



AEU ACT BRANCH POLICY AND PROCEDURES MANUAL

TABLE OF CONTENTS

About This Manual.....	4
1. AEU ACT Branch Code of Ethics.....	5
2. Acceptable use of computers, internet and email	8
3. Acceptable use of vehicles, mobile phones and office equipment.....	11
4. Access and equity.....	14
5. Affirmative action	18
6. Anti-discrimination.....	20
7. Audit policy	23
8. Branch Executive attendance.....	25
9. Branch Executive confidentiality.....	28
10. Branch Executive dispute resolution.....	31
11. Branch Executive duty statements.....	34
12. Branch Executive induction.....	40
13. Branch Executive recruitment.....	43
14. Budget planning	45
15. Cheque signing and electronic banking.....	48
16. Committees.....	50
17. Conditions of Employment.....	52
18. Conduct of meetings (including Standing Orders)	54
19. Conflict of interest.....	56
20. Copyright.....	62
21. Donations and Teacher Welfare Fund	65
22. Elimination of bullying	69
23. Elimination of sexual harassment	77
24. Email retention and storage.....	83
25. Employment references	85
26. Environmental sustainability.....	91
27. Equal Employment Opportunity	94
28. Family friendly.....	97
29. Financial management and governance	99
30. Financial transaction cards (including credit cards)	104
31. Fraud risk management	107
32. Frequent flyer points.....	111
33. Investment planning	113
34. Legislative compliance	116
35. Media relations	119
36. Member dispute resolution	123
37. Membership fees	127
38. Membership services	130
39. Officers professional development.....	132
40. OH&S – First aid	135
41. OH&S – Incident and Injury reporting.....	144
42. OH&S – risk management	149
43. Performance management	152
44. Policy and Procedures	155
45. Privacy.....	159
46. Purchasing, procurement and leasing.....	162
47. Receiving gifts and hospitality.....	166
48. Records management	170

49. Reimbursement of expenses and payment of allowances.....	181
50. Social media	188
51. Sponsorship.....	192
52. Staff dispute resolution.....	195
53. Staff induction	198
54. Staff professional development	203
55. Staff recruitment.....	206
56. Strategic plan	211
57. Time in lieu	213
58. Transparency and accountability	215
59. Unfinancial members	220
60. Union delegations	227

About this Manual

The purpose of this manual is to provide the AEU ACT Branch with a comprehensive set of policies and procedures that ensure the Union is run ethically and efficiently and that all its legal responsibilities are met.

These documents reflect the practices of the Union over many years confirmed through various decisions of Branch Executive and Branch Council from time to time. These practices have now been consolidated into one easy-to-access Manual. In doing so it is acknowledged that the policies and procedures have been adapted from documents contained in the Policy Bank, courtesy of www.ourcommunity.com.au.

Every attempt has been made in good faith to revise the Branch's governance processes to ensure they meet current best practice for Unions. In particular careful regard has been had:

- to the recommendations from the report of the Independent Panel on Best Practice for Union Governance to ACTU Executive in March 2013 and
- to the guidance contained in the Union Good Governance Handbook from the ACTU in July 2013

It will of course remain the responsibility of Branch Executive to review these policies and procedures as the need arises. In particular a full review of the Manual will occur no later than May of each year within which new Branch Executive elections are to occur.

Glenn Fowler
Secretary
AEU ACT Branch

27 August 2013

AEU ACT BRANCH CODE OF ETHICS POLICY

Policy number	POL001	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The ethical climate of the Union is an essential element in establishing its credibility and furthering its objectives.

PURPOSE

This policy articulates at Appendix A - Code of Ethics the ethical principles that should guide the Union's conduct at all levels of its operation.

POLICY

The Union has a proud reputation as a strong, democratic union. Our officers and staff are expected to uphold this reputation at all times by acting honestly, fairly and with integrity and committing to the highest standards of conduct and behaviour.

Hence the Union commits itself to operating in accordance with the Code of Ethics, which has been drawn up following consultation with Branch Executive, and employees.

AUTHORISATION

Secretary
AEU ACT Branch

CODE OF ETHICS PROCEDURES

Procedures number	PROC001	Version	002
Drafted by	PM	Approved by Secretary	August 2013
		on	
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

The Secretary shall be responsible for disseminating the Code of Ethics and for monitoring its observance.

PROCEDURES

The AEU ACT Branch Code Of Ethics (See Appendix A) is to apply across all operations of the Union.

Any elected officer or employee who believes that the Code of Ethics has been breached should raise the matter in accordance with the Dispute Avoidance/Settlement procedures within the AEUACT Officer and Employee Enterprise Agreement 2011-2014 and the Staff Dispute Resolution Policy.

Any member who believes that the Code of Ethics has been breached should raise the matter in accordance with the Member Dispute Resolution Policy.

Related Documents

- AEU Federal Rules
- ACT Federal Branch Rules
- ACT Branch Standing Orders
- AEU Policy and Procedures Manual
- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- Conflict of Interest Policy (POL019)
- Member Dispute Resolution Policy (POL036)
- Staff Dispute Resolution Policy (POL052)

AUTHORISATION

Secretary
AEU ACT Branch

APPENDIX A

AEU ACT BRANCH CODE OF ETHICS

EMPLOYEES

- Shall, in all business conducted under the aegis of the Union place the interests of the organisation over their own interests or those of any other person or persons and will not allow personal interests or inducements to influence their decision making;
- Shall behave at all times with honesty and integrity in all dealings with members, each other and the wider community;
- Shall observe the provisions of the Constitution and policies of the Union, including any policies on conflict of interest;
- Shall enthusiastically and competently carry out the duties specified by their contract of employment;
- Shall treat all people with whom they have dealings as part of their employment in the Union with respect;
- Shall undertake any training necessary for the performance of their duties;
- Shall, in any work carried out for the Union follow the directions of their designated supervisors;
- Shall not so act as to bring the Union or its objectives into disrepute.

MEMBERS

- Shall observe the provisions of the Constitution and policies of the Union;
- Shall treat all people with whom they have dealings as part of their membership of the Union, with respect;
- Shall not so act as to bring the Union or its objectives into disrepute.

ELECTED OFFICERS

- Shall carry out enthusiastically and competently the duties assigned to the position for which they have been elected;
- Shall, in all business conducted under the aegis of the Union place the interests of the organisation over their own interests or those of any other person or persons and will not allow personal interests or inducements to influence their decision making;
- Shall behave at all times with honesty and integrity in all dealings with members, each other and the wider community;
- Shall observe the provisions of the Constitution and policies of the Union;
- Shall, as far as possible, attend all meetings required of their position, and, in the event that they are prevented from attending any meeting, shall notify the Secretary of their absence in advance of the meeting;
- Shall devote to their duties the amount of time required to carry them out thoroughly and effectively;
- Shall undertake any training necessary for the performance of their duties;
- Shall treat all people with whom they have dealings as part of their position with respect;
- Shall not so act as to bring the Union or its objectives into disrepute.

ACCEPTABLE USE OF COMPUTERS, INTERNET AND EMAIL POLICY

Policy number	POL002	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union recognises that employees and elected officers need access to email systems and the internet to assist in the efficient and professional delivery of services. The Union supports the right of employees and elected officers to have access to reasonable personal use of the internet and email communications in the workplace.

PURPOSE

This policy sets out guidelines for acceptable use of the computer network, including internet and email by employees and elected officers of the Union. The primary purpose for which access to the internet and email is provided to employees and elected officers is to assist them in carrying out their duties.

POLICY

Employees and elected officers may use the internet and email access provided by the Union for:

- Any work and work-related purposes
- Limited personal use (for details see Procedures, below)
- More extended personal use under specific circumstances (for details see Procedures, below).

AUTHORISATION

Secretary
AEU ACT Branch

ACCEPTABLE USE OF COMPUTERS, INTERNET, AND EMAIL PROCEDURES

Procedure number	PROC002	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that:

- Employees and elected officers are aware of this policy;
- Any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of all employees and elected officers to ensure that their usage of electronic media conforms to this policy.

PROCEDURES

Limited personal use

Limited personal use of computer, internet and email facilities provided by the Union is permitted where it:

- Is infrequent and brief
- Does not interfere with the duties of the employee or his/her colleagues
- Does not interfere with the operation of the Union
- Does not compromise the security of the Union systems
- Does not impact on the Union's electronic storage capacity
- Does not decrease network performance (e.g. large email attachments can decrease system performance and potentially cause system outages)
- Corresponds to the procedures outlined in the Email Retention and Storage Policy
- Conforms to the practices for file management and storage outlined in the Records Management Policy
- Incurs no additional expense for the Union
- Violates no laws
- Compromises none of the confidentiality requirements of the Union
- Does not fall under any of the 'unacceptable use' clauses outlined below.

Examples of what would be considered reasonable personal use are:

- Conducting a brief online bank transaction, or paying a bill
- Sending a brief personal email, similar to making a brief personal phone call

Permitted extended personal use

It is recognised that there may be times when staff need to use the internet or email for extended personal use. An example of this could be when a staff member needs to use the internet to access a considerable amount of materials related to study they are undertaking. In these situations it is expected that:

- The staff member advise and negotiate this use with their Manager
- The time spent on the internet replaces all or part of a staff member's break/s for that day, or that they adjust their timesheet accordingly for that day.

It is not expected that staff need to advise or negotiate with the Manager for personal use that would be reasonably considered to be of a limited nature.

Unacceptable use

Staff may not use internet or email access (including internal email access) provided by the Union to:

- Create or exchange messages that are offensive, harassing, obscene or threatening
- Visit websites containing objectionable (including pornographic) or criminal material
- Exchange any confidential or sensitive information held by the Union (unless in the authorised course of their duties)
- Create, store or exchange information in violation of copyright laws (including the uploading or downloading of commercial software, games, music or movies)
- Use internet-enabled activities such as gambling, gaming, conducting a business or conducting illegal activities
- Create or exchange advertisements, solicitations, chain letters and other unsolicited or bulk email.

Staff may not use the computers to play games in work time.

RELATED DOCUMENTS

- Email Retention and Storage Policy (POL024)
- Records Management Policy (POL048)
- Social Media Policy (POL050)

AUTHORISATION

Secretary
AEU ACT Branch

ACCEPTABLE USE OF VEHICLES, MOBILE PHONES AND OFFICE EQUIPMENT POLICY

Policy number	POL003	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

Confusion as to on what basis employees or elected officers are entitled to make use of the Union's vehicles, mobile phones and office equipment is undesirable, and any misunderstandings and any ambiguity should be if at all possible avoided. The purpose of this policy is to limit the opportunity for such confusion to occur.

PURPOSE

The primary purpose for which vehicles, mobile phones and office equipment are provided to employees or elected officers is to assist them in carrying out the duties of their employment or office.

This policy is underpinned by specific procedures governing the use of

- Mobile Phones
- Vehicles
- Office Equipment

A separate policy has been formulated to deal with acceptable use of computers, internet and email.

POLICY

The Union's vehicles, mobile phones and office equipment are to be used to support its objectives. Employees and elected officers may not use the organisation's resources (including any person, money, or property) under their control for personal benefit or gain, or for the benefit or gain of other individuals or organisations, except as specified below.

Employees and elected officers are permitted limited use of Union vehicles, mobile phones and office equipment for personal needs where such use does not interfere with Union business, involves minimal additional expense to the Union, involves minimal additional risk to the Union and conforms to applicable organisational procedures. Such permission may be revoked or limited at any time by the Branch Executive or the Secretary.

The Union believes that employees and elected officers should be given the tools needed to effectively carry out their assigned responsibilities. Allowing limited personal use of these tools helps enhance the quality of the workplace and helps the Union to retain qualified and skilled workers.

This policy does not apply to those situations where personal use of the Union's resources constitutes agreed remuneration under a contract of employment.

Authorisation

Secretary
AEU ACT Branch

ACCEPTABLE USE OF VEHICLES, MOBILE PHONES AND OFFICE EQUIPMENT PROCEDURES

Procedure number	PROC003	Version	002
Drafted by	PM	Approved by Secretary on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that:

- Employees and elected officers are aware of this policy;
- Any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of all employees and elected officers to ensure that their usage of the Union's equipment conforms to this policy.

PROCEDURES

Use of Mobile Phones

Industrial staff and the Secretary of the Union are entitled to be given a mobile phone, based on meeting at least one of the following criteria:

- A requirement to travel frequently on business away from the office
- A need for others to communicate with the employee/officer regarding Union business when the employee is away from their office
- A need for the employee/officer to communicate with others regarding Union business when the employee is away from their office
- A need for the employee/officer to have access to mobile internet services when away from their office; or
- The employee supports or is otherwise responsible for programs, services or systems that necessitate frequent and immediate communications throughout the day or after working hours.

Mobile phones will be provided on the basis detailed in Clause 42: Mobile Phones of the AEUACT Officer and Employee Enterprise Agreement 2011-2014 (or its successor).

The arrangement shall be terminated on resignation, separation or transfer of the employee/officer. However this does not preclude the Union from reaching agreement with the employee/officer for them to keep their mobile phone at that point.

Use of Vehicles

Employees and elected officers who use their private vehicles for Union business will be reimbursed as detailed in Clause 14 - Motor Vehicle of the AEUACT Officer and Employee Enterprise Agreement 2011-2014 (or its successor).

Should the Union determine at some point in the future to provide employees or elected officers with a vehicle for Union business then the Branch Executive will determine the procedure associated with such use.

Use of Office Equipment

Employees and elected officers are permitted limited use of office equipment (e.g. photocopier, fax etc.) for personal needs where such use does not interfere with Union business, involves minimal additional expense to the Union, involves minimal additional risk to the Union and conforms to applicable organisational procedures. Such permission may be revoked or limited at any time by the Branch Executive or the Secretary.

RELATED DOCUMENTS

- AEU ACT Officer and Employee Enterprise Agreement 2011-2014
- Acceptable Use of Computers, Internet and Email Policy (POL002)

AUTHORISATION

Secretary
AEU ACT Branch

ACCESS AND EQUITY POLICY

Policy number	POL004	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Access and Equity Policy set out in this document is drawn up on the model of the Australian Government's *Charter of Public Service in a Culturally Diverse Society*. The Charter is the key document guiding the Australian Government's Access and Equity strategy. It helps to ensure that government programs (and those programs funded by the government but delivered by contractors, including not-for-profits) meet the needs of our culturally and linguistically diverse society.

PURPOSE

The Union acknowledges that its legal and moral responsibilities cover the following areas of its operation:

- access in the provision of services
- access in employment
- access in the provision of information
- access to any training and development
- access to events

The Charter integrates a set of service delivery principles concerning cultural diversity into the strategic planning, policy development, budget, and reporting processes of service delivery, irrespective of whether these services are provided by government agencies, community organisations, or commercial enterprises.

POLICY

Access

As a service provider, the Union will make services available to all members who are entitled to them, free of any form of discrimination based on race, religion, age, national origin, language, sex, sexual orientation or mental or physical handicap, except where affirmative action may be required.

Equity

As a service provider, the Union will develop and deliver services on the basis of fair treatment of all those members who are eligible to receive them.

Communication

As a service provider, the Union will use all necessary strategies to inform eligible members of the services available, their entitlements, and how they can obtain them. The Union shall also consult with its members regularly about the adequacy, design and standard of services.

Responsiveness

As a service provider, the Union will be sensitive to the needs and requirements of members from diverse cultural and linguistic backgrounds, and be responsive as far as practicable to the particular circumstances of individuals.

Effectiveness

As a service provider, the Union will be focused on meeting the needs of members from all backgrounds.

Efficiency

As a service provider, the Union will optimise the use of available public resources through a user-responsive approach to service delivery that meets the needs of members.

Accountability

As a service provider, the Union will have a reporting mechanism in place which ensures it is accountable for implementing access and equity objectives for its members.

AUTHORISATION

Secretary
AEU ACT Branch

ACCESS AND EQUITY PROCEDURES

Procedures number	PROC004	Version	002
Drafted by	PM	Approved by Branch Executive on	August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It shall be the responsibility of the Secretary to implement this policy and to report to the Branch Executive annually on its progress.

PROCEDURES

All Union employees and elected officers shall, wherever feasible, have adequate support and training to provide services and information accessible to all people.

The Union will ensure its programs are designed and constructed to provide equal access for all users.

The Union, in its role as an employer, will ensure all people have equal access to advertised positions, interviews, equipment, office accommodation, staff training and promotion.

The Union shall, wherever feasible, assess proposals for any new (or substantially revised) policies or programs for their direct impact on the lives of people from a range of cultural and linguistic backgrounds prior to any decision to pursue such proposals.

Any new (or substantially revised) policies or programs that impact in different ways on the lives of people from diverse cultural and linguistic backgrounds shall, wherever feasible, be developed by the Union in consultation with people from those backgrounds.

The Union shall, wherever feasible, for any new (or substantially revised) policies or program initiatives have a communication strategy developed and sufficiently resourced to inform people from relevant cultural and linguistic backgrounds of these changes.

The Union shall provide resources so that publicly available and accessible information on its policies and programs is where necessary communicated appropriately to people from a range of cultural and linguistic backgrounds.

The Union shall require that any of its agents, contractors, or partners shall deliver outcomes consistent with this policy, and shall, in bidding for tenders or contracts, budget, where appropriate, for special provision for linguistic and cultural diversity.

The Union shall, where necessary and feasible, provide for the special needs of clients from diverse cultural and linguistic backgrounds by providing language assistance through the use of interpreters or facilitators.

The Union shall, where necessary and feasible, provide for the special needs of clients in remote areas through developing outreach and community liaison arrangements.

The Union shall consider cultural diversity issues in the design and delivery of any training programs it provides.

The Union staff shall, where necessary, receive ongoing cultural diversity training so that they develop knowledge and skills to work effectively from a cultural framework.

The Union shall, where necessary and feasible, provide information in languages other than English, and through print, electronic media, and disability-appropriate methods of communication.

The Union shall, where appropriate, consult with other providers and government agencies to ensure co-ordination of services appropriate to clients' needs.

The Union shall promote diversity in the membership of its decision- making bodies, committees and working groups.

The Union shall keep in its client data collection record, where appropriate, such data as birthplace; whether a person's first language spoken was English; Aboriginal or Torres Strait Islander background; Australian South Sea Islander background; date of birth; year of arrival in Australia; birthplace of parents; sex; and religion (the collection of data will not always include all these items, as the relevance of these data items will vary depending on the service delivery context).

The Union shall protect the privacy of individual clients when collecting this data.

Consideration will be given to:

- collecting only data essential to the particular service delivery or evaluation purpose;
- guaranteeing anonymity; and
- ensuring that all data collection proposals are non-intrusive.

Any complaints about the implementation of this policy should be dealt with in accordance with the Member Dispute Resolution Policy.

RELATED DOCUMENTS

- Affirmative Action Policy (POL005)
- Member Dispute Resolution Policy (POL036)
- Staff Recruitment Policy (POL055)

AUTHORISATION

Secretary
AEU ACT Branch

AFFIRMATIVE ACTION POLICY

Policy number	POL005	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

Affirmative Action means taking positive steps, by means of systematic management programs, to identify and overcome past discrimination against women, to identify and eliminate present discrimination, and to prevent discrimination against women in the future.

PURPOSE

The purpose of this document is to state the Union's position on Affirmative Action and to document the processes, which will be adopted to ensure gender discrimination does not occur in the workplace.

CORE POLICY

The Union's policies and practices will be reviewed regularly to ensure they provide adequate support for the career progress of women.

The Union will consult our employees about their needs, analyse our employment and membership profile and other workplace statistics and accordingly establish goals and plans to give effective opportunities for women.

All decisions in the Union will be based on merit.

AUTHORISATION

Secretary
AEU ACT Branch

AFFIRMATIVE ACTION PROCEDURES

Policy number	PROC005	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Secretary to oversee the implementation of this policy.

It is the responsibility of the staff member with the duties of Women's Officer to ensure:

- the implementation of this policy;
- that they are available as a point of contact for information, advice or complaints;
- that this program is continually being developed and reviewed;
- if the organisation is covered by the *Workplace Gender Equity Act 2012*, that the annual report to the Workplace Gender Equity Agency is completed and submitted.

PROCEDURES

To ensure that the Union provides effective opportunities for women, the organisation shall:

- develop and review policies and practices regularly;
- analyse our employment profile and other workplace statistics;
- consult employees and members about their needs;
- establish appropriate goals and plans; and
- review the organisation's performance against those goals and plans.

If required by the *Workplace Gender Equity Act 2012*, the Union will submit an annual report to the Workplace Gender Equity Agency, which will provide a detailed analysis of the processes taken to develop, continually improve and implement our Affirmative Action program.

Employees who believe they are being treated unfairly as a result of gender discrimination should raise the matter in accordance with the Dispute Avoidance/Settlement procedures within the AEUACT Officer and Employee Enterprise Agreement 2011-2014 and the Staff Dispute Resolution Policy.

Related Documents

- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- *Workplace Gender Equity Act 2012*
- Anti-Discrimination Policy (POL006)
- Elimination of Sexual Harassment Policy (POL023)
- Equal Employment Opportunity Policy (POL027)
- Staff Dispute Resolution Policy ((POL052)

Authorisation

Secretary
AEU ACT Branch

ANTI-DISCRIMINATION POLICY

Policy number	POL006	Version	002
Drafted by	PM	Approved by Branch	27 August 2013
		Executive on	
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

As part of the Union's endorsement of diversity and support for equal rights, the organisation strongly advocates for anti-discrimination policies and practices.

PURPOSE

This document sets out

- The Union's policy against such discrimination
- The governance structures, responsibilities and processes that have been established to give effect to that policy.

POLICY

The Union does not advocate, support or practice discrimination based on race, religion, age, national origin, language, sex, sexual orientation, or mental or physical handicap, except where affirmative action may be required to redress individual or social handicaps of people from disadvantaged groups. The Union will make all reasonable accommodations to allow members who experience difficulties in their dealings with the organisation to benefit equally from its work.

Authorisation

Secretary
AEU ACT Branch

ANTI-DISCRIMINATION PROCEDURES

Procedure number	PROC006	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

The Branch Executive will:

- Regularly review the leadership and commitment given to eliminating discrimination through active promotion of the Union's Anti-Discrimination Policy.
- Monitor performance by way of periodic management reports and assurances.

The Secretary will

- Ensure that
 - the Union's practices and processes incorporate precautions against discrimination in such areas as staff selection and program delivery;
 - Reasonable accommodations are made to allow diverse groups to access benefits provided by the Union;
 - Where appropriate, weight is given to the culture and experiences of individuals from disadvantaged groups.
- Where appropriate, delegate responsibility for compliance to relevant employees or elected officers.
- Oversee the performance of subordinate employees in these matters.
- Review and report to the Branch Executive, as appropriate, on the effectiveness of the management systems established to remove discrimination.
- Analyse material breaches and identified compliance system weaknesses for systematic trends and ensure that any adverse trends are addressed.
- Promote a culture of effective policy compliance across the Union.

All employees will

- Ensure that they are aware of the Union's policy against discrimination.
- Where appropriate, suggest ways in which practices, systems and procedures could be improved so as to reduce the likelihood of discrimination occurring.

PROCEDURES

The Secretary, with the assistance of the Professional/Women's Officer, will initially review the organisation's procedures in all areas to ensure that these are in accordance with the principles expressed in this policy, and will report to the Branch Executive on this matter.

Employees will follow these procedures.

RELATED DOCUMENTS

- AEU ACT Branch Code of Ethics (POL001)
- Anti-Discrimination Policy (POL006)
- Elimination of Sexual Harassment Policy (POL023)
- Equal Employment Opportunity Policy (POL027)
- Legislative Compliance Policy (POL034)
- Privacy Policy (POL045)

AUTHORISATION

Secretary
AEU ACT Branch

AUDIT POLICY

Policy number	POL007	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2013

INTRODUCTION

The Union has a strong commitment to maintaining a high level of transparency concerning its financial accounting processes and reporting methods.

PURPOSE

The purpose of this policy is to ensure that the processes for the Union's annual financial audit are robust, transparent and clear.

POLICY

The annual financial audit will:

- Comply with all legislative requirements
- Be presented to Branch Council
- Be easily accessed by all members

The audit will be conducted according to the procedures below.

AUTHORISATION

Secretary
AEU ACT Branch

AUDIT PROCEDURES

Procedure number	PROC007	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2013

RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that:

- Employees and officers are aware of this policy;
- Any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of the Finance Committee (the President, the Secretary, the Business Manager and the Finance Officer) to ensure that the Union's finance management practices conform to this policy.

PROCEDURES

Preparation for Audit

The Finance Committee will ensure that throughout the year all necessary procedures and practices are in place so as to allow the annual audit to be properly undertaken.

Annual Audit

The following processes shall apply to the annual audit:

- It shall be undertaken by an external, independent auditor appointed by Branch Council. This auditor shall be changed approximately every five years or as recommended by best practice accounting standards.
- The Finance Committee shall discuss and agree the annual external audit plan directly with the auditor.
- The annual audit shall particularly focus on the major areas of risk, which includes areas such as major expenditure approval, major external contracts, accountability and reporting, expenditure that can be incurred by individuals (e.g. via credit cards) and control and security of assets including cash.

RELATED DOCUMENTS

- Budget Planning Policy (POL014)
- Cheque Signing and Electronic Banking Policy (POL015)
- Financial Management and Governance Policy (POL029)
- Legislative Compliance Policy (POL034)

AUTHORISATION

Secretary
AEU ACT Branch

BRANCH EXECUTIVE ATTENDANCE POLICY

Policy number	POL008	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

Regular attendance by Branch Executive members at Executive and Branch Council meetings is essential in order to maintain continuity and cohesion in the management and governance of the Union.

PURPOSE

This Branch Executive Attendance Policy is intended to encourage regular attendance at the Branch Executive and Council meetings and to provide procedures to deal with any failures in such attendance.

POLICY

Branch Executive members are expected to demonstrate their commitment to the Union by unbroken attendance at the Executive and Council, except when prevented by unforeseeable events.

AUTHORISATION

Secretary
AEU ACT Branch

BRANCH EXECUTIVE ATTENDANCE PROCEDURES

Procedures number	PROC008	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Executive Chair (the President) to monitor the attendance of each member and to take action as appropriate.

PROCEDURES

The Secretary shall notify members of forthcoming meetings in accordance with the rules of the AEU ACT Branch.

Where Branch Executive members are prevented from attending any Executive or Branch Council meeting, they should notify the Chair through the Union office of their intended absence.

Where a meeting is to be held either in the form of a teleconference, through email or online, the Secretary shall notify members accordingly. Participation in these meetings shall be equivalent to attendance at a regular meeting.

Attendance requirements

In accordance with Rule 25 (C) of the Federal ACT Branch Rules, unless Branch Executive otherwise determines, a member of Branch Executive who is absent from three consecutive meetings of Executive without permission or an acceptable explanation will be charged with gross neglect of duty.

Newly elected members of the Executive shall be issued with copies of the attendance policy and asked to commit themselves to observing its terms.

Procedures

If an Executive member is absent from two consecutive meetings of Executive the Chair shall then consult them to discuss this matter.

If the Executive's member's difficulties are resolvable, the Chair shall attempt to resolve them. If no mutually acceptable resolution is achieved, then the Executive member shall be advised of their right to put their case to the next consecutive relevant meeting in writing.

If the Executive member attends the next consecutive meeting, no further action is to be taken.

However, if the Executive member is absent from their third consecutive Executive meeting the Chair will report the outcome of their discussion, table any written submission by the Executive member and make a recommendation to that Executive.

Unless Branch Executive otherwise determines, the Executive member will, at the close of this third meeting missed, be charged with gross neglect of duty and the procedures required under Rule 13 of the Federal Rules will be followed.

The person whose membership of Executive has been terminated as a result of implementing the procedures under Rule 13 of the Federal Rules, shall retain the right to stand again at the next election for the Branch Executive.

In relation to attendance at Branch Council, if an Executive member is absent from two consecutive meetings of Branch Council, the Chair shall then consult them to discuss this matter.

If the Executive's member's difficulties are resolvable, the Chair shall attempt to resolve them. If no mutually acceptable resolution is achieved, then the Executive member shall be requested to consider the option of resigning. If a resignation is received then the procedures under the rules for filling casual vacancies shall undertaken.

