



AP10 – GRIEVANCE POLICY

MANAGEMENT PRACTICE: GRIEVANCE MANAGEMENT

DELEGATION: N/A

OBJECTIVE

To ensure that all staff members have a safe, harmonious, supportive and productive environment – free from unfair treatment, discrimination, harassment, vilification, bullying and conflict.

All employees have the right to express any genuine grievances or complaints through an impartial internal process. All employees involved in a grievance process are expected to participate in good faith. For the purposes of this policy, the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Jerramungup in any capacity.

POLICY

The Shire of Jerramungup supports and is committed to the equitable and timely resolution of grievances. A grievance should be resolved promptly and in an atmosphere of mutual respect and cooperation.

All employees have a right to have a complaint, disagreement or claim heard without fear of unfair treatment or victimisation. If the complainant(s) does/do not believe the issue is being resolved, recourse will be available to increasing levels of authority to promote a resolution.

This policy exists to safeguard employee rights, to ensure a safe working environment and a positive relationship between staff, to promote job satisfaction and to improve the efficiency and effectiveness of service delivery.

Relevant Legislation:	<i>Fair Work Act 2009</i> <i>WA Equal Employment Opportunity Act 1984</i> <i>Local Government Act 1995</i> <i>State Records Act 2000</i> <i>Privacy Act 1988</i> <i>Freedom of Information Act 1992</i> <i>Public Interest Disclosure Act 2003</i> <i>Occupational Health and Safety Act 1984</i> <i>Sex Discrimination Act 1984</i> <i>Racial Discrimination Act 1975</i> <i>Disability Discrimination Act 1992</i> <i>Age Discrimination Act 2004</i>
Related Documents:	Management Practice – Grievance Management
Related Local Law:	N/A
Related Policies:	AP1 – Equal Opportunity Policy AP8 – Complaint Handling Policy OSHP1 – Occupational Safety and Health Policy OSHP3 – Workplace Bullying Policy OSHP4 – Sexual Harassment Policy
Adopted:	17 April 2019
Last Reviewed:	27 May 2026
Next Review Date:	2027