



Staff Notice 2005//05

Full Implementation of Performance Development Review

Development of Performance Development Review (PDR) has been in discussion for at least 5 years, and both AUQA and Employer of Choice responses have supported the desirability of such a program.

McPhee Andrewartha was appointed in 2004 to develop a University of Canberra PDR Program. In 2005 McPhee Andrewartha assisted a University PDR Steering Group in conducting a very successful pilot implementation of PDR in four Divisions. Following the successful completion in September of the pilot PDR program, the final PDR policy and process has now been completed, incorporating extensive contributions from University staff.

We are now preparing information and training materials and a schedule to complete the implementation of PDR for all staff.

For more information on the PDR process for staff and supervisors, including the necessary forms, go to the Human Resources website, at:
<http://www.canberra.edu.au/hr/development/pdr/>

The recently released Federal Government Higher Education Workplace Relations Requirements (HEWRRs) require us to have in place:

'...a fair and transparent performance management scheme which rewards high performing individual staff...and must include efficient processes for managing poor performing staff.'

There must be an explicit linkage between the PDR and how we address both high performance and low performance. These practices have always existed in the University, and were implicit in the PDR model piloted successfully in 2005, but the HEWRRs require these be stated as part of the PDR policy. The Federal Government has tied compliance with this to significant Government funding of tertiary education. This new requirement accounts for most of the visible changes from the pilot PDR to the final PDR.

In particular, we need to incorporate in the PDR a focus on the HEWRRs regarding identification, recording and reward of high performers and also of identification, recording and response to underperformers. This will require the addition of some elements associated with the PDR implementation, especially the implementation and management of a performance improvement plan (PIP), and a summary recording process for the University to report against.

Nothing has changed about the PDR that was piloted, but the University now needs to identify these processes in relation to it.

If you participated in the PDR pilot, you will already have a good knowledge of it, however some small but important changes have been made in the final form of the PDR, as a result of the HEWRRs. An update workshop is planned as the simplest way to introduce these new elements to the supervisory staff who participated in the pilot workshops. These elements will also be introduced to staff who completed the pilot program to ensure they are fully conversant with them.

Timetable for completing PDR implementation

Month	PDR Rollout Activity
January 2006	Commence supervisor workshops and staff information sessions
February 2006	Continue supervisor workshops and staff information sessions Commence first PDR meetings
February 2006 - October 2007	Ongoing consultant PDR support available by email and phone
March 2006	Complete supervisor workshops and staff information sessions Continue first PDR meetings
April 2006	Complete first PDR meetings
July/August 2006	Advanced sessions for supervisors (optional)
October 2006	Notice to staff to commence 2006 concluding sessions
November 2006	Brief concluding session workshops for supervisors Commence 2006 concluding sessions
December 2006 - January 2007	Continue 2006 concluding sessions
February 2007	Complete 2006 concluding sessions
February/March 2007	Review and evaluate PDR process Make adjustments and prepare for second iteration
March 2007	Commence 2007 first PDR meetings, second iteration
April 2007	Continue 2007 first PDR meetings, second iteration
May 2007	Complete 2007 first PDR meetings, second iteration

I am pleased with the outcomes from the pilot sites and I am sure that the learning from the pilot and the additional features resulting from the HEWRRs will give us an excellent foundation for the success of the PDR process at this university.

Karl Dubravs
Director Human Resources

25 November 2005

Distribution: All staff