



Policy Name	Remuneration Policy
Policy Number	13
Version No.	V1
Approved by Board on	5 April 2019
Amendment Dates	
Last Review Date	
Review Dates	2020, 2021

Purpose

Southern Tablelands Arts Remuneration Policy sets the minimum requirements of conduct for Board Members, Employees and Volunteers in carrying out their functions for the organisation.

The Remuneration Policy has been developed to assist Board Members and Employees in order to:

- attract, motivate and retain employees with the skills required to effectively manage the operations and growth of the organisation, at a competitive cost;
- effectively manage workforce remuneration;
- provide confidence and clarity for the Board and staff in the conditions and processes for remuneration of staff.

Policy

This policy provides for Southern Tablelands Arts to reinforce a performance based culture and is supported by staff policies related to the recruitment, selection, remuneration and training of employees.

Southern Tablelands Arts is committed to ensuring staff are fairly and responsibly compensated with regards to:

- the performance of the organisation;
- the performance of the employee;
- the general pay environment.

Responsibility

The Board of Directors is responsible for ensuring Southern Tablelands Arts has an appropriate Remuneration Strategy which addresses retention and remuneration and is aligned to long term strategic objectives.

The Executive Director is responsible for ensuring that a remuneration framework (including policies, procedures, training, and controls) is in place.

The Executive Director will provide relevant Award information and ensure that performance evaluations are performed annually.



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Remuneration Principles

To ensure that Southern Tablelands Arts continues to attract, retain and motivate talented staff at a competitive cost, Southern Tablelands Arts will:

- annually review and align total fixed remuneration to the relevant rate of the Award with consideration given to experience, qualifications and performance.
- set remuneration at an appropriate level to attract and retain the requisite calibre of employees.

Employees are remunerated under the ***Clerks—Private Sector Award 2010***.

The Executive Director is remunerated by individual contract aligned with the ***Local Government State Award 2017***.

Southern Tablelands Arts complies with the National Employment Standards (NES).

Position Descriptions

Position descriptions will be prepared for all permanent positions and will be reviewed as part of the annual performance assessment.

Any new position will have an approved position description prepared as part of the approval process.

Contracts

All Permanent Staff

All permanent employees will enter into a contract with Southern Tablelands Arts clearly setting out the terms and conditions for that employee.

The contract will set out the expectations for the performance of the role and the key performance indicators, measures and criteria for assessment that will apply at that time.

The Board of Directors must review and approve employment contracts for all staff.

Casual and Temporary staff

Casual and temporary staff will be provided with a letter of engagement unless the employment arrangement is through an employment agency.

Superannuation

Southern Tablelands Arts will pay superannuation contributions at the statutory rate.

Additional contributions (either pre or post tax) may be deducted from payroll at the request of the employee.

Superannuation contributions will be transferred to the superannuation fund in line with minimum statutory requirements currently paid at least quarterly.



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All employees are given their choice of superannuation fund and Southern Tablelands Arts will honour that choice provided that the fund is a complying superannuation fund. If the employee does not choose a complying superannuation fund within 1 month of starting, Southern Tablelands Arts will use their default superannuation fund, Australian Super. The statutory rate will be applied to all relevant salaries.

Payment for Overtime

Employees of Southern Tablelands Arts may only be offered paid overtime when working on projects that attract project funding or are provided on a fee for service basis, specifically the Film Equipment Hire and Mobile Tech Hub.

- *Saturdays* - Overtime will be paid at the rate of time and a half for the first two hours and double time thereafter calculated on a daily basis.
- *Sundays* - Overtime will be paid at the rate of double time calculated on a daily basis.
- an employee may agree to taking time off instead of being paid for a particular amount of overtime that has been worked by the employee. Employees therefore elect to receive Time off in Lieu (TOIL) of an overtime payment.

All other overtime undertaken for non-funded or fee free projects will be remunerated through Time off in Lieu (TOIL).

Termination Payments

Termination payments will be determined by the terms and conditions set out in employment agreements and those contained in the Award.

Relevant documents

[Financial Management Policy](#)
[Staff Contracts](#)
[Leave Policy](#)
[Staff Fortnightly Timesheet](#)
[Use of Private Vehicle Policy](#)