

Chief Warden Performance Bonus

Last updated: 6 August 2009

Policy allocated to: Director, Human Resources

Overview

Under Work Health and Safety legislation, the University is required to establish and maintain procedures to control emergency situations that could adversely affect staff, students and visitors. The University's Building Emergency Procedures allocate responsibility for local and building-based emergency preparedness to the local Head(s) of School/Department/Unit, within their area of control. Coordination, administration and emergency response is delegated to a Chief Warden, who is responsible for a building or group of buildings. Chief Wardens are selected by the relevant Head from the University employees that occupy the building(s).

A Chief Warden is expected to carry out emergency responsibilities concurrently with their primary position duties. An effective Chief Warden is required to allocate a significant amount of time and effort to the role. To acknowledge both the importance of the Chief Warden role and the effort required to fulfil the associated responsibilities, Chief Wardens who successfully complete their role are eligible for an annual Chief Warden Performance Bonus.

This document defines a staff member's eligibility for the Chief Warden Performance Bonus and the associated procedures.

Scope

This policy is applicable to all University staff (excluding Casual staff).

References

- [Work Health and Safety Act 2011 \(NSW\)](#)
- [Work Health and Safety Regulation 2011 \(NSW\)](#)
- AS 3745 Emergency control organisation and procedures for buildings structure and workplaces
- [The University of Sydney Occupational Health and Safety Policy](#)
- [The University of Sydney Building Emergency Procedures](#)

Policy

University staff members who occupy the role of Chief Warden for a period of 12 months and meet the required Chief Warden Performance Criteria are eligible for the Chief Warden Performance Bonus. The Chief Warden Performance Bonus is a single annual payment that is non-superable.

Where possible, the role of Chief Warden will be rotated after two years service in the role so that other staff members have the opportunity to occupy the role. Gender equity will be taken into consideration in the filling and rotating of the Chief Warden role.

Guidelines

Purpose

The Chief Warden Performance Bonus has been introduced as a University initiative to:

- acknowledge the additional tasks and responsibilities associated with being a Chief Warden;
- ensure that all Chief Warden roles are occupied by attracting motivated and competent candidates; and
- improve compliance with the University's Emergency Policy and Guidelines for Fire and Other Emergencies.

Chief Warden Selection Criteria

- demonstrated leadership qualities;
- maturity of judgement, good decision making skills and the capacity to remain calm under pressure;
- clear diction and good communication skills;
- located within the same building and reasonably available to respond to building emergencies; and
- successfully completed Chief Warden Training.

Chief Warden Performance Criteria

To be eligible for the Chief Warden Performance Bonus, a Chief Warden must

- be currently employed with the University;
- be nominated by the Head under this policy, and have confirmed, in writing that they accept the role;
- occupied the role of Chief Warden for a 12 month period; and
- provide evidence that the following Chief Warden responsibilities have been fulfilled within the 12 month period.

Chief Warden Responsibilities

- maintain an up-to-date emergency procedure document (revised every six months);
- maintain greater than 75% Emergency Control Organisation (ECO) membership;
- chair and minute two ECO meetings;
- regularly report to the local Head(s) of Department and/or Administrative Managers on building emergency management issues (minimum twice per year);
- respond to building emergencies (when present);
- complete an [Emergency Evacuation Checklist](#) for each evacuation and submit this to Work Health and Safety (WHS) Services;
- liaise with local management, WHS, Security Patrol, Campus Infrastructure Services (CIS) and NSW Fire Brigade personnel to resolve local problems/concerns relating to emergency procedures;

- complete an annual evacuation exercise, or provide documented evidence of multiple real emergency evacuations where the emergency response meet the requirements of the [Emergency Evacuation Checklist](#).

Chief Warden Performance Bonus

The size of the bonus varies dependant on the size, occupancy, complexity and risk associated with the building. The table below explains the two tiers. Details of the tier level allocated to specific University buildings (or group of buildings) can be found at: <http://sydney.edu.au/whs/emergency/wardens.shtml> . The tier levels are allocated by WHS and endorsed by the University’s Central Occupational Health and Safety Committee (COHSC).

