



2022 Annual Remuneration Review Outcome Talking Points

STILL TO BE UPDATED FOR 2023

Annual remuneration review overview

The annual remuneration review provides an opportunity for UnitingCare to review performance and remuneration for salaried employees, and reward or amend employee remuneration.

Providing employees with their remuneration increase letter is an important 'Recognition' conversation to reward employees for their contribution.

Who does this apply to?

The 2022 Annual Remuneration Review applies to all salaried employees.

Overall Key messages

Organisational performance, the external market environment and wage movements under our internal enterprise agreements informed the overall increases for UnitingCare.

Your individual performance and internal pay relativities were considered when determining your increase.

Where applicable for a role that is underpinned by an EA/award, your salary has been compared to the relevant classification under the EA/award to ensure you are being paid above this rate.

Superannuation Guarantee (SG) increase

Company superannuation increased effective July 2022 from 10% to 10.5% and has already been applied on top of your base salary (up to the maximum contribution cap of \$25,292).

Key messages – individual scenarios

Prepare for each individual conversation with the key messages from the scenarios outlined below:

Scenario 1: Base Salary increase	<p>I am pleased to inform you that your base salary will increase by \$/% effective the first full pay in July.</p> <p>Your base salary increase is expected to be processed in the first pay period in October including any backpay owed to you.</p> <p>Salary increases are based on your individual performance and pay relativities. All salary information is confidential and should not be discussed with others.</p>
Scenario 2: Base Salary increase and one-off payment	<p>I am pleased to inform you that your base salary will increase by \$/% effective the first full pay in July.</p> <p>You will also receive a one-off payment of \$xx in recognition of your contribution over the last 12 months. This payment is gross and tax will be deducted.</p> <p>Your base salary increase is expected to be processed in the first pay period in October including any backpay owed to you. Your one-off payment will also be process on this date.</p>



	Salary increases and payments are based on your individual performance and pay relativities. All salary information is confidential and should not be discussed with others.
Scenario 3: One-off payment with no base salary increase	<p>I am please to inform you that you will receive a one-off payment of \$xx in recognition of your contribution over the last 12 months. This is the gross payment with tax to be deducted and superannuation paid on top of this amount.</p> <p>This payment has been made in lieu of a base salary increase.</p> <p>Your one-off payment is expected to be processed in the first pay period in October.</p> <p>Salary increases and payments are based on your individual performance and pay relativities. All salary information is confidential and should not be discussed with others.</p>
Scenario 4: Casual hourly rate increase -	<p>I am pleased to inform you that your new casual hourly rate will increase to \$xx effective the first full pay in July.</p> <p>Your new casual hourly rate is expected to be processed in the first pay period in October including any backpay owed to you.</p> <p>Salary increases are based on your individual performance and pay relativities. All salary information is confidential and should not be discussed with others.</p>
Scenario 5: No base salary increase	<p>Based on your performance which we have previously discussed, I would like to inform you that you have not received an increase and therefore your base salary will remain unchanged.</p> <p>Note for leaders: no letter has been provided for those employees who did not receive a 2022 remuneration review increase due to already receiving an out of cycle increase or being new to the role.</p>



Additional context for leaders:

- The approved budget pool is 2.0%.
- This budget was carefully considered by the Executive team and the Board, and the approved pool aimed to find a balance between wage growth for salaried employees and:
 - Wage growth for employees covered by our enterprise agreements including the current EA negotiations with our Service Streams, who in terms of actual dollar value, often receive lower increases;
 - Market indicators which show a general market movement of between 2.0 - 2.3%; and
 - UnitingCare's investment in our business and the services we provide following tough financial pressure for the organisation (including revenue/funding pressure, cyber incident and Covid-19).
- It is important for UnitingCare to engage and retain employees to achieve 2030 strategy and to keep the business operating to expected standards. As leaders you play a part in creating an engaging work environment. Remuneration is only one factor, consider other ways you can regularly recognise and acknowledge the achievements of your people to help them feel appreciated and connected to our common purpose.

Other non-salary benefits you may wish to ensure your employees know about:

Employee benefits: remind employees we have a range of benefits available.

- **Salary packaging** – tax saving benefits are available for UnitingCare employees through salary packaging. To find out more information they can speak to RemServ (Hospitals) or AccessPay (for all other areas) to see whether salary packaging is beneficial for their individual circumstances.
- **Discounts** – 'Inspire' allows employees to start saving money through discounted vouchers. Download the 'SmartSpending' app and start saving immediately. For further information on Inspire, which launched in July, see the [Inspire website](#) on the UnitingCare Intranet page.
- **Health and Well-being programs** – a range of health and well-being programs are available.
- **Our Corporate Partners** – Medibank and Bupa offer private health insurance corporate discounts.

Where to access Benefits – [Intranet](#); [Workplace - Employee Benefits](#) page and [Workplace - Health & Wellbeing](#) page.

For leaders:

- **PDC Conversations** – are you having meaningful, engaging and impactful conversations with your people to create positive employee experiences and engagement.
 - **Clarity** – have you set up your PDC form for the next year to clarify expectations for the year ahead.
 - **Development** – have you set up and discussed development goals and career aspirations.
 - **Recognition** – remember to recognise your people and the great work they are doing, regularly. Remember you can send a 'Shout Out' through 'Inspire'. Encourage your team to do the same through peer-to-peer Shout Outs.
 - **Engagement** – do you know what motivates your employees, what energises them? How are you working together to help to create a great working environment?