

Performance Management and Development Policy

Reference Number: P17
 Organisational Unit: All
 Responsible Position: Chief Executive Officer
 Relevant Delegations:
 Date Adopted: 6 May 2016
 Review Date: Every three years

Objectives

This Policy aims to recognise, coach, develop, reward, and improve employee performance by ensuring that employee contributions meet the requirements of the Council's Regional and Strategic Plans. The Policy will clarify performance expectations and help employees perform as well as possible whilst minimizing the risk of legal action through accurate employee performance assessments.

Legislation and Reference

- Age Discrimination Act 2004 (Cth)
- Anti-Discrimination Act 1996 (NT)
- Central Desert Regional Council Enterprise Agreement
- Central Desert Regional Council Plan
- Disability Discrimination Act 1992 (Cth)
- Equal Opportunity for Women in the Workplace Act 1999 (Cth)
- Fair Work Act 2009
- Human Rights and Equal Opportunity Commission Act 1986 (Cth)
- Local Government Act 2014 (NT)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Work Health and Safety (National Uniform Legislation) Act 2011 (WHS (NUL) Act) (NT)

Responsibility

It is the manager's responsibility to ensure that all their employees' performance reviews are conducted during the stipulated timelines.

Policy

- Managers must ensure that accurate, approved and updated job descriptions are in place for all active jobs within their line of control.
- Requested changes to a position description should be submitted on the position description change form to the Human Resources Manager.
- A new or changed position description must be authorised by the Chief Executive Officer.
- All Council workers must take part in at least one performance review with their manager/supervisor per year.
- An employee who is serving probation will have their performance assessed by their immediate supervisor during the first three months of their employment and at least no later than two weeks before the expiry of their six months probation period.
- The worker's performance review must measure the worker's contribution to the Regional Plan and delegated Key Performance Indicators in place for the financial year.
- A participatory and consultative performance management system and procedures must be maintained for the Council and coordinated by the Human Resources Manager or delegate.

- All workers and managers must be given information and training about the performance management system by Human Resources and their managers during their induction, followed by a refresher course every two years.
- All performance reviews must be held in private and in an atmosphere that encourages meaningful discussion.
- Subject to the financial position of the Council, the Chief Executive Officer will decide on whether to offer a one off performance bonus or an annual step increase to a worker who has performed his/her job to a high standard or has been outstanding.
- High performance will also be rewarded with praise, recognition and, where possible, with opportunities to take on more responsible work at a higher level (e.g. acting Council Services Manager etc).
- Employees who do not pass their annual performance review may be placed on a performance management program (with further monitoring, coaching, training and counselling) in order to help them to meet the required performance standards. Employees who do not show any improvement after being counselled and given the opportunity to improve will have their employment contract terminated.
- Any relevant employee training and professional development identified and approved by an employee's manager may be carried out subject to funding, business operations and Chief Executive Officer's approval.
- Employees must receive written feedback as part of their performance review within five working days of the performance review.
- Performance review records are confidential and must be kept by the Human Resources Manager after they have been approved by the relevant Director and the Chief Executive Officer.
- Disputes about performance reviews must be addressed via the Regional Council's Dispute and Grievance Resolution Policy and Enterprise Agreement.

History

Date	Comment
6 May 2016	Policy reviewed and updated
12 October 2012	Policy reviewed and updated
4 February 2009	Policy adopted