



(C7) PRESENTATIONS ON COMPLETION OF SERVICE OBJECTIVE

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, and associated Regulations 19A and 34AC of the Local Government (Administration) Regulations 1996, by establishing a policy position for payments to Councillors and employees when finishing with the Council/Shire.

The legislative requirement for Councillors 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 additional 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.

A severance payment may be offered to employees who accept voluntary severance. This payment will be made in accordance with Regulation 19A Local Government (Administration) Regulations 1996 pertaining to such a payment.



Shire of Derby / West Kimberley

A local public notice is to be given as soon as practicable of the adoption or modification of the employee recognition component of this policy (in accordance with the Local Government Act 1995).

Subject to Regulation 19A of the Local Government (Administration) Regulations 1996, the Council may endorsed 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 and 29 April 2021	Review Frequency (Annual/Bi-ennial):	Bi-ennial
Policy Implementing Officer or Team:	Executive Services Coordinator (for Councillors) People & Culture (for staff)	Policy Reviewer:	Director – Corporate & Community Services
Legislative Head of Power (Act, Regulation, or Local Law):	<p>Section 5.50 of the Local Government Act requires a local government to prepare and adopt a payments to employees in addition to contract or award policy.</p> <p>Section 5.100A of the Local Government Act outlines provisions for gifts to council members.</p> <p>Regulation 19A – Local Government (Administration) Regulations 1996 – Payments in addition to contract or award, limits of (\$5,000).</p> <p>Government (Administration) Regulations 1996, Regulation 34AC – Sets the maximum Councillor gift at \$100/year up to a limit of \$1,000.</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	
2.	24 February 2022	Item 11.5	