

Policy Title	References/Letters of Recommendation and Certificates of Service
Responsible Officer	Manager Human Resources

**Policy details may change prior to review date due to legislative changes therefore this document is uncontrolled when printed.**

### Objectives

To provide guidelines on the issue of references, letters of recommendation and certificates of service.

### Policy Statement

1. That the General Manager be authorised to sign a reference upon the request of an employee who has submitted their resignation and have served at least 2 years satisfactory service with Council.
2. An employee may also be issued with a reference under any time where it is required for the issue of a certificate of academic achievement or similar.
3. At the request of an employee the Director may issue a letter of recommendation direct to an organisation to which a job application is being made by the employee.
4. An employee may also request a certificate of service from the Human Resources Section. The certificate will provide details of the employee's period of employment, range of duties and current rate of pay.

### END OF POLICY STATEMENT

#### DOCUMENT HISTORY AND VERSION CONTROL RECORD

Contact for inquiries and proposed changes

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<b>Position/Section</b>	Manager Human Resources
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Version Number	Revised Date	Authorised Officer	Amendment Details

#### DATA AND DOCUMENT CONTROL

<b>Division:</b> Business Services <b>Section:</b> Human Resources <b>DW:2233179</b>	<b>Adopted Date:</b> 25/5/93 <b>Revised Date:</b> 9/2/10 <b>Minute Number:</b> 16 <b>Review Date:</b> 31/12/12	<b>Page:</b> 1 of 1 <b>Print Date:</b>
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