



REMUNERATION AND BENEFITS POLICY

Introduction

This policy is linked to a range of existing Altaira procedures and complies with the various regulatory and employment frameworks utilised in Australia, such as Awards, and is designed to enable implementation across all States and Territories.

The Altaira Corporate Responsibility Policy underpins this policy but does not exclude or replace this policy or its related procedures.

Purpose

To ensure that Altaira staff are correctly and appropriately remunerated and aware of the terms and conditions under which they are employed.

Scope

This policy applies to:

- All office staff
- All pool staff
- Executive staff

Policy

Altaira seeks to:

- Fulfil its obligation by paying staff accurately and in a timely manner;
- Ensure staff are fairly and equitably remunerated for their work and in accordance with the relevant Award or Contract;
- Encourage, recognise, and reward high-performance;
- Value the contributions of its staff;
- Manage staff leave entitlements in a way that benefits staff;
- Meet the needs of Altaira's business and strategic objectives;
- Comply with relevant legislation and obligations; and
- Reinforce and operationalise the values and principles stated in the Corporate Responsibility Policy.

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Responsible Positions

- Director
- Head of Compliance and Education
- Allocations Manager
- Payroll and Finance Administrator

Employment Classifications and Award Coverage

Altaira employs staff under various industrial instruments depending on their role and department.

Departmental Award Coverage

- Allocation Department: Staff within the Allocation Department are employed under the *Clerks—Private Sector Award 2020*.
- Recruitment Department: Staff within the Recruitment Department are employed under the *Clerks—Private Sector Award 2020*.

Executive Remuneration

- Executives: Executive staff are employed under NDS Contracts. Remuneration for these roles is determined by individual contract terms rather than a specific Award, though they remain subject to the National Employment Standards (NES).

Legislative Requirements

Altaira will at all times be compliant with all legislative requirements including Fringe Benefits Tax, Income Tax, and Superannuation. This section is to be read in conjunction with the Financial Procedures Procedure.

Benefits

Benefits which are above the minimum legislative and Award requirements will be negotiated between the Director and the relevant worker(s) and be in alignment with Altaira's strategic objectives. Benefits will be measured against achievement of Altaira's strategic objectives as stated in the Strategic Plan and documented in the contract.

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Employer of Choice

Altaira will aim to be an outstanding employer through the following remuneration strategies:

- Achievement of strategic objectives whilst still allowing employees to control their choices and how they perform their core functions;
- Supporting employees to take up internal and external training opportunities which support the achievement of strategic objectives;
- Sharing information with employees in regard to the financial progress and results relevant to the Strategic Plan;
- Committing to retention and engagement strategies which offer opportunities for increased remuneration and benefits;
- Committing to work-life balance initiatives such as flexible rosters and TOIL; and
- Ensuring all workers will be treated with the same regard and consideration, and guidelines for opportunities for increased remuneration and benefits will be clear and enforceable across the board.

Relevant Awards

The following Awards are relevant to Altaira's operations:

- Aged Care Award 2010
- Nurses Award 2020
- Health Professionals and Support Services Award 2020
- Passenger Vehicle Transportation Award 2020
- Clerks—Private Sector Award 2020

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