

Staff Performance and Development Policy

1. PURPOSE

The purpose of this policy and its supporting procedures is to regulate how the University manages staff performance and development within the University’s governance framework.

2. POLICY STATEMENT

2.1. The University aims to achieve high standards of performance and to utilise its resources in a financially responsible and sustainable manner. This will be achieved by the University investing in developing and managing its staff within a system of work planning, performance review and recognition directed towards meeting the University’s vision, mission, values and strategic objectives.

2.2. Staff and management have a responsibility to engage in the University’s processes and to endeavour to meet the required outcomes.

3. RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE MONITORING

These management positions are responsible for implementation and compliance monitoring of the policy in their work areas:

- Executive Managers
- Heads of School/Area

4. SCOPE OF POLICY

This policy applies to all staff employed by the University.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Nil

6. SUPPORTING PROCEDURES

[Additional Remuneration Procedures](#)

7. RELATED DOCUMENTS/LINKS

[Diversity Policy](#)

[Discrimination and Harassment Prevention Procedures](#)

[Relevant Enterprise Agreement](#)

[Probation Guidelines](#)

[Staff Development](#)

[Work Planning and Performance Review Website](#)

Policy Compliance Officer	Melisa Kaharevic , Chief People Officer
Policy Manager	Chief People Officer
Approval Authority	Senior Executive Team
Review Date	1 st April 2025

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	27/03/2012	Planning and Management Committee	PMC 30/12	Attachment 1 to Document No 00305/12
	Administratively Updated	05/02/2014	Director, Legal and Compliance Services		Updated Policy Contact
	Administratively Updated	21/07/2014	Director, Legal and Compliance Services		Links Updated
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Amended	24/11/2015	Planning and Management Committee	PMC 98/15	Attachment I to Item 10 – formally reviewed no changes required
	Administratively Updated	09/05/2016	Director, Legal and Compliance Services		Policy Contact Title Change
	Administratively Updated	09/02/2017	Director, Legal and Compliance Services		Area name change from Human Resources to People and Culture (also approved by the Chief Operating Officer)
	Approved	17/09/2019	Planning and Management Committee	PMC 61/19	Fully reviewed and no changes required