

Human Resource and Remuneration Committee By-law

26.1 HUMAN RESOURCE AND REMUNERATION COMMITTEE

26.1.1 The Uniting Church in Australia, Synod of South Australia (UCA SA) values each individual and the unique skills, gifts and talents they possess. The Uniting Church recognises that as an employer it accepts responsibility for the wise stewardship of its personnel.

The UCA SA aspires to be a workplace that operates on Christian principles and is committed to providing safe places for all people. It is committed to stewarding people well and assisting management to do so.

The Human Resources practices and functions to implement and support the mission and strategic plan as determined by the UCA SA Synod.

PURPOSE

- 26.1.2 The Synod of South Australia's Human Resource and Remuneration Committee (HRRC):
- a. Serves the church by implementing remuneration and human resource policy for lay staff employed by the Synod and the Presbyteries.
 - b. Considers requests and recommendations received relating to workforce planning of and resourcing by, lay staff as determined by the Budget Provisions and Strategy of the Synod.
 - c. Upholds the vision of the Uniting Church SA and makes decisions congruent with the mission and ministry priorities of the Church as determined by the Synod and the Synod Standing Committee.

DEFINITIONS

- 26.1.3 In these By-Laws:
- a. "Lay staff" includes:
 - Staff who **are employed in lay positions within** the Synod including Uniting College for Leadership and Theology, Synod Office, Uniting Venues SA Uniting Aboriginal and Islander Christian Congress SA, and the Presbyteries. These staff will be employed within the industrial instruments

of the Fair Work Act 2009 and the National Employment Standards (“NES”) or within the appropriate award terms and conditions.

- Staff in *Ministry of Pastor positions which are NOT deemed to be placement. These staff will be employed within the industrial instruments of the Fair Work Act 2009 and the National Employment Standards (“NES”).

b. “Lay staff” does **NOT** include:

- UCA Ministers of the Word/Deacons appointed in placements.
- Non-UCA Ministers of the Word and Staff in *Ministry of Pastor positions deemed as placement. However, these positions fall within the scope of the Fair Work Act 2009 and the National Employment Standards (“NES”). The Synod’s Placements Committee and HRRC have shared responsibilities and therefore shall work collaboratively on these appointments.

* All Ministry of Pastor positions are required to satisfy the requirements of a specified ministry or a chaplaincy placement.

c. “The Committee” means:

- The Human Resource and Remuneration Committee.

d. Remuneration means:

- the total amount of financial compensation provided in exchange for the performance of services provided by a lay staff member.

e. Remuneration package means:

The Remuneration and other monetary and non-monetary benefits paid or provided to an employee for the performance of services provided by a lay staff member.

f. Budget Provision means:

The budget as approved annually by the Synod Standing Committee; or as amended by the Standing Committee periodically in exceptional circumstances.

RESPONSIBILITIES OF THE COMMITTEE

26.1.4 The Committee will implement Synod policy within the budget provisions concerning:

- a. The remuneration package payable to lay staff within the Synod and/or Presbytery positions.
- b. Human Resource policy development and review; including, but not limited to recruitment and selection, position descriptions, interview procedures and the Performance Appraisal Development Plan (PADP).
- c. Employee Assistance Programs (EAP), including review of service providers and agreement on terms and conditions.

- d. Workforce planning and resourcing (finance and/or people) including opportunities for sharing resources.
- e. Other responsibilities delegated by the Synod and/or Presbyteries or their Standing Committees.
- f. Any other related matters within the scope of the HRRC mandate.

The Committee shall liaise with the Associate General Secretary - Placements and Safe Church (or equivalent) on matters relating to human resource policy and practice involving persons in placement for those who are ordained.

REMUNERATION

26.1.5 The Committee will:

- a. Agree the remuneration package and other church business related expenses in respect of lay staff (including the use of benchmarking information where deemed necessary), in accordance with the Synod budget.
- b. At least annually, review remuneration of lay staff. Executive Officers and (as appropriate) Presbytery Chairpersons (or delegate) will be consulted prior to the commencement of the annual remuneration review to identify general or specific staffing issues within their Ministry Centres and Presbytery.
- c. As required, approve the remuneration package for new or transferring personnel.
- d. Address inconsistencies in remuneration package of lay staff as they become aware of them.
- e. Recommend to the General Secretary the varying of remuneration of lay staff in exceptional circumstances, within the budget provisions as determined by Synod Standing Committee

HUMAN RESOURCE POLICIES

26.1.6 The Committee will:

- a. Develop, review, and as required, make decisions regarding human resource policy in keeping with the operational needs, values and ethos of the Uniting Church and legislative requirements, after consultation with Executive Officers, as appropriate.
- b. Ensure human resource policies are communicated to lay staff in accordance with agreed communication and dissemination plans.
- c. Periodically meet with Presbytery leaders regarding the values and ethos of the Uniting Church, legislative requirements, human resource policies and operational matters.

