



HALLS HEAD BOWLING & RECREATION CLUB INC

RENUMERATION POLICY 2023-2024

APPLICATION

This Policy outlines the Employee Remuneration Strategy to be applied within Halls Head Bowling and Recreation Club (Inc.) and applies to all Employees of the Club.

INTENT OF THIS POLICY

This Policy aims to:

- Align Employee Remuneration to the principles and measurement of CPI;
- Present progressive incentive structures to encourage outstanding performance;
- Mitigate the business risks associated with poor performance, market movements and employee turnover.

These policy objectives will be achieved by ensuring remuneration is reflective of applicable market conditions, our statutory obligations, the level of accountability (responsibility, objectives, goals etc.) assigned and the provision of incentives to deliver outstanding performance, whilst providing organisational flexibility and operational efficiency.

Salary Benchmarking

To ensure Employees are remunerated in a manner that encourages active participation, measurable contribution, overall satisfaction and retention, Employee benefits will be assessed on a regular basis against benchmarking data evidenced within the broader Club Community.

Annual Salary Reviews

Salary reviews will be conducted annually following the Club year-end, with any approved increases to be deemed effective as of 1 July each year. In conducting reviews Halls Head Bowling and Recreation Club (Inc.) will take into account the market conditions relating to the Club and each position, the level of responsibility assigned to each Employee, the standard of performance achieved and any relevant salary benchmarking data. Whilst remuneration reviews will be conducted annually, any remuneration increases will be at the sole discretion of Halls Head Bowling and Recreation Club (Inc.)

Each review will take into account the use of rosters, working hours, position description, years of experience and data relative to the benchmarking process to fall into line with CPI.

PAYMENT OF SALARY

Employees will be paid their base salary (less any applicable tax payable) and any other cash benefits on a fortnightly basis in arrears, into their nominated bank account. Casual employees will be paid on a fortnightly basis, in arrears.

TAXATION

The responsibility for payment of any tax due as a result of the employment relationship will rest with the Employee. The Employer will however facilitate the payment of such taxes via a fortnightly payroll deduction, with forwarding of the required amounts to the necessary organisations (e.g. the ATO). For the avoidance of doubt, any Fringe Benefits Tax (FBT) payable by the Employer on any non-salary components of an Employee's remuneration will be included as a component of Total Fixed Remuneration (TFR).

SUPERANNUATION

Superannuation contributions will be deducted from Employees Total Remuneration (TR) in accordance with the current Superannuation Contributions Legislation.

Superannuation deducted in this manner will be paid into a complying superannuation fund of the Employee's choice. Superannuation Choice Nomination Forms must be submitted to payroll in order for the choice to take effect. In the event a fund is not nominated or is no longer deemed to comply, all superannuation payments will be withheld until the details of a complying Superannuation Fund are provided by the Employee.

Employee's earning more than the Maximum Superannuation Contribution Base may request superannuation deductions above this limit to be paid as salary. Requests must be made in writing to payroll, with changes to take effect from the next full pay period after receipt of the request.

Employees may also request additional superannuation amounts be paid into their nominated superannuation fund as either a pre-tax or post-tax payment.

ALLOWANCES

Employees may be paid an allowance or other payment associated with their role, over and above their base salary, on either an ongoing or temporary basis. Any allowance paid will be taxed in accordance with current taxation legislation and will not be deemed to form a part of an Employee's usual base salary or TFR (for the purposes of leave, remuneration reviews and/or other calculations, unless otherwise required under legislation).

OUT OF SCOPE (AD-HOC) INCREASES

Ad-hoc increases to Employee remuneration outside of the annual review process will, as a general rule, not be permitted.

Where a situation develops requiring an urgent review, the Manager must submit a memorandum to the Management Committee outlining the issue and providing their recommendations for resolution. An assessment of the situation will then be conducted.

Whilst every effort will be made to ensure Employee remuneration is appropriate, it is recognised that rapidly changing external factors may impact on the relevance of benchmarking data used for any particular position or groups. Club reviews may occur from time to time to address such issues.

Exceptions to the prohibition on ad-hoc reviews include operational employees who successfully complete a competency-based assessment in order to progress to a higher level.

SIGN ON BONUSES

As a general rule, the Club will not pay sign-on bonuses of any kind.

In exceptional circumstances however, Management may approve a sign-on inducement in the form of a once-off entitlement.

Consideration of the financial impact of such an allocation will be required as all costs associated with the payment of sign-on bonuses will be covered by existing budgets.

Note: the issue of Sign-on Bonuses under a Contract of Employment cannot occur until after the commencement of employment by the Employee.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

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Signed:  Club President Date: *15/06* June 2023

Signed:  Club Secretary Date: *19/06* June 2023

Next policy review date is June 2024

