

Wheatbelt Natural Resource Management Performance & Development Review Policy

Policy Name:	Performance & Development Review Policy
Policy Number:	4.10
Policy Version Number:	V2.1
Policy Category:	Human Resource Management
Contact Officer:	Chief Executive Officer
Date Approved by Board:	8 August 2017
Date of Next Review:	36 months from the approved date or as required
Related Legislation:	1. Fair Work Act 2009
Related WNRM Policy:	1. 4.21 Individual Pay Progression Policy
Related WNRM Procedures:	1. 4.10 Performance & Development Review Procedure & Guidelines 2. 4.21 Individual Pay Progression Procedure 3. Wheatbelt NRM Staff Training Plan 4. Probation Period Review

1. Definitions

“**Employee**” means a personnel with letters or contracts of employment with Wheatbelt Natural Resource Management Incorporated. There are two categories of employees:

- **Fixed Term Employee:** A fixed term employee shall mean an employee who is employed to work for a fixed period of time as set out in their contract
- **Casual Employee:** A casual employee shall mean an employee who’s letter of employment is not for a fixed period, and who’s services can be terminated by either Wheatbelt NRM or by the employee with an hours notice. Casual employee shall be paid 20% loading as compensation for loss of personal leave, annual leave and public holiday pay

2. Overview:

This Policy relates to the formal Performance and Development (PAD) review process that will be applied to employees of Wheatbelt Natural Resource Management (WNRM).

The purpose of the PAD review process is to review periodically the work, development needs and career aspirations of employees in relation to the requirements of the Wheatbelt Natural Resource Management (WNRM) and their Vision, Mission and strategic directions.

This policy sets out to enhance organisational performance through the effective management, development and review of employee performance. The process will provide employees and their line managers an opportunity to reflect upon the goals of the employee over the previous year and to plan for the next.

This policy should be read in conjunction with the Performance & Development Review Procedure & Guidelines and links directly to the Individual Pay Progression policy and procedure.

3. The Policy:

- 2.1 The PAD Review process will apply to all employees, as well as casual employees over 6 months, and will take place on, or leading up to the anniversary of the employee's commencement date.
- 2.2 The process is mandatory for all employees who have completed their probationary period.
- 2.3 Participation is required from all employees and relevant line managers.
- 2.4 Line Managers are responsible for ensuring that reviews take place with their employees in accordance with the policy, procedure and guidelines.
- 2.5 The outcome of the annual review supports the outcome of the employees Individual Pay progression.

4. Responsible Officer:

The Chief Executive Officer has been delegated the responsibility by the Board for the operational compliance of the organisation to this Policy, and to ensure the Policy is maintained and in accordance with its review date.

5. Approval:

This Policy was approved by the Board of Management on the 8 August 2017.

Jim Sullivan
Chairperson
Board of Management
Wheatbelt Natural Resource Management Incorporated