

City of Greater Geraldton

4.14 PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD

SUSTAINABILITY THEME

Governance

OBJECTIVES

To establish guidelines for payments to employees in excess of entitlements on resignation or termination.

This policy complies with the requirements of Section 5.50 of the Local Government Act which requires Council to make and publicly advertise a policy that considers the making of payments to employees in addition to their contract or award entitlements.

This policy reflects arrangements for employees prior to and after amalgamation as well as arrangements for new employees.

POLICY STATEMENT

This policy applies to all employees of the City of Greater Geraldton who voluntarily resign, retire or who are made redundant.

POLICY DETAILS

1. The City of Greater Geraldton acknowledges the dedication and contribution by long term employees of the City of Geraldton-Greenough and the Shire of Mullewa
2. Council delegates to the Chief Executive Officer the authority to make payment to employees in addition to contract or award in accordance with this policy.

The payment shall be in the form of a cash payment to approved employees following their resignation from the City under the following criteria:

- 2.1 Has held a minimum period of 5-years continuous employment with the City of Geraldton-Greenough or Shire of Mullewa; and
- 2.2 In the opinion of the Chief Executive Officer, has satisfactory performance during that service,

Payment Guidelines:

Term of Continued Service	City of Geraldton-Greenough Employees commencing pre 1 July 2011
0 - 5 years	NIL
5 years	\$1000
5 + years	\$1000 <u>plus</u> \$200 per year after 5 years

Term of Continued Service	Shire of Mullewa employees commencing pre 1 July 2011
0 - 10 years	Gift at value not greater than \$500
10 + years	Gift at value not greater than \$500 <u>plus</u> \$100 per year after 10 years

NOTE: The above payments do not apply to employees of the City of Greater Geraldton who commenced post 1 July 2011.

NOTE: In the instance where a gift is given, any FBT or tax implications will be recorded on the employees PAYG summary.

3. Functions

The CEO has the sole discretion to determine whether a council function will be held for any employee who resigns, retires or is made redundant

ROLES AND RESPONSIBILITIES

The CEO is responsible for implementing this policy.

WORKPLACE INFORMATION

Section 5.5 of the Local Government Act 1995
City of Greater Geraldton's Code of Conduct.

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Treasury and Finance	Biennial	2019
Version	Decision Reference	Synopsis		
1.	CCS231 – 24 January 2017	AMENDED POLICY – CP021 Review		

City of Greater Geraldton

4.15 AFFIXATION OF THE COMMON SEAL

SUSTAINABILITY THEME

Governance

OBJECTIVES

The purpose of this policy is to establish the circumstances under which the official Council Common Seal may be affixed to documents.

POLICY STATEMENT

This policy applies to all Council documents.

POLICY DETAILS

1. Signatories to the Common Seal

The Mayor and Chief Executive Officer are authorised to affix and sign all documents to be executed under the Common Seal, however, in the absence of the Mayor and/or the Chief Executive Officer, the Deputy Mayor and the Acting Chief Executive Officer are authorised to affix the Common Seal.

2. Register to be kept

Details of all transactions where the Common Seal has been affixed shall be recorded in a register kept by the Chief Executive Officer, with such register to record each date on which the Common Seal was affixed to a document, the nature of the said document, and the parties to any agreement to which the Common Seal was affixed.

3. Document Types to be sealed

Sale of City owned land for which a Council resolution is required expressly stating that the documents be signed and sealed and the transaction finalised;

- 3.1. Legal Agreements;
- 3.2. A Town Planning Scheme and any Town Planning Scheme Amendments;
- 3.3. Documents relating to land matters including lodgement of caveats, memorials, leases, transfers, deeds, licences, covenants, easements and withdrawal of instruments.
- 3.4. Local Laws;
- 3.5. Services Agreements;
- 3.6. New funding or Contracts of Agreements between the City and State or Commonwealth Governments for programs to which the City has previously adopted, or additions to existing programs, which in the view of the Chief Executive Officer are in accordance with the original intent of the City endorsed program; and
- 3.7. Any other documents stating that the Common Seal of the City of Greater Geraldton is to be affixed.

ROLES AND RESPONSIBILITIES

The Manager Corporate Services is responsible for implementing and maintaining this policy.

WORKPLACE INFORMATION

Local Government Act 1995, s 9.49A

POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Manager Corporate Services	Biennial	2019
Version	Decision Reference	Synopsis		
1.	CCS231 – 24 January 2017	CP037 EXISTING POLICY transferred to new template. Review cycle amended.		