EMPLOYEE RELATIONS BEST PRACTICES – ‘EMPLOYER OF CHOICE’

26.1.7 The Committee will:

- a. Adopt strategies to become and remain an ‘Employer of Choice’.
- b. Recommend to the Manager, Human Resources programs for implementation to enhance the work experience of all personnel within the Synod, and where applicable, the Presbyteries

WORKFORCE PLANNING AND RESOURCING

26.1.8 The Committee is responsible for approving:

- a. Position descriptions, as recommended by an Executive Officer and review of the Manager Human Resources, through the General Secretary (10.1.8 (f)) including templates to be used for all positions.
- b. Recruitment, interview and selection strategies and processes including the appointment of the interview panel members.
- c. Amendments to the Synod’s Organisation Chart, as recommended by an Executive Officer, through the General Secretary. Consideration of the associated Industrial Relations and WHS implications for employees impacted.
- d. Opportunities including but not limited to Government incentives/schemes and voluntary labour.
- e. Make recommendations to the General Secretary for his/her consideration, of changes to individual employment terms and conditions

26.1.9 The General Secretary, after consultation with the relevant Executive Officer has responsibilities for all other workforce planning and resourcing decisions within the Synod. This includes:

- a. Approval to fill permanent (ongoing) vacancies or for fixed-term (finite periods) (for any period of time).
- b. Make permanent (ongoing) appointments and re-appointments, with consideration to budget provisions.
- c. In accordance with the recommendations by the Committee, change individual employees’ terms and conditions of employment, in consultation with the lay staff member.
- d. Provide prior written approval, of any involuntary termination of a Synod and/ or Presbytery lay staff member, in accordance with the Industrial Relations framework.

- e. Engage recruitment consultant(s) in consultation with the Manager Human Resources and in accordance with budget provisions
- f. Counter-sign all permanent and fixed-term employment contracts. Casual appointments do not require counter signing by the General Secretary.

Further consultation regarding matters in the context of the HRRC mandate, can be referred to the Committee at the discretion of the General Secretary.

26.1.10 An Executive Officer can request the General Secretary to approve the temporary replacement of Synod lay staff where leave or other absences result in the remaining staff in the work teams being unable to provide the required levels of service for a period of up to three months.

26.1.11 The Committee will in conjunction with the relevant Executive Officer, and with the assistance of the Manager, Human Resources, encourage and support:

- a. Career development.
- b. Professional development and further training.
- c. Succession planning.
- d. Performance management.

REPORTING, MEMBERSHIP AND MEETINGS OF THE COMMITTEE

26.1.12 The Committee will consist of:

- a. General Secretary or their delegate
- b. Executive Officer, Resources
- c. Associate General Secretary, Placements and Safe Church
- d. Associate General Secretary Governance and Operations
- e. General Manager, Operations & Services
- e. Manager, Human Resources

General Manager Investments and Finance will take part in the Annual Remuneration Review.

26.1.13 The Committee will appoint a Chairperson and Secretary from within its membership for a two (2) year term.

The Committee will use the manual for meetings for its meeting process, in particular, consensus decision making.

26.1.14 The Committee will report to the Synod Standing Committee through the General Secretary.

- 26.1.15 The Committee will meet at least six times per year. A quorum shall consist of more than 50% of its membership.
- 26.1.16 The Committee will have the capacity to invite others to attend its meetings in an advisory capacity, and / or to present proposals.
- 26.1.17 The Committee will expedite the work coming before it in a timely and efficient manner.

CONFIDENTIALITY

- 26.1.18 a. All matters including remuneration package information remain confidential.
- b. Agendas and minutes will be distributed individually to Committee members in hard copy format.

CHANGES TO BY-LAWS

- 26.1.19 a. Changes to the above By-Laws cannot be made without prior consultation with the Executive Officers (as a group).
- b. Synod Standing Committee approves changes to the By-Laws.