

REWARD AND RECOGNITION FRAMEWORK

REWARD AND RECOGNITION COMMITTEE

1. Objectives

The cross directorate Reward and Recognition Committee is committed to ensuring that all nominations are consistent and assessed fairly. This will ensure that the Reward and Recognition Program remains valued and used appropriately. The committee will seek to reach an agreement on nominations by majority vote. The committee must notify Organisational Development (OD) of all successful and unsuccessful nominations and provide sufficient information to support their decision.

2 Procedural Guidelines

Membership

The committee shall comprise of 5 cross Council representatives; at least one (1) manager representative and no less than three (3) staff members. Participants can be nominated by themselves, their manager, or director. Each representative position on the committee shall end twelve months after the date of election (OD will call for nominations). Staff representatives can re-nominate themselves for a further twelve months.

Chair person

A member from OD will act as a chair person. They will be responsible for collating and forwarding the nominations to the committee prior to each meeting.

Approval process

The Reward and Recognition Committee is responsible for approving/ declining all 'Rise Above' nominations; that is the Outstanding Achievement and Extraordinary Impact Awards. The committee has the ability to alter the award level based on whether the nomination has met the award criteria (refer to Appendix E). Nominations will be assessed against award criteria as set out in this framework to ensure a fair and consistent approach.

The committee will seek to reach an agreement on nominations by majority vote. If the nomination has not come from the nominee's manager or director, OD will seek their opinion as part of the judging process. Endorsement must be sort from the nominee's director for all Rise Above Awards.

Reporting

At the conclusion of each meeting the committee must provide their reasoning in writing to the OD chair who will be responsible for recording successful and unsuccessful nominations. Successful applications will be placed on the staff member's personnel file while unsuccessful applications will be stored separately in Objective. OD will monitor and review all applications to ensure the scheme is meeting Council's objective to develop a culture of achievement, encouragement and celebration in the workplace.

Disputes

If a dispute arises between the committee and the nominator, the committee can seek further clarification from the nominator. Additionally the nominator can provide the committee further information for review. Ultimately it is up to the committee to make the final decision.

Meetings

Meetings shall be held every two months, at a time and place as agreed.