Tier	Building Characteristics	Bonus Payment
1	Default performance bonus – small, low occupancy and low risk.	\$850.00 pa
2	Large complex, high occupancy and high risk.	\$1150.00 pa

Payment of the Chief Warden Performance Bonus is not retrospective and will only be payable to staff who have occupied a Chief Warden role and met the performance criteria for a 12 months period following the approval of this policy.

The Chief Warden Performance Bonus is funded by the employing Faculty or Business Unit. Faculties/ Business Units should ensure that the cost of the Chief Warden Performance Bonus is included in salary estimates for 2010 onwards.

Chief Warden Performance Bonus Procedures

Nomination Process

1. WHS will notify the Head(s) within a building when there is a vacancy for a Chief Warden.
2. Candidates for the role of Chief Warden will be nominated by their supervising Head of Department using the [Chief Warden Nomination Form](#). If the building is occupied by multiple departments, the nomination must be supported by at least one other Head within the building.
3. The nomination form will be returned to WHS, who will review the nomination and forward it to the HR Service Centre for processing.

Confirmation of Chief Warden Role

1. On receipt of the [Chief Warden Nomination Form](#), the HR Service Centre will send the nominated staff member a Letter of Offer.
2. The nominated staff member will sign and return the Letter of Offer to the HR Service Centre to confirm acceptance of the role.
3. On receipt of the signed Letter of Offer, the Chief Warden role will be added to the staff members profile within the HR information system and the nominating Head and WHS will be notified that the Chief Warden role has been filled.

Review of Chief Warden Performance

1. One month before the end for the 12 month period of service, the HR Service Centre will notify the nominating Head and the Chief Warden that a performance review is required, with a link to the [Chief Warden Review Form](#).
2. The nominating Head will meet with the Chief Warden to discuss performance and complete the [Chief Warden Review Form](#).

3. If the Chief Warden has complied with and successfully met the Chief Warden performance criteria, the completed and signed [Chief Warden Review Form](#) will be returned to the HR Service Centre and the performance bonus will be paid in the first available pay period following the completion of the 12 month period of service and receipt of the completed [Chief Warden Review Form](#).

Performance Management

Failure to comply with or successfully meet the Chief Warden Performance Criteria will result in the Chief Warden performance bonus being withheld. The Chief Warden will be provided with feedback and the opportunity for a second performance review to be completed within 3 months. A repeated failure to comply with or successfully meet the Chief Warden Performance Criteria will result in non-payment of the Chief Warden Performance Bonus and possible removal from the role of Chief Warden. In these circumstances the Deputy Chief Warden will be given preference to replace the Chief Warden.

Where there is ambiguity regarding the fulfilment of the Chief Warden Performance Criteria, the Head of Department or Chief Warden can request an independent review. WHS will review the evidence provided and make a recommendation.

Pro-Rata Payments

Pro-rata payments will only be considered if an employee served as a Chief Warden for 9 months or more, but took extended leave for a period of time or left the role of Chief Warden to take-up another primary position located in another building or building complex within the University. In both cases pro-rata payments are only payable if the assessment criteria have been fully complied with during the period that the staff member held the role of Chief Warden.

Administration

1. Background

The policy was developed to support the University's Emergency Policy and Guidelines for Fire and Other Emergencies, in consultation with staff and the University's Occupational Health and Safety Committees.

2. Management Responsibility

Chief Operating Officer and Deputy Vice Chancellor

3. Implementation Responsibility

Director, Human Resources

4. Dates

Approval (version 1)	6/08/ 2009
Effect	6/08/ 2009
Review	
Approval (version 2)	
Effect	

5. Approval

Version 1	Dr Michael Spence Vice-Chancellor and Principal
Version 2	

6. Signatures

Approved by:

Name

Dr Michael Spence

Position

Vice-Chancellor and Principal

Date

6 August 2009