**Stage 3 – 4  
Senior Executive - Performance Management Plan Annual Review & Assessment**

This template is designed to record your annual performance and development review comments and approval for salary progression, and should be used in conjunction with your performance management plan (PMP).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Officer name:** |  |  | **Officer signature:** |  |
| **Classification level:** |  |  | **Manager signature:** |  |
| **Division/Branch:** |  |  | **Date of Meeting:** |  |
| **Manager name:** |  |  | **Period of review:** |  |

It is recommended that the manager and Senior Executive prepare for the annual review process by reviewing their performance and behaviour against the work outcomes and performance measures outlined in their PMP. Once completed, it is recommended that the PMP be stored as per Department protocol and the documentation relating to salary progression is forwarded to payroll for processing.

|  |  |  |
| --- | --- | --- |
| **Section 1: Annual performance review – business / work outcomes – summary of achievement** | | |
| **Business/Work Outcome**  (As per the PMP) | **Evidence to support** (Please provide specific example/s)  **Overall summary for the period** | |
| **Agreed performance measure(s)** | **Assessment / Comments** |
|  |  | Summary of key achievements (can focus on detail as part of discussion) |
|  |  | Summary of key achievements (can focus on detail as part of discussion) |
|  |  | Summary of key achievements (can focus on detail as part of discussion) |
|  |  | Summary of key achievements (can focus on detail as part of discussion) |
|  |  | Summary of key achievements (can focus on detail as part of discussion) |

|  |  |  |
| --- | --- | --- |
| **Section 2: Annual performance review – leadership behaviours – summary of achievements** | | |
| **Leadership Behaviour**  (As per the PMP) | **Evidence to support** (Please provide specific example/s)  **Overall summary for the period** | |
| **Leadership Capability** | **Agreed performance measure(s)** | **Assessment / Comments** |
| 1. Shapes strategic thinking |  | Summary of key achievements (can focus on detail as part of discussion) |
| 1. Achieves results |  | Summary of key achievements (can focus on detail as part of discussion) |
| Cultivates productive working relationships |  | Summary of key achievements (can focus on detail as part of discussion) |
| Exemplifies personal drive and integrity |  | Summary of key achievements (can focus on detail as part of discussion) |
| Communicates with influence |  | Summary of key achievements (can focus on detail as part of discussion) |

|  |  |
| --- | --- |
| **Section 3: Overall Rating (refer to last page of this template for Rating Descriptions & Salary Progression Eligibility):** | |
| ***Please tick appropriate box*** | ***Any further comments*** |
| * Does not demonstrate requirements |  |
| * Demonstrates requirements |  |
| * Demonstrates outstanding performance |  |

|  |  |  |
| --- | --- | --- |
| **Approval and Payment of Performance Pay** | | |
| **Recommendation for salary progression:** *(Deputy Secretary to approve if Branch Manager or equivalent)* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed - General Manager | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed - Secretary / Deputy Secretary | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |
| **Type of salary progression payable** | No salary progression payable  Salary progression at 1 salary progression point  Salary progression beyond 1 salary progression point.  Please specify point of progression: \_\_\_\_\_\_\_\_, or  Salary progression above the final salary progression point, i.e., special salary point. Please specify the special progression point: $\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed – Senior Executive | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |
| **Salary Progression processed in Payroll** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed – HR Branch | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |

**Excerpt from Senior Executive  
Performance Management & Development Guidelines**

# Evidence based Ratings for annual assessment

|  |  |
| --- | --- |
| Rating | Description |
| Does not demonstrate requirements | * Performance is at a level below that established in the PMP in one or more significant areas and has an impact on achievement of outcomes. This assessment will be based on the following: * the officer’s performance was not fully satisfactory; and/or * the requirements in the officer’s PMP have not been met; and/or * the officer has not demonstrated they have met the agreed leadership capability goals identified in the PMP. |
| Demonstrates requirements | * Performance is at a level established in the PMP in all areas. This assessment will be based on the following: * the officer’s performance was fully satisfactory; and * the requirements in the Officer’s PMP have been met; and * the officer has demonstrated they have met the agreed leadership capability goals identified in the PMP. |
| Demonstrates outstanding performance | * Demonstrates performance that is far above the expectations required in the achievement of business outcomes and displays excellent leadership skills and behaviours. * Performance is at a level which exceeds that established in the PMP in all areas. * This assessment will be based on the following: * the officer’s performance was outstanding; and * the requirements in the officer’s PMP have been significantly exceeded; and * the officer has demonstrated they have achieved exceptional leadership capabilities far beyond the agreed leadership capability goals identified in the PMP. |

|  |  |
| --- | --- |
| Rating | Salary Progression Eligibility |
| Does not demonstrate requirements | * No salary progression payable |
| Demonstrates requirements | * Salary progression at 1 salary progression point per annum through to the final salary point for the officer’s classification. |
| Demonstrates outstanding performance | * Salary progression as above; or * HOA may provide a submission to HOSS for approval of salary progression beyond one salary progression point through to the final salary point for the officer’s classification. The submission must provide sufficient evidence of the officer’s performance to allow the HOSS to determine that performance is outstanding and warrants salary progression beyond one salary point; or * HOA may provide a submission to HOSS for approval to access salary above the final salary progression point for the officer’s classification, i.e., the special salary point The submission must provide sufficient evidence of the officer’s exceptional performance to allow the HOSS to determine that the performance is sustainable and warrants access to the special salary point. |