



Salary Packaging and LeasePlan Novated Vehicles

Introduction to Salary Packaging and LeasePlan Vehicles

Salary Packaging:

Also known as salary sacrifice, is an arrangement between you and your employer where you agree to forgo part of your future entitlement to salary or wages in return for your employer providing you benefits of a similar cost. The [SalaryPlan](#) User Guide provides the list of items that can be salary packaged (outside of a car) such as mobile phone, laptop, this can also be found on @work for those with BAE Systems Australia access.

Are you looking to make additional Super Contributions (pre or post tax)?

Employees are able to make additional super contributions and this is organised directly with the Payroll team. If you would like to make additional contributions (pre or post tax), please contact [People Hub online](#) or give them a call on 1300 223 457 (1300 BAE HLP).

If you are an employee interested in making additional contributions but do not have access to self-service, please contact your supervisor/ people leader and ask them to provide you with the appropriate form.

(No further action is required for Super Contributions)

Are you eligible?

- Salary packaging is available to all eligible employees who are permanent employees, on the BAE Systems Australia payroll and who have completed their probationary period (typically first 3 or 6 months of employment).
- Salary Packaging is not available to casual employees.
- For new employees looking to novate an existing lease from their previous employer (re-novation), eligibility is subject to qualification of LeasePlan for a Standard lease (early return guarantees are not available).
- For further information on eligibility, please refer to the [SalaryPlan User Guide](#) (in the document click on the "Download SalaryPlan User Guide" and not the PDF icon)

Novated Lease (LeasePlan Vehicles):

A novated lease is a finance arrangement used with salary packaging, where the payments for your lease which includes running costs, registration and insurance is deducted from your pre-tax salary (using a mixture of pre and post-tax deductions).

Ways to contact LeasePlan:

Email: cservice@leaseplan.com.au (Please ensure BAE is in the title of the email, to ensure a priority service from LeasePlan)

For support with Novated Leases

Phone: 132 572

Website: <http://www.leaseplan.com.au>

Other helpful links, tips and information:

[Contact Us | LeasePlan](#)

<https://www.leaseplan.com.au/drivers/how-get-novated-lease>

Tip

Seek financial advice from your accountant or financial advisor prior to commencing a Salary Packaging or Novated Lease agreement.

Your employer and LeasePlan/SalaryPlan are not licensed to provide you with financial advice so our recommendation is you seek this externally.

Step 1

Starting the Lease Plan Process to obtain a novated lease.

Once you have identified the type of package/plan you are requiring, you can register with [LeasePlan Online](#) and start exploring on your own.

LeasePlan will then email you with further information, or you can call them on 132 572. This step starts the process of obtaining a quote.

Employment Entity

Ensure you select your correct employment entity, otherwise you will have to start the quote process again (ASC Shipbuilding Company 50 or BAE Systems Australia Company 1). If you are unsure of your employment entity, please contact the People Hub for confirmation.

Step 2

Once you have provided the required information to LeasePlan, and a quote has been prepared through the LeasePlan Online Portal, a validation request to qualify you for the lease plan will be sent to the People Hub. The People Hub will authorise your quote via the LeasePlan Online Portal. If you are not eligible the People Hub will advise LeasePlan to cancel the quote.

Step 3

LeasePlan works with you as the driver to complete aspects of the lease application, including credit checks. There is no involvement from any BAE Systems team in this step.

Step 4

On completion of step 3, LeasePlan will provide you with the Settlement Annexure and Novation Agreements contractual documentation for execution. You need to sign the relevant Employee/Driver fields on the form, have this witnessed and forward these to People Hub for the Employer Authorised Officer to complete on behalf of the Company. To avoid any unnecessary delays, please ensure you have included the following items:

1. Novated Agreement (terms and conditions)
2. Novated Agreement signature pages (signed and witness for the driver – see note a) below)
3. Settlement Annexure (terms and conditions)
4. Settlement Annexure signature page (signed and witness for the driver – see note a) below)

Notes:

- a) Please ensure the **witness** has signed and printed their name on both the Novated Agreement and the Settlement Annexure – without this the Authorise Officer is unable to proceed with approving your documentation.
- b) approval process can take up to 5 business days (once all documents received).
- c) Sending the documentation to **anyone other People Hub for authorisation** will result in a delay of processing your novated lease by BAE Systems on behalf of BAE Systems Australia Limited or ASC Shipbuilding Pty Limited.

