

POLICY PURPOSE

To ensure Council has in place a performance development review process for its staff to ensure their continuing professional development.

POLICY STATEMENT

1. Council is committed to ensuring all staff possess the necessary qualifications, skills, knowledge and experience to carry out their roles.
2. A Performance Development Review (PDR) program is conducted annually to provide a tool to promote communication between staff and supervisors, identify the achievements of individuals and to plan their future training requirements.
3. Individual performance and level of effectiveness is identified and discussed between supervisors and their staff so that Council's commitment towards quality customer service and continuous improvement is sustained and overall organisational effectiveness is achieved.
4. Supervisors and staff will discuss, develop and agree on action plans to be implemented for the next review period.
5. Performance reviews are to be seen as a constructive and positive human resource tool and not a mechanism to dismiss staff from their employ.