

# Gifts to Employees

## Policy Objective

To provide suitable recognition to departing employees who have lengthy periods of service with the City and adopt a policy for the purposes of section 5.50 of the *Local Government Act 1995*. Section 5.50 of the *Local Government Act 1995* requires the City to adopt a policy that sets out the circumstances in which the City makes payments to a departing employee that are over and above what the employee is entitled to under their contract of employment or award. A payment includes a disposition of property and the conferral of a financial benefit. This policy has been advertised in accordance with section 5.50 of the *Local Government Act 1995*.

## Policy Detail

### 1. Departing Gifts to Employees

Payment will be subject to approval by the Chief Executive Officer in accordance with the following criteria:

- a) All employees who have been employed by the City for not less than twenty (20) years of continuous satisfactory service may be given a gift to the value of a maximum of seven hundred and three dollars (\$703), as at 31 December 2022, with the value to be indexed annually to reflect the proportionate increase in the Consumer Price Index (All Groups) for Perth for the year ending the quarter in which the Index was published, immediately prior to 1 January.
- b) Departing employees who have been employed by the City for not less than five (5) years) continuous satisfactory service may be given a gift to the value of a maximum of two hundred and seven dollars (\$207), as at 31 December 2022, with the value to be indexed annually to reflect the proportionate increase in the Consumer Price Index (All Groups) for Perth for the year ending the quarter in which the Index was published, immediately prior to 1 January.
- c) Departing employees serving less than five (5) years of continuous satisfactory service may receive a gift upon authorisation of the Chief Executive Officer, who shall also set the value of the gift, which shall be below the value set for employees with five (5) or more years of continuous service (see point ii above).

Gifts approved by the Chief Executive Officer under this clause must be taken in a non-cash form e.g. voucher.

## **2. Payments in addition to amounts under this policy**

Any consideration by Council to make a payment or give a gift that exceeds an amount set out or calculated under this policy must be made in accordance with Section 5.50 of the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

## **Reference/Associated Documents**

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulations 1996](#)

## **Reference to Internal Procedure**

Register of Delegations: DA 1.1.26 Discretionary Payments

## **Definitions**

Nil.

| <b>This Policy is supported by:</b> |  |                              |
|-------------------------------------|--|------------------------------|
| Policy No:                          | CP39   |                              |
| Strategic Community Plan:           | There are no Strategic Community Plan implications evident at this time. |                              |
| Delegation Register:                | 1.1.26 Discretionary Payments  |                              |
| Service Area:                       | Executive Services   |                              |
| Policy Owner:                       | Manager People & Culture   |                              |
| Policy Stakeholder:                 | People & Culture Business Partner  |                              |
| <b>Amendment Status:</b>            |  |                              |
| <b>Date of Amendment</b>            | <b>Status of Amendment</b>   | <b>Minute Item Reference</b> |
| 1/03/05                             |  | 11.4.1                       |
| 19/12/06                            |  | 12.5.8                       |
| 28/04/09                            |  | 12.10                        |
| 22/11/11                            |  | 12.9                         |
| 24/07/12                            |  | 12.6                         |
| 25/06/13                            |  | 12.8                         |
| 28/10/14                            | Review - Minor   | 12.4                         |
| 22/09/15                            | Review - Minor   | 10.7                         |
| 27/09/16                            | Review - Minor   | 12.9                         |
| 22/08/17                            | Review - Minor   | 12.2                         |
| 25/09/18                            | Review - Minor   | 12.5                         |
| 10/12/19                            | Review - Minor   | 12.8                         |
| 24/05/22                            | Review - Minor   | 12.7                         |
| 22/08/23                            | Review - Major   | 12.10                        |