



Fact Sheet: Health and Wellbeing Allowance

As part of the most recent round of bargaining, all ACTPS employees are entitled to receive a Health and Wellbeing Allowance.

The Health and Wellbeing Allowance recognises that the ACTPS promotes healthy lives for its employees. All employees who undertake activities in their own time to improve their health can be reimbursed for such activity, up to \$100 per FBT year (1 April to 31 March).

This allowance is available to all AEU members, including those who work at CIT.

This fact sheet is based on information provided in the [Health and Wellbeing Reimbursement Policy](#).

Eligibility

This allowance is available to permanent and temporary employees who have completed at least 6 months of continuous service with the ACTPS. Casual employees are not eligible for this allowance.

The reimbursement is only for items used by the employee – i.e. you can't claim reimbursement for something for a family member.

Items and activities eligible for reimbursement:

It's important to understand what items will be approved for reimbursement. This is informed by Fringe Benefits Tax legislation, not employer discretion. There are two criteria to know:

1. The total price of the item must be below \$299 (including GST).
2. The item must be considered FBT exempt. Refer to the table below for descriptions.

Items that are eligible for Health and Wellbeing Allowance	Items that are <u>NOT</u> eligible for Health and Wellbeing Allowance, due to FBT
<ul style="list-style-type: none"> • Sporting team uniforms • Runners/sports related footwear • Clothing – gym, swimming, and cycling gear • Fitness equipment – exercise bikes, soccer balls, yoga mats, fitness monitors (e.g. Fitbits and Heart Rate Monitors etc) • Bone density testing • Stress management programs • Weight loss programs – counselling and support groups only, excludes food and nutritional supplements • Quit smoking programs • Homeopathy 	<ul style="list-style-type: none"> • Swimming pool entry fees • Personal training facilitated by gyms and/or other arrangements • Exercise classes – provided by the ACTPS or externally (e.g., yoga, pilates, HIIT class, meditation, bootcamp) • Gym memberships • Therapeutic massage • Sports registration fees (e.g., baseball or football player registration) • Race registration (e.g., marathon, fun run) • Partially or non-motorised micro-mobility devices (e.g. e-bike, non-motorised scooter or skateboard)



Fact Sheet: Health and Wellbeing Allowance

<ul style="list-style-type: none">• Foot massager, massage gun, or similar item	<ul style="list-style-type: none">• Headphones• Prescription and non-prescription glasses, sunglasses, or spectacles• Workstation equipment (i.e. desk or desk chair)• Non-sporting shoes (i.e. dress shoes, sandals)• Fully motorised personal mobility equipment (i.e. electric scooter or electric skateboard)• Mobile phones• Food and nutritional supplements• Art and craft classes• MyWay cards• Prescription medication• Visits to your general practitioner• Health insurance premiums• Items that have already been claimed or are intending to be claimed as a work expense via the ATO or via a private health fund, or from more than one ACTPS Directorate within the same FBT year.
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If you don't know whether an item would be eligible for reimbursement, you should contact ACT Shared Services (02 6207 9000 or HRSharedServices@act.gov.au) for clarification.

How to apply for the Health and Wellbeing Allowance reimbursement::

To make a claim, employees are required to complete a Health and Wellbeing Reimbursement form available on the OneGov Service Centre. Here is a link: [Health & Wellbeing Reimbursement Form](#)

To make the claim, you'll need to:

- Make sure the item(s) you're claiming for match up with the descriptions in the table above
- Submit the original tax invoice(s) as proof of purchase, which must clearly display the item(s) that have been purchased
- Make sure you're only making one claim per FBT year (1 April to 31 March) and that the tax invoice is within the same FBT year for which you're claiming

Be aware that:

- Photocopies of bank statements will not be accepted as proof of purchase



Fact Sheet: Health and Wellbeing Allowance

- While only one claim can be made in an FBT year, you can claim multiple items under a single claim, but you'll only be reimbursed up to \$100. This might mean putting multiple tax invoices in a safe place until you reach the \$100 threshold and then making a claim.
- To allow time for Payroll Services processing, **all claims must be approved and received by Payroll Services no later than close of business on 7 March each year.**
- When making a claim, employees are responsible for confirming whether the amount is inclusive or exclusive of GST. Either is acceptable.
- You're advised to keep a copy of the tax invoice and any related correspondence in case of possible auditing.
- The ACT Government has made clear that non-compliance may result in disciplinary processes for serious misconduct. Non-compliance might look like claiming reimbursement for someone other than the employee, providing a fraudulent, doctored or misleading tax invoice, claiming for a returned item or returning the item you claimed for (excluding faulty goods), or claiming a reimbursement twice, such as seeking to also claim the good or service as a work expense via the ATO or via a private health fund, or from more than one ACTPS Directorate within the same FBT year.

Receiving your reimbursement:

Reimbursements are reported on employees' fortnightly payslips. Reimbursements are not allowances for tax purposes, and as such cannot be reported as such on employee tax returns at the year end. Reimbursements will be paid into an employee bank account alongside fortnightly pay.