

## Governance 15: Payments to Employees Recognition of Service

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### 1. Purpose

To allow for the recognition of employees whose employment with the City of Kalamunda (City) is ending, based on the length of their service to the City. In accordance with section 5.50 of the *Local Government Act 1995*, this recognition may be paid in addition to their entitlements under an Award, Workplace Agreement or Contract of Employment.

### 2. Planning

#### Priority 4: Kalamunda Leads

**Objective 4.1** - To provide leadership through transparent governance.

**Strategy 4.1.1** - Provide good governance.

### 3. Policy Statement

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

The value of the gift 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 as long as provision of Section 5.50(2) of the *Local Government Act 1995* are complied with. 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.

## 8. 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) Provisions

Status	Council requirement		
Related Local Law	LG Act 1995		
Related Council Policies	Nil.		
Relevant Delegation	CEO		
Related Internal Procedures	Nil.		
Related Budget Schedule	Municipal fund		
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>		
Notes and Conditions			
Authority	Council		
Adopted	12 October 2021	Next Review Date	12 October 2023