



## Policy

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### 3. RECOGNITION OF SERVICE POLICY

File Reference No: 22.017.1  
Strategic Outcome: Good government  
Date of Adoption: 16/11/2016  
Date for Review: 18/11/2020  
Responsible Officer: Director Corporate Services

#### 1. POLICY STATEMENT

This policy provides a consistent framework to allow for suitable and appropriate recognition of Councillors and long term staff.

#### 2. PURPOSE

Berrigan Shire Council, as a responsible employer, wishes to publicly recognise the loyal and dedicated service of its employees.

The Council also wishes to honour and acknowledge the service of its Councillors.

#### 3. SCOPE

This policy applies to Councillors and Council employees

#### 4. OBJECTIVE

This policy is developed to assist the Council with:

Delivery Plan Action 2.2.2.5:

*Manage human resource and workforce development activities through the implementation of the Berrigan Shire's Workforce Development Plan 2013 – 2017*

and Delivery Plan Objective 2.2.2.1:

*Provide facilities and support including financial to elected Council.*

#### 5. DEFINITIONS

**Service** is defined as continuous employment or service with Berrigan Shire Council. Part-time employment is counted equally as full-time service.

Parental leave and leave without pay is not counted in calculating years of service.



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### 6. POLICY IMPLEMENTATION

#### 6.1 Long service awards:

The Council will acknowledge the contribution made by long serving Councillors and employees in the following manner.

<b>Service</b>	<b>Acknowledgement</b>
5 years	Certificate of Service
10, 15, 20 years	Certificate of Service, gift to the value of \$100
25, 30 years etc.	Certificate of Service, gift to the value of \$250

Presentation of service acknowledgements will be made at an annual function held by the Council. All Councillors, employees, their spouses and/or partners will be invited to attend.

#### 6.2 Farewell presentations:

Long serving Councillors and employees who have left the Council will be recognised as follows:

##### 6.2.1 Employees:

Employees with over 25 years of service to the Council will be presented with a suitable gift to the value of \$500

25-29 years – The Council will present the gift at a Council meeting

30 years or more – The Council will present the gift at a retirement function arranged by the Council. Councillors, relevant members of staff, their spouses and partners will be invited to attend.

##### 6.2.2 Councillors:

Where a person ceases to hold the office of Councillor, either through retirement or the result of an election, an appropriate ceremony will be held in their honour, including presentation of a suitable gift.

### 7. RELATED POLICIES OR STRATEGIES

Relevant Legislation, Documents and Policies

- *Local Government Act 1993*
- *Fringe Benefits Tax Assessment Act 1986 (C'wealth)*
- *Local Government (State) Award 2010*
- *Berrigan Shire Council Code of Conduct*
- *Payment of expenses and the provision of facilities for Mayors and Councillors*
- *Berrigan Shire 2023 (Community Strategic Plan)*



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- Berrigan Shire Council Workforce Development Plan 2013
- Berrigan Shire Council Guidelines of the payment of expenses and provision of facilities to employees