1.0 Purpose and Scope

The primary purpose of the Central Highlands Regional Council Performance Management Policy is to provide clarity and understanding to ensure instances of underperformance are dealt with appropriately, complying with the principles of procedural fairness, with a focus on performance improvement and maintenance.

The objectives of this policy are to:

- Improve and maintain the standard of performance of an employee where appropriate or necessary;
- Provide any employee subject to performance management with an opportunity to correct unsatisfactory performance;
- Ensure that all employees subject to performance management are treated fairly, equally and consistently in accordance with local government legislation.
- Ensure that each situation is reviewed and addressed on an individual basis and in relation to the particular circumstances.

This policy applies to all employees of Central Highlands Regional Council.

2.0 Reference

- Local Government Act 2009
- Local Government Regulation 2012
- Queensland Industrial Relations Act 2016
- Public Sector Ethics Act 1994
- Council’s Equal Employment Opportunity Policy
- Central Highlands Regional Council Enterprise Bargaining Agreement 2012-2015
- Council’s Code of Conduct Policy

3.0 Definitions

**Council** refers to Central Highlands Regional Council

**The Act** shall mean the Local Government Act 2009 (as amended)

**The Regulation** shall mean the Local Government Regulation 2012 (as amended)

**Employees** shall mean those employed by Central Highlands Regional Council

**Employer** shall mean Council
4.0 Policy Amendment and Application

This policy may be varied from time to time by Council.

As stated above, policy applies to all employees of Council.

Whilst primarily focused on performance improvement, this policy may be used as the first stage of the process which progresses to the disciplining of underperforming employees.

When implementing performance management, the principles of procedural fairness must be adhered to, as detailed in the Council Disciplinary Procedure.

Whilst this (and other Council policies) do not form part of employee employment contracts or the Council enterprise agreement (as is current and applies from time to time), all employees have a duty to follow the Council’s separately distributed Code of Conduct, other Council policies and relevant legislation on the basis that it is a reasonable and lawful direction from the Council for employees to do so. Non-compliance with any Council policy is likely to result in disciplinary action being taken.

5.0 Policy Review

This policy will be reviewed when any of the following occur:

1. As required by Legislation.
2. The related documents are amended or replaced.
3. Other circumstances as determined from time to time by a resolution of Council

Notwithstanding the above, this policy is to be reviewed at intervals of no more than four (4) years.