

Performance Development and Management Policy

1. Policy Statement

Performance development and management enables our staff to continuously learn and improve their performance in line with Council's goals and helps us to be well positioned to meet the challenges of the future.

In this context, the City of Playford is committed to:

- being able to meet the needs of our stakeholders as effectively and efficiently as possible;
- maximising the contribution of all staff to the objectives and professional reputation of the City of Playford;
- maximising staff innovation, motivation and job satisfaction.

Performance development and management, facilitated by workplace leadership and quality working relationships, provides an effective framework for managers and staff to work together in achieving the City of Playford' goals.

2. Scope

This policy applies to staff employed by Council on an ongoing, fixed term or casual basis.


3. Definitions

Common definitions are identified in *Common Definitions*

Term	Definition
Council	The City of Playford in its entirety as an organisation.
Employee	Includes Permanent, Fixed Term and Casual Council employees.
Manager	"Immediate Manager" and "Manager" shall mean positions within the organisation that are held accountable for their own work, but also for the output and performance of others (ie - their direct reports).
Manager once Removed	An employee's manager's manager (i.e. the position an employee's direct manager reports to).

Common acronyms are identified in *Common Acronyms*

Term	Acronym
HR	Human Resources
PDL	Professional Development Leave
MoR	Manager once Removed

	Policy No.:	N/A	Version No.:	2
	ECM Document Set No.:	2281199	Initial Date of Adoption:	TBA
	Authorised by:	Practice Manager Corporate Consulting	Date of Current Version:	Nov 2015
	Document Maintained by:	Human Resources	Next Review Date:	Nov 2019

4. Legislation and References

City of Playford Enterprise Agreement

5. Policy

The City of Playford's Performance Development and Management Policy and Procedures are guided by the following principles:

- 5.1 All managers responsible for conducting performance management shall be offered the opportunity to be appropriately trained.
- 5.2 All parties are committed to quality performance management.
- 5.3 Effective performance management is part of effective management, resulting in enhanced performance.
- 5.4 Performance Appraisals are required to be completed for all permanent and fixed term employees who have been in their current role for a period in excess of six months. While a formal performance appraisal is not required for casual employees, long term casuals should receive performance feedback during the year.
- 5.5 Development and performance are linked.
- 5.6 Performance management implies the provision of adequate developmental opportunities that allow optimum performance.
- 5.7 Performance management must consider a staff member's personal goals and career aspirations and where aligned, seek to integrate them into the overall goals of Council.
- 5.8 Any minor differences of view about a rating of a goal or behaviour, or about a comment, are likely and normal. They can be recorded on the performance effectiveness appraisal form.
- 5.9 It is expected that concrete examples of performance will be used by both the Employee and Manager to justify proposed performance ratings. This should make assessments reasonably objective.
- 5.10 Should a disagreement not be resolved informally and the Employee remains concerned about the issue, then Council's process for Grievance and Dispute can be used by following the Grievance and Dispute Resolution Policy and Procedure.

6. Responsibilities


6.1. Managers are accountable for:

- Implementation of this policy and procedure.
- Following the City of Playford's policy, procedure and processes in relation to Performance Development and Management.
- Seeking expert advice when a need is identified. For example, Human Resources.

6.2. Human Resources is accountable for:

- Assisting in raising awareness and increasing education on performance development and management.
- Assisting and supporting managers with regards to the performance development and management process, procedure and policy.
- Retaining records as required.

6.3. Employees are accountable for:

	Policy No.:	N/A	Version No.:	2
	ECM Document Set No.:	TBA	Initial Date of Adoption:	September 2009
	Authorised by:	Practice Manager Corporate Consulting	Date of Current Version:	November 2015
	Document Maintained by:	Human Resources	Next Review Date:	November 2019

Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

- Complying with the requirements of this policy and procedure.

7. Relevance to Strategic Plan


Strategy 5- Building our Capabilities

8. Supporting Documentation

Performance Development and Management Procedure

9. Approval and Change History

Version	Approval Date	Approval by	Change
2	TBA	Practice Manager Corporate Consulting	Policy components separated from procedure and transferred into new template. There are now 2 documents: 1. Performance Development and Management Policy 2. Performance Development and Management Procedure

	Policy No.:	N/A	Version No.:	2
	ECM Document Set No.:	TBA	Initial Date of Adoption:	September 2009
	Authorised by:	Practice Manager Corporate Consulting	Date of Current Version:	November 2015
	Document Maintained by:	Human Resources	Next Review Date:	November 2019

Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.