

Performance Review and Planning Procedures

Section 1 - Purpose and Scope

(1) These procedures are intended to give effect to the uniform implementation of the [Performance Review and Planning \(PRP\) Policy](#).

Section 2 - Procedures

PRP

(2) Supervisors should advise employees of the timing of the PRP cycle for their Work Unit and inform those employees who will be required to participate in a PRP meeting.

(3) Supervisors should be aware of the link between the PRP process, [Academic Promotion](#), [Special Studies Program](#), Incremental Progression and the process for managing unsatisfactory performance.

(4) Employees are to review and reflect on their progress prior to meeting with their supervisor. Preparation should include:

- a. reflection of achievements during the past year consistent with the classification level and requirements of the job;
- b. thoughts on the key goals for the year ahead and the criteria (qualitative and/or quantitative as appropriate) by which achievements could be measured; and
- c. plans for career and professional development.

(5) The PRP discussion will include feedback on behaviour, contribution and collegiality, performance against the established goals, objectives and performance indicators and planning for the year ahead. Work expectations and goals for the next 12 month period are to be set at each PRP.

(6) Following the formal PRP discussion, a record of the discussion is prepared. Tools and options will be provided. The Supervisor and Employee have scope to agree the nature of the documentation.

Professional Learning

(7) It is the joint responsibility of the Supervisor and Employee to action professional learning needs, including training and professional activities identified through the PRP process. Programs (eg Career Catalyst) and on-line learning options (eg LinkedIn Learning) are available to assist.

Status and Details

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Responsible Executive	Kim Franks Vice President (People and Culture)
Head of Work Unit	Kath Drew Director, Human Resources
Enquiries Contact	Kath Drew Director, Human Resources <hr/> HR Services