

## Procedure for Dispute Hearing

<p><b>Procedure to be followed at a Dispute Hearing</b></p>	<ul style="list-style-type: none"> <li>• Chair effect's introductions</li> <li>• Trade Union representative, or employees nominated representative, makes submission including remedy             <ol style="list-style-type: none"> <li>1. Questions asked by Management</li> <li>2. Questions asked by Panel</li> </ol> </li> <li>• Either side may call in relevant people in to clarify their position; these people can be asked questions.</li> <li>• Manager makes submission             <ol style="list-style-type: none"> <li>1. Questions asked by TU or employees' nominated representative</li> <li>2. Questions asked by panel</li> </ol> </li> <li>• Summing up             <ol style="list-style-type: none"> <li>1. TU or employees nominated representative sums up employees' position</li> <li>2. Manager sums up management's position</li> </ol> </li> <li>• Chair asks both sides to withdraw</li> <li>• Panel make decision</li> <li>• Both sides informed of outcome</li> </ul>
<p><b>Decision Record</b></p>	<p>The Committee's decision should be given in writing to the Trade Unions representative(s) or the group's nominee, within 10 working days of the hearing.</p>