

## COUNCIL POLICY LG528

### GIFTS TO TERMINATING EMPLOYEES

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

#### 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

Council has determined the following guidelines are appropriate for exiting employees who have made a valuable and significant contribution to the Town.

A gift may be purchased for a terminating employee at the discretion of the Chief Executive Officer.

Terminating employees who have completed 2 or more years of service may receive a gift up to the value of \$40 for each year of service, up to a maximum of \$400.

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.

The amounts set out in this policy are not mandated and are payable at the sole discretion of the Chief Executive Officer.

#### *Gifts in Exceptional Circumstances*

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 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* and section 19A of the *Local Government (Administration) Regulations 1996*. 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.

Details of those additional benefits and/or payments shall be published in accordance with Section 5.50 of the *Local Government Act 1995*.

| <b>Document Control Box</b> |   |                   |                           |
|-----------------------------|---|-------------------|---------------------------|
| <b>Legislation:</b>         | <i>Local Government Act 1995, s. 5.50, 5.36(2)-(3) and 5.41(g)</i><br><i>Local Government (Administration) Regulations 1996, r. 19A</i> |                   |                           |
| <b>Organisational:</b>      | Policy LG500 Effective People Management  |                   |                           |
| <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                    |
| 5.                          | Modified  | 1 June 2021       | 066/21                    |
| 6.                          | Modified  | 25 June 2024      | 88/24                     |