

POLICY

2.10 PERFORMANCE MANAGEMENT



Supporting Procedure:	N/A	
Other Related Documents:	2.3 Workplace Health and Safety 2.4 Discrimination & Harassment 4.1 Code of Ethics PHCC Strategic Directions PHCC Development & Agreement form Individual Contracts of Employment and Conditions of Service PHCC Fair Work Act 2009	
Category:	Human Resources	
Type:	Operational	Dates:
1 st Review By:	Jane O'Malley and Patricia Sutton	31/01/2019
2 nd Review By:	Jane O'Malley and Patricia Sutton	04/06/2020
Approved By:	Chief Executive Officer	18/06/2020
Issued By:	Chief Executive Officer	16/06/2020

Introduction

This Policy relates to the formal Performance Management process that will be applied to Employees of Peel-Harvey Catchment Council (PHCC). The purpose of the Performance Management process is to review periodically the work, development needs and career aspirations of Employees in relation to the requirements of the PHCC and their Vision, Mission and Strategic Directions.

This Policy sets out to enhance organisational performance through the effective management, development and review of Employee performance. The process will provide Employees and their supervisors an opportunity to reflect upon the goals of the Employee over the previous year and to plan for the next.

This Policy should be read in conjunction with the Performance & Development Agreement Form & Guidelines.

Definitions

'Board Member' means a member of the PHCC Board of Management

'Board of Management' or **'Board'** means the Association Members of PHCC and has the same meaning as the word 'Council' in the Constitution

'Employee' means all paid employed persons in PHCC

'Procedure' is a documented process

'Supervisor' is an employee who is the direct report of another employee

2.10 PERFORMANCE MANAGEMENT

Policy Statement

Performance Management is aimed at supporting the Employee for continuous growth and development, as well as the delivery of the the PHCC Vision and Mission, specifically, but not limited to the deliverables of individual projects/programs. An Employee's performance is not automatically linked to an annual pay progression, but will be the key influencing factor in any considerations of pay progression.

1 Performance Management Process

The Performance Management process will apply to all Employees, as well as casual employees with continuous and regular employment for a period of greater than six months, and will take place on, or leading up to the anniversary of the Employee's commencement date.

- 1.1 The process is mandatory for all Employees who have completed their probationary period
- 1.2 Participation is required from all Employees and relevant Supervisors
- 1.3 Supervisors are responsible for ensuring that reviews take place with their Employees in accordance with the Policy, procedure and guidelines
- 1.4 The outcome of the annual review supports the outcome of the Employee's Individual Pay progression.

2 Responsible Officer

The Chief Executive Officer has been delegated the responsibility by the Board for the operational compliance of the organisation to this Policy, and to ensure the Policy is maintained and in accordance with its review date.