



GRATUITY PAYMENTS & FAREWELL GIFTS FOR EMPLOYEES

POLICY NUMBER: EXEC-OD-002

PURPOSE

The policy sets out the guidelines regarding gratuity payments or farewell gifts that the City can consider for an employee who retires or resigns from employment with the City.

SCOPE

This applies to all City employees.

DEFINITIONS

CEO means the Chief Executive Officer of the City.

City means the City of Kalgoorlie-Boulder.

ELT means Executive Leadership Team.

Gratuity Payment means any payment of monies in excess of any contract or award entitlement and/or the disposition of City property.

Gift means present/voucher or a morning/afternoon tea paid for by the City, not both.

POLICY STATEMENT

This policy aims to recognise the contribution of employees who have provided continuous high level service to the City of Kalgoorlie Boulder.

This policy shall be administered and published in accordance with section 5.50 (1) of the Local Government Act 1995 and Regulation 19A of the Local Government (Administration) Regulations 1996.

POLICY DETAILS



The City may consider a gift or gratuity payment to an employee who after continuous employment with the City, retires or resigns. The maximum value allowed for the gift or gratuity will accord with the length of continuous employment with the City as follows;

1. Between 0 to 5 years

An employee with less than 5 years continuous employment may receive a gift up to the value of \$100.00

2. Between 5 to 10 years

An employee with between 5 and 10 years continuous employment may receive a gift to the value of the sum of \$70 per year of service.

3. Between 10 and 20 years

An employee with between 10 and 20 years continuous employment may receive a gift or a gratuity payment up to the value of the sum of \$150 per year of service. The relevant employee may choose whether to receive a gift or gratuity payment. Any tax implications associated are to be borne by the employee.

4. 20 years and over

An employee with continuous employment of 20 years or more may receive a gift or gratuity payment up to the sum of \$200 per year of service to a maximum value of \$5,000 excl GST. The relevant employee may choose whether to receive a gift or gratuity payment. Any tax implications associated are to be borne by the employee.

If the City wishes to approve an amount for gratuity payment or farewell gift that is in excess of the maximum for the relevant term or service stipulated in this policy, then it must seek the approval from Council. Upon approval by the Council, notice of the proposed payment must be advertised in accordance with the provisions of Section 5.50 (2) of the Local Government Act 1995.

The values listed in the policy of gratuity payments and farewell gifts are a maximum value with the exact value to be approved by the CEO for each individual case.

Continuous employment does not include unpaid maternity, unpaid paternity, or unpaid leave more than three months.

COMPLIANCE REQUIREMENTS

Local Government Act 1995

Local Government (Administration) Regulations 1996



RELEVANT DOCUMENTS

DOCUMENT CONTROL		
Responsible department	People & Culture	
Adopted by Council	28 August 2023	Resolution Number:
Date of last review		Policy reviewed and amended
Date of next review		