





Murrumbidgee
COUNCIL

Staff Recognition Policy

(Revision 2)

	Name	Position	Signature	Date
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Contents

1. Policy Scope.....	3
2. Policy Objective.....	3
3. Policy Statement	3
Recognition of Years of Service	3
Recognition on Retirement.....	4
Recognition of Outstanding Service	4
Employee or Team Eligibility	4
4. Definitions.....	5
5. Exceptions.....	5
6. Related Documents and Legislation	5
7. Review.....	5

1. Policy Scope

The Council Staff Service and Achievement Recognition Scheme is designed to recognise, acknowledge and reward employees who have committed to the Council for extended periods of employment. It recognises the benefits long term employees offer the organisation. The application of skills, acquisition of valuable knowledge and demonstrated capability developed from experience and individual willingness often proves difficult to replace.

2. Policy Objective

This policy applies to all employees of Murrumbidgee Council. The purpose of this policy is to:

- Develop and promote the employer of choice, organisational culture and values by recognising significant contributions and achievements by employees.
- Provide recognition for employees who reach identified lengths of continuous employment with Council.
- Recognise staff retiring from the Council organisation (with a minimum period of employment).
- Provide recognition for employees who have provided outstanding service to Murrumbidgee Council and its community.

Recognition of outstanding service and achievement provides a forum for Council to acknowledge employees' contributions and the benefits gained through their valued service. Such recognition enhances employee motivation, loyalty, willingness and commitment.

3. Policy Statement

Recognition of Years of Service

Long serving employees will be acknowledged and receive a gift from Council for their achievements as follows:

Years of Service	Gift
10	Value circa \$ 200
20	Value circa \$ 500
30	Value circa \$ 750
40	Value circa \$1,000
50	Value circa \$1,250

Staff will also be recognised in appropriate Council publications, such as the Council newsletter.

Awardees, as well as their chosen family members, will be invited to attend a Council meeting, at a date most appropriate to their anniversary, to join staff and Councillors for morning tea and be presented with their Certificate of Service and gift.

Recognition on Retirement

Upon retirement, employees will be given a gift chosen by the employee to a value of the balance as per the maximum amount allowed as set by the Australian Taxation Office under Fringe Benefits Tax provisions applicable at the time of recognition. To be eligible for this recognition, the employee must be a permanent employee with at least 16 years continuous service as at the date of their retirement.

Council's People & Culture Officer is responsible for providing annual reports on employees who will achieve the identified years of service or retirement during that period as well as purchasing the gift.

Recognition of Outstanding Service

All staff, including permanent full time, part time, casual and temporary staff have the opportunity to recognise the efforts of other individuals or teams across the organisation whom they feel have consistently demonstrated behaviours aligning with Council's values.

If an employee wishes to promote the efforts of an individual or a team, they are able to nominate them for recognition. Completed nomination forms must be signed and forwarded to the Manager for review.

Nominations may be in any of the four Murrumbidgee Council staff value categories:

- Trust
- Honesty
- Respect
- Teamwork

Or, one of our corporate values:

- Creativity
- Innovation
- Reliability

Employee or Team Eligibility

The Executive Team will evaluate nominations and recognise those employees or teams who have clearly demonstrated, through their behaviour, their commitment to embracing the Council staff values. Employees will be presented with a Certificate of Appreciation and a gift voucher.

4. Definitions

Council means Murrumbidgee Council.

Council staff means all persons employed by Council (full time, part time, temporary and casual)

Council official means Councillors, Council staff, or delegated persons as defined in the Local Government Act 1993.

Recognition is defined as the action or process of giving recognition or being recognised. In this context, recognition will be considered or applied in the categories outlined below.

Service and achievement to the organisation can be defined as:

- Individual or team achievement regarded as above and beyond normal expectation in roles
- Actual provision of quality and valuable service to community
- Length of time employed with the organisation
- Significant achievement in professional development and/or education within career enabling greater capability and contribution to the organisation and the community

5. Exceptions

NIL

6. Related Documents and Legislation

- Local Government Act 1993
- Australian Taxation Office Fringe Benefits Tax legislation
- Local Government (State) Award 2020
- Murrumbidgee Council Policies

7. Review

This policy:

- To be reviewed within the first year of the new Council term;
- May be reviewed and amended at any time at Council's discretion (or if legislative or State Government policy changes occur).