

Policy

Payments to Employees for Recognition of Service

Policy Category	Governance
Responsible Directorate	Office of the CEO
Responsible Business Unit	People, and Culture <u>& Safety</u>
Relevant Legislation	Local Government Act 1995

1. Objective

~~The objective of this This policy is for the purpose of~~ compliance with section 5.50 of the Local Government Act 1995 (Act) in which covers when payments are made to employees that are in addition to any contract or award entitlement when their employment ends.

2. Policy

~~This policy~~ allows for the recognition of employees whose employment with the City of Kalamunda (City) is ending under voluntary basis, based linked to the length of their service to the City.

An employee must have At least ten years of continuous service is required at the time of separation to be eligible for payment under this pPolicy.

Persons who were engaged by the City on as a contractor or through an agency basis (as opposed to being employed direct under a contract of employment) are ineligible not eligible for payment under this policy.

Employees that are terminated from the City due to misconduct or serious misconduct are not eligible for payment under this policy.

~~in In~~ accordance with section 5.50 of the Local Government Act 1995 the Act and this policy, this recognition may be paid in addition to their entitlements under an Award, ~~Workplace~~ Industrial Agreement or Contract of Employment.

In recognition of long and meritorious service the City may provide, at the sole discretion of the Chief Executive Officer a gift card as a token of appreciation to employee's service to the Community upon their voluntary separation from the City.

The value of the gift card provided is to be \$250 for ten years of service and additional \$25 for each completed year of service to a maximum of \$1,000.

In special circumstances, Council may resolve to make a payment to a terminating employee which is more than the amount set out in this pPolicy. In such a circumstance, the requirements of section as long as provision of Section 5.50(2) of the Local Government Act 1995 are complied with Act are to be observed, which requires public notice to be given. At least ten years of continuous service is required at the time of separation to be eligible for this Policy.

Where a proposed payment exceeds the policy provisions, local public notice must be given, in accordance with Section 5.50(2) of the Local Government Act 1995.

4. Detail

1. Basis for Determination of Gift

The gift will be \$250 for ten years of service and an additional \$25 for each completed year of service to a maximum amount of \$1,000. 5. Community Consultation This Policy does not require community consultation.

6. Governance

This policy is governed by the Council

7. Measures of Success

This Policy will be measure by review of efficacy by the CEO and any changes approved by the Council.

3. Influencing Strategies or Plans

Priority 4: Kalamunda Leads

Objective 4.1 - To provide leadership through transparent governance.

Strategy 4.1.1 - Provide good governance.

4. Definitions

Continuous service means service undertaken at the City of Kalamunda without any break in service. It does not include any period of unauthorised absence from duty, or any period of unpaid leave (unless Council determines otherwise). It also does not include the definition of 'continuous service' for employees transferring into the City employ in line with the Local Government (Long Service Leave) Provision to the employment of the City in accordance with the Local Government (Long Service Leave) Regulations 2024.

5. Relevant Legislation

Local Government Act 1995; s. 5.50

Local Government (Long Service Leave) Regulations 2024

Version Control			
Relevant delegated authority	Nil		
Council adopted	12 October 2021	Reference	
Last review		Reference	
Next review			