

Policy

Payments to Employees for Recognition of Service

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

1. Objective

The objective of this policy is for compliance with section 5.50 of the *Local Government Act 1995* (Act) 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, linked to the length of their service to the City.

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

Persons who were engaged by the City as a contractor or through an agency (as opposed to being employed direct under a contract of employment) are 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 accordance with the Act and this policy, this recognition may be paid in addition to their entitlements under an Award, Workplace 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 policy. In such a circumstance, the requirements of section 5.50(2) of the Act are to be observed, which requires public notice to be given.

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 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	OCM 302/2021
Last review	2026	Reference	OCM 2026/122
Next review	2029		