

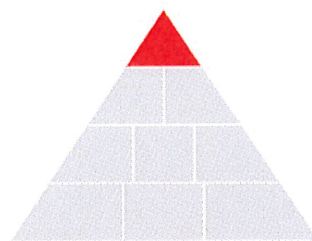
# Policy

## Performance Payment Policy - Eligible Employees

MD-12-150

QUEENSLAND RAIL OFFICIAL

# Policy statement



## Performance Payment Policy - Eligible Employees

### Our Commitment

In 2019, the Queensland Rail Board resolved to remove Performance Payment eligibility for all eligible employees through a buy-out plan for those who returned new signed contracts no longer containing the performance payment clause.

Queensland Rail now operates a residual Performance Payment Scheme ("Scheme") for those employees who did not sign a new contract and therefore retain performance payment eligibility in their agreement. This Scheme functions on a grandfathered arrangement and as such, any contract issued after 1 July 2019 will not contain performance payment eligibility.

### What we will do

The Queensland Rail Board will honor existing agreements in place for those who retain performance payment eligibility by continuing to:

- ensure the Scheme is clearly aligned with the strategic and operational goals of Queensland Rail outlined in the five-year strategic plan and annual operational plan and with Queensland Rail's Values and Behaviours
- apply the rules of the Scheme in a robust and consistent manner with organisational key performance indicators (including stretch targets) approved by the Board for the relevant financial year; and
- consider on an annual basis the achievement of the prescribed organisational key performance indicators (KPIs) and, if appropriate, approve the subsequent funds available for distribution of any performance payments as approved by the Queensland Rail Chief Executive Officer.



**Kat Stapleton**  
Chief Executive Officer



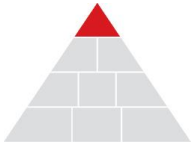


# 1 Responsibilities

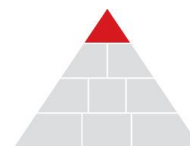
The following establishes the broad accountabilities and responsibilities of the key internal stakeholders applicable to this Policy.

## 1.1 Who does what?

Who	What
<b>Board</b>	<p>Responsible for the approval of the Policy and overall Performance Payment Scheme in accordance with legal and regulatory obligations.</p> <p>Responsible for approving the organisational key performance indicators (including stretch targets) for a given financial year.</p> <p>Responsible for approving a pool of funds for any performance payments in accordance with assessment of organisational performance against organisation key performance indicators.</p>
<b>Chief Executive Officer (CEO)</b>	<p>At the beginning of each financial year, approves the functional objectives and at the end of each financial year, approves the achievement of the required functional objectives.</p> <p>Responsible for approving any performance payments for performance payment eligible employees based on achievement against the set functional and individual key performance indicators, at the end of the relevant financial year.</p> <p>Supports the Queensland Rail Board in meeting its responsibilities in accordance with the Policy.</p>
<b>Executive Leadership Team (ELT)</b>	<p>At the beginning of each financial year, approves the individual objectives and at the end of each financial year, approves the achievement of the required individual objectives.</p> <p>Support the CEO and the Queensland Rail Board in meeting its responsibilities in accordance with the Policy.</p> <p>Are accountable for leading the implementation of the Policy in their respective functions and ensuring this Policy has been complied with.</p>
<b>Group Executive People and Culture (GE P&amp;C) (Policy Owner)</b>	<p>Is the Business Function Owner (Policy Owner) and must:</p> <ul style="list-style-type: none"> <li>• develop the Policy and enabling processes (i.e. Policy-related documents and systems) to ensure this Policy is reflected in Queensland Rail's operations</li> <li>• establish and maintain processes to provide assurance (at least annually) to the Executive Risk Committee (ERC) and Board that this Policy is being followed by Queensland Rail; and</li> <li>• review this Policy annually and provide recommendations to the ERC.</li> </ul>
<b>Senior Manager Recruitment, Remuneration &amp; Organisational Design (SM RR &amp; OD)</b>	<p>Is the Content Developer for the Policy, on behalf of the Business Function Owner (Policy Owner).</p>



Who	What
<b>Leaders of functions, areas and teams involved in preparing materials related to the Chief Executive Officer and/or Eligible Employees performance payments</b>	<p>Must:</p> <ul style="list-style-type: none"><li>• communicate the Policy to their employees, relevant contractors and consultants to ensure they understand the Policy; and</li><li>• demonstrate compliance with the Policy and are also responsible for leading the implementation in their respective functions, areas and teams</li><li>• develop process to enable implementation of policy requirements, and</li><li>• Management within Queensland Rail must implement assurance processes to enable achievement of business objectives and compliance with this Policy.</li></ul>
<b>Relevant employees, contractors and consultants</b>	Everyone who needs to make use of this Policy for work purposes must ensure that they understand and comply with this Policy.



## 2 Document history

### 2.1 Document information

Current Version	6.4
First Released	01 March 2012
Last Updated	04 August 2023
Review Frequency	Annually
Review Before	04 August 2024
Document Authoriser	Queensland Rail Board
Functional Owner	Group Executive People and Culture (GE P&C)
Content Developer	Senior Manager Recruitment, Remuneration & Organisational Design (SM RR & OD)
Audience	Queensland Rail Board, Chief Executive Officer, Senior Executives, and employees, contractor, consultant or any performance payment Eligible Employee who is involved in preparing materials related to Eligible Employees performance payments.

### 2.2 Document amendment history

Version	Date	Section(s) Amended	Summary of Amendment
6.4	04/08/2023	Whole document	Updated next review and version.
6.3	05/08/2022	Whole document	Expanded on current information.
		1.1	Changes to further clarify the accountabilities and responsibilities, aligned to Policy ownership and business implementation.
6.2	30/03/2021	Whole document	Updated next review and version.
6.1	30/03/2020	Section 1.1 2.1	Updated to reflect new titles in Responsibilities and Document history.

This document contains confidential material relating to the business and financial interests of Queensland Rail. Queensland Rail is to be contacted in accordance with Part 3, Division 3 Section 37 of the Right to Information Act 2009 should any Government Agency receive a Right to Information application for this document. Contents of this document may either be in full or part exempt from disclosure pursuant to the Right to Information Act 2009.

© 2023 Queensland Rail