

# POLICY P7.1.6

## PERFORMANCE DEVELOPMENT PLANNING AND REVIEW

ITEM	DESCRIPTION
Version Number	3.1
SOPs	➤ SOP P7.1.6-1 Performance Development and Review Cycle
Owner	Executive Director, Membership and Strategic Services
Contact	Director, Membership Services
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## 1 Purpose

- 1.1 In accordance with the *Government Sector Employment Act 2013*, the NSW Rural Fire Service (NSW RFS) must ensure that staff members are provided with a sound performance development system with the following core requirements:
  - a. to set and clarify expectations for staff members,
  - b. to guide and review staff member performance,
  - c. to plan and review employee member performance,
  - d. to develop individual capability,
  - e. to recognise staff member achievements and
  - f. to improve staff member performance
- 1.2 Through the performance development system, the NSW RFS also strives to establish an organisational culture supporting high standards of performance, ethical behaviour, accountability and continual learning both to promote individual proficiency and to achieve the organisational objectives of the NSW RFS;

## 2 Policy

- 2.1 This policy and its SOP applies to:
  - a. all NSW RFS ongoing staff members;
  - b. temporary staff members holding their role for six months or more; and
  - c. staff members temporarily assigned to a role for six months or more.

- 2.2 All staff members are to have a current work and development plan.
- 2.3 It is the responsibility of the supervisor/manager to ensure staff members have a current work and development plan.
- 2.4 Staff members in management roles must include any mandatory objectives set by the NSW Public Service Commission in their work plans.
- 2.5 Where possible work plans are to be established to cover a twelve-month financial year period.
- 2.6 All NSW RFS non-executive staff members are to take part in review and professional development processes on at least a six-monthly basis.
- 2.7 Confidentiality is to be preserved at all times.

### Record Keeping

- 2.8 In line with the NSW State Archives and Records General Retention and Disposal Authority GA28 No. 15.9.3, records relating to the assessment, evaluation and review of a staff member's performance must be retained for a minimum of three years after they are superseded, then destroyed.
- 2.9 The relevant records include performance agreements and development plans, reports on performance assessments, evaluations and reviews, and performance counselling.
- 2.10 This does not include performance documentation in relation to a disciplinary (misconduct) process.

## 3 Related documents

- > [Government Sector Employment Act 2013](#) - Section 67
- > [Government Sector Employment \(General\) Rules 2014](#) - Rule 35
- > [Public Service Commission Performance Development Framework](#)
- > [Managing for Performance – Guide for Employees](#)
- > [Managing for Performance – Guide for Managers](#)
- > [Managing for Performance – Guide for Human Resources](#)
- > [NSW State Archives and Records General Retention and Disposal Authority GA28](#)
- > [Service Standard 6.1.2 Qualifications for RFS Members](#)
- > [Policy P3.3.1 Professional Development](#)
- > [Policy P7.1.4 NSW RFS Corporate Planning and Reporting](#)
- > [NSW RFS Individual Work Plan Template](#)
- > [NSW RFS Individual Professional Development Plan Template](#)

## 4 Amendments

AMENDMENT DATE	VERSION NO	DESCRIPTION
19 May 2006	1.0	> Initial release as P7.1.6 Performance Management, Planning and Review System (PMPRS)
24 July 2006	1.1	> Repealed and remade P7.1.6 v1.0 > Clause 4 – added references to templates > Hyperlinks to forms added
3 November 2006	1.2	> Repealed and remade P7.1.6 v1.1
29 June 2007	1.3	> Repealed and remade P7.1.6 v1.2 > PMPRS Quarterly Report > PMPRS Annual Report

14 December 2009	2.1	<ul style="list-style-type: none"> <li>&gt; Repealed and remade P7.1.6 v1.3</li> <li>&gt; Updated to reflect eSDM v4.1 and agreed enhancements to PMPRS process following IAB report</li> </ul>
27 August 2011	3.0	<ul style="list-style-type: none"> <li>&gt; Repealed and remade P7.1.6 v2.1</li> <li>&gt; Change of title to 'NSW RFS Employee Work and Professional Development Planning and Review</li> <li>&gt; Updated to reflect the practices adopted as a result of recent planning review</li> </ul>
17 September 2018	3.1	<ul style="list-style-type: none"> <li>&gt; Repeals and remakes P7.1.6 v3.0</li> <li>&gt; Change of title to 'Performance Development Planning and Review'</li> <li>&gt; Administrative update to reflect current terminology and Government Sector Employment requirements</li> <li>&gt; Removal of SOP P7.1.6-1 Annual Employee Work and Professional Development Plans and SOP P7.1.6-2 Review of Work and Development Plans (as these are covered by PSC guidelines referred to in the related documents section)</li> <li>&gt; Addition of new SOP P7.1.6-1 Performance Development Planning and Review Cycle</li> </ul>

# SOP P7.1.6-1 PERFORMANCE DEVELOPMENT PLANNING AND REVIEW CYCLE

## 1 Purpose

This SOP details the process for the planning and review for staff members' performance development.

TIMEFRAME	PROCESS	NOTES
June / July	<div style="border: 1px solid black; padding: 5px; text-align: center;">Set and clarify performance and development goals for the year</div> <div style="text-align: center;">↓</div>	A collaborative process to establish expectations and clarify performance and development goals that align with the organisation's objectives.
December / January	<div style="border: 1px solid black; padding: 5px; text-align: center;">Mid-year performance review</div> <div style="text-align: center;">↓</div>	Mid-year performance review of progress against performance and development goals. A face-to-face meeting between the staff member and Manager / Supervisor takes place to engage in meaningful discussion and provide constructive feedback.
All year	<div style="border: 1px solid black; padding: 5px; text-align: center;">Informal discussions and feedback regarding staff member performance</div> <div style="text-align: center;">↓</div>	
June	<div style="border: 1px solid black; padding: 5px; text-align: center;">End-of-year performance review</div>	End-of-year review of progress against performance and development goals. A face-to-face meeting between the staff member and Manager / Supervisor takes place to engage in meaningful discussion and provide constructive feedback..