

# SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

## (PO-17) PERFORMANCE APPRAISAL POLICY

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### POLICY STATEMENT

Performance appraisals are an important element in the management of employees, and therefore a performance appraisal system has been established by Southern Region Waste Resource Authority that will apply to all employees.

The process of performance appraisals aim to identify, evaluate and develop each individual employee's work performance and productivity in a mutually constructive manner based on their identified duty statement to more effectively achieve Authority goals and objectives. It also provides reward, recognition, feedback and most significantly, support and career guidance to employees, where necessary.

Managers/supervisors will be required to complete a performance appraisal form after each new employee has completed the stipulated probationary period and thereafter at the completion of each year of service. (Refer Probationary Policy)

The purpose of the performance appraisal is to:

1. Reinforce the employment relationship by allowing joint communication and discussion to occur regarding progress and measurement of the employee's actual work performance relating to the identified goals and objectives that are contained in the position description.
2. Maintain performance standard levels that aid in the identification of poor performance so that corrective action can be taken immediately.
3. Obtain information and feedback from employees that may improve productivity or identify potential problems or safety issues within SRWRA.
4. Identify training and development needs, or the potential of employees for future management positions, promotions or transfers.
5. Encourage employees to use their own initiative in developing and improving their job performance.
6. Be used as a potential source of information in the review of salaries and wages.
7. Differentiate between satisfactory and poor performance. (Refer the Employee Performance & Behaviour Policy).

Poor performance matters will be dealt with as soon as practicable after their occurrence. Performance appraisals will be reviewed on a more regular basis when incidents of poor work performance arise and need to be addressed immediately or when disciplinary procedures have commenced in relation to repeated poor performance.

### *Policy Review*

***This policy will be reviewed not less than once every two years and at other times if any significant new information, legislative or organisational change warrants an amendment to this document.***