



Glamorgan Spring Bay Council

Recognition of Continuous Year of Service – Councillors & Staff

Version 4

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1 Introduction

1.1 Purpose

The objective of this policy is to acknowledge the continuous years of service for Councillors and staff.

1.2 Scope

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

1.3 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.

1.4 Policy Review and Update Cycle

This policy is to be reviewed initially in 2023 and thereafter, every four years.

1.5 Reporting

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

2 Procedure

2.1 Recognition of Staff Service

That a "Letter of Appreciation from the Mayor" and a gift voucher is to be presented by the Mayor, at the end of year celebration in December, to the staff members who have completed:

1. Five (5) years a certificate of recognition.
2. Ten (10) years of continuous service with the Council (\$100 voucher).
3. Twenty (20) years of continuous service with the Council (\$200 voucher).
4. Thirty (30) years of continuous service with the Council (\$300 voucher).
5. Forty (40) years of continuous service with the Council (\$400 voucher).

2.2 Councillor Service

1. That Council provide a Council pin for service for Councillors who have served one or more full terms upon their resignation, retirement or failure to be re-elected to Council.
2. This pin could be presented by the Mayor, at the end of year celebration in December or a suitable alternative to be arranged.

3 Implementation

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