

# Grievance Policy

<b>Policy No:</b>	HR-014
<b>Adopted By:</b>	Chief Executive Officer
<b>Date Adopted:</b>	May 2025
<b>Review Date:</b>	May 2028
<b>Version No:</b>	1
<b>Responsible Officer:</b>	HR Manager

## Purpose

The purpose of this policy is to demonstrate the Council's commitment to resolving grievances through consultation, cooperation, and discussion, aiming to minimise disputes and enhance workplace efficiency, effectiveness, and equity.

## Commencement of Policy

This Policy will commence on adoption by Chief Executive Officer (CEO). It replaces all other Grievance policies (whether written or not).

## Application

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

## Policy

### Grievance Resolution Policy

This policy aligns with Section 7.2 of the *Queensland Local Government Industry Award (Stream A, B & C) – State 2017*, which outlines procedures for addressing employee grievances and disputes not related to Award matters.

### Objective

Murweh Shire Council is committed to resolving grievances promptly through consultation and cooperation, aiming to reduce conflict and support a fair, efficient, and effective workplace.

### Grievance Resolution Process

- Stage 1 – Immediate Supervisor:**  
The employee raises the grievance with their supervisor, and both parties attempt to resolve the issue. Union representation may be sought.
- Stage 2 – Next Level Manager:**  
If unresolved, the matter is escalated to the next management level for further consultation. The employee may continue to involve a union representative.
- Stage 3 – Employer Notification:**  
If still unresolved, the manager notifies the employer. The employee may submit the grievance in writing, and union involvement may increase.

# Grievance Policy

## Investigation and Resolution

- A fair, impartial investigation will be conducted, allowing the employee and their representative to fully present their case.
- An independent investigator may be appointed if necessary.
- All parties will be informed of the investigation's findings.

## Timeframes

- **Stage 1:** Initial discussion within 24 hours; aim to resolve within 7 days.
- **Stage 2:** To be completed within 7 days.
- **Stage 3:** To be completed within 14 days.

## Further Action

If unresolved internally, the grievance may be referred to the Commission. Employees are expected to continue work during the process unless safety is at risk. Grievances involving sexual harassment are escalated directly to Stage 3

## Audit and Review

This policy shall be reviewed every **three years** or as required due to changes to in legislation.

## Definitions

**Grievance** - A **grievance** is a formal complaint about something perceived as unfair or unjust, often related to treatment, policies, or violations of rights. In short, a **grievance** is a formal expression of dissatisfaction or discontent.

## References

- *Local Government Act 2009*
- *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
1			

## Approval

Chief Executive Officer	Bruce Scott		
Date:	18/06/2025	Signature:	