

# Vice-Chancellor's Staff Excellence Awards

## Recognising Inspirational Staff

### Inspirational Staff Awards

The Award Guidelines outline the eligibility criteria and the nomination, assessment, and selection process for the Inspirational Staff Awards.

These awards recognise and reward individuals who demonstrate ECU's core values and behaviours:

**Integrity Award** – for being ethical, honest and fair.

**Respect Award** – for considering the opinions and values of others.

**Rational Inquiry Award** – for being motivated by evidence and reasoning.

**Personal Excellence Award** – for demonstrating the highest personal and professional standards.

**Courage Award** – for being bold and resolute in our thinking and actions in pursuit of our goals.

The following award recognises and reward teams who demonstrate ECU's core values:

**Inspirational Team Award** – to recognise team excellence as evidenced by a particular example of high-quality performance or a sustained high standard of performance.

Up to seven (7) awards across the six categories will be awarded annually.

Award recipients will receive \$5,000 per award (inclusive of tax and superannuation) and a certificate presented by the Vice-Chancellor at a celebratory event in November.

### Eligibility Criteria

This award is open to full-time, part-time, and casual/sessional ECU staff and teams. Nominees must be a current ECU staff member at the time of application and at the receipt of the Vice-Chancellor's Staff Award prize money following the celebratory event in November.

Nominees who have received an award in the previous three years are ineligible to be nominated for the same award category but can be nominated for a different award category. Unsuccessful nominees are eligible to re-apply.

## Nominations

People and Culture (P&C) will call for nominations on an annual basis.

Nominators must nominate an ECU staff member or a team. Nominators cannot nominate themselves for an award.

Nominations must be submitted through the [online nomination form](#) at [www.ecu.edu.au/staff-awards](http://www.ecu.edu.au/staff-awards)

Individual staff members cannot be nominated in more than one individual category but may be included in team nominations.

Any queries should be directed to [vcstaffawards@ecu.edu.au](mailto:vcstaffawards@ecu.edu.au).

## Reward and recognition

During performance review discussions, line managers are encouraged to reward and recognise those staff members who may demonstrate ECU's values by submitting a nomination for them.

## Nomination Requirements

Nominations are made via the [online nomination form](#) available when nominations are called for each year.

Nominations should include:

1. **Nominee's name**
2. **Nomination Summary** (up to 50 words) Should the nomination be successful, this statement will be used in appropriate communications highlighting the award winner's success, for instance in the Awards ceremony certificates and on the ECU website.
3. **Statement of how you feel this person meets the ECU core value** (limit of 300 words).
4. **Three words to describe this person.**
5. **Response to:** In what way does ECU benefit from people like this?
6. **Referees** – email address of two referees (internal or external to ECU) excluding their Executive Dean or Director.
7. **It is recommended to upload supporting evidence in your online nomination as evidence of their achievements** (No more than 3 pages and/or video, total size cannot exceed 100 MB.)

## Awards Selection Committee

The Vice-Chancellor will invite the Awards Selection Committee each year to consider and make recommendations on the nominations.

The Awards Selection Committee will comprise the following, none of whom may be nominees or nominators during their term on the committee, selected with appropriate regard to gender representation:

- Deputy Vice-Chancellor (Students, Equity and Indigenous) or nominee, Chair of the Committee;
- An external representative appointed by the Chair;
- One Academic Staff member nominated by the Academic Board;
- One Professional Staff member nominated by the University Executive.
- People and Culture nominee as appointed by the Chief People Officer as Executive Officer (non-voting)

Members appointed to the committee will have a term of three years commencing 1 January.

The Awards Selection Committee has the authority to seek further evidence it deems necessary to evaluate the nominations. The Awards Selection Committee reserves the right not to recommend an award if, in its assessment, there is no nomination of sufficient merit.

The Executive Officer shall present the nominations and any other relevant information to the Vice-Chancellor's Staff Awards Selection Committee.

The Committee:

- Will assess all nominations;
- May request further information from whomever it deems necessary to evaluate the nominations; and
- Will forward its recommendations to the Vice-Chancellor for approval.

### Decision Making

The Vice-Chancellor will review the recommendations from the Awards Selection Committee and decide upon the winners. The Vice-Chancellor's decision will be final. The winners will be formally advised of the outcome at the time of the celebratory event.

### Celebration

The Vice-Chancellor will host an event at which the winners will be announced and the awards presented. The event is open to all ECU staff.

Event photography may be used to promote the Vice-Chancellor's Staff Awards.

### Method of Award Payment

Award recipients will receive \$5,000 per award (inclusive of tax and superannuation). Due to tax considerations, all nominated staff must choose a preferred payment option prior to the event out of the following options:

**Cash lump sum payment** – default method if no selection made (paid through the payroll system and subject to income tax at the employee's marginal tax rate); or

**Payment credited directly to your Superannuation Account as a pre-tax contribution;** If you select this option you may wish to seek personal financial advice as there are caps on the amount you can contribute to your super each financial year that, if exceeded, may result in additional tax implication; or

**Nominated ECU project/research/school account to be paid into an ECU account of choice.**

The prize monies must be used for work related expenditure and cannot be redistributed among team members for personal use. Nominees are advised to consult their respective Operations Manager before electing to nominate an ECU account, as there are limitations for time in which prize monies are to be spent. These funds will be allocated to your School or Centre in January of the following year and must be used within one year. Work related expenditure does not normally attract Fringe Benefits Tax (FBT). However, if FBT does apply to the expenditure, it will form part of the award amount so the team members would only be eligible to spend the net-of-FBT amount. Nominees are advised to consult their respective Operations Manager or Finance Team if unsure.

An email will be sent to all nominees prior to the event to request the preferred payment option. If no selection is made and the nominee is successfully selected as a winner of an award, payment of the award prize will default to payment via cash lump sum paid through payroll.

For Inspirational Team award recipients, prize monies will be divided between team members equally.

### People and Culture (P&C)

On an annual basis, P&C will:

- Advertise and promote the awards and provide administrative support to the process;
- Organise the composition of the Awards Selection Committee each year and arrange for all nominations to be provided to the Committee in a timely manner for assessment;
- Report on the outcomes of the Vice-Chancellor's Excellence Staff Award Selection committees to the Chief People Officer, Deputy Vice-Chancellor (Student, Equity and Indigenous) and the Vice-Chancellor to seek approval of the recommended award winners selected; and
- Organise the public event and other associated requirements with Corporate Events, including inviting the nominees.

### Further information

Visit [www.ecu.edu.au/staff-awards](http://www.ecu.edu.au/staff-awards) or email [vcstaffawards@ecu.edu.au](mailto:vcstaffawards@ecu.edu.au)