

WAIS Remuneration Policy

Owner: Remuneration Committee

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1. Purpose

To ensure staff remuneration levels support the organisational goal of attracting and retaining quality staff

2. Standards

- 2.1 WAIS aims to maintain all staff position salary range maximums above the relevant industry's 50th percentile, and above the 75th percentile for performance and management staff crucial to achieving organisational objectives.
- 2.2 The Board will review and approve the staff salary scale on a;
 - 2.2.1 quadrennial basis against comparable industry reference data, or,
 - 2.2.2 as requested by the Executive Director.
- 2.3 The Executive Director will at least annually advise the Committee of the management view of staff remuneration competitiveness in the market place.
- 2.4 The Board will review and approve an annual indexation amount to the staff salary scale on a quadrennial basis following consideration of historical and forecast WA CPI data.
- 2.5 Staff position importance to achieve organisation objectives determines internal position remuneration relativity.
- 2.6 Remuneration is to be considered on the basis of total employment costs and in light of any relevant Government directives.
- 2.7 The Board will consider the payment of a biennial "All staff bonus" if Olympic and Paralympic Games or Commonwealth Games athlete performance targets are exceeded.

3. Performance Related Salary Progression Principles

The WAIS Performance Management Policy is documented within the WAIS HR Manual at section 7.0 and the annual performance review process within the [performance review & objective setting - guidelines 2016.docx](#).

3.1 Individual Staff Member Performance Progression

- 3.1.1 All Salary progression and performance bonus considerations are based upon annual performance reviews completed in the first quarter of a calendar year and applied as of 1 July in the same year.

- 3.1.2 Performance review outcomes will be categorised as follows:
 - 3.1.2.1 Does Not Meet Expectations
 - 3.1.2.2 Partially Meets Expectations
 - 3.1.2.3 Meets Expectations
 - 3.1.2.4 Exceeds Expectations
- 3.1.3 All Salary progression and performance bonuses are subject to budgetary considerations.
- 3.1.4 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.
- 3.1.5 In the event that due to budgetary constraints both salary progression and performance bonuses cannot be confirmed, salary progression will be paid to eligible employees as a priority over performance bonuses
- 3.1.6 Performance related salary progression and bonuses are eligible for payment consideration subject to points 3.1.3, 3.1.4 and 3.1.5 and :
 - 3.1.6.1 The Employee, as a minimum, Meets Expectations on their annual Performance Review for two consecutive years.
 - 3.1.6.2 Performance related salary progression is an advancement of one salary level within a position salary band.
 - 3.1.6.3 Employees at the top of their position salary band are not eligible for performance salary progression unless their position is re-classified.
 - 3.1.6.4 Employees Exceeding Expectations in an annual performance review are eligible for a performance bonus payment.
 - 3.1.6.5 Performance bonus payments will be equivalent to the difference between the employee's current salary and the next salary level at 30 June in the year of payment.
 - 3.1.6.6 Staff performance over a period of less than 24 months but greater than 21 months may be considered by exception by the Executive Director for salary progression purposes on the recommendation of the staff member's manager. Such exceptions should be reported to the Remuneration Committee.

3.2 All Staff Bonus

To support the team approach to achieving organisational goals an “All of Staff Bonus” is payable on the following conditions;

- 3.2.1 Subject to budget considerations,
- 3.2.2 Subject to WAIS achieving its Olympic and Paralympic or Commonwealth Games KPI targets,
- 3.2.3 Individual staff members are eligible for the bonus payment, in addition to point 3.2.1 if they,
 - 3.2.3.1 achieve an average performance review over the preceding two years of meets expectations,
 - 3.2.3.2 have been a member of staff for at least 2 years, and,
 - 3.2.3.3 are a member of staff at 1 November in the year (Olympic or Commonwealth Games year) that the bonus is payable.
- 3.2.4 The bonus is to be a fixed amount for all staff members.

4. Authorities

- 4.1 The Board Remuneration Committee reviews and recommends:
 - 4.1.1 WAIS Remuneration Policy to the WAIS Board.
 - 4.1.2 WAIS staff salary scale to the WAIS Board.
 - 4.1.3 The Executive Director’s contract, contractual changes and remuneration to the WAIS Board
- 4.2 The WAIS Board approves:
 - 4.2.1 WAIS Remuneration Policy.
 - 4.2.2 The WAIS staff salary scale.
 - 4.2.3 The Executive Director’s contract, contractual changes and remuneration.
- 4.3 Staff and management salary level changes must be approved by the staff member’s manager’s superior.

5. Process

- 5.1 Board Remuneration Committee meets at least annually to review policy and quadrennially to review the staff salary scale.

- 5.2 Management gathers position salary reference and CPI data and models financial implications of any salary scale adjustments required to meet policy requirements.
- 5.3 Remuneration Committee reviews data and recommends to the Board WAIS salary scale adjustments and or policy if required.
- 5.4 Board reviews and approves the WAIS salary scale as appropriate.
- 5.5 Executive Director advises staff of Board decision.