

Transition to Retirement Policy

Policy No:	HR-031
Adopted By:	Chief Executive Officer
Date Adopted:	June 2025
Review Date:	June 2028
Version No:	1
Responsible Officer:	HR Manager

Purpose

This policy recognises and values the contributions of all Council employees and supports their ongoing development and career longevity. It aims to assist employees approaching or reaching retirement age in planning a smooth transition from the workforce, while enabling effective succession planning and the transfer of skills and knowledge to other Council staff.

Commencement of Policy

This Policy will commence on adoption by Chief Executive Officer (CEO). It replaces all other policies (whether written or not). Council may amend this policy by resolution.

Application

This policy applies to all permanent full-time and part-time employees directly employed by Murweh Shire Council who are planning to retire and cease employment with Council. It does not apply to Senior Officers as defined under the Stream A Award and does not form part of any employee's contract of employment.

Policy

Transition to Retirement Policy Summary

Recognising an ageing workforce and evolving work practices, Council has introduced a **Transition to Retirement Agreement (TTRA)** to support employees in gradually retiring while transferring knowledge and experience to colleagues. This process allows flexible work arrangements while assisting in workforce planning and operational continuity.

Key Details

Duration & Agreement

- A TTRA can run for up to **2 years**, determined on a **case-by-case basis** based on operational needs and the employee's role.
- Participation does **not guarantee approval**; Council will assess each request individually.
- Employment concludes at the **end of the TTRA**, with no reduction in existing entitlements.

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Eligibility Criteria

To be eligible, employees must:

- Be **permanently employed**
- Have **at least 7 years of continuous service** with Council (service elsewhere excluded)
- Be **55 years or older**
- Intend to **fully retire** within two years of signing the agreement

Planning Process

- Employees should discuss their intentions with their **supervisor** at least **3 months prior** to a retirement decision.
- If preferred, employees may approach the **HR Manager** directly.
- Initial discussions are exploratory and **non-binding**.

TTRA Inclusions

1. **Leave Planning**
 - Review and use of **Annual and Long Service Leave**.
 - Excess annual leave (over 10 weeks) must be reduced through a leave plan.
 - Leave Without Pay may be considered.
2. **Flexible Work Arrangements**
 - Options include **reduced hours**, alternate rosters, or staged reduction in workdays.
 - Changes require an **Individual Flexibility Agreement**.
3. **Role Redesign**
 - Adjustments may include reduced duties or mentoring roles.
 - **Pay is maintained**, even with fewer responsibilities.
 - Employees should suggest how revised duties will meet business needs.
4. **Redeployment**
 - Employees may request or be directed to move to a vacant role if suitably qualified.
 - Voluntary redeployment to a lower role means **adjusted pay**.
 - Health/performance-based redeployment includes a **graduated wage reduction** over 6 months.
5. **Mentoring & Knowledge Transfer**
 - Mentoring plans will be agreed upon between Council and the employee.
 - Retiring employees may help in **recruitment, onboarding, and mentoring** their successors.

Modifying a TTRA

TTRA duration can be **shortened by mutual agreement** for reasons such as:

- Medical issues or fitness for work
- Performance or disciplinary concerns
- Changes in funding or operational needs

Performance Reviews

Employees under a TTRA must continue to participate in **regular performance appraisals**.

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Financial Advice

Due to the complexity of retirement planning, Council recommends employees **seek independent financial advice** before entering a TTRA. Council cannot provide financial or superannuation advice.

Audit and Review

This policy shall be reviewed every ***three years*** or as required due to changes to in legislation.

Definitions

"**Public Sector Ethics**" means the ethics principles as defined in the *Public Sector Ethics Act 1994*.

References

- *Local Government Act 2009*
- Local Government Regulations 2012 (Qld)
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulations 2011 (Qld)
- Queensland Local Government Industry (Stream A, B or C) Award - State 2017
- Murweh Shire Council Officers Certified Agreement 2022
- Murweh Shire Council Operational Staff Certified Agreement 2022
- Transition to Retirement Agreement

Version Control

Version No.	Date	Approved	Amendment
1.0			

Approval

Chief Executive Officer	Bruce Scott
18.6.2025	