

1. POLICY CERTIFICATION

Policy title:	Performance Management Policy
Policy number:	HR0031
Category:	Policy
Classification:	Human Resources
Status:	Approved, In-Force

2. PURPOSE

The objectives of Roper Gulf Regional Council's (Council) Performance Management Policy ('Policy') are to:

- a) improve the standard of an employee's performance and/or correct an employee's conduct where Council deems this appropriate or necessary; and
- b) provide employees with an opportunity to improve their performance or correct their conduct (other than in situations where summary dismissal is appropriate).

3. ORGANISATIONAL SCOPE

This Policy applies to all current Council staff.

4. POLICY STATEMENT

Employees are bound by Council's COR006 Code of Conduct (Staff), contracts of employment, duty statements, policies and processes, and other administrative documents which clearly state how employees are to perform and conduct themselves during their course of employment.

This policy should be read in conjunction with the COR005 Corporate Processes Policy, the COR006 Code of Conduct (Staff), the *Local Government Industry Award 2020*, as well as the applicable position descriptions and employment contracts.

5. PRINCIPLES

Performance Management is the holistic process of creating a work environment or setting in which people are enabled to perform to the best of their abilities. It is not merely a focus on current performance but is a wider system that supports the employment cycle.

6. PROBATIONARY PERIOD

- a) All new employees are required to complete a period of probationary employment to assess the suitability of new employees before ongoing employment is confirmed;
- b) New employees of Council will be employed for a probationary period of six (6) months;
- c) Council will assess an employee's performance and conduct throughout the probationary period and provide feedback about these issues. The continued employment of the employee is dependent upon their successful completion of the probationary period; and

- d) Where the employee's performance and/or conduct does not meet the standard required for the job, Council may elect to terminate the employee's employment with the requisite period of notice or payment in lieu of notice.

PERFORMANCE ASSESSMENT

The performance assessment/review is an opportunity for the manager and employee to reflect on the achievements and challenges, and to plan for the future in line with organisational requirements.

This is also a critical opportunity to review the current position description and the alignment between the position description and actual performance expectations.

This process may also identify any training or professional development opportunities that the staff member may require to assist them in achieving their work goals.

The performance assessment of employees is a continuous, ongoing process, and is done at regular intervals not exceeding twelve (12) months duration.

EXEMPLARY PERFORMANCE AND CONDUCT

Various incentives are in place to encourage and reward exemplary performance and conduct including promotion.

An employee may be promoted due to exemplary performance and conduct. Promotion is subject to operational considerations and availability, and may be in the form of the employee being promoted to a more senior position, *or*, the employee having the level of their current position raised.

This is to be determined by the Chief Executive Officer (CEO), based on various factors including General Managerial and applicable Managerial input and recommendations.

UNDER-PERFORMANCE

Underperformance is when an employee is not meeting the specific performance requirements identified during their employment, or the general standards of performance and behaviour expected of an employee, despite having received reasonable support, development and training to enable them to perform effectively.

Underperformance may be identified at any time during a staff member's employment and commencement of the process to manage the underperformance may occur either:

- As a result of a formal assessment of "*has not met the standard required*" in the employee's annual performance assessment, or
- During the course of the performance cycle, when a manager identifies an issue/issues of underperformance and despite reasonable efforts to address the underperformance informally, the underperformance continues.

While an underperformance process is underway, the employee ceases to be involved in the annual Performance and Development cycle. Where the underperformance issue is successfully resolved, the employee returns to the normal annual Performance and Development cycle.

PERFORMANCE IMPROVEMENT PLAN

A Performance Improvement Plan (PIP) is designed to facilitate constructive discussion between a staff member and his or her supervisor and to clarify the specific aspects of work performance to be improved. This is usually used when there are significant underperformance issues and a structured approach is required to address concerns. An employees failure to without a lawful and reasonable excuse meet the performance requirements as set out in a PIP *may* enter the realm of misconduct (as prescribed in the COR006 Code of Conduct (Staff)). This is inclusive of:

- a) unsatisfactory performance;
- b) unacceptable conduct; and
- c) actual misconduct.

7. Applicable Law

Applicable Acts	<i>Local Government Act 2019;</i> <i>Fair Work Act 2009</i>
Applicable Policy	COR005 Corporate Processes Policy; COR006 Code of Conduct (Staff)

8. DOCUMENT CONTROL

Policy number	HR031
Policy Owner	Manager, Human Resources
Endorsed by	Council
Date approved	02/03/2017
Revisions	March 2024
Amendments	April 2024
Next revision due	2028

9. CONTACT PERSON

Position **Human Resources Manager**
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