



## RECOGNISING COUNCIL SERVICE POLICY

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<b>Policy No.</b>	CP
<b>Policy Owner.</b>	Chief Executive Officer
<b>Distribution:</b>	Organisation
<b>Responsible Officer:</b>	Governance and Organisational Development Coordinator
<b>Date of Approval:</b>	20 December 2016
<b>File Reference:</b>	ADM

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**Purpose** To ensure that employees and elected members are acknowledged and recognised for their length of service periodically during their time of service to Council.

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**Objective** To promote and encourage a loyal, competent and motivated workforce; and to officially recognise the ongoing contribution, dedication and service of Elected members to Council and the community.

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**Legislation** This policy has been prepared to enable the Shire to recognise employees with long service, and satisfy the provisions of Section 5.50 of the Local Government Act 1995.

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**Policy Statement**

**EMPLOYEES**

This policy recognises the importance of long serving employees in maintaining an effective and efficient workplace. The contribution made by such individuals to the ongoing operation of the Council and therefore the community is significant and worthy of recognition.

**During Employment**

In order to recognise long serving employees, at 30 March each year, a report will be prepared by Human Resources officers listing all employees who have attained, or will attain, 10, 15, 20, 25, 30, 35 or 40 years service with the Shire of Dowerin within that calendar year.

Schedule of Employee Service Milestones

Service	Gift
10 Years	Plaque and voucher to value of \$100.00
15 Years	Plaque and voucher to value of \$150.00
20 Years	Plaque and Voucher to value of \$200.00
25 Years	Plaque and Voucher to value of \$250.00
30 Years	Plaque and Voucher to value of \$300.00
35 Years	Plaque and Voucher to value of \$350.00
40 Years	Plaque and Voucher to value of \$400.00

The plaque and gift voucher are to be presented to the employee by the President or Chief Executive Officer at an annual Council function.

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## Employee Resignation or Retirement

The Shire may recognise employees with over 10 years continuous service on resignation or retirement, by way of a suitable function. The President or CEO may make a presentation in the form of a gift voucher on behalf of the Shire to a resigning or retiring employee, subject to that employee having completed a minimum of 10 years commendable and continuous service.

The method of determining the level of expenditure for such gift shall be the provision of up to \$20 for every year-of-service, with each situation being assessed on its merits.

## ELECTED MEMBERS

This policy allows for official recognition of the dedication, service and commitment of Elected Members to the community.

### Retirement of Elected Members – Certificate, Plaque and Gift

Council shall present the following to council members who retire either voluntarily or through the election process.

1. 4 years - a framed certificate with appropriate wording listing the elected member.
2. 8 years - a plaque and gift for Councillors who have completed two consecutive (8) years service based on a minimum of \$100 plus \$20 for each additional year of completed service.
3. 12 years - a plaque and gift for Councillors who have completed two consecutive (12) years service based on a minimum of \$200 plus \$20 for each additional year of completed service.
4. 20 years - a plaque and gift for Councillors who have completed 20 years service based on a minimum of \$500 plus \$20 for each additional year of completed service.

Presentation of certificates, plaques and gifts:

- will occur at an ordinary meeting of Council as soon as practical following conclusion of an Elected Member's term,
- should be recorded in the minutes of the meeting under the President's Presentations, and
- will be at the discretion of Council who will give due consideration to each occasion on individual merit.

## Disqualified Councillors

Any Councillor who is disqualified from office under the *Local Government Act 1995* shall not be eligible for recognition.



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## ORGANISATION

### Christmas/End of Year Break-Up

Council will provide an amount determined by Council within the Annual Budget to allow for a joint Councillors, staff and partners Christmas/End of Year break-up function each year.

### Tributes to Employees and Councillors in the Event of Illness/Accident or Bereavement

The President is authorised to acknowledge Councillors or their immediate family and the CEO is authorised to acknowledge staff members in the event of hospitalisation, accident or bereavement (via card, flowers, chocolates, small gift etc or if requested in lieu, a donation to a nominated charity).

Value of gift to be up to \$75.00.

### Recognition of Significant Achievements

The President is authorised to acknowledge significant achievements by Councillors (via card and flowers or small gift).

The CEO is authorised to acknowledge significant achievements by staff members e.g. birth of a child (via card and flowers or small gift).

The value of these tribute, gift or donation referred to above is to be up to \$75.00.

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### Roles & Responsibilities

- The Chief Executive Officer and President are responsible for the application of this policy.
- The Governance and Organisational Development Coordinator will administer this policy.
- The policy is to be reviewed as the need arises and, as a minimum, it is to be formally reviewed by Council after each Council election.

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## RECORD OF AMENDMENTS

DATE	REVISION NO	REASON FOR AMENDMENT
20 December 2016	Rev 00	Draft Policy to be adopted