



Department of  
**Education**

# **Employee Performance Policy**

Effective date: 15 March 2016

Version: 2.1

Last update date: 25 May 2020

## Table of contents

<b>1. Policy statement</b>	<b>3</b>
<b>2. Policy rules</b>	<b>3</b>
<b>3. Responsibility for Implementation and Compliance</b>	<b>3</b>
<b>4. Scope</b>	<b>3</b>
<b>5. Supporting Procedures</b>	<b>4</b>
<b>6. Definitions</b>	<b>4</b>
<b>7. Related documents</b>	<b>5</b>
<b>8. Contact information</b>	<b>5</b>
<b>9. History of changes</b>	<b>6</b>
<b>10. More information</b>	<b>9</b>
Policy review date	9
Policy last updated	9

## 1. Policy statement

The performance of all Department employees is managed and developed in accordance with the requirements of governing legislation, intended outcomes of the Department's strategic directions and the specific role of each employee.

## 2. Policy rules

Line managers and principals will conduct performance management and development in accordance with the requirements of:

- section 29(1)(i) and (ja) of the [Public Sector Management Act 1994](#);
- Commissioner's Instruction: [Performance Management Standard](#); and
- any relevant requirements in industrial instruments or job description forms.

All employees will participate in a performance management process consistent with the [Performance Management Standard](#) and the Employee Performance Procedures.

Line managers and principals will manage substandard performance in accordance with section 79 of the [Public Sector Management Act 1994](#) for staff subject to that section of the Act, the common law for wages employees, and the Substandard Performance Procedures.

## 3. Responsibility for Implementation and Compliance

Line managers and principals are responsible for implementation of the policy.

The Executive Director Workforce is responsible for compliance monitoring.

## 4. Scope

This policy applies to all employees.

## 5. Supporting Procedures

Substandard Performance Procedures

Employee Performance Procedures

## 6. Definitions

### Performance Management

The formal and informal continuous process of evaluating and supporting an employee's performance in the workplace.

### Performance Management Standard

As defined by the Public Sector Commission:

“Outcome: The performance of all employees is fairly assessed to achieve the work- related requirements of the public sector body while paying proper regard to employee interests.

Standard: The minimum standard of merit, equity and probity is met for performance management if:

- an employee is informed about how their performance will be managed and the results of their performance assessment;
- a proper assessment of the employee's performance takes into account both the work-related requirements of the job and identified employee interests; and
- processes, decisions and actions are impartial, transparent and capable of review.”

## 7. Related documents

### Relevant legislation or authority

[Commissioner's Instruction: Code of Ethics](#)

[Commissioner's Instruction: Performance Management Standard](#)

[Equal Opportunity Act 1984](#)

[Freedom of Information Act 1992](#)

[Public Sector Management Act 1994](#)

[State Records Act 2000](#)

### Related Department policies

[Records Management](#)

[Staff Conduct and Discipline](#)

### Other documents

[Department of Education Information Statement 2019](#)

## 8. Contact information

### Policy manager:

Director, Workforce Policy and Coordination

### Policy contact officer:

Manager, Workforce Policy

T: (08) 9264 5040

## 9. History of changes

<b>Effective date</b>	21 July 2010
<b>Last update date</b>	5 July 2012
<b>Policy version no.</b>	1.2
<b>Notes</b>	Guidelines in section 4.2 amended to reflect changes to School Education Act Employees' (Teachers and Administrators) General Agreement as per D12/0372966, nomenclature throughout policy updated, definition of performance management updated.
<b>Effective date</b>	28 September 2012
<b>Last update date</b> <b>Policy version no.</b>	1.3
<b>Notes</b>	Changes to reflect the National Professional Standards for Teachers. Changes endorsed by Corporate Executive at meeting 7 September 2012.
<b>Effective date</b>	28 September 2012
<b>Last update date</b>	11 July 2013
<b>Policy version no.</b>	1.3
<b>Notes</b>	Amendment of references to National Professional Standards for Teachers to Australian Professional Standards for Teachers. D13/0098087 Amendment to references to documents as per D13/0222254.
<b>Effective date</b>	28 September 2012
<b>Last update date</b>	23 August 2013
<b>Policy version no.</b>	1.3

<b>Notes</b>	Updated link to Australian Professional Standard for Teachers in Appendix A. D13/0394461
<b>Effective date</b>	17 December 2013
<b>Last update date Policy version no.</b>	1.4
<b>Notes</b>	Addition of procedure at section 4.2 and Appendix C. Changes endorsed by Corporate Executive 2 December 2013.
<b>Effective date</b>	17 December 2013
<b>Last update date</b>	19 December 2013
<b>Policy version no.</b>	1.4
<b>Notes</b>	Addition of point about leave management to Appendix A, Section 3. D13/0666788
<b>Effective date</b>	17 December 2013
<b>Last update date</b>	27 February 2014
<b>Policy version no.</b>	1.5
<b>Notes</b>	Minor change to formatting in Appendix C. D14/0061908
<b>Effective date</b>	28 July 2014
<b>Last update date Policy version no.</b>	1.6
<b>Notes</b>	Numerous changes throughout policy D14/0259580, D14/0323911 and D14/0369019.
<b>Effective date</b>	28 July 2014
<b>Last update date Policy version no.</b>	1.7
<b>Notes</b>	Appendix B updated to reflect v1.6 changes prior to policy taking effect.

---

<b>Effective date</b>	28 July 2014
<b>Last update date</b>	12 September 2014
<b>Policy version no.</b>	1.8
<b>Notes</b>	Update to guidance re: professional development and career guidance in section 4.2. D14/0434228.

---

<b>Effective date</b>	28 July 2014
<b>Last update date</b>	1 December 2014
<b>Policy version no.</b>	1.9
<b>Notes</b>	Minor changes to guidance and appendix C. D14/0527043.

---

<b>Effective date</b>	15 March 2016
<b>Last update date</b> <b>Policy version no.</b>	2.0
<b>Notes</b>	Major review undertaken and policy reformatted into policy and procedures. Endorsed by the Director General at Corporate Executive on 12 February 2016.

---

<b>Effective date</b>	15 March 2016
<b>Last update date</b>	25 May 2020
<b>Policy version no.</b>	2.1
<b>Notes</b>	Minor changes to update broken links. D20/0260934

---



## 10. More information

### Supporting content

#### Procedure

[Substandard Performance Procedures](#)

[Employee Performance Procedures](#)

### Policy review date

15 March 2019

### Policy last updated

25 May 2020

---