



Reward and Recognition Policy



“Working with our Rural & Coastal Communities”



GOV-POL-18 – REWARD AND RECOGNITION POLICY

Version No:	1.0
Issued:	February 2024
Next Review:	November 2026

Responsible Department:	Corporate Services
Policy Adopted:	21 February 2024
Minutes Reference:	OCM/24/024
Applicable Legislation:	<i>Local Government Act 1999</i>
Related Policies / Codes / Procedures:	GOV-COD-01 – Employee Code of Conduct GOV-POL-09 – Fraud and Corruption Prevention FIN-POL-08 – Internal Controls
Review Frequency:	Following Council Election

1. PURPOSE

This Policy sets out the provisions for when it is appropriate to reward / recognise employees for their contribution, significant efforts, and achievements related to key outcomes or deliverables for our community.

2. OBJECTIVES

The Lower Eyre Council is committed to the efficient and responsible use of public resources and this Policy sets out when it is appropriate to recognise achievement using public resources. In particular where the transaction is considered “sensitive type expenditure” there must be a greater awareness of the perception of the community and higher levels of scrutiny regarding an acceptable business purpose.

In alignment with our culture and organisational values, coupled with a strong focus on delivering an exceptional customer experience, we recognise and value our employees. We are committed to acknowledging and rewarding the work performance and behaviours of employees and teams that support and contribute to our vision and values. Recognition occurs in many ways and sometimes may require the use of public funds.

3. PRINCIPLES

In providing guidance, the following principles must be met for the use of public funds to be considered appropriate.

- a. The business purpose of the expenditure is clearly justified, and supports Council to realise its community and corporate plan objectives;
- b. The transaction is compliant with relevant council policies and within financial delegations;
- c. The transaction is reasonable for the circumstances and publicly defensible;
- d. The transaction record is properly documented and explains the nature of the expense.

4. SCOPE

This Policy is applicable to all employees of the Lower Eyre Council.

5. POLICY STATEMENT

Approval Authority

All employee expenditure must be approved in line with financial delegations prior to being incurred.

Approval authority refers to:

- A Director
- The CEO, in the case of Director's and the Director Corporate Services in the case of the CEO.

Prior approval in writing is required from the CEO, or in the case of the CEO by the Director Corporate Services if expenditure is likely to vary from that noted in this Policy.

Any requests for approval of expenditure must clearly explain how the principles are met including details of those groups of people attending an event or function, expected benefits to Council and relevant budget costings in line with any expenditure limits prescribed.

Table 1 Employee related expenditure funded and not funded checklist

Expenditure Type	Funded
Employee Reward/Recognition	√
Staff retirement or farewells (refer table 2 for expenditure limits for number of years of service)	√
Flowers (only for bereavement for employee or direct relation)	√
Employee (or partner) births/adoptions or life-threatening illness / injury	√
Coffee / Tea / Biscuit facilities for general staff / member use	√
Social functions – e.g. Melbourne Cup, charity days etc	x
Organised monthly / occasion morning or afternoon tea costs for employees (except for those approved farewells / retirements)	x
Wedding anniversary/birthday cards etc to employees	x
Staff gift cards and loyalty programs	x
Alcohol	x
Flowers – organisation to employee (refer table 2 for expenditure limits and circumstances)	√
Other recognition/celebration events (birthday, new employee)	x
Parties and employee social functions	x
Staff and Elected Member Christmas function	x

5. POLICY STATEMENT

CONT'D:

Table 2 Types of Employee Expenses and expenditure limits

Employee expenses will be based on the following maximum expenditure levels as described in Table 2 below:

