

Policy number	Policy 006
Policy title	Gratuity payments to employees
Strategic outcomes supported	CL1 – Effectively managing resources and performance

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:

No gratuity payment will be conferred on an employee who resigns or retires from employment with the Town pursuant to section 5.50 of the *Local Government Act 1995*.

Related documents

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

Responsible officers	Not applicable
Policy manager	Manager People and Culture
Approval authority	Council
Next evaluation date	December 2024

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
4	Reviewed and amended	14/12/2021	Council	287/2021	Item 15.4
5	Administratively amended	24/08/2023	Delegation		