

## NOTICE TO ALL MEMBERS



### **AFULE IS SEEKING AN EXEMPTION UNDER S 580 OF THE INDUSTRIAL RELATIONS ACT 1999 (QLD) FOR AN EXEMPTION TO HOLDING A STATE ELECTION**

#### **Details of that application are as follows:**

The Australian Federated Union of Locomotive Employees, Queensland Union of Employees is making an application for an exemption to holding a State election. The State Divisional Council is making the application because the same people that fill the elected positions in the AFULE Federal body will fill the positions in the State organisation.

AFULE members will not be detrimentally affected as eligible members have had the opportunity to vote in the AFULE Federal body's election. Therefore there will be no State election of the AFULE.

Members may file an objection within 35 days from the publication of this notice.

For more information please call our Union Office on **3257 1151**.

Yours fraternally

**GREG SMITH**  
**STATE SECRETARY**  
**09.03.2011**

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# OUR UNION POSITION ON THE DISCIPLINE PROCESS

## AFULE Expectations of the QR Disciplinary Process

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AFULE members have a right to be treated fairly and equitably and with respect and dignity.

The AFULE will advocate for fairness for our members when they are being investigated or disciplined.

Disciplinary processes should follow procedural fairness, ensuring that employees are not treated harshly. Only then can the duty to ensure procedural fairness in any disciplinary matter be discharged by both the employer and the AFULE.

## Prior to any meetings involving the disciplinary process

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When QR requests an employee to attend a meeting during the disciplinary process the AFULE expects QR to:

- Provide reasonable notice in writing of the meeting, including time and location of the meeting, allowing the employee time to prepare for the meeting;
- Provide a written reason for the meeting being held;
- Provide a list of the specific issues (allegations) to be covered in the meeting;
- Provide copies of all evidence that will be relied on by the employer; and
- Provide copies of all relevant policies and procedures to be referenced.

## During meetings involving the disciplinary process

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In disciplinary meetings involving AFULE members, AFULE representatives and/or officials will be entitled to represent and advocate on behalf of the member.

AFULE representatives can:-

- Ask questions of the employer;
- Ask for more information from the employer;
- Put forward suggestions to the AFULE member and the employer;
- Put forward our union position and opinion to the employer;
- Guide and advise AFULE member during meeting;
- Suspend meeting to confer with the AFULE member;
- Suspend meeting to obtain further information from employer or AFULE; and
- Record the meeting;

## After meetings involving the disciplinary process

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AFULE members must be allowed the right to respond to any allegations that are considered to have the potential to be substantiated after the investigation process is concluded and before the decision to take disciplinary action is made.

The AFULE representative will assist the AFULE member in preparing their response to the allegations.

The AFULE then expects that all findings and actions from the employer will be provided, in writing, to the member in a reasonable amount of time.

**The AFULE State Office can be contacted on 3257 1151.**

**AFULE - Traincrew Representing Traincrew**