

<b>Policy number</b>	Policy 006
<b>Policy title</b>	Gratuity payments to employees
<b>Strategic outcomes supported</b>	CL5 – Innovative, empowered and responsible organisational culture with the right people in the right jobs. CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

### Policy objective:

To detail the amount and process for gratuity payments to employees.

### Policy scope:

This policy applies to all payments over and above an employee's entitlements upon retirement or resignation from the Town.

### Policy definitions:

**gratuity benefit** means any payment of monies in excess of any contractual or award entitlement and/or the disposition of Town property but it does not include a farewell gift to a value not exceeding \$500 and/or a farewell function not exceeding \$50 per head to a maximum of \$1500.

### Policy statement:

In the event that Council, either on its own initiative or on a recommendation from the Chief Executive Officer, decides that it intends to confer a gratuity benefit on an employee who retires or resigns from full-time employment with the Town, the details of the intended gratuity shall be published in accordance with the provisions of s.5.50.(2) of the Local Government Act 1995.

### Related documents

[Local Government Act 1995 \(WA\)](#)

<b>Policy manager</b>	Manager – People and Culture
<b>Responsible Officers</b>	Not applicable.
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	

## Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	28/09/1999	Council	-	Item 4.1
2	Reviewed	17/08/2004	Council	-	Item 4.1
2	Reviewed	09/07/2013	Council	-	Item 10.1
2	Reviewed	11/08/2015	Council	-	Item 10.1
3	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1