For more information about driving in Queensland and obtaining a driver's licence, visit the Queensland Transport website (www.transport.qld.gov.au).

Benefits of working for Mater Health Services

1. Salary Packaging—*increase your take home pay!*

What is Salary Packaging?

Salary Packaging is a legal, Australian Tax Office (ATO) approved agreement allowing employees of Mater Health Services to pay some of their living expenses pre-tax, thereby reducing the overall amount of tax they pay.

By arranging to pay some expenses from an employee's gross wage before the tax is taken, it is possible to lower the tax paid and increase take home pay. There are a wide range of items available to be paid pre-tax through salary packaging, including, but not limited to:

- mortgage and rental payments
- meals and entertainment
- private travel expenses and public transport
- novated car leases.

See the next two pages for examples of how salary packaging agreements work.

How does Salary Packaging work?

Married with children

Craig is working full-time and is married with two children.

How much can Craig salary package?

As a full-time employee, Craig can salary package up to 80 per cent of his gross salary.

His gross salary is \$2500 per fortnight

Eighty per cent of Craig's gross salary = 80 per cent x \$2500 = \$2000/fortnight.

By how much will Craig's take home pay increase?

Craig chooses the following combination of benefits to package, but chooses not to package up to the maximum 80 per cent of his gross salary.

<i>Craig's example</i>	<i>No salary packaging</i>	<i>WITH salary packaging</i>
Gross salary per fortnight	\$2 500	\$2 500
Salary packaged benefits, paid pre-tax : mortgage payments \$149 Mater Child Care \$380 school fees \$200 meals and entertainment \$200 car parking \$34 Mater Health and Wellness Clinic \$150 SOMPak fee \$11	None	\$1124
Tax paid	\$556.73	\$202.67
Expenses not salary packaged, paid post-tax : mortgage payments \$149 Mater Child Care \$380 school fees \$200 meals and entertainment \$200 car parking \$34 Mater Health and Wellness Clinic \$150	\$1113	None
Net income after paying expenses	\$830.27	\$1 173.33
Difference in net pay/fortnight		+ \$343.06

If Craig salary packages the above combination of benefits, he will increase his take home pay by \$343.06 per fortnight, a difference of **\$8919.56 per year**.

Sharing a house while working full-time

Lily is working full-time and sharing a house with friends.

How much can Lily salary package?

As a full-time employee, Lily can salary package up to 80 per cent of her gross salary.

Her gross salary is \$1 930 per fortnight

Eighty per cent of Lily's gross salary = 80 per cent x \$1930 = \$1544/fortnight.

How much will Lily's take home pay increase?

Lily chooses the following combination of benefits to package, but chooses not to package up to the maximum 80 per cent of her gross salary.

<i>Lily's example</i>	<i>No salary packaging</i>	<i>WITH salary packaging</i>
Gross salary per fortnight	\$1 930	\$1 930
Salary packaged benefits, paid pre-tax : rent payments \$149 car operating costs \$200 meals and entertainment \$200 car parking \$34 financial adviser fees \$9 SOMPak fee \$11	None	\$603
Tax paid	\$377.18	\$182.51
Expenses not salary packaged, paid post-tax : rent payments \$149 car operating costs \$200 meals and entertainment \$200 car parking \$34 financial adviser fees \$9	\$592	None
Net income after paying expenses	\$960.82	\$1 144.49
Difference in net pay/fortnight		+ \$183.67

If Lily salary packages the above combination of benefits, she will increase her take home pay by \$183.67 per fortnight, a difference of **\$4775.42 per year**.

2. Nursing Benefits

In addition to a competitive base salary, Mater Health Services also offers a broad range of additional benefits to its nursing staff, including:

- up to 12.75 per cent employer provided superannuation
- 38 hour working week
- flexible rostering
- five weeks annual leave per annum, with 14 per cent annual leave loading
- three days paid professional development leave per annum
- \$,500 professional development allowance per annum
- one accrued day off per month
- access to attractive salary packaging that is only available for “not for profit, public benevolent institutions” which lowers the amount of tax you pay, thereby increasing your take home pay.

