



Lake
Baroon
Catchment
Care
Group

MANAGEMENT COMMITTEE DISPUTE RESOLUTION POLICY

Lake Baroon Catchment Care Group Inc

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Policy Number	003	Responsible person	LBCCG Chair
Version	2024	Approved by Committee on	
Drafted by	Manager	Scheduled review date	As required

Policy adapted from <https://www.communitydirectors.com.au/icda/policybank/>

Introduction

The Management Committee of Lake Baroon Catchment Care Group 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 Committee.

Purpose

This policy is designed to set out the process for resolution of disputes or grievances involving the Management Committee.

Policy

The Management Committee of Lake Baroon Catchment Care Group 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 Committee. All Management Committee members will follow the procedures set out below.

This policy refers to disputes:

- Between Management Committee members
- By a member regarding a Management Committee process
- By a member regarding a resolution of the Management Committee.

Procedures

1. The dispute must be articulated in writing and sent to the Chair. The Chair must acknowledge receipt of this document within seven days.
2. The Chair will use his/her discretion to bring the issue to the next ordinary Management Committee meeting or call an extraordinary meeting.
3. When raised at the Management Committee Meeting all people involved in the dispute will be given the right to be heard.

4. The matter should be heard with all Management Committee members present, unless they have advised in writing that they are aware there is a dispute resolution meeting being held and they are unable to attend.
5. The Chair will call for a motion from the Management Committee to seek further advice (e.g. legal advice), to refer the matter to a mutually accepted Ethics Committee, or to dismiss the complaint. The motion will be voted on by all members present at the meeting.
6. A Management Committee decision may be reviewed where:
 - New information has come to light that was not available when the original decision was made.
 - The Management Committee has become aware of an error in previous information that was used to make the decision.
 - A Management Committee member did not feel able to present his/her case.

Related Policies

Code of Ethics
Management Committee Duties
Governance
Privacy