

**ADMINISTRATION POLICIES**  
**END OF EMPLOYMENT POLICY**



**INTRODUCTION**

Walcha Council's End of Employment Policy has been designed to support Council's Corporate Goal "to provide effective, efficient and responsive government for our community." This is achieved by employees complying with their responsibilities under the State Records Act 1998 and ensuring corporate records are retained and stored correctly within Council's electronic document management system.

**POLICY**

This Policy and related procedure will:

- ❖ Provide documented evidence of Walcha Council's commitment to complying with the State Records Act 1998 and best practice;
- ❖ Provide opportunities for continuously improving performance at all levels of the organisation.

Employees leaving the employ of Walcha Council must ensure that the End of Employment Procedure and Checklist (WINT/15/2427) is completed.

The main objectives of the End of Employment Policy are to:

- ❖ Maintain the highest possible integrity for services provided by Walcha Council;
- ❖ Retain Walcha Council's information assets and enhance corporate memory;
- ❖ Create an environment where all Walcha Council employees will understand their personal responsibility for creating and filing corporate records into Councils electronic document management system;
- ❖ Achieve and maintain legislative compliance;

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*Adopted by Council 26 October 2016 – Minute No.: 61/2016-2017*

## ADMINISTRATION POLICIES



### END OF EMPLOYMENT PROCEDURE AND CHECKLIST

It is each employee's responsibility (as stated in all position descriptions) to correctly file into Councils official electronic document management system, any corporate correspondence they create or receive. Employees leaving the employ of Walcha Council are expected to ensure that the following tasks are completed before they leave.

Task to be completed	Date	Signed
All relevant council emails (including sent items) have been TRIMMED to the correct files		
All outstanding tasks in TRIM have been reassigned		
All council records stored in the personal "my documents" area have been TRIMMED to the correct files		
All password protected documents or files have been unprotected		
All personal emails received via my individual @walcha.nsw.gov.au email address have been unsubscribed from or updated with my new contact email address		
A notification has been sent to the senders of council emails that are received directly to my individual email address, requesting that the contact email address be updated to <a href="mailto:council@walcha.nsw.gov.au">council@walcha.nsw.gov.au</a>		
All of my personal records stored on Council systems have been removed eg, in "my documents", saved emails etc		
Out of office notification has been turned on to inform of new email contact of <a href="mailto:council@walcha.nsw.gov.au">council@walcha.nsw.gov.au</a>		
Civica support has been requested to start a redirection of my individual council email address to <a href="mailto:council@walcha.nsw.gov.au">council@walcha.nsw.gov.au</a>		

**I CERTIFY THAT NO COUNCIL RECORDS HAVE BEEN COPIED OR TAKEN BY ME, OR PASSED ON TO ANOTHER PARTY.**

**I CERTIFY THAT I HAVE NOT DELETED OR DESTROYED COUNCIL RECORDS WITHOUT THE WRITTEN AUTHORISATION OF THE RECORDS/PRESCHOOL ADMINISTRATION MANAGER.**

Name:	Witness Name:
Signed:	Witness Signature:
Date:	Date: