



## Policy

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## STAFF REMUNERATION REVIEW

Strategic Outcome:	Good government	
Policy type	Strategic	
Date of Adoption:	16 February 2022	Minute Number: 32
Date for Review:	17 September 2025	
Responsible Officer:	Deputy Chief Executive Officer	
Document Control:	Version 4.0	
Delivery Program Link:	2.1.3.1 Coordinate Council investments, financial management, financial operations and processing	

### 1. POLICY STATEMENT

This policy provides a means for the Council to assure itself that the remuneration paid to the Council's Chief Executive Officer and Directors is as per their conditions of employment and properly authorised.

### 2. PURPOSE

In line with the *Local Government Act 1993*, the General Manager (titled Chief Executive Officer at Berrigan Shire Council) 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 Chief Executive Officer'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 Chief Executive Officer.

In the interests of completeness, this review also includes the Council's director-level staff and the delegated Responsible Accounting Officer.

The review of senior manager remuneration is one of the control measures identified in the Council's Fraud Control Plan. This plan was developed in line with the Council's Risk Management Framework



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### 3. SCOPE

This policy applies to the remuneration packages (including redundancy and severance payments) of the Council's Chief Executive Officer, the other Director-level positions and the delegated Responsible Accounting Officer place in the 12 month period immediately preceding any review.

### 4. POLICY IMPLEMENTATION

#### 4.1 Review

The Council will direct the Audit Risk and Improvement Committee to commission an annual (1 July to 30 June) review of payments made under the respective remuneration packages of the following staff:

- Chief Executive Officer
- All Director-level positions
- Responsible Accounting Officer (if not a Director-level position)

A report on the review and its findings must be presented to the Council. The report will include, at a minimum, an opinion on the correctness and accuracy of the payments made under the respective employment agreements as well as any other relevant findings and recommendations.

This report must be presented to the Council for consideration by no later than 31 October each year.

Subject to meeting the obligations above, the nature and conduct of the review is for the determination of the Audit Risk and Improvement Committee.

### 5. RELATED LEGISLATION, POLICIES AND STRATEGIES

#### 5.1 Legislation and external guidelines

- [Local Government Act 1993](#)
- [Local Government \(General\) Regulation 2005](#)
- [Local Government Code of Accounting Practice and Financial Reporting](#)
- [Local Government \(State\) Award 2020](#)

#### 5.2 Council policies and guidelines

- [Code of Conduct](#)
- [Risk Management Policy and Framework](#)
- [Salary Policy](#)
- [Fraud Control Policy](#)
- Fraud Control Plan



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- [Internal Reporting Policy](#)

### **6. RECORDS MANAGEMENT**

Recording of all information relating to this policy is the responsibility of the Chief Executive Officer or delegate. Records relating to each audit must be kept for at least five (5) years.

All Records must be kept in accordance with Council's Records Management Policy (currently under development) and destroyed as per the General Retention and Disposal Authority: Local Government Records (GA39).

### **7. REVIEW AND EVALUATION**

This policy will be evaluated and reviewed at least once every four (4) years as per Council's Governance Policy (currently under development) or as required.

### **8. DOCUMENT AVAILABILITY**

This policy will be available for inspection at Council's principal office during ordinary business hours as per the requirements of section 18 (c) of the *Government Information (Public Access) Act 2009* and section 167 of the *Local Government Act 1993*.

Access to the policy in digital format is free and is available on Council's website <https://www.berriganshire.nsw.gov.au/>

Printed copies of the document are available at Council's principal office (address noted below) and are subject to Council's Fees and Charges.

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### 9. VERSION CONTROL

Version Number	Date	Summary	Responsible Officer
2.0	20.10.2021	Revoke existing policy and Adopt new Policy document	Deputy Chief Executive Officer
4.0	16.02.2022	Re-adopt policy for new Council	

### APPENDICES

NIL