



BOARD DISPUTE RESOLUTION POLICY AND PROCEDURE

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| Responsible Officer | Executive Manager: Community Engagement. |
| Approved by | Chairman |
| Review by | Executive Manager: Community Engagement |
| Last Reviewed | 12/07/2015 |
| Next Reviewed | 31 /01/2017 |
| Approved and commenced | 12/07/2015 |

INTRODUCTION

The Board of Community Veracity is committed to reaching a speedy and just resolution of any disputes or grievances that may arise and that may threaten the harmonious functioning of the Board.

PURPOSE

This policy is designed to set out the process for resolution of disputes or grievances between Board members that are unable to be resolved through respectful debate in Board meetings.

POLICY

Disputes will be resolved by mediation.

RESPONSIBILITIES

It is the responsibility of the Chair to ensure that:

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

It is the responsibility of the all employees to ensure that their usage of electronic media conforms to this policy.

PROCESSES

The parties to the dispute must notify the Chair and meet to 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.

If the parties are unable to resolve the dispute at such a meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

The mediator must be –

- (a) a person chosen by agreement between the parties; or
- (b) in the absence of agreement, a person appointed by the Board or the Dispute Settlement Centre Victoria.

The mediator:



- (a) may be a member or former member;
- (b) must not be biased, or reasonably be perceived to be biased; and
- (c) must not have a personal interest in 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.

The mediator must not determine the dispute.

The mediation must be confidential and without prejudice.

If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute otherwise in the Board or at law.