

Salary Packaging Policy

1. Purpose

This statement sets out the relevant terms and conditions that are to apply between RedR Australia and any Employee that wishes to participate in RedR's salary packaging program.

2. Scope

All employees Part Time and Full Time

3. Policy Statement

Salary Packaging is an optional scheme allowing Employees, excluding casual Employees, to take part of their remuneration as a non-taxable fringe benefit is available to all Employees subject to prevailing taxation law and RedR's ongoing status as a Public Benevolent Institution. If this option is elected by Employees, RedR will deduct an amount from the Employee's regular pre-tax salary and pay this to the Employee approximately 24 hours after payroll via an external administrator, AccessPay. In consultation with Employees, RedR reserves the right to change salary packaging providers.

An annual salary packaging charge may be applicable and will be deducted during payroll.

In the event that RedR ceases to attract exemption from payment of Fringe Benefits Tax, RedR may cease offering salary packaging.

The calculation of the entitlements concerning occupational superannuation will be based on the value of the Employee's salary before the salary sacrifice.

It is recommended that Employees consider independent financial advice to ensure that their salary packaging arrangements meet their personal and financial requirements. It is the Employee's responsibility to ensure salary packaging is consistent with their tax and financial objectives.

4. Procedure

For the procedures please consult the RedR Salary Packaging Guide and Procedure Document

5. Compliance, monitoring and review

The RedR HR manager is responsible for ensuring the policy:

- Aligns with relevant legislation, government policy and / or Red requirements/strategies/values,
- Is implemented and monitored, and
- Is reviewed to evaluate its continuing effectiveness

5. External Resources

Access Pay www.accesspay.com.au


6. Review

Reviewed by:	P&C Director
Approved by:	CEO
Review date:	4 th July 2018
Next review:	5 th July 2020
Distribution:	Internal
Version number	1.0

Appendix 1

Table 1: Informal and Formal Grievance Framework

This table provides a general outline of the framework however depending on the nature of the grievance, it may be appropriate that it is escalated to the next level below the earlier stages. RedR recognises the right of individuals to approach an external agency at any time of the grievance.

		Expected actions...	
Informal	Address the issue at the direct source Address the issue with a key contact from RedR in which you are accessing service. For example, contact the Program Officer from the Deployment, Register or Training team.	Genuine discussions to resolve Agreed actions and timeframes	
Formal - Level 1	Programme Manager	Acknowledgement by RedR Representative within 7 days Genuine discussions to resolve Agreed actions and timeframes	
Formal - Level 2	Director	Acknowledgement by RedR Representative within 7 days Genuine discussions to resolve Agreed actions, decisions and timeframes	
Formal - Level 3	Senior Management Team	Acknowledgement by RedR Representative within 7 days Genuine discussions to resolve Agreed actions, decisions and timeframes	
Appeal Process	CEO	Acknowledgement by RedR Representative within 7 days Review of decisions Genuine discussions to resolve Agreed resolution	
Final Appeal	Board of Directors	Acknowledgement by RedR Representative within 7 days Review of decisions and process to date Genuine discussions to resolve Final resolution	