Attachment A – Example, Division/Branch/Section Rewards and Recognition Program

**Background**

As part of Health’s broader Rewards and Recognition Program, it is recommended Divisions, Branches and Sections coordinate awards to recognise exceptional work done at a local level. Division, Branch and Section awards are designed to complement the whole of Department Secretary’s Awards.

The following proposal is for XXX Division/Branch, and associated Sections, to adopt a Local Rewards and Recognition Plan.

**Division/Branch Rewards and Recognition**

XXX Division/Branch will start a monthly Rewards and Recognition Program with awards to be presented at monthly Division/Branch meeting, which is followed by a lunch/afternoon tea.

**Process**

* Nominations are called two-weeks prior to the Division/Branch meeting, via XXX, with one week for submission.
* Nominations can came from any staff member within the Division/Branch
* Nominations must be no more than 250 words and outline:
  + Nominee details
  + Summary of achievement
  + Commitment to Behaviours in Action (including specific behaviour)
* Nominations sent direct to EA for co-ordination and discussion by Assistant Secretary and Directors.
* Assistant Secretary determine winners.
* Certificates can be produced by EA from the word template available on the intranet.
* Certificates presented at meeting or lunch/afternoon tea.

**Section Rewards and Recognition**

Directors would be responsible for implementation of consistent Rewards and Recognition within their Section.

Directors should:

* Take the time to acknowledge work well done, including small wins
* Keep a record of actions
* Report at section meetings to acknowledge outstanding work

Directors can:

* Leave a small personalised note or card on team member’s desk.
* Send an email with thanks.
* Add a regular agenda item to section meetings for team members to acknowledge good work of others.
* Have a section trophy, photo frame or another item which is given to team members as recognition.

**Note:** Health’s Rewards and Recognition Program states that financial rewards, additional leave and the purchase of alcohol is not permitted. There is no funding available for local level rewards and recognition. Purchase of cards, food or consumable items are the responsibility of the Section Head/Branch Head.