



Glamorgan Spring Bay Council

Recognition of Continuous Years of Service –Councillors & Staff

Version 5

Adopted: 25 February 2025
Minute No.: 34/25

Document Control

Recognition of Continuous Years of Service Councillors & Staff	
First issued/approved	-
Source of approval/authority	Council
Last reviewed	February 2025
Next review date	As required, but no later than 2028
Version number	5
Responsible Officer	General Manager
Department responsible for policy development	Governance
Publication of policy	Website

Contents

- 1 Introduction 4
 - 1.1 Objective 4
 - 1.2 Scope 4
 - 1.3 Definitions 4
 - 1.4 Policy Review and Update Cycle 4
 - 1.5 Reporting 4
 - 1.6 Related Policies and Legislation 4
- 2 Procedure 4
 - 2.1 Recognition of Staff Service 4
 - 2.2 Councillor Service 5
- 3 Implementation 5

1 Introduction

1.1 Objective

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 as required but no later than 2028.

1.5 Reporting

Council will be notified of milestones being achieved by staff and councillors.

1.6 Related Policies and Legislation

- *Fair Work Act 2009*

2 Procedure

2.1 Recognition of Staff Service

Council staff benefit from the range of employment conditions relative to their position which are equivalent to industry expectations in compensation for day-to-day service. In recognition of the cumulative community service delivered in the respective roles over time, and to acknowledge contributions to the team of staff at Glamorgan Spring Bay council some further acknowledgement of service is appropriate from the organisation leadership.

Recognition in the form of a "Letter of Appreciation from the Mayor" and a gift voucher is to be presented by the appropriate representatives, at a time suitable to the employee near the employees anniversary date, 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).

Upon retirement and after 15 years of service, if a staff member is not going on to further work elsewhere, a retiring staff member will be invited to the end of year function and receive a certificate from the Mayor thanking them for the actual period of service to the community.

2.2 Councillor Service

1. That Council provide a certificate of 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 certificate 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.