

SCHEDULE A: STAFF AWARDS

STAFF AWARDS

(a) Achievement Awards

Award Description	Award Criteria	Nominating Authority	Approval Authority	Award
<p>For service and performance over and above that which is normally expected</p>	<ul style="list-style-type: none"> • Results—actual performance outcomes • Process—how work was achieved • Teamwork—participation and collaboration within groups/teams to achieve organisational area goals <p>Examples include:</p> <ul style="list-style-type: none"> • excellent/improved customer service • continuous improvement actions • revenue growth 	<ul style="list-style-type: none"> • Local management team • Individual staff member 	<ul style="list-style-type: none"> • Local management team with staff input 	<ul style="list-style-type: none"> • Award certificate and/or token of appreciation up to \$100 value (upper limit) for individual and \$250 value for a team or • a personal gift, a lunch or dinner, or some other benefit which is likely to be appreciated by the recipient(s) • Achievement Awards may be subject to fringe benefits tax. Organisational areas should seek guidance from the Taxation Manager, Financial Services Division on the most appropriate account code against which to charge the awards

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	<ul style="list-style-type: none">• leadership—shown by managers and/or individual staff members• personal behaviour which has advanced the customer perception of the work area• service excellence through teamwork• service excellence through innovation• 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			
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(b) Service Awards

Award Description	Award Criteria	Nominating Authority	Award Presentation	Award
<p>Formal recognition of significant length of service milestones</p>	<ul style="list-style-type: none"> Formal recognition of service commences at 10 years of service and continues in increments of 10 years 	<ul style="list-style-type: none"> Executive Director, Human Resources Division 	<ul style="list-style-type: none"> Awards for service of 10 and 20 years' service receive a letter of congratulations from the Vice-Chancellor. Awards for service of 30 and 40 years receive a letter of congratulations from the Vice-Chancellor. 	<ul style="list-style-type: none"> A lapel pin A lapel pin and pen