

Wheatbelt Natural Resource Management Remuneration and Reward Policy

Policy Name:	Remuneration and Reward Policy
Policy Number:	4.9
Policy Version Number:	V2.0
Policy Category:	Human Resource Management
Contact Officer:	Chief Executive Officer
Date Approved by Board:	9 May 2017
Date of Next Review:	36 months from the approved date or earlier as required
Related Legislation:	<ol style="list-style-type: none"> 1. Fair Work Act 2009 2. Private Sector Clerks Award 3. National Employment Standards (NES) 4. Western Australian Public Service General Officers Award
Related WNRM Policy:	<ol style="list-style-type: none"> 1. 4.11 Classification Policy 2. 4.21 Individual Pay Progression Policy
Related WNRM Procedures:	<ol style="list-style-type: none"> 1. 4.9 Remuneration and Reward Procedure
Related Links:	http://www.fwc.gov.au/ http://www.fairwork.gov.au/employment/national-employment-standards/Pages/default.aspx?friendlyURL=1&nes

1. Definitions

“Employee” means a personnel with letters or contracts of employment with Wheatbelt Natural Resource Management Incorporated. There are two categories of employees.

“Remuneration” means compensation for work undertaken or services performed, typically known as salary (annual pay) or wages (hourly pay).

“Reward” means non financial benefits including the Wheatbelt NRM Conditions of Service, and, but not limited to; additional leave; flexible working hours; training opportunities; secondment opportunities.

“Remuneration Methodology” means the method of classifying and grading positions based on market benchmarking, organisational context and position hierarchical relationships analysis.

“Work/Life Balance” means a concept to support staff in the meaningful daily achievement and enjoyment in varied aspects of one’s life.

“Pay Grade” means the relevant level range within the hierarchy of the remuneration structure incorporating multiple Pay Points

“Annual Pay Recommendation” means the annual change in the Pay Grade structure, generally based on CPI and other associated factors.

2. Overview:

This Policy relates to the remuneration and other non-financial rewards that will be applied to employees of Wheatbelt Natural Resource Management (WNRM).

Each employee enters into a standard individual Contract of Employment with the WNRM.

All employee contracts adhere to the National Employment Standards in the Fair Work Act 2009. With the exception of Private Sector Clerks award for administration positions, there are no Modern Awards to cover the work of NRM. Wheatbelt NRM recognise the Private Sector Clerks Award and review the award periodically to ensure compliance.

All positions have been classified in accordance with Approved Remuneration Methodology Policy and Procedures.

Wheatbelt NRM recognise that, in order to attract quality employees to the Wheatbelt area, the total reward package can include non-financial benefits such as recognizing the importance of work/life balance, to enable staff to enjoy a quality lifestyle.

3. Policy Statements:

- 3.1 The organisation will remunerate employees based on the median market rate as for Industrial and Service Industries. An independent assessment of market rates will be undertaken from time to time, with an interval of no less than 3 years.
- 3.2 The Pay Grade structure including Annual Pay Recommendations is adopted for all positions (except the Chief Executive Officer) for up to a 3 year period. Each position will be assigned a Pay Grade, and Individual pay progression through a Pay Grade as required.
- 3.3 On an annual basis, the Chief Executive Officer will reaffirm the level of Annual Pay Recommendation across the organisation, with consideration but not limited to:
 - Market rates as assessed independently by a Remuneration Consultancy
 - CPI
 - Funding arrangements for projects

The Annual Pay Recommendation to Board for approval, is made via the Operations plan budget.

3.4 Wheatbelt NRM recognise that Reward is made up of items other than pay. Other items that make up the reward include, but not limited to:

- 23 days annual leave
- Flexible working hours
- Study leave for approved study
- Option of novated lease through salary sacrifice
- Recognising the importance of Work/Life Balance

4. Responsible Officer:

The Chief Executive Officer has been delegated the responsibility by the Board for the operational compliance of the organisation to this Policy, and to ensure the Policy is maintained and in accordance with its review date.

5. Approval:

This Policy was approved by the Board of Management on the 9th of May 2017.

Jim Sullivan
Chairperson
Board of Management
Wheatbelt Natural Resource Management Incorporated