

Payment to Employees in Addition to Contract or Award (*Voluntary Resignation*)

<i>Policy Owner:</i>	Human Resources Services
<i>Distribution:</i>	All Employees
<i>Implementation:</i>	9 December 2009
<i>Scheduled Review:</i>	July 2011
<i>Reviewed:</i>	

1. Objective

To provide guidelines for circumstances where Council may consider paying a member of staff who is resigning, a payment in addition to the entitlement defined in the relevant Award, Contract of Employment, Enterprise Bargaining Agreement or other document current at the time of cessation.

Section 5.50 of the Local Government Act 1995 and Regulation 19A of the Local Government (Administration) Regulations 1996 refers.

2. Policy Statement

Where it is proposed that an employee will cease employment with the City of Wanneroo by voluntarily resigning and a condition of submitting that resignation is the City will make a payment to the employee of an amount in addition to any amount to which the employee is entitled under their contract of employment, award or Enterprise Agreement the following conditions will apply:

- The Chief Executive Officer has sole delegation of authority for application of this policy and activation of the policy can only proceed following the Chief Executive Officer's approval.
- The manner of assessment in determining the additional amount will vary as each case will be determined on its merits however criteria such as (but not restricted to) length of service, reasons for cessation and degree of satisfactory service will be considered.
- The total value of the payment will not exceed the maximum prescribed under the Local Government Act and associated Regulations.
- Any payments made in respect to this policy will be taxed in accordance with appropriate provisions of the Taxation Act and Regulations.
- It should be noted that additional payments beyond this figure may be offered through other parties for example Council's Insurer in terms of workers compensation matters.