

Payments to Terminating Employees Policy

Corporate & Community Services



June 2023

This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with the Strategic Community Plan 2040, Outcome PF3: High performing and engaged people.

Objectives

To have in place a policy, as legally required, under section 5.50 of the *Local Government Act 1995*, in relation to employees whose employment with the Shire of Augusta Margaret River (Shire) is finishing, setting out the circumstances in which the Shire will pay an employee any amounts in addition to those which the employee is entitled under the terms of a contract or industrial award. The policy when adopted is required to be published on the Shire website.

Application

This policy will be applied at the discretion of the Chief Executive Officer to those eligible employees of the Augusta Margaret River Shire. The Chief Executive Officer may choose to apply discretion to not approve any payments under this Policy, as deemed appropriate. This may include but is not limited to instances such as the termination of an employee's employment contract by the Augusta Margaret River Shire or may have recorded incidents of poor performance.

Definitions

Gratuity: means any payment or benefit provided in excess of entitlements already specified within an employment contract, award or Augusta Margaret River Shire Enterprise Agreement.

Policy

1. Gratuity

Council authorises a gratuity to the value of \$1,000 and a farewell function for employees who resign from the Shire after a period of fifteen years, and an additional \$100 for each year over fifteen years.

This will not apply in the case of an employee who has had their contract terminated or has recorded incidents of poor performance. The CEO is authorised in these circumstances not to approve any additional payments.

Relevant legislation

Local Government Act 1995, s 5.50

PAYMENTS TO TERMINATING EMPLOYEES POLICY

Related documents

Augusta Margaret River Enterprise Agreement

Common Law Employment Contracts Maximum Term

Document and version control table			
Responsible Directorate		Corporate & Community Services	
Contact officer		Manager People, Culture and Safety	
Adopted / approved by:		Council	
Date of adoption / approval:		28 June 2023	Decision Ref: OM2023/112
Date of next review		June 2027	
Document No.	N261488	File No.	GOV/38
Version	Date	Decision Ref.	Brief description
1.0	27/08/2009		Initial Issue
1.1	23/01/2013	OM1301/6	Review
2.0	28/6/2023	OM2023/112	Full Review