

Wheatbelt Natural Resource Management

Managing Underperformance Policy

Policy Name:	Managing Underperformance Policy
Policy Number:	4.20
Policy Version Number:	V2.0
Policy Category:	Human Resource Management
Contact Officer:	Chief Executive Officer
Date Approved by Board:	8 August 2017
Date of Next Review:	36 months from the approved date or earlier as required
Related Legislation:	<ol style="list-style-type: none"> 1. Fair Work Act 2009 2. Occupational Safety and Health Act 1984 (WA)
Related WNRM Policy:	<ol style="list-style-type: none"> 1. 4.10 Performance and Development
Related WNRM Procedures:	<ol style="list-style-type: none"> 1. 4.10 Performance and Development Procedure 2. 4.20 Managing Underperformance Procedure

1. Definitions

“**Underperformance**” means the performance of an employee is less than required. Underperformance or poor performance can be exhibited in the following ways:

- unsatisfactory work performance, that is, a failure to perform the duties of the position or to perform them to the standard required
- non-compliance with workplace policies, rules or procedures
- unacceptable behaviour in the workplace
- disruptive or negative behaviour that impacts on co-workers.

Underperformance is not the same as misconduct. Misconduct is very serious behaviour such as theft or assault which may warrant instant dismissal (Fair Work Ombudsman).

2. Overview:

This Policy relates to the management of underperformance. The objective is to support and enable employees of Wheatbelt Natural Resource Management (Wheatbelt NRM) who are required to improve their work performance to attain a satisfactory standard.

Wheatbelt NRM follows best practice when it comes to managing underperformance and this Policy should be read in conjunction with the Managing Underperformance Procedure and Guidelines.

Adherence to the policy, procedure and guidelines when addressing an underperformance issue with an employee will ensure that Wheatbelt NRM are consistent with national and state anti-bullying legislation and standards.

3. The Policy:

- 3.1 The objectives of Wheatbelt NRM are to provide support and advice to an employee whose performance is below the expected standard.
- 3.2 Wheatbelt NRM will create an environment of high work standard.
- 3.3 The Managing Underperformance Policy will apply to all non-casual employees of Wheatbelt NRM who have successfully completed their probationary period.
- 3.4 Wheatbelt NRM will provide a transparent framework that ensures incidences of underperformance are dealt with promptly, consistently and fairly, with the main objective of improving an individual's performance to the required standard.
- 3.5 All employees of Wheatbelt NRM have a contractual responsibility to perform their duties to an acceptable standard and will be given all reasonable support and encouragement to do so.
- 3.6 For the purpose of this policy, an employee's capability to do their job is assessed by reference to their skills, qualifications, capacity, behaviour, health, or any other physical or mental factor.

4. Responsible Officer:

The Chief Executive Officer has been delegated the responsibility by the Board for the operational compliance of the organisation to this Policy, and to ensure the Policy is maintained and reviewed in accordance with its review date.

5. Approval:

This Policy was approved by the Board of Management on the 8th of August 2017.

Jim Sullivan
Chairperson
Board of Management
Wheatbelt Natural Resource Management Incorporated