

# BRANCH EXECUTIVE DISPUTE RESOLUTION PROCEDURES

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Drafted by	Secretary	Approved by Branch Executive on	13 March 2021
Responsible person	Secretary	Scheduled review date	March 2022

## RESPONSIBILITIES

It is the responsibility of the Executive Chair to ensure that:

- Executive Committee 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 and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

Where it cannot be resolved at this level, if appropriate, the Chair will seek agreement from the parties to engage in mediation through an agreed external person. Any costs associated with the appointment of a mediator will be met by the Union.

A member of the Union can be a mediator, but may not be a member who is a party to the dispute.

The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

The mediator, in conducting the mediation, must:

- (a) give the parties to the mediation process every opportunity to be heard; and
- (b) allow due consideration by all parties of any written statement submitted by any party; and
- (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process;
- (d) not determine the dispute;
- (e) 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.

## RELATED DOCUMENTS

- Elimination of Bullying Policy
- Elimination of Sexual Harassment Policy

## AUTHORISATION

Secretary  
AEU NT Branch