



## GLEN INNES SEVERN COUNCIL

### Skills Assessment / Performance Appraisal Policy

It is Council's policy to adopt a consistent and objective method for assessing skills and reviewing key performance indicators, in accordance with the requirements of the Local Government (State) Award 2020.

#### **Annual Assessment / Appraisal**

An assessment / review of skills, key competencies and performance objectives / indicators shall be undertaken annually in the first two (2) weeks of June each year. Where practicable, all assessments / performance reviews will be conducted by the relevant manager or other appropriately qualified personnel.

Interim progress reviews shall occur (as a minimum) at the six (6) monthly mark in December / January, to ensure that employees are on track to meet their assessment / review targets. Such interim reviews must be documented but can be of a largely informal nature.

There is nothing to prevent additional progress reviews if they are required. Regular reviews are encouraged to keep staff on target throughout the review year.

In accordance with Council's Assessment / Performance Appraisal Procedures and Guidelines, all employees are to be included in the annual assessment / review process, except permanent staff with less than six (6) months' service, staff on fixed term contracts of one (1) year or less, trainees and short term casuals.

Permanent staff with less than six (6) months' service must, if required, complete their job objectives and training requirements in preparation for the next year's appraisal.

Employees who are relieving in higher grade positions on a temporary basis at the time of assessment shall be assessed against the skills / job specific objectives / performance indicators for their substantive positions.

Long term casual staff with more than one (1) year's service shall be assessed in accordance with relevant Award provisions.

#### **Initial Skills Assessment**

Under certain circumstances, employees who commence on entry level may be entitled to an initial assessment to establish their position in the salary system between entry level and step two (2). Such initial assessment shall occur in the following circumstances:

1. Eligible employees who commence in the period 1 January to 30 June, and who would not be entitled to participate in the next annual skills assessment because of the length of their employment, will be entitled to an initial assessment conducted no earlier than six (6) months and no later than 12 months after their commencement date.

Reference Number:	Version Number: 1 Date of Effect: 28 Aug 2020	Review Date: August 2023	Responsible Officer: MAHR
Related Documents: GISC Salary System Progression Rules, GISC Human Resources Policy Statement Register, GISC Grievance Resolution Policy, Local Govt (State) Award 2020.			

2. Those employees, who, in the opinion of the relevant Director or General Manager, are displaying extraordinary skill or commitment in the position, may be assessed and moved up the salary steps to no higher than step two (2) after completion of their probation period. To qualify for such an assessment, employees must clearly and objectively show that they are exceeding normal performance expectations for a fully competent employee.

**Training**

Employees shall be provided with reasonable and equitable access to training to facilitate progression within the skill / performance steps.

**Assessment Appeals Process**

If there is a dispute or grievance arising out of the outcome of a skills / performance review, the matter shall be dealt with in accordance with Council’s Grievance Resolution Policy and Procedures.

**Implementation / Communication**

The Skills Assessment / Performance Appraisal Policy will be communicated to all new staff as part of their induction.

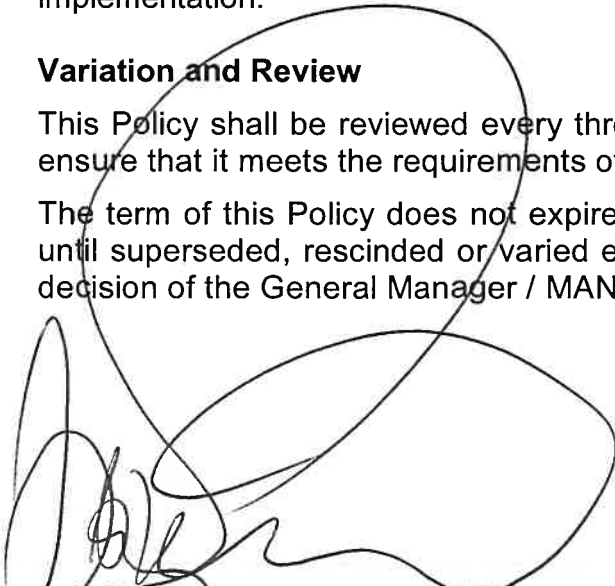
Revised versions of the Policy that contain significant changes will be communicated to all relevant staff by the Human Resources (HR) section. New versions that contain only minor or inconsequential changes will be distributed to managers for highlighting at team meetings.

The HR section will monitor overall compliance with the Rules to ensure correct implementation.

**Variation and Review**

This Policy shall be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council.

The term of this Policy does not expire on the review date, but shall continue in force until superseded, rescinded or varied either by legislation, a resolution of Council or a decision of the General Manager / MANEX.



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General Manager



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Date

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