## APPENDIX A. SUBSTANDARD PERFORMANCE PROCESS – SECTION 79

1
- Employee performance is identified as potentially substandard by line manager and meeting held with employee to inform them of performance concerns and that their employment could be in jeopardy if substandard. This is also communicated to them in writing.

2
- Line Manager prepares brief and forwards to Principal or superordinate

3
- Principal or superordinate forwards to Director General or delegate and requests investigation be held

4
- Director General or delegate writes to employee outlining allegations, proposed investigation and possible consequences (employee has 10 working days to respond). If the response satisfies the concerns the matter is closed. If the employee denies the allegation or does not satisfy the concerns, Step 5 proceeds.

5
- Director General or delegate authorises an investigation and provides the employee with an opportunity to attain and sustain performance at the satisfactory standard

6
- Investigation conducted and report submitted to Director General or delegate

7
- Director General or delegate provides employee with a copy of report, findings and any proposed sanctions (employee has 10 working days to respond)

8
- Director General or delegate considers employee response and advises employee of decision