

**SENATE EMPLOYMENT, WORKPLACE RELATIONS AND EDUCATION
LEGISLATION COMMITTEE**

**2005-2006 ADDITIONAL SENATE ESTIMATES HEARING
16 FEBRUARY 2006
EMPLOYMENT AND WORKPLACE RELATIONS PORTFOLIO**

QUESTIONS ON NOTICE

Outcome: Corporate

Question Number: W751-06

Question:

Senator Wong asked in writing:

At page 15 of the DEWR AWA Handbook it says 'Any increases in salary will be negotiated between you and your manager on at least an annual basis'. At page 5 it says 'Your AWA will include a provision for your salary to be reviewed on at least an annual basis. This review will be undertaken by your manager following discussions with you and would take into account a range of factors including your performance'. One clause provides for negotiation and one clause provides for unilateral review. How does this happen in practice – a negotiation or a unilateral review? Please table any relevant policy or guideline documents. The Handbook also states that 'Your salary review is separate from your performance review discussion'. How are these kept separate when salary increases are dependent on your performance review?

Answer:

- a) In practice, either the manager or employee may initiate the review, which entails an employee and manager negotiating an increase.
- b) Performance is usually assessed at the end of the financial year, with a mid-year review. A salary review under an AWA can take place at anytime. As part of the negotiation for a salary increase, managers and employees would take account of any relevant information from a performance review, including the mid year review. There is no formula linking performance assessment with salary increases.