



Policy

3

RECOGNITION OF SERVICE

Strategic Outcome:	Good government	
Policy type	Administrative	
Date of Adoption:	15 June 2022	Minute Number:
Date for Review:	20 May 2026	
Responsible Officer:	Deputy Chief Executive Officer	
Document Control:	Replaces: <ul style="list-style-type: none">• Recognition of Service Policy adopted on 16 November 2016, and• Volunteer Recognition Policy adopted 16 November 2016	
Delivery Program Link:	<i>2.1.3.5 Manage human resource and workforce development activities through the implementation of the Berrigan Shire's Workforce Development Plan 2017 – 2021</i> <i>2.1.2.1 Provide facilities and support including financial to elected Council.</i> <i>2.1.5.1.3 Continue the development of Volunteer Management system addressing workplace and health and safety issues tasks will include: Review Volunteer Policy and Procedures, Developing consultation mechanisms, Training for Volunteers</i>	

1. POLICY STATEMENT

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

2. PURPOSE

The work undertaken by Berrigan Shire Council would not be possible without the loyal and dedicated service of individuals in a range of capacities, including:

- Elected members (Councillors)
- Employees
- Volunteers



Policy

As a public-facing organisation, it is important service is honoured and acknowledged in a formal and public manner.

3. SCOPE

This policy applies to Councillors, Council employees and Council volunteers

4. OBJECTIVE

This policy is developed to assist the Council with the following Delivery Plan Objectives:

2.1.3.5 Manage human resource and workforce development activities through the implementation of the Berrigan Shire's Workforce Development Plan 2017 – 2021

2.1.2.1 Provide facilities and support including financial to elected Council.

2.1.5.1.3 Continue the development of Volunteer Management system addressing workplace and health and safety issues tasks will include: Review Volunteer Policy and Procedures, Developing consultation mechanisms, Training for Volunteers

5. DEFINITIONS

Service Continuous employment or service with Berrigan Shire Council. Part-time employment is counted equally as full-time service
Unpaid parental leave and leave without pay is not counted when calculating periods of service

Volunteer committee A committee of the Council established under s355 of the *Local Government Act 1993* and delegated specific Council functions, typically but not always, the care, control, and management of a Council facility

6. POLICY IMPLEMENTATION

6.1 Councillors

6.1.1 Long service

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

Service	Acknowledgement
5 years	Certificate of Service



Policy

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

6.1.2 Farewell presentation

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

6.2 Employees

6.2.1 Long service

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

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 \$250

Presentation of service acknowledgements will be made at an annual function held by the Council

6.2.2 Farewell presentation

Employees with over 20 years of service to the Council will be presented with a suitable gift to the value of \$500

20-25 years – The Council will present the gift at a Council meeting

25 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.

6.3 Volunteers

The Council wishes to recognise individual volunteers who have provided long service to the Council and through it, the community – as per the framework below.

6.3.1 Eligibility



Policy

Volunteers who have served for over 20 years on a volunteer committee of Council are eligible for recognition under this framework.

The Chief Executive Officer and Mayor will determine the eligibility of a volunteer for recognition. Their decision on eligibility will be based on the evidence provided by the nominator and/or the Council's records.

6.3.2 Nominations

Volunteers potentially eligible for recognition must be nominated. The Council will not routinely monitor periods of service to determine eligibility.

Nominations can be made by:

1. Councillors
2. Council staff
3. Volunteer Committees of Council

Nominations should include:

1. Term of service
2. Positions held
3. Other information that may support the recognition of the service of the volunteer

6.3.3 Recognition

The eligible volunteer will be awarded with a certificate recognising their service on behalf of the Council. The certificate will be presented by the Mayor or their delegate at a meeting of the Council.

7. RELATED LEGISLATION, POLICIES AND STRATEGIES

7.1 Legislation

- *Local Government 1993*
- *Fringe Benefits Tax Assessment Act 1986 (Cwth)*
- Local Government (State) Award 2020
- Template Guidelines (2002)

7.2 Council policies and guidelines

- Volunteer Strategy
 - Workforce Development Plan
 - Code of Conduct
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Policy

- Governance Policy
- Councillors' Expenses and Facilities Policy
- Guidelines of the payment of expenses and provision of facilities to employees

8. RECORDS MANAGEMENT

Recording of all information relating to this policy.

All Records must be kept in accordance with Council's Records Management Policy (currently under development) and destroyed as per the General Retention and Disposal Authority: Local Government Records (GA39).

9. REVIEW AND EVALUATION

This policy (procedure) will be evaluated and reviewed at least once every four (4) years as per Council's Governance Policy (currently under development) or as required.

10. DOCUMENT AVAILABILITY

Several legislative instruments require Councils to have the policy available for inspection at Council's principal office (i.e. Policies made under Part 3, of the Local Government Act 1993). Each document should therefore state the ways in which the policy is available including any relevant fees and charges for access to such policy. An example of the required statement is provided below:

This policy will be available for inspection at Council's principal office during ordinary business hours as per the requirements of section 18 (c) of the *Government Information (Public Access) Act 2009* and section 167 of the *Local Government Act 1993*.

Access to the policy in digital format is free and is available on Council's website <https://www.berriganshire.nsw.gov.au/>

Printed copies of the document are available at Council's principal office (address noted below) and are subject to Council's Fees and Charges.

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Policy

11. VERSION CONTROL

Version Number	Date	Summary	Responsible Officer
1.0	15.06.2022	New Policy document – amalgamation of Councillors and Staff, and Volunteer Policies	Deputy Chief Executive Officer

APPENDICES

Nil