Other Benefits

- A workplace nationally recognised for its innovation and high standards of patient care
- Access to a wide range of learning opportunities through Mater Education Centre
- Discounted car parking rates
- Subsidised staff meals
- University of Queensland library membership
- Research support through the Mater Research Support Centre and Nursing Research Centre
- Employee assistance program providing 24 hour counselling support for employees and their families
- On-site swimming pool and health and fitness centre with staff discounts.

<i>Nursing Officer Level 1</i>	<i>Annual salary From 1 April 2009</i>	<i>Fortnightly salary</i>	<i>Hourly rate</i>
First year	\$52,449.93	\$2010.40	\$26.4526
Second year	\$54,936.24	\$2105.70	\$27.7066
Third year	\$57,422.55	\$2201.00	\$28.9605
Fourth year	\$59,911.47	\$2296.40	\$30.2158
Fifth year	\$62,408.21	\$2392.10	\$31.4750
Sixth year	\$64,904.96	\$2487.80	\$32.7342
Seventh year	\$67,396.49	\$2583.30	\$33.9908

These rates are current from 1 April 2009

Note: All employees of Mater Health Services must produce, on their first day of employment, a statement of service detailing their previous hospital and relevant experience. The statement of service will be verified by Mater and an employee's pay level will be confirmed.

3. Pension Scheme

What is Superannuation?

The Australian 'Pension Scheme' is known as 'superannuation'. By law, employers must pay a minimum of nine per cent of ordinary time earnings into a superannuation fund for eligible employees. This amount is paid in addition to the employee's salary. Employees can also make personal contributions.

Superannuation can be accessed at retirement as either a lump sum or through a pension (often called an 'Income Stream').

Mater Health Services is an associated employer of Mercy Super. The Fund has more than 10 000 members and in excess of \$400 million invested for members.

The Fund is managed by a team based at Mater's South Brisbane campus, who are available to assist with any superannuation enquiries either in person, via email or telephone. You are encouraged to visit the Fund office when you start to help understand your superannuation entitlements and for assistance with joining the Fund.

How is superannuation invested?

The Fund offers members five investment options—Balanced Growth, Balanced, Shares, Cash and Socially Responsible investments. The Fund's default option is the Balanced Growth option meaning that monies are invested in a portfolio that includes shares, property, infrastructure, bonds/fixed interest and cash. For further information about these options or recent investment performance, please visit www.mercysuper.com.au

Entitlements

- Mater will contribute a minimum of nine per cent of ordinary time earnings (over and above an employee's salary) to the Fund.
- Employees may make additional contributions to the Fund on either a pre or post-tax basis. Pre-tax contributions are often referred to as being made on a 'salary sacrifice' basis.
- UK pension transfer—the Fund is registered to receive UK pension transfers if you do not intend to return to the UK; Fund staff can assist with the required process.
- Eligible temporary resident visa holders may be able to access their superannuation when departing Australia—Fund staff can assist with this.

Scheme Features

- Dedicated internal client service and administration team—convenient, on-site access for all staff.
- Sound investment performance—the Balanced Growth option returned 5.8 per cent p.a. for the ten years to 30 June 2009.
- Flexible life and disablement insurance options (the premiums are paid through the Fund, not directly by the employee).
- Income protection insurance covering up to 85 per cent of annual income for either two years, five years or to age 70.
- Spouses are eligible to join the Fund.

Contact

Email: superannuation@mater.org.au

Phone: +61 7 3163 8867

Website: www.mercysuper.com.au

Note: the information provided is of a general nature and is not intended to take into account your individual financial situation, objectives or needs. You should consider your own financial position and requirements before making a decision. You may like to obtain independent financial advice in relation to superannuation. You should refer to the Fund's Member Booklet (also known as a Product Disclosure Statement) and Annual Report (these are available from the Fund's website or by request) before making a decision. The Fund's Trustee, Sisters of Mercy Staff Superannuation Pty. Ltd. ABN 98 056 047 324 is an Authorised Representative No. 268897 under AFSL No. 238507 and is authorised to provide general financial product.

