

# WAIS Remuneration Policy

**Owner:** Remuneration Committee

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**Version:** 3.1

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**Approved by:** WAIS Board

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**Board Resolution:** 19/2018

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**Next Review Date:** April 2020



## **1. PURPOSE**

- 1.1 To ensure staff remuneration levels support the goal of attracting and retaining quality staff while operating within government financial policy parameters.

## **2. DEFINITIONS**

- 2.1 For the purpose of the WAIS Remuneration Policy and related documents, the following definitions apply:
  - 2.1.1 Salary scale/s: the complete scale of salary levels covering all WAIS staff.
  - 2.1.2 Salary level: a single level within the salary scale/s.
  - 2.1.3 Salary band: a sequential series of salary levels that encompasses the salary range payable for a specific position.

## **3. STANDARDS**

- 3.1 WAIS aims to maintain all staff position salary range maximums above the relevant industry's 50<sup>th</sup> percentile and at or above the 75<sup>th</sup> percentile for performance and management staff crucial to achieving organisational objectives.
- 3.2 Subject to the recommendations of the Remuneration Committee, the Board will review and approve any proposed amendments to the staff salary scale/s:
  - 3.2.1 on a quadrennial basis against comparable industry reference data, or
  - 3.2.2 as requested by the Remuneration Committee or the Chief Executive Officer.
- 3.3 The Chief Executive Officer will at least annually advise the Remuneration Committee of the management view of staff remuneration competitiveness in the market place.
- 3.4 On the advice of the Remuneration Committee, the Board will review, consider and may determine an indexation adjustment to the staff salary scale on an annual basis, taking historical CPI data into consideration.
- 3.5 Internal position remuneration relativity is based on the importance of the staff position to achieving organisational objectives.
- 3.6 Remuneration is to be considered on the basis of total employment costs and any relevant government policy.

## **4. PERFORMANCE RELATED SALARY PROGRESSION & BONUSES**

- 4.1 The WAIS Performance Management Policy is documented within the WAIS HR Manual (Section 7.0) and the annual performance review process within the Staff Performance Review Guidelines, which are updated and distributed to staff annually.
- 4.2 Performance review outcomes are categorised as:
  - 4.2.1 Does Not Meet Expectations

4.2.2 Partially Meets Expectations

4.2.3 Meets Expectations

4.2.4 Exceeds Expectations

4.3 All salary progression and performance bonus considerations are based on annual performance reviews completed in the first quarter of a calendar year and applied as of 1 July in the same year.

4.4 All salary progression and performance bonuses are subject to overall WAIS funding considerations.

4.5 In the event that, due to overall funding considerations, both salary progression and performance bonuses cannot be made, salary progression will be paid to eligible employees as a priority over performance bonuses.

4.6 Individual staff member performance progression:

4.6.1 A staff member must have been on their current salary level for a minimum of two years before being eligible for a performance related salary progression.

4.6.2 Performance related salary progression is subject to clauses 4.3, 4.4 and:

4.6.2.1 The staff member, as a minimum, is assessed as Meets Expectations on their annual performance review for two consecutive years.

4.6.2.2 Performance related salary progression is an advancement of one salary level within a position salary band.

4.6.2.3 Employees at the top of their position salary band are not eligible for performance salary progression.

4.6.2.4 Staff performance over a period of less than two years, but greater than 21 months, may be considered by exception by the Chief Executive Officer for salary progression purposes on the recommendation of the staff member's manager. Such exceptions must be reported to the Remuneration Committee.

4.7 The Chief Executive Officer is to authorise all salary progression within WAIS Board approved budget levels, with the exception of those recommended for direct reports to the Chief Executive Officer, which must be approved by the Remuneration Committee.

4.8 Personal performance bonuses:

4.8.1 The Chief Executive Officer may make recommendations to the Remuneration Committee in relation to individual bonus payments for staff performance.

4.8.2 Employees assessed as Exceeds Expectations in an annual performance review may be eligible for a performance bonus payment.

4.8.3 Performance bonuses are subject to 4.3, 4.4 and 4.5.

## 5. RECLASSIFICATION OF POSITIONS:

- 5.1 Reclassifications are not an alternative to salary progression and a change in work value, not volume, must be demonstrated.
- 5.2 The cost of reclassifications must be managed by the Chief Executive Officer within the overall WAIS budget.
- 5.3 Any significant change in reclassification must be referred to the Remuneration Committee for approval. A significant change may be defined as a reclassification:
  - 5.3.1 of two or more salary band levels, or
  - 5.3.2 that impacts multiple positions.
  - 5.3.3 occurs more than once for the same position in 4 years
- 5.4 Any proposed reclassifications for direct reports to the Chief Executive Officer must be approved by the Remuneration Committee.

## 6. RESPONSIBILITIES AND AUTHORITIES

- 6.1 Chief Executive Officer:
  - 6.1.1 Advise the Remuneration Committee, at least annually, in relation to staff remuneration market competitiveness.
  - 6.1.2 Manage all staff remuneration including salary progression, performance bonuses and position reclassifications within the overall WAIS budget.
  - 6.1.3 Clearly identify, within the draft WAIS annual budget presented to the Board, the amount budgeted separately for all staff salary progression, performance bonuses and position reclassifications and provide the basis for each of these amounts.
  - 6.1.4 In relation to salary progression, staff performance bonuses and position reclassifications, advise and report to the Remuneration Committee:
    - 6.1.4.1 Any exceptions to minimum eligibility requirements.
    - 6.1.4.2 Any proposed performance bonus payments for staff.
    - 6.1.4.3 Proposed remuneration changes for direct reports.
    - 6.1.4.4 Any significant changes in staff classifications.
    - 6.1.4.5 Any proposed changes to direct report position classifications.
  - 6.1.5 Authorise staff salary progression, within WAIS Board approved budget levels, with the exception of direct reports.
- 6.2 Remuneration Committee:
  - 6.2.1 Review, and submit to the Board for approval, amendments to the:
    - 6.2.1.1 Staff salary scale/s.
    - 6.2.1.2 Remuneration Policy.
  - 6.2.2 Review and approve all staff performance bonuses.

- 6.2.3 Review and approve any significant changes in staff classifications and all changes to direct reports to the Chief Executive Officer.
- 6.2.4 Review and approve salary progression and performance bonus payments for direct reports to the Chief Executive Officer.
- 6.2.5 Review, and submit to the Board for approval, the Chief Executive Officer's contract terms and total employment costs.
- 6.2.6 Review Management advice, consider and make a recommendation to the Board about staff salary scale/s indexation on an annual basis.

6.3 WAIS Board:

- 6.3.1 Consider and approve recommendations of the Remuneration Committee in relation to:

- 6.3.1.1 Amendments to the staff salary scale/s, including indexation on an annual basis.
- 6.3.1.2 Remuneration Policy.
- 6.3.1.3 The Chief Executive Officer's contract terms and total employment costs.