

Local Rewards Procedure

Section 1 - Preamble

(1) Charles Darwin University ('the University', 'CDU') recognises that the achievement of its organisational objectives is assisted by individual staff exemplifying CDU's values of courage, kindness, openness, innovation and leadership, and thereby facilitating significant improvements within their organisational units.

Section 2 - Purpose

(2) This procedure outlines the local achievement rewards scheme at the University.

Section 3 - Scope

(3) This procedure applies ongoing and fixed-term staff members at the University.

Section 4 - Procedure

(4) The University values its people and is committed to recognising and rewarding high quality staff members.

(5) Local achievement rewards aim to recognise staff members that exemplify the CDU values of courage, kindness, openness, innovation and leadership, and the positive impact this has on the organisational unit and University more broadly.

(6) Local achievement rewards include a gift voucher up to a maximum value of \$100.

- a. Examples include a gift voucher for movie or theater tickets, book store, or a shopping voucher.

Recommendations for a local achievement reward

(7) A staff member may only be recommended for a local achievement reward once per calendar year. No more than 20% of the total number (not FTE) of ongoing and fixed-term staff members in an organisational unit may receive a reward in any calendar year.

(8) A staff member may be recommended for a local achievement reward by either their supervisor or relevant Senior Executive.

- a. Supervisors must make a recommendation to the relevant Senior Executive.
- b. A recommendation from a senior executive must be endorsed by the staff members supervisor to be considered.

(9) A recommendation for a local achievement award must include:

- a. a written submission outlining how the staff members actions that exemplify the relevant CDU values and the

- resulting benefits to organisational unit and University more broadly;
- b. the type and value of the proposed reward; and
- c. a statement as to whether the staff member has received a local achievement reward in the past.

Approval of a local achievement award

(10) The relevant Senior Executive will approve or reject a recommendation for a local achievement award.

- a. Rewards are funded by the organisational unit that made the recommendation.

(11) Where a recommendation is approved, the recipient will receive:

- a. a certificate of appreciation signed by the relevant Senior Executive; and
- b. a gift voucher up to a maximum value of \$100 as recommended by the supervisor.

(12) Rewards cannot be provided as cash or paid through the payroll, and must not attract fringe benefits tax.

- a. Confirmation as to whether a proposed reward attracts fringe benefits tax should be sought from Finance.

Records

(13) Details of approved local achievement rewards must be forwarded to the relevant People and Culture Business Partner, who will ensure the reward is recorded on the staff member's personnel file.

Section 5 - Non-Compliance

(14) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct – Staff](#) or the [Code of Conduct – Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the [Charles Darwin University and Union Enterprise Agreement 2022](#) and the [Code of Conduct – Students](#).

(15) Complaints may be raised in accordance with the [Code of Conduct – Staff](#) and [Code of Conduct - Employees](#).

(16) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedure](#).

Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	
Approval Date	To Be Advised
Expiry Date	Not Applicable
Responsible Executive	Shannon Holborn Vice-President Global and External Relations
Implementation Officer	Peta Preo Director People and Culture
Author	Melanie Mayo +61 8 8946 6764
Enquiries Contact	Peta Preo Director People and Culture <hr/> People and Culture

Glossary Terms and Definitions

"Senior Executive" - A staff member of the University holding the position of Vice-Chancellor and President, Vice-President, Assistant Vice- Chancellor, University Secretary, Deputy Vice-Chancellor, Pro Vice-Chancellor, Chief Financial Officer or equivalent.