4. Assistance with Relocation

At Mater Health Services, our overseas candidates are offered relocation assistance as a part of their employment. The maximum total reimbursement an employee may receive for relocation expenses is:

- \$8 000 for an overseas employee
- \$12 000 for an overseas family.

Where two employees are eligible to reimbursement for relocation expenses and those employees are partners/spouses, the maximum total reimbursement the employees collectively may receive for relocation expenses is the applicable family amount provided above.

Items

Reimbursement may be sought for reasonable expenses incurred on the following items associated with your relocation:

If you are an overseas employee
Shipping and/or removal costs
Temporary accommodation
Economy class tickets for flight(s) to Brisbane for employee and family
QNC Nursing/Midwifery registration
Visa applications
Medicals

*** Items not listed may also be claimed if they can be shown to be reasonable.

A decision whether the expense is deemed reasonable will be made by the relevant director, in their complete discretion. Their decision will be final. Additionally, you may be entitled to salary sacrifice various other items associated with your relocation (referred to as salary packaging).

Not included in your relocation

Accommodation and airfare expenses will not be reimbursed if you choose to make a stop-over outside Australia prior to arriving in Brisbane.

Procedure to claim

- a. All relocation expenses, for which reimbursement is sought, must be made as one claim.
- b. Your claim must be made by completing the Application for Relocation expenses form contained in your commencement pack.
- c. Your claim must be supported by original receipts securely attached to the claim form.
- d. Your claim must be submitted to your line manager within one month of commencing employment.

Termination

If Mater terminates, for any reason (other than for redundancy), your contract of employment within two years of your date of commencement, you will be required to repay a proportionate amount of those reimbursed relocation expenses based upon your length of service. For example:

- if the termination date occurs 20 per cent into the two year period, you must repay 80 percent of the reimbursement value
- if the termination date occurs 50 per cent into the two year period, you must repay 50 per cent of the reimbursement value
- if the termination date occurs 80 per cent into the two year period, you must repay 20 per cent of the reimbursement value.

The same principles apply if you terminate your contract of employment within the same period.

You acknowledge that Mater may, for the purposes of securing repayment on termination, deduct the relevant repayment figure from:

- your accrued, but untaken, entitlements on termination, and or
- your final pay.

You further acknowledge that, should the above deductions not meet the relevant repayment figure, you remain liable for the remaining repayment figure and that Mater's rights to take further action remain.

Appendix one—Moving to Brisbane: Handy links

Location

Our Brisbane—www.ourbrisbane.com

This is a unique, Brisbane-based website which provides up-to-date information that enriches the experience of people who live in and visit the city.

Queensland Holidays—www.queensland.com.au

This site provides comprehensive travel information to help prepare for a great holiday in Queensland.

Tourism Australia—www.australia.com

Tourism Australia is a statutory authority of the Australian Government, which promotes Australia as a tourism destination internationally and domestically, and delivers research and forecasts for the sector.

Housing

Realestate.com.au—www.realestate.com.au

Real estate and property listings for sale and to rent, includes information on buying and selling, tips on building, an auction timetable and other helpful resources.

Real estate @ Domain—www.domain.com.au

Lists houses and apartments for sale or rent across Australia including thousands of properties in Sydney, Melbourne, Brisbane, Perth, and all other Australian centres.

Residential Tenancies Authority—www.rta.gov.au

The Residential Tenancies Authority assists tenants, lessors, agents, residents and service providers in regard to rental bond custody, tenancy information and education, dispute resolution and investigations.

Foreign Investment Review Board—www.firb.gov.au

Foreign purchasers intending to acquire real estate in Australia must seek prior approval from the Government through the Foreign Investment Review Board unless specifically exempted by the Foreign Acquisitions and Takeovers Regulations.

Transport

TransLink—www.translink.com.au

Translink provides one single public transport network covering South-East Queensland from Gympie North/Noosa to Coolangatta and west to Helidon.

Queensland Transport—www.transport.qld.gov.au

Administers and regulates Queensland's vehicle registration and driver licensing.

Carsales—www.carsales.com.au

Lists more than 150,000 new and used cars for sale from private car sellers and car dealers.

