



DISTRICT COUNCIL OF LOXTON WAIKERIE

Recognition of Service – Elected Members and Employees Policy

Policy Identification:	
Policy type:	Council
Summary:	The policy ensures that elected members and employees are recognised for service to Council.
Record number:	9.63.1
Date of adoption or approval:	20 November 2009
Last review date:	20 April 2018
Next review date:	April 2020 Every 2 years
Authorised by:	Council
Responsible department:	Executive
Responsible officer (s) :	Chief Executive Officer, Director Corporate and Community Services and Director Infrastructure Services
Review officer:	Human Resources Officer
Consultation required:	
Relevant references:	LW People
Delegations:	
Legislation:	
Related policies:	
Related procedures:	Recognition of Elected Members, Employees and Members of the Community Procedure

1. Purpose

The purpose of this policy is to ensure that elected members and employees are recognised for their service to local government and to the District Council of Loxton Waikerie (Council).

2. Strategic reference

Innovation and excellence: strategy 5.1.3: implement initiatives that will create a values based organisation

LW People: reward and recognition of staff achievement – years of service: recognise and celebrate staff service achievement at 5, 10, 15, 20, 25, 30, 35 and 40 years.

3. Scope

This policy covers elected members and employees of Council.

4. Principles

This policy has been developed to meet Council's core values. Our core values are the principles, attributes and qualities we hold as important that we will display in the way we go about our business.

Core Values

We are
GENUINE

Adhering to moral and ethical principles, being honest, accountable, trustworthy and authentic.

We will
LISTEN

Communicating as well as engaging the community in an open, honest and constructive manner at all times.

We are
CARING

Showing respect, compassion and empathy and being supportive of each other and our community.

We will be
INNOVATIVE

Seeking out and making use of new ideas and opportunities, showing initiative and being progressive, proactive and creative.

We are
UNITED

Working as a team in an inclusive, co-ordinated and collaborative manner to achieve our common goals.

We will aim for
EXCELLENCE

Consistently delivering quality service outcomes and endeavouring to be a high performance organisation.



It is the policy of Council to acknowledge the service of elected members and employees.

This achieved in the following ways:-

- nomination of elected members and employees for presentation of service awards by the Local Government Association of South Australia
- recognition for elected members and staff in accordance with the *Recognition of Elected Members, Employees and Members of the Community Procedure*, including retirement
- service milestones are celebrated at an annual event

5. Availability of the Policy

This policy will be available for inspection at the Council Offices at Loxton or Waikerie during ordinary business hours at no charge.

Copies of this policy will also be available from councils website www.loxtonwaikerie.sa.gov.au or postal copies may be obtained from the council office free of charge.

6. Document history and version control

Date	Version	Authorisation: Council/ Committee/ Senior Management Team	Amendment details
20/11/2009	1.0	Council of 20 November 2009	First version
18/12/2015	2.0	Council meeting of 18 December 2015	Amended title from that of Recognition of Service – Elected Members and Employees Policy to that of Recognition of Service Elected Members Policy and removed reference to employees
20/04/2018	3.0	Council meeting of 20 April 2018	Reinstatement of reference to and title: Recognition of Service – Elected Member and Employees Policy and reference to provisions for employees and addition of core values in the statement of principles.