



## POLICY – 5.8 – Gratuity Payments to Employees

### Relevant Delegation

N/A

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### Objective

To show appreciation to valued employees, who are leaving the Shire employment and to comply with section 5.50(1) of the Local Government Act 1995.

### Policy Statement

Amendments to this Policy must be advertised, and submissions considered in accordance with the Local Government Act 1995, prior to being confirmed.

1. For the purpose of section 5.50 (1) of the Local Government Act 1995 and Regulation 19A of the Local Government (Administration) Regulations 1996, the following maximum total value may be spent on a presentation gift to employees who retire or resign after a period of satisfactory service–

After completing 5 years of service	\$ 700
For each additional completed year of service	\$ 100
Maximum value of gift	\$3000

2. The Chief Executive Officer may, at his/her discretion, make a presentation gift where an employee leaves prior to completing 5 years of service, to a value not exceeding \$75 for each completed year of service.
3. The Council reserves the right to pay an additional amount beyond that set out in this policy where it considers circumstances warrant. In such cases, local public notice must be given.

– *End of Policy*

### COMMENT

Amendments to this policy are required to be advertised for public comment prior to being effective – refer LG Act s.5.50.

Admin Regulations – Maximum value of gift is \$5,000

ADOPTED: 30 AUGUST 2018

REVIEWED: 27 JUNE 2024