RELATED DOCUMENTS

- AEU Federal Rules
- ACT Federal Branch Rules

AUTHORISATION

Secretary
AEU ACT Branch

BRANCH EXECUTIVE CONFIDENTIALITY POLICY

Policy number	POL009	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2013

INTRODUCTION

The Union is committed to openness, transparency, and accountability. The policies shall reflect the intention to release all information held as far as this is consistent with the protection of individual privacy, the effective management of the organisation, rules and relevant legislation.

PURPOSE

This Branch Executive Confidentiality Policy is intended to regulate the release or retention of Executive material by Executive members.

POLICY

Executive members shall be authorised to release to any person any material that has not been ruled by the Executive to be confidential. Executive members must not release to any person any material that has been ruled by the Executive to be confidential.

AUTHORISATION

Secretary
AEU ACT Branch

BRANCH EXECUTIVE CONFIDENTIALITY PROCEDURES

Procedures number	PROC009	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Executive Chair to ensure that Executive materials are appropriately classified as confidential or open to release.

The Chair is responsible for bringing this policy to the attention of newly elected Executive members.

All Executive members are responsible for respecting this policy.

PROCEDURES

The Executive shall review and approve the Privacy Policy of the organisation as a whole. These procedures must be read so as to comply with the authority of Branch Council under the Federal ACT Branch Rule 31 (A) to impose directions upon Branch Executive, to amend or to reverse a decision of Branch Executive and to receive the minutes of Branch Executive, including all of the Executive's decisions.

The Executive shall decide from time to time whether any or all of its agendas, minutes, or papers, or those of its sub-committees (not otherwise required by legislation, regulation, or its rules to be made public) shall be made public. Where no express decision has been recorded, the assumption shall be that the material is not confidential.

Where release of any material would involve the unreasonable release of personal information regarding any person, the Executive may

- (a) declare that material to be confidential, or,
- (b) if appropriate, remove identifying material from the material before release.

For those matters that the Executive elects not to make public, Executive members shall respect the confidentiality of those documents and of any deliberations in the Executive on those matters.

In particular, Executive members shall not

- disclose to any member of the public any confidential information acquired by virtue of their position as an Executive member;
- use any confidential information acquired by virtue of their position on the Executive for their personal financial or other benefit or for that of any other person;
- disclose to any member of the public any confidential information related to the interests of individuals, groups or organisations acquired by virtue of their position on the Executive;
- make statements to the media in the name of the Union except as specified in the Union's Media Relations Policy; or
- permit any unauthorised person to inspect or have access to any confidential documents or other information.

The obligation to protect such confidential matters from disclosure continues even after the individual Executive member is no longer serving on the Executive.

The Executive shall decide from time to time whether any observers shall be permitted to attend any or all of its meetings. Where appropriate, observers may be admitted subject to their undertaking to maintain confidentiality.

Where appropriate, information identifying individuals may, with the consent of the Executive, be removed by the Secretary from material before its consideration by the Executive, or may be removed from material before it is released.

RELATED DOCUMENTS

- AEU ACT Branch Code of Ethics Policy (POL001)
- Privacy Policy (POL045)
- Transparency and Accountability Policy (POL058)

AUTHORISATION

Secretary
AEU ACT Branch

BRANCH EXECUTIVE DISPUTE RESOLUTION POLICY

Policy number	POL010	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Branch Executive 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 Executive.

PURPOSE

This policy is designed to set out the process for resolution of disputes or grievances involving Executive members that are unable to be resolved through respectful debate in Executive meetings.

POLICY

Disputes will be resolved by mediation.

AUTHORISATION

Secretary
AEU ACT Branch

BRANCH EXECUTIVE DISPUTE RESOLUTION PROCEDURES			
Procedures number	PROC010	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Executive Officer/Business Manager	Scheduled review date	May 2013

RESPONSIBILITIES

It is the responsibility of the Chair to ensure that:

- Executive members are aware of this policy;
- Disputes are handled respectfully, confidentially, and in accordance with natural justice.

PROCEDURES

The parties to the dispute shall meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.

Where it cannot be resolved at this level, if appropriate, the Chair will seek agreement from the parties to engage in mediation through an agreed external person. Any costs associated with the appointment of a mediator will be met by the Union.

A member of the Union can be a mediator, but may not be a member who is a party to the dispute.

The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

The mediator, in conducting the mediation, must

- (a) give the parties to the mediation process every opportunity to be heard; and
- (b) allow due consideration by all parties of any written statement submitted by any party; and
- (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process
- (d) not determine the dispute
- (e) ensure that the mediation is confidential and without prejudice.

If the dispute is not settled informally, any of the parties may refer the matter to the Fair Work Commission.

RELATED DOCUMENTS

- Elimination of Bullying Policy (POL022)
- Elimination of Sexual Harassment Policy (POL023)

AUTHORISATION

Secretary
AEU ACT Branch

BRANCH EXECUTIVE DUTY STATEMENTS POLICY

Policy number	POL011	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2013

INTRODUCTION

A Branch Executive operates more effectively if the members of the Executive know their respective duties and obligations.

PURPOSE

This policy seeks to ensure that members of the Executive know their respective duties and obligations.

POLICY

Members of the Executive shall have the duties and obligations set out in Appendices A-D, below.

AUTHORISATION

Secretary
AEU ACT Branch

BRANCH EXECUTIVE DUTY STATEMENTS PROCEDURES

Procedures number	PROC011	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2013

RESPONSIBILITIES

The Secretary shall be responsible for including this policy in the induction package provided to new Branch Executive members and for ensuring that a copy of this policy is available for reference in Executive meetings.

The Executive Chair shall be responsible for making a ruling on any point in dispute in this policy.

PROCEDURES

This policy shall be included in the induction package provided to new Executive members.

A copy of this policy shall be available for reference in Executive meetings.

The Chair shall resolve any point in dispute in this policy.

RELATED DOCUMENTS

- Branch Executive Attendance Policy (POL008)
- Conflict of Interest Policy (POL019)

AUTHORISATION

Secretary
AEU ACT Branch

APPENDIX A

POSITION STATEMENT: BRANCH PRESIDENT (EXECUTIVE CHAIR)

Governance	Ensure, in partnership with the Executive, that the Union's objectives, goals and mission are being followed and developed in the appropriate direction
	Ensure, in partnership with the Executive, that the Union operates in an ethically, environmentally, and socially responsible fashion
Planning	Oversee, in partnership with the Executive, the development, implementation and regular review of a Strategic Plan
Meetings	With the Secretary, prepare the agenda in advance of the Executive meeting
	Chair Executive meetings according to the Standing Orders contained in the Union rules
	Rule on issues of meetings procedure not covered in the Standing Orders
	Report to the Annual General Meeting on the situation of the Union
	Chair General/Mass Meetings according to Standing Orders
Administrative & Management	Serve on Executive sub-committees as required
	Liaise with Executive sub-committee chairs and report to Executive where appropriate
	Represent the Union in external forums as required
	Oversee the annual performance review of the Secretary
	Manage, in accordance with the Branch Executive Recruitment Policy, the succession of the Secretary
	Manage, in accordance with the Branch Executive Recruitment Policy, the succession of the President
	Liaise with the Secretary and, through that position, to the staff on all necessary Executive matters
	Ensure the harmony of Executive deliberations
Media	In accordance with the Media Policy, serve as spokesperson for the Union as appropriate
Promotion	Promote the Union in the community as appropriate
Negotiation	Work with the Secretary in negotiation with other organisations as appropriate and report to the Executive
Legal	Monitor through the Secretary that all legal requirements are met
Finance	Oversee the Secretary to ensure that the organisation's financial control procedures are adequate and that risk management strategies are in place
Other duties	As for Ordinary Executive members (below)

APPENDIX B

POSITION STATEMENT: BRANCH SECRETARY (FINANCIAL DUTIES)

Governance	Ensure that the Executive maintains the degree of financial literacy necessary to conduct the business of the Union
	Advise the Executive on matters of finance
	Oversee the production and review of appropriate financial policies and procedures
Planning	With the Finance Committee, oversee, for the approval of the Executive, the development, implementation and regular review of a Business Plan
Meetings	Report to the Executive at each meeting on the financial situation of the Union
	Report to the Executive at each meeting on variances from the approved budget
	Place any necessary financial items on the Executive agenda in advance of the meeting
	Report to the Annual General Meeting on the financial situation of the Union
Administrative & Management	Fulfil responsibilities as a member of the Union's Finance Committee
	Liaise with Executive sub-committees on financial issues and report to the Executive where appropriate
	Oversee the union's bookkeeping
	With the Finance Committee, ensure that the Union's financial records are adequate, protected, backed up, and accessible.
	Oversee the Union's banking
	Oversee the maintenance of the organisation's asset register
Finance	Fulfil responsibilities as the Chair of the Union's Finance Committee
	With the Finance Committee, ensure that the Union's financial control procedures are adequate and that appropriate safeguards against fraud are in place
	With the Finance Committee, ensure that risk management strategies (including appropriate insurances) are in place
	Oversee the collection and reception of all money due to the organisation and the making of all payments authorised by the Union
	With the Finance Committee, oversee the Union's investment strategy and report to the Executive
	Oversee the preparation of the Budget for the coming year
	Oversee the review of income and expenditure against the budget on a continuous basis
Legal	With the Finance Committee, ensure the Union's compliance with all applicable tax arrangements
Other duties	As for Ordinary Executive members (below)

APPENDIX C

POSITION STATEMENT: BRANCH SECRETARY (OTHER DUTIES)

Governance	Provide industrial, professional and administrative leadership to the Union
	Ensure, in partnership with the Executive, the development, implementation and regular review of appropriate policies and procedures
Planning	Ensure, in partnership with the Executive, the development, implementation and regular review of a Strategic Plan
	Ensure, in partnership with the Finance Committee the development, implementation and regular review of a Business Plan
Meetings	With the Chair, prepare the agenda in advance of each Executive meeting
	Oversee the distribution of meeting papers at least four days before each Executive meeting
	Arrange for minutes at each Executive meeting to be taken and circulated to members
	Arrange for minutes at each Branch Council, and mass meeting to be taken and circulated to members
Administrative & Management	Serve on Executive sub-committees as required
	Oversee the maintenance of a register of members
	Oversee the procedures for the admission of new members
	Oversee the procedures for the resignation of members
	Oversee the procedures for the discipline, suspension and expulsion of members
	Oversee the organisation of Branch Council and mass meetings
	Keep under control all books, documents and securities, and make them available to members as requested
	Oversee the management of the business of the Executive
	In consultation with the Human Resource sub-committee, report to the Executive on staff management issues
	Oversee, in accordance with the relevant policies, the management of the recruitment, induction, and training of Executive members
	Oversee, in partnership with the Executive, the management of the assessment, review and renewal of the Executive
Media	In accordance with the Media Policy and the Union rules, be the chief spokesperson for the Union
Promotion	Promote the Union in the community as appropriate
Negotiation	Work with the President (if necessary) in negotiation with other organisations as appropriate and report to the Executive
Legal	Keep the Common Seal of the Union
	Oversee staff to ensure that <ul style="list-style-type: none"> the performance of all legal requirements is reported to the Executive the procedures for meeting all legal requirements are fully understood and their implementation is properly documented.
Other duties	As for Ordinary Executive members (below)

APPENDIX D

POSITION STATEMENT: ORDINARY EXECUTIVE MEMBER

General	On being elected to the Executive, undertake induction and training procedures as provided by the Executive
Governance	Consider, debate, and vote on issues before the Executive on the basis of the best interests of the Union only
	Comply with the rules, policies, and standing orders of the Union
Planning	Approve and regularly review the Union's Strategic Plan, and other consequential arrangements (Business Plan, etc.)
Meetings	Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
	Where Executive papers are circulated in advance of the Executive meeting, read papers and consider issues before the meeting
	Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate
Administrative & Management	Approach employees of the Union only through the Secretary
	Serve on Executive sub-committees as required
	Approve and regularly review the Union's systems for financial control and risk management
Media	Make comments to the media only as provided in the Union's Media Policy
Promotion	Promote the organisation in the community as appropriate
Legal & Ethical	Avoid making any improper use of their position in the Union so as to gain any material advantage for themselves, or for any other person, or to the detriment of the Union
	Avoid making any improper use of any information acquired by virtue of their position in the Union so as to gain any material advantage for themselves, or for any other person, or to the detriment of the Union
	If a member has any direct or indirect material personal interest in any matter involving the Union, inform the Executive immediately
	If a member has any direct or indirect material personal interest in any matter involving the Union, not vote in the Executive on that issue
	If a member has any non-material personal conflict of interest in any matter before the Executive, or believe that the perception of such a conflict might arise, inform the Executive immediately and follow the Executive's rulings as to proper procedure
	At all times conduct Executive business politely and with consideration for others, without ill feeling, improper bias, or personal animus

BRANCH EXECUTIVE INDUCTION POLICY

Policy number	POL 012	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The effective operation of the Union relies on its Executive, and the effective operation of the Executive relies on all its members having a full command of the necessary information and expertise.

PURPOSE

This policy seeks to ensure that new members of the Executive are provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Executive from the time of their election.

POLICY

New Executive members shall be provided with all the information and training necessary to enable them to contribute appropriately to the operations of the Executive.

AUTHORISATION

Secretary
AEU ACT Branch

BRANCH EXECUTIVE INDUCTION PROCEDURES

Procedures number	PROC012	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2103

RESPONSIBILITIES

It shall be the responsibility of the Secretary to ensure that the materials specified in this policy are prepared and copied and to ensure that the procedures specified in this policy are implemented appropriately.

PROCEDURES

Initial Contact

As soon as possible after the Returning Officer has confirmed the election of a new member or a casual vacancy has been filled by appointment the Secretary shall make contact with the new member. The Chair will write a letter of congratulations and welcome.

Executive Induction Kit

The Secretary shall forward to the new member a copy of the Union's Executive Induction Kit. The kit will serve as an initial introduction to the committee as well as an ongoing reference. It should include:

- relevant organisational documents such as the constitution/rules, strategic plan, policies and procedures manual, current year-to-date budget, and the most recent annual report;
- basic biographical and contact information about Executive members, and senior staff;
- meeting schedule and calendar of upcoming events;
- introduction to the Union's operational and decision-making structure;
- information about the Executive and the Executive members' roles and responsibilities, including the Branch Executive Attendance Policy;
- any other necessary background information.

Introductions

The Secretary shall introduce the new member to other members of the Executive soon as possible after their election, and invite them to any Executive social functions.

The Secretary shall nominate a member of the Executive to act as mentor to the new member.

The Secretary shall invite the new member to take a tour of the Union's facilities and introduce them to staff.

The Secretary shall show the new member where the Executive meets, where to park their car or access transport, where the kitchen is, where the toilets are, where the photocopier and other office equipment is (and the rules for its use).

Briefing

The Secretary shall

- draw the new member's attention to the roles and responsibilities of the Executive in general, and the roles and responsibilities they will be expected to undertake as an individual;
- discuss any concerns they may have;

The assigned mentor shall take the new member through the minutes of recent meetings and brief them on the issues the Executive is dealing with at the moment, or will be looking at in the future.

Training

The Secretary shall identify with the new member any areas of training that may be appropriate and arrange for that training to occur. This includes the financial management training required under the *Fair Work (Registered Organisations) Act 2009* which must be done within six months of being elected.

RELATED DOCUMENTS

- *Fair Work (Registered Organisations) Act 2009*
- AEU ACT Branch Policy and Procedures Manual
- Strategic Plan Policy (POL056)

AUTHORISATION

Secretary
AEU ACT Branch

BRANCH EXECUTIVE RECRUITMENT POLICY			
Policy number	POL013	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The nomination and selection of Executive members is the prerogative of the members of the Union through the election process. However, given the responsibilities of the Executive, there is a need for the Executive to have an appropriate mix of expertise and experience.

Policies and procedures must facilitate the election of those people who best meet the needs of the Executive.

PURPOSE

Executive members should provide an appropriate mix of skills to provide the necessary breadth and depth of knowledge and experience to meet the Executive's responsibilities and objectives. The Executive also aims for a composition, which will appropriately represent the interests of the various groups contained within the Union's membership.

POLICY

The Executive should attempt, using its network of contacts within the Union's membership, to identify appropriate individuals with needed skills and interests as potential Executive members. When vacancies arise among the elected Executive positions, including the position of Branch Secretary, such individuals should be encouraged to nominate for election. The Executive may also appoint such individuals, where the ACT Federal Branch Rules provide, to vacant positions.

AUTHORISATION

Secretary
AEU ACT Branch

BRANCH EXECUTIVE RECRUITMENT PROCEDURES

Procedures number	PROC013	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It shall be the responsibility of each member of the Executive to identify appropriate individuals with needed skills and interests as potential Executive members.

It shall be the responsibility of the Secretary to draw up and maintain a list of potential Executive members. All entries on this list shall be reported to the Executive.

PROCEDURES

The Executive shall regularly assess its composition by reference to

- necessary areas of expertise
- the ideal balance between experience and freshness
- desirable diversity in relevant areas
- contributions from relevant sections of the Union's membership

The Executive shall identify areas where existing Executive composition falls short of the ideal.

Executive members shall attempt to identify from their networks individuals who could fill those gaps.

The Secretary shall collect suggestions from Executive members and draw up a list of potential Executive members and for Executive committees and working parties.

Where vacancies occur on the Executive (including for the position of Branch Secretary) or its committees and working parties other than at the expiration of elected terms, appointments, where provided for in the ACT Federal Branch Rules, may be made from this list.

Before each election the current Executive shall attempt to encourage nominations for the Executive from this list.

RELATED DOCUMENTS

- ACT Federal Branch Rules
- Access and Equity Policy (POL004)
- Conflict of Interest Policy (POL019)

AUTHORISATION

Secretary
AEU ACT Branch

BUDGET PLANNING POLICY

Policy number	POL014	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Branch Executive is responsible for overseeing the budget of the Union and for ensuring that the Union operates within a responsible, sustainable financial framework.

In line with this responsibility, the Executive conducts a budget planning process each year as part of its annual business planning.

PURPOSE

This policy is designed to set out the process for compiling, monitoring and reviewing the Union's annual budget.

POLICY

The Branch Executive conducts a budget planning process each year as part of its annual business planning.

The Union operates under a budget that must be flexible in responding to unforeseen events, including possible reductions in cash flow. The annual operating budget must therefore be regularly monitored and reviewed.

AUTHORISATION

Secretary
AEU ACT Branch

BUDGET PLANNING PROCEDURES

Procedures number	PROC014	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

The Branch Executive has responsibility for overseeing the budget of the organisation and for ensuring that the organisation operates within a responsible, sustainable financial framework.

It is the responsibility of the Finance Officer, in consultation with the Business Manager to prepare all budgets and review budgets. The Finance Committee must provide for contingency plans for this work to be done in the event that the Business Manager and/or Finance Officer are unavailable for any reason.

The Finance Committee consists of:

- The President;
- The Secretary;
- The Business Manager;
- The Finance Officer.

PROCEDURES

Preparation of the Budget

In September each year, the Finance Officer starts preparing the budget estimates as part of the Business Plan for the financial year (January to December). The process includes:

- considering operational costs;
- setting payroll costs; and
- estimating income.

The initial budget estimates are based on the current expenditure projections to end of year, plus anticipated or known wage increases, and anticipated increases in operating expenses such as power, telephones, etc. The Finance Committee shall be provided with information about how cost increases will be absorbed or met by increases in service charges (e.g. membership fees).

The Business Manager will present the draft budget for discussion at a Finance Committee meeting. The Finance Committee may accept the estimates as presented or may request variations, within the context of the Business Plan. A detailed report denoting reasons for decisions should be attached to the draft budget for discussion.

The Business Manager will then revise the draft and the Secretary will present the amended draft budget at the next available Executive meeting, usually in September but no later than end of October. The Executive approved budget will then be put to the Branch Council, usually in November.

Once adopted by the Branch Council, this becomes the official operating budget for the following financial year, and all Executive members and employees must work within the financial limits stated or implied by this document. However this does not prevent Executive from reviewing the budget as described below, if circumstances require it.

Monitoring and Reviewing the Budget

The Finance Committee is responsible for monitoring the organisation's expenditure, reviewing the actual and budgeted expenditures, and reporting on the progress of such expenditure.

Financial reports will be prepared for each meeting of Branch Executive showing the year-to-date expenditure and its variation from the budget estimates, and indicating any increases or decreases in funding. A detailed commentary should be attached to Executive reports detailing reasons for variations and recommendations for corrective action should that be required.

The Finance Committee will indicate what effect any variations will have on the budget projections and provide this information to the Executive. The Finance Committee will also report on any other financial matters that may be related to the Business Plan.

Once adopted by the Executive, the Amended Budget will become the new operating budget for the remainder of that financial year.

RELATED DOCUMENTS

- AEU ACT Branch Business Plan
- AEU ACT Branch Investment Plan
- Financial Management and Governance Policy (POL029)
- Investment Planning Policy (POL033)

AUTHORISATION

Secretary
AEU ACT Branch

CHEQUE SIGNING AND ELECTRONIC BANKING POLICY

Policy number	POL015	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

An organisation without cheque signing and electronic banking procedures may be vulnerable to fraud or error.

PURPOSE

To spell out procedures that must be followed in the signing of cheques and the authorising of electronic banking transactions on behalf of the Union.

POLICY

All cheques issued and electronic banking transactions made on behalf of the Union must be signed by a sufficient number of authorised persons and documented adequately.

AUTHORISATION

Secretary
AEU ACT Branch

CHEQUE SIGNING AND ELECTRONIC BANKING PROCEDURES

Procedure number	POL15	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that:

- staff are aware of this policy;
- any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of the employees to ensure that their usage of Union cheques and the making of electronic banking transactions conform to this policy.

PROCEDURES

All cheques must contain two eligible signatures. Eligible signatories are the Secretary, President, Vice-Presidents and employees of the Branch specifically authorised by Branch Executive to do so.

Any two of the above have the authority to sign cheques or to authorise the making of electronic banking transactions.

Signatories cannot sign a cheque or make an electronic banking transaction made payable to themselves, or a blank cheque. All details on the cheque form or the electronic banking transaction document must be filled in before signature.

A list of all cheques issued and electronic banking transactions made each month, featuring amount, recipient, signatories, and explanation, will be provided to each meeting of Executive.

RELATED DOCUMENTS

- ACT Federal Branch Rules
- Financial Transactions Card Policy (POL030)
- Fraud Risk Management Policy (POL031)

AUTHORISATION

Secretary
AEU ACT Branch

COMMITTEES POLICY

Policy number	POL016	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Branch Executive and Branch Council recognises that there are times when an alternative committee can act more effectively than can the full Executive or Council.

Either body may put in place standing committees and ad hoc committees to engage in business that can be more efficiently transacted by such means.

PURPOSE

This policy is designed to give direction on the policy and procedures relating to the formation of Branch Executive and Branch Council standing committees and ad hoc committees.

POLICY

The Executive and Council, in accordance with Rule 22 - Committees of the AEU Federal ACT Branch Rules, have the authority to establish standing committees and ad hoc committees to assist it in its work.

The number of committees will be kept to a minimum.

The Executive or Council shall clearly define the terms of reference of each committee, including their membership, roles, procedures and functions, and the boundaries of their authority.

The Executive or Council may from time to time co-opt people who are not Union members to serve on a committee in order to bring additional skills, experience or networks.

Unless explicitly empowered by the full Executive or Council, committees cannot make binding decisions. For the most part, the function of committees is to solve problems for and/or make recommendations to the Executive or Council on which those bodies, and only those bodies, have the power to make decisions or policy.

The Secretary shall sit ex-officio on all Executive and Council committees, but may delegate their attendance to any other person.

AUTHORISATION

Secretary
AEU ACT Branch

COMMITTEES PROCEDURES

Procedures number	PROC016	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

The Executive is responsible for appointing, disbanding, and setting the terms of reference for standing committees and ad hoc committees.

The Secretary is responsible for keeping records of terms of reference of all committees and for ensuring that committee minutes and papers are submitted to the Executive or Council for consideration.

The Secretary shall sit ex-officio on all Executive and Council committees, but may delegate their attendance to any other person.

PROCEDURES

Committee members, whether on ad hoc or standing committees, cannot exercise authority over staff, nor shall they delegate tasks to any staff unless the Secretary has specifically agreed to such delegations.

All committees of the Executive shall submit their minutes to the Executive, if so requested.

All committees of the Council shall submit their minutes to the Council, if so requested.

All committees of the Executive and Council shall review their terms of reference annually, including their membership and the results of their work and so report to the Executive or Council.

All ad hoc committees shall be dissolved by Executive or Council resolution once they have completed their work and, if requested, have provided a written report to the Executive or Council.

RELATED DOCUMENTS

- ACT Federal Branch Rules
- Financial Management and Governance Policy (POL029)

AUTHORISATION

Secretary
AEU ACT Branch

CONDITIONS OF EMPLOYMENT POLICY

Policy number	POL017	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union greatly values its employees and seeks to provide appropriate and fair industrial arrangements for its staff.

The conditions of employment of employees of the Union and the elected Secretary are negotiated from time to time and approved by the Branch Executive.

PURPOSE

The purpose of this policy is to describe the process by which the conditions of employment are negotiated.

POLICY

The Branch Executive will negotiate the conditions of employment for all employees and the elected Secretary through an unregistered enterprise agreement. This agreement will be reviewed no later than 3 months after each replacement agreement for the ACT ETD Teaching Staff Agreement is approved by the Fair Work Commission.

The Branch Executive will establish a standing Human Resource Committee through which negotiations will occur.

The Human Resource Committee will consist of the Secretary, a Vice President and two other members of Executive. It will be appointed in such a way as to ensure that at least two women are on the committee.

AUTHORISATION

Secretary
AEU ACT Branch

CONDITIONS OF EMPLOYMENT PROCEDURES

Procedures number	PROC017	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that employees are aware of this policy.

It is the responsibility of the Human Resource Committee members and all employees to participate in the negotiations in good faith.

PROCEDURES

As soon as possible after a replacement agreement for the ACT ETD Teaching Staff Agreement has been approved by the Fair Work Commission negotiations for a replacement AEUACT Officer and Employee Enterprise Agreement will commence.

Staff may choose to provide the Human Resource Committee with a log of claims and to elect two staff members to represent their views to the committee.

Staff will be given a reasonable period of time to meet during working hours to discuss and prepare their negotiating position and to respond through their elected representatives to any position put by the Human Resource Committee.

If agreement cannot be reached the staff representatives may put their case to the President with a view to resolving the dispute.

If the dispute is not resolved then either the staff or the Human Resource Committee may refer the dispute to the Fair Work Commission.

Salary increases for Administrative Staff will occur as and when increases are applied to the same classifications in the ACTPS ETD Staff Enterprise Agreement 2011-2013 and its replacement agreements.

RELATED DOCUMENTS

- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- ACTPS ETD Staff Enterprise Agreement 2011-2013

AUTHORISATION

Secretary
AEU ACT Branch

CONDUCT OF MEETINGS POLICY

Policy number	POL018	Version	001
Drafted by	PM	Approved by Executive	27 August 2013
		on	
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

Meetings are necessary in order that the Union can be governed efficiently under its Federal Branch Rules.

Meetings need to be conducted under rules that are fair, understandable, efficient, and capable of overriding attempts at obstruction.

The Chair of the Union, including the Executive is the elected position of Branch President, and that election should confer a wide discretion on the elected candidate to ensure that the conduct of business runs smoothly.

The powers of the Chair should be restrained by the ability of the meeting as a whole to override any particular decision of the Chair.

PURPOSE

This policy is designed to

- identify a minimum set of conditions that will allow necessary decisions to be taken efficiently and, if possible, expeditiously; and
- assign discretion to rule on matters not covered.

POLICY

The conduct of meetings within the Union shall be governed by the standing orders of the Branch Council (go to <http://www.aeuact.asn.au/uploads/file/StandingOrders.pdf>). To the extent necessary these Standing Orders may be adjusted by the Chair for purpose of conducting Executive meetings.

AUTHORISATION

Secretary
AEU ACT Branch

CONDUCT OF MEETINGS PROCEDURES

Procedures number	PROC018	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

The Chair of Branch Executive shall be elected as laid down in the ACT Branch Federal Rules

The Chair shall preside over all Branch Executive, Branch Council, Stop-work and Mass meetings of the Union according to the Standing Orders of the Branch Council (go to <http://www.aeuact.asn.au/uploads/file/StandingOrders.pdf>)

In the Chair's absence, the Vice-Chair shall preside as Chair at each of the meetings listed above. If the Chair and the Vice-Chair are absent or are unable to preside, or decline to preside, the Members present must elect one of their number to preside as Chair.

