



HOPE VALE ABORIGINAL SHIRE COUNCIL

MEETING REPORT

ITEM NO: 6.2.6 GENERAL MEETING:
SUBJECT: ANNUAL BONUS POLICY
CLASSIFICATION: ACTION

RECOMMENDATION

That Council adopt the Annual Bonus Policy as submitted.

BUDGET & RESOURCE CONSIDERATIONS

No cost with the policy. Payment of the bonus could be in the vicinity of \$10 000.

(70 staff x \$150)

BACKGROUND / DISCUSSION

At last month Ordinary meeting, Council approved the Service Recognition Policy seeking to reward employees who have remained with Council over many years.

As part of that discussion, Council also considered the option of having an annual bonus for permanent staff and employees employed under a council contract.

This would exclude casual, permanent part time and sub-contractors.

The nominated bonus amount requested by Council was \$150

Payment of the bonus would occur each year prior to the Xmas break for the Council workforce.

LINK TO CORPORATE PLAN

This is included under Item 5-6 of the operational plan – To celebrate Council achievements publicly and recognize staff and community contributions.

CONSULTATION (Internal/External)

N/a

LEGAL CONSIDERATIONS

There are no legal concerns. It is not paid as a part of the employee's regular wage. It is paid as a one off gift to help staff at Xmas time and assist with improving staff morale.

POLICY IMPLICATIONS

No policy exists. It is not part of the Service Recognition Policy.

RISK ASSESSMENT

Low

ATTACHMENTS:

Draft Policy Document

Report Prepared by: Lew Rojahn CEO Date: 03/11/2025	Report Authorised by: Lew Rojahn CHIEF EXECUTIVE OFFICER
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POLICY DOCUMENT

Policy Name: Annual Bonus Payment Policy

CONTROL:

Policy Type:	Administrative
Authorised by:	Council
Head of Power:	Nil.
Responsible Officer:	Chief Executive Officer/ HR Manager
Responsibilities:	
Adopted / Approved:	
Last Reviewed:	
Review:	<p>Note: This Policy is reviewed when any of the following occur:</p> <ol style="list-style-type: none">1. The related information is amended or replaced.2. Other circumstances as determined from time to time by the Chief Executive Officer. <p>Notwithstanding the above, this Policy is to be reviewed at intervals of no more than four years.</p>

1 INTRODUCTION

1.1 PURPOSE:

The purpose of this Policy is aimed to help encourage, promote and reward the qualities of those who continue to work at Council.

1.2 POLICY OBJECTIVES:

The objectives of this Policy are to establish the criteria for the payment of an annual bonus to all permanent staff.

1.3 COMMENCEMENT OF POLICY:

This Policy will commence on adoption. It replaces all other specific Service Recognition policies of Council (whether written or not).

1.4 SCOPE:

This Policy applies to all permanent Council employees including Council employees employed full time with a Council contract of employment.

It excludes casual and permanent part time staff and subcontractors and external contractors.

2. INTRODUCTION

2.1 PURPOSE:

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2.3 COMMENCEMENT OF POLICY:

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2.4 SCOPE:

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It excludes casual and permanent part time staff and subcontractors and external contractors.

3. POLICY

3.1 CONTEXT:

Council recognises the importance of permanent serving employees to maintaining an effective and efficient Council workforce. The contribution made by such employees to the ongoing operation of the Council and therefore the community is significant and worthy of recognition.

This policy does not form part of the Service Recognition Policy.

3.2 POLICY STATEMENT:

All permanent employees shall be recognised each calendar year by way of a bonus payment for their continuing employment.

4. STANDARDS AND PROCEDURES

4.1 KEY PRINCIPLES

- 4.1.1** The provision of a bonus payment acknowledging continuing employment with Council payable each Christmas to all employees employed permanently at that time.

4.2 CONSIDERATIONS

- 4.2.1** Maintaining continuous service to Council and being consistent with each year of employment.
- 4.2.2** A Bonus will be paid at the end of each Calendar year prior to the Council Christmas Break
- 4.2.3** The bonus amount shall be limited to \$150 unless amended by Council resolution.

4.3 SPECIFIC AND STANDARD

- 4.3.1** Level of recognition - To be a permanent employee of Council at the time of annual payment each Calendar year

5. REFERENCE AND SUPPORTING INFORMATION

5.1 DEFINITIONS:

To assist in interpretation, the following definitions shall apply:

Word / Term	Definition
Council	means Hopevale Aboriginal Shire Council.
Calendar Year	Each Year commencing at 1 st January and ceasing on 31 st December
Permanently Employed	<p>This Policy applies to all permanently employed Council employees including Council employees employed full time with a Council contract of employment. It excludes casual, permanent part time staff and It does not include subcontractors and external contractors.</p> <p>This policy does not form part of the Service Recognition Policy</p>

5.2 RELATED POLICIES, LEGISLATION AND DOCUMENTS:

Links to supporting documentation