



EMPLOYEE REVIEW POLICY

Human Resources
YASC POL 27 – V5



2024

YARRABAH ABORIGINAL SHIRE COUNCIL
56 Sawmill Rd Yarrabah, QLD 4871

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1. LEGISLATION AND AUTHORITY

The Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Industrial Relations Act 2016(Qld)
YASC Code of Conduct POL 01

2. COUNCIL'S STATEMENT

Yarrabah Aboriginal Shire Council (*'Council'*) conducts its business with integrity, honesty and fairness. All employees are expected to work within the rules and actions of Council will comply with all relevant laws, regulations, codes and corporate standards.

Everyone representing Council must reflect the highest standards of behaviour. Our relationships are critical to the ongoing success of our organisation. Our leaders have responsibility for fostering a culture where ethical conduct is recognised, valued and applied at all levels.

This policy is to be read in conjunction with the Code of Conduct, which outlines our standards of behaviour and workplace culture are in accordance with Council's principles.

3. PURPOSE

The purpose of the Yarrabah Aboriginal Shire Council (YASC) Employee Review Policy is to create a planning and review cycle that supports employees to reach their full career potential and to achieve their work goals through:

- Providing opportunities to develop through professional activities;
- Regular, meaningful performance conversations with their Line Manager and a process of giving and receiving constructive feedback; and
- Identifying performance development opportunities that create an awareness of the employee's contribution toward YASC's goals.

4. COMMENCEMENT OF POLICY

This Policy replaces all other employee appraisal/review and development policies of YASC (whether written or not).

5. APPLICATION OF THE POLICY

This Policy applies to all YASC employees, with the exception of the Chief Executive Officer and Directors.

Chief Executive Officer:

In accordance with Clause 12(4)(e) of the *The Local Government Act 2009 (Qld)* the Mayor is responsible for *"conducting a performance appraisal of the chief executive officer, at least annually, in the way that is decided by the local government (including as a member of a committee, for example)"*

In the application of this provision, it has been determined that the appraisal of the Chief Executive Officer will be conducted by the Mayor and an independent person with the necessary skills and experience in local government to conduct such an assessment.

Directors:

In accordance with Clause 196 (6) of the *The Local Government Act 2009 (Qld)* a Director is a senior executive employee. The Chief Executive Officer in accordance with the Director's individual performance plans will conduct an appraisal of the Director/s, at least annually.

Directors will be responsible to conduct the review of employees that are immediately in a subordinate role to their position, in accordance with the procedures provisions of this Policy.

Line Managers/Supervisors:

It is the responsibility of the Line Manager/Supervisor to conduct the review of employees that are immediately in a subordinate role to their position.

Casual employees:

Due to the number of hours and short-term nature of employment for casual employees –the review process may not be applicable. Where the term of engagement extends past the prescribed period – legislative requirements will require consideration.

Absent employees:

Employees who are absent on leave, e.g. parental leave, sick leave, leave without pay, long service leave etc., at the time their individual review is due will undertake the review on the next scheduled date. It will not be necessary for the employee to undertake the review immediately upon their return to work. The Line Manager / Supervisor will inform Human Resources of the absence so this may be recorded to identify the reason why the monthly review did not take place.

6. PROCEDURAL FAIRNESS

In conducting the review, consultation with employees and the preparation of all documentation associated with this process, all parties must adhere to procedural fairness at all times. These principles include:

- Each party's right to be heard and treated fairly; and
- Either party is permitted to request the attendance of a Human Resources representative at any meetings. The role of the Human Resources representative is to assist the parties in discussions about the review process where and when required.

7. POOR PERFORMANCE AND / OR CONDUCT

Where appropriate, reference may be made to previous instances of poor performance and/or conduct. Where there is continued instances of poor performance and/or conduct, advice should be sought from Human Resources with regards to addressing these issues under the provisions of the YASC Performance & Misconduct Policy/ Disciplinary Procedures.

8. PROCEDURES

The process will operate at the same time each month.

The completed form is to be forwarded to Human Resources so it can be filed and recorded on the employee personnel file

If there have been no issues that require improvement the supervisor should:

- Ask the employee to comment on their performance and bring up any issues or matters they would like to discuss;
- Provide constructive feedback on the employee's performance since the last meeting and discuss any training or professional development opportunities, if relevant.

If there has been an issue that requires improvement, before the monthly review meeting the supervisor should:

- Review prior monthly employees review sheets, which will be made available by Human Resources;
- Consider the employee's performance in the context of the previous review/s and organisation expectations;
- Consider possible constraints or challenges the employee may have faced in their role.

At monthly meetings (where improvement is required) the supervisor should:

- Ask the employee to comment on their performance and bring up any issues or matters they would like to discuss;
- Discuss the issue/s requiring improvement and undertake the review using the form provided;
- Identify any training, other support required or suggestions for other parts of the organisation or policies/procedures hindering their performance.

9. MONTHLY ASSESSMENT CRITERIA

Employees will be assessed as:

- NI – Needs Improvement
- ME - Meets Expectation or
- EE – Exceeds Expectation

Where a supervisor wishes to note performance over and above that expected of an employee, it can be noted in the comments section of the form.

10. CONFIDENTIALITY

Confidentiality must be maintained at each stage of the employee review process and only necessary personnel should be involved. The discussion between the employee and their Line Manager / Supervisor should be totally confidential unless either party request the assistance of Human Resources during this process.

In situations where there is a change in line manager, the previous completed forms of review meetings may be made available to the new line manager. Where an employee specifically objects to their form and/or record of meeting being passed on to a new line manager, the employee will need to provide satisfactory reasons to Human Resources, who will determine the matter and appropriateness of such action. The decision of Human Resources in this instance is final.

11. VARIATIONS

Council reserves the right to vary, replace or terminate this policy from time to time.

12. DOCUMENT CONTROL

Adoption Date:	30 January 2020	Resolution No. 03:30/01/2020	Version No: 1
Amended Date:	17 February 2021	Resolution No. 05:17/02/2021	Version No: 2
Amended Date:	18 May 2022	Resolution No. 09:18/05/2022	Version No: 3
Amended Date:	29 June 2023	Resolution No. 11:29/06/2023	Version No. 4
Reviewed Date:	26 July 2024	Resolution No. 12:26/07/2024	Version No. 5
Next Review Date:	2025		
Responsible Officer:	Chief Executive Officer		



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Chief Executive Officer