

# Annual Performance Agreements

The Know Your Rights series of fact sheets assist CSIRO union members to better understand and enforce rights at work. The source of these rights is the CSIRO Enterprise Agreement (EA) and specifically clause 36 of the new EA.

## 1) What are Annual Performance Agreements intended to achieve?

Annual Performance Agreements (APAs) are intended to provide a framework to communicate work requirements, improve performance and agree training and development requirements for CSIRO employees. APAs also provide information or evidence for performance and development steps and performance rewards and promotions. The APA cycle is twelve months from 1 July to 30 June (subclause 36.1).

## 2) Can I be represented at all APA-related meetings?

Yes. Staff Association members may have a Workplace Delegate (representative) represent them at APA meetings to assist in the resolution of issues. Non-union staff may have a colleague officer (subclause 36.2).

## 3) Do I have to participate in the APA process?

Yes. With the exception of casuals and officers employed for less than three months, all officers are required to participate in the APA process. The required timeframes for the APA process are: Review (Stage 3) by 31 August; and Objective Setting (Stage 1) by 30 September (subclause 36.3).

Officers who, given reasonable opportunity, fail to complete the APA process within the required timeframes, will not be eligible for performance rewards. Managers who fail to make every effort to participate in the APA process within the required timetables will also not be eligible for performance rewards (subclause 36.4).

## 4) Will 'corporate citizenship' roles be recognised in the APA process?

Yes. Where officers have such roles as Union Workplace Delegate (representative), Health and Safety Representative (HSR), First Aid Officer or Fire Warden, these duties and responsibilities must be recognised in the APA process by line managers. Objectives are set in Stage 1 of the APA that recognises the time and support required to undertake these roles (subclause 36.6).

## 5) What happens if I disagree with my manager on any aspect of my APA?

In this circumstance, the next level manager will be called upon to consider the issue. If agreement can still not be reached it will be referred to the next higher level manager. This can continue until it reaches the Business Unit Leader who will make the final decision (subclause 36.7).

## 6) What if I am not successful in advancing to the next Performance and Development Step?

CSIRO employees can appeal to the Business Unit Leader for a reconsideration of the decision in accordance with the provisions of subclause 36.9.

This resource was produced by the CSIRO Staff Association and paid for by union members. Every member contributes to the resources, strength and capacity of the Staff Association. Non-members seeking advice and support at work need to join today.

For more information about membership talk to your local organiser, email [csstaff@cspu.org.au](mailto:csstaff@cspu.org.au) or visit [www.cpsu-csiro.org.au](http://www.cpsu-csiro.org.au)

# KNOW YOUR RIGHTS

## Important points

- Annual Performance Agreements (APAs) provide a framework to communicate work requirements, improve performance and set training objectives.
- APAs also provide information & evidence for development steps, performance rewards and promotions.
- APAs must be completed within set timeframes. Staff and managers that fail to complete APAs on time may not be eligible for performance rewards.
- Staff Association members can be represented by Workplace Delegates in APA meetings.
- APA processes and decisions can be appealed all the way to Business Unit Leaders.

