



# The An Meá Policy on REMUNERATION

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## Revision Details

REV	BRIEF DESCRIPTION OF CHANGE
1.0	First Issue for Use
2.0	Introductory paragraphs added; target audience changed to staff only (contractors removed); reference to 'appropriate reward...for professional excellence' removed; added provision for bonuses at discretion of Board; added Guidelines for Board allocation of bonuses
3.0	Updated address details
4.0	Addition of travel allowance; addition of relocation remuneration and allowances; updated address details
5.0	Travel allowance does not apply to nights in transit

## User Notes

The requirements of this document are mandatory. Non-compliance shall be authorised using the Procedure on Breaches of our Principles described in our Management System Manual.

A controlled copy of the current version of this document is located the 15.00.00 section of our file server. Before using this document it is the User's responsibility to ensure that any hard or electronic copy is current.

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## THE AN MEÁ POLICY ON REMUNERATION

The organisation's capacity to provide remuneration *and* to provide incentives and motivation for high levels of professional excellence are crucial components of business success.

Incentives and motivation can be provided through a variety of mechanisms including alignment of personal and business values, remuneration and close ongoing management-employee relationships.

As such, our Goal is to provide a fair reward for our people. We will deliver on this goal by ensuring that:

- An Meá's Policy on Remuneration applies to all staff.
- Fairness and equity shall be exercised at all times when negotiating remuneration for staff.
- Remuneration shall take account of market rates.
- Remuneration shall be reviewed annually, typically at the end of each financial year, and whenever employment duties and responsibilities change.
- Remuneration arrangements may be discussed, in confidence, with staff at any reasonable time.
- At the discretion of the Board of Directors (based on the Guidelines in Appendix 1), all staff shall be eligible for an annual allocation of a bonus.
- Staff salaries shall be paid monthly in arrears, during the last week of the month, and deposited into the employee's chosen bank account.
- Staff shall be paid on time.
- Staff superannuation contributions shall be paid monthly into An Meá's preferred fund, or into a fund chosen by the employee. Employees may make 'salary sacrifice' contributions into the same fund.
- Where possible, and tax effective, An Meá will provide flexible remuneration packaging in the interest of forwarding sustainability and promoting a work-home life balance.

In addition to the general items above, when permanently relocating a member of staff, we will ensure that:

- The remuneration package offered will be commensurate with market rates in the new place of residence.
- Relocation expenses shall be to the Company account. These shall include: one way airfares for the staff member and family; transfer of a reasonable amount of personal effects; accommodation for the staff member and family for up to 3 months; visa and related costs; other related expenses as may be agreed by a Director on a case by case basis.

Staff members on work-related travel shall be paid a travel allowance. This allowance shall be:

- Paid monthly, in arrears, based on timesheets / travel diaries. It shall apply to each night spent away from home (except nights spent in transit).
- Set each financial year by the Directors. The allowance shall be based on Directors' consideration of the relevant Australian Tax Office Determination regarding reasonable travel allowances. The allowance shall not be greater than the amount(s) set in the relevant Australian Tax Office Determination regarding reasonable travel allowances.
- Paid to cover the cost of food + incidentals. Accommodation shall be paid by the Company.
- Recorded in the Company accounts. The total amount paid to the employee during the financial year shall be declared as a travel allowance on the employee's Group Certificate.

## APPENDIX 1: GUIDELINES FOR BOARD ALLOCATION OF BONUSES

1. As part of the business planning cycle, the Board shall establish a numeric (\$ figure) profit target for the coming year.
2. Attaining this target will be the first trigger for allocating a bonus. If this figure is not attained, bonuses will not be allocated.

(Final accounts for tax purposes are not prepared until April of the following year – therefore 'profit' will be understood to be the profit figure signed off by the Board and reflected in the Annual Report).

3. A second trigger, based on our "one bottom line – 3 foundations" philosophy will determine the size of the bonus 'pool' as follows:

The majority of traffic lights against 3 out of 4 Goals are 'green'	10% of all profits above target
The majority of traffic lights against all 4 Goals are 'green'	20% of all profits above target

4. The first and second triggers must be achieved for a bonus to be paid.
5. The bonus 'pool' will be distributed to all staff with employment contracts that are current at the date bonuses are allocated by the Board as follows:

Staff 'pool' – 50% of bonus 'pool'	Distributed evenly amongst all full-time staff. (Staff joining during a year, or part-time staff will be receive a proportionate allocation).
Service 'pool' – 50% of bonus 'pool'	Each member of staff allocated a Unit for every year of service. Distributed in accordance with Unit holding. (Staff joining during a year, or part-time staff will be receive a portion of a Unit for each year served).