



# ISSUES AND DISPUTES FORM

<b>Today's Date:</b>		<b>Date of Incident/Issue:</b>	
<b>Workers Name:</b>		<b>Contact Number (Cell):</b>	
<b>Workers Department:</b>		<b>Delegate/Organiser Responsible:</b>	

<b>Type of Issue / Dispute (e.g. Roster, Holiday, Disciplinary etc)</b>		
<b>Is the issue highly sensitive / required to be handled in a manner doing best to maintain confidentiality?</b>		
YES / NO (please circle)		
<b>Is the issue (please circle one):</b>		
Serious and Urgent	Urgent but less Serious	Serious but not Urgent

**Summary of Issue / Dispute:**


**I/We would like the issue resolved in the following way:**




# ISSUES AND DISPUTES FORM

## Action/s Taken

*For Delegate / Organiser Use:*

Date File Received: \_\_\_\_\_

Date:	Action Taken:

**How the Issue or Dispute was resolved?**