Meetings of any Executive or Branch Council committees shall be chaired in the manner laid down by the Executive or Branch Council in their terms of reference.

PROCEDURES

The Chair shall conduct the meeting according to the Standing Orders of Branch Council (see Appendix A).

Where the Standing Orders are ambiguous or contestable or silent, the Chair may rule as to the practices to be followed.

Where there is continuing disagreement on any ruling by the Chair, any member may move a motion of dissent to the Chair's ruling. If this motion is seconded a vote shall be taken. If the motion of dissent is carried, the Chair's decision is reversed.

RELATED DOCUMENTS

- ACT Federal Branch Rules
- Standing Orders of the Branch Council
- Conflict of Interest Policy (POL019)
- Transparency and Accountability Policy (POL058)

AUTHORISATION

Secretary
AEU ACT Branch

CONFLICT OF INTEREST POLICY

Policy number	POL019	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union is committed to high standards of ethical conduct and accordingly places great importance on dealing in a transparent and ethical way any actual or potential conflict of interest.

PURPOSE

This policy, while recognising that conflicts of interest are common, has been developed to provide a framework whereby all AEU ACT Branch employees who have decision-making roles and responsibilities, Branch Executive Members and Branch Council members must declare any actual or potential conflicts of interest that they may have.

This purpose of the policy is to develop practices around conflicts of interest that ensure:

- The fees of members are protected from misuse
- The reputation of the Union is protected and enhanced by internal practices
- That the most appropriate goods and services are obtained and the best people are employed in order for the Union to be able to further the interests of our members
- The Union continues to meet its legal obligations.

POLICY

This policy applies to all AEU ACT Branch employees who have decision-making roles and responsibilities, Branch Executive Members, Branch Council members.

‘Material Personal Interest’ relates to an interest or ‘stake’ in the outcome of any particular decision or transaction, where the individual stands to gain a substantial benefit, or suffer a substantial loss, either directly or indirectly. An interest need not be financial in order to be considered material. Any interest that has the capacity to influence an individuals’ decision-making process would be considered material, provided that the interest is of some substance or value. To be considered ‘personal’, an interest must relate to that individual, either directly or indirectly through a relative.

A ‘conflict of interest’ may arise in instances where a person to whom this policy applies is, could be, or is perceived by a reasonable person to be, influenced by a private interest when carrying out their union-related duties.

A conflict of interest particularly applies

1. where a person to whom this policy applies stands to gain financially from or has some other material personal interest in any business dealings, programs or services of the Union, other than where
 - a. the person falls into the class of people benefited by the Union and the financial gain is of a nature common to other beneficiaries, or
 - b. the person is an employee of the Union, and the financial gain is of a nature common to other employees
2. where a relative or business connections of a person to whom this policy applies stands to gain financially from or has some other material personal interest in any business dealings, programs or services of the Union
3. where a person to whom this policy applies has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of the Union
4. where a person to whom this policy applies seeks to participate in any decisions concerning the employment or engagement of a related party [as defined below]

A conflict of interest may be actual, perceived or potential.

An 'actual' conflict of interest arises when a person to whom this policy applies is in a position to be influenced by their private interests when performing their union role. A 'Material Personal Interest' is an actual conflict of interest.

A 'perceived' conflict of interest arises when a person to whom this policy applies is in a position to appear to be influenced by their private interests when performing their union role.

A 'potential' conflict of interest arises when a person to whom this policy applies is in a position may be influenced in the future by their private interests when performing their union role

A 'relative' is defined as a spouse, parent, stepparent, child, stepchild, grandparent, grandchild, brother or sister.

A 'related party' is defined, in accordance with section 9B of the *Fair Work (Registered Organisations) Act 2009* as:

- any entity (such as a business or organisation) controlled by the Union
- any person to whom this policy applies or their spouse or relatives
- any entity acting in concert with a related party on the understanding that parties will share or exchange financial benefits
- any entity controlled by a person to whom this policy applies or their spouse or relatives
- all entities that were previously considered 'related parties' in the preceding six months, or that are likely to become related parties in the near future.

All conflicts of interest, including material personal interests, shall be declared by the person concerned and documented in the Union's Conflicts of Interest Declaration (see Appendix A). Once this declaration is determined by Branch Executive or Branch Council to be a conflict of interest it will be placed on the Conflict of Interest Register by the Secretary.

Where a person to whom this policy applies has a conflict of interest on a matter that person:

- shall not initiate or take part in any Executive or Branch Council discussion on that topic (either in the meeting or with other Executive or Branch Council members before or after the meetings);
- shall not vote on that matter

A person to whom this policy applies is not barred from engaging in business dealings with the Union, provided that these are fully disclosed, negotiated at arm's length without the participation of the person concerned and Executive or Branch Council has unanimously agreed to the proposed business dealing.

Any service providers engaged by the Union shall be required to declare, during the tender process, at the beginning of the service relationship and throughout the contracted period, any conflicts of interest that exist or arise.

AUTHORISATION

Secretary
AEU ACT Branch

CONFLICT OF INTEREST PROCEDURES

Procedures number	PROC019	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

The President, as Chair, is responsible for bringing this policy to the attention of employees with decision-making responsibilities and newly elected Executive and Branch Council members.

All persons to whom this policy applies are responsible for respecting and adhering to this policy.

PROCEDURES

All persons to whom this policy applies shall declare any conflicts of interest either at the start of the Executive or Branch Council meeting concerned or as soon as practicable after they become aware of the conflict. The nature of this conflict of interest shall be documented in the Conflict of Interest Declaration.

Once declared the Executive or Branch Council meeting will determine whether the declaration constitutes a conflict of interest.

Where a conflict of interest, is so determined, the declaration shall be placed on a file known as the 'Conflict of Interest Register'.

The person concerned shall leave the room as soon as that item for which they have a conflict comes up for discussion. The concerned person shall not vote on that issue, nor initiate or take part in any Executive or Branch Council discussion on that topic (either in the meeting or with other members before or after the Executive or Branch Council meetings).

Any Union member who believes a person to whom this policy applies has an undeclared conflict of interest should raise the matter in accordance with the Member Dispute Resolution Policy.

Any elected officer or employee who believes that a person to whom this policy applies has an undeclared conflict of interest should raise the matter in accordance with the Dispute Avoidance/Settlement procedures within the AEUACT Officer and Employee Enterprise Agreement 2011-2014 and the Staff Dispute Resolution Policy.

The following written disclosures shall be made to all members of the AEU ACT Branch at the same time as the annual financial reports are presented:

- all conflict of interest declarations made during the financial year which were determined by Branch Executive or Branch Council to be a Conflict of Interest and placed on the, Conflict of Interest Register
- all conflict of interest declarations made during the financial year that declared a Material Personal Interest, regardless of whether or not Branch Executive or Branch Council determined the declaration to be a conflict of interest.
- the total payments made by the Union during the financial year to a related party of the Branch or to each person who has declared a material personal interest.

Any service providers engaged by the Union shall be required to declare, during the tender process, at the beginning of the service relationship and throughout the contracted period, any actual or potential conflicts of interest that exist or arise.

RELATED DOCUMENTS

- AEU ACT Branch Code of Ethics Policy (POL001)

AUTHORISATION

Secretary
AEU ACT Branch

APPENDIX A

CONFLICT OF INTEREST DECLARATION

Name	Position	Date	Nature of interest	Nature of conflict and estimated value (if known,)	Action taken / recommendations	Further comments

Declaration

I confirm that I have disclosed all of my financial and non-financial interests, and those of all my immediate relatives. I understand that it is my responsibility to disclose any additional interests as they arise as soon as practicable.

Signed: _____

Secretary signature: _____

Date: _____

COPYRIGHT POLICY

Policy number	POL020	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union is responsible for managing its assets, including its intellectual assets, in a way that maximises their contribution to the goals of the organisation.

Subject to these responsibilities, the Union is committed to the widest possible dissemination of its ideas and findings where these may assist others.

PURPOSE

The purpose of this policy is to clarify the status of material subject to copyright used by the Union, and to remove any possible misunderstandings about ownership of copyright.

POLICY

Production of copyright material

Material created by Union staff entirely on their personal time and not involving the use of the organisation's facilities or materials shall be the property of the creator.

An individual's 'personal time' shall mean time other than that for which they receive salary (in the case of staff) or perform assigned functions (in the case of volunteers).

Staff or volunteers who claim that material was made or created on personal time have the onus of demonstrating this proposition. Staff engaged in work during personal time where later confusion may possibly occur are encouraged to discuss this with their supervisors.

With the exception of material created on personal time, all materials that result from activities carried out at the Union or developed with the aid of the Union's facilities or staff, or developed through funds administered by the Union shall be the property of the Union, except by specific prior written agreement.

Works by independent contractors shall be owned in accordance with the contract under which the work was created. The Union shall ensure that there is a written contract for work by an independent contractor specifying ownership.

Any dispute between the Union and its staff or between staff, on issues of copyright ownership shall be determined by the Staff Dispute Resolution Policy.

Any dispute between the Union and its members or between members, on issues of copyright ownership involving the Union shall be determined by the Member Dispute Resolution Policy.

Use of copyright material

Staff and volunteers of the Union are required to observe all applicable copyright laws and regulations.

The Executive Officer/Business Manager is required to institute procedures that will ensure:

- a) that all uses of copyright materials are recorded, and that
- b) all compensable uses of copyright material are appropriately processed.

Copyright Union materials

All materials produced by or on behalf of the Union are copyright. Permission to reproduce such materials depends on the category into which they fall.

All materials produced by or on behalf of the Union will be classified by the Business Manager into one of the following classes.

1. Those materials that are copyright and that cannot be reproduced by any process other than for the purposes of and subject to the provisions of the Copyright Act and any licensing agreement between the user and the Union.
2. Those materials that are copyright and that may nonetheless be circulated and/or reproduced as long as any reproduction features specified credits and disclaimers.
3. Those materials that are copyright and that may nonetheless be reproduced without conditions.
4. Those materials that are not copyright.

The copyright policies of the Union are binding on all staff, whether paid or voluntary. The copyright policies of the Union as amended from time to time, shall be deemed to be a part of the conditions of employment of every employee and shall be included in the orientation material given to every volunteer.

AUTHORISATION

Secretary
AEU ACT Branch

COPYRIGHT PROCEDURES

Procedures number	PROC020	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that:

- Staff, volunteers and contractors are aware of this policy;
- Any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of all employees, volunteers and contractors to ensure that they comply with this policy.

PROCEDURES

Production of copyright material

A statement of this copyright policy shall be included in the Union's terms and conditions of employment.

The Union will keep records of any agreement made with any staff member regarding the copyright status of any material.

Contracts made by the Union with third parties shall specify in writing the copyright status of any material produced under that agreement.

Any dispute between the Union and its staff or between staff, on issues of copyright ownership shall be determined by the Staff Dispute Resolution Policy. Any dispute between the Union and its members or between members, on issues of copyright ownership involving the Union shall be determined by the Member Dispute Resolution Policy

Use of copyright material

The Business Manager shall institute procedures to ensure

- a) that all uses of copyright materials are recorded, and that
- b) all compensable uses of copyright material are appropriately processed.

RELATED DOCUMENTS

- Contracts of Employment
- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- Member Dispute Resolution Policy (POL036)
- Staff Dispute Resolution Policy (POL052)

AUTHORISATION

Secretary
AEU ACT Branch

DONATIONS AND TEACHER WELFARE FUND POLICY

Policy number	POL021	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

Federal Rule 4 (30) - Objects authorises the Union 'to subscribe to any charity, or to make donations for any public purpose or for any purpose in direct or indirect furtherance of any Object of the Union.'

ACT Federal Branch Rule 38 - Loans, Grants or Donations Exceeding \$1,000, requires all loans, grants or donations of an amount exceeding \$1,000 (other than Teacher Welfare Fund loans or grants) to be approved by Branch Executive or Branch Council. There is no maximum amount for such a loan, grant or donation.

ACT Federal Branch Rule 44 - Teacher Welfare Fund, requires the maintenance of a Teacher Welfare fund to a value of \$35,000 for the purpose 'of relieving a financial member or any of the financial member's dependants from severe financial hardship.' The maximum Teacher Welfare Fund loan or grant amount that the Branch Secretary may approve in an emergency is \$3,000 and the maximum amount that the Branch Executive may approve is \$6,000.

PURPOSE

The Donations and Teacher Welfare Fund Policy is intended to clarify the content of the Union's rules by making explicit the process by which loans, grants or donations may be approved.

POLICY

Loans, Grants or Donations (Other Than Teacher Welfare Funds)

The total amount of money that will be available each financial year for loans, grants or donations (other than Teacher Welfare Funds) will be determined by Branch Executive and distributed in accordance with the procedures below.

Loans and Grants (Teacher Welfare Funds)

The processes for approving and monitoring Teacher Welfare Fund loans and grants are as described in the procedures below.

AUTHORISATION

Secretary
AEU ACT Branch

DONATIONS AND TEACHER WELFARE FUND PROCEDURES

Procedures number	PROC021	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It shall be the responsibility of the Branch Executive to monitor the approval and distribution of all loans, grants and donations.

It shall be the responsibility of the Branch Secretary to provide Branch Executive with all information and documents necessary for Branch Executive to fulfil its responsibilities under this policy.

PROCEDURES

Loans, Grants or Donations (Other Than Teacher Welfare Funds)

As part of the approved Union annual budget Branch Executive will determine the total amount of money that will be available for loans, grants or donations (other than teacher welfare funds) in the forthcoming financial year.

Any such loan, grant or donation up to the value of \$1,000 may be approved by the Branch Secretary, provided the total amount expended does not exceed the budgeted amount.

Any such loan, grant or donation that exceeds \$1,000 or that will take the total amount expended to beyond the budgeted amount must be approved by Branch Executive.

In approving any such loan, grant or donation the Branch Secretary or the Branch Executive must satisfy themselves that:

- The requirements of Federal Rule 4 (30) and ACT Federal Branch Rule 38 have been met; and
- In the case of a loan – that, in the circumstances, the security proposed to be given for the repayment of the loan is adequate and the proposed arrangements for the repayment of the loan are satisfactory.

Loans and Grants (Teacher Welfare Funds)

The Union Organiser handling the matter will arrange for the Teacher Welfare Fund application form (Appendix A) to be completed.

All Teacher Welfare Fund applications will be treated confidentially, with only the member number being identified.

Applications will be given to the Branch Secretary for determination at the next Branch Executive meeting. However, should the member be in urgent need of assistance the Branch Secretary may approve a loan or grant of up to \$3,000 on condition that, if Branch Executive at its next meeting, does not approve the loan or grant, it must be repaid as determined by Branch Executive.

Branch Executive may approve a loan or grant up to \$6,000.

Branch Executive will receive a report on all outstanding loans and grants made at least once each school term and each time a new application is received.

In November of each year Branch Executive will be advised by the Branch Secretary the amount of money they need to approve to be transferred into/out of the Teacher Welfare Fund to ensure its total value remains at the maximum amount of \$35,000.

RELATED DOCUMENTS

- AEU Federal Rules
- ACT Federal Branch Rules
- AEU ACT Branch Code of Ethics (POL001)

AUTHORISATION

Secretary
AEU ACT Branch

APPENDIX A

AEU – ACT Branch Teacher Welfare Fund Loan Application

Membership Number of Applicant: _____

Amount of Loan Required: _____

Purpose of Loan: (If the Loan is to be used to clear outstanding debts, please list debts. If the Loan is for emergency living expenses, please indicate an estimate of expenses.)

Circumstances leading to the need of the Loan: (Only a brief outline required.)

Financial position of the member with respect to fortnightly income and expenditure:

Total Income: _____

Expenditure:

Loan Repayments: _____

Credit Card Repayments: _____

Food Costs: _____

Other Expenses: (detail) _____

Total Expenses: _____

Method of Repayment: (Please indicate the start date or circumstances upon which repayment would start and the timing and amount of repayments)

Recommendation:

ELIMINATION OF BULLYING POLICY

Policy number	POL022	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union regards the dignity and autonomy of all people as a core value of the organisation. Bullying behaviour is based on the misuse of power in human relationships, and negates the dignity and autonomy of its victims.

The Union regards the health and safety of its staff, volunteers, and users as a primary responsibility. Bullying can affect health and wellbeing.

The Union is fully committed to eliminating, as far as possible, all forms of bullying in the workplace and in its relationships with its members through a culture of openness, support, and accountability.

PURPOSE

The purpose of this document is to outline the Union's position on bullying and to document the process that is to be followed should any instances of bullying be reported.

DEFINITIONS

'Unreasonable behaviour' is behaviour that is offensive, humiliating, intimidating, degrading or threatening. It includes, but is not limited to,

- Verbal abuse
- Initiation pranks
- Excluding or isolating employees
- Giving a person the majority of an unpleasant or meaningless task
- Humiliation through sarcasm, or belittling someone's opinions
- Constant criticism or insults
- Spreading misinformation or malicious rumours
- Deliberately setting work routines or procedures to inconvenience certain employees
- Displaying written or pictorial material which may degrade or offend certain employees

'Bullying' is repeated, unreasonable behaviour directed towards a person or group of persons. It includes behaviour that could be expected to intimidate, offend, degrade, humiliate, undermine or threaten.

'Repeated ... behaviour' refers to the nature of the behaviour, not the specific form of that behaviour. 'Repeated unreasonable behaviour' may thus be a pattern of diverse incidents.

Workplace bullying can occur between:

- Two or more employees/volunteers
- Manager(s) and employees(s)/volunteer(s)
- Employees/volunteers and other persons at the workplace (members, clients).

Bullying can occur at any level of the organisation, can be experienced by both men and women and may involve a co-worker, a volunteer, supervisor, manager, service provider, user or member.

Formerly agreed behaviour may be found to be bullying when it continues after a request from the recipient for the behaviour to stop, or at the point it becomes intimidating, offensive or humiliating.

There are bound to be occasional differences of opinion, conflicts and problems in every workplace. However, when the behaviour fits the above definitions workplace bullying exists and action must be taken to eliminate it.

Similarly, the exercise of a supervisor's legitimate authority at work through the direction and control of work responsibilities, the monitoring of workflow, and giving feedback on performance, is not bullying insofar as the supervisor's actions are intended to assist staff to improve their tasks, their work performance, or the standard of their behaviour. If an employee has performance problems, however, these should be identified and dealt with in a constructive way that is neither humiliating nor threatening.

Bullying that directly inflicts physical pain, harm, or humiliation amounts to assault and should be dealt with as a police matter (see below).

This section must be read so as to comply with the definition for bullying contained in the *Fair Work Act 2009* (as amended in 2013).

POLICY

The Union will not tolerate bullying under any circumstances. Responsibility lies with all elected officials, members and employees/volunteers to ensure that bullying does not occur in the workplace.

The *Fair Work Act 2009* (as amended in 2013) empowers the Fair Work Commission to hear applications about bullying in the workplace and to make orders to stop any such bullying. The Union considers that this legislative obligation establishes minimum standards of behaviour for all elected officials and employees/volunteers.

The principles set out in this policy are intended to apply to any work-related context, including conferences, work functions, social events and business trips.

No elected official, member, employee or volunteer at any level should subject any other person in the workplace to any form of bullying.

The Union has a duty of care to provide a safe workplace. Any allegations of workplace bullying that are reported must be investigated.

Any reports of bullying will be treated seriously and promptly with sensitivity. Such reports will be treated as completely confidential up to the point where a formal or informal complaint is lodged against a particular person, at which point that person must be notified under the rules of natural justice.

Complainants have the right to determine how to have a complaint treated, to have support or representation throughout the process, and the option to discontinue a complaint at any stage of the process.

The alleged bully also has the right to have support or representation during any investigation, as well as the right to respond fully to any formal allegations made. There will be no presumptions of guilt and no determination made until a full investigation has been completed.

No elected official, member, employee or volunteer will be treated unfairly as a result of raising allegations of bullying. Disciplinary action may be taken against anyone who victimises or retaliates against a person who has complained of bullying, or against any person who has been alleged to be a harasser.

All parties have the right to seek the assistance of the Fair Work Commission to assist them in the resolution of any concerns.

Should the Secretary, Business Manager or Lead Organiser fail to take appropriate corrective action when aware of the bullying of a person then they will be subject to disciplinary action.

AUTHORISATION

Secretary
AEU ACT Branch

ELIMINATION OF BULLYING PROCEDURES

Procedures number	POL022	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the obligation and responsibility of every person to ensure that the workplace is free from bullying. The responsibility lies with every manager, supervisor, employee, member and volunteer to ensure that discrimination or victimisation does not occur.

It is the responsibility of the Secretary to ensure that:

- they understand, and are committed to, the right of all employees and volunteers to attend work and perform their duties without fear of being bullied in any form
- all reasonable steps to eliminate bullying are made
- all applicable occupational health and safety legislation is observed
- all employees and volunteers are regularly made aware of their obligations and responsibilities in relation to providing a workplace free from bullying
- they provide an environment which discourages bullying, and set an example by their own behaviour
- all complaints are treated seriously and confidentially
- they are as far as practicable aware of whether bullying is occurring, whether complaints are received or not, relying on such indices as
 - sudden increases in absenteeism
 - unexplained requests for transfers
 - behavioural changes such as depression
 - sudden deterioration in work performance
- they take immediate and appropriate corrective action if they become aware of any offensive action
- guidance and education is provided, where requested and/or appropriate, to cases and subsequent decisions relating to bullying
- ongoing support and guidance is provided to employees and volunteers in relation to the prevention of bullying
-

It is the responsibility of all employees and volunteers to ensure that:

- they understand and are committed to the rights and entitlements of all officers, employees and volunteers to attend work and perform their duties without fear of bullying in any form
- they provide an environment which discourages bullying
- they immediately report any offensive action directed at themselves or others

PROCEDURES

Dispute Avoidance/Settlement Procedures

Persons who believe they are the subject of bullying in the workplace should seek to resolve the matter through the Dispute Avoidance/Settlement Procedures contained in Clause 10 of the AEUACT Officer and Employee Enterprise Agreement 2011-2014. However this does not prevent the person from making an application at any time to the Fair Work Commission for an order to stop bullying.

In accordance with these procedures, if appropriate, the aggrieved person should make the perceived bully (or bullies) aware that they find their behaviour offensive, unwelcome and unacceptable, and that it needs to stop immediately.

If the behaviour continues, or if the employee or volunteer feels unable to speak to the person(s) directly, they should contact the Secretary. If the dispute is with the Secretary, then they should contact the Branch President.

Informal Intervention

Once contacted, the Secretary or President will seek to resolve the matter informally by:

- providing support and ascertaining the nature of the complaint and the wishes of the complainant
- explaining the aggrieved person's rights and responsibilities under this policy and procedures and the office enterprise agreement
- if appropriate, seeking the agreement of the parties to engage in mediation through an agreed external person.

During this informal intervention the respondent will be made aware of the allegations being made against them and given the right to respond. Interventions at this stage should adopt a confidential, non-confrontational approach with a view to resolving the issue.

This informal intervention will be complete when all parties are satisfied that the matter has been dealt with appropriately. This may include:

- the alleged harasser respecting the individual's request to cease unwanted and unwelcome behaviour
- the complainant accepting that the behaviour is not properly described as bullying
- the Secretary or President taking specific action to eliminate the bullying

However if any party remains aggrieved then they may refer the matter formally to the Fair Work Commission.

Formal Intervention by Fair Work Commission

In the event that any party refers the dispute to the Fair Work Commission under the Dispute Avoidance/Settlement Procedures or makes an application to the Fair Work Commission for an order to stop the bullying, the Secretary or President will ensure that:

- all parties are provided fair and reasonable support to prepare their case including access to one free consultation with the Union lawyers
- all parties are advised that any costs associated with the formal intervention or the application must be met by the individual incurring the cost, unless prior approval has been given by Branch Executive
- the Union itself takes all necessary action to prepare, if appropriate, its case.

The Union's action to prepare its case may include:

- Clarifying the complaint and obtaining a step-by-step account of the incident/s. In serious cases, more than one interview may be necessary
- Documenting all such interviews accurately and avoiding irrelevant information. This record will include parties involved, timing, location, and nature of conduct complained against
- Keeping records and filing them in a confidential and secure place. These records should be kept for a period of seven years. Under no circumstances will records be placed on the complainant's personnel file
- Organising an investigation, which could involve (but is not be limited to):
 - a private interview to ascertain the facts and to find what the complainant expects to happen as a result of making the complaint
 - an interview with the alleged bully(ies) to ascertain their defence
 - interviews with other employees, volunteers or individuals who may be able to assist
 - keeping all parties informed and document all investigation actions and outcomes
 - Examination of any relevant evidence and documents. Such evidence may include:
 - supporting (or contradictory) evidence provided by medical practitioners, counsellors, family members, friends, or co-workers
 - Supervisors' reports and personnel records
 - records kept by the person claiming to have been bullied
 - information on whether the evidence was presented by the parties in a credible and consistent manner and
 - information on the absence of evidence where it should logically exist.
- Providing affected employees/volunteers with alternative working arrangements to avoid further conflict while the bullying complaint is being investigated. The parties may also require counselling to develop coping strategies for dealing with the situation while the problem is being resolved
- providing an opinion to the Fair Work Commission, based on the evidence collected, as to whether or not bullying has occurred

- determining a recommendation to the Fair Work Commission, if the Union is of the opinion that bullying has occurred, about an appropriate course of action to be taken. Possible courses of action may include, but will not be limited to, any combination of the following:
 - counselling
 - disciplinary action against the bully or bullies (e.g. demotion, transfer, suspension, probation or dismissal)
 - official warnings that are noted in the bully or bullies' personnel file
 - if there is strong evidence that the complaint was vexatious or malicious, disciplinary action against the person who complained
 - formal apologies and undertakings that the behaviour will cease
 - conciliation/mediation conducted by an impartial third party, where the parties to the complaint agree to a mutually acceptable resolution
 - compensation from the Union. (e.g. reinstatement of leave taken)

In determining its recommendation about appropriate action the Union will consider factors such as:

- the severity and frequency of the bullying;
- the wishes of the person who was subjected to the offensive behaviours;
- whether the bully could have been expected to know that such behaviour was a breach of policy;
- the level of contrition shown by the bully;
- whether there have been any prior incidents or warnings.

If the Fair Work Commission determines that bullying has occurred, or that vexatious or malicious accusations have been made, the Secretary or President must place on file a summary of the complaint and the action taken. A copy may be placed in the respondent's personnel file.

If there is insufficient proof to decide whether or not bullying has occurred, the Secretary or President will:

- consider whatever advice is given by the Fair Work Commission;
- remind those involved of expected standards of conduct;
- conduct, if necessary, further training awareness raising sessions for staff and volunteers;
- monitor the situation carefully.

The Secretary or President will monitor the outcome to ensure that the offensive behaviour has ceased, and that no party has been victimised. This may involve follow-up interviews. If there has been any substantiated victimisation, appropriate disciplinary procedures will be followed.

Procedures for Dealing with Criminal Conduct

Some forms of severe bullying (physical attack, for example, or obscene phone calls) may constitute criminal conduct.

While the Union is committed to treat most complaints about bullying at an organisational level as far as possible, this type of conduct is not suited to internal resolution. Such complaints should be treated by the criminal justice system.

In relation to alleged criminal offences such as physical attack the Secretary or President must be advised and the aggrieved person informed of the option of police support or intervention. It is not the obligation or duty of the Union to report such matters to the police on behalf of the complainant.

RELATED DOCUMENTS

- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- *Fair Work Act 2009* (as amended)
- Affirmative Action Policy (POL005)
- Eliminating Sexual Harassment Policy (POL023)
- Equal Employment Opportunity Policy (POL027)

AUTHORISATION

Secretary
AEU ACT Branch

ELIMINATION OF SEXUAL HARASSMENT POLICY

Policy number	POL023	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union recognises:

- it is the right of every elected official, employee and volunteer to be able to attend work and to perform their duties without being subjected to any form of sexual harassment and
- it is the right of every member to be involved with the operation of the Union without being subjected to any form of sexual harassment.

