



Branch Executive Dispute Resolution Australian Education Union ACT Branch Policy

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INTRODUCTION

The Branch Executive is committed to reaching a swift and just resolution of any dispute or grievance that may arise and threaten the harmonious functioning of the Branch Executive.

PURPOSE

This policy is designed to set out the process for resolution of disputes or grievances involving Branch Executive members that are unable to be resolved through respectful debate during meetings.

POLICY

Disputes between members of Branch Executive will be resolved by mediation.

RESPONSIBILITIES

It is the responsibility of the Branch President to ensure that:

- Branch Executive members are aware of this policy.
- Disputes are handled respectfully, confidentially and in accordance with natural justice.

PROCEDURES

The parties to the dispute shall meet to discuss the matter in dispute with the aim of resolving it within fourteen days of the dispute coming to the attention of all of the parties. This meeting will be facilitated by the Branch President. Where a dispute cannot be resolved at this level, or the Branch President is one of the parties in dispute, the Branch Secretary will seek agreement from the parties to engage an agreed external mediator. Any costs associated with the appointment of a mediator will be met by the Union. The mediator may be a member of the Union but may not be party to the dispute. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

The mediator must:

- Give the parties every opportunity to be heard.
- Allow due consideration by all parties of any written statements submitted by any party.
- Ensure that natural justice is accorded throughout the mediation process.
- Not determine the dispute.
- Ensure that the mediation is confidential and without prejudice.

If the dispute is not settled informally, any of the parties may refer the matter to the Fair Work Commission.

RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.