



**HUMAN RESOURCES  
OTHER ALLOWANCES (Facilities Management Use Only)**

School/Admin Department

**SECTION 1 - PERSONAL DETAILS**

Employee number

Title

Family name

First names

**SECTION 2 - PURPOSE OF PAYMENT**

Employees within Facilities Management ONLY are eligible for the following allowances:

See Professional & General Staff Agreement Part C, 33 "Other Allowances"

<http://www.hr.uwa.edu.au/policies/agreements/professional/c-allowances#other>

**Spray application - painters:** 41 cents per hour, for "a painter, who is engaged on spray applications carried out in other than a properly constructed booth approved by the Department of Consumer and Employment Protection".

**Toxic substances:** 48 cents per hour, for "an employee who is using hazardous solvent based adhesives, a 'two pack' catalyst system or materials which require the addition of a catalyst hardener and reactive additive".

**Asbestos eradication:** \$1.16 per hour - defined as "work on or about buildings, involving the removal or any other method of neutralisation of any materials which consists of, or contains asbestos".

**Dirty work:** 41 cents per hour - for "an employee employed on excessively dirty work which is more likely to render the employee or his/her clothes dirtier than the normal run of work" (minimum payment of 4 hours)

(Dirty work for example, might include work involving biological contaminants such as sewers or drains).

Date from	Date to	Allowance (eg dirty work)	Total hours

**SECTION 3 - ACCOUNTS TO BE CHARGED**

Business unit

Project/ grant

Account

%

Business unit

Project/ grant

Account

%

**SECTION 4 - APPROVAL**

In approving this payment I confirm that I am an Approved Delegate and funds are available, and I have adhered to University Finance Manual guidelines (refer [www.finserv.uwa.edu.au/fin\\_accounting/finance\\_manuals/ufm](http://www.finserv.uwa.edu.au/fin_accounting/finance_manuals/ufm)).

Name (please print)

Signature of Approved Delegate

**NOTE** Different delegations apply for -

- One Off Payments ≤ \$1,000

- One Off Payments > \$1,000

Contact number/extension

Date (dd/mm/yy)