Equally, it is the obligation and responsibility of:

- every elected official, employee and volunteer to ensure that the workplace is free from sexual harassment
- every member who is, from time to time, involved in the operation of the Union to ensure that the workplace is free from sexual harassment.

The Union is fully committed to its obligation to eliminate sexual harassment in the workplace.

PURPOSE

The purpose of this document is to outline the Union's position on sexual harassment and to document the process that is to be followed should any grievances arise.

DEFINITIONS

'Sexual harassment' means any unwelcome sexual advance, unwelcome request for sexual favours, or other unwelcome conduct of a sexual nature that makes a person feel offended, humiliated or intimidated, and where that reaction is reasonable in the circumstances. This definition should be read so as to comply with the meaning given to 'sexual harassment' within the Federal Sex Discrimination Act 1984. Examples of sexual harassment include, but are not limited to,

- intrusive enquiries into an employee's private life;
- unwelcome reference to their sexuality or physical appearance;
- unwanted body touching or physically molesting a person;
- standing too close;
- excessively lengthy handshakes;
- unwanted brushing against another's body;
- indecent exposure;
- obscene, suggestive or offensive communications, including electronic mail;
- pornographic or offensive posters, handouts or screensavers;
- sexual jokes or anecdotes;
- leering or staring;
- unwanted sexual compliments or excessive flirting
- sexual assault.

Behaviour that is based on mutual attraction, friendship and respect is not sexual harassment.

POLICY

The Union will not tolerate sexual harassment under any circumstances. Responsibility lies with all elected officials, members and employees/volunteers to ensure that sexual harassment does not occur in the workplace.

Both the Territory *Discrimination Act 1991* and the Federal *Sex Discrimination Act 1984* provide that sexual harassment is unlawful. The Union considers that legislative obligations under the Acts establish minimum standards of behaviour for all elected officials, members and employees/volunteers.

The principles set out in this policy are intended to apply to any work-related context, including conferences, work functions, social events and business trips.

No elected official, member, employee or volunteer at any level should subject any other person in the Union workplace to any form of sexual harassment.

The Union has a duty of care to provide a safe workplace. Any allegations of workplace bullying that are reported must be investigated.

Any reports of sexual harassment will be treated seriously and promptly with sensitivity. Such reports will be treated as completely confidential up to the point where a formal or informal complaint is lodged against a particular person, at which point that person must be notified under the rules of natural justice.

Complainants have the right to determine how to have a complaint treated, to have support or representation throughout the process, and the option to discontinue a complaint at any stage of the process.

The alleged harasser also has the right to have support or representation during any investigation, as well as the right to respond fully to any formal allegations made. There will be no presumptions of guilt and no determination made until a full investigation has been completed.

No elected official, member, employee or volunteer will be treated unfairly as a result of rejecting unwanted advances. Disciplinary action may be taken against anyone who victimises or retaliates against a person who has complained of sexual harassment, or against any person who has been alleged to be a harasser.

All parties have the right to seek the assistance of the relevant tribunal or legislative body to assist them in the resolution of any concerns.

Should the Secretary, Business Manager or Lead Organiser fail to take appropriate corrective action when aware of harassment of a person then they will be subject to disciplinary action.

AUTHORISATION

Secretary
AEU ACT Branch

ELIMINATION OF SEXUAL HARASSMENT PROCEDURES

Procedures number	PROC023	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that:

- They understand and are committed to the rights and entitlements of all employees to attend work and perform their duties, without fear of being sexually harassed in any form;
- They understand what constitutes an act of sexual harassment;
- All reasonable steps are taken to eliminate sexual harassment;
- All employees and volunteers are regularly made aware of their obligations in relation to providing a workplace free from sexual harassment;
- They provide an environment which discourages harassment and victimisation and set an example by their own behaviour;
- One Equal Employment Opportunity Contact Officer is appointed, trained and known to all staff;
- They treat all complaints seriously and confidentially;
- They take immediate and appropriate corrective action if they become aware of any offensive action.
- Guidance and education is provided, where requested and/or appropriate, to cases and subsequent decisions relating to sexual harassment;
- Managers are aware of their obligations and responsibilities in relation to sexual harassment, and the rights and entitlements of their employees and volunteers;
- Ongoing support and guidance is provided to all employees in relation to the prevention of sexual harassment.

PROCEDURES

Dispute Avoidance/Settlement Procedures

A person who believes they are the subject of sexual harassment within the Union workplace should seek to resolve the matter through the Dispute Avoidance/ Settlement Procedures contained in Clause 10 of the AEUACT Officer and Employee Enterprise Agreement 2011-2014. However this does not prevent the person from taking appropriate action in accordance with the *Sex Discrimination Act 1984 (Cwlth)* or the *Discrimination Act 1991 (ACT)*.

In accordance with these procedures, if appropriate, the aggrieved person should make the perceived harasser aware that they find their behaviour offensive, unwelcome and unacceptable, and that it needs to stop immediately.

If the behaviour continues, or if the employee or volunteer feels unable to speak to the person(s) directly, they should contact the Secretary. If the dispute is with the Secretary, then they should contact the Branch President.

Informal Intervention

Once contacted, the Secretary or President will seek to resolve the matter informally by:

- providing support and ascertaining the nature of the complaint and the wishes of the complainant
- explaining the aggrieved person's rights and responsibilities under the relevant anti-discrimination legislation, this policy and procedures and the office enterprise agreement
- if appropriate, seeking the agreement of the parties to engage in mediation through an agreed external person.

During this informal intervention the respondent will be made aware of the allegations being made against them and given the right to respond. Interventions at this stage should adopt a confidential, non-confrontational approach with a view to resolving the issue.

This informal intervention will be complete when all parties are satisfied that the matter has been dealt with appropriately. This may include:

- the alleged harasser respecting the individual's request to cease unwanted and unwelcome behaviour
- the complainant accepting that the behaviour is not properly described as sexual harassment
- the Secretary or President taking specific action to eliminate the sexual harassment

However, if any party remains aggrieved then they may refer the matter formally to the appropriate tribunal (e.g. The Fair Work Commission, the ACT Human Rights Commission or the Australian Human Rights Commission)

Formal Intervention by a Tribunal

In the event that any party refers the dispute to the Fair Work Commission under the Dispute Avoidance/Settlement Procedures or refers the matter to the appropriate alternative tribunal, the Secretary or President will ensure that:

- all parties are provided fair and reasonable support to prepare their case including access to one free consultation with the Union lawyers
- all parties are advised that any costs associated with the formal intervention must be met by the individual incurring the cost, unless prior approval has been given by Branch Executive
- the Union itself takes all necessary action to prepare, if appropriate, its case.

The Union's action to prepare its case may include:

- clarifying the complaint and obtaining a step-by-step account of the incident/s. In serious cases, more than one interview may be necessary
- Documenting all such interviews accurately and avoiding irrelevant information. This record will include parties involved, timing, location, and nature of conduct complained against
- Keeping records and filing them in a confidential and secure place. These records should be kept for a period of seven years. Under no circumstances will records be placed on the complainant's personnel file
- organising an investigation, which could involve (but is not be limited to):
 - a private interview to ascertain the facts and to find what the complainant expects to happen as a result of making the complaint
 - an interview with the alleged harasser to ascertain their defence
 - interviews with other employees, volunteers or individuals who may be able to assist
 - keeping all parties informed and document all investigation actions and outcomes

- Examination of any relevant evidence and documents. Such evidence may include:
 - supporting (or contradictory) evidence provided by medical practitioners, counsellors, family members, friends, or co-workers
 - Supervisors' reports and personnel records
 - records kept by the person claiming to have been harassed
 - information on whether the evidence was presented by the parties in a credible and consistent manner and
 - information on the absence of evidence where it should logically exist.
- Providing affected parties with alternative working arrangements to avoid further conflict while the complaint is being investigated. The parties may also require counselling to develop coping strategies for dealing with the situation while the problem is being resolved
- providing an opinion to the Fair Work Commission or alternative tribunal, based on the evidence collected, as to whether or not sexual harassment has occurred
- Determining a recommendation to the Fair Work Commission or alternative tribunal, if the Union is of the opinion that sexual harassment has occurred, about an appropriate course of action to be taken. Possible courses of action may include, but will not be limited to, any combination of the following:
 - counselling
 - disciplinary action against the harasser (e.g. demotion, transfer, suspension, probation or dismissal)
 - official warnings that are noted in the harasser's personnel file
 - if there is strong evidence that the complaint was vexatious or malicious, disciplinary action against the person who complained
 - formal apologies and undertakings that the behaviour will cease
 - conciliation/mediation conducted by an impartial third party, where the parties to the complaint agree to a mutually acceptable resolution
 - compensation from the Union. (e.g. reinstatement of leave taken)

In determining its recommendation about appropriate action the Union will consider factors such as:

- the severity and frequency of the harassment;
- the wishes of the person who was subjected to the offensive behaviours;
- whether the harasser could have been expected to know that such behaviour was a breach of policy;
- the level of contrition shown by the harasser;
- whether there have been any prior incidents or warnings.

If the Fair Work Commission or the alternative tribunal determines that sexual harassment has occurred, or that vexatious or malicious accusations have been made, the Secretary or President must place on file a summary of the complaint and the action taken. A copy may be placed in the respondent's personnel file.

If there is insufficient proof to decide whether or not bullying has occurred, the Secretary or President will:

- consider whatever advice is given by the Fair Work Commission or alternative tribunal;
- remind those involved of expected standards of conduct;
- conduct, if necessary, further training awareness raising sessions for staff and volunteers;
- monitor the situation carefully.

The Secretary or President will monitor the outcome to ensure that the offensive behaviour has ceased, and that no party has been victimised. This may involve follow-up interviews. If there has been any substantiated victimisation, appropriate disciplinary procedures will be followed.

Procedures for Dealing with Criminal Conduct

Some forms of severe sexual harassment (e.g. sexual assault, stalking, indecent exposure, physical molestation, obscene phone calls) may constitute criminal conduct.

While the Union is committed to treat most sexual harassment complaints at an organisational level as far as possible, this type of conduct is not suited to internal resolution. Such complaints should be treated by the criminal justice system.

In relation to alleged criminal offences such as rape or sexual assault the Secretary or President must be advised and the aggrieved person informed of the option of police support or intervention. Unless the matter fits a mandatory reporting requirement under legislation, it is not the obligation or duty of the Union to report such matters to the police on behalf of the complainant.

RELATED DOCUMENTS

- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- *Sex Discrimination Act 1984*
- *Discrimination Act 1991*
- Affirmative Action Policy (POL005)
- Eliminating Sexual Harassment Policy (POL023)
- Equal Employment Opportunity Policy (POL027)

AUTHORISATION

Secretary
AEU ACT Branch

EMAIL RETENTION AND STORAGE POLICY

Policy number	POL024	Version	002
Drafted by	PM	Approved by Branch Executive on	12 November 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The rise to predominance of electronic communication mandates electronic message management systems comparable to existing hard copy filing systems.

Elected Officials, employees and volunteers of the Union acquire no rights in any material, electronic or otherwise, created by in the course of their employment, or accessed on Union equipment.

PURPOSE

The purpose of this policy is to determine what information sent or received by email should be retained and for how long.

POLICY

All information sent or received by email will be retained on the Union server for a period of 7 years.

All financial records sent or received by email will be printed off as a paper-based record and stored in accordance with the Records Management Policy.

All other records sent or received by email that are required to be stored for longer than 7 years will be printed off as a paper-based record then stored and disposed of in accordance with the Records Management Policy.

AUTHORISATION

Secretary
AEU ACT Branch

EMAIL RETENTION AND STORAGE PROCEDURES

Procedures number	PROC024	Version	002
Drafted by	PM	Approved by Branch Executive on	12 November 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Business Manager to ensure that this policy is implemented.

It is the responsibility of the Secretary, all employees and volunteers to ensure that their usage of email conforms to this policy.

PROCEDURES

The Business Manager will ensure that:

- all information sent or received by email is retained on the Union server for a period of 7 years
- backup discs and/or secure offsite storage arrangements for all data contained within the Union's server is maintained
- all financial records sent or received by email are printed off and archived as a paper-based record and stored in accordance with the Records Management Policy.
- all other records sent or received by email that are required to be stored for longer than 7 years will be printed off as a paper-based record then stored and disposed of in accordance with the Records Management Policy.

RELATED DOCUMENTS

- Copyright Policy (POL020)
- Records Management Policy (POL048)

AUTHORISATION

Secretary
AEU ACT Branch

EMPLOYMENT REFERENCES POLICY

Policy number	POL025	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

Exchange of information between employers maximises the opportunity for employees to be fitted into the positions for which they are best suited. Where possible, the Union wishes to provide and receive accurate information on the individuals with whom it deals. However, some routine precautions are necessary to safeguard the organisation against litigation.

PURPOSE

This policy seeks to ensure that the information needs of the Union, the individuals, and the other organisations concerned are met in a manner that places no party at risk of misunderstanding or conflict.

DEFINITIONS

'References' refers to material obtained or provided, in confidence or otherwise, to prospective employers to be used to assess a candidate's suitability for a post.

The purpose of references is to obtain information from a third party, providing a factual check on a candidate's employment history, qualifications, experience and/or an assessment of the candidate's suitability for the post in question.

Seeking employment references is a separate matter from requiring police record checks, and this policy does not apply to police record checks.

POLICY

Giving references

The Union will, in most cases, provide references for employees and ex-employees where this is their wish. However, there is no obligation on the organisation to do so.

Requiring references

In the case of permanent and contract positions of greater than 6 months duration

As part of the recruitment and selection process the Union requests two referees from all applicants and prospective employees, those two referees normally being their current or immediately previous employer and, as far as practical, a second employer. If an applicant has not been employed previously, or is not able to offer their previous employer as a referee, they will be asked to provide an academic and a character referee. References and other pre-employment checks must be deemed as satisfactory before a formal offer of employment can be made.

In the case of casual, short-term contracts up to 6 months in duration or volunteer positions

As part of the recruitment and selection process the Union may, at the discretion of the selection committee, request two referees from applicants but is not obliged to do so, except in relation to positions involving significant financial responsibility.

AUTHORISATION

Secretary
AEU ACT Branch

EMPLOYMENT REFERENCES PROCEDURES

Procedures number	PROC025	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It shall be the responsibility of the Secretary to ensure that all members of staff and elected officials who may be involved in recruitment processes and/or provision of reference checks are aware of the policy and to monitor compliance with the policy.

It shall be the responsibility of each person involved in the recruitment processes to follow these procedures.

PROCEDURES

Giving references

References will be provided only to appropriate parties. Before providing a reference, the staff member or elected official should verify the identity of the person requesting the reference. If in doubt about the identity of the person requesting the reference, the staff member or elected official should ask for the request in writing. The staff member should not give out any information to parties who do not have a legitimate 'need to know'.

Written references shall be clearly marked 'Private and Confidential' on the cover page and shall be sent to an appropriate individual in the organisation seeking the reference.

In considering whether to give a reference, and in determining the content of any such reference, referees must not discriminate on any grounds covered in relevant legislation. Current legislation states that it is illegal to discriminate, victimise, harass or vilify on the basis of:

- sex;
- sexual harassment;
- pregnancy;
- potential pregnancy;
- marital/domestic status;
- disability;
- race, colour, national extraction, social origin, descent, and ethnic, ethno-religious or national origin;
- age, compulsory retirement;
- family responsibilities, family status, status as a parent or carer;
- racial vilification;
- homosexual vilification;
- HIV/AIDS vilification;
- religious belief or activity;
- political belief or activity;
- physical features;
- industrial activity;
- employer association activity;
- trade union activity;

- breastfeeding;
- sexuality;
- transsexuality;
- transgender;
- profession, trade, occupation or calling;
- medical record; and
- criminal record

When providing references, referees shall

- take reasonable care;
- provide information which is as far as possible true, accurate and fair, and which does not give a misleading impression;
- provide only honest opinions;
- express opinions as opinions rather than statements of fact; and
- limit the information given to the employee's job-related performance.

A staff member or elected official can act as a personal referee for any individual. However, such references must be made on the staff member's or elected official's own notepaper and must say that the reference is being made in a personal capacity. On no account should a personal reference be written on the Union's letterhead or in any way suggest that Union endorses the reference.

Requiring references

Where possible, references should be obtained directly from the referee. Selection panels should not rely on references provided by candidates, or open references (addressed 'to whom it may concern'), unless their authenticity and accuracy have been independently checked.

After the selection interviews have been completed the selection panel:

- will determine which, if any, candidate references need to be checked as per this policy
- may, at its discretion, seek written references and/or telephone references.
- Should, where telephone references are sought,
 - Consider the Reference Check Guidelines in Appendix A;
 - Ensure they are speaking to the appropriate person in the organisation;
 - Make it clear to the referee that they are making notes, that a copy of the notes may be provided to the person if they request it, and that the referee's name will also be disclosed;
 - Be sensitive that legal considerations may limit the amount of data/information a referee is prepared to give; and
 - Make clear notes of their conversation and place these on file at the earliest opportunity with the other material relating to the appointment.
- Will ensure that copies of written references and notes of telephone references are kept on the employee's personnel file
- May, if these references and any other appropriate pre-employment checks are satisfactory, formally offer the successful candidate the position.

Related Documents

- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- *Discrimination Act 1991*
- *Fair Work Act 2009*
- *Sex Discrimination Act 1984*
- Affirmative Action Policy (POL005)
- Eliminating Sexual Harassment Policy (POL023)
- Equal Employment Opportunity Policy (POL027)
- Staff Recruitment Policy (POL055)

AUTHORISATION

Secretary
AEU ACT Branch

APPENDIX A

REFERENCE CHECK GUIDELINES

Reference checks is a selection technique designed to confirm information obtained from a candidate by discussing the candidate's performance with previous supervisors.

Ideally, a minimum of two referees should be contacted (preferably the candidate's two most recent employers).

Some tips for conducting a successful reference check are:

- Plan your call in advance, but be flexible. The conversation may not proceed exactly as planned. As with interviewing, reference checking gets easier with practice.
- Introduce yourself immediately, stating your position with your organisation and explain the purpose of your call. Ask if the referee is available for discussion, and if not, arrange to call again later.
- Be yourself. Relax and attempt to establish a rapport with the person to whom you're speaking.
- Mention that the candidate is one of several being considered for a position in your organisation, and confirm the accuracy of the employment information provided by the candidate (e.g. dates of employment, job duties and anything else that is relevant).
- Take notes as the referee speaks.
- Tell the referee about the position for which the candidate is being considered. This makes the exchange of relevant information easier.
- Let the referee talk freely. As with interviewing, open-ended questions and follow-up statements will work best. Listen for obvious pauses and be ready to probe for further information; if you reach a dead end with a particular topic, leave it and return later if necessary.
- Don't end the conversation until you have sufficient information. Use summary statements to clarify ambiguous answers. Finish your conversation by asking 'Would you re-hire this applicant if you had the opportunity?'
- Confirm that the referee is comfortable that the information disclosed is covered by the Federal Privacy Legislation.
- Thank the referee for their help.

ENVIRONMENTAL SUSTAINABILITY POLICY

Policy number	POL026	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union aspires to minimise its impact on our environment and maximise the effective use of resources. We strive to achieve this by increasing communication and awareness of our efforts in accordance with this policy and fostering responsible environmental behaviour amongst staff, elected officials and members at all levels.

PURPOSE

This Environmental Sustainability Policy is intended to integrate a philosophy of sustainable development into all the Union's activities and to establish and promote sound environmental practice in our operations.

POLICY

The Union commits itself to minimising its impact on our environment through:

- Providing a safe and healthful workplace;
- Being an environmentally responsible neighbour in our community;
- Conserving natural resources by reusing and recycling;
- Using, in our own operations, processes that do not adversely affect the environment;
- Ensuring the responsible use of energy throughout the organisation;
- Participating in efforts to improve environmental protection and understanding;
- Using our own professional expertise, where possible, to assist in the development of solutions to environmental problems;
- Annually evaluating the implementation of this policy as part of its Annual Report;
- Working with suppliers who promote sound environmental practices; and
- Enhancing awareness among our employees, elected officials, and members – educating and motivating them to act in an environmentally responsible manner.

AUTHORISATION

Secretary
AEU ACT Branch

ENVIRONMENTAL SUSTAINABILITY PROCEDURES

Procedures number	PROC026	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It shall be the responsibility of the Branch Executive to establish and maintain policies and procedures and to bring these procedures into effect.

It shall be the responsibility of the Secretary to ensure implementation of these policies and procedures.

PROCEDURES

In order to implement this policy the Union will:

1. Develop clear guidelines for staff, volunteers and users to adopt sound environmental work practices, and adequate training will be provided to ensure these practices are carried out.
2. Act promptly and responsibly to correct incidents or conditions that endanger health, safety, or the environment. It will promptly report any such incidents to the relevant authorities, and inform affected parties as appropriate.
3. Where feasible, reuse and recycle materials, purchase recycled materials, and use recyclable packaging and other materials.
4. Ensure that its services and products are safe, efficient in their use of energy, protective of the environment, and able to be reused, recycled or disposed of safely.
5. In its operations, minimise materials and energy use, prevent air, water, and other pollution, and dispose of waste safely and responsibly.
6. In its operations, conserve energy by improving energy efficiency and giving preference to renewable over non-renewable energy sources when feasible.
7. Where appropriate, utilise its particular knowledge and experience to contribute to environmentally sustainable techniques, technology, knowledge and methods.
8. Meet or exceed all applicable government requirements for environmental sustainability in its area of operation,
9. In order to continually improve its environmental management system, annually evaluate the implementation of this policy as part of its Annual Report;
10. Maintain an open and honest dialogue with staff, elected officials and members about the environmental, health and safety performance of its operations and services.
11. Ensure that every employee and elected official is informed of and requested to follow this policy and to report any environmental, health, or safety concern to management so that prompt action may be taken.
12. Include in its criteria for selection of suppliers and contractors their environmental performance.
13. Consider not investing in companies whose business operations conflict with, or detract from, the environmental objectives of this policy.

RELATED DOCUMENTS

- Relevant government legislation and regulations
- AEU ACT Branch Code of Ethics Policy (POL001)

AUTHORISATION

Secretary
AEU ACT Branch

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Policy number	POL027	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union recognises that Equal Employment Opportunity is a matter of employment obligation, social justice and legal responsibility. It also recognises that prohibiting discriminatory policies and procedures is sound management practice.

This policy has been designed to facilitate the creation of a workplace culture that maximises organisational performance through employment decisions. These decisions will be based on real business needs without regard to non-relevant criteria or distinctions, and will ensure that all decisions relating to employment issues are based on merit.

PURPOSE

This policy is designed to ensure that the Union promotes a non-discriminatory, EEO workplace and complies with all of its obligations under the relevant legislation and its own related policies.

DEFINITIONS

'Discrimination' consists of treating an individual with a particular attribute less favourably than an individual without that attribute or with a different attribute under similar circumstances. It can also involve seeking to impose a condition or requirement on a person with an attribute who does not or cannot comply, while people without that attribute do or can comply.

'Equal Employment Opportunity' (EEO) consists of ensuring that all employees are given equal access to training, promotion, appointment or any other employment related issue without regard to any factor not related to their competency and ability to perform their duties.

'Victimisation' happens where an employee is treated harshly or subjected to any detriment because they have made a complaint of discrimination or harassment. Victimisation will also happen if a person is subjected to a detriment because they have furnished any information or evidence in connection with a discrimination complaint.

POLICY

The Union is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment.

Every person will be given a fair and equitable chance to compete for appointment, promotion or transfer, and to pursue their career as effectively as others.

Consistent with this, the Union will not condone, and regards as unfair, all forms of unlawful discrimination or vilification, including that which relates to:

- gender;
- pregnancy;
- potential pregnancy;
- marital/domestic status;
- disability;
- race, colour, national extraction, social origin, descent, and ethnic, ethno-religious or national origin;
- age;
- family responsibilities, family status, status as a parent or carer;
- racial classification;
- sexuality;
- HIV/AIDS vilification;
- religious belief or activity;
- political belief or activity;
- industrial activity;
- employer association activity;
- trade union activity;
- physical features;
- breastfeeding;
- transsexuality;
- transgender;
- profession, trade, occupation or calling;
- medical record; and
- criminal record.

In all cases no factors other than performance and competence are to be used as the basis for performance assessment, training and development opportunities and promotions.

AUTHORISATION

Secretary
AEU ACT Branch

EQUAL EMPLOYMENT OPPORTUNITY PROCEDURES

Procedures number	PROC027	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that:

- the Branch Executive and all employees are aware of their obligations, responsibilities and rights in relation to equal employment opportunity;
- the equal employment opportunity principles and legislation are applied in the workplace;
- all decisions relating to appointment, promotion and career development are made without regard to any matters other than the individual's inherent ability to carry out the job;
- the Union provides an environment which encourages equal employment opportunity and sets an example by their own behaviour;
- any matter which does not comply with the principles of equal employment opportunity are identified and addressed as promptly and sensitively as possible;
- ongoing support and guidance is provided to all employees in relation to equal employment opportunity principles and practice.

It is the responsibility of all employees, elected officials and volunteers to ensure that:

- they treat all colleagues and members with respect and professionalism without regard to non-relevant criteria or distinctions.

PROCEDURES

The Union must make all decisions relating to appointment, promotion and career development without regard to any matters, other than the individual's inherent ability to carry out the position. Any concerns or queries should be directed to the Branch Secretary.

Employees who believe they are being treated unfairly as a result of discrimination should raise the matter in accordance with the Dispute Avoidance/Settlement Procedures of the AEUACT Officer and Employee Enterprise Agreement 2011-2014 and the Staff Dispute Resolution Policy.

RELATED DOCUMENTS

- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- *Discrimination Act 1991*
- *Sex Discrimination Act 1984*
- Affirmative Action Policy (POL005)
- Eliminating Sexual Harassment Policy (POL023)
- Equal Employment Opportunity Policy (POL027)

AUTHORISATION

Secretary
AEU ACT Branch

FAMILY FRIENDLY POLICY

Policy number	POL028	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union is committed to fostering flexibility in employment arrangements to achieve the optimum balance between work and family responsibilities for all employees.

PURPOSE

Work flexibilities ensure that employees are able to balance work and family commitments while taking into account organisational needs.

POLICY

The Union will apply all work/life balance initiatives contained in the ACT DET Teaching Staff Enterprise Agreement 2011-2014 and the AEUACT Officer and Employee Enterprise Agreement 2011-2014 including:

- Parental/Maternity/bonding leave
- Personal/Carer's/Family leave
- Bereavement leave
- Child care arrangements
- Flexible working arrangements

Staff are encouraged to voice their opinions about the availability, accessibility and application of flexible work arrangements in the Union office.

The Secretary and other supervisors should

- become role models for flexibility, where possible accessing flexible work arrangements themselves;
- become knowledgeable about the range of flexibility options available and how to manage them;
- have the practical skills and confidence to lead a team with different working arrangements;
- track the career progression of staff who are working flexibly to ensure they have access to all training and other benefits and to ensure that they suffer no discrimination in opportunities for promotion;
- evaluate the outcomes of the arrangement and look for improvements; and
- seek appropriate training if lacking in any of the skills necessary to properly administer this program.

Documenting agreed family-friendly provisions enables both the Union and its employees to have a clear understanding of the available provisions and how they can be accessed.

AUTHORISATION

Secretary
AEU ACT Branch

FAMILY FRIENDLY PROCEDURES

Procedures number	PROC028	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It shall be the responsibility of the Branch Secretary to ensure that the procedures specified in this policy are implemented appropriately.

PROCEDURES

Procedures and arrangements for all relevant leave arrangements, including

- parental/maternity/bonding leave,
- personal/carer's/family leave,
- bereavement leave,
- child care arrangements and
- flexible working arrangements

shall be as set out in the ACT DET Teaching Staff Enterprise Agreement 2011-2014 and the AEUACT Officer and Employee Enterprise Agreement 2011-2014.

These industrial agreements take into account the minimum requirements of the National Employment Standards contained in the *Fair Work Act 2009*.

Documentation of procedures

The available family-friendly workplace provisions will be discussed with the employee at commencement of the position, and as requested or required thereafter.

Any provisions agreed by the Secretary to apply will be recorded on the employee's file.

