



Recognition of Service and Retirement Policy

Responsible Officer

Chief Executive Officer

Objective

The objective of this policy is to establish guidelines and set out the circumstance for the consideration of payments to employees in addition to contract or award on cessations of employment in accordance with section 5.50 of the Local Government act 1995

Scope

The Policy applies to all Employees at the Shire (except designated senior staff)

Policy

Council provides for the retirement of employees through the contribution of 9.5% superannuation plus an additional contribution of up to 5% to match contributions from employees who voluntarily contribute up to 5%.

Council is supportive of recognising the service of employees whose employment with the shire is finishing by providing a suitable gift and / or function in accordance with this policy.

Upon resignation / retirement of an employee who has provided satisfactory service to Council for 5 (five) years or more, the Chief Executive Officer may authorise a suitable gift to be presented to that employee to the value of \$50 per completed year of service. The following is a guide to the value of the gift

5 years	\$250
10 years	\$500
15 years	\$750
20 years	\$1000

In addition any employee that has provided satisfactory continual service to council for 25 (twenty five) years or more, the retiree is to be offered an appropriate farewell function

An appropriate farewell / presentation is to be organised for designated senior staff leaving council, at the discretion of the Shire President and Chief Executive Officer.

Definitions

Employee - means an employee of the Shire

Shire - means the Shire of Cocos (Keeling) Islands

Relevant Legislation/Local Law

Local government Act 1995 (Section 5.50)

Office Use Only				
Relevant Delegations				
Council Adoption	Date	2/12/2015	Resolution #	10.4/ A1
Reviewed/Modified	Date	30/8/2017	Resolution #	3008/05
Reviewed/Modified	Date		Resolution #	