

GRIEVANCE POLICY

- Communicate grievance and intended action/time frame to the Director within 3 working days.
- Issues need to be explicit and in writing via the Complaint Notification Form.
- Issue is then discussed with Staff/Director. A meeting may be necessary. Consideration needs to be given to privacy, timing, work and after work responsibilities.
- These discussions are confidential and concern only those staff involved and the Director. To do otherwise raises concerns about harassment and gossip.
- Feedback to the Director/Staff involved follows the discussion.
- If grievance/issue is not raised within 3 days it is dropped and "let go". All discussion about the issue ceases.
- Where additional support is needed, District Office can be involved.

District Director
Greg Petherick
East District Office
Ph 8366 8864

Advice may also be sought from the Ethical Conduct Unit DECD ph 8226 1342

Directory Betty Elsworthy
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