



Policy

21 STAFF REMUNERATION PACKAGE REVIEW POLICY

File Reference No:	12.019.1
Strategic Outcome:	Good government
Date of Adoption:	15/01/2014
Date for Review:	07/01/2018
Responsible Officer:	Director Corporate Services

1. POLICY STATEMENT

This policy provides a means for the Council to assure itself that the remuneration paid to the Council's General Manager and Directors is as per their contracts and properly authorised.

2. PURPOSE

In line with the *Local Government Act 1993*, the General Manager is generally responsible for the efficient and effective operation of the council's organization. This includes overall responsibility for the Council's payroll function.

The General Manager's responsibility for overseeing the payment of his or her remuneration package carries some risk. This risk is somewhat mitigated by the delegation of the payroll function to another staff member. However, further mitigation of this risk is possible through seeking a third party review of the payments made to the General Manager.

In the interests of completeness, this review also includes the Council's director-level staff.

3. SCOPE

This policy applies to the remuneration packages of the Council's General Manager, Director Technical Services and Director Corporate Services

4. OBJECTIVE

This policy is developed to assist the Council with Delivery Plan Objective 2.2.2.3:

Coordinate Council investments, financial management, financial operations and processing.



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5. POLICY IMPLEMENTATION

The risks associated with remuneration have been assessed in accordance with Council's Risk Management Framework and are documented in Council's Fraud Risk Assessments, with identified control measures included in Council's Fraud Control Plan.

In accordance with one of the control measures identified in the Fraud Control Plan, the Responsible Accounting Officer will commission an annual (1 July to 30 June) review of the payments made under the respective remuneration packages of the following staff:

- General Manager
- Director Technical Services
- Director Corporate Services

The review is to be conducted by the Council's external auditors as part of their regular audit process. The Director Corporate Services is responsible for ensuring the review is included in the scope of works of the external audit.

The external auditors will provide a report to the Council on their findings. The report will include, at a minimum, an opinion on the correctness and accuracy of the payments made under the contracts.

The Responsible Accounting Officer will present the report to the Council as soon as possible after receipt – but no later than the November ordinary meeting of Council.

Additional control measures outlined in the Fraud Control Plan and implemented to monitor fraud risks associated with remuneration also include:

- The establishment and distribution of the Code of Conduct
- Code of Conduct training for all staff
- Fraud Detection Programs
- Internal Reporting and Protected Disclosures



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6. RELATED POLICIES OR STRATEGIES

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*
- *Local Government Code of Accounting Practice and Financial Reporting*
- *Local Government (State) Award 2010*
- *Code of Conduct*
- *Risk Management Policy and Framework*
- *Salary Policy*
- *Fraud Control Policy*
- *Fraud Control Plan*
- *Internal Reporting Policy*