Step 5

Once all documents are signed by an Authorised Officer, People Hub team will email the executed contract documentation back to Lease Plan, you will receive a separate email from People Hub. After this you can liaise with LeasePlan and your car dealership to arrange delivery of your vehicle.

Step 6

Lease Plan will contact SalaryPlan, the Salary Packaging administration for BAE Systems Australia/ASC Shipbuilding to notify them to commence the new deductions from your pay.

SalaryPlan will then advise the BAE Payroll team to commence deductions in line with the next available pay-cycle.

Step 7

Payroll will enter the deductions as advised by SalaryPlan and you will see these deductions on your payslip against E SalaryPlan Pre Tax and/or E SalaryPlan Post Tax descriptions. If you have any questions regarding your deductions contact SalaryPlan in the first instance via the options below:

For support with Salary Packaging

Phone: 1300 790 140

Fax: 1300 790 160

Email: support@salaryplan.com.au

Website: <https://www.leaseplan.com.au/where-to-start/salaryplan>

Business hours - Monday to Friday 8.30am to 5pm AEST

Note:

To commence a phone/laptop salary package via SalaryPlan - process 6 & 7 above are identical, however there is no quote process. The SalaryPlan Benefits Form is at the end of the User Guide, and needs to be signed by the Employee, and submitted to People Hub.

The People Hub then complete the same validation checks in terms of eligibility, the key difference is the People Hub can sign this form as it is not entering BAE into a contract. The employee then purchases their technology item and provides SalaryPlan with the receipt – they then package the item across a number of months as a reoccurring deduction via Step 5 & 6.

End of Lease Process

No forms are required to be signed by Employer as the People Hub notifies LeasePlan/SalaryPlan where an employee is exiting the business, and they have a salary packaging benefit in place. Lease Plan will then reach out to the employee once they have been notified.

Mid Lease Change

If you have received a mid-lease change request from LeasePlan for your existing vehicle, an employer approval is not required - LeasePlan will take your authority as the driver to proceed.

Salary Packaging and E-Bikes

E-Bike Novated Lease:

A novated lease is a finance arrangement used with salary packaging, where the payments for your lease which includes running costs, registration and insurance is deducted from your pre-tax salary (using a mixture of pre and post-tax deductions). E-Stralian (trading as Sparque) are the provider of E-Bike novated leases. For BAE Systems Australia

Please note that as a result of the relevant ATO Ruling, novated lease E-Bikes can only be used between home and work. Use of the E-Bike outside of trips to and from work should be of an incidental nature only.

In order to comply with the ATO Ruling employees taking up an E-Bike novation will be required to complete 12-week logbook detailing their usage in the first 12 weeks of taking possession of their E-Bike. There will also be a requirement to complete a statutory declaration which you can obtain through our internal Salary Packaging and E-bikes wiki or contacting the Benefits team, stating that the E-Bike has only been used to ride to and from work. The declaration must be completed at the end of each FBT year (March 31)

Are you eligible?

- Salary packaging is available to all eligible employees who are permanent employees, on the BAE Systems Australia payroll and who have completed their probationary period
- (typically first 3 or 6 months of employment).
- Salary Packaging is not available to casual employees.
- For new employees looking to novate an existing lease from their previous employer, eligibility is subject to qualification of Sparque (E-Stralian) for a lease (early return guarantees are not available).
- Employees under a wages agreement - check your agreement for possible salary packaging provisions, more information can be found on the Fair work site via this link: <https://www.fwc.gov.au/awards-agreements/agreements>
- For further information on eligibility, please refer to the [SalaryPlan User Guide](#) (please click on the "Download SalaryPlan User Guide" and not the PDF icon)

Ways to contact Sparque:

Email: Ride@sparque.au (Please ensure BAE is in the title of the email, to ensure a priority service from Sparque)

Phone: 1300 794 652

Website: <https://www.sparque.au/>

Further information on E-Bikes

[Recharge Your Commute - Sparque](#)

[FAQ - Sparque](#)

Other helpful links, tips and information:

[Contact Us | LeasePlan](#)

Step 1

To start the process of obtaining a novated lease E-bike, call Sparque or visit their website and check out the range of E-bikes on offer. Use the calculator to understand costs and the bike that will best suit your needs.

