



# BOULIA SHIRE COUNCIL

## Giving of Gifts and Awards Policy

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<b>Keyword Classification:</b>	Giving Gifts and Awards Policy
<b>Summary:</b>	The purpose of this policy is to recognise employees for years of continuous service to Council.
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<b>Revision Date:</b>	18 <sup>th</sup> December 2023
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<b>Related documents:</b>	
<b>Responsible Section:</b>	CEO
<b>Responsible Officer:</b>	Director of Corporate Services
<b>Legislation:</b>	Local Government Act 2009, Qld Local Government Industry Awards, Qld Industrial Relations Act 2016, WHS Act & Regulation 2011, Work Health and Safety Consultation Code of Practice 2011

## PURPOSE

The purpose of this policy is to provide guidance when awarding gifts and awards to Council employees under the banner of “Service Award” in recognition of:

- Years of service to Boulia Shire Council and its community;
- Officer achievements or promotion of officer initiatives.

## OBJECTIVES

To recognise the importance of long serving employees to maintaining an effective and efficient Council workforce. It also recognises the contribution made by such employees to the ongoing operation of the Council.

To provide some structure and consistency to the important task of recognising the service provided to the organisation and community by long-standing employees.

## SCOPE

This policy will apply to all employees of Council, including part time and casual employees who achieve relevant aggregate hours of continuous employment applicable to this policy.

## DEFINITIONS

Council	Boulia Shire Council
Officers	All employees, workers and management personnel (including the Chief Executive Officer)
Employees	Means those employed by Boulia Shire Council
Years of service	Combined years of continuous service
Continuous Service	Ongoing employment whereby the employee was never dismissed or stood down or terminated service for any reason for any period to time
CEO	Chief Executive Officer

## POLICY

Gifts and awards in accordance with this policy will be subject to the budget allocation set each year.

Giving of gifts and awards must be approved in advance by the CEO for:

- Recognising years of service an officer has been employed by Council in a continuous manner;
- Recognising officer achievements.

Gifts and awards to be given are to be of a reasonable value, proportionate to the contribution made.

A Councillor or officer must not have any perceived or real conflict of interest in giving a gift or award or receive any benefit from doing so. The gift or award must not be used to obtain any advantage or favours or influence any person in an improper way.

## Criteria for Provision of Gifts and Awards

Years of Service	Recognition Gift and Award
5, 10, 15 years	Gift voucher plus Service Award certificate
20 years	Medallion, Gift voucher plus Service Award certificate
25 years	Plaque, Gift voucher plus Service Award certificate
30 years	Watch plus Service Award certificate

All Staff that have achieved 15 years service to Council will be invited to dine with the Councillors and CEO at an appointed time throughout the year. This will be known as the Over 15's Club.

Achievement/Promotion/ Initiatives	Recognition Award
Certificate course completion or similar	Course Certificate
Promotion and or recognition of an initiative that has been implement	Plaque and Certificate

A term of absence by an employee on maternity leave will be included as part of the term of service for the purposes of this policy.

The CEO may at his/her discretion consider when a presentation/ceremony is warranted.

There will be a yearly event where the presentations will be done at the CEO's discretion.

### Gift and Awards

The types of gifts and awards may include:

- Council branded merchandise;
- Cash or equivalent (such as gift cards or vouchers), provided that this type of prize would be considered appropriate;
- Cultural, age and gender neutral, where appropriate;
- Certificates;
- Trophies

### Gift and Award Exclusions

Gifts and awards are not to:

- Include tobacco products, weapons or ammunition, or any item the sale or acquisition of is restricted by legislation of the State or Commonwealth;
- Be issued where the gift could be construed as a bribe or result in a personal benefit that may be perceived as a conflict of interest;
- Exceed a reasonable value, proportionate to the nature of the activity or project.