



*Tatiara*  
*the good country*

**TATIARA DISTRICT COUNCIL**

**RECOGNISING YEARS OF  
COUNCIL SERVICE POLICY**

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## Introduction

The Tatiara District Council has developed the Recognising Years of Council Service Policy to reflect and guide the Council's approach to recognition of service of its elected members and of its employees.

## Policy Statement

To recognise in varying degrees, the length of service to the Council by its elected members and employees. This policy applies equally to elected members and both the "indoor" and "outdoor" workforce.

## Key Principles

- (1) Council appreciates and recognises the loyalty of its employees and values a competent and motivated workplace.
- (2) Elected members will be acknowledged and formally recognised following the completion of their time of service to Council.

## Service Milestones

Council recognises that the organisation relies heavily on the performance and dedication of all employees.

- (1) Long service and loyalty to the organisation will be recognised with a presentation by the Mayor and the relevant Manager/Supervisor at an appropriate staff function on the following occasions:

<b>Years of service</b>	<b>Certificate of Appreciation and Gift or Voucher (value) (including gst)</b>
10 years	\$250
15 years	\$500
20 years	\$750
25 years	\$1,000
For each additional 5 years' service	Gift or voucher to increase by \$250 for each additional 5 years' service.

- (2) The Mayor will be responsible for presenting a service milestone in relation to the Chief Executive Officer.

## Retirement or Resignation

- (1) Upon an employee's retirement or resignation from Council, the relevant Manager/Supervisor is authorised to arrange a presentation to each employee who has completed at least 4 years' service with Council.
- (2) The value of the presentation be made in accordance with the following scale:

<b>Years of service</b>	<b>Certificate of Appreciation and Gift or Voucher (value) (including gst)</b>
4 years to 9 years	4 years = \$100, plus \$20 for each additional year of completed service
10 years to 14 years	\$20/annum plus \$75 towards a social function
15 years to 20 years	\$20/annum plus \$100 towards a social function
20 years and beyond	\$20/annum plus \$125 towards a social function

(The employee concerned to be given a choice of gift to be purchased within these parameters).

- (3) Employees, and their partners, who have worked with Council for at least 10 years and who are leaving or who have left will be invited to attend either a Council meeting or a major committee meeting day, where they will be thanked by the Mayor and join Councillors for afternoon tea.
- (4) The Council will determine the appropriate acknowledgement and Event in relation to the retirement or resignation of the Chief Executive Officer.
- (5) The provisions detailed in points (1) and (2) above shall equally apply to retiring elected members.

In addition, retiring elected members will be presented with a framed certificate recognising the elected member's service.

Presentation of certificates and gifts will occur at an ordinary meeting of Council as soon as practical following conclusion of an elected member's term. The presentation should be recorded in the minutes of the meeting under the Mayor's Report.

## Local Government Association Service Award

As the peak body for local government, the LGA recognises the dedication of long-serving elected members and Council employees through a series of Local

Government Service awards. These include service recognition awards for those who have contributed more than 10 years to local government.

Currently serving Mayors, elected members and Council employees who have reached the following levels of service will be nominated by staff for the Local Government Association Service Awards.

- (1) Elected members - recognition of 20, 25, 30, 35 or 40 years' service:  
Certificate presented at the next LGA AGM or OGM.
- (2) Elected members – recognition of combined service (Council employee and elected member) for over 20 years:  
Certificate presented at the next LGA AGM or OGM.
- (3) Elected Members – Recognition of 10 or 15 years' service:  
Certificate is posted to Council.
- (4) Council Staff Recognition of 10 years and above service:  
Certificate is posted to Council

### **Christmas Break-up**

Elected members, Council employees, and partners will be invited to the Mayor's annual Christmas Function in acknowledgement of their commitment to Council and the community during the previous twelve (12) months.

The Executive Assistant will be responsible for organising this Function on behalf of the Mayor in consultation with the Mayor and Chief Executive Officer.

### **Tributes in the Event of Illness/Accident or Bereavement**

The Mayor is authorised to acknowledge elected members 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.

### **Recognition of Significant Achievements**

The Mayor is authorised to acknowledge significant achievements by Councillors e.g. award of the Order of Australia (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.

## RECORD OF AMENDMENTS

<b>DATE</b>	<b>REVISION NO</b>	<b>REASON FOR AMENDMENT</b>
11 November 2003	Rev 00	Draft Policy to be adopted
11 September 2007	Rev 01	Policy reviewed and adopted
10 November 2009	Rev 02	Policy reviewed and adopted
13 August 2013	Rev 03	Policy reviewed, revised and adopted
20 November 2018	Rev 04	Policy reviewed
11 December 2018	Rev 05	Further review, policy revised and adopted