

MONTHLY REVIEW

Guidance for Resources Regulator Employees and Supervisors

Introduction

This document supports completion of monthly reviews by employees of the NSW Resources Regulator. This information is being captured to summarise conversations between supervisors and employees to ensure that positive contributions are acknowledged, and areas of concern are identified early.

Early identification of issues minimises risk to the organisation and ensures that you are appropriately supported. Information in these documents will be shared with your management hierarchy.

You don't change culture through emails and memos. You change it through relationships... one conversation at a time.

@SteeleThoughts

Performance management system

[Section 67](#) of the *Government Sector Employment Act 2013* states that an agency must have a performance management system. [Rule 35](#) of the *Government Sector Employment (General) Rules 2014* outlines the core requirements of a performance management system as:

- a. to set and clarify expectations for employees,
- b. to guide and review employee performance,
- c. to develop employee capability,

- d. to recognise employee achievements,
- e. to improve employee performance,
- f. to resolve unsatisfactory employee performance,
- g. to evaluate and strengthen practices.

When to conduct a review

Each calendar month is to be reviewed during and not later than the 20th of the next calendar month. For example, the July review is to be conducted in August and submitted by 20 August.

DRNSW Annual plan and review process

It is expected that all Resources Regulator employees complete the monthly review process in addition to the DRNSW annual plan and review process.

Whilst the annual plan sets expectations for a twelve-month period, regular conversations will ensure positive contributions are acknowledged and areas of concern are identified early. Early intervention and recognition is critical to supporting performance and well-being and ensuring feedback is relevant and timely.

Handy resources

- Your Annual Work and Development Plan
- [Annual Work and Development Plans Guidance](#) for Resources Regulator employees and supervisors
- [DRNSW People Development](#)
- Your role description - Refer to [Business Practice # 12 – Role Descriptions – Access, Modify or Create](#).
- Role descriptions for roles you aspire to (refer to [Business Practice # 12](#))
- Resources Regulator Strategic Approach and Branch/Team Business Plans
- [NSW Public Service Commission Capability Framework](#)
- [NSW Public Service Commission Performance Development page](#) – includes guides for managers and employees

Confidentiality and privacy

It is important that employees and supervisors are open and honest during discussions. Providing clarity and context about situations will reduce the likelihood of issues occurring due to confusion at a later point.

A discussion about an employee’s personal circumstances is likely to raise concerns about confidentiality and privacy. Employees and supervisors should be cognisant of these concerns and ensure all information and records are stored and discussed in an appropriate manner.

Completing the template

Field	Guidance	Responsibility
Name	The name of the employee	Employee
Month/Year reviewed	The month being reviewed. Note that the review is conducted in the following month. i.e. The February review is conducted in March. Enter February in the field.	Employee
No. of days leave	Record the total absences during the month in this field, regardless of leave type. This will help understand if outputs have been diminished due to a lengthy absence.	Employee
Role	The actual role that the employee has been performing for the majority of the month. i.e. if the employee was acting as Project Officer for 3 weeks, record Project Officer	Employee
Grade	The grade of the actual role that the employee has been performing for the majority of the month. i.e. if the employee was acting Grade 7/8 for 3 weeks, record 7/8.	Employee
Branch	Select the business unit within the Resources Regulator that the employee works in	Employee
Key achievements or outcomes	Outline any achievements including KPIs met, projects completed, or goals met. Include any outcomes from secondary roles such as committees.	Employee

Reward and recognition	Is there anything outstanding that you have completed this month which should be considered for reward and recognition? This could be something simple such as completing an urgent task that deserves praise from your supervisor through to something significant that deserves recognition from the Executive Director or Secretary.	Employee
Roadblocks to achieving success and suggested actions to resolve	Discuss any obstacles you are encountering and suggest ways that they can be resolved. This may include escalating issues to your supervisor. For example: <i>ICT haven't loaded application on my desktop despite three phone calls and four emails over two months. Suggest escalation through Business Partner.</i>	Employee
WHS	Discuss any workplace health and safety topics from the month. For example: <i>Reported frayed carpet and taped off trip hazard. Logged in CAMMS. New keyboard is helping with shoulder pain.</i>	Employee
Change	Discuss any change management topics from the month. For example: <i>Keen to know more about opportunities to work out of the Port Macquarie office if it goes ahead.</i>	Employee
Wellbeing	Discuss any wellbeing topics from the month. For example: <i>Concerned about mum's welfare after Dad's passing. May need some more time off to assist her.</i>	Employee
Attendance and leave	Discuss any attendance and leave topics from the month. For example: <i>Took ten days bereavement and annual leave to sort out Dad's affairs. Will probably need some more time soon. Planning to also take 2 weeks leave in October school holidays.</i>	Employee
Learning and Development	Discuss any learning and development topics from the month. For example: <i>Missed Excel course due to absence. Hoping to attend next one in March.</i>	Employee
I feel I am supported by supervisor?	Select Yes or No as appropriate. Consider your reasons why you made that decision and include them in the next field.	Employee

Employee comments	Include any other comments you feel are relevant to your review and provide some feedback for your supervisor. For example: <i>Appreciated supervisors support with Dad's passing and arranging time off. Didn't feel supported when I returned to work and was asked why I hadn't completed my tasks whilst on leave.</i>	Employee
Sign off	Once you have completed all of the fields, sign the document and forward it to your supervisor to support your upcoming conversation.	Employee
Record of conversation	Supervisor is to record any additional comments in this field after the conversation including agreed actions and outcomes.	Supervisor
Reward and recognition	In addition to any suggested reward and recognition from the employee, the supervisor should consider if they have performed anything outstanding or exceptional. The supervisor should then consider an appropriate form of reward and recognition which may include direct feedback, acknowledgement through Workplace or a team meeting, escalation to Senior Executive for acknowledgement or formal recognition through nominations for formal awards (e.g. Resources Regulator annual awards, Public Service Medal etc.).	Supervisor
Referred to Executive	Where a supervisor considers that the Senior Executive should be aware of an outstanding or exceptional achievement, they should note this fact and ensure that the Executive are made aware.	Supervisor
Sign-off	Once all actions have been completed the supervisor should sign the form and then provide a copy to their supervisor during their monthly review.	

Storing the monthly review

Once a supervisor has signed the monthly review, they will forward it on to their supervisor. The review should be saved in the CM9 folder currently used for monthly staff reports. Employee reviews will also be sent to the Executive Director (all employees) and Chief Inspector (Mine Safety Inspectorate only).

Breaches of the procedure

Whilst the onus of responsibility for completing reviews lies with the employee, supervisors share a mutual responsibility to ensure plans are being completed. Supervisors will be required to provide evidence that all employees have had reviews when they have their review.

Wilful failure to complete annual plans will be managed in accordance with the Department's *Managing Misconduct and Serious Misconduct* policy and [section 69](#) of the *Government Sector Employment Act*.

Further information

Inquiries about this procedure can be directed to the Regulatory Capability team at rr.capability@planning.nsw.gov.au

Approval

NAME	DATE	APPROVAL
Peta Rafty Manager – Regulatory Capability	25/8/2020	Approved in CM9
Melanie Brown Director – Regulatory Operations	31/08/2020	Approved in CM9
Anthony Keon Executive Director	10/09/2020	Approved in CM9

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THIS DOCUMENT APPLIES TO

All Employees	✓	Regulatory Operations	✓
Major Investigations	✓	Regulatory Programs	✓
Mine Safety Inspectorate	✓	Mining Act Inspectorate	✓