

Remuneration Policy:

POLICY STATEMENT:

Grays Point Activity Centre's (GPAC) Remuneration Philosophy is based on the premise that Employees should be paid fairly for the work they undertake. By having a consistent and transparent system for determining Employee Remuneration, the Centre hopes to attract and retain well qualified and suitable staff.

This Procedure applies to all Employees and Volunteers at the Centre.

PROCEDURES:

1. GENERAL CONDITIONS

Grays Point Activity Centre's Remuneration Policy is based on the Children Services Award (CSA) gazetted 2010.

2. PROCESS

To ensure a fair means of deriving Total Employee Remuneration (TER) all Position Descriptions should be aligned to the most accurate Job Role Classification as described in the Children Services Award. This match is made based on the function and tasks required of the position. Authority to match to an outside Job Role and therefore change the system for calculation of the Total Employee Remuneration (TER) requires the approval of the Management Committee.

The Service also acknowledges that not all positions held are remunerated. All Management Committee Positions are Volunteer based and do not attract any payments or cash benefits derived from their contributions.

3. OFFER OF EMPLOYMENT

Total Employee Remuneration (TER) should be determined prior to Recruitment of position and should be identified clearly via email consent or meeting minutes. The Management Committee is required to approve all remuneration commencement amounts and consequent increments. (See Recruitment and Selection Policy). The TER is determined by: -

- a. Match to correct Job Role/Classification as per CSA Schedule B;
- b. The pay point is determined by years of experience plus skills and qualifications.

All offers of Employment should be made at this rate. The TER is inclusive of Superannuation, any allowances, mobile phone or laptop (if applicable).

4. ABOVE AWARD PAYMENTS

Grays Point Activity Centre aims to attract and remunerate high quality permanent staff for the longer-term quality Program, Management and care of our children.

For new Employees and applicants that exemplify a skill level set that aligns with our Business direction, indicates a high level of care for our children, and indicates positive outcomes for the Centre, the Centre Manager can put forward a proposal to the Management Committee for an above Award payment to be offered. A Record of the proposal and outcome can be stored in the Employees File. For current Employees that are paid at Award Rate, an overall Remuneration Rate can be reviewed following a successful Appraisal. Non-permanent staff will normally be offered Award Rates according to their ability and the Centres business need.

5. ALLOWANCES

Employees may be eligible for certain allowances under the Award. As per CSA Section 15.7 an Employee that uses their personal car for the carrying out of Operational Business for the Service is eligible to be reimbursed for the kms travelled in accordance with the ATO. Any personal car used for Business Purposes must have Comprehensive Insurance (reflecting the vehicle is registered for business use), a signed copy of the document needs to be kept on the Employee's File. All trips must be pre-arranged and authorised by the Responsible Person. Employees need to complete the Vehicle Log Report and submit within a one month timeframe of the earliest trip.

Where Employees use their personal home or mobile phone for Business Purposes a record of phone calls made can be submitted and reimbursed. All calls can be reimbursed at the Rate in which is occurred for the Employee (i.e. \$0.50 per local call). A Petty Cash Reimbursement Form can be used for Employees to be reimbursed.

Where Employees are required to undertake over-time or time-in-lieu due to attending networking meetings or case conferences for children, this needs to be communicated to the Management Committee or their delegate prior to the meeting. Please refer to your current Award and personal employment contract.

This Centre will ensure that there is at least one staff per shift that holds a current First Aid Certificate. Where possible this would be the Responsible Person on duty. First Aid Allowance may be paid to an Employee when their First Aid Certification is required and will be included in their hourly rate of pay. If GPAC requires, the Centre will pay the cost of re-Certification.

All other penalties and allowances are per the Award (CSA).

6. INCREMENTAL AWARD INCREASES

All eligible staff including permanent and casual will have a Remuneration Review completed for them mid year. The Management Committee in consultation with the Centre Manager will review and revise performance, development, Award increases, and CPI during June and if an Employee receives an increase this will be back paid to the 1st July that year.

7. SALARY PACKAGING AND FRINGE BENEFITS

As Grays Point Activity Centre is a Non-Profit Organisation, but not a Non-Government Organisation Employee the Australian Taxation Office (ATO) declares that Employees of GPAC are not currently eligible to receive Fringe Benefits. In the event the ATO amend Salary Packaging Legislation, then this Service is not obligated to amend Packages to compensate for any change made by ATO.

8. ROLE CLASSIFICATIONS AND STAFF STRUCTURE

Grays Point Activity Centre Inc. aims to have a staff structure containing the following:

Permanent staff:

- A CSE Director/Coordinator/ Centre Manager with a minimum 6A Classification Skills, Qualifications and Responsibilities.
- A CSE Team Leader and Educational Leader - 5A Classification Skills, Qualifications and Responsibilities.

A minimum of two CSE staff with 4A Skills, Qualifications and Responsibilities.

Casual staff:

In the interest of maintaining an adaptable workforce according to operational needs casual staff may be employed at Level 1 or Level 2 Classification Skills, Qualifications and Responsibilities with a view where indicated to progress to being permanent staff at Level 3A Classification.

If the preferred candidate for a Classified Role Position has a minimum of one to three year's experience in the role, a levelling system may be applied. Each case will need to be assessed on its own merits. New Employees may commence Employment requiring elements of Training and Skill Development to match Job Role and Classification Requirements. The goal of the Team Leader who employs any Employee subject to this process is to train and up skill as quickly as possible in order to bring the Employee to the target 100% mark, typically within a 3 month period.

9. RESPONSIBILITY

Responsibility for implementation and compliance with this Policy rests with the Management Committee. Any minor decisions or Above Award Payments agreed to upon by either the Centre Manager or the Management Committee delegate must be relayed immediately to the Committee for overall approval. Amendments or deviations from this Policy will need to be authorised the Management Committee.

10. BONUS PAYMENTS

The payment of cash bonuses to individual staff other than those specified in the Gifts and Benefits Policy is strictly prohibited.

All staff at the Centre will receive an annual appraisal according to their Job Role. If the appraisal is successful indicating the Employee has met all the competencies of their allocated Job Role an annual Award increment may be offered up to the top rate in their Job Classification. All pay increments need to be approved by the Management Committee or their delegate and may be subject to operational factors.

Senior positions at the Centre such as the Centre Manager and the Team Leader may be eligible for a bonus payment providing key performance indicators clearly documented are met within a designated time frame. For example, the Management Committee may designate a clear budget to be met for operational reasons, should the Centre Manager meet the budgetary requirements a performance payment bonus may be offered. As this Centre is a Not For Profit organisation a cap of \$500 needs to be applied to this bonus. The Employee is responsible for any taxable amounts owing on this payment.

Any bonuses are discretionary and require Management Committee approval. Employees must be employed at the time the bonus is payable to be eligible to receive such a bonus.

Any deviation to this Policy shall only occur with the approval of the Management Committee.

ENDORSEMENT BY THE SERVICE:

Approval date: _____

Date for review: _____