Employee reward / recognition approved by Director	Maximum catering for morning / afternoon tea \$10 per person to a max cap of \$20 per person.
Farewells / Retirements – Service of 5-9 years	Morning / afternoon tea to the value of \$50 (total).
Farewells / Retirements – Service of 10-14 years	Morning / afternoon tea to the value of \$100 (total). Farewell gift, personalised or engraved with Council logo up to the value of \$100.
Farewells / Retirements – Service exceeding 15 years	A dinner / BBQ with employees (and Elected Members if for an Executive Team member) Maximum catering \$40 per person. Farewell gift, personalised or engraved with Council logo up to the value of \$200.
Flowers – Bereavement only (refer 4.2.7)	Card and flowers – Flowers up to \$100 (plus delivery).
Employee (or partner) births/adoptions or life-threatening illness / injury	Card and gift basket / flowers to the value of \$75 (plus delivery)

Council will not use public funds for the purchase of alcohol but where it is appropriate staff can bring their own or purchase their own from a licenced venue.

6. YEARS OF SERVICE RECOGNITION

In recognition of a staff members long term commitment to the organisation, where the employee has achieved 10 years of service, a certificate of appreciation will be presented by the CEO at the end of the calendar year. Certificates will be presented for each subsequent five (5) yearly intervals of service.

7. EMPLOYEE REWARD/RECOGNITION

Employee recognition acknowledges and honours the positive contributions a person makes to their team, organisation or community. This can include their unique contribution, expertise, character, efforts and dedication to their work or achieving results.

An organisational culture of employee reward and recognition develops engaged and loyal employees and acknowledges and appreciates the many hours Lower Eyre Council staff contribute to Council and the community without financial remuneration. Staff do this in many ways including through volunteering, working additional hours to complete projects and to support Council.

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7. EMPLOYEE REWARD/RECOGNITION

CONT'D:

Recognition can range from something as simple as a thank you, to something more formal like an award or certificate of appreciation. Given that ratepayers fund the operations of Council, the use of public funds for any regard or recognition must be carefully considered as to whether this is appropriate and publicly defensible.

If employees are to be recognised for a significant performance achievement using Council funding it should be delivered in a timely manner and clearly outline how the performance exceeded expectations.

8. FLOWERS

Council employees are also human beings with lives, families and commitments. When an employee experiences a life changing event, such as a death in the immediate family, the birth of a child or a life-threatening illness, we like to show that we care by sending flowers.

In the event of the death of an employee’s direct relation (parent, partner or child) it is considered appropriate that flowers are sent on behalf of the Lower Eyre Council within the agreed limit as per Table 2.

In the event of the death of an employee, in addition to flowers:

- a donation of up to \$50 can be made to a chosen charity in memory of the employee
- a notice of condolence is to be advertised in the local paper on behalf of Elected Members, Management and staff.
- A personalised card / letter of condolence is to be sent to the family and signed by the Mayor and CEO.

Condolences in line with the above will also be extended to Elected Members of the Lower Eyre Council.

For all other occasions, employees have the option to send flowers on behalf of their team/workgroup/the organisation by way of a collection / donations from employees.

9. CHRISTMAS FUNCTIONS

Council recognise the value to the organisational culture and the broader community through a gathering of staff and elected members at Christmas time. This builds relationships, increases collaboration and enhances communications with members and staff from across the region and worksites other than their own.

Council Elected Members, with the support of the CEO and Director Corporate and Community Services, will facilitate the coordination of a Christmas event for staff and members using Elected Member social committee funding, with contributions from the staff social committees (or attendees) for any shortfall.

Service awards for both staff and Elected Members will be presented at this function.



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10. BUDGET

The relevant Directors are responsible for all employee expenses in relation to this Policy, except where a corporate budget has been allocated.

In circumstances where expenditure levels exceed the limits documented in this policy, the Director must receive approval from the CEO prior to the event.

All expenditure approvals under this policy must include justification in line with the principles prior to the event.

Expenditure outlined in this policy may be subject to Fringe Benefit or other Taxes.

11. AVAILABILITY

The policy is available for public inspection on Council’s website at www.lowereyrepeninsula.sa.gov.au and from council’s office at 32 Railway Terrace, Cummins, SA 5631.

DOCUMENT HISTORY		
Version:	Issue Date:	Description of Change:
1.0	February 2024	Adopted by Council