













NOTE: Where a manager observes specific instances of behaviour or performance concerns which do not meet the requirements of the PIP, these concerns should be raised with the employee as they occur and revisited in the review meeting.

If a manager has major concerns that an employee's unsatisfactory performance is continuing during the PIP process despite sufficient support being provided, they may refer the matter to the appropriately authorised delegate prior to the completion of the PIP for consideration of what (if any) further action is required.

### 3 Final review meeting

The manager and the employee should meet when the established timeframe for the PIP has finalised, during which the manager should:

- discuss whether the performance requirements have been met, or have not been met for the duration of the PIP
- document the final outcome of the PIP and provide the employee with a copy of the final report
- where the performance requirements **have been met**:
  - revert to performance monitoring through ongoing performance agreements and regular reviews (as outlined in the Performance and Development HR Policy G9)
  - advise the employee they are required to maintain the expected level of performance and failure to do so will result in further performance improvement processes
- where the performance requirements **have not all been met**:
  - the delegate may consider extending the PIP for a further specified period.
- where the performance requirements **have not been met**:
  - advise the employee the matter will be referred to an appropriate delegate for consideration of further action (i.e. management action or the commencement of a disciplinary process, which can lead to penalties, up to and including termination of employment)
  - advise the employee what will occur while the delegate considers the appropriate action to take (Note: Managers should seek advice from their local HR unit about options to manage the employee while the delegate is considering the matter).

Public Sector Act 2022  
 applies on 1 March 2022  
 Managing the risk of psychosocial hazards at work  
 Code of Practice 2022  
 applies 1 April 2023