

POLICY

TITLE:	Staff Performance and Appraisal Policy		
DIRECTORATE:	Office of the CEO		
ADOPTED BY:	Council Resolution: OMC-24/350		
DATE OF ADOPTION:	29 November 2024	DATE OF REVIEW:	29 November 2026
POLICY NUMBER:	139		
LEGISLATIVE REF:	<i>Local Government Act 2019; Sections 167, 173</i> <i>Information Privacy Act 2009</i> <i>Information Act 2002 (NT)</i> <i>Human Rights and Equal Opportunity Commission Act 1986</i> <i>Various Commonwealth and State Anti-Discrimination legislation</i>		

1. INTRODUCTION

1.1. Purpose

This Policy describes how Barkly Regional Council (BRC) formally coaches, manages and evaluates the performance of employees based on constructive feedback and open two-way communication between Managers and employees. This Policy aims to ensure consistency, fairness, equity and an absence of discrimination through the staff performance and appraisal processes.

1.2. Scope

This Policy applies to all permanent full time and part time employees and long-term casuals and fixed term employees who are engaged under a fixed/maximum term contract period of at least two (2) years.

This Policy does not apply to the CEO, short term casuals, fixed term employees on less than 2-year contracts, employees during probationary period, volunteers, contractors or consultants.

This Policy does not apply to formal performance management, which is captured in the *Discipline Policy*.

Conditions applicable to training and development are contained in the *Training and Development Policy*.

1.3. Definitions

Long term casual is a casual employee who has been employed for at least 12 months on a regular and systematic basis.

1.4. Responsibilities

Delegated Supervisors and Managers are responsible for providing supervision, feedback and coaching to their employees on a regular basis, and for undertaking any associated procedures to this Policy as required.

Employees are required to actively participate in the performance appraisal process.

Directors and Regional Managers have a primary responsibility for ensuring the requirements of this Policy and its Procedures are met. The associated duties and tasks cannot be delegated to others, i.e. administrative staff.

The Human Resources (HR) Manager is responsible for the oversight of this Policy.

The Human Resources (HR) Manager is responsible for the implementation of this Policy.

Directors are responsible for reviewing and approving all documented performance appraisals carried out under their directorate to ensure task completion, equity, fairness and objectivity.

1.5. Policy Objectives

- 1) The objective of managing performance and conducting performance appraisals is to:
 - Align strategic, operational and community plans to individual performance
 - Ensure employees understand their job roles and have specific goals to meet
 - Through mutual consultation, build a pathway to job satisfaction
 - Provide employees with actionable and timely work feedback
 - Invest in development opportunities that help individuals grow professionally
 - Create a supportive environment in which to discuss career aspirations
 - Recognize and reward work in financial or non-financial ways
 - Identify and develop successors for critical positions
 - Discuss and address any employee wellbeing or flexibility needs
- 2) This Policy emphasizes that Managers should not postpone performance feedback until formal performance appraisals. Concerns about an employee's performance or conduct, as well as their achievements, should be prioritized and addressed promptly as they occur.
- 3) The Council expects management to conduct a documented performance appraisal for every employee within scope every 12 months; as well as a six-monthly documented interim review according to established procedures.

2. POLICY STATEMENT

2.1 Policy

- 1) The requirements associated with this Policy are to be treated as a business priority by Managers and employees. It is expected that Supervisors and Managers will undertake Performance Appraisals in accordance with this Policy and its Procedures.
- 2) Managers are required to prioritize performance and appraisal processes, including the forward planning of appointments, preparation ahead of discussions, consultation with HR as required, administration of the process and maintaining confidentiality as applicable.
- 3) Performance appraisals and performance improvement actions are to be treated as confidential within the employee's line management and with HR, and records are to be handled as confidential material contained in secure physical and/or electronic files.
- 4) Staff are assessed against the requirements of their position, established technical and behavioural competencies and in alignment with BRC strategic and operational objectives.
- 5) It is expected that the output of the performance appraisal process results in each employee within scope having a documented performance appraisal and agreed *Individual Development Plan* prepared by their Manager and in consultation with the employee.
- 6) A Manager with a conflict of interest must declare such conflict (i.e., performance appraisal of a family member/close relative) to the HR Manager for resolution. Resolution may be that performance activity is delegated to the next in line manager and/or carried out in conjunction with HR.

- 7) All performance appraisals must be given a reasonable amount of time and be held in office facilities (not in vehicles), in private and in an atmosphere that encourages meaningful discussion.

2.2 Performance Improvement

- 1) Except in instances where disciplinary action is the more appropriate response, it is the aim of this Policy to ensure that any instances of unsatisfactory employee performance are managed via a *Performance Improvement Plan*.
- 2) Any performance appraisals which do not meet a satisfactory standard will result in the individual being managed in accordance with the *Performance Improvement Procedure*.
- 3) Please refer to the HR Manager for further information and assistance in the establishment of a *Performance Improvement Plan*.

3. GRIEVANCES

It is not expected that this process will yield grievances. It is hoped that Managers and employees will be able to resolve any differences of opinion through this process and informally. However, should any employee wish to lodge a formal grievance related to this Policy or its Procedure, they are invited to discuss their grievance with the HR Manager, and/or to follow the Grievance Policy.

4. RELEVANT POLICIES

Policies and procedures to be read in conjunction with this policy are:

- 1) Staff Performance Appraisal Procedure
- 2) Performance Improvement Plan
- 3) Training and Development Policy
- 4) Risk Management Policy
- 5) Code of Conduct (Staff)
- 6) Discipline Policy
- 7) Grievance Policy

5. IMPLEMENTATION AND REVIEW

5.1. Implementation

All employees will be made aware of this Policy, and Managers will be trained in performance management. There is no requirement under the Act to publish this policy on the Barkly Regional Council website.

5.2. Review

This policy will be reviewed on or before 29 November 2026.

6. VARIATIONS, REVOCATIONS AND/OR CHANGES

Barkly Regional Council reserves the right to revoke and/or amend this policy from time to time as is considered necessary to better manage its business and/or to comply with any legislative requirements.

7. APPROVAL

This policy is approved.

Chris Kelly
Chief Executive Officer


Signature

29 Nov 2024
Dated

END