

Policy P637 Employee Separation Payments

Responsible Business Unit/s	Human Resources
Responsible Officer	Manager Human Resources
Affected Business Unit/s	All Business Units

Policy Objectives

To comply with section 5.50 of the *Local Government Act 1995*, and set out the circumstances in which the City may pay to an employees whose employment with the City is finishing, an amount in addition to any amount to which the employee is entitled under a contract of employment, or award, and the manner of assessment of the additional amount.

Policy Scope

This Policy applies to all employees of the City of South Perth whose employment with the City is finishing.

Policy Statement

1. Gifts to departing employees – general provisions

Where an employee's employment with the City is finishing, the City may give the employee a payment or other gift to a value –

- (a) in the case of an employee who has completed 10 years of service with the City - approximately \$250;
- (b) in the case of an employee who has completed 20 years of service with the City - approximately \$500;
- (c) in the case of an employee who has completed 25 years or more of service with the City - approximately \$1000; and is entirely at the discretion of the CEO.

2. Exceptional circumstances

2.1 In exceptional circumstances, where an employee's employment with the City is finishing, the City may give the employee (in lieu of a gift under 1 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*.

2.2 Exceptional circumstances for these purposes include –

- (a) outstanding service to the City; and
- (b) significant achievements in the performance of the employee's functions; and is entirely at the discretion of the CEO.

3. Meaning of 'City'

In this Policy, a discretion given to the 'City' is to be exercised –

- (a) Where the employee whose employment is finishing is the CEO – by the Council; and
- (b) In any other case – by the CEO.

Legislation / Local Law Requirements

Local Government Act 1995 section 5.50 and section 5.36(2) and (3) and 5.41(g)
Local Government (Administration) Regulations 1996, Regulation 19A

Other Relevant Policies / Key Documents

City of South Perth Strategic Community Plan

City of South Perth M637 Employee Separation Payments Management Practice