

Policies	POL 20	 consolidatedgroup.com.au
REMUNERATION POLICY		

PURPOSE

This policy ensures that employees of Consolidated Group of Companies (including related entities) are paid correctly, on time, and in accordance with the **National Employment Standards (NES)** and the applicable industrial instruments under which they are employed.

OBJECTIVES

Consolidated Group of Companies will:

- Pay employees correctly for all hours worked and services provided;
- Ensure wages and entitlements are calculated and paid in accordance with the **NES**, applicable modern awards, employment contracts, and any other industrial instruments;
- Apply the correct award to each employee based on their role and classification, including but not limited to:
 - **Building and Construction General On-Site Award 2010**
 - **Clerks – Private Sector Award 2020**
 - **Manufacturing and Associated Industries and Occupations Award 2020**
 - **Mining Industry Award 2020**
 - **Road Transport and Distribution Award 2020**
- Pay wages **weekly or fortnightly depending on award**, by no later than **Friday** of each week (or the preceding working day where Friday is a public holiday), into an account nominated by the employee;
- Issue electronic payslips in accordance with Fair Work requirements;
- Make superannuation contributions on behalf of employees in accordance with the **Superannuation Guarantee (Administration) Act 1992**;
- Maintain fair, competitive, and market-aligned remuneration structures to attract, retain, and motivate employees;
- Review pay rates periodically and apply increases where appropriate, ensuring compliance with minimum award rates, classification structures, and the NES.

RESPONSIBILITIES

Management

- Ensure payroll systems and processes comply with Fair Work legislation and applicable awards;
- Exercise due diligence to ensure employees are paid accurately and on time;
- Approve remuneration changes in line with legal, award, and contractual requirements.

Supervisors

- Ensure accurate timekeeping, rosters, and submission of hours worked;
- Identify and report payroll discrepancies or classification concerns promptly.

Employees

- Accurately record hours worked in accordance with company procedures;
- Review payslips and report any discrepancies as soon as practicable.

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RELATED PROCEDURES

Further information is available relevant HR and payroll procedures.

COMMITMENT

This policy applies to all Consolidated Group of Companies employees. Consolidated Group of Companies is committed to lawful, fair, and transparent remuneration practices and to meeting all obligations under workplace relations and superannuation legislation.

Approved



Theo Tsorvas

Director

Date 13.12.2025