



Policy

03 RECOGNITION OF SERVICE

File Reference No:	22.017.1
Strategic Outcome:	Good government
Date of Adoption:	17/07/2013
Date for Review:	01/10/2016
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. It also wishes to honour and acknowledge the service of its Councillors.

3. SCOPE

Councillors and employees with the equivalent of 5+ years full time service

4. OBJECTIVE

Transparent and accountable corporate governance

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.

6. POLICY IMPLEMENTATION

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



Policy

Service	Acknowledgement
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 \$300

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

Farewell presentations

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

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.

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
- Berrigan Shire Council Policy 37 – Payment of expenses and the provision of facilities for Mayors and Councillors
- Berrigan Shire 2023 (Community Strategic Plan)
- Berrigan Shire Council Workforce Development Plan 2013
- Berrigan Shire Council Guidelines of the payment of expenses and provision of facilities to employees