



ANNUAL PERFORMANCE REVIEW (APR) POLICY

Section	Management
Contact	Manager
Last Review	March 2016
Next Review	March 2018
Approval	Governance Group
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Version	1

Purpose:

The purpose of this policy is to ensure that a consistent approach is followed for conducting Annual Performance Reviews and that job-related skill and knowledge, and employee competencies and behaviours, are evaluated and compared against set standards and business objectives.

Policy:

This Policy applies to permanent and part-time paid employees only. If requested, volunteer workers can participate in, and have access to an annual review in order to obtain feedback regarding their position and performance.

During the first month of an employee's commencement in a role, the Manager will work with the employee to develop a Performance Plan that will be updated during the Financial Year Period. The Performance Plan will outline the employee's goals and objectives for a 12-month period in line with business plans.

The Development Plan will outline the individual's development priorities for the following 12-month period as well as reviewing any for the previous 12 months. Consideration should also be given to the individual's long-term career objectives.

The Manager will conduct a formal Annual Performance Review with each employee within the first six weeks of the new financial year for the review period (from 1st July to 30th June) of the previous financial year (or specified period or time frame). Progress reviews may be conducted on an informal basis more frequently throughout the financial year.

Periodic assessment and discussion of performance will be carried out throughout the course of the review period between the Manager and each of their employees on an “as needed” basis.

[Development Plan](#)

During the Annual Review process, or the first month of commencing employment, each employee should have a Development Plan established. The Development Plan discussion should (where appropriate) review the individual’s development over the previous twelve months, and outline the individual’s broad career directions and development priorities for the following 12 months. The Manager should consider what skills, knowledge and competencies are required to achieve the objectives outlined in the Performance Plan, and to close the gap on current and planned competencies.

[Annual Review](#)

Each year in the first six weeks of the new financial or performance year the Manager must complete an Annual Performance Review interview with their employees. The Manager must review the employee’s performance against his or her agreed performance objectives, targets and measures, as well as performance against the agreed competency levels.

The individual’s agreed performance objectives and competencies should be reviewed against the set performance ratings.

To ensure a degree of objectivity is apparent throughout the review process, a member of the Executive will continue to be involved in the review process and must agree with the review and sign it off.

[Link to Salary Review Process](#)

The Annual Performance Review process can be linked to the salary review process.

People should be rewarded on the basis of their contributions to the organisation. This reward can either be an annualised salary adjustment (increase in base pay) or a one-off reward – e.g. bonuses, plaques, lunches, certificates, etc.

Audience:

Staff (Full-time, Part-time), Volunteers, Executive, Governance.

Relevant Legislation:

Criminal Records (Clean Slate) Act 2004
Employment Relations Act 2000
Equal Pay Act 1972
Health & Safety at Work Act 2015
Holidays Act 2003
Immigration Act 1987
Minimum Wages Act 1983
Parental Leave & Employment Protection Act 1987
Privacy Act 1993

Related procedures / documents:

Staff Recruitment Policy
Professional Development Policy

Document Management Control:

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