



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.

2. Policy application

This policy applies to all FemiliPNG Australia staff.

3. Definitions

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

- 5.1 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.
- 5.2 Bonuses, gifts, non-monetary compensation and other incentives are not permitted.
- 5.3 While on duty travel, staff will be paid a standard per-diem, in line with the Travel Policy (POL-018).

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Remuneration Committee

- 5.4 The Remuneration Committee, led by the CEO, includes the Board Treasurer, and one other Board member as chosen by the Board.
- 5.5 The Remuneration Committee is responsible for setting all salaries, except for the CEO's salary.
- 5.6 The CEO salary will be set by the Remuneration Committee's Board members, and the Board Chair.
- 5.7 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.
- 5.8 The Remuneration Committee will report to the Board.
- 5.9 The Board will approve total salary bill as part of the annual budget review and approval process.

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.

TOIL

- 5.10 TOIL is available to all staff, by agreement, to compensate for additional time worked over and above their standard hours.
- 5.11 TOIL entitlements will normally be accrued at an hour for hour rate.
- 5.12 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.
- 5.13 Staff may accrue a total balance of five hours TOIL without seeking pre-approval from their line manager.
- 5.14 Accrual of more than five hours of TOIL must be pre-approved by the line manager or the CEO.
- 5.15 TOIL can be carried forward into a new financial year only when pre-approved by the CEO.
- 5.16 All staff are encouraged to take TOIL as soon as practical, in discussion with the line manager, and within three months of accumulating it.

Flexible working versus TOIL

FemiliPNG Australia supports flexible working. This includes flexibility about the number of hours worked each day. The standard working day is 7.5 hours, plus a 30-minute lunch break. At times, 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 month, they can 'roll over' the hours and accrue TOIL subject to the above requirements. TOIL allows flexibility. However, TOIL should not be intentionally accrued for the purposes of 'saving' annual leave. TOIL should not be regularly accrued without a clear rationale based on the individual's working requirements.

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6. 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.

7. Related documents

Document number	Document name
POL-020	Grievance Policy
PROC-002	Grievance Procedure
POL-018	Travel Policy
TBC	Budget Policy

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