As staff and organisational needs change over time the specific family-friendly provisions applying will be regularly reviewed by the relevant supervisor and the employee. The Secretary will also ensure that the provisions remain consistent with applicable legislation and do not become outdated or irrelevant to the employee or the Union.

RELATED DOCUMENTS

- ACT DET Teaching Staff Enterprise Agreement 2011-2014
- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- *Fair Work Act 2009*

AUTHORISATION

Secretary
AEU ACT Branch

FINANCIAL MANAGEMENT AND GOVERNANCE POLICY

Policy number	POL029	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

Financial management and governance in the Union is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision and accountability of the organisation.

Branch Executive members, subject to the control of Branch Council, take ultimate responsibility for the financial management and governance of the Union.

PURPOSE

This policy:

- is intended to clarify the content of the Union's rules by clearly defining the financial management and governance roles and responsibilities of Branch Executive and the Branch Secretary
- incorporates the underlying principle of open, transparent accountability into all aspects of financial management and governance of the Union.

POLICY

The Branch Executive is an elective, representative, and collective body.

- It is **elective**, in that the determination of Executive members is the prerogative of members through the election process.
- It is **representative**, in that no member can be mandated by their constituency to adopt a particular position if they do not believe it to be in the best interests of the Union. Whatever the constituency of any member, all members are committed to acting selflessly and making decisions and voting on governance decisions solely in the best interests of the Union.
- It is **collective**, in that while each member should put the point of view of their constituency, and each member has the right to argue for their own point of view and to vote for that position, once a collective decision has been taken Executive members are required to support that decision.

The function of the Branch Executive is to collectively ensure the delivery of the Union's objects, to set its strategic direction, and to uphold its values. The Executive should collectively be responsible and accountable for ensuring and monitoring that the Union is performing well, is solvent, and is complying with all its legal, financial, and ethical obligations.

The responsibilities of the Executive, subject only to the control of Branch Council, include:

- Compliance monitoring – ensuring compliance with the objects, purposes and values of the Union as expressed in its rules and ensuring that the Union complies with all relevant laws, regulations and regulatory requirements
- Organisational governance – setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance against them
- Strategic planning – reviewing and approving strategic direction and initiatives
- Financial monitoring – reviewing the Union’s budget and business plan, monitoring management and financial performance to ensure the solvency, financial strength and good performance of the Union
- Financial reporting – considering and approving annual financial statements for presentation to Branch Council and required reports to government;
- Delegation structure – setting and maintaining a framework of delegation and internal control through a Delegation Register
- Leadership monitoring – monitoring the performance of the Branch Secretary
- Succession and remuneration planning – planning for Branch Executive and Branch Secretary succession, and determining remuneration for all staff
- Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the Union; agreeing or ratifying all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise
- Dispute management – dealing with and managing conflicts, in accordance with the Union rules and the Office Enterprise Agreement, including conflicts arising between Executive members, staff, the Secretary or members
- Social responsibility – considering the social, ethical and environmental impact of all activities and operations and ensuring that these are acceptable
- Executive performance and composition – evaluating and improving the performance of the Executive

The responsibility of the Branch Secretary is to address key management and operational issues within the direction and the policies laid down by the Branch Executive or Branch Council and in accordance with the duties described in the Union’s rules, including

1. Developing and implementing management strategies and making recommendations to the Executive on significant strategic initiatives
2. As a member of the Human Resource Committee, making recommendations for the appointment of staff and determining terms of appointment
3. Overseeing the evaluation of performance, and developing and maintaining succession plans for staff
4. Developing the annual budget and managing day-to-day operations within the budget
5. Fulfilling the responsibilities as Chair of the Finance Sub-Committee
6. Keeping the Executive and regulators informed about any developments with a material impact on the Union’s performance; and
7. Managing day-to-day operations in accordance with agreed standards for social, ethical and environmental practices.

Involvement with operational matters

The Branch Executive should focus on the strategic direction and the core policies of the Union, and, other than through specifically appointed Committees, avoid becoming involved in day-to-day operational decisions. Where individual Executive members do need to become involved in operational matters, they should separate their strategic role (where they operate independently of any direction) from their operational role (where they act at the direction of the Secretary or Executive).

AUTHORISATION

Secretary
AEU ACT Branch

FINANCIAL MANAGEMENT AND GOVERNANCE PROCEDURES

Procedures number	PROC029	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It shall be the responsibility of the Branch Executive and Branch Secretary to fulfil their respective roles and responsibilities as described in the Finance Management and Governance Policy and to monitor the implementation of these procedures.

PROCEDURES

Financial Management

The Branch Executive shall establish a Finance Committee, consisting of the President, the Secretary, the Business Manager and the Finance Officer.

The responsibilities of the Finance Committee are, subject to the control of Executive, to:

- ensure that the Union's finance management practices conform to all relevant Union policies and meet the guiding principle of open, transparent accountability
- oversee the annual audit
- prepare an annual Business Plan that consists of:
 - a report on the effectiveness of the Union's financial management policies and procedures
 - the proposed annual budget
 - a full financial risk assessment, including suggested action to mitigate the risks identified and
 - the proposed investment plan for the next 12 months.
- ensure all financial legislative requirements are met
- ensure that there are appropriate internal control processes in place within the Union office that will minimise the possibility of fraud occurring , particularly in regards to electronic income and expenditure management, payments to creditors, debt collection and cash handling.

The Secretary shall Chair and convene the Finance Sub-Committee.

Governance

The Branch Executive shall as part of its regular strategic planning process:

- incorporate a full risk assessment (not just financial), including suggested action to mitigate the risks identified
- review of its own effectiveness in meeting its responsibilities.

Training

As required by the Fair Work (Registered Organisations) Act 2009 all Branch Executive and Branch Council members will undergo financial training as approved by the General Manager of the Fair Work Commission.

The Secretary will ensure that this training occurs in the time frame required by the legislation.

RELATED DOCUMENTS

- AEU ACT Branch Code of Ethics Policy (POL001)
- Access and Equity Policy (POL004)
- Audit Policy (POL007)
- Branch Executive Dispute Resolution Policy (POL010)
- Budget Planning Policy (POL014)
- Conflict of Interest Policy (POL019)
- Strategic Plan Policy (POL056)
- Transparency and Accountability Policy (POL058)
- Union Delegations Policy (POL060)

AUTHORISATION

Secretary
AEU ACT Branch

FINANCIAL TRANSACTION CARDS POLICY

Policy number	POL030	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The use of financial transaction cards, including credit and debit cards, is a major convenience for the Union and can, if properly managed, contribute to easier and more secure accounting of expenses. To achieve these benefits a number of precautionary procedures need to be put in place.

PURPOSE

The purpose of this policy is to:

- ensure that Union transactions are carried out as efficiently as possible through the use of credit cards and transaction cards as appropriate.
- guard against any possible abuse of Union transaction cards.

POLICY

Transaction cards issued to the Union by a financial institution, including those held in the name of any staff or officers on behalf of the organisation, will only be used for those activities that are a direct consequence of the cardholders' function within the Union. Their use will be monitored according to the procedures listed below. Any use of the card inconsistent with this policy and these procedures will be grounds for dismissal.

AUTHORISATION

Secretary
AEU ACT Branch

FINANCIAL TRANSACTION CARDS PROCEDURES

Procedure number	PROC030	Version	002
Drafted by	PM	Approved by Branch Secretary on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that:

- staff and Branch Executive are aware of this policy;
- any known breaches of this policy are dealt with appropriately.

It is the responsibility of all staff and Branch Executive to ensure that their usage of credit cards conforms to this policy.

PROCEDURES

Card Issue

Union financial transaction cards:

- May only be issued to the Secretary, the Finance Officer and the Business Manager
- May be cancelled at any time by a decision of the Branch Executive
- May be issued on a temporary basis and recovered afterwards
- Will be issued to a specific person, who will remain personally accountable for the use of the card. Cardholders will sign a declaration to this effect
- Must be used only by the authorised signatory.
- Will have no more than one card issued per cardholder.
- Will have credit limits as determined by the Finance Committee

Cardholder's Responsibilities

The Cardholder shall:

- In all cases obtain and retain sufficient supporting documentation to validate the expense (e.g. tax invoice) or shall in lieu provide a statutory declaration.
- Provide to the Finance Officer supporting documentation for the monthly statement from the bank
- Review the monthly statement for inaccuracies (and report these to the Secretary or to the President)
- Sign the monthly statement to verify that transactions have been made for official purposes and the goods and services listed were received
- Forward the papers to the authorised signatory for approval (the President shall authorise the expenditure of the Secretary; the Secretary shall authorise the expenditure of all other cardholders)
- Notify the bank and the Secretary (or in the case of the Secretary, the President) immediately if
 - The card is lost or stolen; and/or
 - Any unauthorised transaction is detected or suspected.
- Notify the Secretary and the bank of any change in name or contact details.
- Take adequate measures to ensure the security of the card.

- Return the card to the Secretary or President if
 - The cardholder resigns;
 - The Branch Executive determines that there is no longer a need for the cardholder to retain his or her card; or
 - The card has been cancelled by the bank.
- Be personally liable for any unauthorised transaction unless the card is lost, stolen or subject to fraud on some part of a third party.

The Cardholder shall not:

- Exceed any maximum limits set for the card from time to time.
- Obtain cash advances through the card.
- Use the card for any activities that are not a direct consequence of their function within the Union.
- Authorise their own expenditure.
- Claim double allowances (i.e. request reimbursement for an expense already paid by the card).

Card Expenditure

The card will only be used for those activities that are a direct consequence of the cardholders' function within the Union.

Where coincident and/or private expenditure occurs on the same transaction (where, for example, a person incurs a debt for personal alcohol consumption during a hotel stay) the cardholder should settle the private expense prior to charging the balance on the Union card. Where this is not possible or practical the cardholder must ensure that the private expense is reimbursed to the Union no later than when the next monthly statement is reconciled.

Where doubt exists as to whether or not an item is function-related, prior authorisation should be obtained from the Secretary (or, in the case of the Secretary's own card, the President).

The use of the corporate card for 'services of a dubious nature' is expressly prohibited. 'Services of a dubious nature' are defined as any goods or services that might bring the name of the Union into disrepute.

Card Misconduct

Wherever a breach in this policy is suspected, the Secretary (or President, if the breach is suspected to have been done by the Secretary) must follow the processes contained in the Fraud Risk Management Policy and Procedures.

RELATED DOCUMENTS

- AEU ACT Branch Code of Ethics Policy (POL001)
- Financial Management and Governance Policy (POL029)

AUTHORISATION

Secretary
AEU ACT Branch

FRAUD RISK MANAGEMENT POLICY

Policy number	POL031	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

Not-for-profit organisations, such as Unions, are as liable to fraud as commercial organisations, and effective prevention strategies need to be put in place and monitored.

PURPOSE

The purpose of this policy is

1. To ensure that all parties are aware of their responsibilities for identifying exposures to fraudulent activities and for establishing controls and procedures for preventing such fraudulent activity and/or detecting such fraudulent activity when it occurs.
2. To provide guidance to staff and Branch Executive as to action which should be taken where they suspect any fraudulent activity.
3. To provide a clear statement to staff and Branch Executive forbidding any illegal activity, including fraud for the benefit of the Union.
4. To provide assurance that any and all suspected fraudulent activity will be fully investigated.

POLICY

The Union will not tolerate fraud in any aspect of its operations.

The Union will investigate any suspected acts of fraud, misappropriation or other similar irregularity. An objective and impartial investigation, as deemed necessary, will be conducted regardless of the position, title, length of service or relationship with the organisation of any party who might be the subject of such investigation.

Any fraud shall constitute grounds for dismissal. Any serious case of fraud, whether suspected or proven, shall be reported to the police. Any person reporting a fraud, or a suspected fraud, shall suffer no penalty in their employment.

AUTHORISATION

Secretary
AEU ACT Branch

FRAUD RISK MANAGEMENT PROCEDURES

Procedures number	PROC031	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

The Branch Executive has ultimate responsibility for the prevention and detection of fraud and the Finance Committee is responsible for ensuring that appropriate and effective internal control systems are in place.

The Secretary is responsible for investigating instances of fraud reported to them and must ensure that there are mechanisms in place within the Union office to:

- Assess the risk of fraud;
- Educate employees about fraud prevention and detection; and
- Facilitate the reporting of suspected fraudulent activities.

The Business Manager should be familiar with the types of improprieties that might occur and be alert for any indications of such conduct.

All staff:

- share in the responsibility for the prevention and detection of fraud in the Union office
- have the responsibility to report suspected fraud
- who suspect fraudulent activity must immediately notify the Secretary or the President (if the suspicion is about the actions of the Secretary)

PROCEDURES

Fraud prevention accounting procedures shall be incorporated into the Union's policies relating to Cheque Signing, Reimbursement of Expenses, Financial Transaction (credit and debit) Cards, Acceptable Use of Computers, Acceptable Use of Vehicles, Mobile Phones and Office Equipment, Management and Governance, and any other relevant policies.

All complaints of suspected fraudulent behaviour must be reported to the Secretary. If the suspected perpetrator is the Secretary then the complaint should be referred to the President.

Upon notification or discovery of a suspected fraud, the Secretary (or President) will promptly arrange to investigate the fraud. The Secretary (or President) will make every effort to keep the investigation confidential; however, from time to time other members of the staff or Union (including Branch Executive) may need to be consulted in conjunction with the investigation.

After an initial review and a determination that the suspected fraud warrants additional investigation, the Secretary (or President) shall report the matter to the police for criminal investigation and to the Human Resource Sub-Committee. Legal representatives may be involved in the process, as deemed appropriate.

Once a suspected fraud is reported, immediate action will be taken to prevent the theft, alteration, or destruction of relevant records. Such actions include, but are not necessarily limited to, removing the records and placing them in a secure location, limiting access to the location where the records currently exist, and preventing the individual suspected of committing the fraud from having access to the records.

Any action taken by police shall be pursued independent of any employment-related investigation by the Human Resource Sub-Committee.

If a police investigation finds the person to be guilty then Branch Executive shall dismiss or remove them from office on the grounds of gross misconduct.

If the Human Resource Sub-Committee finds the person guilty of misconduct then it will recommend to Branch Executive an appropriate penalty, up to and including dismissal or a charge of gross misconduct.

The Union will also pursue every reasonable effort, including court ordered restitution, to obtain recovery of the losses from the offender.

No employee or member of the Union, or person acting on behalf of the Union in attempting to comply with this policy by reporting an incident or participating in an investigation, shall:

- be dismissed or threatened to be dismissed;
- be disciplined or suspended or threatened to be disciplined or suspended;
- be penalised or any other retribution imposed, or
- be intimidated or coerced,

Violation of this section of the Policy will result in disciplinary action, up to and including dismissal.

If an allegation is made in good faith, but it is not confirmed by the investigation, no action will be taken against the originator.

RELATED DOCUMENTS

- Acceptable Use of Computers, Internet and Email Policy (POL002)
- Acceptable Use of Vehicles, Mobile Phones and Office Equipment Policy (POL003)
- Cheque Signing and Electronic Banking Policy (POL015)
- Financial Transaction Cards Policy (POL030)
- Reimbursement of Expenses and Payment of Allowances Policy (POL049)
- Staff Induction Policy (POL053)
- Staff Recruitment Policy (POL055)

AUTHORISATION

Secretary
AEU ACT Branch

FREQUENT FLYER POINTS POLICY

Policy number	POL032	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

When the Secretary of the Union and staff travel by air for business purposes and they are members of a frequent flyers scheme they accumulate redeemable points.

PURPOSE

This policy clarifies the arrangements which are to apply for the use of these accumulated frequent flyer points.

POLICY

When the Secretary and staff of the Union travel for Union business then:

- A Union corporate account with Qantas and Virgin Air will be arranged
- All bookings will be done through these corporate accounts
- All frequent flyer points accumulated by each individual, in recognition of the additional work/life balance pressure such travel causes, is permitted to use the points for personal travel arrangements.
- The Secretary will be entitled to membership of an airline travel club (e.g. Qantas Club)

AUTHORISATION

Secretary
AEU ACT Branch

FREQUENT FLYER POINTS PROCEDURES

Procedures number	PROC032	Version	002
Drafted by	PM	Approved by Branch executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It shall be the responsibility of the Secretary to ensure that the procedures specified in this policy are implemented appropriately.

PROCEDURES

The Secretary and staff will generally be responsible for making their individual airline bookings, utilising the corporate accounts.

The Finance Officer will provide a copy of each corporate account statement to the relevant individuals, so that they may know the amount of frequent flyer points which have been accumulated.

The Secretary and staff will utilise the accumulated frequent flyer points for their own personal travel arrangements.

The Finance Officer will arrange for annual membership of an appropriate airline club (e.g. Qantas Club) for the Secretary.

Any issues with operation of the frequent flyer corporate accounts will be dealt with by the Finance Committee.

RELATED DOCUMENTS

- Financial Management and Governance Policy (POL029)
- Fraud Risk Management Policy (POL031)

AUTHORISATION

Secretary
AEU ACT Branch

INVESTMENT PLANNING POLICY

Policy number	POL33	Version	002
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Branch Executive is responsible for ensuring that the Union operates within a responsible, sustainable financial framework and that the organisation has adequate resources to carry out its work. The Union's Investment Plan forms an important part of fulfilling this responsibility.

PURPOSE

This policy is designed to:

- Direct the use of Union investment funds and
- Determine the Union's future financial planning strategies to ensure the organisation is able to maintain its operating budget and create growth.

POLICY

The Executive is responsible for maintaining and extending the assets of the Union, to provide for its long-term financial viability. In its stewardship of financial assets, the Executive has adopted this policy to ensure that any assets not required for the current operating budget will be invested in accordance with the Union's Investment Plan.

The purpose of the Investment Plan is to manage the cash assets not required for current operating expenses so as to maximise the earnings of such assets, while retaining security and minimising risks.

All interest and other earnings from such investments are deposited into the Union's operating account and thus become part of the annual operating budget.

The Investment Plan should be designed to ensure that the Union:

- will have funds that are utilised to achieve a balanced operating budget.
- creates capital growth and generates income.
- will have access to cash to cover current liabilities.
- will have access to cash for establishing new projects.
- will have access to cash for unforeseen expenses.

The Union's Investment Plan must conform to the following principles:

- Priorities set in the Business Plan are to be adhered to.
- Investments are to be made with low to medium risk ventures; that is, investments that provide for security of capital over the medium to long term.
- The Union will only invest with reputable, established, proven, financial institutions.
- 100% of any share portfolio will be invested with ethical investments.

Authorisation

Secretary
AEU ACT Branch

INVESTMENT PLANNING PROCEDURES

Procedures number	PROC033	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Plan	Scheduled review date	May 2015

RESPONSIBILITIES

The Secretary, in consultation with the Finance Committee, is responsible for recommending an Investment Plan portfolio for consideration by the Branch Executive in the context of the annual Business Plan.

PROCEDURES

- The Finance Committee will investigate investment options and make recommendations to the Executive, in the form of an Investment Plan, as part of the annual Business Plan. The Investment Plan must conform to the principles laid out in the Union's Investment Policy.
- The Union will, if appropriate, retain an independent investment consultant to provide advice about investment opportunities and maintain a portfolio of investments.
- The Finance Committee will annually review the performance of the investment portfolio and report to the Branch Executive.
- The Business Manager will receive information about and keep track of the progress of all investments, and report on the progress of the investments to the Secretary, who will report to the Executive.
- The Investment Plan will be reviewed every 12 months as part of the strategic planning for the Business Plan.

RELATED DOCUMENTS

- Union's Annual Budget
- Union's Annual Business Plan
- Budget Planning Policy (POL014)

AUTHORISATION

Secretary
AEU ACT Branch

LEGISLATIVE COMPLIANCE POLICY

Policy number	POL034	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The operations of Union are subject to a wide range of legal requirements, embodied in legislation, regulations, licences, codes, guidelines and similar binding instruments. These include (but are not limited to):

- Work Safety legislation
- Anti-discrimination legislation, including that relating to equal opportunity, racial vilification and disability discrimination
- Taxation legislation
- Privacy legislation
- Industrial Relations legislation

PURPOSE

This document sets out Union's policy for compliance with the law and the governance structures, responsibilities and processes that have been established to give effect to that policy.

POLICY

The Union is committed to the highest standards of integrity, fairness and ethical conduct, including full compliance with all relevant legal requirements, and requires that all its Branch Executive and Council members, officers (including its Secretary), managers, employees, volunteers and contractors acting on its behalf meet those same standards of integrity, fairness and ethical behaviour, including compliance with any legal requirement.

There is no circumstance under which it is acceptable for the Union or any of its agents to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing the Union's business.

AUTHORISATION

Secretary
AEU ACT Branch

LEGISLATIVE COMPLIANCE PROCEDURES

Procedure number	PROC034	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

The Branch Executive will:

- Review compliance management objectives and plans for legislative compliance.
- Monitor compliance performance by way of periodic management reports and assurances from the Secretary.

The Secretary will

- Oversee the preparation by the Business Manager of legislative compliance objectives and plans for review and consideration by the Branch Executive.
- Monitor performance against legislative compliance objectives and plans, and report to the Branch Executive on progress toward accomplishment of objectives.
- Where appropriate, delegate responsibility for compliance to staff with responsibility for particular sections of the legislative compliance objectives and plans.
- Oversee the performance of delegated staff in these matters, including
 - conforming to and applying relevant requirements of the law within the workplace;
 - ensuring that systems and procedures established to make the policy effective are operational;
 - ensuring that staff are trained and have the necessary knowledge and understanding to perform their duties in compliance with the policy and all relevant requirements of the law;
 - ensuring that significant compliance responsibilities and accountabilities are included in position descriptions and performance reviews;
 - reporting and investigating any incident or occurrence thought or known to constitute a breach of any legal requirement; and
 - designing and implementing system enhancements to correct weaknesses that could result in a breach of such a requirement.
- Review and report annually to the Branch Executive on the effectiveness of the management systems established to deliver legislative compliance.
- Analyse material breaches and identified compliance system weaknesses for systematic trends and ensure that any adverse trends are addressed.
- Promote a culture of effective legislative compliance across the Union.
- Provide formal assurance to the Branch Executive as to the state of compliance of the Union.

All staff, volunteers and contractors, at all levels, will

- Ensure that they are aware of any legal requirements that apply to their work activities and that they comply with them.
- Report all incidents of breaches of legal requirements.
- Where appropriate, suggest ways in which practices, systems and procedures could be improved so as to reduce the likelihood of a breach occurring.

PROCEDURES

The Branch Executive will, at least once a year, feature as an agenda item the monitoring of compliance performance.

Legislative compliance objectives and plans will be prepared by the Business Manager, overseen by the Secretary, approved by the Branch Executive, and held on file.

RELATED DOCUMENTS

- Legislative Compliance Objectives and Plans
- Relevant Legislation as detailed below:

ACT Legislation	Commonwealth Legislation
<i>ACT Teacher Quality Institute Act 2010</i>	<i>Age Discrimination Act 2004</i>
<i>Holidays Act 1958</i>	<i>Copyright Act 1968 and Copyright Amendment (Digital Agenda) Act 2000</i>
<i>Human Rights Act 2004</i>	<i>Disability Discrimination Act 1992</i>
<i>Payroll Tax Act 2011</i>	<i>Fair Work Act 2009 and Fair Work Amendment Act 2012</i>
<i>Workplace Health and Safety Act 2011</i>	<i>Fair Work (Registered Organisations) Act 2009 and Fair Work (Registered Organisations) Amendment Act 2012</i>
<i>Workers Compensation Act 1951</i>	<i>Income Tax Act 1986 and all other relevant tax legislation</i>
<i>Working With Vulnerable People (Background Checking) Act 2011</i>	<i>Paid Parental Leave Act 2010</i>
<i>Workplace Privacy Act 2011</i>	<i>Privacy Act 1988</i>
	<i>Racial Discrimination Act 1975</i>
	<i>Safety, Rehabilitation and Compensation Act 1988 (as amended)</i>
	<i>Sex Discrimination Act 1984</i>
	<i>Work, Health and Safety Act 2011</i>
	<i>Workplace Gender Equality Act 2012</i>

AUTHORISATION

Secretary
AEUACT Branch

MEDIA RELATIONS POLICY

Policy number	POL035	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

Local and national media are vital partners in achieving the goals of the Union. In order to maximise the advantages of media presentation and minimise the risks of media misrepresentation it is necessary to establish guidelines for how media contacts will be conducted.

The intention of this policy is to establish a framework for achieving an effective working relationship with the media. The Union welcomes the opportunity to talk to the media and, through them, to debate issues in the public arena.

In dealing with the media, the Secretary, Branch Executive and Council members, staff and members should be conscious that they may be seen as representatives of the Union and should therefore:

- Follow the details of this policy and
- Avoid making comments or participating in photo opportunities that may damage the reputation of Union.

PURPOSE

The Union works with the media in order to

- advocate for the goals of the organisation
- promote the work of the organisation
- inform the public of the details of the organisation
- assist in fundraising for causes supported by the organisation

In order to ensure that these purposes can be fulfilled, the Union rules stipulate that the chief public spokesperson for the Union is at all times the Secretary.

The media themselves have a vital role to play on behalf of the community in holding the Union to account for its policies and actions. It is important that they have access to the Secretary and to background information to assist them in this role.

To balance this, the Union must have the capacity to defend itself from any unfounded criticism, and will ensure that the public are properly informed of all the relevant facts (if necessary using other channels of communication).

It is the responsibility of the Secretary to ensure that effective media relations are maintained in order to achieve the purposes listed above.

POLICY

The Union operates on the values of

- **Honesty:** The Union will never knowingly mislead the public, media, members or staff on an issue or news story.
- **Transparency:** The Union will promote openness and accessibility in our dealings with the media, whilst complying with the law and maintaining confidentiality when appropriate.
- **Clarity:** All communications with the media will be written in plain English
- **Balance:** Information provided to the media by the Union will as far as possible be objective, balanced, accurate, informative and timely.

The Union should seek to establish and maintain a good and open relationship with the media. It is important that the organisation works with the media to communicate important public information messages about its work and its goals.

Contact with the media concerning any significant matter in the name of or on behalf of the Union should only be made by the Secretary or their nominee. If this is not possible then another official or employee may be a spokesperson for the Union provided they have:

- if possible, consulted the Secretary or else sought guidance from the most senior staff or Branch Executive member available
- the required expertise to speak on the issue under discussion
- some experience in media relations.

AUTHORISATION

Secretary
AEUACT Branch

MEDIA RELATIONS PROCEDURES

Procedures number	PROC035	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

The Secretary, as per the Union rules, shall be the chief spokesperson for the Union and coordinate all relationships with the media.

Where information or public comment is requested or required, the Secretary shall perform that task or else determine the most appropriate person to respond.

The Secretary, Branch Executive and staff must not disclose confidential Union information, including membership matters, to any media source.

PROCEDURES

It should always be made absolutely clear whether the views put forward regarding any issue relating to the Union are those of the organisation or of an individual. At all times consideration should be given as to how the information being provided may affect the reputation of the Union.

The Secretary is responsible for:

- Producing and updating a list of key contacts for distribution to local press and radio and TV stations. The Secretary can also be contacted for preliminary discussions on any story or if a journalist or researcher is unsure who to approach for a comment.
- Coordinating all media conferences for the Union. Such conferences may be videotaped by the Union.
- Authorising all media releases from the Union and for placing them on the Union's website.
- Being involved in any approaches to the media to feature the Union's work.
- Receiving and coordinating a response to all approaches from all local or national press, radio or TV stations or specialist press.

All staff and Branch Executive members are responsible for:

- Providing advice (preferably before the issue becomes public knowledge) to the Secretary on any potential media issues that are likely to be complex or contentious or to be sustained for any length of time.
- Ensuring that no photos of members, employees, or students shall be released to the public via advertising, news media, internet, or by any other means, without the approval of the Secretary, who shall satisfy themselves that the Union's Privacy Policy has been observed.
- Notifying the Secretary of any approach by the media and providing the name of the reporter or writer and the media outlet they represent.

Any filming or taping by the media on the Union's property or of the Union's proceedings (e.g. at Branch Executive, Council or Mass meetings) is subject to prior permission of the Secretary or the relevant meeting.

Every effort should be made to assist the media in their inquiries. Where media queries involve requests for information that will require substantial staff work to produce, such work must be authorised by the Secretary. It will usually be necessary to provide information in addition to that which is requested in order to set the facts and figures in context. Requests for detailed information of this nature, whether from the local or national media, should be referred to the Secretary.

