

 GLAMORGAN SPRING BAY COUNCIL	POLICY – RECOGNITION OF CONTINUOUS YEARS OF SERVICE - COUNCILLORS & STAFF	Policy 4.3	
		Version 3	Date 20/10/15
Minutes Date: 27 th October 2015	Approved By : Council Decision No. 156/15	Review Date: As required but no later than 2018	

1. OBJECTIVE

The objective of this policy is to provide guidelines for the provision of ‘Recognition for Continuous Years of Service’ for full-time / part-time employees and Councillors at the Glamorgan Spring Bay Council.

2. SCOPE

This policy applies to all duly elected Councillors under the provisions of *The Local Government Act 1993* and to permanently appointed staff members.

3. DEFINITIONS

Certificate of Service - means a framed certificate stating period of service.

Other Awards – means any other presentation as determined in the schedule below.

Gift Voucher- means a voucher to the monetary sum listed below from a retail outlet of the employee’s choice.

4. PROCEDURE

Recognition of Staff Service

1. That Council provide a ‘Letter from the Mayor’ and a gift voucher to the value of \$500 to staff who have completed ten (10) years of continuous service with the Council.
2. That Council provide a ‘Letter from the Mayor’ and a gift voucher to the value of \$750 to staff who have completed fifteen (15) years of continuous service with the Council.
3. That Council provide a ‘Letter from the Mayor’ and a gift voucher to the value of \$1,000 to staff who have completed twenty (20) years of continuous service with the Council.
4. That Council provide a ‘Letter from the Mayor’ and a gift voucher to the value of \$1,000 to staff who have completed twenty-five (25) years of continuous service with the Council.

5. That Council provide a 'Letter from the Mayor' and a gift voucher to the value of \$2,000 to staff who have completed thirty (30) years of continuous service with the Council.
6. That Council provide a 'Letter from the Mayor' and a gift voucher to the value of \$2,000 to staff who have completed thirty-five (35) years of continuous service with the Council.
7. That Council provide a 'Letter from the Mayor' and a gift voucher to the value of \$3,000 to staff who have completed forty (40) years of continuous service with the Council.

Councillor Service

1. That Council provide a framed Certificate of Service for Councillors who have served at least one full term upon their resignation, retirement or failure to be re-elected to Council.
2. That Council provide an engraved plaque for Councillors who have served one term as Mayor and completed a minimum of ten (10) years upon their resignation, retirement or failure to be re-elected to Council.
3. That Council provide an engraved silver tray for Councillors who have served a minimum of fifteen (15) years upon their resignation, retirement or failure to be re-elected to Council.

Any award presentation will be advertised internally and conducted at a place and time where all Councillors and staff have the opportunity to attend.

5. IMPLEMENTATION

The policy will be implemented upon the completion of service as above and at the direction of the General Manager.

6. DELEGATION

This policy delegates to the General Manager.

7. RESPONSIBILITY

The compliance of this policy is the responsibility of the General Manager.

8. REPORTING

Council will be notified of any impending awards prior to being presented.

9. STATUTORY REQUIREMENTS

N/A

10. REFERENCES

N/A

11. ATTACHMENTS

N/A