

## Performance Management

<b>Number:</b>	<b>Admin. 9</b>
<b>Responsible Manager:</b>	<b>Executive Manager Human Resources</b>
<b>Head Policy:</b>	<b>N/A</b>
<b>Legislation:</b>	<b>N/A</b>
	<b>N/A</b>

---

### **1. Purpose**

Kowanyama Aboriginal Shire Council (KASC) is committed to supporting staff to improve their efficiency and effectiveness. Staff are expected to perform their duties to the best of their ability and to show a high level of personal commitment to providing a quality, professional service at all times.

Managers must ensure systems are in place to support and monitor the staff member's work throughout the year in order that he/she receives such assistance as is reasonable to fulfil the duties and responsibilities of the position.

### **2. SCOPE**

This policy applies to all KASC Managers and staff.

2.1. Performance reviews are based on Position Descriptions, Key Performance Indicators and agreed work plans. Performance Management is not linked to pay increases.

2.2. The aims of the Performance Review are:

- to allow free and confidential discussions about work between employee and supervisor;
- to discuss the employee's job performance, in comparison with set standards;
- to discuss any work problems and search for a solution;
- to discuss ways of improving work performance including identification of training and development needs.

### **3. PROCESS**

#### **3.1. One Month Review.**

This is an informal discussion to review how the staff member has settled in and to develop both training plans and work duties KPIs to ensure that the employee is set up for success in their new role.

### 3.2. Three Month Review

The Three Month review is the same as the One month interim assessment, except this review is designed to highlight not just successes but also to identify any skills gaps that may impact the offer of ongoing employment post probation. An action plan to address these issues needs to be developed and put in place at this time.

### 3.3. Six Month Review (*Probation Review*)

**Forms required:** Performance Appraisal Form

The **Six Month** review is the **final review** to determine the outcome of the Probationary Period.

With this review, the staff member must be supplied with the review form so they can complete a self-assessment - they are to take this completed form to their review meeting.

The Manager can seek third party feedback and take this into account when completing their assessment on the staff member.

### 3.4. Twelve Month Review

**Forms required:** Performance Appraisal Form

This is an annual review of the years' service, this is another formal review, and is used to determine (if applicable) if a new contract is to be offered to the staff member and will follow the same process as the probation review in as much as feedback is sort from a third party and in the case of Senior roles feedback from Council etc.

**Please note this is the anniversary of commencement and not 12 months post probation**

### 3.5. Chief Executive Officer Review

Council will conduct a Performance Review with the CEO every 6 months. Council can request assistance from an independent arbiter or appropriate government agency to assist with the conduct of a performance review of the CEO if they wish.

### 3.6. Unsatisfactory Performance and Misconduct

Unsatisfactory performance and misconduct procedures are implemented to manage issues of poor performance or misconduct by an employee. The CEO or Manager will provide staff who are not performing well with an opportunity to improve their performance through identification of issues, training and an improvement plan.

**Refer to the Unsatisfactory Performance Policy.**

#### **4. ASSOCIATED DOCUMENTS**

- KASC Code of Conduct
- Unsatisfactory Performance And Misconduct Policy
- Performance Review Form

#### **Review**

This policy is to remain in force until otherwise determined by Council.


#### **Resolution**

Adopted by Council on the 19 July 2017, commenced on 19 July 2017

#### **Approval**

This policy was duly authorised by Council as the Kowanyama Aboriginal Shire Council 19 July 2017 and shall hereby supersede any previous policies of the same intent.

Chief Executive Officer, Fabian Williams



---

#### **Date**

**19 July 2017**