The Union reserves the right to withhold certain sensitive information concerning, say, commercial transactions or governmental negotiations. Any such information will be clearly labelled and clearly notified to relevant staff.

If any unauthorised releases of confidential information do occur, an investigation will take place to establish who was responsible and appropriate action will be taken.

RELATED DOCUMENTS

- Branch Executive Confidentiality Policy (POL009)
- Privacy Policy (POL045)
- Transparency and Accountability Policy (POL058)

AUTHORISATION

Secretary
AEUACT Branch

MEMBER DISPUTE RESOLUTION POLICY

Policy number	POL036	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

Open communication and feedback are regarded as essential elements for the operation of the Union.

Members are encouraged to raise any issues or concerns that they may have about the operation of the Union at the earliest opportunity through the processes detailed in this policy.

PURPOSE

The purpose of this document is to provide an appropriate and timely avenue through which members can resolve any disputes about the operation of the Union.

POLICY

The Union will establish procedures that meet the requirements of the Branch rules, to promote fast and efficient resolution of disputes raised by members.

All formal avenues for handling of grievances will be fully documented and the member's wishes will be taken into account in determining the appropriate steps and actions.

No member will be intimidated or unfairly treated in any respect if they utilise this policy to resolve an issue.

A copy of this policy and procedures will be placed on the Union website.

AUTHORISATION

Secretary
AEUACT Branch

MEMBER DISPUTE RESOLUTION PROCEDURES

Procedures number	PROC036	Version	001
Drafted by	PM	Approved by Branch Executive on	27 August 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of Secretary to ensure that:

- All actions taken to resolve the dispute are done with due consideration given to the ramifications for the individual, as well as the Union in general;
- The relevant rules of the Union are adhered to;
- Any dispute is handled in the most appropriate manner at the earliest opportunity;
- Any member who raises a dispute is treated fairly and with no threat of intimidation;
- All members are made aware of the processes for resolving disputes by placing this policy and procedures on the Union website.

It is the responsibility of the member to ensure that:

- They attempt to resolve any dispute in good faith through, as far as possible, internal processes at the earliest opportunity.

PROCEDURES

Dispute Resolution

Disputes about the operation of the Union may fall into one of the following categories:

1. Dispute about Union policy or decision
2. Dispute about treatment of a member by Union officer/employee
3. Dispute about Union election
4. Dispute about a member breaching the ACT Federal Branch Rules or acting against a decision of Branch Council or Executive

The following procedures will be followed for each category of dispute:

Dispute about Union Policy or Decision

Any member who wishes to dispute a policy or decision endorsed by either Branch Executive or Branch Council may do so, in accordance with Rule 41 - Referral of Decisions to General Meetings, by:

- Gaining the signatures of at least 5% of the members on a petition requesting a general meeting of all members
- Having this petition signed and received by the Secretary within 30 days of the decision being made.

Once received the Secretary must call the general meeting within 30 days.

The general meeting may refer the decision of Branch Council or Branch Executive to a secret ballot of all financial members, with the outcome being binding on all members.

Dispute about treatment of a member by Union officer/employee

A member who has a dispute about the treatment they have received by a Union officer or employee should raise the matter directly with that person as a first step towards resolution. The two parties should discuss the matter openly and work together to achieve a desired outcome.

If this is not appropriate or is unsuccessful the member may raise the dispute with the Secretary. If the dispute is with the Secretary, then it may be raised with the President.

The Secretary or President should then take the following action:

- clarify the issue to ensure they fully understand the concerns of the parties and diagnose the problem.
- offer to convene a meeting between the parties with a view to resolving the dispute.
- offer all parties the opportunity to have an independent witness at any meeting.
- inform the parties that they are to maintain confidentiality at all times.
- ensure that the meeting is conducted in a fair, objective manner.
- if deemed necessary, provide the parties with a written summary of the meeting and clarification of the next steps to be taken.

If the matter is not resolved and the member wishes to pursue it, the Secretary or President will determine the appropriate process to be followed (e.g. elimination of bullying procedure, office dispute avoidance/settlement procedure, elimination of sexual harassment procedure, referral to police)

Dispute about Union Election

Any member who has a dispute about the conduct of an election for a position within the Union should raise the matter with the relevant Returning Officer for the election.

Subject to the provisions of the *Fair Work (Registered Organisations) Act 2009*, and ACT Federal Branch Rule 6 B (d), the decision of the Returning Officer shall be final.

Dispute about a member breaching the ACT Federal Branch Rules or acting against a decision of Branch Council or Executive

Any member who wishes to raise an allegation that another member has knowingly committed a breach of the ACT Federal Branch Rules or willingly acted in a manner contrary to a decision of Council or Executive must do so in accordance with ACT Federal Branch Rule 13 - Rules Committee and Rule 14 - Dismissal from Office.

In accordance with those rules:

- A financial member can only instigate the allegation by putting it in writing to the Rules Committee.
- The Rules Committee consists of four people appointed by Branch Council. These people are not permitted to be members of Executive.
- The Rules Committee shall collect evidence following the principles of natural justice and provide Branch Executive with a confidential report
- Any decision of Branch Executive may be appealed to Branch Council.
- A member of Branch Council or Branch Executive cannot be dismissed from their office unless that member has been found guilty of misappropriation of funds, substantial breach of the ACT Federal Branch Rules, gross misbehaviour, gross neglect of duty or has ceased to be eligible to hold office.

Related Documents

- ACT Federal Branch Rules
- Affirmative Action Policy (POL005)
- Anti-Discrimination Policy (POL006)
- Elimination of Bullying Policy (POL022)
- Elimination of Sexual Harassment Policy (POL023)

AUTHORISATION

Secretary
AEUACT Branch

MEMBERSHIP FEES POLICY

Policy number	POL037	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

Federal Rule 11 of the AEU authorises the ACT Branch Council to determine entrance fees, subscriptions, levies and fines for members. ACT Federal Branch Rule 31 gives Branch Executive all the powers of Branch Council, subject to the authority of Branch Council to amend or reverse a decision of Branch Executive.

Federal Rule 12 requires members to pay all their subscriptions, levies and fines in order to be a financial member.

PURPOSE

The purpose of this policy is to explain the process by which all entrance fees, subscriptions, levies and fines will be set and by which members may seek to have such unpaid amounts waived in order that they may remain financial members.

POLICY

The Branch Executive will recommend to Branch Council the amount of any entrance fees, subscriptions, levies and fines for members.

These recommendations will be made at the time the annual budget is presented to Branch Council or at such other time as may be necessary.

Any member may seek the approval of Branch Executive to waive in full or part their unpaid entrance fees, subscriptions, levies and fines.

AUTHORISATION

Secretary
AEUACT Branch

MEMBERSHIP FEES PROCEDURES

Procedures number	PROC037	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Finance Committee to include in the Union's proposed Annual Budget, or such other time as may be necessary, a recommendation to Branch Executive on the amount of any entrance fees, subscriptions, levies and fines payable by members.

It is the responsibility of Branch Executive to make a recommendation to Branch Council at the time of presenting the Annual Budget, or such other time as may be necessary, on the amount of any entrance fees, subscriptions, levies and fines.

It is the responsibility of all members to ensure that they pay all entrance fees, subscriptions, levies and fines determined by Branch Council.

PROCEDURES

Finance Committee

The Finance Committee will include in the Union's proposed Annual Budget, or such other time as may be necessary, a recommendation to Branch Executive on the amount of any entrance fees, subscriptions, levies and fines payable by members.

Branch Executive

Branch Executive will:

- make a recommendation to Branch Council at the time of presenting the Annual Budget, or such other time as may be necessary, on the amount of any entrance fees, subscriptions, levies and fines payable by members
- consider any request by a member to waive in full or part any amount of unpaid entrance fees, subscriptions, levies and fines.

Union Industrial Staff

In assisting any member who wishes to request their unpaid fees to be waived, Union industrial staff will first:

- offer the member free financial advice through State Super Financial Services
- advise the member of the range of low cost and discount options they may access through their union membership (e.g. TMB, ME Bank, THF, Union Shopper)
- advise the member of their ability to apply for a Teacher Welfare Loan

If the member still wishes to request a waiver then Union industrial staff will assist the member to prepare a written submission to Branch Executive, explaining the nature of their special circumstances.

Related Documents

- AEU Federal Rules
- ACT Federal Branch Rules
- Budget Planning Policy (POL014)
- Donations and Teacher Welfare Fund Policy (POL021)
- Membership Services Policy (POL038)

AUTHORISATION

Secretary
AEUACT Branch

MEMBERSHIP SERVICES POLICY

Policy number	POL038	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union is able to provide its services to members because of their strong belief in solidarity. An essential element of this is their preparedness to join the Union and stay within it through good and bad times.

PURPOSE

The purpose of this policy is to explain the process by which the services to members will be determined and how they may access those services.

POLICY

The Branch Executive, on the recommendation of the Branch Secretary, will, as required, determine the range of services to be provided to members and the basis on which they may access those services.

In recognition of the principle of solidarity, people who wish to join the Union and request assistance with matters that are established to have occurred prior to the person joining the Union will not be allowed to access any Union support for those matters, until they have paid upfront an entrance fee equivalent to three months of their normal Union subscriptions calculated at the time of joining.

This entrance fee will not be required if:

- The person is in their first three months of employment within public education in the ACT; or
- Branch Executive approves a waiver based on the member putting forward a case for exceptional circumstances. In considering this case Branch Executive will take into account the member's personal circumstances and the impact of the matter on the broader Union membership. In an urgent situation the Branch Secretary may approve a waiver on the condition that, if Branch Executive does not approve the waiver at its next meeting then the entrance fee must be paid.

AUTHORISATION

Secretary
AEUACT Branch

MEMBERSHIP SERVICES PROCEDURES

Procedures number	PROC038	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Branch Secretary to recommend to Branch Executive when appropriate, the range of services that the Union will provide to members.

It is the responsibility of Branch Executive to determine the range of services to be provided to members based on the recommendation of the Branch Secretary and to provide the minutes of that decision to Branch Council.

It is the responsibility of Branch Council to review the decision of Branch Executive if it so wishes.

PROCEDURES

Branch Secretary

The Branch Secretary will:

- recommend to Branch Executive when appropriate, the range of services that the Union will provide to members
- present to Branch Executive any request by a member to waive the entrance fee of three month's subscriptions required to be paid before they can access any support for a matter that occurred prior to them joining the Union. Alternatively in an urgent situation the Branch Secretary may approve a waiver on the condition that, if Branch Executive does not approve the waiver at its next meeting then the entrance fee must be paid.

Branch Executive

Branch Executive will:

- determine the range of services to be provided to members based on the recommendation of the Branch Secretary and provide the minutes of that decision to Branch Council
- determine any request to waive the entrance fee referred to above, taking into account the member's personal circumstances and the impact of the matter on the broader Union membership.

Related Documents

- AEU Federal Rules
- ACT Federal Branch Rules

AUTHORISATION

Secretary
AEUACT Branch

OFFICERS PROFESSIONAL DEVELOPMENT POLICY

Policy number	POL039	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union acknowledges that professional development for its officers on Branch Council and Branch Executive is integral to their personal satisfaction as elected officials and is critical to the achievement of the Union's objectives and continuous improvement in the quality of its programs and services.

The Union is, as far as is feasible within its available resources, committed to providing its officers with the opportunity to equitably access professional development which will seek to develop skills, knowledge and attributes that enable them to better perform their roles.

PURPOSE

The purpose of this policy is

- to encourage and support officers in their elected role through the provision of appropriate professional development;
- to provide administrative guidelines to facilitate fairness and equity in the provision of professional development for officers.

POLICY

Necessary officer professional development

Where the Executive decides that it is necessary for an officer, including the Branch Secretary, to acquire a particular skill, to learn specific material, or to acquire specific qualifications in order for them to carry out the duties attached to their elected position, the Union will be fully responsible for all costs incurred in acquiring that skill, that learning, or that qualification, and the officer will, where necessary, be given permission to attend any such course within working hours.

If the officer is employed by the ACT government then the Secretary will, where necessary, seek permission from their employer for paid or unpaid leave to attend any such course within working hours. Should the leave be unpaid Branch Executive will offer to cover the cost of the lost salary.

Necessary officer professional development includes all training of officers required under any applicable legislation [e.g. Financial Management training under the *Fair Work (Registered Organisations) Act 2009*].

The cost of all necessary officer professional development will be allocated against the budget line item of Executive/Branch Council Professional Development.

However, necessary officer professional development does not include union business such as activities in which the Union requires officer participation as a necessary part of the work of the Union. (E.g. attendance at AEU Federal Conference and Federal Executive or at National TAFE Council or Executive) The cost of these union business activities will be allocated from line items as determined by the Secretary.

The Branch Executive may approve expenditure for necessary officer professional development beyond the budget allocation for Executive/Branch Council Professional Development on a case-by-case basis.

Agreed officer professional development

Any officer may request that Branch Executive agree to a proposal for professional development so that the person may better perform their elected role. These proposals must include all costs requested to be met by the Union.

As far as possible, these proposals will be put to the Branch Executive in time for them to be considered as part of the Union's Annual Strategic Plan. Once agreed these proposals will be implemented in accordance with that approved plan and as costed for in the line item of Executive/Branch Council Professional Development, within the Annual Budget.

The Branch Executive may approve expenditure for agreed officer professional development, beyond the budget allocation for Executive/Branch Council Professional Development on a case-by-case basis.

AUTHORISATION

Secretary
AEU ACT Branch

OFFICERS PROFESSIONAL DEVELOPMENT PROCEDURES

Procedures number	PROC039	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It shall be the responsibility of the Branch Executive to:

- determine what professional development is necessary for any Union officer
- consider any proposal for professional development put forward by a Union officer and determine whether to agree with it or not
- incorporate all necessary and any agreed professional development into the Union's Strategic Plan and Annual Budget.

PROCEDURES

Proposals from the Branch Secretary

The Branch Secretary will be encouraged as part of their performance review process to take an active role in their own ongoing professional and career development and to apply their learning to its most effective use.

Any proposal by the Secretary for any change in their existing conditions of employment (hours of work, taking of leave, use of equipment, etc.) to facilitate their professional development will be considered by the Branch Executive subject to

- the overall training needs and priorities of the organisation;
- satisfactory assurances from the Secretary and President that the business of the Union can be carried on satisfactorily in those circumstances; and
- equity in the provision of such facilitation between the Secretary and employees.

Any such agreement will be fully documented in the Secretary's personnel file.

Proposals from other Officers

Any proposals from other officers (i.e. members of Branch Executive or Branch Council) must be submitted in writing to the Secretary for inclusion on the agenda of the next Branch Executive meeting.

RELATED DOCUMENTS

- *Fair Work (Registered Organisations) Act 2009*
- Budget Planning Policy (POL014)
- Strategic Plan Policy (POL056)

AUTHORISATION

Secretary
AEU ACT Branch

OCCUPATIONAL HEALTH AND SAFETY: FIRST AID POLICY

Policy number	POL040	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

First aid is an important aspect of workplace safety. In recognition of this, the Union is committed to providing suitably trained First Aid Officers, together with first aid facilities to administer first aid treatment.

This policy applies to all employees, volunteers, and contractors of the Union and to visitors.

PURPOSE

The purpose of this document is to explain how the Union will establish first aid facilities and services for the organisation.

DEFINITIONS

First aid is the provision of emergency treatment for people suffering injury or illness at work.

First aid facilities refer to the first aid kit and/or first aid room.

POLICY

The Union is committed to providing a safe and healthy work environment for employees, volunteers, contractors and visitors. It will endeavour to provide appropriate and adequate first aid treatment in the event of a person sustaining a work-related injury or illness.

The Union will systematically identify causes of work injury and work-related illness and assess the risk of work injuries and work-related illness occurring. The appropriate first aid facilities and training will be determined, evaluated and provided.

The Union will meet first aid legislative requirements as a minimum standard.

The Union will give all designated First Aid Officers the opportunity to be vaccinated against Hepatitis B.

The Union will give the Secretary and all employees the opportunity to be vaccinated against the flu each year.

First aid facilities will be maintained on a regular basis.

AUTHORISATION

Secretary
AEU ACT Branch

OCCUPATIONAL HEALTH AND SAFETY: FIRST AID PROCEDURES

Procedures number	PROC040	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that:

- adequate and appropriate first aid facilities are provided;
- appropriate and adequate training is arranged for two First Aid Officers;
- First Aid Officers' training is up-to-date and their certificates current.

It is the responsibility of First Aid Officers to:

- inspect and maintain first aid facilities;
- in the case of a work injury or work-related illness, assess if medical assistance is required;
- administer appropriate first aid in accordance with their training;
- maintain first aid records as outlined in this procedure;
- maintain confidentiality with regard to information obtained as part of their role.

PROCEDURES

First Aid Officers

The Secretary should determine which employees are interested in being trained as one of the two office First Aid Officers.

The appropriate manager or supervisor will then arrange training for the First Aid Officers.

A copy of the First Aid Officers' qualifications is to be kept on their personnel file.

The name, photograph and extension number of all First Aid Officers is to be located next to the first aid facilities.

First aid room

The Secretary, through discussions with the Health and Safety Representative and in accordance with any legal requirements, will determine whether or not a first aid room is required.

Where a first aid room is deemed necessary, it is to be located at a point convenient within the office and where there is a significant risk of an injury occurring.

The first aid room must be identified with a sign hung directly above. The sign must have a white cross on a green background. The sign must be Australian Standard Compliant (AS1319).

First aid kit

The contents of the first aid kit must be protected from dust and damage, and be kept in a container which clearly identifies the contents and purpose. The container must be easily recognisable (for example, a white cross on a green background prominently displayed on the outside) and should not be locked.

The following items should be included, as a minimum, in a basic first aid kit:

- emergency services telephone numbers and addresses;
- name, photograph and telephone number of First Aid Officers (should be displayed on the outside of kit);
- basic first aid notes;
- individually wrapped sterile adhesive dressing;
- sterile eye pads;
- sterile covering for serious wounds;
- triangular bandages;
- safety pins;
- small, medium and large sterile un-medicated wound dressing;
- adhesive tape;
- elastic or crepe bandages;
- scissors;
- disposable latex gloves;
- approved resuscitation face mask fitted with a 1-way valve;
- eye wash (once-only use container) & guidance notes;
- disposable face masks;
- protective eye glasses;
- disposal bags marked 'Caution – Biological Hazard'.

The first aid kit, and, where appropriate, first aid room, must be inspected by one of the First Aid Officers every month. The first aid facilities checklist must be completed and filed by the First Aid Officer following each inspection.

The First Aid Officer must notify the Business Manager if stock needs to be replenished. The Business Manager will ensure the stock is ordered, delivered and given to the First Aid Officer to restock the facilities.

First aid treatment

If a person requires first aid treatment the nearest First Aid Officer must be contacted to administer such treatment.

The First Aid Officer must record the following information:

- name and location of person;
- type of injury, if known;
- assistance provided (as below);
- urgency of matter; and
- determination if another First Aid Officer is required.

The First Aid Officer will attend to the injured or ill person and provide assistance that they consider the most appropriate. First Aid Officers must only provide assistance in accordance with their training.

Where an injury is of a more serious nature and requires the person to be referred to a doctor or taken to hospital, the First Aid Officer will determine the appropriate transport. The First Aid Officer will ask the sick/injured employee's manager or supervisor to arrange the transport.

First aid records

When using supplies from the first aid kit the 'First Aid Kit Log Book' must be completed. The log book is to be kept inside the first aid kit. The following details must be entered into the log:

- date and time;
- name of injured person;
- nature of injury/illness;
- treatment provided;
- supplies used;
- name of attending First Aid Officer.

The First Aid Officer and/or a Health and Safety Representative must record details of all injuries using an Injury/Incident Report Form.

The First Aid Officer and/or a Health and Safety Representative must complete an Incident Report Form and file it, sending a copy to the Secretary.

RELATED DOCUMENTS

- *Work Health and Safety Act 2011*
- OH&S - Incident and Injury Reporting Policy (POL041)
- OH&S - Risk Management Policy (POL042)

AUTHORISATION

Secretary
AEU ACT Branch

APPENDIX A

INJURY/INCIDENT/NEAR MISS REPORT FORM

This form is to be used to report all injuries, illnesses, or near misses, whether an injury occurred or not, and to document the investigation into the accidents by the Health and Safety representative involved.

Please complete within 24 hours of the accident. If the accident caused, or could have caused, serious injury or property damage, please contact the Secretary immediately.

SECTION A: TO BE COMPLETED BY PERSON INVOLVED (or by Health and Safety Representative if worker is incapacitated)

PERSON INVOLVED IN ACCIDENT/INCIDENT (Please print)

Title	Surname	First Name	Date of Birth
(please tick) Staff <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor/Other <input type="checkbox"/>			Male <input type="checkbox"/> Female <input type="checkbox"/>
Department		Position	Contact telephone number

DETAILS OF THE INJURY ☐ **INCIDENT** ☐ **NEAR MISS** ☐ (tick appropriate box)

Date injury/incident/near miss occurred: __ / __ / __.

Time injury/incident/near miss occurred: _____ am/pm

Location where injury/incident occurred (please print):

PART OF BODY AFFECTED (TICK APPROPRIATE ANSWERS)

Head	Trunk	Internal	Arm	Hand	Leg	Foot
<input type="checkbox"/> eye	<input type="checkbox"/> neck	<input type="checkbox"/> heart	<input type="checkbox"/> left	<input type="checkbox"/> left	<input type="checkbox"/> left	<input type="checkbox"/> left
<input type="checkbox"/> ear	<input type="checkbox"/> hip	<input type="checkbox"/> lungs	<input type="checkbox"/> right	<input type="checkbox"/> right	<input type="checkbox"/> right	<input type="checkbox"/> right
<input type="checkbox"/> nose	<input type="checkbox"/> chest	<input type="checkbox"/> systemic	<input type="checkbox"/> shoulder	<input type="checkbox"/> thumb	<input type="checkbox"/> knee	<input type="checkbox"/> great toe
<input type="checkbox"/> mouth	<input type="checkbox"/> stomach		<input type="checkbox"/> upper arm	<input type="checkbox"/> fingers	<input type="checkbox"/> lower leg	<input type="checkbox"/> other toes
<input type="checkbox"/> Teeth	<input type="checkbox"/> groin		<input type="checkbox"/> elbow	<input type="checkbox"/> palm	<input type="checkbox"/> ankle	
<input type="checkbox"/> face	<input type="checkbox"/> back		<input type="checkbox"/> forearm		<input type="checkbox"/> thigh	
<input type="checkbox"/> skull	<input type="checkbox"/> multiple		<input type="checkbox"/> wrist		<input type="checkbox"/> upper leg	
<input type="checkbox"/> not applicable						

Nature of Injury (tick appropriate answers)

<input type="checkbox"/> abrasion	<input type="checkbox"/> puncture	<input type="checkbox"/> heart attack	<input type="checkbox"/> sprain	<input type="checkbox"/> burn	<input type="checkbox"/> traumatic shock
<input type="checkbox"/> bruise	<input type="checkbox"/> laceration	<input type="checkbox"/> hearing loss	<input type="checkbox"/> strain	<input type="checkbox"/> scald	<input type="checkbox"/> electric shock
<input type="checkbox"/> fracture	<input type="checkbox"/> amputation	<input type="checkbox"/> foreign body	<input type="checkbox"/> hernia	<input type="checkbox"/> rash	<input type="checkbox"/> psychosocial
<input type="checkbox"/> concussion	<input type="checkbox"/> bite	<input type="checkbox"/> minor cuts		<input type="checkbox"/> allergy	<input type="checkbox"/> chemical

- ☐ Aggravation of previous injury or medical condition.
☐ not applicable

Type of Incident which caused Injury (tick appropriate answers)

- | | | | | |
|---|------------------------------------|-----------------------------------|--|--------------------------------------|
| <input type="checkbox"/> striking against | <input type="checkbox"/> stumbling | <input type="checkbox"/> lifting | <input type="checkbox"/> pushing | <input type="checkbox"/> ingestion |
| <input type="checkbox"/> struck by | <input type="checkbox"/> slipping | <input type="checkbox"/> bending | <input type="checkbox"/> pulling | <input type="checkbox"/> absorption |
| <input type="checkbox"/> caught in | <input type="checkbox"/> tripping | <input type="checkbox"/> twisting | <input type="checkbox"/> jumping | <input type="checkbox"/> inhalation |
| <input type="checkbox"/> stepping on | <input type="checkbox"/> falling | <input type="checkbox"/> stress | <input type="checkbox"/> motor vehicle | <input type="checkbox"/> needlestick |
| <input type="checkbox"/> other: describe | | | | |
| <input type="checkbox"/> not applicable | | | | |

Agency of injury/illness/near miss (tick)

- | | | | |
|---|---|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Vehicle | <input type="checkbox"/> Buildings | <input type="checkbox"/> Mobile Plant | <input type="checkbox"/> Structures |
| <input type="checkbox"/> Power tools | <input type="checkbox"/> Furniture | <input type="checkbox"/> Other tools | <input type="checkbox"/> Surfaces |
| <input type="checkbox"/> Animal/Insect | <input type="checkbox"/> Heat Stress | <input type="checkbox"/> Materials | <input type="checkbox"/> Sunburn |
| <input type="checkbox"/> Biological agent | <input type="checkbox"/> Chemicals | <input type="checkbox"/> Equipment | <input type="checkbox"/> Stress |
| <input type="checkbox"/> Objects | <input type="checkbox"/> Ionising radiation | <input type="checkbox"/> Other | |
| <input type="checkbox"/> not applicable | | | |

If reporting an incident or near miss, please describe how this occurred:

SECTION B: TO BE COMPLETED BY THE HEALTH AND SAFETY REPRESENTATIVE AND THE PERSON INVOLVED WITHIN 48 HRS

This is an extremely important section as the aim of the accident/incident/near miss investigation is to identify preventative action that will avoid recurrence of a similar accident.

Probable cause or causes of injury/incident/near miss (tick appropriate answers)

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> inadequate instruction | <input type="checkbox"/> fault of plant or equipment | <input type="checkbox"/> poor storage | <input type="checkbox"/> weather |
| <input type="checkbox"/> inadequate workspace | <input type="checkbox"/> equipment unavailable | <input type="checkbox"/> poor access | <input type="checkbox"/> terrain |
| <input type="checkbox"/> assistance unavailable | <input type="checkbox"/> lack of attention | <input type="checkbox"/> incorrect method | <input type="checkbox"/> work practices |

Describe how the incident occurred:

PREVENTION OF ACCIDENT/INCIDENT/NEAR MISS RECURRENCE

Describe what action is planned or has been taken to **prevent a recurrence** of the accident, based on the key contributing factors (Please print)

(Immediate) _____

(Long Term) _____

SECTION C:

Signed by Supervisor _____	Supervisor's
name _____	
Signed by Person Involved _____	Signed by H&SR _____

APPENDIX B

• FIRST AID KIT INSPECTION CHECKLIST

• First Aid Kit Number: _____

• First Aid Kit Location: _____

PRODUCT	FIRST AID KIT QUANTITY	QUANTITY REMAINING	QUANTITY USED SINCE LAST INSPECTION
Packet of 50 individually wrapped adhesive strips			
Sterile eye pads			
Sterile coverings for serious wounds			
Triangular bandages			
Safety pins			
Small sterile un-medicated wound dressings			
Medium sterile un-medicated wound dressings			
Large sterile un-medicated wound dressings			
Roll adhesive tape, 1.25cm wide			
Crepe bandages			
Elastic bandages			
Scissors			
Pair disposable gloves			
Resuscitation mask			
Pair tweezers			
Small bottles of sterile eyewash solution			
Alcohol swabs			
Hand towels			
First aid booklet			

1. Emergency services telephone numbers and telephone numbers and addresses posted next to the first aid kit: Yes " No "

2. Name, photograph and telephone number of First Aid Officers posted on the outside of the First Aid Kit:
Yes " No "

Inspection completed by: _____ Date: _____

APPENDIX C

FIRST AID KIT LOGBOOK

This log is to be completed for all incidents in the workplace

Date	Time	Injured Person	Nature Of Injury/Illness	Treatment Provided	Supplies Used	Attending First Aid Officer	Injury/ Incident Form Number

OCCUPATIONAL HEALTH AND SAFETY: INCIDENT AND INJURY REPORTING POLICY

Policy number	POL041	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union recognises that the health and safety of its employees is a priority and that if accidents or incidents do occur, they should be reported. Incidents should be investigated to ensure that the possibility of recurrence or further risk is minimised.

