

18 November 2021

C143119

S 9(2)(a)

Tēnā koe S 9(2)(a)

Thank you for your email of 26 October 2021 to the Department of Corrections – Ara Poutama Aotearoa (Corrections), requesting the following information:

*Can you please provide me with a copy of the policy you have in place that pertains to performance payments made to staff, whether this goes by the name performance payment policy, bonus policy and or ex-gratia payment policy. If I have not used the right terminology to what your organisation calls such payments, please provide a wider lens to my request, where I am effectively asking you what policy governs any and all payments made to your staff over and above salary and wages, and that are given in recognition of performance and achievement.*

*Further, if your policy has any associated documents e.g procedural document or templates, I am requesting this information also. Ultimately the intent of my request is to gauge if you provide such payments, the policy governing such payments together with the detail on the mechanism by which you calculate the financial range of the performance payment e.g a set amount or percentage of actual salary or the like*

Your request has been considered under the Official Information Act 1982 (OIA).

Corrections does not provide performance bonuses. Lump sum performance payments may be made, subject to performance and the remuneration matrix, to employees on individual employment agreements and a small group of specialist employees under the provisions of their collective agreement.

To be eligible for a performance payment:

- Staff on collective employment agreements who do not qualify for an increase in base salary or who are at the top of their salary range may, dependent on performance, be able to earn an annual one-off taxable performance payment of up to five percent of their base salary as set out in Corrections' Performance Management System. However, such payments are not available to an employee on the lowest competency level. Performance payments will be pro-rated for part-years.
- Staff on individual employment agreements need to be employed in a role for at least three months to be eligible to participate in the annual remuneration

review and for at least nine months to be eligible to receive a performance payment.

- Staff on individual employment agreements can only receive a performance payment if they are at a point greater than 120 percent of their remuneration range, do not otherwise receive a fixed pay increase and their level of contribution to Corrections is assessed as exceeding or exceptional.

Please find attached as Appendix One a copy of the relevant policy.

Corrections undertakes a remuneration review annually, for those staff employed on an Individual Employment Agreement. This review is undertaken separately from any review to remuneration ranges. In reviewing individual remuneration and awarding increases, priority is given to:


- Encouraging and rewarding employees whose recent work and behaviour over the last 12 months has consistently helped Corrections to reach current objectives.
- Providing opportunities for high performers and contributors to progress up the remuneration range for their position.
- Ensuring the final outcomes are affordable.

Corrections aligns its remuneration review to Government policy and the Public Service Commission/Te Kawa Mataaho guidance. You can find their pay guidance [here](#).

I encourage you to raise any concerns about this response with Corrections. Alternatively, you are advised of your right to also raise any concerns with the Office of the Ombudsman. Contact details are: Office of the Ombudsman, PO Box 10152, Wellington 6143.

I trust the information provided is of assistance.

Ngā mihi



Alexandra Donnison  
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People and Capability