

Council Policy

Title	Performance Management and Development Policy			P65
Type	Council Policy			
Document Owner	Human Resources Manager			
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PURPOSE

This policy aims to recognize, coach, develop, reward and improve employee performance by ensuring that employee contributions meet the requirements of Council's Regional, Strategic and Service Plans. The policy will clarify performance expectations and help employees perform as well as possible whilst ensuring that processes are recorded accurately, and are procedurally fair.

SCOPE

This policy applies to all employees of Council.

DEFINITION AND TERMS

Employee – Includes a Council employee, apprentice or trainee.

LEGISLATION AND REFERENCE

- *Local Government Act 2008*
- Central Desert Regional Council Enterprise Agreement
- P38 – Discrimination, Bullying and Harassment Policy
- P73 – Code of Conduct – Employees
- PR10 – SOP Performance Management and Development
- PI2 – Training and Development Policy
- IP01 – Dispute and Complaint Resolution Policy

POLICY STATEMENT

- 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 position descriptions should be submitted to the Human Resources Manager.
- A new or changed position description must be approved by the Chief Executive Officer.
- All employees must participate in performance management and development processes as per the standard operating procedure.
- Conflicts of interest must be declared prior to reviewing employee performance.

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- The Chief Executive Officer will have final approval on whether to award an annual step increase to a worker as per the Enterprise Agreement.
- Employees who are identified as having poor or unsatisfactory performance will be managed in accordance with the standard operating procedure.
- Any relevant training and professional development identified and approved by an employee's Manager will be carried out in accordance with Council policy.
- 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 as per Council policy.

REVIEW HISTORY

Date	Details
February 2009	Policy adopted
October 2012	Policy reviewed and updated
May 2016	Policy reviewed and updated
30 January 2020	Policy reviewed and adopted (CRN OC013/2020)