

PERFORMANCE MANAGEMENT POLICY

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Drafted by	Simon Hemmings	Approved by MC on	7 June 2023
Responsible person	Simon Hemmings	Scheduled review date	1 Jan 2025

INTRODUCTION

Cycling Without Age Australia Annual Performance Management processes have been designed to provide a vital link between the organisation’s Strategic Plan, its vision and guiding principles, and individual staff members. It is also designed to ensure that goals and objectives flow from the top of the organisation to the personal objectives of each individual. It is integral to fostering an engaged and productive workforce, recognising and rewarding good performance, and managing underperformance.

SCOPE

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.

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

During the first month of an employee’s commencement in a role, Managers will work with the employee to develop a Performance Plan which will be updated during the following 12 month Period. The Performance Plan will outline the employee’s goals and objectives for a 12-month period in line with the organisation’s strategic plan.

Similarly, a 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.

Managers will conduct a formal Annual Performance Review with each employee within the first six weeks of the review period from 1st July to 30th June of the previous year.

Periodic assessment and discussion of performance will be carried out throughout the course of the review period between Managers and each of their employees on an “as needed” basis with a minimum of one review every 6 months.

AUTHORISATION

Karen O'Lannan

Secretary of Management Committee

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Cycling Without Age Australia