

BUNDABERG HEALTH SERVICE DISTRICT

Enquiries to: L Mulligan
Telephone: 4150 2025
Facsimile: 4150 2029
Our Ref:

Mr Albert van Zanten
38 Maughan St
BUNDABERG 4670

April 02, 2004

Dear Mr van Zanten,

RE: STAGE 1 GRIEVANCE

This is to formally acknowledge receipt of a Stage 1 Grievance lodged by you against Ms Jenny White, NUM Operating Theatres alleging:

- ❖ Different treatment in provision of opportunities to act as Nursing Officer 2;
- ❖ Different treatment in allocation as "first on call" on the Operating Theatres nursing call list;
- ❖ Different treatment in allocation as "first or second" in a particular theatre in allocating staffing to theatres;
- ❖ Different treatment in allocation of weekend work.

Thank you for meeting with the Manager, Human Resources and Payroll Services and myself today to assist in determining whether mediation is likely to resolve the Grievance. The District respects your view that mediation is unlikely to assist in resolving the grievance and will now proceed with a Stage 1 investigation.

I am now required to ascertain whether there is any evidence to either prove or disprove these allegations on the balance of probabilities. I have therefore appointed Ms Anne Robinson, Acting Assistant Director of Nursing and Cathy Fritz, Manager Human Resources and Payroll Services, Bundaberg Health Service District to conduct an investigation. This investigation will be conducted in accordance with the principles of natural justice and a written report will be provided to me.

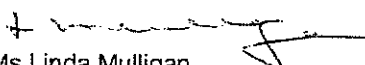
As was also discussed today, I will contact you next week to discuss the timeframe required for a thorough examination of the allegations you have raised in light of the impending public holidays. The District will endeavor to complete the investigation process within the 7 day timeframe as prescribed.

To ensure the integrity of the investigation you are hereby directed not to discuss these allegations with any other staff member or to contact staff members who in fact may be a witness in the investigation being undertaken. Should you fail to follow this lawful direction, disciplinary action may be instigated.

The Employee Assistance Service offers a confidential counselling service to all employees of Bundaberg Health Service District and you may wish to discuss your situation with them. To make an initial appointment, please contact 07 4152 2105.

Should you have any queries in relation to this process, please do not hesitate to contact me on the number listed below.

Yours sincerely


Ms Linda Mulligan
District Director of Nursing

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Bundaberg Health Service District	BUNDABERG 4670		
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