

OQ Bylaws	Item Last updated:	Jan 2024
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5.9. Paid Employees

5.9.1. The following roles within Orienteering Queensland will be part-time, paid positions with the total hours per year and the pay rates as determined by the Management Committee:

- Finance Officer
- Admin Officer
- Membership Officer
- Junior Development Officer
- Social Media & Promotions Officer
- Other positions as decided by the Management Committee.

For reference, the hours allocated by Management for 2023 were:

- Finance Officer – 260hrs p.a. (approx. 5 hours per week)
- Admin Officer -260hrs p.a.
- Membership Officer -60hrs p.a. (includes some website work)
- Junior Development Officer -500hrs p.a. + additional hours on condition that the remuneration plus superannuation costs are financed by net income generated from invoices to schools/organisations.
- Social Media & Promotions Officer -350hrs p.a.

5.9.2. The hours per year will be reviewed annually as part of the budget process.

5.9.3. Historically, the Junior Development Officer and Social Media & Promotions Officer positions have been funded from external grants. From 2024, limited funds may be drawn from the Development Fund for these positions, however, as far as possible, the salary and salary oncosts (including superannuation and worker's compensation) of the Junior Development Officer should be funded by external grants or by self-generated income.

5.9.4. Travel and direct costs shall be funded by OQ but any such expenditure must be within budget limits approved by the Management Committee. Any proposed over budget expenditure requires OQ Management Committee approval prior to expenditure.

5.9.5. The Management Committee will be responsible for the appointment of these positions and for the required reporting procedures. OQ employees shall be supervised by the President (or nominated delegate) on behalf of the Management Committee.

- 5.9.6. Employees must submit to the President (or nominated delegate) detailed invoices of activity as required by the Treasurer, and written reports with agenda items in a timely manner prior to the OQ Management Committee meetings. OQ employees (contract and casual) shall be paid at an hourly rate, as per award Australian Government MA000002 Clerks-Private Sector Award, level 5, casual rate, with an appropriate adjustment for juniors. A superannuation component equivalent to the SGA rate shall be included in the payment. The remuneration rate in any calendar year will be as per the award level from the previous fiscal year commencing July 1 (available on-line through the Fair Work Ombudsman). For travel expenses claimed by paid officers, the preference is that fuel receipts are submitted for reimbursement, with the next preference being that a claim shall be made at the ATO cents/km rate.
- 5.9.7. At the beginning of each calendar year, the available hours and casual pay rate will be communicated in writing to OQ employees.
- 5.9.8. For travel costs claimed by volunteers, reimbursement preference is also by submission of a fuel receipt or at 75% of the ATO rate (100% if towing a trailer).
- 5.9.9. For travel costs claimed by non-employees who are paid to do a specific job for OQ, reimbursement preference is also by submission of a fuel receipt or at the ATO rate.
- 5.9.10. Superannuation must be paid for all employees, regardless of income amount. Honorarium payments do not attract superannuation.