

POLICY

TITLE:	Employee Reward and Recognition Policy		
DIRECTORATE:	Chief Executive Officer (CEO)		
DATE OF ADOPTION:	10.02.2026	DATE OF REVIEW:	09.02.2026
POLICY NUMBER:	219		
LEGISLATIVE REF:	Local Government Act 2019 (NT); Sections 172, 173		

INTRODUCTION

Purpose

Barkly Regional Council (Council) aims to foster a leadership culture that values and promotes recognition and reward. Part of this commitment is recognising and rewarding the work performance and behaviours of employees that reflect, support or contribute to our vision, values and services delivered to our communities. This Policy aims to encourage the recognition of individuals and teams and ensure that reward and recognition processes are fairly and equitably applied.

Scope

This Policy applies to all full time, part time and casual employees (including employees engaged on temporary employment agreements) at Council. This Policy does not apply to volunteers.

Responsibilities

All persons within scope of this Policy are required to adhere to this Policy and its associated procedures.

Directors are accountable for ensuring that they adhere to this Procedure and take actions in a timely manner.

The Manager, Human Resources is accountable for the overall management of this Policy.

POLICY STATEMENT

This Policy applies only from the current version adopted date and does not apply historically

Policy Objectives

To establish a structured framework for recognising and rewarding employee contributions, ensuring a consistent approach across Council.

To promote a culture of appreciation and motivation by encouraging both formal and informal recognition practices.

To celebrate and recognise long-serving employees.

REWARD AND RECOGNITION

Personal Recognition

Recognition is a cornerstone of building trust and fostering a positive and motivated workplace. Managers are expected to consistently and informally acknowledge their employees for a job well done to reinforce the value of employee contributions.

The annual Staff Appraisal process serves as a formal platform for Managers to highlight individual achievements, commend excellent performance, and discuss growth opportunities.

By combining regular informal praise with structured annual appraisals, Managers ensure that their teams feel supported, valued, and motivated to achieve their best.

Service Recognition

In appreciation of service length Council employees will receive a Certificate of Recognition of Service and:

- Two Years: Once off service bonus of \$250.00
- Four Years: Once off service bonus of \$500.00
- Six Years: Once off service bonus of \$750.00
- Eight Years: Once off service bonus of \$1,000.00
- Ten Years: Once off service bonus of \$1,250.00
- Fifteen Years: Once off service bonus of \$1,500.00
- Every further five years includes an additional \$500.00

Employees are encouraged to display their certificates within their work areas if they wish.

Annual Awards Recognition

Council will hold an annual event to acknowledge employees who provide outstanding customer service and follow Council's values.

Integrity: Upholding honesty and transparency in everything we do.

Diversity: Embracing and celebrating the unique identities, traditions, and strengths of every community.

Empathy: Understanding and valuing the needs and experiences of others.

Accountability: Taking ownership of our actions through commitment to Council and our communities.

Service: Dedicating ourselves to excellence, putting people first, and creating a positive impact.

Award Categories

Any current employee of Council can be nominated for any of the following categories by their peers, manager or director:

Shining Star Award

This Award recognises an employee who has demonstrated outstanding achievement and who has gone above and beyond the scope of their role; or they have excelled in one particularly outstanding and challenging situation in the last year.

Characteristics may include but are not limited to:

- Consistently goes above and beyond.
- Goes the extra mile to consistently deliver high quality work performance.
- Consistently receives positive feedback internally or externally.
- Models' organisational values in day-to-day work.

Dedication Award

This Award recognises an employee who has five or more years of service and who is seen to be a dedicated, reliable and trustworthy employee.

Characteristics may include but are not limited to:

- Consistently demonstrates the values of Council in everyday work.
- Is one of the first to step up in an emergency and when needed.
- Demonstrates high levels of integrity and personal accountability.
- Invests time and energy into growing and developing themselves and others.

Emerging Leader Award

This Award recognises an employee who displays the attributes and emerging competencies of a future leader whether through their teamwork, innovative thinking, adaptability and the ability to inspire and guide others.

