



ACT
Government

JUSTICE AND COMMUNITY SAFETY GUIDELINE

DIRECTOR-GENERAL AWARDS

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1. PURPOSE

These Guidelines provide the process for formally recognising employees for their achievements and outstanding contributions in their areas of work.

2. SCOPE

The Guidelines apply to JACS employees excluding volunteers who are recognised through their annual volunteer recognition programs. Executives are excluded for individual awards but may be nominated as part of a team award.

3. BACKGROUND

The Justice and Community Safety (JACS) Director-General Awards celebrate the achievements and contribution of employees across our diverse range of workplaces and areas of work. They recognise those people in JACS whose service and contributions have made a difference, who go above what could reasonably be expected, and in doing so encourage us all to deliver on the JACS vision of ensuring a fair, safe and peaceful community in the ACT where people's rights and interests are respected and protected.

The Director-General invites nomination of individuals or a team for a Director-General Award in recognition of:

- their achievements and contributions to the workplace
- exhibiting a high degree of teamwork
- consistently displaying ACT Public Service values of respect, integrity, collaboration and innovation to a high level.

4. ABOUT THE AWARDS

The JACS Director-General Awards have five categories. These are:

1. Business Partnership Award

This award is to recognise an individual or team who delivers services through collaboration and consultation across business units within JACS and with external stakeholders. This can be demonstrated, for example, by increasing positive client interaction, increasing participation in public consultation, improving reporting structures around the development of cross agency programs, and improving auditing compliance with service standards and human rights.

2. Customer Service Award

This award is to recognise an individual or team who has introduced or improved the delivery of a service. This can be demonstrated for example by putting into place a new practice or procedure that has increased customer satisfaction through service delivery techniques, or developing a process to lower risk for JACS.

3. Innovation Award

This award is to recognise an individual or team who has developed or promoted a method to work smarter and more efficiently in the workplace. This can be demonstrated through, for example, reducing complaints or adverse findings by external bodies, reducing costs, improving delivery of projects and/or outputs, and/or successfully implementing audit recommendations or recommendations on human rights compliance.

This award also includes recognising an individual or team who has developed or promoted sustainability measures to achieve a more sustainable workplace. This can be demonstrated through internal education programmes, reducing costs, reducing waste to landfill, promoting sustainable methods in travelling to work and implementing measures to lower the business units carbon footprint.

4. Leadership Award

This award is to recognise an individual or team who has put into place a way to bring out the best in their people. The individual or team will have demonstrated leadership, for example, by implementing a process or procedure that improves quality of work life and work environment, performance management, capability of the workforce, decreases work-related injuries, or improves business models.

5. Respect, Equity, Diversity and Social Inclusion Award

This award is to recognise an individual or team who has built or contributed to creating a positive, respectful and inclusive culture in the workplace. The individual or team will have demonstrated the principles of respect, equity and diversity, and/or inclusion, for example, by going above and beyond to making the workplace an inclusive place to work; modelling respectful treatment in interactions and communication with others; cultivating inclusion to enhance opportunities for people of diverse experiences; and/or contributing or achieving inclusion goals without looking for personal recognition.

5. WHO CAN NOMINATE?

Any employee can nominate an individual or team for the award.

Nominations from all areas of JACS are encouraged. Nomination of employees and/or teams should be made by completing the nomination form.

6. HOW TO PREPARE A NOMINATION

When completing a nomination form it is important to provide examples. It is helpful to include examples that best show what the employee has done and where they have gone above what could be reasonably expected of someone in a similar position for the calendar year. Refer to *Tips for Writing a Nomination* which can be found on the JACS intranet.

Please provide a copy of your nomination to your and the nominee's Executive Director/ Commissioner.

7. HOW ARE THE NOMINATIONS ASSESSED?

JACS Strategic Management Committee (SMC) will assess nominations and determine winners. In considering nominations, the SMC will seek to satisfy themselves that the employee or team has demonstrated achievement and successfully driven their business unit, team or individual or the Directorate to achieve the performance targets set within the goals of JACS Strategic Plan.

The SMC will decide up to 10 individuals and/or teams to be awarded across the five categories and consider whether any individuals or teams could be given special commendations.

8. WHEN DO NOMINATIONS OPEN AND CLOSE?

Nominations open in early February and remain open for approximately three weeks. Please refer to the [Director-General Awards page](#) for specific dates.

9. WHEN WILL THE AWARDS CEREMONY BE HELD?

The annual awards ceremony is held in March. The specific date will be listed in the [Director-General Awards page](#) each year.

10. ENQUIRIES AND FURTHER INFORMATION

These guidelines and the nomination form are available on the JACS Intranet. For enquires, contact Organisational Development by email to JACSOrgDev@act.gov.au or phone 6205 1034.

11. EVALUATION

At the end of Awards ceremony, the program will be reviewed by SMC. Recommendations will be considered for the next Guidelines.

PROPERTIES

AMENDMENT HISTORY

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Version 1	3 January 2012	Inaugural Director-General Awards 2012	People and Workplace Strategy
Version 2	5 December 2012	Guidelines updated for the Director-General Awards 2013	People and Workplace Strategy
Version 3	6 December 2013	Guidelines updated for the Director-General Awards 2014	People and Workplace Strategy
Version 4	4 December 2014	Guidelines updated for the Director-General Awards 2015	People and Workplace Strategy
Version 5	December 2015	Guidelines updated for the Director-General Awards 2016	People and Workplace Strategy
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DETAILS

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