

Service Recognition – Councillors and Employees

PURPOSE

To recognise the contribution made by long serving councillors and employees to the Moira Shire Council community

SCOPE

This policy applies to all Moira Shire Council councillors and employees.

POLICY

Council will acknowledge the contribution made by long serving councillors and employees in the following manner:

Service Acknowledgement

5 years	Certificate of Service
10, 15 and 20 years	Presentation to the value of \$350 together with a Certificate of Service
25, 30 years etc	Presentation to the value of \$500 together with a Certificate of Service

Service means continuous employment or service since commencement with Moira Shire Council, or one of the former municipalities prior to amalgamation in 1994.

Part-time employment is counted equally as full-time service. Parental leave and leave without pay is not counted in calculating years of service.

Service Acknowledgement Function

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

Farewell Service Presentations

Long serving councillors and employees who leave the organisation will be recognised as follows:

Councillors

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

Warning: Do not print and **store** a hard copy of this policy. Intranet or Policy Register version should always be used to ensure policy is the latest version.

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Employees

When an employee who has served 20 or more years leaves the organisation a ceremony will be held in their honour, including presentation of a suitable gift. Members of the appropriate department, councillors, their spouses or partners, will be invited to attend.

RELATED POLICIES

Council Policy Protocol

RELATED LEGISLATION

Nil

REVIEW

This policy will be reviewed three years from the date of adoption, with operational amendments as required in accordance with Council's approval.

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