

# P 20 – Professional Development and Performance Review

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## 1 Objectives

This Professional Development and Performance Review Policy is designed to establish a framework for the continuous improvement of workers within the Shire of Bridgetown-Greenbushes (the Shire). The policy aims to enhance individual and organisational performance, foster career development, and ensure that workers are equipped with the skills and knowledge required to fulfill their roles effectively.

## 2 Scope

This policy applies to all continuing contract workers of the Shire of Bridgetown-Greenbushes, be they full time or part time.

## 3 Definitions

### 3.1 Performance Review

A performance review is an annual periodic assessment of a worker's overall performance and their contribution to the organization. Typical of work appraisals, a work review entails identifying worker strengths and weaknesses, setting future goals, identifying professional development opportunities, identifying areas for improvement and sharing feedback.

### 3.2 Professional Development

Professional development is gaining new skills through continuing education and career training after entering the workforce. This may include enrolling in classes or workshops, attending professional or industry conferences, or earning a qualification in a certain field.

### 3.3 Worker

A part-time or full-time employee, casual employee, apprentice or trainee, work experience student and volunteers.

## 4 Policy

### 4.1 Professional Development

#### 4.1.1 Purpose

Professional development is integral to the growth of employees and the overall success of the Shire. The purpose of professional development is to enable workers to acquire and enhance the skills, knowledge, and abilities necessary for their current roles and future career progression.

#### 4.1.2 Eligibility

All workers are eligible for professional development opportunities. Requests for professional development should be aligned with individual development plans and the strategic goals of the Shire.

#### 4.1.3 Funding

The Shire is committed to investing in the professional development of its workers, where this development is beneficial to both the worker and the organization and within budgetary constraints. Funding for professional development activities will be allocated based on the relevance of the program to the employee's role, the goals within the employee's development plan and the strategic objectives of the Shire.

#### 4.1.4 Approval Process

Workers may submit a professional development request form to their immediate supervisor for approval during the individual annual Professional Development and Performance Review process or at any other time throughout the year. The request should include details such as the purpose of the development, expected outcomes, and budget requirements. Supervisors will assess the alignment of the request with Shire goals before granting approval.

### 4.2 Performance Review

#### 4.2.1 Purpose

Performance reviews serve as a formal process for evaluating and discussing a worker's job performance, setting goals, and identifying areas for improvement. This process contributes to employee development, Shire effectiveness, and the overall achievement of strategic objectives.

#### 4.2.2 Frequency

Performance reviews will be conducted annually for all workers. Additional reviews may be scheduled as needed for new workers, those in newly assigned roles, or workers with specific performance concerns.

#### 4.2.3 Evaluation Criteria

Performance evaluations will be based on predefined, measurable objectives and competencies relevant to the worker's role. Position Description roles and responsibilities should be clearly communicated to employees at the beginning of each performance cycle and used as a guide to measure performance in the role.

#### 4.2.4 Review Process

The performance review process will involve a collaborative discussion between the worker and their supervisor. It will include an assessment of achievements, identification of areas for improvement, professional development opportunities and the establishment of new goals for the upcoming year.

### 4.3 Worker Development Plans

#### 4.3.1 Creation of Plans

Following the performance review, workers and supervisors will collaboratively create individual development plans that outline specific actions, timelines, and resources required for professional growth. These plans will align with both the worker's career aspirations and the organization's strategic objectives.

#### 4.3.2 Monitoring and Adjustments

Supervisors will regularly monitor the progress of worker's development plans, providing support and adjusting as needed. Updates to development plans may occur during the year based on changing Shire needs or the worker's evolving role.

### 4.4 Training and Resources

#### 4.4.1 Access to Training

The Shire will provide workers with access to relevant training programs, workshops, and resources. This includes both internal and external opportunities that contribute to the enhancement of skills and knowledge.

#### 4.4.2 Mentorship and Coaching

The Shire will encourage mentorship and coaching programs to facilitate knowledge transfer, skill development, and the overall professional growth of workers.

#### 4.5 Confidentiality

All discussions and documentation related to professional development and performance reviews will be treated with confidentiality. Access to such information will be restricted to the worker, their supervisor, and relevant human resources personnel.

#### 4.6 Review and Updates

This policy will be reviewed every two years to ensure its effectiveness and relevance. Updates will be made as necessary to align with changes in Shire objectives, industry best practices and legislative requirements.

### 5 Applicable Legislation and Documents

<b>Statutory Power</b> <i>(Acts, Regulations, Local Laws, TPS)</i>	Local Government Officers' (Western Australia) Award 2021 Municipal Employees (Western Australia) Award 2021 Industrial Relations Act 1979 Local Government Act 1995
<b>Shire Policies</b>	
<b>Related Documents</b>	Corporate Business Plan
<b>Related Procedure</b>	N/A

### 6 Administration

<b>Original Adoption Date</b>	30 November 2023
<b>Last Variation Date</b>	
<b>Last Reviewed</b>	
<b>Scheduled Reviewed Date</b>	30 November 2025