



## SALARIES AND WAGES POLICY

This policy applies to all Mid West Ports Authority (**MWPA**) Staff Members and is intended to achieve consistency, transparency, honesty and being ethical and genuine around salaries and wages. This Policy sets out how MWPA attracts, retains, and remunerates MWPA Staff Members.

### Compliance with the Salary and Wages Policy

Human Resources is responsible for governance of this Policy. However, all Staff Members are responsible for the application of the Policy.

### Legislation and Employment Instruments

As a Western Australian (**WA**) Government Trading Enterprise (**GTE**), MWPA will comply with relevant legislation and its employment instruments, including but not limited to the:

- *Fair Work Act 2009* (Clth) (FW Act) and its Regulation;
- *Income Tax Assessment Act 1997* (Clth);
- *Super Guarantee (Administration) Act 1992* (Clth);
- *Salaries and Allowances Act 1975* (WA);
- *State Superannuation Act* (WA);
- *Ports Authorities Act 1999* (WA); and
- Common Law Contracts of Employment.

### Government Wages Policy

Periodically, the WA State Government issues a Public Sector Wages Policy Statement with which MWPA complies with.

### Sources of Salaries and Wages

The sources of salaries and wages for MWPA Staff Members are varied but they all begin with Staff Members' contract of employment. A MWPA contract of employment will set out the job/position of the Staff Member, and the source of their salaries or wages. Sources of salaries and wages are detailed below.

#### **ENTERPRISE AGREEMENTS**

MWPA has the following Enterprise Agreements in place which set out salaries, wages, and other conditions of employment, for various groups of Staff Members.

**Mid West Ports Authority General Staff Enterprise Agreement 2021.**

**Mid West Ports Authority Maintenance, Operator and Marine Specialist Enterprise Agreement 2021.**

**Mid West Ports Authority Marine Pilots Enterprise Agreement 2023.**



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## COMMON LAW CONTRACT

MWPA Managers and Executive are employed pursuant to a MWPA Employment Agreement. The Employment Agreement is the source of salaries paid to Managers and Executive.

The Employment Agreement has a clause dealing with 'Remuneration' and a schedule setting out the annual salary for that Staff Member.

Each position will be assessed to have a minimum and maximum level (Cap).

Movement of salary above the position's maximum level, like enterprise agreement Staff Members can only occur when there are changes in the work value of the position the Manager or Executive Member is occupying.

## Salaries and Allowances Tribunal

The Salaries and Allowances Tribunal (**SAT**) is the source of MWPA's Chief Executive Officers annual salary, and on an annual basis, the minimum and maximum total remuneration which can be paid is determined.

SAT, in making its annual determination, must take into consideration Government Wages Policy.

## Sources of Wages or Salary Increases

Sources of wages/salary increases vary but begin with a salary classification structure.

Each MWPA job/position is allocated a classification. The salary for that job classification level is located between a minimum and maximum salary range. For example, the *General Staff Enterprise Agreement 2021* has ten Classification Levels with each of the ten Classification Levels, having five pay points.

Classification levels ensure that jobs/positions of similar skills, knowledge, responsibility, and qualifications are grouped in a particular classification.

Wage or salary increases within a classification structure occur in several ways; they are as follows.

### ANNUAL SALARY INCREASES

One characteristic of the MPWA sources of salaries and wages, is annual salary increases.

Annual salary increases deliver consistency and transparency across that source of salaries and wages.

### 'PAY POINT' SALARY PROGRESSION

Subject to certain limitations, 'pay point' progression provides the Workers with salary increases within their classification.

Pay point salary progression occurs when Staff Members progress through 'pay points' within their job/position classification level, after having accumulated experience, usually every 12 months. Pay point progression is not automatic and is subject to a performance review process.

### SALARY REVIEWS

MWPA may (as required) conduct an external review of salary and wages to ensure that the Standard Conditions of Employment Reference Document and Enterprise Agreement positions are appropriately benchmarked.



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### Higher Duties

MWPA acknowledges that from time-to-time, Staff Members are required to act in higher roles. When a Staff Member is appointed to relieve (subject to assessment and approval) in a higher role, the Staff Member will be remunerated in alignment with the percentage of higher duties being taken on but no less than their current remuneration.

### Reclassification

Reclassification occurs when the work value of a job/position changes over time and the job/position is re-evaluated or reclassified, either upwards or downwards.

The criteria for re-evaluation or reclassification of the job/position are changes to duties, skills, knowledge, levels of responsibility and/or qualification requirements, or if there are other significant factors that require consideration.

Duties undertaken by Staff Members change over time. Change, of itself, is not a cause for re-evaluation or reclassification of a job/position and a subsequent salary/wage increase.

A re-evaluation of a job/position cannot result in a Staff Member receiving less wages or salary than contained in their contract of employment.

This job or position evaluation process does not displace any provision of an approved industrial instrument.

### Communication

Communications regarding a Staff Members salaries and wages generally contains sensitive information. Consequently, it is necessary to take care when communicating such information, either internally or externally, and whether formally or informally.

### Confidentiality

All Staff Members are obligated to treat an individual Staff Members salaries and wages information, as confidential.

### Unintended Consequences

Mistakes happen in the payment of salaries and wages. It is important to bring to the attention of a person in Payroll when you are overpaid or underpaid. You have an obligation to 'speak up' in such circumstances.

### Conditions of Employment and Employment Benefits

MWPA values harmonised conditions of employment and benefits to all Staff Members through its Standard Conditions of Employment Reference Document.



## SALARIES AND WAGES POLICY

### Salary and Wages Policy

This Policy overrides any previous policy, procedure or agreement either written, or verbal relating to matters contained within.

The Salary and Wages Policy will be reviewed by the MWPA Board every two years and amended or clarified as necessary.

A handwritten signature in black ink, appearing to be "N. Hart".

Mr Noel Hart, Chair

Date Approved: 25 February 2026

A handwritten signature in black ink, appearing to be "D. Tully".

Mr Damian Tully, Chief Executive Officer

Board Meeting Resolution Number: 26/145/002