

Q261

PERFORMANCE APPRAISAL and REVIEW POLICY

Policy Statement

Enhanced Lifestyles (EL) and Lifestyle Assistance and Accommodation Service (LAAS) believes that performance appraisal and review is an important component of supporting employees in their work, ensuring accountability for work performed and identifying the professional development needs of employees.

Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service is committed to ensuring that all employees:

- have a clear understanding of the work they are required to complete
- are clear about the organisation's expectations and requirements of their work performance
- are provided with adequate direction and support in their work
- perform their role to the best of their abilities and
- are accountable for the quality and outcomes of their work.

To meet these aims, all employees in Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service will take part in a regular supervision and in an annual formal structured review process.

This document complies with NDIS 2018, 2.7 Human Resources Management and ACIS 2013, section 2.6 Human Resource Management. This document is readily available to all Customer/Clients and employees of Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service including the Board.

Policy context: This policy relates to	
Legislation or other requirements	Fair Work Act 2009
Contractual obligations	Employment contracts

Documentation

Documents related to this policy	
Related policies	Q260 - Disciplinary Procedures Policy Q268 - Employee Performance Agreement
Related procedures	P261 – Performance Appraisal and Review Procedure