

***Gift for Employees  
Leaving Council Policy***

<b>Policy Reference Number:</b>	1.28
<b>Classification:</b>	General
<b>First Issued/Approved:</b>	January 2008 (Res. 332/2008)
<b>Review Frequency:</b>	After the general election – every 4 years
<b>Last Reviewed:</b>	12 August 2014 (Res 40/2015) 13 January 2015 (Res 269/2015) 15 January 2019 (Res 276/2019)
<b>Next Review Date:</b>	January 2020
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Applicable Legislation:</b>	<i>Local Government Act 1999</i>
<b>Relevant Policies:</b>	
<b>Related Procedures:</b>	
<b>Compliance Standard:</b>	

**1. Objective**

To recognise the long service of employees who resign.

**2. Policy Provisions**

Council wishes to recognise service from staff who resign from the organisation and have given five (5) years or more service to the District Council of Robe.

Staff who have worked full-time will be offered a gift to the following value (as per schedule) per full year served.

Part-time staff will be offered a gift, based on pro-rata average hours worked over the five (5) year or more period.

An outright gift, or gift vouchers, will be offered. No cheques or cash will be given.

Upon retirement or resignation from Council, the relevant Manager is authorised to arrange a presentation to employees of Council upon their retirement or resignation on the following basis:

- That a presentation be made to each employee who has completed at least 5 year's service with the Council upon their retirement or resignation.

The value of the presentation is to be made in accordance with the following scale:

<b>Years of Service</b>	<b>Amount per annum employed</b>	<b>Amount towards social function</b>
5 – 9 years of service	\$10.00 per annum	
10 – 14 years of service	\$10.00 per annum	\$50.00
15 – 20 year of service	\$10.00 per annum	\$75.00
21 + years of service	\$10.00 per annum	\$100.00

**FURTHER INFORMATION**

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.robe.sa.gov.au](http://www.robe.sa.gov.au)

Royal Circus, Robe SA 5276

Copies will be provided to interested parties upon request. Email [council@robe.sa.gov.au](mailto:council@robe.sa.gov.au)

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

**POLICY REVIEW**

This policy may be amended at any time and must be reviewed at least every four years since its adoption (or latest amendment).