

**POLICY NO. CP 4.3.14****POLICY STATEMENT****RECOGNITION OF SERVICE****PURPOSE**

To enable the City to recognise long serving employees and satisfy the provisions of Section 5.50 of the *Local Government Act 1995*.

POLICY

The City will recognise long serving employees with more than 10 years of service during their employment and on their resignation or retirement from the City.

1. DURING EMPLOYMENT

Each employee who has completed 10, 20, 30 or 40 years of service with the City shall be entitled to receive:

- (i) A letter from the Chief Executive Officer acknowledging the length of service; and
- (ii) A gift voucher to the value of:
 - 10 years service \$100
 - 20 years service \$200
 - 30 years service \$300
 - 40 years service \$500.

The gift voucher and letter are to be presented to the employee by the Mayor or Chief Executive Officer at an appropriate function if possible.

2. ON RESIGNATION OR RETIREMENT

Ex-gratia payments, in recognition of extensive or exemplary service, shall not be made to staff upon their termination of employment from the City, whether as a result of retirement or resignation.

The City may recognise employees with over 10 years' continuous service on resignation or retirement, by way of a sundowner or other suitable function, with a moderate expenditure limit determined by the Chief Executive Officer. In the case of a designated senior employee resigning or retiring, the Mayor, following consultation with Elected Members, will determine the nature and cost of any function that may be held.

The Mayor may make a presentation in the form of a gift voucher on behalf of the City to a resigning or retiring employee, subject to that employee having completed a minimum of 10 years commendable and continuous service.

A request for such a presentation shall be provided to the Mayor in writing, by either the Chief Executive Officer or relevant Director, with each situation being assessed on its merits.

The method of determining the level of expenditure for such gift shall be the provision of up to \$20 for every year-of-service, with each situation being assessed on its merits.

**GOVERNANCE REFERENCES**

Statutory Compliance	Section 5.50, <i>Local Government Act 1995</i>
Industry Compliance	N/A
Organisational Compliance	N/A
Process Links	N/A

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Executive Services		Manager Organisational Performance		9397 3000	
Risk Rating	Low	Review Cycle	Triennial	Next Due:	2029
Version	Decision Reference	Synopsis			
1.	OCM 9.2.99 (Res 12)	Adopted			
2.	OCM 1064/12/99	Amended			
3.	OCM 214/4/00	Amended			
4.	OCM 369/23/08/05	Amended (Ausinfo No. 192526)			
5.	OCM 428/11/09/2007	Revoked (Original Policy)			
6.	OCM 428/11/09/2007	Replaced - (New Policy)			
7.	OCM 71/11/03/2008	Amended			
8.	OCM 375/23/08/2011	Reviewed and amended.			
9.	OCM 415/28/08/2012	Reviewed and amended to clarify the level of recognition given upon resignation or retirement after a significant period of service.			
10.	OCM 375/22/09/2015	Reviewed with minor grammatical changes.			
11.	OCM 317/26/09/2017	Reviewed and amended to clarify expenditure limitations in Clause 2.			
12.	OCM 16/08/02/2022	Reviewed and amended to remove issuing of pin and provision for CEO to determine expenditure for suitable function upon resignation or retirement of an employee with over 10 years continuous service.			
13.	OCM 2025/47 11/03/2025	Reviewed with no amendments.			
14.	OCM 2026/118 12/05/2026	Inclusion of part relating to the resignation or retirement of senior employees.			