

POLICY NO LG23 EMPLOYEE PERSONAL DEVELOPMENT APPRAISAL POLICY

DEPARTMENT:	Governance
RESPONSIBLE OFFICER:	Human Resources Manager
LINK TO STRATEGIC PLAN:	Promote Council as Employer of Choice
STATUTORY AUTHORITY:	Local Government Act 1993 Anti-Discrimination Act 1998 Human Rights and Equal Opportunity Commission Act 1986 Fair Work Act 2009 Workplace Health & Safety Act 1995
OBJECTIVE:	To ensure that Break O'Day Council's most valuable asset, our employees, are treated in an equitable and non-discriminatory manner and that all staff are aware of the requirements of their position. In addition, that all staff are able to identify training needs and any issue(s) that they may have can be raised regularly and formally. Equally, managers are able to highlight performance and provide feedback to each employee.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 20 April 2014 – Minute No 04/15.11.17.100

POLICY

1. RESPONSIBILITIES

The responsibility of this policy rests with Departmental Managers.

Monitoring compliance with this policy is the responsibility of the Human Resources Manager.

2. INTRODUCTION

The maintenance of effective staff relations and communication channels is vitally important if the Break O'Day Council's goals and objectives are to be achieved.

Employees need to be satisfied with their jobs and their positions within the organisation. They need to be trained to handle the changing requirements of their work. They should also be encouraged to develop themselves to be able to effectively meet the challenges of the future workplace.

A Personal Development Appraisal process is to apply to all employees, annually.

The overall goal is an effective coordination of employee needs with those of the organisation. It is believed that increased job satisfaction can result from this policy. This will only be achieved, however, if everyone supports the aims of the scheme.

The aims of the assessment scheme are as follows:

- To allow free and confidential discussions about work between employee and manager

- To discuss the employee's progress and review job performance, compared with set job standards
- To discuss any work problems which have arisen, and search for a solution
- To offer and discuss means of improving work performance, such as training or development needs, to enable all employees to make full use of their potential and keep the organisation informed of their needs and aspirations

3. ROLES AND RESPONSIBILITIES

It is recognised that each employee's manager is the person in the best position to handle an assessment, because of close contact with the employee, familiarity with the work performed, and in the interests of strengthening the very important relationship between manager and their staff. In the interests of uniformity, this procedure will apply throughout the organisation to all employees. Break O'Day Council will provide appropriate training to ensure that all managers are adequately prepared to carry out this important task.

The departmental manager is required to complete an assessment form annually for each employee. After discussion with the employee, who is invited to make any comments he/she wishes, the form will be forwarded to the General Manager for comment and review, and then it will be placed on the employee's personnel file. Some issues which require further action may arise out of this discussion, such as aspects of job design or training and development. In such cases, the departmental manager will investigate and review the matter, and report back to the employee concerned.

Although it is hoped that where an employee is unable to meet targets or has problems with the annual review they would approach their manager informally, the annual review should be followed up not less than every 6 months to review progress. A note of this review should likewise be placed upon the employee's personnel file.

4. ADMINISTRATIVE DETAILS

Development of the scheme, as well as review of its progress, will be undertaken by the Senior Management Team. Forms are to be obtained from the Human Resources Manager, who will assist with any enquiries or problems with the scheme which managers may encounter.

The Human Resources Manager will also discuss the scheme with all new managers, to advise them as to what is required and how to conduct an appraisal.

5. MONITORING AND REVIEW

This Policy will be reviewed every three (3) years in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.