

## City of Greater Geraldton

### 4.14 PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD

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#### SUSTAINABILITY THEME

#### Leadership

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#### OBJECTIVES

This policy sets out the circumstances when an employee who is ceasing employment with the City may be paid an amount in addition to their entitlements under an award, contract of employment, industrial instrument, or as ordered by a Court or Tribunal.

This policy is to ensure compliance with the *Local Government Act 1995* section 5.50, which requires Local Governments to adopt a Policy relating to payments in addition to those paid under a contract of employment or award.

#### 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 will not make payments of gratuities to employees upon retirement or resignation, with the exception of the following:
  - 1.1 Employees who commenced prior to 1 July 2011 and have been continuously employed; and
  - 1.2 The payment will be a cash payment calculated using the following formula:  
\$1,000 plus \$200 per year after 5 years.
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.
3. The CEO has discretion to determine whether a council function will be held for any employee who resigns, retires or is made redundant.

#### KEY TERMS AND DEFINITIONS

City means City of Greater Geraldton  
CEO means Chief Executive Officer

#### ROLES AND RESPONSIBILITIES

The CEO must approve payments under this policy.

#### WORKPLACE INFORMATION

*Local Government Act 1995*  
City of Greater Geraldton's Code of Conduct

## POLICY ADMINISTRATION

Directorate		Officer	Review Cycle	Next Due
Corporate and Commercial Services		Chief Financial Officer	Biennial	2023
Version	Decision Reference	Synopsis		
3.	CCS XXX –	Policy Review		

DRAFT