
TRANSITION TO RETIREMENT

APPROVALS

POLICY NUMBER	CORP-POL-060	DOC.ID	3675290
CATEGORY	Administrative		
POLICY OWNER	Manager People & Performance		
APPROVAL DATE	23 April 2019	RESOLUTION NUMBER	5997

OBJECTIVE

The objective of this policy is to outline the terms under which eligible Isaac Regional Council (IRC) employees can apply to transition into retirement.

SCOPE

This policy applies to all IRC employees who intend to retire within the next six months to five years and should be used as a reference point by their directors, managers and / or supervisors.

DEFINITIONS

TERM / ACRONYM	MEANING
CEO	Chief Executive Officer
IRC	Isaac Regional Council
P&P	People & Performance Department

POLICY STATEMENT

Purposes of Transition to Retirement Arrangements

Transition to retirement arrangements are intended to assist both IRC and the employee to plan more effectively.

Transition to retirement arrangements can benefit an employee by:

- Encouraging them to plan more definitely and effectively for their future;
- Facilitating a smooth and systematic transition to retirement;
- Undertaking a mentoring role of another employee to pass on organisational knowledge and improve skills.

Employee incentives:

- Remaining in the workforce and earning an income until chosen retirement date;
- Increasing work life balance and the time available to pursue other lifestyle commitments and opportunities by providing flexible work arrangements;
- Reducing work demands to promote health and wellbeing;
- Reimbursement of up to \$500 to the employee to assist with gaining financial advice.

Transition to retirement arrangements can benefit IRC by:

- Retaining skilled employees in the workforce for a longer period;
- Retention of organisational skills and knowledge;
- Enabling changing workforce needs to be addressed more effectively;
- Improved capacity for succession and workforce planning;
- Improved productivity and efficiency, continuity of service delivery;
- Improving career development opportunities for other staff; and
- Enabling re-appointment of the vacated position.

Principles

Transition to retirement arrangements are:

- Voluntary and initiated by the employee;
- Not subject to severance/redundancy pay;
- Managed on a case-by-case basis and will be reviewed in a fair and open manner.

REFERENCES

TYPE	DOCUMENT ID/NAME
POLICY	Transition to Retirement Procedure
FORMS	Transition to Retirement Application Form
POLICY	Succession Planning Policy
PROCEDURE	Succession Planning Procedure
PROCEDURE	Working from Home Office Procedure
AGREEMENT	Isaac Regional Council Certified Agreement 2017
PROCEDURE	Recognition of Service Procedure
ACT	Industrial Relations Act 2016