



Staff Performance Review Policy

Purpose and Scope

The purpose of this policy is to ensure that the work performance and learning needs of every employee of Burdekin Productivity Services Ltd. are managed effectively and fairly. The objectives of the Staff Performance Review policy are:

1. To advise management, all other staff & directors of the processes to follow to complete staff appraisals and salary reviews.
2. To foster a responsible, performance based culture throughout the ranks of staff that is linked to the salary component of each staff member's conditions of employment.
3. To encourage minimal staff turnover by allowing staff to voice an opinion in an open, recorded format.

Responsibilities

The board shall be responsible for electing a **Remuneration Committee** consisting of 2 board members, at the February board meeting of each year.

The Commercial Manager shall be responsible for **organising** all appraisals as per Table 1. All appraisals shall be conducted & finalised before the end of September of each year except that the Manager shall have an additional mid-year review during the month of March of each year.

The Commercial Manager shall be responsible for **conducting** interviews & appraisals of Field Officers & General staff as per Table 1. The Manager shall conduct a review of these appraisals subsequent to the interview. The Remuneration Committee shall conduct a review of these appraisals subsequent to the manager's input.

The Manager shall be responsible for **conducting** interviews & appraisals of Agronomy staff as per Table 1. The Remuneration Committee shall conduct a review of these appraisals subsequent to the interview process.

The Remuneration Committee shall be responsible for **conducting** the interview & appraisal of the Commercial Manager/Company Secretary as per Table 1. They may seek input from other staff members, if deemed necessary.

The Remuneration Committee shall be responsible for **conducting** the interview & appraisal of the Manager as per Table 1. They may seek input from other staff members, if deemed necessary.

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Policy Details

A series of staff appraisal documents shall be drawn up by management in consultation with the remuneration committee. There shall be separate documents titled 'Field Officer & General Staff', 'Agronomy Staff', 'Commercial Manager' & 'Manager'. These documents may vary in content but shall consist of:

1. Name of staff being interviewed, name of interviewers & date of interview.
2. A rating schedule
3. An assessment table consisting of at least 4 categories of assessment & at least 3 items of assessment within each category. The amount of items per category can differ for weight of ratings purpose if a particular category/s is deemed to have more importance than another.
4. A rating column for each item within the assessment table.
5. A comments column for each item within the assessment table.
6. A list of at least 3 questions requiring a response from the staff member being interviewed. These questions should have relevance to the employee's future goals, training opportunities & other work related issues.
7. An section for recording the interviewer's comments
8. An overall rating.

Appraisal interviews shall be conducted during the month of September of each year so that the remuneration committee has ample time to report their recommendations to the October board meeting.

At least 1 week prior to the interview, all staff shall be afforded the opportunity to view the document that is pertinent to their category of employment, thus allowing ample time to consider a response to questions posed.

The responsible party shall complete the assessment section of the staff appraisal document prior to the interview with the relevant staff member. During the interview process, this assessment will be discussed with the relevant staff member and adjusted as deemed necessary.

Once all appraisals are complete the Remuneration Committee shall convene a meeting to discuss the results of the staff appraisal interview process and configure overall ratings of each employee. A formula for salary movements shall be discussed and applied fairly, relative to overall rating scores & other matters that may prevail at the time.

The recommendations from the Remuneration Committee meeting shall be presented at the October board meeting for approval or other. The result shall be conveyed to each staff member in the week subsequent to the October board meeting via email.

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Table 1. – Areas of Responsibility during Staff Appraisal process

	All Staff appraisals	F/Officer & General staff appraisals	Agronomist appraisals	Commercial Manager/Co. Secretary appraisal	Manager's appraisal	Recommend salary adjust To board	Final Approval
Board							Approve or adjust
Manager		Review	Conduct				
Commercial Manager	Organise	Conduct					
Remuneration Committee		Review	Review	Conduct & Review	Conduct & Review	Recommend	

Approved by the board of Burdekin Productivity Services Ltd. on 12th December, 2016.

Signed: CJ Hesp (Board Chairman)