



## GLEN INNES SEVERN COUNCIL

### Salary System Progression Rules

It is Council policy to ensure that all staff members (excluding the General Manager) have access to skills / performance assessment and salary progression in accordance with Council's Salary System.

The following Progression Rules are intended to provide a mechanism to govern the operation of Council's Salary System. It is acknowledged that these Rules will need to be reviewed and updated as necessary to ensure their ongoing relevance to Council's changing needs.

#### **Bands and Levels**

The appropriate Band and Level for each position within Council's Organisational Structure (excluding the General Manager) shall be determined by reference to the appropriate skill descriptors as provided in Clause 5, Skill Descriptors of the Local Government (State) Award 2020 or its successors.

#### **Grades and Job Evaluation**

Council has established a twenty-four (24) grade salary structure to complement the Bands and Levels in the Local Government (State) Award.

The grade of each position shall be established through the evaluation of the position using Council's Mastertek Job Evaluation & Sizing (M-JES) System.

Positions shall be evaluated in the following circumstances:

- If the position is newly created;
- If a significant change has occurred in the duties and responsibilities of the position, which is confirmed by the relevant Director or General Manager;
- If an evaluation has been conducted and has resulted in an apparent anomaly.

Where an existing position has been re-evaluated and where the outcome is a different grade, such re-evaluation shall be referred to the Staff Consultative Committee (or appropriate sub-committee) for consideration and the current position's incumbent shall be advised accordingly.

Reference Number:	Version Number: 8 Date of Effect: 28 Aug 2020	Review Date: August 2023	Responsible Officer: MAHR
Related Documents: Local Government (State) Award 2020, Glen Innes Severn Council Human Resources Policy Statement Register, Skills Assessment / Performance Appraisal Policy,			

## Lateral Transfer

Lateral transfer may occur in the following circumstances:

- In accordance with the rules regarding job re-evaluation, where there has been a natural progression of responsibilities attached to a position, such as an increase in other positions reporting to the position or an increase in budget size / responsibility; provided the re evaluation results in no more than one (1) grade increase, the existing incumbent shall continue in the position.
- Where a position has been restructured and the new position is no more than one (1) grade higher, Council may laterally transfer the existing incumbent into the new position to mitigate the adverse effects resulting from the restructure.

In all other circumstances, positions will be advertised at least internally to allow suitably qualified persons to apply.

## Position Descriptions

A Position Description / Person Specification shall be established for each position to identify the range of responsibilities, duties, skills and qualifications required.

## Skill Steps

Each of the grades determined through the job evaluation process shall have two (2) skill steps available above the entry level, each comprising 2.5% (compounding). These steps shall provide reward for employees gaining and applying skills / key competencies or, where skills-based progression is not reasonably available, the achievement of performance objectives relating to the employee's position.

Skills / key competencies will be established and attached to each position description where skills progression is available. For those positions where skills-based progression is not reasonably available, job specific performance objectives shall be established and agreed to at each annual skills assessment / performance review. This will be done to facilitate the assessment of skills / performance at the time of salary review, and to avoid disputes regarding the movement through the steps.

Where practicable, skills / key competencies assigned to each position at steps one (1) and two (2) will be set up in such a way as to facilitate employees' future access to additional performance / bonus payments under the performance component of Council's salary system (see below).

Progression through the skill steps will be facilitated through access to training and skills development. Skill / performance steps shall not impose artificial barriers that would prohibit individual salary progression through the full range of steps.

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## Performance Component

In accordance with Clause 10, Performance Evaluation and Reward, of the Local Government (State) Award 2020, Council will establish a performance / bonus reward system for all employees under the salary system.

In addition to skill steps one (1) and two (2) as set out above, each of the grades determined through the job evaluation process shall have two (2) additional performance / bonus steps available above step two (2), each comprising a further 2.5% (compounding). Access to steps three (3) and four (4) will only be available after an employee has “topped out” at step two (2) and no longer has further progression available on the first two (2) skills steps.

These steps shall provide reward for employees meeting enterprise key performance indicators specific to local needs. Such key performance indicators shall be determined by reference to Council’s annual Operational Plan or other relevant sources that set and / or measure qualitative and quantitative aspects of service provision and performance.

Enterprise key performance indicators may be used to develop targets for individual employees or teams, depending on team, section or department needs and the delivery of service standards. Key performance indicators, whether assigned to individual employees or teams, must be reviewed and approved by the relevant director or the General Manager prior to being formally implemented.

Steps three (3) and four (4) are to be assessed jointly; with the possibility of the employee who is being assessed achieving one (1) or both steps at each appraisal. To facilitate this, key behavioural competencies aligned with position responsibilities and goals will be assigned to one (1) step and key performance indicators aligned with Council’s strategic and / or operational objectives will be assigned to the other step.

## Payment of Salary Increases / Bonuses

To be eligible for a pay increase at either step one (1) or step two (2), employees must meet all the skills or objectives set for the step and must also average a ‘Meets Expectations’ across all behavioural competencies.

