# Council Policy

**Council Policy Name:** Payments and Presentations on Termination

**Responsible Directorate:** Finance and Corporate Services **Version:** Adopted

## 1. PURPOSE

1.1. The purpose of this Policy is to provide a framework for recognising, the contribution of employees when they voluntarily leave the employment of the City.

1.2. This Policy also sets out the circumstances in which the City of Busselton will pay an employee a severance payment in addition to any amount the employee is entitled to under their contract of employment, industrial instrument or order of a court or industrial tribunal, in accordance with Section 5.50 of the *Local Government Act 1995* (WA).

## 2. SCOPE

2.1. This Policy is applicable to all City of Busselton employees.

## 3. DEFINITIONS

| Term | Meaning |
|---|---|
| Policy | this City of Busselton Council policy titled "Payments and Presentations on Termination" |

## 4. STRATEGIC CONTEXT

| Strategic Theme | Objective |
|---|---|
| LEADERSHIP | 16. Provide effective governance and organisational leadership. |

## 5. POLICY STATEMENT

**Recognition of service**

5.1. The Chief Executive Officer is authorised, at their discretion to contribute towards a gift to recognise the service of employees voluntarily leaving the employment of the City, including at the end of a fixed or maximum term contract, up to the value outlined in the table below:

| Years of Service | Council Contribution |
|---|---|
| 1 to 5 Years | $50 |
| 5 to 10 Years | $100 |
| 10 to 15 Years | $150 |
| 15 to 20 Years | $200 |
| 20 to 25 Years | $350 |
| More than 25 Years | $500 |



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5.2. Gifts enabled under this Policy will generally be presented to the employee at a farewell function held on City premises.

5.3. A contribution of up to $200 may be provided for the purposes of a farewell function, or, where the CEO considers that special circumstances apply (for example a retirement after 10 years of service or more), a contribution of up to $400 may be made.

**Settlement of an employment-related claim**

5.4. Subject to the Chief Executive Officer's approval, the City may make a severance payment to an employee in settlement of a dispute where an employee has, or is reasonably likely to act or make a claim under any relevant industrial relations legislation. Any such decision will be made in accordance with Regulation 19A of the *Local Government (Administration) Regulations 1996* (WA).

5.5. Clause 5.4 does not apply to the Chief Executive Officer.

5.6. In assessing and making a severance payment, the following factors as relevant will be considered:
a. the amount recommended by legal advisors, a court or industrial tribunal to settle the matter;
b. the exposure or potential exposure to litigation and the strength of the respective cases;
c. the cost or potential cost of legal services in relation to the matter; and
d. the disruption to operations and cost to the organisation of the dispute ongoing.

5.7. The amount of any severance payment will be no more than the value of the employee's final annual remuneration.

## 6. RELATED DOCUMENTATION / LEGISLATION

6.1. *Local Government Act 1995*
6.2. *Local Government (Administration) Regulations 1996*
6.3. *City of Busselton Enterprise Agreement 2021*

## 7. REVIEW DETAILS

| **Review Frequency** | | **3 yearly** | | |
|---|---|---|---|---|
| **Council Adoption** | **DATE** | 21 October 2026 | **Resolution #** | C2610/287 |
| **Previous Adoption** | **DATE** | 18 October 2023 | **Resolution #** | C2310/128 |


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