



OPERATIONAL DIRECTIVE

Enquiries to: Human Resources Branch
Phone number: 9222 2115 and 9222 2286
Supersedes:

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Subject: **Recognition of Staff Achievements Policy**

The Department is committed to providing a positive and supportive workplace that recognises staff achievements and acknowledges years of service to WA Health.

A copy of this policy is attached for your information and can be accessed via the Holii Intranet at:
http://intranet.health.wa.gov.au/policies/royalst_policy.cfm

Dr Peter Flett
DIRECTOR GENERAL
DEPARTMENT OF HEALTH

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Department of Health (Royal Street Divisions)

Recognition of Staff Achievements Policy

Scope

This policy applies to all Department of Health, Royal Street Divisions (the Department) employees. This includes:

- full-time, part-time or casual staff
- permanent or fixed-term contract staff, and
- staff employed under all awards.

Policy Statement

The Department is committed to providing a positive and supportive workplace that recognises staff achievements and acknowledges years of service to WA Health.

The acknowledgement of **Long Serving Staff Members** and the awarding of **Australia Day Award or Queen's Birthday Honours** will be centrally coordinated as follows:

Long Serving Staff Members

WA Health values employee contributions through years of service, and seeks to annually acknowledge this commitment.

The Department's Human Resources Branch (HR) will annually collate a list of Department of Health staff members to be commemorated for length of service. Eligibility is determined as at 30 June of the year of acknowledgement.


Staff will be acknowledged at an annual ceremony as follows:

- Awards for 20 years service and every subsequent 5 years (i.e. 25, 30, 35) – presentation of a certificate by the Director General or delegate.

HR will coordinate the annual presentation ceremony for the Department.

Tea/coffee and light refreshments may be arranged for this event, but this cost will not exceed \$100.

- Awards for 10 and 15 years service – presentation of certificate by the relevant head of division.



HR will arrange certificates and advise divisions of eligible participants and protocol for arranging a divisional presentation.

Australia Day/Queen's Birthday Honours

Recognition of contribution through the community commendation of Australia Day Award/Queen's Birthday Honours list is a high accolade. The Director General will congratulate staff members who are awarded this honour by global e-mail.

Other Achievements

Divisions/Branches are encouraged to acknowledge individual employees when they excel in their professional capacity, retire/resign from WA Health or are identified for outstanding commitments to the community.

It must be remembered that departmental funding should not be provided for functions to farewell or acknowledge staff members, other than with the approval of the Director General. See WA Health, Expenditure on Official Hospitality Policy which can be accessed at: http://intranet.health.wa.gov.au/policies.doh_policy.cfm

Supporting Documentation

Expenditure on Official Hospitality Policy
http://intranet.health.wa.gov.au/policies.doh_policy.cfm

Authority

Endorsed by:	Dr Peter Flett, Director General
Date issued:	21 October 2009
Review Date:	21 October 2011
Link to Policy page:	via the Royal Street Office Policies link at: http://intranet.health.wa.gov.au/policies/royalst_policy.cfm
Primary Contact:	Human Resources Branch, Workforce, Government Relations & Reviews Directorate, Finance & Corporate Division

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The inclusion of this sentence is in accordance with the various government and WA Health policies and guidelines relating to disability access.