

Vice-Chancellor's Staff Excellence Awards

Recognising Excellence

Excellence in Health and Safety Practice

The Vice-Chancellor's Award for Outstanding Contribution to Health and Safety Practice recognises individuals or teams who have made a significant contribution to improving and promoting health and safety in the workplace.

The Award Guidelines outline the eligibility criteria and the nomination, assessment, and selection process for:

- Outstanding Contribution to Health and Safety Practice Award

The award recipient will receive \$5,000, inclusive of tax and superannuation, and a certificate presented by the Vice-Chancellor at a formal ceremony. Team recipients will receive an equal share of \$5,000.

Eligibility Criteria

This award is open to full-time, part-time and casual/sessional ECU staff and teams. Applicants must be a current ECU staff member at the time of application and receipt of the Vice-Chancellor's Staff Award.

Nominations

- People and Culture (P&C) will call for nominations on an annual basis.
- Applicants cannot self-nominate.
- Nominations can be recommended by another current ECU staff member. Nominations must be submitted online via www.ecu.edu.au/staff-awards by the due date.
- Any queries should be directed to the P&C Coordinator on 6304 2480 or to vcstaffawards@ecu.edu.au

Management for Performance (MPS)

During performance review discussions, Supervisors are encouraged to reward and recognise those staff members who may demonstrate exemplary service and submit a nomination on their behalf.

Nomination Requirements

The nomination form is available at: www.ecu.edu.au/staff-awards

Nominations to include via the online form:

1. **Nominator details** (the online nomination form will capture your details automatically)
2. **Nominee's name**
3. **Statement** of how the nominee(s) meet the award selection criteria (no more than 300 words)
4. **Referees** –email address or two referees (internal or external to ECU) excluding their Executive Dean or Director

Award Selection Criteria

- Demonstrated improvement in health and safety in the workplace at ECU through proactively identifying and implementing solutions to address hazards and reduce risk, e.g. the solution may be a design/engineering solution, changes to processes or procedures, significant and sustained safety leadership, contribution to improve psychological health, development and implementation of a training or awareness program or other risk control measure.

Awards Selection Committee

The Chair of the University Health and Safety Committee will form a subgroup of committee members to act as the Health and Safety Award Selection Committee, to consider nominations and make recommendation to the Vice-Chancellor. Members appointed to the Award Committee will have a maximum term of 3 years.

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

The Committee:

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

Decision Making

The Vice-Chancellor will review the recommendations from the Health and Safety Award Selection Committee and decide upon the winner. The Vice-Chancellor's decision will be final. The winners will be formally advised of the outcome prior to the celebratory event. A copy of the certificate will be filed in the respective personal files.

Celebration

The Vice-Chancellor will host an event that provides formal and public recognition of the respective achievements and excellence of our staff, at which the Awards will be presented. Winners may be asked to present at various public events. Event photography may be utilised to promote the Vice-Chancellor's Staff Awards.

Method of payment

Nominated staff must choose a preferred option for payment as part of their nomination prior to the event. An email will be sent prior to the event in November to request the preferred option for payment should the nomination be successful:

- Cash lump sum payment (paid through the payroll system and subject to income tax at the employee's marginal tax rate); or
- Payment credited directly to your UniSuper Superannuation Account as a pre-tax contribution. If nominees select this option they 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 Finance Manager or Business Manager before electing to nominate an ECU account as there are limitations for time period in which prize monies are to be spent and this will vary from area to area. These funds will be allocated to your school/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 Business Manager or School Finance Team if unsure.

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 Inspirational Staff Awards
 - to the Director People and Culture and Vice-Chancellor to seek approval for the recommendations; and
 - Organise the public event and other associated requirements with Corporate Events, including inviting the nominees and nominators.
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