

CP.12 Gratuity, Gifts and Service Milestones

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	C.4918
<i>Resolution Date</i>	20 December 2023
<i>Next Scheduled Review</i>	2025
<i>Related Shire Documents</i>	Nil
<i>Related Legislation</i>	<i>Pursuant to s 5.50 of the Local Government Act 1995 Local Government Regulations – Reg 19A – Restrictions on Gratuity Payments to Employees</i>

OBJECTIVE

- To ensure the public is informed of any such gratuity payments to elected members and employees and informs the legislative requirements regarding gratuities, gifts and departing employees.
- To recognise and reward employee contribution, commitment, and long-term continuous service to the Shire of Northam.

SCOPE

This policy will apply to current elected members and permanent employees.

POLICY

1 Gifts & Gratuity Payments - Employees

When an employee's services are ceasing with the Shire of Northam for any of the reasons identified below, the employee may be entitled to a gratuity payment as outlined within this policy, based on completed years of service with the Shire of Northam Local Government.

- Resignation (not as a result of any performance management or investigation being conducted by the local government);
- Retirement; or
- Redundancy

The gratuity payment identified within this policy does not apply to an employee who has been dismissed by the local government for any reason other than redundancy.

Redundancy payments will be made in line with current legislation under the Local Government Industry Award (LGIA) 2020 award.

2 Gratuity Payments & Gifts – Value Limits – Departing Employees

The Shire of Northam may purchase a gift or provide a gratuity payment in recognition of the service provided by an employee whose employment with the Shire is finishing as follows:

- a. 3 - 10 years continuous service – a gift and/or payment of \$50 for each year of completed services
- b. > 10 years continuous service – a gift and/or payment of \$100 for each year of completed services to a maximum value of \$3,000

Employees whose employment is finishing and have served in excess of fifteen (15) years will be invited to attend a meeting of Full Council, where the Shire president and Chief Executive Officer shall make a presentation to the employee recognising their years of service to the Shire of Northam.

3 Gifts – Value Limits – Elected Members and Permanent Employees

The Shire of Northam values their elected members and employees and wishes to recognise key milestones in their lives. These may be, but not limited to:

- a. Birth of a child
- b. Hospitalisation
- c. Exceptional Circumstances

Flowers/donations and an acknowledgment will be sent up to the value of \$100.

4 Service Milestones

This component of the policy aims to:

- Foster a culture of recognition.
- Motivate high performance.
- Recognise long-term continuous service.
- Ensure that rewards and recognition are meaningful to recipients.

Continuous service will be recognised as follows:

- Recognition of service milestones applies to all full time and part time employees except any employee who is subject to performance management or disciplinary processes.
- Benefits to part time employees are on a pro-rata basis according to average standard hours worked.
- Where an employee who has reached a service milestone is ceasing employment with the Shire only one monetary benefit, i.e. service milestone award or departing gift will apply.

Service Milestone	Service Recognition
Five years	Presentation of a Certificate of Service, Shire pin and Gift Card (\$150.00)
Ten years	Presentation of a Certificate of Service, Shire pin and Gift Card (\$250.00)
Fifteen years	Presentation of a Certificate of Service, Shire pin and Gift Card (\$350.00)
Twenty years	Presentation of a Certificate of Service, Shire pin and Gift Card (\$500)
Twenty five years	Presentation of a Certificate of Service, Shire pin and Gift Card (Value \$1,000)
Subsequent increments of five years	Presentation of a Certificate of Service, Shire pin and Gift Card (\$250.00)

The Chief Executive Officer (CEO) will present the service award and gift (where applicable) to employees eligible for 5, 10 and 15 years' service awards.

For employees eligible for 20 years or longer service awards, the employee and their partner will be invited to join the Shire President and Elected Members at an Ordinary Council meeting dinner and presentation of the certificate and gift at the beginning of the Council meeting. The employee may elect not to attend.

5 Exercise of discretion

- (1) A payment and the amount of that payment under this policy is to be at the discretion of –
 - a. Shire President and/or Deputy President for elected members,
 - b. Council, if the employee is the Chief Executive Officer; or
 - c. the Chief Executive Officer, if the employee is not the Chief Executive Officer.