Remuneration and Benefits Policy

Section 1 - Purpose

(1) The Catholic Diocese of Maitland-Newcastle (the Diocese) is committed to ensuring that all employees are rewarded fairly and equitably, in alignment with our mission and values, now and into the future.

(2) This Remuneration and Benefits Policy outlines the principles the Diocese will apply to ensure a robust, transparent and responsible remuneration and benefits system, to ensure that we attract and retain a talented and capable workforce, in order to strengthen our capability to serve all in the community so that they may experience life to the fullest

Section 2 - Scope

(3) This policy applies to all employees and recruitment candidates of the Diocese, and if decreed by the Bishop it will apply to parishes.

Section 3 - Responsibilities

ROLE	RESPONSIBILITIES
The Bishop and Senior Leaders	• Set the vision and strategic goals for remuneration and benefits. • Ensure alignment of the Diocese remuneration practices with strategic goals and operational requirements supported by the councils, boards and committees of the Diocese. • Demonstrate commitment to and compliance with this policy. • Cultivate a positive and inclusive workplace that promotes fair treatment, transparency of process and pay equity.
Director of People & Culture	• Ensure consistent implementation and application of this policy and develop mechanisms to deliver appropriate training and coaching. • Facilitate and establish appropriate governance and review of this policy and associated procedures. • Monitor and review the effectiveness of the remuneration and benefits policy.
Directors, Assistant Directors or equivalent / Managers	• Ensure consistent implementation and application of this policy. • Plan for current and future workforce requirements, considering skills and capabilities needed, budgetary constraints, and growth. • Support employees in understanding their remuneration and benefits. • Maintain confidentiality of remuneration information and ensure compliance with privacy requirements. • Ensure remuneration decisions are made in line with approved budget. • Support a culture that promotes principles of fairness, transparency and pay equity in remuneration decisions. • Collaborate with Finance to forecast future financial needs for workforce planning and talent management.

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ROLE	RESPONSIBILITIES
People & Culture	• Provide advice, coaching and training to managers and employees on matters related to remuneration and benefits. • Monitor compliance of the policy and procedure in consultation with managers. • Conduct job evaluations and ensure consistent and accurate position classification. • Maintain confidentiality of remuneration information and ensure compliance with privacy requirements. • Monitor industry benchmarks and recommend adjustments to remuneration practices. • Ensure compliance with relevant legislation and industrial requirements. • Ensure employment documentation reflects approved remuneration decisions.
Finance	• Provide advice and support to managers to ensure sufficient current and future budget allocation for required staffing levels. • Monitor and report on the financial impact of remuneration practices. • Provide financial analysis and recommendations to support remuneration decisions. • Ensure compliance with relevant financial regulations and standards. • Collaborate with People & Culture and Senior Leaders to align remuneration practices with the Diocese's budget and strategic goals.
Payroll	• Accurately process and manage payroll in accordance with this policy. • Ensure timely and correct payment of salaries and benefits. • Maintain accurate records of remuneration information. • Ensure compliance with relevant legislation and privacy requirements. • Provide support and information to staff regarding payroll queries.
Employees	• Understand and adhere to this policy. • Participate in all remuneration activities with honesty and integrity.

Section 4 - Policy Principles

(4) The Diocese is committed to attracting and retaining exceptional employees who embody the Diocese values and who strive to achieve the Diocese mission.

(5) The Diocese seeks to reward employees through remuneration and benefits frameworks and processes that are fair, equitable and transparently applied.

(6) The Diocese implements appropriate remuneration and benefits frameworks, programs and processes that may incorporate a mix of financial and non-financial benefits.

(7) Non-financial benefits may include:

a. Opportunities for professional development;
b. Flexible work arrangements;
c. Health and wellness initiatives;
d. Community engagement opportunities; and
e. Other programs implemented by the Diocese from time to time

(8) On ocassion, the Diocese may at its discretion establish or offer additional remuneration or benefits outside of existing frameworks. In these circumstances, the responsible decision maker must assess any potential impacts and risks and escalate the decision to the next level of leadership for review and approval, following consultation with People & Culture.

(9) To support sound decision making, remuneration and financial/non-financial benefits are determined in line with the following principles:

a. Remuneration and benefits encourage, recognise and reward employees' contribution and contribute to the overall success of the Diocese.

b. Remuneration and benefits comply with relevant legislation, industrial requirements, and obligations.
c. Remuneration levels and conditions of employment are set according to the Diocese's strategic and operational requirements, remuneration frameworks, and in consideration of the broader economic environment in which the Diocese operates.
d. Remuneration practices are based on principles of fairness and pay equity, including gender pay equity, ensuring equal pay for work of equal or comparable value through:
    i. The consistent position classification and application of associated remuneration, as set out in the relevant Enterprise Agreements and Awards.
    ii. The utilisation of AON Job Evaluation framework or similar methodology for positions not covered by an award or enterprise agreement.
e. Remuneration practices are transparent, and remuneration information is maintained confidentially and in accordance with privacy requirements.
f. Work value and position classification are relied upon as a core underpinning element for determining remuneration.
g. Remuneration review processes are undertaken in a manner which:
    i. Is fiscally responsible;
    ii. Recognises, encourages, and rewards the contribution of employees;
    iii. Takes into account relevant, internal relativities and the external environment and benchmarks; and
    iv. Meets the obligations and requirements set out in relevant industrial instruments.
h. Transparent remuneration processes are conducted in good faith and in accordance with the required levels of delegated authority.

Section 5 - Consequences of Breaching this Policy

(10) Any employee found to be in breach of this policy may be subject to disciplinary action, including where a serious breach occurs, dismissal.

Section 6 - Notations

(11) If there is any inconsistency between a policy document in existence before the commencement of this policy, and a policy document developed after the commencement of this policy, the later applies to the extent of the inconsistency.

Section 7 - Document Review

(12) This policy will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 3 years to ensure it continues to be current and effective.

Status and Details

Status	Current
Effective Date	25th August 2025
Review Date	25th August 2028
Approval Authority	Moderator of the Curia
Approval Date	4th August 2025
Expiry Date	To Be Advised
Unit Head	Eve Youman Director People & Culture
Enquiries Contact	People and Culture

Glossary Terms and Definitions

"Position Classification" - Criteria used to categorise positions based on factors such as job responsibilities, skills required, and level of authority.

"Community engagement" - Activities and initiatives that encourage employees' participation in community service and volunteer work, reflecting the Diocese commitment to the communities that we serve.

"Gender Pay Equity" - The commitment to ensuring that employees of all genders receive equal pay for work of equal or comparable value.

"Job Evaluation" - A systematic process used to determine the relative value of different positions within an organisation, often involving criteria such as skills, responsibilities, scope of position, influence and working conditions.

"Non-Financial Benefit" - Benefits provided to employees that are not monetary, such as professional development opportunities, flexible working arrangements and recognition programs.

"Pay Equity" - The principle of ensuring that employees receive equal pay for work of equal or comparable value, regardless of gender, race, or other personal attributes.

"Remuneration" - The total compensation received by an employee, including salary, wages, bonuses, incentive payments, superannuation and any other financial benefits.

"Work value" - The importance and contribution of a particular job to the overall success of the Diocese, often assessed through job evaluation methodologies.

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