

## Policy Directive



### Salaries and Wages - Charging of Commission for Deductions

**Summary** The Policy Directive reflects the Treasurer's Direction 92/1 which makes provision for public sector employers to make deductions from salaries and wages of employees for various payments to approved organisations once those employees have signed authorities for the deductions.

**Document type** Policy Directive

**Document number** PD2014\_046

**Publication date** 15 December 2014

**Author branch** Workplace Relations

**Branch contact** 02 9391 9740

**Review date** 15 December 2022

**Policy manual** Not applicable

**File number** 13/3614-2

**Previous reference** N/A

**Status** Review

**Functional group** Corporate Administration - Finance  
Personnel/Workforce - Salaries

**Applies to** Local Health Districts, Board Governed Statutory Health Corporations, Chief Executive Governed Statutory Health Corporations, Specialty Network Governed Statutory Health Corporations, Affiliated Health Organisations, Public Health System Support Division, Community Health Centres, Dental Schools and Clinics, NSW Ambulance Service, Ministry of Health, Public Health Units, Public Hospitals, NSW Health Pathology, Cancer Institute

**Distributed to** Public Health System, Divisions of General Practice, Health Associations Unions, NSW Ambulance Service, Ministry of Health

**Audience** Salaries;Human Resources;Finance

Secretary, NSW Health

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is mandatory for NSW Health and is a condition of subsidy for public health organisations.

## **SALARIES AND WAGES - CHARGING OF COMMISSION FOR DEDUCTIONS**

### **PURPOSE**

The Policy Directive reflects the Treasurer's Direction 92/1 which makes provision for public sector employers to make deductions from salaries and wages of employees for various payments to approved organisations, once those employees have signed authorities for the deductions.

### **MANDATORY REQUIREMENTS**

Deductions from salaries and wages of employees may only be made if the employee has provided the authority for the deduction.

Commission for deductions from salaries and wages may only be charged in respect of the following deductions:

- Assurance premiums
- Contributions to Health Funds
- Donations to Charities
- Others, not elsewhere exempted.

Commission is to be charged at the rate of 2.5% for deductions of contributions to Health funds, and a minimum of 2.5% in respect of assurance premiums and other deductions. Five per cent of deductions made in satisfaction of judgement orders may also be retained on behalf of Health Services

Commission for deductions from salaries and wages may not be charged for:

- Subscriptions to Employee Unions or Associations
- Repayment of personal loans
- Subscriptions to Commonwealth loans
- Payments to Building Societies and Credit Unions – where for the benefit of public servants
- Repayment of war service loans
- Payments to Savings Schemes
- Payments to Child Support Agency.

### **IMPLEMENTATION**

HealthShare is responsible for administering deductions and commission for deductions from salaries and wages of employees.

## REVISION HISTORY

<b>Version</b>	<b>Approved by</b>	<b>Amendment notes</b>
PD2014_XXX December 2014	Deputy Secretary, Governance Workplace and Corporate	Updated to new format. No substantive change in content.
PD2005_185 January 2005	Deputy Director General	New Policy replacing Circular 2000/85