

# POLICY

<b>TITLE:</b>	STAFF PERFORMANCE AND APPRAISAL POLICY		
<b>DIVISION:</b>	OPERATIONS		
<b>ADOPTED BY:</b>	CEO		
<b>DATE OF ADOPTION:</b>	26 April 2023	<b>DATE OF REVIEW:</b>	26 April 2028
<b>POLICY NUMBER:</b>	HR10		
<b>LEGISLATIVE REF:</b>	<i>Section 173(1), 167(b)(c) and(j) Local Government Act 2019</i>		

**THIS POLICY APPLIES TO: All Council employees**

## 1.0 PURPOSE

Barkly Regional Council is committed to ensuring that all employees understand their role within Council and have a clear understanding of management expectations. It is essential that employees work in unison to achieve the overall direction and values of Council.

This policy refers to the staff performance and appraisals for all Council employees with the exception of the Chief Executive Officer.

## 2.0 STAFF PERFORMANCE

2.1 Performance management plans should incorporate:

- relate individual work plans to Council and community strategic plans;
- be developed in consultation with individual staff;
- focus on positive and improved outcomes;
- fairness, equity and an absence of discrimination;
- personal and family circumstances and any confirmed medical conditions;
- an identification of attainable individual and team expectations within corporate objectives;
- relation to position descriptions, relevant professional standards and competencies;
- regular feedback sessions (within a minimum of six monthly frequency);
- training and development needs;
- employee comment on immediate management leadership styles and performance; and
- flexibility.

2.2 Managers must ensure that accurate and current position descriptions are in place for all organisational positions. Employees and Human Resources area must be advised of any changes to employee duties and responsibilities within a week of such change.

2.3 Supervisors, Coordinators and Managers are to hold formal discussions with each employee within three (3) months of their commencement and continue such discussions annually. Ideally there should be further informal discussions at least every six (6)

months. In preparing for formal discussions, managers should give the employee a few days advance notice and prepare appropriate topics for the discussion.

- 2.4 A manager with a conflict of interest must not carry out a performance review of any concerned employee.
- 2.5 A performance review must measure the employee's contribution to Council's strategic goals,
- 2.6 An employee must be given adequate notice, at least one week, of any intended performance management review.
- 2.7 All performance management reviews must be held in private and in an atmosphere that encourages meaningful discussion.
- 2.8 All employees and managers must be given information and training about performance management reviews by Human Resources area during their induction.
- 2.9 High and exemplary performance should be recognised with recognition, and where possible, the opportunity to take on a more responsible role or work at a higher level, e.g. acting Community Services Manager when temporary vacancies arise. The Chief Executive Officer also has the discretion to determine whether a one off performance bonus or pay point increase is appropriate for an employee who has performed to an outstanding standard.
- 2.10 Employees who do not pass their performance management review may be placed into a management program with further monitoring, coaching, training and counselling. Employees who placed on a management program and who do not display any improvement after being counselled may be subject to termination.
- 2.11 Employees must receive written feedback as part of their performance management review within five working days of the review being carried out.
- 2.12 Performance management review records are to be kept confidential by the Human Resource Manager after they have been approved by the relevant Executive Manager and Chief Executive Officer.

### **3. PERFORMANCE APPRAISAL**

Barkly Regional Council is committed to encouraging employees to participate in training and personal development programs where the training and development complements Council's goals and strategies and is consistent with the requirements identified during the Performance Appraisal process.

The process of identifying work objectives, performance feedback and identification of learning and personal development needs is an essential element of achieving

outstanding performance. This process has been identified as the **Performance Appraisal**. The Performance Appraisal ensures the work efforts of individuals align with Council's Strategic Plan, there is effective communication at all levels, required skills are identified and addressed and that there is a high priority accorded to individual learning and development needs; again in accordance with Council's Strategic Plan.

3.1 Council has adopted the Performance Appraisal process to:

- facilitate two way and open communication between employees and management;
- allow sufficient time and opportunity for employees and management to review work-based objectives within the context of the Strategic Plan;
- clearly define roles and responsibilities;
- provide a confidential forum for feedback on all areas between employees and management;
- identify avenues of improving job satisfaction and celebrate achievements;
- identify future organisation change;
- identify sources of corporate information;
- identify individual learning and development needs;
- ensure that human resource development requirements identified in Council's plans become priority learning needs for those involved in achieving the objectives; and
- facilitate individual and organisational excellence through improving work practices and relationships.

3.2 As a result of ongoing discussions, an individual Performance Appraisal will be prepared for each employee involved.

3.3 Employees should be prepared for discussions and have duly considered all aspects of the discussion topics along with their individual development needs to ensure they are capable of managing necessary activities over the next twelve months.

3.4 Human Resources area will be responsible for:

- developing, implementing, monitoring and reviewing the Performance Appraisal Process to ensure it provides skills and support to participants;
- identifying organisational development trends and development of key development needs at an organisational level; and
- maintaining an effective tracking device and provision of a learning needs report to work units and individual employees and to work with managers to develop mechanisms to address priority development needs.

- 3.5 If for any reason a dispute occurs between the two parties involved in a discussion and it cannot be resolved in that forum, the Director of Corporate and Community Services will, on request, arrange mediation for involved parties.

**Approved/Not Approved**

\_\_\_\_\_  
Russell Anderson  
A/Chief Executive Officer

26/ 4 / 23