



# Remuneration policy

This policy supplements, and should be read in conjunction with individual employment contracts.

## 1. Purpose of the policy

The purpose of this policy is to maintain transparency for FemiliPNG Australia’s staff and Board Members regarding staff remuneration, conditions and hours of work.

## 2. Policy application

This policy applies to all FemiliPNG Australia staff.

## 3. Definitions

<b>Staff</b>	A FemiliPNG Australia employee
<b>Remuneration</b>	All compensation an employee receives from an employer for services rendered, both monetary and non-monetary. This includes pay (salary), superannuation contributions and allowances.
<b>TOIL</b>	Time off in Lieu (TOIL) allows employees to take paid time off instead of overtime pay.
<b>FTE</b>	Full Time Equivalent

## 4. Principles of the policy

**Transparency:** The process of remuneration will be transparent, conducted in good faith and in accordance with appropriate levels of confidentiality.

**We value our people:** As one of four strategic pillars that are essential to achieving our mission, FemiliPNG Australia aims to recruit and retain quality staff. We recognise that appropriate remuneration is important.

**Equal pay for work of equal value:** People involved in the decisions relating to remuneration will be mindful of unconscious bias, diversity and gender equity, and commit to pay equity.

## 5. Scope of the Policy

This policy specifies the scope of staff remuneration packages and the key oversight mechanisms for implementing the policy.

Staff remuneration packages are standard for all staff, and they include:

- **Salary:** Salaries are fixed and paid fortnightly into each staff member’s nominated bank account.
- **Leave:** Annual leave, personal leave.
- **Superannuation:** Paid monthly to each staff member’s nominated fund, in accordance with the Superannuation Guarantee (Administration) Act 1992. Staff may choose to salary package extra contributions to their superannuation fund through payroll.
- **Salary packaging:** In accordance with relevant legislation.

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## 6. Remuneration Committee

The Remuneration Committee, led by the CEO, includes the Board Treasurer, and one other Board member as chosen by the Board.

When setting salaries, The Remuneration Committee will be guided by:

- The position held (required skills, knowledge and responsibilities)
- Experience of personnel
- Retention requirements
- Australian employment law
- FPNGA's overall performance, and budget capacity to absorb increases in salary
- Consumer price index and the national wage review conducted by the Fair Work Commission each year
- Industry standards.

See Appendix A for the salary setting and review steps.

### **We are a small, mission-based, charitable organisation**

Acknowledging the value of *our people* through appropriate remuneration, is balanced with our status as a small, mission-based, charitable organisation. FPNGA recognises that while we may not be able to compete with other not-for-profits on salary alone; we do recognise and celebrate our supportive, flexible and values-based workplace.

## 7. Policy

### **Salary**

The Remuneration Committee sets and reviews all salaries, except for the CEO's salary.

The CEO salary will be set by the Remuneration Committee's Board members, and the Board Chair.

### **Non-salary remunerations**

Bonuses, gifts, non-monetary compensation and other incentives in lieu of salary are not permitted.

7.1 While on duty travel, staff will be paid a standard per-diem, in line with the Travel Policy (POL-018).

### **TOIL**

7.2 TOIL is available to all staff, by agreement, to compensate for additional time worked over and above their standard hours.

7.3 TOIL entitlements will normally be accrued at an hour for hour rate.

7.4 Staff on duty travel for two consecutive nights are normally entitled to a half-day of TOIL after returning to the office. Staff staying four consecutive nights are normally entitled to one day of TOIL after returning to the office.

7.5 Staff may accrue a total balance of five hours TOIL without seeking pre-approval from their line manager.

7.6 Accrual of more than five hours of TOIL must be pre-approved by the line manager or the CEO.

7.7 Accrual of more than 5 working days of TOIL must be pre-approved by the CEO with an agreed plan on when the TOIL can be taken.

7.8 TOIL can be carried forward into a new financial year only when pre-approved by the CEO.

7.9 All staff are encouraged to take TOIL as soon as practical, in discussion with the line manager, and within three months of accumulating it.

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TOIL must not be intentionally accrued for the purposes of 'saving' annual leave.

TOIL must not be regularly accrued without a clear rationale based on the individual's working requirements.

#### **Flexible working versus TOIL**

FemiliPNG Australia supports flexible working. This includes flexibility about the number of hours worked each day. Staff may choose to work longer to complete a task, or work less, such as when taking a longer lunch break, starting late or finishing early. Flexible working means that staff can be flexible on individual days – but aim to balance their overall working hours each month to meet their standard hours (37.5 hours each week for full time staff). When staff work additional hours over the pay fortnight, they can 'roll over' the hours and accrue TOIL subject to the above requirements.

#### **Standard working hours**

Standard working hours for fulltime staff are 7.5 hours per day, to be worked principally between the hours of 7.00 am and 7.00 pm (AEST).

Staff are not required to work more than 7.5 hours per day, or more than 37.5 hours a week (pro-rata for full time equivalent).

Out of hours contact is not usually required for staff. Out of hours contact may be reasonable and necessary in certain circumstances, including:

Communications (phone calls) from FemiliPNG Australia CEO, Finance Manager, Finance Officer or notifications from our Bank regarding fraud or theft or other irregularity with our bank accounts, debit or credit cards.

Communications (phone calls or messages) relating to the health or safety of FemiliPNG Australia staff member, Board member or volunteer who is travelling in Australia, Papua New Guinea or another international location.

Staff have the right to refuse out of hours contact that is unreasonable, including contact (or attempted contact) from FemiliPNG Australia personnel, Board Members or a third party.

Staff who choose to work non-standard working hours to meet key deadlines or meet with volunteers, Board Members or partner staff may accrue TOIL subject to 5.10 – 5.19.

#### **Out of ours work**

Femili PNGA adheres to the right to disconnect amendments to the Fair Work Act (2009) that will be formally implemented for small business and organisation from Sep 2025

Staff are welcome to volunteer their time at out of hours fundraising or awareness raising events, however this is not required.

Staff who are required to attend the event as part of their work and duties will record their time as normal on their timesheets.

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## 8. Policy amendments

All policies are subject to review and endorsement by the FemiliPNG Australia Board. Suggestions about this policy are welcome and should be directed to the FemiliPNG Australia CEO. Any amendments or changes to the Policy will be submitted to the Board for endorsement.

The CEO is responsible for maintaining this document, including updating confirmed changes, informing staff of the changes, and disseminating the latest version to all staff.

This policy will be reviewed every five years, or as needed to meet governance obligations and/or changes in legislation.

## 9. Related documents

Document number	Document name
POL-020	Grievance Policy
PROC-002	Grievance Procedure
POL-018	Travel Policy
TBC	Budget Policy
POL-025	Staff Development and Performance Policy
PROC-004	Recruitment Procedure

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# Appendix A: Remuneration timeline

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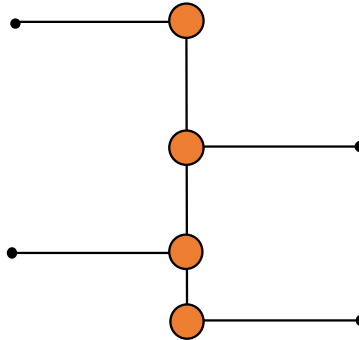
## 9.1 Setting annual salaries

**April: CEO + Finance Manager**

Review annual budget, forecast end of financial year position and first draft of next financial year budget

**June: Board**

Approve annual budget, including salary rates.



**May: Remuneration committee**

Discuss remuneration for staff, and make a recommendation to the Board for the next financial year

**June: CEO**

Advise staff of pay rates, confirm when any adjustments will come into effect

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