

Procedures for Awarding a Long Service Medal

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Description	This document details the procedures for awarding a Long Service Medal to staff members of the University.

Related documents

[Code of Conduct](#)

[Long Service Medal Policy](#)

[\[Introduction\]](#) [\[Application\]](#)

1. INTRODUCTION

These procedures apply to the award of a long service medal to staff members who have met the service requirements for the award.

The requirements for the award are detailed in the Long Service Medal Policy.

2. APPLICATION

Human Resources has responsibility for identifying staff members who are eligible for the award of a long service medal.

A report of eligible staff members is reviewed annually by designated staff within Human Resources. A list of eligible staff for the award of long service is approved by the Director, Human Resources. The approved staff list is provided to the relevant Head of Element for noting.

The award is presented at a ceremony where recipients are recognised by the awarding of the appropriate medal along with a letter from the Vice Chancellor and President detailing their service.

Human Resources coordinates the annual presentation ceremony. The Director, Human Resources (or nominee) acts as master of ceremonies at the event.