



Australian
Communications
and Media Authority

Corporate Responsibilities

Performance management practices

Introduction

[REDACTED], Manager People Operations

- Policies, procedures
- Payroll
- Employee Self Service (ESS)
- Work health and safety

Performance in the APS

- Most public servants join the APS to make a difference.
- We can realise this by:
 - setting clear expectations
 - talking with employees regularly
 - understanding their obstacles and opportunities
 - providing learning and development to increase capabilities
- “Performance management” provides the overarching framework.

Legislative framework

- Main legislative basis is the *Public Service Act*.
- APS Commissioner's Directions set out the obligations for managing and developing performance.
- Standards of conduct required of APS employees:
 - APS Employment Principles – guide employment and workplace relationships
 - APS Code of Conduct – sets the behaviour expected of individuals
 - APS Values – set out the standards and outcomes expected
 - These standards help to shape our organisational culture

APS Values

Look up “**APS Values and Code of Conduct**”:



Australian Government
Australian Public Service Commission

APS Values

Impartial
The APS is apolitical and provides the Government with advice that is frank, honest, timely and based on the best available evidence.

Committed to service
The APS is professional, objective, innovative and efficient, and works collaboratively to achieve the best results for the Australian community and the Government.

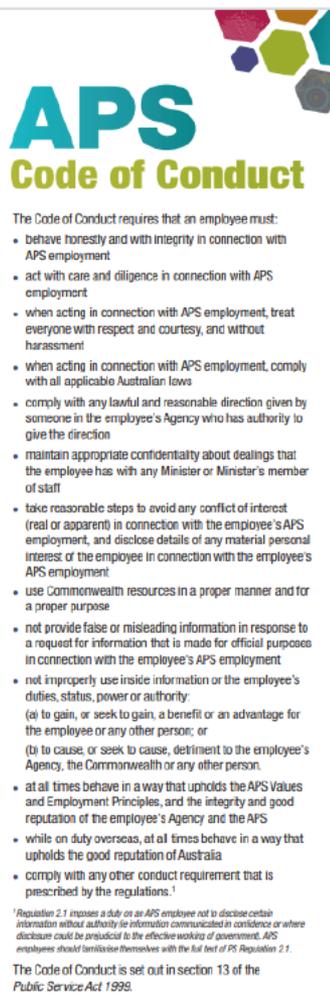
Accountable
The APS is open and accountable to the Australian community under the law and within the framework of Ministerial responsibility.

Respectful
The APS respects all people, including their rights and their heritage.

Ethical
The APS demonstrates leadership, is trustworthy, and acts with integrity, in all that it does.

Ethics Advisory Service
Assisting APS employees with ethical issues

www.apsc.gov.au/integrity-aps
ethics@apsc.gov.au
02 6202 3737



APS Code of Conduct

The Code of Conduct requires that an employee must:

- behave honestly and with integrity in connection with APS employment
- act with care and diligence in connection with APS employment
- when acting in connection with APS employment, treat everyone with respect and courtesy, and without harassment
- when acting in connection with APS employment, comply with all applicable Australian laws
- comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction
- maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of staff
- take reasonable steps to avoid any conflict of interest (real or apparent) in connection with the employee's APS employment, and disclose details of any material personal interest of the employee in connection with the employee's APS employment
- use Commonwealth resources in a proper manner and for a proper purpose
- not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's APS employment
- not improperly use inside information or the employee's duties, status, power or authority:
 - (a) to gain, or seek to gain, a benefit or an advantage for the employee or any other person; or
 - (b) to cause, or seek to cause, detriment to the employee's Agency, the Commonwealth or any other person.
- at all times behave in a way that upholds the APS Values and Employment Principles, and the integrity and good reputation of the employee's Agency and the APS
- while on duty overseas, at all times behave in a way that upholds the good reputation of Australia
- comply with any other conduct requirement that is prescribed by the regulations.¹

¹ Regulation 2.1 imposes a duty on an APS employee not to disclose certain information without authority in information communicated in confidence or where disclosure could be prejudicial to the effective working of government. APS employees should familiarise themselves with the full text of PS Regulation 2.1.

The Code of Conduct is set out in section 13 of the *Public Service Act 1999*.

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Performance Management

The aim of performance management is to:

- ensure graduates are clear about what is expected in terms of their business deliverables and observable workplace behaviours
- develop the performance of graduates and support them to use their strengths to achieve workplace goals, and
- Contribute to our high performance culture.

Performance Management

A Performance and Development Plan is required for both rotations.



PERFORMANCE & DEVELOPMENT PLAN – NON-SUPERVISOR

Employee Name:		Agreement Year:	
Manager/Supervisor Name:			
Division/Branch:			
Scheduled Mid-Cycle Review date:		Scheduled End-Cycle Assessment date:	

Introduction
<ul style="list-style-type: none">> Your PDP sets out expectations for your performance over the next 12 months.> These expectations should be developed in line with the ACMA Corporate Plan and Divisional AND Branch Business Plans.> You and your manager must regularly review your performance against these expectations.> The PDP also sets out the agreed development activities that you will undertake.> Planned leave and flexible working arrangements are also included in your plan.

Completing your Performance and Development Plan
<p>Before starting, refer to the Performance Management Framework intranet page to access:</p> <ul style="list-style-type: none">> Performance and Development: People Management Instruction> Your Branch/Division Business Plan and Corporate Plan> How to complete your PDP template

[Click here to display the PDP document](#)

Probation

- Employment conditions include an 11-month probation period
- Period of time to demonstrate your on-the-job suitability in the ACMA and the APS.
- Opportunity for both the ACMA and the graduate to make a genuine assessment of suitability for the role.
- Throughout the Graduate Program, your performance, attendance, attitude and adherence to the APS Values and Code of Conduct will be observed and recorded.

Graduate Program – what does success look like?

To successfully complete the APS Graduate program:

- actively participate in two workplace rotations
- attend learning and development & APS GDP activities
- performance rating in each workplace rotation – “meets expectations”
- probation period – “meet expectations”

On successful completion of Graduate Program:

- you may be advanced from an APS 4 Graduate to APS 5.

Wrap up

Performance management and probation

- important opportunity to support our learning culture
- opportunity to discuss your skills and strengths
- schedule time to have the discussion
- come to the discussion prepared with your selection of ideas and suggestions
- discuss projects or learning activities you are interested in to stretch and broaden your experience
- All contributes to driving your career in the direction you want to take it

Questions?