

<b>Title:</b>	<b>4.46 Performance Management</b>
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<b>Statutory Environment:</b>	
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### **Objective**

This outlines the performance management system that will be used in Shire of Goomalling.

The objectives are to:

- (a) Ensure that all staff have clear direction, receive regular feedback on what standards are expected of them in their job, what they have actually achieved and what they can do to improve their job performance;
- (b) Identify training and development opportunities and facilitate the distribution of rewards based on performance;
- (c) Identify any new or enhanced skills or any additional supports that may be required;
- (d) Clarify tasks and objectives of the job and links key functions such as risk management;
- (e) Involve discussion into any development and expansion anticipated for the employees job role;

In addition to the above, performance management can also play a major role in broader business planning strategies. Correctly structured performance management can reinforce the following points:

- (a) Links individual objectives to strategic/business plans; and
- (b) Ensures all divisions, sections and individuals are working towards the same goal.

It also provides an opportunity to for employees to discuss their aspirations for development and progression, any additional supports they may need and how training and development can assist with current performance and prepare them for future positions.

## **Policy**

The Shire strives to provide an environment where all employees understand the impact of their contribution on the achievements of the Shire's goals and are provided the opportunity for personal recognition, growth and improvement linked to an agreed set of criteria.

In achieving the objectives of this policy the Shire supports flexible measures where practicable such as job sharing and employment location.

Performance Management and Staff Development provide an on-going mechanism to ensure the efficient and effective performance of employees.

## **Procedure:**

- (1) Performance management occurs when the standard of performance of an employee does not meet the requirements of the position, noting that poor performance isn't necessarily a result of a disability.
- (2) The Manager/Supervisor must consult with the CEO before they undertake any performance management.
- (3) The Manager/supervisor will compile a schedule of:
  - (a.) Where\why\how the employee's performance does not meet the required standard;
  - (b.) What the employee needs to do to correct the sub-standard performance;
  - (c.) What training they will need to do to help them with their skills: and
  - (d.) A time line (no longer than three months) for this correction to occur except in special circumstances.
- (4) The Manager/Supervisor will then arrange a meeting with the employee to discuss the poor performance and solutions. The employee, if requested may have an advocate represent them or participate in any meetings.
- (5) The Manager/Supervisor must inform the employee (and/or their advocate) they are entitled to bring a witness of their choosing to accompany them to the meeting. (The witness does not participate in the meeting at all they are just there to observe the meeting).
- (6) The meeting time must allow the employee reasonable time to have the witness of their choice attend the meeting.
- (7) Where an employee has additional needs and/or supports those particular needs and supports shall be incorporated into the process.
- (8) The Manager/Supervisor will counsel the employee as per the notes they made in their schedule, set performance goals and timings, set the time, date, and place for the next meeting (not less than two weeks) and inform the employee of any training they will be required to undertake in the future.

- (9) Consider whether the reason for performance/behaviour or lack thereof is a generic reason or influenced by the person's disability.
- (10) Counselling should be kept to no more than three (3) main points.
- (11) The Manager/Supervisor should conclude the meeting by offering the employee the Shire's Employee Assistance Provider.
- (12) The Manager/Supervisor must take comprehensive notes of the meeting, which are then typed up and signed by both the Manager/Supervisor and employee to indicate the notes are a true and accurate account of the meeting.
- (13) A copy is then placed on the employee's personal file.
- (14) Documentation used for the performance management process must be made available in an accessible form. Employees who have concerns with regards to the handling of a performance management issue should contact the CEO for assistance.

### ***Training***

All Managers/Supervisors responsible for conducting performance management shall be provided with appropriate training, in an accessible form, extra special equipment (if required) prior to undertaking the review process.