



Separation and Exit Policy

**POLICY
NO.**
HRM 1019

1. Purpose

The purpose of this policy is to provide a clear framework for the separation and exit of employees from Cloncurry Shire Council. This policy outlines the various types of employment separation, the processes to be followed, and the rights and obligations of both Council and employees, ensuring compliance with the Industrial Relations Act 2016 (Qld), the Cloncurry Shire Council Certified Agreement 2024, individual contracts of employment, and associated procedures.

2. Scope

This policy applies to all Cloncurry Shire Council employees, including permanent, fixed-term, part-time, casual, and contract staff.

It covers all forms of employment separation, whether voluntary or involuntary, and sets out the principles and obligations that govern resignation, retirement, termination, redundancy, and other exit arrangements.

3. Definitions

Term	Definition
Separation	The ending of an employment relationship between the employee and Council, whether voluntary or involuntary.
Voluntary Separation	When an employee chooses to leave Council, including resignation, retirement, or voluntary medical retirement.
Involuntary Separation	When Council ends the employment relationship, including termination for misconduct, poor performance, summary dismissal, or redundancy.
Retirement	Voluntary decision by an employee to leave the workforce permanently, including access to superannuation or transition-to-retirement arrangements.
Summary Dismissal	Termination of employment without notice due to serious misconduct as defined under the <i>Industrial Relations Act 2016 (Qld)</i> and the Certified Agreement.
Redundancy	Termination of employment where the Council no longer requires the role to be performed by anyone, in accordance with the Industrial Relations Act 2016 (Qld) and Certified Agreement.

Probationary Period	The initial period of employment during which performance and conduct are assessed, and either party may end the employment with reduced notice, except in cases of summary dismissal.
Notice Period	The minimum period of notice required by law, the Certified Agreement, or contract of employment before termination of employment takes effect.
Severance Pay	An additional payment made to eligible employees whose employment ends by reason of redundancy, in accordance with the Certified Agreement or legislation.

4. Policy Provisions

4.1. Types of Separation

Employment with Council may end through either voluntary or involuntary separation:

Voluntary Separation

- **Resignation:** Employee-initiated decision to leave Council, with written notice required in accordance with the Certified Agreement, contract of employment, and the Industrial Relations Act 2016 (Qld).
- **Retirement:** Employee voluntarily retires, including standard retirement or voluntary medical retirement supported by medical evidence.
- **Transition to Retirement:** Employees may request to gradually reduce working hours or duties before retiring.

Involuntary Separation

- **Termination for Misconduct:** Employment may be terminated for misconduct or serious misconduct, in accordance with legislation, the Certified Agreement, and Council's Code of Conduct.
- **Termination for Poor Performance:** Employment may be terminated following a documented performance management process where improvement has not been achieved.
- **Summary Dismissal:** Termination without notice where serious misconduct makes continued employment unreasonable (e.g. theft, assault, fraud, harassment).
- **Redundancy:** Employment ends when the position is no longer required to be performed by anyone. Redundancy entitlements will apply as per the Industrial Relations Act 2016 (Qld) and the Certified Agreement.

4.2. Notice and Compensation Requirements

Notice periods and related compensation will be managed in accordance with the Industrial Relations Act 2016 and the Council Certified Agreement, and individual contracts of employment. Where appropriate, Council may provide payment in lieu of notice or deduct final pay where insufficient notice is provided by the employee.

4.3. Redundancy

- A redundancy occurs when Council decides that it no longer requires an employee's position to be performed by anyone, and termination of employment becomes necessary.

- Redundancy will only be implemented after all reasonable alternatives are considered, including redeployment, job redesign, or natural attrition.
- Council will consult with affected employees and relevant unions in accordance with the Industrial Relations Act 2016 (Qld) and the Cloncurry Shire Council Certified Agreement 2024.
- Employees made redundant are entitled to severance pay as prescribed by the Certified Agreement and legislation, in addition to notice or payment in lieu.

Severance payments do not apply where:

- a) The employee is offered and accepts suitable alternative employment within Council;
- b) The employee elects to resign before the redundancy takes effect; or
- c) The employee's termination is for reasons of misconduct or poor performance unrelated to redundancy.
- d) HR will coordinate redundancy entitlements with Payroll and ensure timely processing of all payments and documentation.

