

22 September 2022

[REDACTED]

REF: OIA-10889

Dear [REDACTED]

Request made under the Official Information Act 1982

Thank you for your email of 25 August 2022 requesting information regarding Waka Kotahi NZ Transport Agency's salary bands under the Official Information Act 1982 (the Act).

I will respond to each of your questions in turn below.

1. *Your organisation's current salary bands;*

Waka Kotahi utilises salary bands to determine and align the remuneration of jobs with similar complexity. Each band has a reference point (sometimes referred to as 100 percent of the band), which is the market data advising us jobs in the same band are paying on average.

I have enclosed Waka Kotahi Remuneration Table Salary Bands for the 2022/23 financial year as *Attachment 1 - OIA-10889 - current salary bands*.

2. *Which jobs fall into which of those salary bands;*

Waka Kotahi uses the Korn Ferry job evaluation methodology to evaluate all of our positions individually based on the job duties and requirements of the role. The Korn Ferry methodology is widely used in both New Zealand and overseas to compare job sizes and pay with other organisations and ensure remuneration bands align with the market.

An evaluation against this methodology is completed for each new position to ensure parity of roles of similar scope and complexity. While some titles may sound the same or similar, their assessed band may differ, e.g. Advisor roles can range in complexity of their works and responsibilities depending on the group and focus of the role, therefore current Advisor positions sit across a pay band of 15 or 16.

I have detailed a list of all current position titles used within Waka Kotahi as at 31 August 2022, along with their respective salary bands in *Attachment 2 - OIA-10889 - Position and band spreadsheet*. Please note that this is a list in our system at a specific point in time and does change based on our business needs.

3. *If your organisation has negotiated a collective agreement that provides for new salary bands that are not yet in effect, those salary bands; and If so, which jobs will fall into which of those not yet in effect salary bands;*

Waka Kotahi does not have separate salary bands for its collective agreements, nor are there expected changes to disclose.

4. *Any policy your organisation has re the position within a band at which a new appointee to a role will typically be placed.*

While Waka Kotahi does not have a formal policy in place, we review our salary ranges and guidance and make adjustments to better meet employment market demands.

Starting in the 2022/23 financial year, Waka Kotahi has issued a guidance to its People Leaders to pay within a range of 90 percent to 130 percent of the band midpoint where possible, though there may be some exceptions to this general rule. Roles covered by the E Tū Collective Agreement (Band 17 and below) are set at 90 percent to 115 percent of the range, in accordance with the Collective Employment Agreement.

Individual placement within the job band will depend on the employee's skills, knowledge, experience, and past performance. We may pay above the Band 100 percent if a candidate is highly experienced or pay below the Band 100 percent for someone who requires further development or experience to be fully effective in the role. Any appointment above 130 percent of the band requires approval from the relevant General Manager.

In line with Waka Kotahi policy, this response will soon be published on our website, with personal information removed.

If you would like to discuss this reply with Waka Kotahi, please contact the Ministerial Services team by email at official.correspondence@nzta.govt.nz.

Yours sincerely

A handwritten signature in black ink, appearing to read 'CLokum', with a long horizontal flourish extending to the right.

Chris Lokum

General Manager People Group