

HRP013 – Salaries and Wages Discrepancies

1. Intention

To provide guidance in situations of overpaid wages, salaries and/or allowances.

2. Scope

This policy applies to employments of the Shire of Waroona.

3. Statement

That any wages or salary overpayments which occur are to be recouped from employees affected by such overpayments.

4. Legislative and Strategic Context

Nil.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division	Human Resources				
Policy Number	HRP013				
Contact Officer	Chief Executive Officer				
Related Legislation	Nil				
Related Shire Documents	Nil				
Risk Rating	Low	Review Frequency	As required	Next Review	When required
Date Adopted	22/06/2004				OCM04/083

Amendments		
Date	Details of Amendment	Reference
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
Previous Policies		
HR019 – Wage Discrepancies and Overpayment 3.12 – Wage Discrepancies and Overpayment		