

# **State Grants Commission**

## **Performance Appraisal Policy Guidelines**

### **What are the objectives?**

The Commission's performance appraisal process aims to enhance accountability and bolster the Commission's reputation with all stakeholders including councils. This is facilitated through internal (individual and group) assessments of Commission performance, and external feedback from stakeholders regarding the transparency of its annual recommendations, and the suitability of its consultative arrangements.

### **Who is evaluated?**

Individual Member performance is evaluated as well as the performance of the Commission as a whole.

### **What is evaluated?**

The evaluation seeks internal reflection on the personal qualities required of individual Commission Members, and also requests internal and external reflection on its performance as a whole.

*Individual and Group Assessment* – Individual Commission Members are asked to reflect on their own individual performance, as well as Commission performance as a whole.

*External Stakeholder Assessment* – As primary external stakeholders, councils are asked to provide an assessment of the Commission performance as it pertains to transparency and consultative arrangements.

### **What techniques are used?**

*Individual and Group Assessment* – this evaluation comprises the completion of a series of questions which highlight the main tasks and responsibilities of Commission Members, both individually and as a group.

*External Stakeholder Assessment* – this evaluation comprises two separate assessments, one for annual hearings and visits, and the other seeking feedback regarding Commission consultation during the Triennial Review.

### **Who does the evaluation?**

The Individual and Group Assessment are completed by the Commission Members, and the External Stakeholder Assessment is completed by councils and administered by the Secretary.

### **What is done with the results?**

The results are reported to the Commission, and feedback is provided to the Secretary, Department of Treasury and Finance on an annual basis.

### **Evaluation Reviews**

The Commission will conduct a review of the evaluation process every three years and make any necessary amendments to create a more effective and/or efficient evaluation system.