Grievance Procedures: Committee

Policy Statement:
Mt Hawthorn OSCA fosters positive relations between all levels of management. Every committee member has the right to a harmonious and responsive working environment. Solutions are sought to resolve all disputes, issues or concerns that impact on, or affect the day to day well being of the centre in a fair, prompt and positive manner.

Procedures:
Committee members may be provided with clear information about their roles and responsibilities and detailed guidelines about the centre’s philosophy, policies and procedures, including clear written guidelines detailing grievance procedures, on commencement with the committee. A Committee Handbook will be developed which includes this information, and helps to ensure that each committee member knows what is required of them.

All discussions which take place during committee meetings will be treated as confidential.

New committee members may be orientated into their new committee role by an experienced committee member.

Guidelines for Dealing with Conflict within the Committee
1. If a committee member is unhappy with the way a decision has been reached at a committee meeting or with a particular action of the committee they may ask to have their grievance tabled at the next committee meeting for open discussion; or

2. They may discuss the problem with the chairperson or a delegated officer. If the matter is not settled the executive will meet to discuss the problem, try to resolve the situation, and convey their decision to the aggrieved committee member(s). If the matter is still not resolved to the satisfaction of the aggrieved person(s) it will be taken to the full committee; or

3. If they believe the grievance needs addressing urgently, a special meeting may be called to resolve the issue (This needs to be done in accordance with the Associations Rules/Constitution).

The Committee will determine a course of action agreed to by a majority vote. If a clear decision cannot be made, a mediator may be contracted to assist in resolving the conflict. If after mediation the conflict is still unresolved, the committee member(s) still in dispute may be asked to step down in accordance with the guidelines set out in the Rules for Incorporated Associations.

Sources:
CCI Recruitment and Termination Guide and website – www.cciwa.com
NATIONAL QUALITY FRAMEWORK
Education and Care Services National Regulations – Reg 75(n); 88; 97(2); 125(b)(c)
National Quality Standard for Early Childhood Education and Care and School Age Care (Nov 2010) – Element 6.1.3; Element 6.2.1; Element 7.5.1; Element 7.5.2; Element 7.6.3
Early Years Learning Framework for Australia – Practice: Holistic approaches; Responsiveness to children; Continuity of learning and transitions – Outcomes: 1, 3
Framework for School Age Care in Australia – Practice: Holistic approaches; Collaboration with children; Continuity and transitions – Outcomes: 1, 3

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