Policy 2.3 Workforce Employee - Performance Management

Reference/s	Public Sector Management Act 1994 Industrial Relations Act 1979 Shire of Cranbrook Council Plan 2025 - 2035 Shire of Cranbrook Strategic Resource Plan 2017-2032
Date Proposed/Adopted	19 February 2014 **Motion Number** 14022014

Reviewed	**18 March 2026**

This policy supports the delivery of the Shire of Cranbrook Vision

That the Shire of Cranbrook is a proactive, sustainable, safe, friendly and prosperous place to be

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PURPOSE

To ensure that the Shire of Cranbrook undertake appropriate and professional performance management of employees for the benefit of employees and the Shire of Cranbrook.

SCOPE

Chief Executive Officer, Managers, All Employees.

OBJECTIVE

- To ensure that all employees have the opportunity to review, and have reviewed, their performance annually; and
- To ensure that a consistent and organisational approach is adopted for employee performance management.

PRINCIPLES

Performance Management - General

- Performance management should be an ongoing and consultative process with all employees throughout their employment;
- Performance management assists the employee to achieve their goals and aspirations;
- Performance management also assists the Shire of Cranbrook deliver the aspirations of the Council Plan; and
- Includes both recognition and discipline of employees where appropriate.

Performance Improvement Plans

- Performance Improvement Plans can be implemented where an employee is facing difficulty with undertaking tasks, and is not improving through general supervision;
- Performance improvement plans can also be implemented to assist an employee to develop further skills for promotion and development for a specific task or role; and
- Policy 2.26 Performance Improvement Plans provides guidelines for implementation.

Annual Performance Review

- All employees are to be given two weeks' notice of the scheduled review date to ensure they have time to prepare, using the appropriate forms;
- All employees have the opportunity to provide feedback and comment at their review;

- The review document is made a record and a letter to the employee is provided following the review; and
- All review information is filed on personnel files and a copy is provided to the employee.

ROLES AND RESPONSIBILITIES

Chief Executive Officer

- Ensure that all employees have the opportunity for an annual review; and
- Ensure that recognition, training, development or disciplinary action, and any other performance measures follow necessary procedures.

Executive Management Team

- Ensure that all employees receive an annual review;
- Ensure that recognition, training, development, disciplinary action and any other performance measures follow necessary procedures; and
- Ensure that all records procedures are followed.

Employees

- Fully participate in the annual review.