

insurance cover for office-based occupations

HESTA has a reduced insurance fee for those members who meet certain occupational criteria.

All members automatically receive cover at the General Occupation Scale.

If you're eligible, you may apply to change from the General occupation category to the Office-based occupation category.

Do I qualify?

To pay insurance fees at the Office-based Occupation Scale you must be able to meet one of the following two criteria in Part A or B below:

Part A:

- ✓ I work in a predominantly office-based environment which requires no manual work. Examples include clerical, professional and administrative roles such as business analyst, office manager, lawyer, computer analyst, doctor, real estate agent, social worker, clerk, community health planner, telehealth nurse triage.

OR

Part B:

All of the following apply to me:

- ✓ I earn at least \$100,000 per annum (pro rata for part time) including Reportable Fringe Benefits but excluding any superannuation guarantee contributions.
- ✓ The duties of my occupation are limited to professional or managerial duties.
- ✓ I perform administrative type duties 80% or more of my time in an office-based environment.
- ✓ I hold a degree which is necessary for performing my occupation, **or** I have 10 years' service in a senior management or executive role, **or** I am a member of a professional body or government institute which is necessary to perform my occupation.

How can I apply for the Office-based occupation category?

If you believe you meet the criteria, apply through your online account at hesta.com.au/login or go to the *Insurance alteration* form at hesta.com.au/forms to apply for the Office-based occupation category.

The change in insurance fees will take effect from the date your application is approved and is subject to the same terms and conditions applying to the cover you held before the change.

I fly to conferences and to attend interstate meetings as part of my work. Am I eligible?

Yes, regardless of how often you fly commercially for work to attend meetings or work events within offsite office locations it will not impact your eligibility for the Office-based occupation category.

Offsite office locations can include attending conferences, seminars or meetings in meeting rooms or office spaces.

Information for Part B of the occupation category

What do I include when I am calculating my salary?

For the purpose of Part B of the Office-based category, salary is the gross amount you are paid (i.e. before tax) including Reportable Fringe Benefits, if applicable, but excludes superannuation guarantee contributions from your employer.

I work part time, am I still eligible?

Yes. The full time equivalent salary of \$100,000 per annum for Part B of the occupation category is pro rata for part time workers. For example, if you are working three days a week and earning \$63,000 per annum, this is equivalent to \$105,000 per annum on a full time basis which exceeds the threshold.

Are fringe benefits considered part of my salary for Part B of the occupation category?

Yes. We understand the unique employment arrangements that are in place to support our health and community services members. So if your total salary package including Reportable Fringe Benefits (excluding employer superannuation guarantee contributions) is more than \$100,000 per annum (gross), you may be eligible for the Office-based occupation category and lower insurance fees.

I have more than one employer with a combined salary of \$100,000. Does that qualify for Part B of the occupation category?

If you work for two or more employers and your combined salary across all of your roles adds up to \$100,000 (pro rata for part time) you may be eligible for the Office-based occupation category.

You would also need to consider the type of duties that you are doing as a collective for all of your employers. As long as the type of work that you perform at each of your employers is 80% office based, administrative duties (e.g. writing up patient reports, completing paperwork, attending meetings and conferences) you may be eligible for the Office-based occupation category. The further 20% of your duties can be non-administrative (e.g. dressing patient wounds, taking x-rays or completing medical rounds).

What is meant by professional or managerial duties in Part B of the occupation category?

You need to be working in an office-based environment, completing administrative type duties for 80% or more of your time.

My time is split at work between administration tasks and providing support for those in my care. I also work offsite a lot. Do I meet the criteria of an office-based environment in Part B of the Office-based occupation category definition?

This depends on how often you perform these care duties. For example, if you are working as a physiotherapy aide and 50% of your time is spent treating patients and 50% working on administrative tasks you would not qualify.

Alternatively, if you are completing tasks that aren't administrative in nature for 20% of your time (e.g. dressing patient wounds, taking x-rays or completing medical rounds or working offsite doing assessments in homes for support requirements for aged people), but the other 80% of your time is spent writing up patient reports, completing paperwork, attending meetings and conferences, then you may be eligible for the Office-based occupation category.

I drive a motor vehicle for my role – am I eligible in Part B of the Office-based occupation category definition?

This will depend on how often you drive. If you drive for less than 20% of the time you are working, and the rest of the time you are working in an office-based environment (either at your usual office or offsite as noted above), you may be eligible for the Office-based occupation category.

However, if you drive for more than 20% of the time you are working, regardless of whether you are working offsite or at your usual place of employment, you won't be eligible for the Office-based occupation category.

What do you define as a professional or government institute or body necessary for performing my occupation for Part B of the occupation category?

Some examples include, but are not limited to:

- Australian Medical Association
- Early Childhood Australia – ECA
- Australian College of Health Services Management – ACHSM
- Chiropractors Association of Australia
- Allied Health Professions Australia – AHPA
- Australian Dental Association
- Australian Psychological Society
- Australian Podiatry Council
- Australian Physiotherapy Association
- Australian College of Nursing (ACN)
- Australian Association of Social Workers (AASW)

If your industry body isn't listed above, contact our insurer AIA on 1800 043 782, as this is not an exhaustive list.

Working out your salary package for Part B of the Office-based occupation category definition

Case study 1: Sally is eligible

Sally's annual salary is \$85,000 (excluding superannuation guarantee contributions). She salary packages \$15,900 for expenses and \$2,650 for Meal & Entertainment.

Sally's Taxable Salary is \$66,450
(\$85,000 - \$15,900 - \$2,650).

For ATO purposes, the value of the amount Sally has salary packaged is Reportable Fringe Benefits and included on her PAYG payment summary as \$35,000 ($\{ \$15,900 + \$2,650 \} \times 1.8868$).

This means Sally's total salary to determine if she is eligible for Part B of the Office-based occupation category is \$101,450 (\$66,450 + \$35,000). Provided Sally meets the remaining criteria, Sally would be eligible to apply for Office-based occupation category.

Case study 2: Lucy is not eligible

Lucy works three days a week and her annual salary is \$48,000 (excluding superannuation guarantee contributions). Lucy's full-time equivalent salary is \$80,000. Lucy salary packages \$9,010 for expenses and \$2,650 for Meal & Entertainment. Lucy's full-time equivalent taxable salary is \$68,340 (\$80,000 - \$9,010 - \$2,650).

For ATO purposes, the value of the amount Lucy has salary packaged is Reportable Fringe Benefits and included on her PAYG payment summary as \$22,000 ($\{ \$9,010 + \$2,650 \} \times 1.8868$).

This means Lucy's total full time equivalent salary is \$90,340 (\$68,340 + \$22,000). As Lucy's total salary package on a full-time equivalent basis is under \$100,000 she would not meet the salary requirement in Part B of the Office-based occupation category.

Case study 3: Helen may be eligible

Helen works as an employee of a public hospital for two days of the week, and as a nurse manager for a further two days per week, for a total of four working days per week. As long as her combined salary across both employers is \$100,000 (pro rata), she may be eligible.

In addition to her combined salary, Helen would also need to ensure that she considers the type of work she performs at both of her employers. As long as the work she is performing collectively adds up to 80% within an office-based, administrative environment, she may be eligible for the reduced fees through Part B of the Office-based occupation category definition.

Not sure if you have cover? To check how much insurance cover you have through HESTA, log in to your online account at hesta.com.au/login or call us on **1800 813 327**.

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