

## OPERATIONAL DIRECTIVE

Ref: OD-4  
 From: Cathryn Hutton, Chief Executive Officer  
 Date: 27 May 2015  
 Subject: Staff Presentations on Termination

### Purpose

It is a procedure of the Central Desert Regional Council that Council will make a contribution towards the purchase of a gift and /or function for any employee voluntarily leaving the employ of Council in accordance to the table below.

### Background

The Council will present a gift to staff upon termination (up to the value set out in Table below), and also provide light refreshments and drinks (up to the value set out in Table below) where appropriate, but subject to:

1. Staff contributing additional funds to the gift, or another separate gift.
2. The particular employee's service to Council being not less than 2 years.
3. Departmental staff members coordinating and administering the function arrangements and gifts with refreshments to be supplied by Council.
4. Every effort being made to combine two or more staff members functions, where possible, for cost effectiveness.

### Action

**Table 1.1 Value of Gift**

<b>Years of Service</b>	<b>Council Contribution to Gift</b>	<b>Council Contribution to Function</b>
0, ≤ 2 years	Nil	Nil
2 years or more but less than 5 years	\$50 plus \$10 per year of service over 2 years	\$50
5 years or more but less than 10 years	\$100 plus \$20 per year of service over 5 years	\$100
10 years or more but less than 15 years	\$200 plus \$25 per year of service over 10 years	\$150
15 years or more	\$325 plus \$35 per year of service over 15 years	\$300



Cathryn Hutton  
 Chief Executive Officer

1/6/2015