Step 2

Once you have selected your preferred E-bike you can submit a quote to Sparque via the website. Sparque will then contact you and provide help so you can finalise your E-bike selection.

Step 3

Once you have selected your E-Bike, Sparque will provide you with a personalised quote for the novation of your chosen E-Bike.

Step 4

You accept the quote and Sparque works with you as the rider to complete all aspects of the lease application, including any credit checks, the contract and novation agreement. There is no involvement from any BAE Systems team in this step. **Please ensure that you have included the correct employing company on your form (BAE Systems Australia or ASC Ship Building).**

Employment Entity

Ensure you select your correct employment entity, otherwise you will have to start the quote process again (ASC Shipbuilding Company 50 or BAE Systems Australia Company 01). If you are unsure of your employment entity, please contact the People Hub for confirmation.

Step 5

On completion of Step 4, you need to sign the documentation and **forward all the documentation to** People Hub (raising a Jira ticket) for the employer Authorised Officer to complete on behalf of the Company. To avoid any unnecessary delays, please ensure you have included the following items:

1. Deed of Novation (terms and conditions)
2. Lease Agreement
3. Application for E-Bike Salary Packaging

Notes:

- Please ensure both Sparque and you as the rider have signed and printed names on the Deed of Novation and the Lease Agreement before submitting to People Hub – without this the Authorising Officer is unable to proceed with processing your documentation
- Approval process can take up to 5 business days (once all documents received).
- Sending the documentation to **anyone other than the People Hub for authorisation** will result in a delay of processing your novated lease by BAE Systems on behalf of BAE Systems Australia Limited or ASC Shipbuilding Pty Limited

Step 6

Once all documents are signed by an Authorised Officer, People Hub team will email the executed contract documentation to Sparque with a copy to you. After this you can liaise with Sparque to arrange delivery of your E-Bike.

Step 7

Sparque will forward all relevant completed documentation to Lease Plan who will contact SalaryPlan, the Salary Packaging administration for BAE Systems Australia/ASC Shipbuilding to notify them to commence the new deductions from your pay. SalaryPlan will then advise the BAE Payroll team to commence deductions in line with the next available pay-cycle.

Step 8

Payroll will enter the deductions as advised by SalaryPlan and you will see these deductions on your payslip against E SalaryPlan Pre Tax and/or E SalaryPlan Post Tax descriptions. If you have any questions regarding your deductions contact SalaryPlan in the first instance via the options below:

For support with Salary Packaging

Phone: 1300 790 140

Fax: 1300 790 160

Email: support@salaryplan.com.au

Website: <http://www.leasplan.com.au/where-to-start/salaryplan>

Business hours - Monday to Friday 8.30am to 5pm AEST

Step 9

Once your new E-Bike has been delivered **you are required to complete a log book for the first 12 weeks of ownership.** If Sparque have not provided you with a copy of a log book you can access a copy through our internal Salary Packaging and E-bikes wiki or contacting the Benefits team. **Remember the bike is only to be used between home and your work location(s).** When you have completed the 12 weeks of log book usage please upload a copy of first and last pages of the book to the Jira ticket linked to your E-Bike novation. This will then close the ticket. You should retain a copy of your log book for a period of five years to meet any enquiries from the ATO.

End of Lease Process

No forms are required to be signed by Employer as the People Hub notifies LeasePlan/SalaryPlan where an employee is exiting the business, and they have a salary packaging benefit in place. Lease Plan will then reach out to the employee once they have been notified.

Tip

Seek financial advice from your accountant or financial advisor prior to commencing a Salary Packaging or Novated Lease agreement.

Your employer and LeasePlan and Sparque are not licensed to provide you with financial advice, so our recommendation is you seek this externally.