

Policy Owner: Governance and Compliance
Person Responsible: Chief Executive Officer
Date of Approval: 31 March 1989
Amended: 16 October 2018

Objective: This policy is to provide the necessary guidelines for gifts and/or function for the retirement or resignation of a Shire employee.

Policy: Upon resignation/retirement of an employee who has provided satisfactory service to Council for two (2) years or more, the Council authorises the CEO to acquire a suitable gift to be presented to that employee.

The value of the gift as a guide to be as follows:

Length of Service	Value of gift up to
0 – 2 years	\$0
2 – 5 years	\$100
5 – 10 years	\$250
10 – 15 years	\$350
15 – 20 years	\$450
20 years +	\$550

The objectives are:

- To show appreciation to employees who have made long term or otherwise contributions to Council and to promote good Council/staff relations.
- To frame a standard procedure when dealing with staff who leave Council's employment and to comply with the *Local Government Act 1995*.

Gifts will be given in accordance with the following guidelines:

- At the discretion of the CEO, a gift may be provided to employees leaving Council prior to two (2) years of service.

Functions will be given in accordance with the following guidelines:

- At the discretion of the CEO, a function may be provided to employees leaving Council prior to two (2) years of service.

Presentation for senior employees leaving Council to be considered independently of this policy.

The retirement/resignation function will depend on the following length of service and consist of:

Length of Service	Value	Details of Function
0 – 2 years	Nil	At the discretion of CEO
2 – 5 years	\$200	Council sponsored sun downer (all staff and the departing officer's partner) with nibbles, beer, wine and soft drink.
5 – 20 years	5 – 10yrs = \$250 10 – 15yrs = \$500 15 – 20yrs = \$750	Council sponsored sun downer (Elected Members, staff and the departing officer's partner) with nibbles, beer, wine and soft drink.
20yrs plus	\$1,000	Council sponsored reception (Elected Members, staff and partners).

Note: Catering for such functions may include finger foods and drinks (modest quantity of alcohol including mid or low strength beers is permitted).

The Chief Executive Officer or Deputy CEO will notify the Executive Support Officer of the employee's entitlement upon receipt of the employee's retirement/resignation notification.

The Executive Support Officer together with the Chief Executive Office or Deputy CEO will be responsible for arranging the function and gift in advance of the employee's final working day.