



PRESENTATIONS ON COMPLETION OF SERVICE OBJECTIVE POLICY

POLICY PURPOSE

The purpose of this policy is to meet the requirements of Section s.5.50 (Payments to employees in addition to contract or award) and s.5.100A (Gifts to council members) of the *Local Government Act 1995*, and associated Regulations 19A and 34AC of the *Local Government (Administration) Regulations 1996*, by establishing a policy position for payments to Council Members and employees when finishing with the Council/Shire.

The legislative requirement for Council Members is that they must have served at least one full four-year term of office, and the maximum gift value cannot exceed the amount of \$100 for each year served as a council member (to a maximum of \$1,000).

The legislative requirement for employees is that every local government must prepare a policy if it intends to make payments when its employees finish setting out (1) the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award; and (2) the manner of assessment of the additional amount. Local public notice of the policy must also be given and the payment is not to exceed \$5,000.

POLICY STATEMENT

In recognition of long periods of service to the Shire of Derby/West Kimberley, the Chief Executive Officer is authorised to arrange the following payments (in addition to otherwise normal final entitlements):

1. Councillor Recognition of Service

Councillor Recognition of Service	
Completed Continuous Years of Service	Monetary Value
4 years	\$100
For each additional year	\$100
Maximum	\$500

2. Employee Recognition of Service

Employee Recognition of Service	
Completed Continuous Years of Service	Monetary Value
2 years	\$50
For each additional year	\$50
Maximum	\$250
Plus, on completion of 10 years' service, the equivalent of one day's salary, plus an additional 50% of a day's salary for each completed year of service thereafter.	As per pay rate at time of leaving.

An employee who has been dismissed by the Shire for any reason other than redundancy, will not be eligible to receive the Council contribution under this policy.



Shire of Derby / West Kimberley

Subject to Regulation 19A of the *Local Government (Administration) Regulations 1996*, the Council may endorse payment to an employee that is in excess of the amounts provided for in this policy. Separate local public notice must be given as soon as practicable of any such Council decision.

Policy Details			
Original Adoption date:	28 February 2019 (Item 9.2.1, Res. 006/2019)	Review Frequency:	2 years
		Next Review Due:	November 2027
Policy Implementing Officer or Team:	Executive Services Coordinator (for Council Members) Manager People & Culture (for staff)	Policy Reviewer:	Chief Executive Officer
Legislative Head of Power (Act, Regulation, or Local Law):	<p><i>Local Government Act 1995</i> s.5.50 Payments to employees in addition to contract or award</p> <p><i>Local Government Act 1995</i> s.5.100A Gift to council members</p> <p><i>Local Government (Administration) Regulations 1996</i> r.19A Payments in additions to contract or award, limits of</p> <p><i>Local Government (Administration) Regulations 1996</i> r.34AC Gifts to Council Members, when permitted etc.</p>		
Related Documents (other Policies, Operational Procedures, Delegations, etc.):	Nil applicable.		
Version Control Council Meeting Review Details:			
Review #:	Council Meeting Date:	Item/Resolution#:	
1.	24 June 2021	Item 11.2 Res. 57/21	
2.	24 February 2022	Item 11.5 Res. 07/22	
3.	19 January 2024	The Director Strategic Business utilised AUTHO33 Local Government Act 1995 s.5.45 Other matters relevant to delegations under this Division (Acting Through on behalf of the Chief Executive Officer), to make minor changes using delegation 1.1.34 Minor Amendments to Policies and Delegations. Synergy Record No. N21078	
4.	29 February 2024	Item 12.3 Res. 09/24	
5.	27 November 2025	Item 14.1 Res. 46/25	