



Croydon Shire Council

Remuneration Review Policy

Document Control

Responsible Officer:

Chief Executive Officer

CEO Signature:


15 December 2023

Date:

Category (tick):

- ☒ **Policy** *Council resolution required*
- ☐ **Procedure** *CEO approval required*
- ☐ **Guideline** *CEO approval required*

Approval date	Head Policy	Reference Number	Reason/Comment	Next review
	<i>Code of Conduct</i>	<i>POL STRAT 16</i>	<i>New Policy</i>	<i>December 2025</i>

1. Purpose

Croydon Shire Council (CSC) supports the right of everyone to request a review of their remuneration with their manager at a time other than their annual performance review during the term of their contract with CSC.

CSC is committed to ensure recognition of skills and potential and to enable staff to have an avenue to raise requests for a remuneration review outside of the normal annual performance review process.

The objective of this policy is to:

- a) Outline the requirements to enable employees to have an avenue to raise requests for a remuneration review.

2. Scope

This policy applies to all Croydon Shire Council employees

3. Background

A CSC Employee may request in writing that their remuneration, as stated in their contract of employment, be reviewed. This is limited to one review within a 12 month period either side of their annual performance review.

A review of the remuneration of an employee will be conducted by the employees Supervisor in conjunction with the employee and CSC Business Manager (if required).

The following factors must be considered before a decision can be made:

1. Information and supporting documentation in the employee's application for a remuneration review
2. Recent training or skill upgrades (this should be Included in remuneration review application)
3. The Supervisor's/Manager's assessment and recommendation
4. Consideration of salary in comparison to other employees in comparable positions
5. Consideration of Council's financial position and budget availability

It is also recommended that the employees existing position description be reviewed at this time in conjunction with the employee.

If there is to be a change in remuneration a letter of variation must be signed by CSC Chief Executive Officer and the employee.

A change in remuneration and/or the employee's position description will not necessarily lead to any change in the current end date of the employee's contract of employment.

A change to the employee's position description, as part of this process, may not necessarily result in a change of remuneration.

4. Legislation

- Local Government Act 2009
- Local Government Regulation 2012
- Industrial Relations Act 2016

5. Definitions

Remuneration is the pay or other financial compensation provided in exchange for an employee's services performed.

Performance Review Is a formal assessment in which Managers evaluate an employee's work performance, identify strengths and weaknesses, offer feedback and set goals for future performance.

Contract of employment is an agreement between the employer and employee that sets out the terms and conditions of employment.

Position Description Documents the duties and responsibilities of the role the employee is undertaking

6. Related Documents

- Performance Review Policy
- Code of Conduct

7. Responsibilities:

- The Chief Executive Officer, Business Managers or their delegate are responsible for administering the policy and to ensure adherence by all workers.
- Any variation of this policy will only be permitted through the negotiation and agreement of the Chief Executive Officer.

8 Review of Policy

This policy will be reviewed when any of the following occur:

- The related documents are amended or replaced
 - Other circumstances as determined from time to time by a resolution of Council.
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