

 GLAMORGAN SPRING BAY COUNCIL	POLICY – RECOGNITION OF CONTINUOUS YEARS OF SERVICE - COUNCILLORS & STAFF	Policy 4.3	
		Version 4	Date 24/09/19
Minutes Date: 24/09/19	Approved By : Council Decision No. 161/19	Review Date: As required but no later than 2023	

1. OBJECTIVE

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

2. SCOPE

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

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).

Councillor Service

1. That Council provide a Council pin and a framed certificate of service (with years of service noted) 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 and certificate could be presented by the Mayor, at the end of year celebration in December or a suitable alternative to be arranged.

5. IMPLEMENTATION

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

6. DELEGATION

The General Manager

7. RESPONSIBILITY

The General Manager

8. REPORTING

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

9. STATUTORY REQUIREMENTS

Not applicable

10. REFERENCES

Not applicable

11. ATTACHMENTS

Not applicable