Salary Loadings Policy

The payment of salary loadings to staff in manner which acknowledges that loadings will be appropriate in many circumstances, and their continued applicability, must be commensurate with the level of performance of the staff member concerned. Accordingly, except in special cases as may be approved by the CEO, all salary loadings will be reviewed in relation to their continued applicability on the basis if annual performance assesment against agreed objectives in key result areas.

For the purposes of this policy, ‘salary loading’ includes provision of benefits other than as salary.

Basis for the Payment of Loadings

Salary loadings in appropriate circumstances will be used to attract or retain or reward staff. The continued applicability must be appropriate to the level of performance of the staff member concernred.

Responsibility Loadings

Responsibility loadings (such as Acting Centre loadings) will be at a standarised fixed rate.
The performance management system will be used to determine whether an appointment should be renewed or not or, where necessary, terminated prior to its normal expiry date.

‘Packaged’ Loadings

Salary loadings shall be non-superannuable, and are therefore ablt to ‘packaged’ in accordance with HiFlex Physio remuneration packaging arrangements.

Flexible Salary Packaging is an Australian Tax Office approved means for staff members to restructure their salary, allowing them to make additional superannuation contribustions and to purchase other benefits with pre-tax, rather than with after tax, income. This gives staff members the flexibility to build a salary package that is best suited to their individual needs.

All permanent, full-time staff members employed by HiFlex Physio may enter into Flexible Salary Packaging arragnements.

HiFlex Physio Salary Packaging arrangements provide staff with the opportunity to incorporate various Australian Taxaion Office approved benefits into the delivery of their remuneration, to maximise any available tax concessions and to suit their individual needs.

The following principles from the basis of the policy.

- Staff participation in HiFlex Physio Flexible Salary Packaging Scheme is voluntary.
- Each staff members is responsible for obtaining his or her own independent financial advice as to the merits or otherwise of participating in the Flexible Salary Packaging Scheme.

Packaging arrangements

- For the majority of staff members, there is no limit on the amount that each staff member may salary scrifice. Generally staff members may salary sacrifice up to 100% of their base salary, provided that obligations for making member contribustions for superannuation are met.

Accountability

Each Centre Manager in conjunction with the General Managers Human Resources and Finance shall provide an annual reports to the Board of Directors and CEO detailing information as required in relation to salary loadings paid staff during the relevant period, and the basis for the decisions taken to pay such loadings and the reasons for such payments.