The Union understands the importance of incident reporting and investigation and has developed hazard inspection, hazard reporting and maintenance programs to minimise the workplace accidents or dangerous occurrences.

This policy applies to all employees, volunteers, contractors and visitors under the control of the Union.

PURPOSE

This policy has been developed to ensure that all employees, volunteers and contractors understand the processes to be taken in the event of a dangerous occurrence, accident or notifiable incident.

DEFINITION

Incident refers to any event which causes or could have caused injury, illness, damage to plant, equipment, vehicles, property, material, or the environment or public alarm.

It also includes losses of containment, fire, explosion, non-compliance with environmental regulatory requirements, vehicle incidents and off-site incidents.

Notifiable incident has the same meaning as contained in the *Work Health and Safety Act 2011*.

POLICY

The Union commits to preventing workplace accidents and minimising dangerous occurrences and will endeavour to achieve a zero accident rate.

The Union will:

- Provide a mechanism for reporting accidents, incidents, work-related illness and dangerous occurrences;
- Investigate accidents to determine the root cause with the objective of preventing a recurrence;
- Obtain statistical information about the accident or incidents;
- Meet legislative requirements for notifiable incidents in accordance with the *Workplace Health and Safety Act 2011*.

All accidents or incidents that result in an injury or work-related illness during the course of work must immediately be reported to the Health and Safety Representative and First Aid Officer.

Any dangerous occurrence which has the potential to result in injury or damage to property must be reported in the same manner as an accident.

In the event of a notifiable incident the Union must ensure that ACT WorkCover is notified and that a full investigation is undertaken to determine the root cause.

The most appropriate corrective action will be taken to ensure the incident does not recur.

AUTHORISATION

Secretary
AEU ACT Branch

OCCUPATIONAL HEALTH AND SAFETY PROCEDURES: INCIDENT AND INJURY REPORTING

Procedures number	PROC041	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that:

- the Health and Safety Representative is notified of all dangerous occurrences;
- staff are aware and understand the principles of incident and accident reporting and investigation;
- All incidents and accidents that result in or have the potential to result in injury or damage are investigated and, where necessary, corrective or preventative action is taken;
- All matters relating to employee/volunteer welfare are dealt with in the most appropriate and timely manner.

It is the responsibility of **all** employees, including volunteers or contractors, to ensure that:

- Accidents and hazards are reported to the Secretary at the earliest opportunity;
- All requirements and obligations under the *Work Health and Safety Act 2011* are complied with.

It is the responsibility of the Health and Safety Representative to fulfill their functions under Section 68 of the *Work Health and Safety Act 2011*.

PROCEDURES

All accidents or incidents that result in an injury or illness at work must be reported to the Health and Safety Representative within 24 hours of the incident occurring.

Any workplace accident or incident (*dangerous occurrence*) which has the potential to result in injury or damage to property must be reported in the same manner as an incident or accident that results in injury or damage.

Immediate actions

All injuries and illnesses must be assessed by a qualified First Aid Officer to determine whether medical treatment is required. The relevant supervisor must advise the Secretary of all injuries or illnesses.

If medical treatment is required, the injured person's supervisor must ensure that suitable arrangements are made for transport to a doctor or hospital. It must be noted that:

- All eye injuries (including foreign objects between the eye and eye lid which is not dirt or dust particles) must be referred to a doctor or hospital.
- When injury or illness involves a chemical, a Material Safety Data Sheet and other information which may have been prepared for such incidents must accompany the injured person to the doctor or hospital.

The Health and Safety Representative must be notified immediately in the event of any incident which occurs.

All injuries resulting in lost work time must be reported to the Health and Safety Representative within 24 hours.

The following documents must be completed for all incidents and injuries involving employees, volunteers, agency staff, contractors, visitors or the general public:

- The Accident/Incident Report Form (see Appendix A of First Aid Policy);
- Incident notification as appropriate to ACT WorkCover.

A copy of the completed incident report form must be retained and filed by the Health and Safety Representative.

If the incident/injury results in a Worker's Compensation claim, the following forms need to be completed:

- Worker's Compensation form from the employee;
- Worker's Compensation form from the employer;

All claims for compensation must be accompanied with an appropriate medical certificate for time lost.

Ensure copies of all documents are kept on the employee's personnel file.

The Health and Safety Representative will ensure that an appropriate incident investigation for all lost time injuries and major incidents is conducted and reported to the Secretary.

Each accident or incident must be investigated in consultation with the Secretary to ensure that corrective or preventative action is taken as appropriate.

In the event of a death

Advise Emergency Services on 000. If an incident results in a death, the site of the incident must not be disturbed until:

- an inspector arrives at the site of the incident; or
- an inspector directs otherwise at the time of notification.

The above does not apply if the disturbance to the site is for the purpose of:

- protecting the health and safety of any person; or
- aiding an injured person involved in an incident; or
- taking essential action to make the scene safe or to prevent a further occurrence of an incident.

Advise the Health and Safety Representative immediately.

The Health and Safety Representative will advise the Secretary immediately.

RELATED DOCUMENTS

- *Work Health and Safety Act 2011*
- OH&S- First Aid Policy (POL040)
- OH&S- Risk Management Policy (POL042)

AUTHORISATION

Secretary
AEU ACT Branch

OHS - RISK MANAGEMENT POLICY

Policy number	POL042	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union will endeavour to minimise the risk any particular operation poses to our organisation, our staff, our members or the general public.

PURPOSE

The purpose of this document is to identify applicable OHS risks and to enable risk management procedures to be satisfactorily identified, organised and maintained.

DEFINITIONS

OHS Risk is the probability that an occasion will arise that presents a physical or emotional danger to our staff, our members or the general public.

POLICY

The Union has a duty to provide a safe workplace for its staff and a safe environment for its members and the general public to visit. The Union will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.

AUTHORISATION

Secretary
AEU ACT Branch

OHS - RISK MANAGEMENT PROCEDURES

Procedures number	PROC042	Version	001
Drafted by	PM	Approved by Secretary	September 2013
		on	
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Branch Executive, with the assistance of the Secretary and the Health and Safety Representative, to carry out OHS risk management analyses of the organisation, and to take appropriate measures.

It is the responsibility of the Secretary to ensure that:

- Staff are aware of their right to request that a Health and Safety Representative be elected;
- effective risk management procedures are in place, applicable to all relevant areas;
- risk management procedures are reviewed regularly;
- recommendations arising out of the risk management process are evaluated and, if necessary, implemented; and
- employees are aware of all applicable risks and familiar with the Union's risk management procedures.

It is the responsibility of the Health and Safety Representative to bring to the attention of the Secretary any risk management issues they consider necessary.

It is the responsibility of all staff to ensure that they:

- are familiar with the Union's risk management procedures;
- observe those risk management procedures; and
- inform the Secretary if they become aware of any risk not covered by existing procedures.

PROCEDURES

Managing Risk

The Secretary will nominate appropriate staff in the office to carry out risk assessment exercises.

This should involve:

- identifying the risks attached to every element of their operation and the likelihood of that risk eventuating
- identifying practices to avert those risks;
- identifying practices to mitigate the effects of those risks; and
- recording those risks, those precautions and those remedies in the form of a single checklist for the whole office.

Risk Management Checklists

The Secretary will ensure that

- the risk management checklist is available to staff;
- the risk management checklist is reviewed by the Union at least once a year to ensure that no risks have been overlooked and appropriate steps to mitigate the identified risks are taking place;
- a current copy of the risk management checklist is held by the Business Manager in a Risk Management Register.

RELATED DOCUMENTS

- *Work Health and Safety Act 2011*
- OH&S- First Aid Policy (POL040)
- OH&S- Incident and Injury Reporting Policy (POL041)

AUTHORISATION

Secretary
AEU ACT Branch

PERFORMANCE MANAGEMENT POLICY

Policy number	POL043	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Branch Secretary and all employees are required, in accordance with Clause 27-Enhancing Quality Performance in the AEU Office of the AEUACT Officer and Employee Enterprise Agreement 2011-2014, to develop an annual work plan, in consultation with their supervisor.

The annual work plan process has been designed to provide a vital link between the Union's Strategic Plan, its vision and guiding principles, and individual staff members. It is also designed to ensure that goals and objectives flow from the top of the organisation to the personal objectives of each individual.

PURPOSE

The purpose of this policy is to ensure that a consistent approach is followed for conducting annual work plans, and that job-related skill and knowledge, and employee competencies and behaviours, are evaluated and compared against set standards and Union objectives.

POLICY

During the first month of an employee's commencement in a role or at the time of the annual review, supervisors will work with the employee to develop a Work Plan. The Work Plan will cover each of the points raised in Clause 27.3 of the enterprise agreement, including a plan for professional learning and development or training activities.

Consideration should also be given to the individual's long-term career objectives.

The normal period that an annual Work Plan will cover is from 1 January to 31 December each year.

Supervisors will review their Work Plan with each employee by Week 2 Term 3 each year. This is to ensure that any costs associated with the plan are provided to the Secretary in time for consideration in the Annual Budget for the following year.

At least two assessments and discussions of performance will be carried out throughout the course of the annual Work Plan between supervisors and each of their employees.

AUTHORISATION

Secretary
AEU ACT Branch

PERFORMANCE MANAGEMENT PROCEDURES

Procedures number	PROC043	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that supervisors

- familiarise themselves with the performance management system objectives and procedures;
- are given ongoing development of the skills that are required to effectively conduct performance reviews;
- are given ongoing support and guidance with performance management issues;
- carry out their responsibilities according to this policy.

It is the responsibility of employees to:

- participate openly and honestly in planning and assessing their own performance objectives and receiving feedback from their Supervisor.

It is the responsibility of the Supervisors to:

- continually review and refine the performance management system to ensure it will support the achievement of the Union's objectives, and which will fairly and consistently evaluate each individual's performance against these objectives;
- ensure that all employees are aware of their responsibilities in the performance management process;

It is the responsibility of the President to conduct the performance review process with the Secretary.

PROCEDURES

Annual Work Plan

The Annual Work Plan is designed to provide the opportunity to establish targets which provide a challenge to employees and which can be reviewed and modified in response to employee achievements.

The Supervisor concerned will develop a Work Plan together with the employee within the first month of an employee commencing or during the annual review process. The Work Plan is to be updated during every annual performance review or as required throughout the course of the calendar year.

Employees should initially draft their own Work Plan, based on an agreed template and then arrange a discussion with their Supervisor so that the Plan can be agreed and finalised. If a situation occurs in which agreement cannot be reached, both the employee and the Supervisor should attach a memo outlining their position, and forward the Work Plan to the Secretary for a final decision.

The Work Plan will:

- identify goals and priorities for the following 12-month calendar period. It is each Supervisor's responsibility to ensure that these are in line with the Union's Strategic Plan and the job description for each position. Each priority should have SMART goals (Specific, measurable, attainable/agreed upon, realistic/relevant, and timely) documented, to allow accurate assessment;
- include proposed professional learning and development or training activities for the year. The Supervisor and employee should consider what skills, knowledge and competencies are required to achieve the goals and priorities outlined in the Work Plan, and outline the individual's broad career directions and development priorities for the following 12 months.

Annual Review

Supervisors will review their Work Plan with each employee by Week 2 Term 3 each year.

As part of the Annual Work Plan review:

- the Supervisor must review the employee's performance against the agreed performance goals and priorities;
- The Secretary will be provided a draft of the proposed Work Plan prior to it being finalised to enable their input if they wish;
- The final Work Plan will be securely stored by the Supervisor with a copy given to the individual.

Link to Annual Increments

The Annual Work Plan review process may be linked to the annual increment process where staff are able to access salary increments. For relevant positions the increment process that applies to teacher and support staff within the ACT Directorate of Education and Training will also apply within the Union office.

RELATED DOCUMENTS

- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- ACT DET Teaching Staff Enterprise Agreement 2011-2014
- Staff Professional Development Policy (POL054)

AUTHORISATION

Secretary
AEU ACT Branch

POLICIES AND PROCEDURES POLICY

Policy number	POL044	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union needs a clear process for creating, approving and implementing policy. Policy documents should be based on a uniform template, and policy documents should be gathered together as a policy manual.

PURPOSE

The purpose of this policy is to:

- Lay down a template for all policies and procedures;
- outline a standard procedure for policies and procedures to be taken from their first drafts through to implementation;
- provide for changes over time to policies and procedures that are immaterial, in that they do not affect the intent or substance of the policy and/or are administrative in nature and/or involve the updating of documents and titles; and to
- illustrate a typical usage of the template.

POLICY

The overall objectives of the Union are as defined in the AEU Federal Rules and the ACT Federal Branch Rules.

Policies, which are designed to serve the Union's objectives by ensuring that day-to-day decisions are informed by deliberation and consultation, must be approved by the Branch Executive. The Branch Executive may delegate to the Secretary responsibility for designing procedures to put those policies into effect.

Branch Council, in accordance with ACT Federal Branch Rule 31A (a) (ii), may amend or reverse the decision by Branch Executive to approve the policy.

AUTHORISATION

Secretary
AEUACT Branch

POLICY AND PROCEDURES PROCEDURES

Procedures number	PROC044	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	2015

RESPONSIBILITIES

The Business Manager is responsible for ensuring that proper procedures for the development, consultation, acceptance, recording, reviewing and implementation of every policy are designed and adhered to.

PROCEDURES

The Branch Council, Branch Executive, an Executive or Council committee, the Secretary or Union employees will identify the need for a policy document, or for the revision of an existing policy document, and the Branch Executive will then, if they consider it necessary, identify an author or authors.

The author/s will consult with interested members, relevant staff, and persons knowledgeable in the area. Consultation may take the form of casual conversations, formal meetings, policy development workshops, email forums, etc.

The draft policy should be circulated to Branch Council, Branch Executive and Union employees for comment.

The author/s will consider any feedback received and will create a final draft for presentation to the Branch Executive.

The Branch Executive will accept the policy, defer it, reject it, return it to the authors for amendment, or assign revision to other authors.

Following acceptance by the Branch Executive:

- the policy shall be added to the Policy Manual as Version 1. All subsequent revisions shall be numbered accordingly (e.g. Version 2, Version 3, etc.
- a copy of the policy will be provided to the next Branch Council meeting as part of the minutes of that Branch Executive meeting.

The Branch Secretary may make changes over time to policies and procedures that are immaterial, in that they do not affect the intent or substance of the policy and/or are administrative in nature and/or involve the updating of documents and titles.

Policy and Procedure Format

All policy documents will adhere to a standard policy template (which this document is based on), and so will have the same 'look and feel' as this document.

The format of the policy template will include the following headings:

Heading	Definition
Policy Number	Each policy document has a unique number, starting at 001. This is referred to in the contents page of the policy manual.
Policy Name	A few unique words that describe the general subject matter of the policy.
Version Number	When a policy is being drafted, its Version Number is '000'. Once passed at a GM, it becomes version '001'. Following scheduled or other revisions, this number increases by one.
Drafted By	The person, group of people, subcommittee, etc., that drafted the policy. These people may be contacted prior to any future changes being made, or regarding any confusion around the original intent of the policy.
Passed by the Branch Executive on:	This is the date that the Branch Executive approved the policy.
Responsible Person:	The Business Manager is responsible for the overall management of all policies.
Scheduled review date:	The date set by the Branch Executive for review of the policy. Normally this will occur in May of the year in which new Branch Executive elections will be held, or whenever the Branch Executive determines that a need has arisen. Reviews must follow the same development procedure as new policy proposals.
Introduction	Background information on why this policy exists.
Purpose	What this policy seeks to achieve.
Definitions	When appropriate specific definitions of terms used within the policy may be inserted.
Policy	The actual content of the policy; the details of the position held by the Union on the topic. A policy document may include several sub-headings under this topic, depending on the complexity of the policy matter.
Responsibilities	Identifies who is responsible for adhering to, implementing, and monitoring relevant aspects of the policy or procedure.
Procedures	Outlines how the policy is implemented on a day-to-day basis.
Related Documents	Identifies any other documents that are relevant or important to the policy. While all written material within the organisation is related in one way or another, there will often be particular documents that should be read in conjunction with the policy. Examples may include other policies, legislation (or sections of relevant text), the Union's Rules (or sections of relevant text). Not all policy documents will have Related Documents.
Authorisation	Certifies that the policy has been through all necessary procedures and is now in force.

RELATED DOCUMENTS

- All Policies
- ACT Federal Branch Rules

AUTHORISATION

Secretary
AEUACT Branch

PRIVACY POLICY

Policy number	POL045	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2013

INTRODUCTION

The Union is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

PURPOSE

The purpose of this document is to provide a framework for the Union dealing with privacy considerations.

POLICY

The Union collects and administers a range of personal information for the purposes of meeting its objectives. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

The Union recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies.

The Union is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

The Union will

- Collect only information which the organisation requires for its primary function;
- Ensure that members are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide members with access to their own information, and the right to seek its correction.

AUTHORISATION

Secretary
AEU ACT Branch

PRIVACY PROCEDURES

Procedures number	PROC045	Version	002
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

The Branch Executive is responsible for developing, adopting and reviewing this policy.

The Business Manager is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

PROCEDURES

Collection

The Union will:

- Only collect information that is necessary for the performance and primary function of the Union
- Notify members through its website about why we collect the information and how it is administered.
- Notify members through its website that this information is accessible to them.

Use and Disclosure

The Union will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses, the Union will obtain consent from the affected person.

Data Quality

The Union will:

- Take reasonable steps to ensure the information the Union collects is accurate, complete, up-to-date, and relevant to the functions it performs.

Data Security and Retention

The Union will:

- Safeguard the information collected and store against misuse, loss, unauthorised access and modification.
- Only destroy records in accordance with the Union's Records Management Policy.

Openness

The Union will:

- Ensure members are aware of this Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the Union's website.

Access and Correction

The Union will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.

Anonymity

The Union will:

- Give members the option of not identifying themselves when completing evaluation forms or opinion surveys about the conduct of the Union.

Making information available to other organisations

The Union can:

- Only release personal information about a person with that person's express permission. For personal information to be released, the person concerned must sign a release form.
- Release information to third parties where it is requested by the person concerned.

RELATED DOCUMENTS

- Branch Executive Confidentiality Policy (POL009)
- Email Retention and Storage Policy (POL024)
- Employment References Policy (POL025)
- Records Management Policy (POL048)

AUTHORISATION

Secretary
AEU ACT Branch

PURCHASING, PROCUREMENT AND LEASING POLICY

Policy number	POL046	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2013

INTRODUCTION

The Union is committed to ensuring that all its financial management processes are ethical, accountable and transparent.

Branch Executive members, subject to the control of Branch Council, take ultimate responsibility for the financial management and governance of the Union.

PURPOSE

This policy:

- Is intended to clearly define the financial management processes associated with purchasing, procurement and leasing.
- Incorporates the underlying principle of open, transparent accountability into all aspects of financial management and governance of the Union.

POLICY

All major purchasing, procurement and leasing decisions made by the Union will:

- be undertaken for the benefit of the union's members
- be made in accordance with the union's objectives (as set out in the union's rules, strategic and operational plans and budget)
- represent the best value for goods and services procured and the competitive market rate for any lease.

AUTHORISATION

Secretary
AEU ACT Branch

PURCHASING, PROCUREMENT AND LEASING PROCEDURES

Procedures number	PROC046	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

The Branch Executive is responsible for developing, adopting and reviewing this policy. In particular it is responsible for determining a list of preferred suppliers.

The Branch Secretary is responsible for the implementation of this policy and for advising on the need to review or revise this policy as and when the need arises.

PROCEDURES

Purchasing

All payments for purchases made by cheque or electronic banking require two eligible signatures in line with the union's Cheque Signing and Electronic Banking Policy. Eligible signatories are the Secretary, President, Vice-Presidents and employees of the Branch specifically authorised by Branch Executive to do so.

The Branch Executive will determine a list of preferred suppliers, which should be referred to when making purchasing decisions. Generally speaking, the Union will select the lowest cost option for any particular purchase. However, this will be weighed against the best interests of members and the union, such that a higher quote may be accepted if that service provider offers a better overall deal or a better service to members.

Procurement

The Union's procurement rules are as follows:

Value of Goods/Services	Procurement Rules
Up to \$1,000	<p>Oral quotations may be obtained for purchases up to \$1,000. A written record of all quotes must be kept. It is not mandatory to obtain more than one quotation for purchases up to \$1,000; however the purchase should still represent value for money. All such purchases must be authorised in line with the Union's Cheques Signing and Electronic Banking Policy or Financial Transaction Cards Policy.</p>
Greater than \$1,000 and up to \$5,000	<p>Written quotations for purchases must be obtained in writing. Although it is not mandatory to obtain three quotations for purchases less than \$5,000, those authorised to approve expenditure must be satisfied, and be able to justify, that</p> <ul style="list-style-type: none"> • the recommended supplier is price competitive for the particular requirement and/or • the specific purchase proposal is to the best advantage of the union, whilst having regard to such factors: <ul style="list-style-type: none"> • as standard of service • quality of product • proximity to requirement • delivery times • convenience • cost of acquisition. <p>Regardless of the number of quotations obtained, the quotations obtained must be in line with the market value of such goods or services.</p>
Greater than \$5,000	<p>For purchases greater than \$5,000, the Union will seek at least three quotations, which should be invited in writing. This may be, if appropriate, as part of a publicly advertised tender process or through a closed tender process with the union inviting formal quotations from the preferred supplier list.</p> <p>The following supporting documentation shall be maintained in respect to each transaction:</p> <ol style="list-style-type: none"> delegated authority to submit the goods or services to tender/quotation details of for whom, where and why goods or services are required, in line with the union's strategy, budget and objectives a list of those asked to submit a quotation a copy of the written request for quotation copies of quotations obtained criteria used for selecting those asked to submit a quotation if fewer than three quotations obtained, reasons why full explanation/justification/recommendation for acceptance of the quotation. This recommendation shall address all specified selection criteria.

Leasing

Any proposals for the leasing by or from the Union will be developed by the Branch Secretary in consultation with the Finance Committee. All such proposals must be endorsed by the Branch Executive prior to being entered into.

RELATED DOCUMENTS

- AEU ACT Branch Code of Ethics Policy (POL001)
- Cheque Signing and Electronic Banking Policy (POL015)
- Financial Management and Governance Policy (POL029)
- Financial Transaction Card Policy (POL030)

AUTHORISATION

Secretary
AEU ACT Branch

RECEIVING GIFTS AND HOSPITALITY POLICY

Policy number	POL047	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union is committed to ensuring that its decision-making processes are above reproach. As such, while it is acknowledged that the acceptance of gifts and hospitality is at times in the interests of the members, it is necessary that there are transparent procedures in place in order to avoid any perception that the union's decision-making processes could be influenced by this.

PURPOSE

The purpose of this policy is to ensure that the Union's reputation is protected and its integrity is not undermined by a perception that the union is not impartial. It does this by spelling out under what circumstances gifts and hospitality may be accepted and the procedures to follow if this occurs.

POLICY

This policy applies to all employees and officers of the Union.

'Gifts and hospitality' includes:

- all hospitality in the form of free or discounted accommodation, meals, or entertainment, including tickets to events
- any loans, gifts or money
- any other material benefit.

The Union permits officers and employees to accept gifts or hospitality only in accordance with this policy and procedures.

An individual must decline any gift or offer of hospitality, regardless of its value, if there is a reasonable belief that it is being provided in order to secure a particular benefit or to influence the Union's decision-making around a particular issue, or where it could be perceived by a reasonable person that the giving of this gift or hospitality may have this effect on union decision-making.

In considering whether to accept or reject a gift or offer of hospitality, the individual must consult with the Secretary (or if it is the Secretary, with the President).

AUTHORISATION

Secretary
AEUACT Branch

RECEIVING GIFTS AND HOSPITALITY PROCEDURES

Procedures number	PROC047	Version	001
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that:

- Union officers and employees are aware of this policy;
- Any breaches of this policy coming to their attention are dealt with appropriately.

It is the responsibility of the Business Manager to ensure that the Gifts and Hospitality register is kept, maintained and updated.

It is the responsibility of all Union officers and employees to ensure that their receiving of any gifts or hospitality conforms to this policy.

PROCEDURES

Register of Gifts and Hospitality

All hospitality or gifts in excess of \$100 which are received by employees or officers in the course of their duties must be entered onto a register of gifts and hospitality. (Appendix A)

No employee or officer may accept a gift or any hospitality in excess of \$100 from any employer or representative of an employer with whom the union is engaged in bargaining, or whom the union seeks to bargain or otherwise organise.

The Gifts and Hospitality Register is to be kept, maintained and updated by the Business Manager and a copy must be forwarded to the Finance Committee as soon as practicable after the register is updated.

The register is also to be placed on the agenda of the Branch Executive as a standing item and reported upon by the Finance Committee at least once per year or as it deems necessary.

Individuals are not required to report gifts or hospitality in the following circumstances:

- hospitality or gifts valued at less than \$100. However, if the value of the gift or hospitality is unknown it should be entered on the register.
- routine flight arrangements that have been paid for by the union that results in a seat upgrade or other additional services provided by the airline in the normal course of business
- meals or modest entertainment that is provided in the context of an individual's speaking engagement, attendance at a conference or charity event.

Subject to a decision of the Branch Executive, the Union may require any gift that is deemed to be in breach of this policy to be returned, or the officer or employee to reimburse the value of the gift or hospitality received.

RELATED DOCUMENTS

- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- AEU ACT Branch Code of Ethics Policy (POL001)
- Reimbursement of Expenses and Payment of Allowances Policy (POL049)

AUTHORISATION

Secretary
AEU ACT Branch

APPENDIX A

Hospitality and Gifts Register

Date	Recipient name and position	Gift/benefit description	Estimated value of gift/benefit	Received from	Reason for gift/benefit

Declaration

I confirm that I have disclosed all hospitality and gifts received by me. I understand that it is my responsibility to disclose any additional gifts or hospitality received in future, as soon as practicable.

Recipient's signature:

Business Manager's signature: _____

Date: _____

RECORDS MANAGEMENT POLICY

Policy number	POL048	Version	002
Drafted by	PM	Approved by Branch Executive on	12 November 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

In order for the Union to run efficiently and to meet certain legislative requirements (e.g. taxation and industrial laws) it is necessary for the Union to have effective record management processes.

PURPOSE

The purpose of this policy is to ensure that the Union has effective record management processes in place.

DEFINITIONS

The term 'record' has the same meaning as defined in Section 9 of the *Territory Records Act 2002*: 'a record, in written, electronic or any other form, under the control of the agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency'.

POLICY

The Union must have effective processes to create, maintain, store, update and dispose of its records in order to fulfil its legislative requirements and to ensure that the Union is managed efficiently.

Records are created and kept as evidence of the Union's functions, activities and transactions and can be stored and managed in any format (e.g. paper, video, photograph, microfilm, electronically).

The storage of relevant email records will be done in accordance with the Email Retention and Storage Policy.

AUTHORISATION

Secretary
AEU ACT Branch

RECORDS MANAGEMENT PROCEDURES

Procedures number	PROC048	Version	002
Drafted by	PM	Approved by Branch Executive on	12 November 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It shall be the responsibility of the Secretary to monitor the implementation of this policy.

The Business Manager shall be responsible for creating, maintaining, storing, updating and disposing of all necessary records.

Employees shall be responsible for adhering to all record management processes put in place by the Business Manager.

PROCEDURES

The Business Manager will ensure there are effective processes in place for the management of all necessary Union records.

In particular these processes must comply with all legislative compliance requirements of the Union.

The Business Manager will conduct an annual review of these processes and provide a written report to the Secretary, in accordance with the Legislative Compliance Policy.

Union Record Categories

For the purpose of determining the appropriate disposal action, all Union records will be classified into the following categories:

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements (other than industrial agreements for AEU members) to which the AEU ACT Branch is legally bound. Includes records associated with preparing and settling agreements/contracts such as memoranda of understanding (MOU), deeds, leases, licences and mortgages.

