



**Blackall-Tambo**  
Regional Council

# Recognition of Service Policy

**14 October 2014**

Policy Number: Admin 16

Version Number: Two

**Chief Executive Officer**  
**Ken Timms**

.....

**Mayor**  
**Cr Barry Muir**

.....



## Contents

<b>1</b>	<b>RESOLUTION .....</b>	<b>3</b>
<b>2</b>	<b>PURPOSE .....</b>	<b>3</b>
<b>3</b>	<b>DEFINITIONS .....</b>	<b>3</b>
<b>4</b>	<b>POLICY .....</b>	<b>3</b>
4.1	Purpose.....	3
4.2	Procedure .....	3
4.3	Service Recognition Acknowledgements .....	3
4.4	Presentations .....	4
<b>5</b>	<b>CHANGES SINCE LAST REVISION.....</b>	<b>4</b>
<b>6</b>	<b>RECORDS.....</b>	<b>4</b>

<b>Policy Number: Admin 16</b>	<b>Version number: Two Initial Adoption Date: 06.04.11 Current Version Review: 14.10.14 Next Review Date: 14.10.16</b>	<b>Adopted by Blackall-Tambo Regional Council</b>	<b>Page 2 of 4</b>
------------------------------------	--	---	--------------------



## **Recognition of Service Policy**

### **1 RESOLUTION**

14/10A/14

### **2 PURPOSE**

Blackall-Tambo Regional Council values the contribution and commitment of its employees and officially recognises employees who exceed 10 years continuous service. The Recognition of Service Policy aims to provide staff who have displayed loyalty to the Council to be rewarded, acknowledged and recognised.

### **3 DEFINITIONS**

**Service** means continuous service with the previous Blackall and Tambo Shire Councils and the Blackall-Tambo Regional Council.

### **4 POLICY**

#### **4.1 PURPOSE**

The Recognition of Service Policy provides a systematic process for formally recognising full time and part time staff employed for the years of a continuous period with the previous Blackall and Tambo Shire Councils and the Blackall-Tambo Regional Council.

#### **4.2 PROCEDURE**

- Human Resources will be responsible for the monitoring of Blackall-Tambo Regional Council employee's Recognition of Years of Service and Certificates.
- Human Resources will advise the relevant Manager of staff who have achieved their Years of Service anniversary and will make arrangements for the presentation of the award by the Mayor and CEO, a congratulatory note from the Council to the employee and an email/noticeboard announcement to all staff.
- Variation to the value of the Award must be approved by the Council.

#### **4.3 SERVICE RECOGNITION ACKNOWLEDGEMENTS**

All staff who reach milestone service achievements will be officially recognised in the monthly staff newsletter for the month that their anniversary falls due. In addition to this staff will also be presented with the following at a meeting of all staff.

<b>Policy Number:</b> Admin 16	<b>Version number: Two</b> <b>Initial Adoption Date: 06.04.11</b> <b>Current Version Review: 14.10.14</b> <b>Next Review Date: 14.10.16</b>	<b>Adopted by Blackall-Tambo Regional Council</b>	<b>Page 3 of 4</b>
-----------------------------------	--	---	--------------------



10 Years	Certificate.
20 Years	Certificate, gift or voucher to the value of \$200 and all staff morning tea.
30 Years	Certificate, presentation of certificate at the Council Meeting and gift or voucher to the value of \$300, and all staff morning tea.
40 Years	Certificate, presentation of certificate at the Council Meeting and lunch with Councillors and Senior Staff, morning tea with staff, and gift or voucher to the value of \$400.

An employee shall not receive recognition for years of service outside the policy unless approved by the Council.

The purchase of the gifts is the responsibility of the Human Resources Department.

#### **4.4 PRESENTATIONS**

Years of Service presentations will occur twice a year at the Combined Work Force Meetings with all staff.

### **5 CHANGES SINCE LAST REVISION**

New Policy as of 14 October 2014 to reflect current procedures

### **6 RECORDS**

When completed and approved the original, signed hard copy of the policy is filed in the Master File.

Electronic copies are saved in the appropriately labelled folder in InfoXpert

<b>Policy Number:</b> Admin 16	<b>Version number: Two</b> <b>Initial Adoption Date: 06.04.11</b> <b>Current Version Review: 14.10.14</b> <b>Next Review Date: 14.10.16</b>	<b>Adopted by Blackall-Tambo Regional Council</b>	<b>Page 4 of 4</b>
-----------------------------------	--	---	--------------------