4.4. Retirement and Transition to Retirement

- Employees may choose to retire voluntarily at any time by providing written notice in accordance with their contract of employment and the Certified Agreement.
- Council recognises both standard retirement and voluntary medical retirement, where an employee provides medical evidence that they are unable to continue working.
- Employees are encouraged to provide reasonable notice of retirement to allow Council to plan for workforce transitions.
- Council supports transition to retirement arrangements, which may include reduced hours, flexible working patterns, or changed duties, subject to operational requirements and approval by the relevant Director and Chief Executive Officer.
- All retirement processes will be managed in line with Council's Offboarding Procedure, including final pay calculation, return of Council property, and completion of an exit checklist.
- Employees may also be offered an exit interview to provide feedback on their experience and suggest improvements for Council.

4.5. Termination for Misconduct, Poor Performance, or Summary Dismissal

Misconduct and Poor Performance

- a) Employment may be terminated where an employee's conduct or performance does not meet the standards required by Council, the Certified Agreement, or Council's Code of Conduct.
- b) Termination will generally follow a documented performance management or disciplinary process, ensuring procedural fairness, unless the circumstances justify immediate dismissal.

Summary Dismissal

- a) Employment may be terminated without notice where an employee engages in serious misconduct that makes continued employment unreasonable, including but not limited to

- theft, fraud, assault, harassment, serious breaches of safety, or other conduct outlined under the Industrial Relations Act 2016 (Qld).
- b) In such cases, the employee will be provided with written notice of termination stating the reasons for dismissal, and final pay will be processed in accordance with legislative timeframes.

Procedural Fairness

- a) Council will ensure all decisions relating to termination for misconduct or poor performance are consistent with the principles of natural justice and in compliance with Industrial Relations Act 2016 (Qld) and the Certified Agreement.
- b) Employees will be given an opportunity to respond to allegations before a final decision is made.

4.6. Exit Procedures

All employee separation will be managed in accordance with Council's Onboarding and Offboarding Procedure. This includes completion of an exit checklist, return of Council property, notification to IT, calculation of final pay, updating of records. HR will also coordinate exit interviews where applicable.

5. Roles and Responsibilities

Council

- Council will ensure all decisions relating to termination for misconduct or poor performance are consistent with the principles of natural justice and in compliance with the Industrial Relations Act 2016 (Qld) and the Certified Agreement.
- Ensures all separations are managed fairly, consistently, and in compliance with legislation, the Certified Agreement, and Council policies.

Chief Executive Officer (CEO)

- Provides final approval for redundancies, transition to retirement arrangements, and terminations where required.
- Ensures overall compliance with legal and industrial obligations.

Directors and Managers

- Receives and forward resignations to HR for action.
- Initiates and manage discussions regarding retirement, performance, or separation matters.
- Completes exit checklists and ensure the return of Council property.
- Communicates promptly with HR regarding all separation matters.

Human Resources

- Coordinates separation processes, including notice, documentation, exit interviews, and record management.
- Provides advice on compliance with the Industrial Relations Act 2016 (Qld), Certified Agreement, and Council procedures.
- Notifies IT and Payroll of employee separations.

Payroll

- Calculates and processes final pay, entitlements, and deductions in line with contracts, legislation, and the Certified Agreement.

Employee

- Provides written notice of resignation or retirement in accordance with contractual and Certified Agreement requirements.
- Returns all Council property and complete exit processes prior to their final day.
- Participates in exit interviews where requested.

6. References and Related Documents

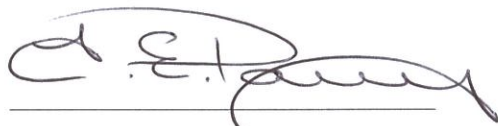
This policy is to be read in conjunction with:

- *Industrial Relations Act 2016 (Qld)*
- *Local Government Act 2009 (Qld)*
- Cloncurry Shire Council Certified Agreement 2024
- Phased Retirement Policy (CS 0019)
- Council Employment Contracts
- Council Code of Conduct
- Onboarding and Offboarding Procedure (HRM 1011-03)
- Related HR policies including:
Performance Review and Development Policy (HRM 1018)

POLICY VERSION AND REVISION INFORMATION

Version No.	Approval	Date Approved	Review Date
1	Council Resolution 63.2026	21/04/2026	09/2028

Policy Authorised by: Tammy Parry



Title: Chief Executive Officer