

# GBWCT POLICY

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## REMUNERATION POLICY

The remuneration policy will outline key principles for remuneration allowing the BoT and Management to keep and attract the best employees for the respective fields of work whilst ensuring a high a degree of goal alignment between the individual and the organisation.

### 1.0 Purpose

The purpose of this policy is to ensure that all employees of GBWCT are fairly and equitably remunerated. The policy recognises that the appropriate remuneration for staff is an important component of the successful recruitment and retention of high calibre staff.

### 2.0 Principles

The Remuneration Policy is guided by the following principles. The setting and review of an employee's remuneration will take into account:

- a) the responsibilities and competencies required of an employee;
- b) the level of experience and competency an employee brings to a position;
- c) the actual performance delivered by an employee;
- d) the need for consistency and fairness across all employees;
- e) the operating budget for GBWCT and the provision set aside for salaries and other rewards;
- f) relativity to similar positions; and
- g) any other recruitment and retention factors.

### 3.0 Process

#### Organisational review of the GBWCT Wage Scale

'GBWCT Wage Scale' (Appendix 1) will be reviewed annually, to ensure the rates reflect the wider employment market and economic growth.

Each position will have an agreed wage range, based on the mid-range, or average wage, for that role within similar employment sectors.

The GM of the GBWCT will report to the Board the outcomes of the annual review of the GBWCT Wage Scale.

## Staff Remuneration Review Process

Remuneration reviews will be undertaken for all staff covered by this policy

Reviews will take place at a time determined by the GM/FM, but not less than 2 yearly

Individual remuneration reviews will be based on the following criteria:

- a) Movement of the mid-range based on the yearly review of the GBWCT Pay Scale and the employees relative position on the scale
- b) Time elapsed since last remuneration review
- c) Performance
- d) Experience
- e) Skill
- f) Level of responsibility/accountability
- g) The individual and collective contribution to the overall purpose, objectives and values of the organisation

Note: Remuneration levels are not reviewed as part of the annual performance review process (as per GBWCT employment agreements).

Reviews shall be conducted by the GM/FM except in the case of the GM, which shall be conducted by the Board.

When setting and reviewing remuneration, GBWCT will have regard to the overall salary budget for the organisation and the total remuneration and rewards i.e. other benefits and rewards.

Where possible, remuneration levels will be comparable to the wider market, facilitating the recruitment and retention of high calibre staff.

## 4.0 Policy Scope

This Remuneration Policy applies to all permanent personnel who are an employee of GBWCT.

This policy applies to all part time and full time employees and staff with fixed term contracts.

In the case of staff with fixed term contracts, the remuneration review components will apply only where provision for a review is made in the employment contract.

The policy does not apply to casual staff or contractors.

## 5.0 Definitions

Employee is as a person who holds an Employment Agreement, as defined by the Employment Relations Act 2000, between themselves and GBWCT.

GM – General Manager

FM – Financial Manager

## 6.0 Further Information

Employment Relations Act 2000.