Red book—www.redbookaspacific.com/au

Great tool to find used car values, buy or sell a car online, compare vehicles, find new car prices, research new models and reviews, and find motorcycle values.

Royal Automobile Club of Queensland—www.racq.com.au

Motoring organisation providing breakdown assistance, insurance, travel, and road condition information.

Sport

Brisbane Broncos—www.broncos.com.au

In recent history, the Broncos have been one of Australia's most successful rugby league teams with six premierships since entering the competition in 1988. They host teams from the National Rugby League in 13 home games each season.

Queensland Firebirds—www.firebirds.net.au

In 2008, a new Tran-Tasman netball competition was launched, with the Queensland Firebirds finishing fifth in the first season. The season runs from April to July with home games played at the Brisbane Convention and Exhibition Centre, just 15 minutes walk from Mater's South Brisbane campus.

Brisbane Lions—www.lions.com.au

The Brisbane Lions are the most successful Australian Football League (AFL) team of this century with three premierships from four grand finals. Watching them perform at the Gabba, just a 10 minute walk from Mater is a great introduction to AFL.

Queensland Reds—www.gru.com.au

The Queensland Reds play in the Super 14 Rugby tournament, featuring teams from Australia, South Africa and New Zealand. Queensland Rugby Union also host a number of rugby tests each year.

Queensland Roar—www.qldroar.com.au

The Queensland Roar compete in the Australian national soccer league (A League). The recently re-launched league features teams from across Australia vying for the national title and inclusion in the lucrative Asian Champions League.

Culture

Queensland Art Gallery and Gallery of Modern Art—www.qag.qld.gov.au

The Queensland Art Gallery and Gallery of Modern Art is Queensland's premier visual arts institution and a leading art museum. Recent and future features include an exhibition of more than 300 Andy Warhol works and the first Australian exhibition of Picasso and his personal collection.

Queensland Performing Arts Centre (QPAC)—www.qpac.com.au

QPAC hosts an array of performances by local, national and international companies and artists. Currently hosting Andrew Lloyd Webber's "Phantom of the Opera" and recently featuring Eric Idle's "Not the Messiah", QPAC continues to provide Brisbane with quality performances at a world-class facility.

Australian Taxation

Australian Taxation Office—www.ato.gov.au

The Australian Taxation office (ATO) is the Government's principal revenue collection agency. The ATO issues Tax File Numbers, manages income tax returns, and regulates small business taxation.

Healthcare

Medicare—www.medicare.gov.au

The Australian Government provides assistance with medical expenses through Medicare. The government also subsidises the cost of many medicines under the Pharmaceutical Benefits Scheme (PBS) through Medicare.

Education

Queensland Department of Education, Training and the Arts—www.education.qld.gov.au

The Department of Education, Training and the Arts provides information on education in Queensland (schooling, university and other) with a unit (EQ International) devoted to managing education programs for international students in Queensland public schools.

The University of Queensland—www.uq.edu.au

The University of Queensland (UQ) is one of Australia's premier learning and research institutions. Based in Brisbane, UQ is the oldest university in Queensland and has over 40 campuses, teaching and health centres throughout Queensland.

Queensland University of Technology—www.qut.edu.au

Queensland University of Technology (QUT) enrolls 40 000 students, including a 12 per cent overseas student population. The university offers a broad range of undergraduate and postgraduate courses with the home campus at Gardens Point, just 20 minutes walk from Mater's South Brisbane campus.

Griffith University—www.gu.edu.au

Griffith University is committed to multidisciplinary teach and research, and the creation and communication of knowledge. It has five campuses in three cities across the Brisbane to Gold Coast corridor, with more than 37 000 students and 3 500 staff.

Visas and Immigration

Department of Immigration and Citizenship—www.immi.gov.au

The Department of Immigration and Citizenship (IMMI) manage the lawful, orderly entry and stay of people in Australia and promote a society which values Australian citizenship, appreciates cultural diversity and enables migrants to participate equitably. All visa applications and immigration enquiries must be lodged with IMMI.

