



## COUNCIL POLICY

**Title:** Recognition of Employee Service

Shire of  
**Kellerberrin**

**Responsible Officer:** Deputy Chief Executive Officer

**Version:** Current

### 1. PURPOSE

The purpose of this policy is to enable the Shire of Kellerberrin to recognise beyond that provided by statutory long service.

### 2. SCOPE

This policy is applied to the Shire of Kellerberrin and its elected members and employees.

### 3. DEFINITIONS

### 4. STRATEGIC CONTEXT

This policy links to core drivers:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

### 5. POLICY STATEMENT

In order to recognise long serving employees, at 31 January each year, a report will be prepared by the Chief Executive Officer listing all employees who have attained, or will attain, either 10 years service, 20 years service or 30 years service with the Shire of Kellerberrin within that calendar year.

Each employee listed shall receive:

- A letter from the Chief Executive Officer acknowledging the length of service.
- A framed Certificate of Recognition of Service
- The certificate and letter to be presented by the President of the Council at a special presentation.

The Chief Executive Officer is responsible for the implementation and application of this policy.

**6. RELATED LEGISLATION/ DOCUMENTATION**

**7. REVIEW DETAILS**

Council Adoption	Date	February 2020	Resolution #	MIN009/20
Previous Adoption	Date	October 2016	Resolution #	MIN168/16