

Senate Economics Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Additional Estimates

2015 - 2016

Department/Agency: ASIC

Question: AET 2828-2831

Topic: Staff Awards

Reference: written - 19 February 2016

Senator: Ludwig, Joe

Question:

Since the change of Prime Minister on 14 September, 2015:

2828. Has the Department / Agency given out awards to staff for any reason? If yes:

- a) What was the reason for the awards?
- b) What was the criteria for the awards?
- c) What form did the award take? (e.g. Certificate, gift vouchers etc)
- d) How much was spent on the award?

2829. How were the awards presented?

2830. Who presented the awards?

2831. Was there a ceremony or party for the awards? If yes:

- a) Where was it held?
- b) Was there a fee for the venue? If yes, how much?
- c) How much was spent on catering?
- d) How many people attended?
- e) Did the minister attend?
- f) Did the minister's staff attend? If yes, how many?

Answer AET 2828-2831:

ASIC has Reward and Recognition Guidelines for Acknowledging Excellence.

The purpose of these guidelines is to inform people leaders and team members on when and how they can recognise people for their achievements through reward & recognition. Reward guidelines are divided into tiers, explained in the extract below.

Awards are granted within the parameter's set by the ASIC Resource Management Instructions from the Chairman, compliant with the PGPA Act and the appropriate management of public resources.

The full Reward and Recognition Guidelines for Acknowledging Excellence are attached.

The Guidelines provide financial expenditure guidelines for each type of reward.

During the time in question, ASIC provided staff with awards and recognition in line with these guidelines, at the organisation and team levels.

As an example, the most recent organisation wide award was presented to honour an outstanding female staff member in pursuit of leadership. On March 8 2016, ASIC held an afternoon tea in each state office in conjunction with International Women's Day. The 2016 recipient of the Women in Leadership Award was announced, and received flowers and a plaque, presented by one of ASIC's Commissioners.

ASIC does not generally involve our Minister in the granting of staff awards.

[Extract from Guidelines]

REWARD & RECOGNITION TIERS

TIER: HONOUR

This tier is prestigious and is acknowledged at an organisation and APS level and includes:

- Australia Day Award
- IPAA Prime Minister's Award for Excellence in Public Sector Management
- Public Service Award.

This tier occurs once a year and involves a formal nomination process with the Commission, people leaders and People & Development.

TIER: ACCOLADE

This tier is designed to acknowledge team members or team achievement in the following areas:

- APT Award (the ASIC Values)
- Recognition of Service (10, 20 and 30 years); and
- Women in Leadership Award.

This tier occurs once a year and also involves a formal nomination process involving people leaders and People & Development.

TIER: CONGRATULATIONS

This tier is designed to be customised at team level to ensure team members or teams are recognised for their excellence and achievements in the following areas:

- ASIC Values
- Customer service
- Going above and beyond; and
- Project implementation and excellence.

This tier allows people leaders to reward people at set periods throughout the year, for example quarterly or bi-annually. This tier can be tailored according to the needs of the business.

TIER: THANK YOU

There is nothing more powerful than a simple 'thank you'. This tier enables people leaders and team members to provide a 'thank you' to a nominated person.

This tier is designed to be immediate and in some cases doesn't need to be public, rather between two people.

It can be implemented in team meetings or cluster meetings but the philosophy here is that it's immediate, frequent and peer-to-peer. An easy way to gain a sense of a person's preference is to ask them what they value and appreciate.

Also refer to attached PDF Reward and Recognition Guidelines for Acknowledging Excellence.