Introduction
Council appreciates the contribution made by long serving employees and has established formal award systems to recognise extended and valued service.

Certificates of Service
Certificates of Service for long serving employees will be presented at:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Award given</th>
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<tbody>
<tr>
<td>10 years</td>
<td>Certificate of Service, Bronze Council Pin, Beer Tankard or Wine Glasses</td>
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<tr>
<td>20 years</td>
<td>Certificate of Service, Silver Council Pin, Framed Landscape Photo</td>
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<tr>
<td>30 years</td>
<td>Certificate of Service, Gold Council Pin, Watch or Jewellery to equivalent value</td>
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<tr>
<td>40 years</td>
<td>Certificate of Service, suitable presentation gift at Council’s discretion.</td>
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Service for the purpose of this recognition shall be for the cumulative total of any period of service that is any one or combination of the following types of service:
- Temporary
- Permanent part-time
- Permanent full-time
- Fixed term contract

Any period of leave without pay or maternity leave without pay shall not count as service for the purpose of these awards.

Employees who have worked less than full-time hours will receive pro-rata entitlements on the basis of the average number of hours worked per week over the whole service period. Employees who have averaged less than 21 hours per week (35 hour per week positions) or 22.8 hours (38 hour week positions) shall receive 50% of the above amounts.

An annual function is hosted by the Mayor and Councillors for all staff and their partners. Service awards will be presented to eligible employees at the function.

Farewell gifts on termination of employment
Council also recognises long serving employees on the termination of their employment by providing awards on the following basis:
- 10 to 15 years’ service
  Gift to the value of $350 plus a contribution of $100 towards a farewell function
- 15 to 20 years’ service
  Gift to the value of $500 plus a contribution of $150 towards a farewell function
- Over 20 years’ service
  Gift to the value of $750 plus a contribution of $150 towards a farewell function.

If an employee has more than one period of service at Council, he or she will only be eligible to receive this award once.

The above awards are made on termination of employment through resignation, retirement, redundancy or death, but are not made in the event of dismissal on disciplinary grounds. In the event of a death of an employee, the relevant amounts above will be offered as a contribution towards funeral expenses.

Service for the purpose of this recognition shall be either temporary, fixed term contract or permanent service. Any period of leave without pay or maternity leave without pay will not count as service for the purpose of these awards.

Employees who have worked less than full-time hours will receive pro rata entitlements on the basis of the average number of hours worked per week over the whole service period. Employees who have averaged less than 21 hours per week (35 hour per week positions) or 22.8 hours (38 hour week positions) shall receive 50% of the above amounts.

Consideration may also be given to the presentation of awards in exceptional circumstances but such cases must be approved by the General Manager.