

OFFICE	Payroll Policy and Procedure
Responsibility of	Board staff
Objectives	That Board staff are paid in accordance with their contractual provisions and relevant statues of superannuation, long service and sick leave. All records are maintained for leave taken and any provision owed to employees. Board staff are provided with payslips that relate to the funds paid into their nominated banking and superannuation accounts.
Procedures	<ol style="list-style-type: none"> 1. Payroll and superannuation is paid fortnightly in arrears into a nominated bank account(s) of each employee. 2. Each employee is to provide tax file number details, bank account and superannuation details for filing by the Board. 3. All details of each employee are maintained by the Board. 4. Payroll is paid in accordance with the process within MYOB for recording the expense to the Board and the PAYG liability and superannuation liability. 5. Once payroll is completed by the Office Manager (or CEO depending on availability) the net amount of salary to be paid to staff are entered into the Board's banking portal and confirmed and authorised by the Office Manager (or CEO). 6. Copies of the relevant MYOB Payroll Activity Statements, payslips and superannuation reports are provided to the CEO for confirmation and signing. 7. The CEO then authorises the funds via the banking portal and prints out a report of the transaction. 8. The CEO then initials and dates the transaction report and it is filed with the payroll report and payslip copies for signing off by a Board signatory. 9. The above steps are also used to remit the sitting fees to the Board members on a monthly basis – immediately following a Board meeting. 10. In the event that the Office Manager or CEO are not available due to illness or leave the Extension Officer will operate the authorisation process provided that the portal password is changed immediately upon the return of the Office Manager or CEO.
Board Expectations	<ul style="list-style-type: none"> • That employees and Board members are paid in accordance with contractual obligations and Ministerial guidelines. • That transaction records of activity conducted online by staff are sighted by a member of the Board that is a signatory to the Board's account. • All documentation of who made bank payment authorisations is maintained by the Board.
Document Control	<ul style="list-style-type: none"> • Document Approved Nov 2016 • Amended 11th Dec 2017 to removed IDO and add procedure 10. Approved by the Board • Amended Dec 2019