

Merri Creek Management Committee

Procedure for review of Manager approved 12/1/1999

Background

Responsibility for reviewing the performance of the Manager lies with the Executive Committee, or with the MCMC Committee. The Award requires a review of each staff member each year on the anniversary of their appointment to the band, and provides for a Staff Development Plan with performance objectives.

Managers Review will include:

1. Performance Assessment

Assessment of performance through Executive's review of the Manager's self assessment of achievement of workplan targets set shortly after an earlier review, and the setting of revised performance targets for the coming year.

2. Compilation of stakeholder views.

The views of stakeholders of the performance of the organisation in terms of outcomes, perceptions and relationships is a measure of performance of the organisation and by implication the Manager.

Ideas:

- Manager circulates a stakeholder assessment form to representatives of stakeholders (including all MCMC directors and staff of associated groups e.g. EPA, DNRE, PV). See the form overleaf.
- Letters and comments from members of the public be collected and assessed on a yearly basis.

3. Compilation of staff views

Anonymous and face to face options

Merri Creek Management Committee Performance Assessment form for Stakeholders

Please take a few minutes to fill in this form. Its purpose is to provide MCMC's stakeholders an opportunity to give feedback to MCMC on its performance, as one of a range of strategies to allow MCMC to measure and improve its performance.

Are there areas where you would like to know more about MCMC's role and responsibilities?

Please rate MCMC's performance (Good/OK/needs improvement/don't know) under the following headings:

Heading	Rating	Comments – examples and suggestions
Communication with you/your organisation		
Value for money		
Quality of Service		
Parkland management works		
Community education activities		
Landuse & catchment planning		
Regional approach		
Community participation		

Are there other areas where you believe MCMC is doing its job well?

Are there other areas where you believe MCMC's performance should be improved? If so please suggest how:

Name:

Return to: Manager, Merri Creek Management Committee, 2 Lee St, East Brunswick 3057.