



# Staff Awards procedure

## Section 1 - Preamble

(1) This Procedure is effective from 15 October 2020.

## Section 2 - Purpose

(2) This Procedure outlines the process for recognising staff performance and achievement in the University and the wider education sector.

## Section 3 - Scope

(3) This Procedure applies across the University.

## Section 4 - Policy

(4) This Procedure is pursuant to the [Reward and Recognition policy](#).

## Section 5 - Procedure

### Vice-Chancellor's Awards

(5) Staff who have made an outstanding contribution to the University, or to the wider higher education sector, may be nominated for a Vice-Chancellor's Award.

(6) The Vice-Chancellor's Prizes and Awards Committee (VCPAC) will call for nominations. Details of the nomination process will be published widely and will be circulated to Heads of Organisational Units.

(7) The Teaching Awards Subcommittee (TAS) will consider nominations for Teaching and Learning Awards and make recommendations regarding award recipients to the VCPAC.

(8) The VCPAC will consider the recommendations made by TAS and nominations for other awards, and will make recommendations to the Vice-Chancellor regarding award recipients.

(9) The Vice-Chancellor will determine the award recipients.

(10) Awards will be presented to recipients at a formal ceremony.

### Achievement awards

(11) Staff who have performed work beyond that required or expected of them may apply or be nominated to receive an Achievement Award as specified in Table A: Achievement Awards.

(12) Applications and nominations must be submitted to the relevant Head of Organisational Unit addressing the criteria listed in Table A: Achievement Awards.

(13) The Head of Organisational Unit will consider the applications and nominations received, determine the award recipients and provide feedback to the applicants and nominees.

(14) The Head of Organisational Unit may present awards to the recipients at a presentation in their work area.

**Table A: Achievement Awards**

Award Description	Award Criteria	Nominating Authority	Approval Authority	Award
For service and performance over and above that which is normally expected	<ul style="list-style-type: none"> <li>- Results: actual performance outcomes</li> <li>- Process: how work was achieved</li> <li>- Teamwork: participation and collaboration within groups/teams to achieve organisational area goals</li> </ul> <p>Examples include:</p> <ul style="list-style-type: none"> <li>- excellent/improved customer service</li> <li>- continuous improvement actions</li> <li>- revenue growth</li> <li>- leadership: shown by managers and/or individual staff members</li> <li>- personal behaviour which has advanced the customer perception of the work area</li> <li>- service excellence through teamwork</li> <li>- service excellence through innovation</li> <li>- a specific local issue or behaviour which needed improvement or which is crucial to customer satisfaction, e.g. work simplification, safety, on-time delivery, accuracy</li> </ul>	<ul style="list-style-type: none"> <li>- Local management team</li> <li>- Individual staff member</li> </ul>	<ul style="list-style-type: none"> <li>- Local management team with staff input</li> </ul>	<ul style="list-style-type: none"> <li>- Award certificate and/or token of appreciation up to \$100 value (upper limit) for individual and \$250 value for a team</li> <li>- a personal gift, a lunch or dinner, or some other benefit which is likely to be appreciated by the recipient(s)</li> </ul> <p>*Achievement Awards may be subject to fringe benefits tax. Organisational areas should seek guidance from the Taxation and Treasury Manager, Deakin Finance on the most appropriate account code against which to charge the awards</p>

## Service awards

(15) Staff will receive an award in recognition of reaching significant service milestones as specified in Table B: Service Awards.

(16) The Executive Director, Human Resources or nominee will determine the staff members eligible to receive a service award in a given year, subject to the following conditions:

- a. The service anniversary must occur prior to 31 December of the year of the presentation.
- b. At the discretion of the Executive Director, Human Resources, casual service may be recognised as part of the service period when it is followed by consistent fixed-term or continuing employment.
- c. At the discretion of the Executive Director, Human Resources, periods of service by a staff member on secondment to another organisation may be recognised for the purposes of service awards.

(17) The Executive Director, Human Resources or nominee will provide the list of eligible staff members to the Office

of the Vice-Chancellor every twelve months, who will organise awards in accordance with Table B: Service Awards.

**Table B: Service Awards**

Award Description	Award Criteria	Nominating Authority	Award Presentation	Award
Formal recognition of significant service milestones	Formal recognition of service commences at 10 years of service and continues in increment of 10 years	Executive Director, Human Resources	Awards for service of 10 years and at each subsequent 10 year intervals will receive a letter of congratulations from the Vice-Chancellor	A digital badge recognising service milestone reached

## Professional Development Awards

(18) The [Vice-Chancellor's Professional Development Award](#) is available to Professional staff for professional development purposes, as specified in the [Professional Development \(Professional Staff\) procedure](#).

## Section 6 - Definitions

(19) For the purpose of this Procedure:

a. Antecedent institutions means:

i. Toorak Campus

- Toorak Teachers' College (1951)
- Toorak State College (1973)
- Victoria College (1981)
- Mercer House (1951)

ii. Burwood Campus

- Burwood Teachers' College (1954)
- Burwood State College (1973)
- Victoria College (1981)

iii. Geelong Campus

- Gordon Institute of Technology
- Geelong Teachers' College (1952)
- Geelong State College (1973)

iv. Rusden Campus

- Monash Teachers' College (1965)
- Rusden State College (1973)
- Victoria College (1981)
- Larnook (1951)

v. Warrnambool Campus

- Warrnambool Technical School (1922)
- Warrnambool Technical College (1958)
- Warrnambool Institute of Advanced Education (1969) Affiliated with Victoria Institute of Colleges

(1970)

- WIAE separated from WTC.

vi. Prahran Institute of Advanced Education

- Victoria College (1981)

vii. Deakin University staff who were members of the staff of Prahran College of Advanced Education when it merged with Victoria College in 1981 will have their service with the College recognised for the purposes of recognition of prior service.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	15th October 2020
<b>Review Date</b>	15th October 2024
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	15th October 2020
<b>Expiry Date</b>	21st June 2022
<b>Responsible Executive</b>	Kerrie Parker Deputy Vice-Chancellor, University Services dvc-us@deakin.edu.au
<b>Implementation Officer</b>	Tom Slack Executive Director, Human Resources
<b>Enquiries Contact</b>	Human Resources Division +61 3 92468144