Characteristics may include but are not limited to:

- Leads team initiatives and fosters departmental/inter departmental collaboration.
- Inspires and guides others to improve performance .
- Seeks performance feedback and uses this to continually learn and grow.
- Models' organisational values in day-to-day work.

Team Excellence Award

Recognises a *team that has delivered outstanding results through collaboration, innovation, and a commitment to achieving shared goals. Celebrates teams who consistently go above and beyond in their collective performance.

Characteristics:

- Demonstrate strong collaboration and communication.
- Achieves measurable outcomes or improvements.
- Shows initiative and problem-solving as a group.
- Supports one another and fosters a positive team culture.
- Adapts effectively to challenges or change.
- Models' organisational values in day-to-day work.

**A team is a group of individuals who work together interdependently to achieve a common goal, mission, or objective. A team is generally lead by a supervisor or team Leader or coordinator or manager.*

Award Certificates and Gifts

All employees nominated for the Shining Star Award, Dedication Award, and Emerging Leader Award will receive a letter from the Chief Executive Officer congratulating them on their nomination and advising the person on the next steps.

Through the Team Leader any team nominated Team Excellence Award will receive a letter from the Chief Executive Officer congratulating them and their team on their nomination and advising the person on the next steps. The Team Leader is encouraged to share this information with their team.

The person awarded the Shining Star Award, Dedication Award, or Emerging Leader Award will receive a voucher for the value of \$200 and a framed certificate recognising their achievement. The Team that is awarded the Team Excellence Award will receive a framed certificate and a voucher for the value of \$200 for the purpose of a celebratory lunch. Voucher's cannot be exchanged for alcohol.

Nominations

Toward the end of each calendar year, nominations will open for any current employee to nominate themselves or another employee or a team within the listed categories.

Any current employee can nominate any other employee including Team Leaders, Supervisors and Managers for any of the Award categories.

The eligibility criteria for nomination is:

- The Executive Team are not eligible for nomination.
- Nomination must be made on the Employee Award Nomination Form
- Nominated employees must still be employed by Council as at the time of the Award presentation.

Award nominations apply for the period between 1 January of the current year until the end of the period when nominations are called. That means that the actions or behaviour demonstrated by the employee(s) being nominated must have occurred within this timeframe.

Employee Award Nomination Forms will be made available at the time of the call for nominations and must be completed by the closing date and submitted to hr@barkly.nt.gov.au

Managers and employees are encouraged to take the time to recognise others.

Nominations which do not meet the award category criteria will not be eligible for an Award.

Award Selection Panel

The Office of the CEO will form an Award Selection Panel which will comprise the CEO and at least two Directors.

The Award Selection Panel is responsible for:

- Reviewing and discussing all nominations received and determining those most suitable for Award, based on Award criteria and individual merit.
- As part of the selection process, the Panel may seek additional information from the nominator, colleagues or employee's Manager to support the nomination.
- The Manager, HR will write to each of the Nominee's advising of their Nomination and explaining that successful nominees will be announced at the Award Event.
- Members of the Panel are responsible for keeping the results of Awards confidential, as these will be revealed at the Annual Awards Event.

Annual Awards Event

Council will host an Annual Awards Event each year.

Retirement Recognition

Council will contribute towards a departure gift for any employee who has completed 10 or more years of continuous service and who is retiring from the workforce. The amount of contribution will be \$500 after the initial 10 years and \$10 for every completed year of service thereafter. The contribution will be paid out of the employee's department budget.

RELEVANT POLICIES

Policies and procedures to be read in conjunction with this policy are:

- Code of Conduct (Staff)
- Employee Retention Policy
- Human Resources Management Policy
- Employee Award Nomination Form

IMPLEMENTATION AND REVIEW

Implementation

Relevant personnel will be made aware of this Policy. It is not a requirement of the Act for this Policy to be published on the Barkly Regional Council website.

Review

This policy will be reviewed on or before 09.02.2028

VARIATIONS, REVOCATIONS AND/OR CHANGES

Barkly Regional Council reserves the right to revoke and/or amend this policy from time to time as is considered necessary to better manage its business and/or to comply with any legislative requirements.

APPROVAL

This policy is approved.

Peter Harder

Chief Executive Officer



Signature

10/02/2026

Dated

END