

# Dispute pro-forma

Most EBAs have a formal dispute settlement procedure. Employees, the Employer and the ANMF are expected to follow this procedure. The ANMF recommends members use this form whenever a workplace issue arises that may not get resolved at the local level. Please fax the completed form to the ANMF on 9275 9344.

Workplace \_\_\_\_\_ Member Name \_\_\_\_\_

Job Rep Name \_\_\_\_\_ Date \_\_\_\_\_ 201\_\_

Issue \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The dispute settlement procedure is a step by step process that, if followed correctly, ensures that most issues can be resolved at the workplace level and, if not, can be taken by the ANMF to the Fair Work Commission. With ANMF assistance, the Commission can then use its powers to attempt to resolve the issue. Work must continue normally while the dispute is being resolved, and usually the clause will prescribe that this must be in accordance with the custom and practice existing immediately before the grievance arose until either the grievance is resolved or, if referred to the Commission, up to the first hearing and then subject to any direction of the Commission. Please ensure you keep a record of what was said at each meeting and who attended.

**Step 1** - You should attempt to resolve the grievance with your immediate supervisor. Your local ANMF representative can be present if you wish.

Date of first meeting \_\_\_\_\_ Name of immediate supervisor \_\_\_\_\_

Outcome of meeting \_\_\_\_\_

**Step 2** - if not resolved, the matter should now be referred to your immediate supervisor's Manager. Your ANMF representative may be present if you wish.

Date of second meeting \_\_\_\_\_ Name of Manager \_\_\_\_\_

Outcome of meeting \_\_\_\_\_

**Step 3** - if still not resolved, you should refer it to the Senior Manager and your ANMF Organiser and a meeting arranged. At this stage your employer's representative can also be advised and be present at the request of either party

Date of third meeting \_\_\_\_\_ Name of Senior Manager \_\_\_\_\_

Outcome of meeting \_\_\_\_\_

**Steps 1, 2 and 3 must take place within seven days (or such longer period as may be mutually agreed). If your employer does not cooperate with this procedure, please contact your Job Rep or ANMF Organiser on 9275 9333.**