



Department of
Education

Employee Performance and Development policy

Effective date: 17 February 2026

Version: 3.0

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1. Policy statement

The performance of all Department employees is managed and developed in accordance with the requirements of governing legislation, intended outcomes of the Department's strategic directions and the specific role of each employee.

2. Policy rules

Principals, line managers and authorised performance managers will conduct employee performance and development in accordance with the requirements of:

- section 29(1)(i) and (ja) of the *Public Sector Management Act 1994*
- the Performance Management Standard
- industrial instruments (awards and agreements) or job description forms
- the *State Records Act 2000* and the Department's Recordkeeping plan (staff only).

Employees will participate in a performance and development process consistent with the Performance Management Standard and the Employee Performance and Development procedures.

Principals, line managers and authorised performance managers will manage substandard performance in accordance with section 79 of the Public Sector Management Act for staff subject to that section of the Act, the common law for wages employees, and the Substandard Performance procedures.

3. Responsibility for implementation and compliance

Principals, line managers and authorised performance managers are responsible for implementation of the policy.

The Executive Director, People Services is responsible for compliance monitoring.

4. Scope

This policy applies to all employees.

5. Supporting procedures

[Employee Performance and Development procedures](#)

[Substandard Performance procedures](#)

6. Definitions

Authorised performance manager

A person who has been delegated responsibility for the performance management of a specific employee by that employee's line manager or by a superordinate.

Line manager

The position to whom the employee reports.

Performance and development

The formal and informal continuous process of evaluating, developing and supporting an employee's performance in the workplace.

Performance management standard

As defined by the Public Sector Commission:

Outcome: The performance of all employees is fairly assessed to achieve the work-related requirements of the public sector body while paying proper regard to employee interests.

Standard: The minimum standard of merit, equity and probity is met for performance management if:

- an employee is informed about how their performance will be managed and the results of their performance assessment
- a proper assessment of the employee's performance takes into account both the work-related requirements of the job and identified employee interests
- processes, decisions and actions are impartial, transparent and capable of review.

7. Related documents

Relevant legislation or authority

Commissioner's Instruction 40: Ethical Foundations

Equal Opportunity Act 1984

Freedom of Information Act 1992

Industrial Relations Act 1979

Public Sector Management Act 1994

State Records Act 2000

Teacher Registration Act 2012

Work Health and Safety Act 2020 (WA)

Related Department policies

Bullying in the Workplace policy

Complaints and Notifications policy

Managing a Breach of Public Sector Standard Claims policy

Records Management policy

Staff Conduct and Discipline policy

Other documents

[Australian Professional Standard for Principals](#)
[Australian Professional Standards for Teachers](#)
[Australian Teacher Performance and Development Framework](#)
[Code of conduct \(staff only\)](#)
[Complaints and notifications framework](#)
[Complaints and notifications categorisation schedule \(staff only\)](#)
[School psychologist competency framework \(staff only\)](#)
[Competency framework for education assistants special needs \(staff only\)](#)
[Record keeping plan \(staff only\)](#)
[Finance capability framework for the WA public sector](#)
[Grievance framework](#)
[Human resources capability framework for the WA public sector](#)
[Industrial instruments \(Awards and Agreements\) applicable to Department of Education employees \(staff only\)](#)
[Leadership Expectations](#)
[Building Leadership Impact](#)
[Public Sector Capability Profiles](#)
[School corporate services staff competency framework \(staff only\)](#)
[School Psychology Service: Professional practice guidelines \(accessible by members of the School Psychology Service only\)](#)

8. Contact information

Policy manager:

Director, Industrial and Employee Relations

Policy contact officer:

Manager, Employee Relations

Telephone: (08) 9264 4921 (option 2)

9. History of changes

Effective date	21 July 2010
Last update date	5 July 2012
Policy version no.	1.2
Notes	Guidelines in section 4.2 amended to reflect changes to School Education Act Employees' (Teachers and Administrators) General Agreement as per D12/0372966, nomenclature throughout policy updated, definition of performance management updated.
Effective date	28 September 2012
Last update date Policy version no.	1.3
Notes	Changes to reflect the National Professional Standards for Teachers. Changes endorsed by Corporate Executive at meeting 7 September 2012.
Effective date	28 September 2012
Last update date	11 July 2013
Policy version no.	1.3
Notes	Amendment of references to National Professional Standards for Teachers to Australian Professional Standards for Teachers. D13/0098087 Amendment to references to documents as per D13/0222254.
Effective date	28 September 2012
Last update date	23 August 2013
Policy version no.	1.3
Notes	Updated link to Australian Professional Standard for Teachers in Appendix A. D13/0394461

Effective date	17 December 2013
Last update date Policy version no.	1.4
Notes	Addition of procedure at section 4.2 and Appendix C. Changes endorsed by Corporate Executive 2 December 2013.

Effective date	17 December 2013
Last update date	19 December 2013
Policy version no.	1.4
Notes	Addition of point about leave management to Appendix A, Section 3. D13/0666788

Effective date	17 December 2013
Last update date	27 February 2014
Policy version no.	1.5
Notes	Minor change to formatting in Appendix C. D14/0061908

Effective date	28 July 2014
Last update date Policy version no.	1.6
Notes	Numerous changes throughout policy D14/0259580, D14/0323911 and D14/0369019.

Effective date	28 July 2014
Last update date Policy version no.	1.7
Notes	Appendix B updated to reflect v1.6 changes prior to policy taking effect.

Effective date	28 July 2014
Last update date	12 September 2014
Policy version no.	1.8
Notes	Update to guidance re: professional development and career guidance in section 4.2. D14/0434228.

Effective date	28 July 2014
Last update date	1 December 2014
Policy version no.	1.9
Notes	Minor changes to guidance and appendix C. D14/0527043.

Effective date	15 March 2016
Last update date Policy version no.	2.0
Notes	Major review undertaken and policy reformatted into policy and procedures. Endorsed by the Director General at Corporate Executive on 12 February 2016.

Effective date	15 March 2016
Last update date	25 May 2020
Policy version no.	2.1
Notes	Minor changes to update broken links. D20/0260934

Effective date	17 February 2026
Last update date Policy version no.	3.0

Notes

Major review to comply with the Department Code of Conduct and the Work Health Safety policy. Clarification of annual performance & development cycle. Performance expectation for all employee groups. Consistent formatting of procedures for each employee group. Align with the Dept Style guide.

10. More information

Supporting content

Procedure

Employee Performance and Development procedures

Substandard Performance procedures

Approval (1) D25/0574867 Approval (2) new changes D26/0111791

Policy review date

17 February 2029

