



Memorandum

To:	Presidents, Secretaries, Grievance Officers & Chair of Club Judicial Committees
From:	Keith Grima - Director of Administration
Date:	08/09/2016
Pages:	1
Subject:	Grievance and Judiciary Management in Surf Life Saving

Surf Life Saving Sydney is conducting an information session / forum on the management of Grievances and Judiciary matters in Surf Life Saving Clubs.

When:

25th October 2016 commencing at 7.00 pm
at the SLSS Branch Office.
16 Murra Murra Place
Little Bay 2036

This is a night for intended provide Club Grievance Officers and Chairpersons/Conveners of Disciplinary/Judicial Committees with information regarding a range of topics.

The outcome should be an understanding of the SLSS policies, procedures and regulations which govern these matters and to clearly define the three process' (Grievance, Member Welfare and Judicial).

Topics to be covered;

The difference between Grievances, Judicial and Member Welfare Policy Documents that cover Grievances, Judicial and Member Welfare matters and your local policies and constitution.

Grievances

- What is a Grievance?
- Key principles of the Grievance procedure (timely, confidential etc)
- How to manage a Grievance
- Managing information post Grievances
- What are the policies, procedures and Regulations (PP&R), which apply to Grievances
- Appeals and support

Member Discipline

- What are the types of member discipline (Judicial Committees and Carnival Disciplinary Committee)
- Key principles - natural justice etc
- Make-up of Judicial Committee
- How to manage interference from club officers
- Appeals and support

Member Welfare

- Member Protection Policy
- The law in relation to member protection
- Privacy
- Members rights
- Appeals

Please indicate your attendance by COB on 21st October 2016 via link
<https://www.surveymonkey.com/r/S9J9TPQ>