

NSW RESOURCES REGULATOR

Monthly Review

NAME	MONTH/YEAR REVIEWED	NO. OF DAYS LEAVE
ROLE	GRADE	BRANCH
		<i>Choose an item.</i>

KEY ACHIEVEMENTS OR OUTCOMES

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REWARD AND RECOGNITION (Is there anything outstanding that you have completed this month which should be considered for reward and recognition?)

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ROADBLOCKS TO ACHIEVING SUCCESS & SUGGESTED ACTIONS TO RESOLVE

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WELLBEING DISCUSSION

UPDATE

WHS	
CHANGE	
WELLBEING	
ATTENDANCE AND LEAVE	
LEARNING AND DEVELOPMENT	

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I FEEL I AM SUPPORTED BY MY SUPERVISOR? <i>(include comments below)</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
EMPLOYEE COMMENTS AND MONTHLY SUMMARY		

SIGN-OFF	NAME	SIGNATURE	DATE
EMPLOYEE			Click or tap to enter a date.

RECORD OF CONVERSATION (TO BE COMPLETED BY SUPERVISOR)

REWARD AND RECOGNITION (TO BE COMPLETED BY SUPERVISOR)						
SUPERVISOR						
Referred to Executive:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Discuss further

SIGN-OFF	NAME	SIGNATURE	DATE
SUPERVISOR			Click or tap to enter a date.