



# Council Policy Manual

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## CP12.5 Recognition of Employees - Service Presentations

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### POLICY OBJECTIVE

To record the Council's appreciation to employees as measured by years of service, for their contribution to the City of Perth.

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### POLICY STATEMENT

#### 1. Calculating Service Presentation Value

As a tangible expression of appreciation, a presentation will be made to employees of the City of Perth who achieve the following continuous service milestones:

- a. 10 to 30 years of continuous completed service, calculated to a value of \$50 per year, and
- b. 31 years or more of continuous completed service, calculated to a value of \$50 per year for the first 30 years, plus \$67 per year for each year after completion of the 30th year.

#### 2. Service Presentation Arrangements

##### 2.1 Completed Continuous Service Milestones

An employee is eligible to receive a Service Presentation after:

- a. 10 years and up to 15 years continuous completed service, only on leaving or retiring from employment with the City of Perth; or
- b. 15 years continuous completed service and then following each subsequent five-year continuous completed service milestone, with the Service Presentation to be awarded, either:
  - i. as soon as practicable after the continuous service milestone has been achieved; or
  - ii. at the request of the eligible employee, delayed to either:
    - a date, determined in consultation with the employee; or
    - when leaving or retiring from employment with the City of Perth.
- c. The Service Presentation value is to be based on completed years of continuous service. Where a previous Service Presentation has been made, the next due presentation is calculated on the continuous service completed since the previous presentation.



# Council Policy Manual

## CP 12.5 Recognition of Employees – Service Presentations

### 2.3 Form of Service Presentations

- a. The Service Presentation for 10 years up to 15 years of completed continuous service is a cash presentation, paid through payroll and subject to income tax deductions.
- b. The Service Presentation for greater than 15 years of completed continuous service may be awarded, at the discretion of the eligible employee, as either:
  - i. cash, paid through payroll; or a
  - ii. gift, selected by the employee.

Australian Tax Regulations apply to Service Presentations and eligible employees should seek advice from the City's Financial Services Unit when determining the form by which they wish to receive their Presentation.

- c. The awarding of Service Presentations is to be acknowledged in the City's internal newsletter.
- d. The employee's manager is responsible for initiating and approving the Service Presentation in consultation with the employee and in accordance with this policy.

### 3. Exemptions to Policy

This policy:

- a. does not cover payments that are negotiated as part of a severance package; and
- b. does not apply where a contract of employment is terminated by dismissal.

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# Council Policy Manual

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