



Policy A10 – Staff Farewells and Presentations

1. Policy Intention

To provide guidelines for the recognition of staff who are terminating their employment with the Shire of Murray.

2. Policy

2.1 Council supports the provision of refreshments and farewells in the following circumstances:

- (a) All employees on retirement.
- (b) All officers on resignation, after two years of continuous services.
- (c) When the Chief Executive Officer (CEO) or Shire President decides the circumstances are appropriate.

Presentation on Resignation or Retirement

2.2 Council shall provide official recognition of service by means of a suitable gift in the following circumstances:

- (a) All employees who have been employed for not less than two years continuous service.
- (b) Employees who have been employed for less than two years, if recommended by the appropriate Director and approved by the CEO
- (c) When the CEO decides the circumstances are appropriate.

2.3 The suitable gift shall be to a maximum value of:

- (a) Between 0 and 2 years – Nil requirements unless the CEO deems that the employee has proved exceptional performance then the gift should not exceed \$50.
- (b) Between 2 and 5 years – \$100
- (c) Between 5 and 10 years – \$150
- (d) Between 10 and 20 years – \$200
- (e) Over 20 years – \$300

Previous Policy Reference	CS3	
Related Legislation	N/A	
Related Policies	N/A	
Related Documents	N/A	
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