2016 UOW PULSE STAFF AWARD GUIDELINES

1. This award shall be known as the UOW Pulse Staff Award.

2. There shall be one staff and/or one group award to be presented to past or present staff members of the UOW Pulse.

3. There shall be an Awards Committee consisting of:-
   - The Chair of the UOW Pulse Board or Nominee
   - The General Manager/CEO or Nominee
   - Board member elected from the Board
   - Vice-Chancellor’s Nominee
   - The Staff Representative on the UOW Pulse Board of Directors

4. Each Award shall consist of a $250 UOW Pulse gift card or $1,000 worth of gift cards for a group award, as well as a plaque, to be presented later in the year by the General Manager. The winner will also receive a reserved car space in the UOW Pulse reserved area of the multi-story car park for 2017.

5. The Award shall be awarded on the basis of outstanding service to UOW Pulse and/or its members. Examples include, but are not limited to:
   - Outstanding customer service, both directly to members or within the organisation.
   - Responsibility for an outstanding or novel initiative which has a demonstrated value to UOW Pulse and its members.
   - Commitment to UOW Pulse Values*.

6. In making an award, the committee shall consider relevant written evidence and testimonials as it sees fit.

7. The decision of the committee shall be final and no correspondence will be entered into.

8. Each candidate or proposer shall forward a nomination on the prescribed form by the due date which shall be accompanied by relevant documentation to the UOW Pulse General Office.

9. Each nomination shall be proposed and seconded by a current Member or Life Member of UOW Pulse or a UOW Pulse staff member.

10. Members of the Awards Committee shall be ineligible for nomination or to nominate or second a person for nomination.

11. The decision of the Committee will be announced later in the year.

12. Nominations shall be open for at least 28 calendar days.

13. The committee is not obliged to make an award.


* To review UOW Pulse Values please visit: unicentre.uow.edu.au/aboutus
We the undersigned members/life members/staff members of UOW Pulse hereby nominate:

..................................................................................................................................................  (Print full name)

Address:  ..............................................................................................................................................................

Telephone No....................................................... for the 2016 UOW Pulse Staff Award.

I ...................................................................... hereby certify that I am a member of UOW Pulse.

..................................................................................................................................................  Staff Member No. .................................................................  
(Signed)

I ...................................................................... hereby certify that I am a member of UOW Pulse.

..................................................................................................................................................  Staff Member No. .................................................................  
(Signed)
PROPOSER’S COMMENTS IN SUPPORT OF NOMINATION

Please explain how the nominee displays UOW Pulse’s core values. Please feel free to expand on a separate sheet if necessary.

UOW PULSE VALUES

Integrity – we will be honest, ethical and moral

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Flexibility – we will be flexible to changing needs

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Efficiency – we always seek efficiencies

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Engagement – we will engage with our community

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Leadership – we believe and will deliver our values

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