



## LG528 Gifts to Terminating Employees

**Key Focus Area**  
Leadership and Governance

**Responsible Directorate**  
Office of the Chief Executive

**Relevant Council Delegation**  
Nil

### Purpose

The purpose of this policy is to:

1. to comply with section 5.50 of the *Local Government Act 1995*; and
2. set out the circumstances and parameters for payment or provision of a gift to an employee whose employment with the Town is finishing, in addition to any amount to which the employee is legally entitled to.

### Policy

1. The Town has determined the following guidelines are appropriate for exiting employees who have made a valuable and significant contribution to the Town.
2. No payment is to be made to an employee whose employment is terminated by the Town or who has been subject to disciplinary action in the year prior to leaving the Town.
3. The amounts set out below are not mandated and are payable at the sole discretion of the Chief Executive Officer:

Length of Service of Employee	Maximum Amount Payable
Less than 7 years	\$100
7 + years	\$250
15 + years	\$500
25 + years	\$1,000

4. In exceptional circumstances, where an employee's employment with the Town is finishing, the Town may give the employee (in lieu of a gift/payment under 2 above) a payment or other gift that does not exceed the maximum amount prescribed under section 5.50(3) of the *Local Government Act 1995*. Exceptional circumstances for these purposes include:
  - a. outstanding service to the Town; and

- b. significant achievements in the performance of the employee's functions; and  
is entirely at the discretion of the Council.

<b>Document Control Box</b>			
<b>Business Unit:</b>	Office of the Chief Executive		
<b>Legislation:</b>	<i>Local Government Act 1995, s. 5.50, 5.36(2)-(3) and 5.41(g)</i> <i>Local Government (Administration) Regulations 1996, r. 19A</i>		
<b>Organisational:</b>	Policy LG500 Effective People Management		
<b>Review Frequency:</b>	Annual	<b>Next Due:</b>	2022
<b>Version #</b>	<b>Decision:</b>	<b>OCM Date:</b>	<b>Resolution Number:</b>
1.	Adopted	15 September 2015	158/15
2.	Reviewed	15 December 2015	226/15
3.	Reviewed	13 December 2016	206/16
4.	Reviewed	18 December 2018	228/18
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