



## 3.17 STAFF SEND-OFFS

Distribution:	Elected Members, Executive Management, Council Staff
Responsible Officer:	Chief Executive Officer
Date Adopted:	2015 – Version 1 – Resolution 8.1.4 032017.OM
Last Review:	March 2024 – Version 3 – Resolution 032024 767 (Formerly 4.32)

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### **Purpose**

To detail the protocol to be followed in acknowledging the services of resigning and/or retiring.

### **Scope**

**Elected Members, All Council Staff**

### **Standard**

Staff leaving must have completed minimum of two (2) years' service before a send-off is approved.

### **Roles and Responsibilities**

#### **Elected members**

- Ensure policy is reviewed annually.

#### **Executive Management**

- Ensure compliance with the policy

#### **Legislation**

Nil

#### **Resource Documents**

Nil

#### **Local Law**

Nil

#### **Delegation**

Not Applicable