Remuneration Policy

Policy and Purpose

This policy establishes the framework and guidelines to be used by the organisation in determining remuneration arrangements for its employees and to assist staff in understanding the organisation’s position on staff remuneration.

The purpose of the policy is to:

* Attract and retain employees of the required quality,
* Ensure the staff are appropriately compensated for the services they provide to the org.,
* Ensure that remuneration levels are competitive with the external market,
* Encourage and motivate staff to achieve the organisation’s strategic business objectives,
* Promote and reinforce the organisation’s key values and appropriate employee behaviours,
* Ensure a level of equity, consistency and transparency in employee remuneration.

Definitions

Remuneration will comprise base salary and an annual bonus based on performance. The total of these components make up the employee’s remuneration package.

Underlying Common Rule Award

Staff covered by the relevant underlying award, Restaurant Industry Award 2010, will be paid no less than the rate of pay set out in that award for the relevant position.

Policy Coverage

The staff remuneration policy covers all employees at all levels of the organisation.

Determining Base Salary Levels

Base salary levels will be determined by job evaluation. Job evaluation is the evaluation of the position from the information in the relevant position description, in terms of the level of required skills, competencies and knowledge, and criteria such as the level and impact of decision-making and authority to act.

Job evaluation will be carried out by the CEO (or their nominated person)

The underlying principles of job evaluation include:

* Salary levels will be paid no less than the rate of pay set out in the relevant underlying award, Restaurant Industry Award 2010,
* Salary levels are to be benchmarked on an annual basis (as part of the annual budgeting process) against the external market using salary surveys to establish competitiveness with similar positions in the external market,
* If the job changes as determined by a job evaluation, the base level remuneration should be altered to reflect the change in the employee’s role and responsibilities,
* Decisions on broad salary increases (those that apply to all employees), such as CPI or cost of living based increases will be made on an annual basis by the owners,
* Staff will have the opportunity to raise remuneration issues at six monthly performance review meetings with their manager.

Staff Performance Plans

Staff will be provided with individual performance plans/work plans for the subsequent financial year. For new employees, a performance plan will be provided at the end of the probation period (first three months of employment). In further years, work plans are agreed upon after the July/August performance review has been conducted.

The performance plans/work plans set out the role that the position is expected to play in the organisation achieving its strategic plans and objectives; the actions or activities required to achieve those objectives; and the criteria or standards used to assess the achievement of the objectives. In addition to business plans outcomes, the performance/work plans will include specific project and personal development goals.

**Related Policies/Company Documents**

* BCG Performance Management System Policy,
* Standards of Operation for Performance Management.

Updated/authorised

2014 – Jim Murphy CEO