To be eligible for a performance bonus of 2.5%, employees must achieve all set objectives **or** average a ‘Meets Expectations’ across all behavioural competencies. To be eligible for a performance bonus of 5.0%, employees must achieve all objectives **and** an average ‘Meets Expectations’ across all behavioural competencies.

Salary increases resulting from the assessment of skills / job specific objectives under steps one (1) and two (2) of the salary system shall be operative from the first (1st) full pay period in July each year after the date of review.

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Bonuses / additional performance payments resulting from performance reviews under steps three (3) and four (4) of the salary system shall be paid as a lump sum in June each year, prior to the end of the financial year in which the review occurs, and taxed accordingly. Bonuses will be calculated on the employee's gross earnings excluding allowances for the previous 12 months.

For all employees being paid under the old salary system, as defined in the "Applicability" section of these Rules, salary increases resulting from assessments / appraisals will apply on the first (1st) full pay period in the month of April immediately preceding the date of review. Such employees will receive back pay to ensure that this is achieved.

### **Annual Skills Assessment / Performance Appraisal**

*Refer to Council's Skills Assessment / Performance Appraisal Policy.*

### **Training**

Employees shall be provided with reasonable and equitable access to training to facilitate progression within the skill / performance steps.

### **Allowances**

Except where allowances have been incorporated into rates of pay, award allowances shall be paid in addition to the rates established within the Salary System.

### **Award Variations**

The grades and salary steps, as contained within the salary structure of the Salary System, shall be increased by the same quantum, and be operative from the same date as variations in the Local Government (State) Award 2020 or its successors.

### **Dispute Procedure**

Disputes which arise through the operation of Council's Salary System shall be handled in accordance with the Grievance and Dispute Procedures of the Local Government (State) Award.

### **Publication**

Copies of the Salary System shall be published by Council and made available to all employees. The published document shall contain copies of the current salary structure and these Progression Rules. Each employee shall be provided with a copy of his / her position description and associated skills / job objectives.

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**Applicability**

This version of Council’s Salary System Progression Rules (Version 8), which includes a performance component under Clause 10 of the Local Government (State) Award 2020, and all subsequent versions, will only apply to those employees who commence employment with Council on or after the date of adoption of Version 7 of these Rules, being 25 February 2016.

These Rules will not affect or apply to those employees who were employed by Council prior to the date of adoption of Version 7, who will continue on the old salary system unless they elect, by agreement, to be placed under the new Rules. Such agreement shall be in writing and with no compulsion to agree.

Notwithstanding the above, in the event that an employee who is placed under the old salary system applies for and accepts a new position within Council’s organisational structure, he or she may be transferred to the new salary system as part of the terms and conditions set out in the offer of employment for the new position. This will also be the case if an employee is offered an alternative position as part of a redeployment occurring out of redundancy or in other circumstances that may result in redeployment.

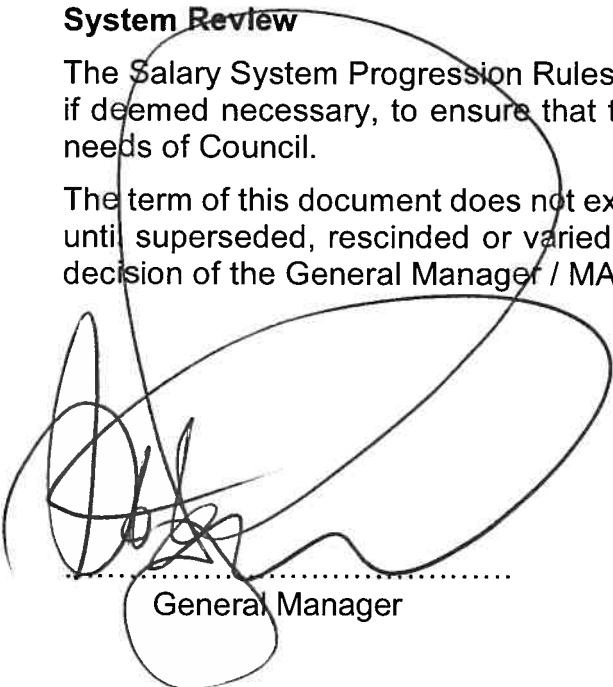
**Implementation / Communication**

The Salary System Progression Rules will be communicated to all new staff as part of their induction. Revised versions of the Rules that contain significant changes will be communicated to all relevant staff by the Human Resources (HR) section. New versions that contain only minor or inconsequential changes will be distributed to managers for highlighting at team meetings. The HR section will monitor overall compliance with the Rules to ensure correct implementation.

**System Review**

The Salary System Progression Rules shall be reviewed every three (3) years, or earlier if deemed necessary, to ensure that they meet the requirements of legislation and the needs of Council.

The term of this document does not expire on the review date, but shall continue in force until superseded, rescinded or varied either by legislation, a resolution of Council or a decision of the General Manager / MANEX.



General Manager



Date

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