Migration Agents Registration Authority—www.themara.com.au

The Migration Agents Registration Authority (MARA) is appointed by the federal government to help consumers and maintain high standards of knowledge, ethics and professionalism in the migration advice profession. MARA can help consumers with finding a migration agent and provide advice about the fees that migration agents might charge.

Nursing Registration

Queensland Nursing Council—www.qnc.qld.gov.au

The Queensland Nursing Council (QNC) is an independent statutory body that regulates nursing and midwifery in Queensland. The QNC is directly accountable to Parliament through the Queensland Minister for Health. It is mandatory for all nurses and midwives who practice in Queensland to be registered with the QNC and maintain registration through an annual practicing licence.

Appendix two—Relocation checklist

12 months to go

Plan a visit to Brisbane to investigate the city. If this is not an option, start researching Brisbane via the Internet, purchase a book on moving to Australia and contact any friends or relatives that you know in Australia. A good book about relocation to Australia is “Living and Working in Australia” by David Hampshire (ISBN 978 1 905303 10 6).

Decide when you will tell friends and family that you are moving to Brisbane. Older children may need a bit of time to get used to the idea.

Assess your current finances and plan how you can best repay debt and save for the move.

Apply for Queensland Nursing Council Registration. This can take up to 3 months and you cannot apply for your visa without it.

Plan to sell or rent your house.

Check the currency of your passports—they need to be valid for at least two years. If you do not have a passport, begin the process of applying for one.

6 months to go

Investigate which Australian visa would be most suitable for your needs and begin the application process.

Inform your children’s school/s that your children will be moving, giving them the opportunity to help them adjust.

Collect quotes from a number of freight companies for moving personal effects and furniture.

Research schools in Australia and read their websites. Contact Queensland Education regarding schooling options and requirements.

Find out what you need to do to ship your pets successfully, or find a new home for them.

Complete any medical examinations and policy checks required for entry and employment in Brisbane.

Sell any unwanted furniture and belongings.

Ask your employer for your P45, and give formal notice of your resignation (*UK residents only*).

Request credit card references from your banks and/or lending institutions.

Confirm temporary accommodation to bridge the gap between selling your house and leaving for Brisbane.

Research cost of living in Brisbane and where you would like to live.

2 months to go

Book temporary accommodation in Brisbane.

Register your children at their new schools in Australia.

Begin goodbye functions and social occasions.

Give notice to your landlord, if necessary.

Completed

Completed

Completed

- Start packing any non-essential items.
- Sell your car.
- If your house has not sold, then arrange to rent it or advise Mater if you need to delay your start date.
- Collect the following original documents—file them and keep them with you when you fly to Brisbane (in your hand luggage, if possible). Make copies and leave them with an appropriate person.
- o All FULL birth certificates
 - o All marriage (and divorce, if applicable) certificates
 - o All qualifications you have from school onwards
 - o Job/employment references, statements of service
 - o Proof of no claim bonus for insurance
 - o Copies of all life and other insurance documents
 - o Your will
 - o Evidence of all your investments
 - o Evidence of your children's school records, immunisation certificates, academic qualifications/results
 - o Current medical prescriptions (and sufficient supply to last at least your first month in Australia)
 - o Medical and dental records
 - o Eye prescription from optician/optometrist

1 month to go

Completed

- Give a forwarding address to all official contacts, including your bank, passport office, Inland Revenue and accountants.
- Cancel accounts for TV, Internet, phone and insurance.
- Update all utility accounts and taxes.
- Give away or sell any remaining personal effects.
- Pay off any outstanding debts.
- Arrange for your post to be redirected.
- Confirm bookings with travel agents and freight companies.
- Cancel direct debits coming from your bank account.
- Arrange a web-based email address (such as Hotmail or Google Mail) to make it easy to stay in touch with your family and friends.

Last month

Completed

- Cancel milk and newspaper delivery.
- Cancel car insurance.
- Finalise packing and ensure possessions are ready to be sent.
- Arrange thank you gifts for friends and family who have helped with the move.

- Organise transport to the airport allowing plenty of time for potential delays.
- Change sufficient cash into Australian dollars for spending when you first arrive.
- Purchase treats/games for children to keep them entertained on the flight to Brisbane.