



Murweh Shire Council Grievance Policy

Policy No:	HR-014	Date adopted:	17 February 2022
Responsible Officer:	Human Resources Manager	Review Date:	February 2025
Reference	Folio 11284	Version No:	1

1. Purpose

Council is committed to resolving grievances by consultation, co-operation and discussion to reduce the level of disputation and to promote efficiency, effectiveness and equity in the workplace.

2. Commencement of Policy

This Policy will commence on adoption. It replaces all other specific Grievance policies of Council (whether written or not).

3. Application

This policy applies to employees of Murweh Shire Council. It does not form part of any employee's contract of employment.

4. Process

Reference is made to the *Queensland Local Government Industry Award (Stream A, B & C) – State 2017* Section 7.2 Prevention and settlement of employee grievances and disputes – other than Award matters.

7.2 Prevention and settlement of employee grievances and disputes - other than Award matters

(a) The objectives of the procedure are to promote the prompt resolution of grievances by consultation, co-operation and discussion to reduce the level of disputation and to promote efficiency, effectiveness and equity in the workplace.

(b) The following procedure applies to all industrial matters within the meaning of the Act:

- Stage 1:** In the first instance the employee shall inform such employee's immediate supervisor of the existence of the grievance and they shall attempt to resolve the grievance. It is recognised that an employee may exercise the right to consult such employee's union representative during the course of Stage 1.
- Stage 2:** If the grievance remains unresolved, the employee shall refer the grievance to the next in line management ("the manager"). The manager will consult with the relevant parties. The employee may exercise the right to consult or be represented by such employee's representative during the course of Stage 2.
- Stage 3:** If the grievance is still unresolved, the manager will advise the employer and the aggrieved employee may submit the matter in writing to the employer if such employee wishes to pursue the matter further. If desired by either party the matter may also be notified to the relevant union.

(c) The employer shall ensure that:

- (i) the aggrieved employee or such employee's union representative has the opportunity to present all aspects of the grievance; and
- (ii) the grievance shall be investigated in a thorough, fair and impartial manner.

(d) The employer may appoint another person to investigate the grievance or dispute. The employer may consult with the employee representative in appointing an investigator. The appointed person shall be other than the employee's supervisor or manager.

(e) If the matter is notified to the union, the investigator shall also consult with the union during the course of the investigation. The employer shall advise the employee initiating the grievance, the employee's union representative and any other employee directly concerned of the determinations made as a result of the investigation of the grievance.

(f) The procedure is to be completed in accordance with the following time frames unless the parties agree otherwise:

Stage 1: Discussions should take place between the employee and such employee's supervisor within 24 hours and the procedure shall not extend beyond 7 days.

Stage 2: Not to exceed 7 days.

Stage 3: Not to exceed 14 days.

(g) If the grievance or dispute is not settled the matter may be referred to the Commission by the employee or the union.

(h) Subject to legislation, while the grievance procedure is being followed normal work is to continue except in the case of a genuine safety issue. The status quo existing before the emergence of a grievance or dispute is to continue while the procedure is being followed. No party shall be prejudiced as to the final settlement by the continuation of work.

(i) Where the grievance involves allegations of sexual harassment an employee should commence the procedure at Stage 3.

5. Variations

Murweh Shire Council reserves the right to vary, replace or terminate this policy from time to time.

6. Audit and Review

This policy shall be reviewed every ***three years*** or as required by changes to process of legislation, relevant Standards and industry best practice.

7. References

- *Industrial Relations Act 2016*
- *Queensland Local Government Award – State 2017*
- Code of Conduct Policy
- Workplace Bullying Policy
- Drug and Alcohol Policy
- Fit for Work Policy
- Equal Employment Opportunity Policy

VERSION CONTROL

Version No.	Date	Approved	Amendment

APPROVAL

Chief Executive Officer		Neil Polglase	
Date:		Signature:	