Appeals (Decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the Union in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Awards

The process within the Fair Work Commission of creating and varying Modern Awards which underpin the industrial agreements that applies to AEU members. Includes all files in the AEU ACT Branch File List under B - Union Awards (other than Compliance file, B48)

Campaigns

The activities associated with the development and implementation of all industrial (other than enterprise bargaining), professional and social justice campaigns in which the Union is involved either alone or in collaboration with other Unions or organisations.

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees, reviews and task forces both internal and external to the Union. Includes all files in the AEU ACT Branch File List under D - ACT Education Working Parties/Reviews etc.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation, with national and international standards, such as the ISO 9000 series and with *Fair Work Act* processes for rule changes and elections.

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services.

Disputes

The process of handling any industrial or professional dispute between the AEU ACT Branch and the Territory as the employer of all AEU members or the Federal government as a key stakeholder in public education.

Employee Records

The documenting of the employment relationship and history of staff within the AEU ACT Branch. It includes all information normally found on a staff member's personnel file such as salary, allowances, leave taken etc.

Enterprise Bargaining

The process where AEU ACT Branch members negotiate increased pay or other benefits with their employers in exchange for implementation of working arrangements that improve the performance of the agency. Includes activities associated with establishing and implementing an enterprise agreement under the *Fair Work Act 2009*.

Financial Records

The documenting of all financial activities and financial management of the AEU ACT Branch. It includes all files in the AEU ACT Branch Finance File List and any other records pertaining to income and expenditure, taxation matters, asset management, budgets, audited financial statements etc.

Government Departments/Organisations/Political Parties

The documenting of all general correspondence to and from all ACT and Federal Government Departments. Includes all files in the AEU ACT Branch File List under C - Government Departments (Federal), C - ACT Government (other than Committee or Industrial and Professional Matters files) and G - Organisations, Political Parties.

Grievances

The activities associated with the handling and resolution of grievances raised by either AEU members or Union employees about the operation of the AEU ACT Branch. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion, or higher duties.

Industrial and Professional Matters

The activities associated with the Union's involvement in any industrial (other than enterprise bargaining or campaigns) or professional matter on behalf of its members. Includes all files in the AEU ACT Branch File List under E - Staffing Classifications, Appointments, Transfer and Promotion, F - Working Conditions and H - Educational and General Issues (other than Research matters).

Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the Union's premises or whilst engaged during employment. It includes the provision by the AEU ACT Branch of Journey Cover insurance for its members and Professional Liability Insurance for its staff and Branch Executive.

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the operation of the Union. Includes staff meetings, arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Membership Records

The activities associated with the handling of any matters concerning individual members or Sub-Branched of members. Includes all files in the AEU ACT Branch File List of Individual Members and Sub-Branched.

Other Unions/Organisations

The activities undertaken by other Unions or organisations. Includes services those bodies provide, correspondence to and from those bodies and minutes of meetings of those bodies (e.g UnionsACT Council). Also Includes all files in the AEU ACT Branch File List under A - Other Unions/Services.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Policies and Procedures

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the Union's operating procedures are determined. Includes the AEU ACT Branch Policy and Procedures Manual and all industrial and professional policies determined by the Union.

Property Management

The activities associated with the efficient management of all property owned by the AEU ACT Branch. Includes management of rental property owned by the Branch.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of Union policies, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of campaigns, projects, standards, guidelines, etc. and Union activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

Record Management Disposal Action

The disposal action required for each of these categories is as contained in the Record Management Disposal Schedule at Appendix A.

RELATED DOCUMENTS

- Email Retention and Storage Policy (POL024)
- Legislative Compliance Policy (POL034)

AUTHORISATION

Secretary
AEUACT Branch

APPENDIX A

RECORD MANAGEMENT DISPOSAL SCHEDULE

NB: Unless otherwise stated, the 'Source of Guidance/Authority' for each Disposal Action is the: *Territory Records (Records Disposal Schedule- Industrial Relations Records) Approval 2011 No.1

RECORD CATEGORY	RECORD CATEGORY DESCRIPTION	DISPOSAL ACTION	SOURCE OF GUIDANCE/ AUTHORITY
Advice	Written advice provided to Branch Executive or Branch Council and associated working papers that affects significant change and/or relates to controversial matters	Archive permanently	*NB
	Written advice provided to Branch Executive or Branch Council and associated working papers that pertain to less important matters	Destroy 5 years after action completed	*NB
Agreements	Final version of agreements and any associated working documents made relating to financial management (e.g. property rental agreements, credit card contracts, AEU ACT Officer and Employee Enterprise Agreement).	Destroy 7 years after expiry or other termination of agreement	Territory Records (Records Disposal Schedule - Financial Management Records) Approval 2011 No.1
	Records documenting cases covering awards and agreements where the Branch had little or no input.	Destroy 5 years after action completed	*NB
Appeals	Records documenting appeals made to the central arbitration or determining body against a decision or an order where the AEU ACT Branch is a major participant in negotiations and/or proceedings	Archive permanently	*NB
	Records documenting appeals against a decision or an order where the AEU ACT Branch had little or no input into the negotiations.	Destroy 2 years after action completed	*NB
Audit	Records documenting the planning and conduct of internal and external audits	Destroy 10 years after action completed, if audit required significant changes. Otherwise destroy after 5 years.	*NB and Territory Records (Records Disposal Schedule - Financial Management Records) Approval 2011 No.1
Awards	Records documenting cases covering awards heard or certified by the central arbitration or determining body (e.g. Fair	Archive permanently	*NB

	Work Commission) where the AEU ACT Branch is a major participant in negotiations and/or proceedings. Includes arbitrated variations and consent variations to an award.		
Campaigns	Records documenting the Union's involvement in ACT, national or international campaigns to promote industrial (other than enterprise bargaining), professional or social justice issues.	Archive permanently	Consistent with Enterprise Bargaining in *NB
	Records documenting campaigns undertaken by other Unions or organisations with little if any involvement by the Union.	Destroy 5 years after action completed	Consistent with *NB
Committees	Records of high level internal and external committees, boards, institutes, etc. (e.g. Branch Executive, Branch Council, ETD Consultative Committee, Teacher Quality Institute Board, Joint Council etc.). Includes: <ul style="list-style-type: none"> • documents establishing the committee • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers. 	Archive permanently	*NB
	Records of other committees (such as Human Resource Committee and Finance) formed to consider matters of a more routine nature. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers 	Destroy 10 years after action completed	*NB
Compliance	Records documenting the AEU ACT Branch's compliance with mandatory or optional standards or with statutory requirements (e.g. election of officers)	Destroy 7 years after action completed	*NB
	Records documenting Union breaches of any legislative compliance obligations	Archive permanently	*NB
	Records documenting any changes to the ACT Federal Branch Rules	Archive permanently	Consistent with *NB
Contracting Out	Records documenting contract management of Union activities. Includes: <ul style="list-style-type: none"> • minutes of meetings with main stakeholders • performance and evaluation reports 	Destroy 7 years after completion or other termination of agreement or contract	*NB
Disputes	Records documenting the management of Union industrial and professional disputes	Destroy 6 years after action	*NB

	with the ACT Government and/or the Federal government	completed	
Employee Records	Records documenting the employment relationship and history of staff within the AEU ACT branch, other than those specifically referred to below. Includes: <ul style="list-style-type: none"> • Appointment letter/contract • Salary and allowances • Higher duties • Leave taken • Termination documents • Other records required to be kept under the <i>Fair Work Act 2009</i> and its regulations 	Destroy 7 years after employment terminates	<i>Fair Work Act 2009</i> , s 535 and Fair Work Regulations 2009, Ch3, Part 3-6, Sub-Division 1
	Records documenting the payment of employees' salaries. Includes: <ul style="list-style-type: none"> • taxation declaration records • group certificates • payroll deduction authorities • records relating to the recovery of overpayments • deductions to satisfy a judgement debt • employee pay history records 	Destroy 7 years after employment terminates <i>(However note that the ACT government provision is Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later)</i>	Fair Work Act 2009, s 535 and Fair Work Regulations 2009, Ch3, Part 3-6, Sub-Division 1 [Territory Records (Records Disposal Schedule - Personnel Records) Approval 2011 No.1]
	Records of Recruitment Panels. Includes: <ul style="list-style-type: none"> • Job advertisement • Employee applications • Referee reports • Job descriptions • Panel recommendations 	Destroy 1 year after recruitment completed	Territory Records (Records Disposal Schedule - Personnel Records) Approval 2011 No.1
Enterprise Bargaining	Records documenting negotiation, establishment and implementation of Enterprise Agreements made under the <i>Fair Work Act 2009</i> . Includes: <ul style="list-style-type: none"> • negotiations with joint union and ACT government agency representatives • records documenting the conduct of any member's ballot • draft agreements • liaison with the Territory's lead agency (i.e. Chief Minister's and Cabinet) • Ministerial meetings • records to support lodgement with the Fair Work Commission Registry • certified copies of final agreements • minutes and associated working papers of 	Archive permanently	*NB

	consultative committee meetings considering issues relating to the implementation of enterprise agreements.		
	Records documenting negotiations, establishment and implementation of other industrial relations agreements (e.g. ACT Government MOU)	Archive permanently	*NB
	Records documenting the taking of industrial action (e.g. strikes, bans, lockouts, go-slows, work-to-rule). Includes: <ul style="list-style-type: none"> • notifications to the Minister/Director General • liaison with the relevant agency • discussions/meetings and conferences between parties • hearings before arbitrators, commissions or tribunals (e.g. Fair Work Commission) • hearings before the Federal Court • communications with members. 	Archive permanently	*NB
Financial Records	All records documenting the financial activities and financial management of the AEU ACT branch, other than those specifically referred to below.	Destroy 7 years after last action	<i>Corporations Act, s9 and s286</i>
	Records documenting taxation matters. Includes: <ul style="list-style-type: none"> • assessment of Fringe Benefits Tax (FBT) and Capital Gains Tax (CGT) • assessment and payment of Goods and Services Tax (GST), including business activity statements and tax invoices • requests for exemption 	Destroy 5 years after last action	<i>Income Tax Assessment Act 1936 (s262A, s160, s22U)</i> <i>FBT Tax Assessment Act 1986</i> <i>Taxation Administration Act (s70)</i>
	Final version of agreements and any associated working documents made relating to financial management (e.g. property rental agreements, credit card contracts, AEU ACT Officer and Employee Enterprise Agreement).	Destroy 7 years after expiry or other termination of agreement	Territory Records (Records Disposal Schedule - Financial Management Records) Approval 2011 No.1
	Records documenting the valuation of significant assets owned by the AEU ACT Branch (e.g. property)	Archive permanently	As above
	Delegations of power to Union staff to authorise financial activities and transactions or take administrative action related to financial activities (e.g. delegation to approve expenditure or appointment of a person to countersign cheques).	Destroy 10 years after delegation superseded or action completed	As above

	Final versions of the AEU ACT Branch financial statements. Includes: <ul style="list-style-type: none"> • annual budget • audited financial statements • working papers. 	Archive permanently	As above
Government Departments/Organisations/Political Parties	Records documenting general correspondence from all ACT and Federal Government departments, external organisations and political parties	Destroy 5 years after action completed	Consistent with *NB
Grievances	Records documenting both member or Union employee grievances and complaints about the operation of the AEU ACT Branch.	Destroy 6 years after action completed	*NB
Industrial and Professional Matters	Records documenting the Union involvement in any industrial or professional matter associated with its members	Destroy 6 years after action completed	Consistent with *NB
Insurance	Insurance policies	Destroy 7 years after policy expires	*NB
	Records documenting the annual renewal of insurance policies.	Destroy 1 year after action completed	*NB
Meetings	Final version of minutes and supporting documents tabled at internal meetings of the Union (e.g. weekly consultative meetings with staff)	Destroy 6 years after action completed	*NB
Membership Records	Records documenting any request for assistance from the AEU ACT Branch by individual members or Union Sub-Branches.	Destroy 6 years after action completed	Conforms with Disposal Action for Grievances and Disputes *NB
	Records documenting the granting of AEU life membership and certificates of appreciation and commendation	Archive permanently	Current practice
Other Unions/Services	Records documenting the activities undertaken by other Unions or organisations. Includes services those bodies provide, correspondence to and from those bodies and minutes of meetings of those bodies (e.g. UnionsACT Council)	Destroy 5 years after action completed	Consistent with *NB
Planning	Final versions of plans relating to the operation of the Union, ACT Government and relevant agencies	Destroy 5 years after plan is superseded	*NB
	Working papers used to develop all Union plans. Includes: <ul style="list-style-type: none"> • working papers • draft plans • reports analysing issues • comments received from other sources. 	Destroy 1 year after adoption of final plan	*NB
Policies and Procedures	Records documenting the development and establishment of the Union's industrial and professional policies. Includes:	Archive permanently	*NB

	<ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents. 		
	Records documenting comments made by the Union on external policies and procedures.	Destroy 3 years after start of policy commented upon	*NB
	Approved version of the administrative policies and procedures contained within the AEU ACT Branch Policy and Procedures Manual.	<p>Destroy 7 years after financial management policies and/or procedures are superseded</p> <p>Destroy 5 years after all other policies and/or procedures are superseded</p>	<p>Territory Records (Records Disposal Schedule- Financial Management Records) Approval 2011 No.1</p> <p>*NB</p>
Property Management	Records documenting the management of all property and equipment owned, leased or rented by the AEU ACT Branch	Destroy 7 years after action completed	Based on retention of financial records under s9 and s286 of the <i>Corporations Act</i>
Reporting	Final versions of formal reports made to all Union members (e.g. Annual Report)	Archive permanently	Current practice
Research	Records documenting detailed research carried out by the Union or on behalf of the Union.	Archive permanently	Current practice

REIMBURSEMENT AND PAYMENT OF ALLOWANCES POLICY

Policy number	POL049	Version	002
Drafted by	PM	Approved by Branch Executive on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

Union officers, staff or members may on occasion:

- be required to pay out of their own pockets expenses consequent on their employment or that are necessary for the Union. Under certain circumstances, as outlined in this policy, these may be reimbursed by the Union
- receive an allowance, such as for travel or use of their own vehicle for Union business.

PURPOSE

The purpose of this policy is to spell out under what circumstances:

- reimbursement of expenses may occur on behalf of the Union and the process for doing so and
- payment of allowances is made.

POLICY

The Union will reimburse expenses incurred by Union officers, staff and members on behalf of the Union or in the course Union business so long as such expenses are:

- (1) Reasonable and
- (2) Authorised.

Reimbursement of reasonable but unauthorised expenses may be made on an *ex gratia* basis at the discretion of the Secretary (or if it is for the Secretary, then by the Branch Executive) in exceptional circumstances only.

Persons incurring authorised expenditure for reimbursement must, wherever possible, receive, retain and produce receipts, invoices, vouchers, tickets, or other evidence of such expenditure.

The Union will pay all allowances as are provided for within the procedures to this policy and the AEUACT Officer and Employee Enterprise Agreement 2011-2014, or its replacement agreement.

AUTHORISATION

Secretary
AEUACT Branch

REIMBURSEMENT AND PAYMENT OF ALLOWANCE PROCEDURES

Procedures number	PROC049	Version	002
Drafted by	PM	Approved by Secretary on	September 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that:

- Union officers, staff and members are aware of this policy;
- Any breaches of this policy coming to their attention are dealt with appropriately.

It is the responsibility of all Union officers, staff and members to ensure that their applications for reimbursement of expenses and payment of allowances conform to this policy.

PROCEDURES

Prohibited reimbursements

The Union will not make reimbursements for

- Unauthorised expenses, other than in exceptional circumstances
- Expenses claimed by an employee as a tax deduction
- Expenses normally recoverable from a third party
- Expenses that are not incurred for business purposes
- Annual card fees or late payment interest on personal credit cards
- Parking, traffic, or other fines and penalties
- items of a personal nature charged to a hotel account.

Reimbursement procedures for up to \$100

Prior to spending personal money up to the value of \$100 for Union business for which the intent is to seek reimbursement, all Union officers, staff and members must gain the authorisation of the Secretary, the Business Manager or the Lead Organiser. (or the President, if the person seeking the authorisation is the Secretary) This would normally be done verbally or by email exchange.

Persons incurring authorised expenditure on presentation of receipts to the Business Manager, the Finance Officer or the Receptionist will receive a cash reimbursement from Petty Cash.

Reimbursement procedures for over \$100

Prior to spending personal money over the value of \$100 for Union business for which the intent is to seek reimbursement, all Union officers, staff and members must gain the authorisation of the Secretary. (or the President, if the person seeking the authorisation is the Secretary) This would normally be done in writing (e.g. email exchange).

Persons incurring authorised expenditure must submit requests for reimbursement to the Secretary (or President) on the Reimbursement Claim Form (see Appendix A) describing the nature and purpose of the expenses. The completed form must be signed by the claimant.

Attached to this claim form the claimant must present all relevant original receipts, invoices, vouchers, tickets, or other evidence of such expenditure when seeking reimbursement. Where such evidence is for any reason lacking, statutory declarations may be sought.

The Secretary is responsible for determining if the expenses being claimed are reasonable given the circumstances, and the Finance Officer is responsible for making the payment of the reimbursement through the normal pay system, ensuring they are charged against the appropriate account, and that any requirements under the Fringe Benefits Tax legislation have been met.

Claims that have not been properly prepared, authorised, or supported by adequate documentation will be returned to the claimant and the reasons will be given for not processing the claim.

Urgent payments outside of the normal pay system will not normally occur but may be approved in extraordinary circumstances by the Business Manager.

Child care costs reimbursement

Union officers, staff and members will be reimbursed, as provided for within the AEUACT Officer and Employee Enterprise Agreement 2011-2014, or its replacement agreement, for child care costs where Union business necessitates:

- child care beyond the time that normal child care arrangements conclude or
- additional child care arrangements to be made.

Travel allowance

- Union officers, staff and members travelling on authorised Union business will receive a daily/overnight travel allowance at the rate set by the AEU Federal Office
- Prior to travelling, the Travel Allowance form at Appendix A must be completed and authorised by the Secretary (or the President, if it is for the Secretary)
- Payment for the travel allowance may be authorised for the day before and/or after the Union business, if it is considered necessary to ensure that the person is able to properly participate in the Union business
- The travel allowance will cover all accommodation, meal and incidental expenses
- Advance payment may be claimed on the Travel Allowance form for necessary additional expenses such as airport parking. If the expenditure is, for whatever reason, not incurred then any advance payments made, or any unspent portion of such payments, must be returned.
- When accommodation is provided by a person's friend or relative, to whom they give money or a gift as compensation or as a sign of appreciation, the relevant overnight travel allowance will still apply.

Travel Bookings

- Union officers, staff and members travelling on authorised Union business will have the most direct and economical mode of travel available, considering all of the circumstances, booked and paid for on their behalf by the Union. The Finance Officer will establish appropriate corporate accounts to enable these bookings to occur.
- Union officers, staff and members travelling on authorised Union business must pay for additional costs incurred by taking indirect routes or making stopovers for personal reasons
- Trip cancellation insurance will be paid for by the Union.

- Use of a person's own vehicle for interstate work-related travel must be approved prior to the travel by the Secretary. Only if this approval is given by the Secretary will mileage allowance be paid. Otherwise the Secretary will provide an alternative arrangement. (e.g. hire of a rental car, payment of an air fare)

Motor Vehicle Allowance

- Use of a Union officers', staffs' or members' own vehicle for union business on a day to day basis will be reimbursed by way of an all-inclusive mileage allowance, as provided for within the AEUACT Officer and Employee Enterprise Agreement 2011-2014, or its replacement agreement.
- The recording of the mileage travelled will be done in accordance with the process provided for within the same office enterprise agreement.
- Reimbursement will only be given for distances travelled on Union business. This means:
 - Travel between the AEU Office and home is not reimbursed
 - Travel between another Union workplace location (e.g. the Directorate, a school, a CIT campus or UnionsACT) and home is not reimbursed
 - Travel between the AEU Office and another Union workplace is reimbursed
 - Travel between one Union workplace and another Union workplace is reimbursed.

Meal Allowance

- Union officers, staff and members will, when no meal is provided by the Union and they work over a meal time after the end of ordinary duty for the day, be paid the meal allowance, as provided for within the AEUACT Officer and Employee Enterprise Agreement 2011-2014, or its replacement agreement.

Provision of hospitality

- The Branch Secretary, as provided for within the AEUACT Officer and Employee Enterprise Agreement 2011-2014, or its replacement agreement, will be provided with a corporate credit card for hospitality expenses incurred in the course of Union business.
- Appropriate hospitality expenses include:
 - Payment for events hosted or sponsored for the purpose of promoting the Union's work or enhancing its image,
 - food and beverage costs that are related to the transaction of Union business
 - reasonable transport costs to attend events or meetings for Union business.
- Industrial staff will be provided with a Liaison Account allocation, as provided for within the AEUACT Officer and Employee Enterprise Agreement 2011-2014, or its replacement agreement. Expenditure from this allocation, up to the maximum amount may be by either advance payment or reimbursement.

Advance Payments of up to \$100

Advance payments of up to \$100 may be approved by the Secretary, the Business Manager or the Lead Organiser and will be given from Petty Cash.

The Finance Officer, Business Manager or Receptionist will arrange for a petty cash voucher to be filled out and signed by the person receiving the petty cash. That person must as soon as possible after spending the petty cash advance payment present all relevant original receipts, invoices, vouchers, tickets, or other evidence of such expenditure. If the expenditure is, for whatever reason, not incurred then any advance payments made, or any unspent portion of such payments, must be returned.

Advance Payments Over \$100

Advance payments of over \$100 may be authorised by the Secretary (or if it is for the Secretary, by the President) where appropriate. Such payments will be approved through the 'Other Expenses' section of the Travel Allowance Form and will be subtracted from the amount of any later reimbursements. If expenditure is, for whatever reason, not incurred then any advance payments made, or any unspent portion of such payments, must be returned.

RELATED DOCUMENTS

- AEUACT Officer and Employee Enterprise Agreement 2011-2014, or its replacement agreement.
- Acceptable Use of Vehicles, Mobile Phones and Office Equipment Policy (POL003)
- Financial Transactions Card Policy (POL030)
- Fraud Risk Management Policy (POL031)

AUTHORISATION

Secretary
AEU ACT Branch

APPENDIX A

EXPENSES REIMBURSEMENT FORM

Name: _____

Please Print out and Attach Documentation (e.g. receipts)

Details	Date Expense Incurred	Activity	Total Cost	Notes
Less any Advance Payments				
Total to be Reimbursed:				

Signature of Claimant: _____

Date Submitted: _____

Authorised by (Name): _____

Signature of Authorising Officer: _____

Office Use Only:

Claim Permitted? (Circle) Yes / No.

If no, state reason: _____

Date Reimbursed: _____

APPENDIX B:

TRAVEL ALLOWANCE FORM

AUSTRALIAN EDUCATION UNION
ACT OFFICE
 PO Box 3042,
 Manuka, ACT 2606

MOVEMENT REQUISITION AND TRAVEL ALLOWANCE CLAIM

NAME: Your Name BRANCH/SCHOOL: AEU Today's Date: 31/10/07
 ACTIVITY DETAILS: What Ya Goin To! DATES:
 VENUE: Where is it
 ADDRESS:

DAY RATE:	day/s @ \$60.00	\$	60.00	\$	-
OVERNIGHT RATE:					
	Sydney	n/night @ \$220.00	\$	220.00	\$ -
	Melbourne	n/night @ \$215.00	\$	215.00	\$ -
	Brisbane	n/night @ \$220.00	\$	220.00	\$ -
	Canberra	n/night @ \$220.00	\$	220.00	\$ -
	Adelaide	n/night @ \$200.00	\$	200.00	\$ -
	Darwin	n/night @ \$220.00	\$	220.00	\$ -
	Hobart	n/night @ \$200.00	\$	200.00	\$ -
	Perth	n/night @ \$220.00	\$	220.00	\$ -
CAR ALLOWANCE:				\$
PARKING:				\$
OTHER EXPENSES:					
LESS ACTUAL EXPENSES PAID:				SUB TOTAL:	\$ -
				TOTALS:	\$ -

Travel Requirements:
 Outward Journey
 Preferred Airline:

From: To:

Departure Time window: am/pm to am/pm

Homeward Journey
 From: To:

Departure Time window: am/pm to am/pm Travel Booked:

Officer's Signature:

APPROVED: DATE: / /
 CHEQUE NO./PROCESS NO. DATE PAID / /

SOCIAL MEDIA POLICY

Policy number	POL 050	Version	001
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union embraces social media as an important tool for engagement with members and recognises that social media conversation is important for union campaigns now and into the future.

The Union supports the right of all employees and officers to explore and participate in social media, but in doing so expects them to use sound judgement, common sense and adhere to all relevant Union policies.

PURPOSE

The purpose of this document is to provide guidance as to the Union's expectations on how employees and officers are to participate in the online social media and social networking space; both when they are participating personally, as well as when acting on behalf of the union.

DEFINITIONS

For the purpose of this policy the following definitions apply:

Confidential Information means internal Union information or opinion not publicly available, including information noted as confidential and not intended for public distribution.

Personal Information means any sensitive information or opinion about an individual that may violate the privacy of others and/or cause injury.

Sensitive Information includes, but is not limited to, information or an opinion about a person's;

- Racial or cultural origin,
- Political opinion,
- Membership of a political association,
- Religious beliefs or affiliations,
- Philosophical beliefs,
- Membership of a professional or trade association or trade union,
- Sexual preferences or practices,
- Criminal record; or
- Health

where the identity of the person is apparent or can reasonably be found out from that information or opinion.

Social networking and Social Media sites means, but is not limited to:

- Social networking websites e.g. Facebook, MySpace, LinkedIn
- Video and photo sharing websites e.g. Flickr, YouTube
- Micro-blogging websites e.g. Twitter
- Web blogs e.g. corporate blogs, personal blogs and blogs hosted by media publications such as NewsCorp and Fairfax press
- Forums and discussion boards e.g. Whirlpool, Yahoo! Groups and Google Groups
- Online encyclopaedias e.g. Wikipedia; and
- Any other websites that allow users to use simple publishing tools.

POLICY

Officers and employees who are authorised to contribute to social networking and social media sites on behalf of the Union must adhere to the processes contained in the 'Authorised Contributor' section of the procedures for this policy.

Officers and employees who access social networking and social media sites for their personal use at work or outside work and refer directly or indirectly to the Union or to Union related issues, must adhere to the processes contained in the 'Personal Use With Reference to Union' section of the procedures for this policy.

Officers and employees who access social networking and social media sites for their personal use at work or outside work where the employee makes no reference to the Union or Union related issues, must adhere to the processes contained in the 'Personal Use Without Reference to Union' section of the procedures for this policy.

AUTHORISATION

Secretary
AEU ACT Branch

SOCIAL MEDIA PROCEDURES

Procedures number	PROC050	Version	001
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

The Secretary is responsible for ensuring all employees and officers are aware of this policy.

All employees and officers are responsible for adhering to the principles and procedures contained in this policy.

PROCEDURES

Authorised Contributor

The Secretary will determine which employee or officer is authorised to contribute to Union social networking or social media sites or to make official Union comments on other sites.

Any authorised contributor must adhere to the following principles:

1. Sites that are hosted or run by the Union must:
 - focus on topics that are related to the Union's business
 - reflect Union policy on any issue
 - be sensitive about controversial issues
 - add value by providing worthwhile information and perspective
 - use content, images and language that will maintain or enhance the reputation of the Union.
2. The citing or referencing of members must only be done with their approval, with a link back to the source, if possible.
3. All copyright requirements must be met.

Personal Use with Reference to the Union

Officers and employees who access social networking and social media sites for their personal use at work or outside work and refer directly or indirectly to the Union or to Union related issues, must adhere to the following principles:

1. Follow all relevant Union policies, including the Acceptable Use of Computers, Internet and Email Policy when using Union property to participate in the social media or networking sites.
2. Do not disclose confidential information, personal information or sensitive information concerning Union employees, officers, members, tenants or businesses with which the Union has dealings.
3. Use content, images and language that will maintain or enhance the reputation of the Union.
4. Do not post anything that is false, misleading, obscene, defamatory, profane, discriminatory, libellous, threatening, harassing, abusive or embarrassing to another person or entity (including other groups or businesses related to Union activity).

5. Any posts on social media or social networking sites that refer directly or indirectly to the Union or to Union related issues must be consistent with Union policy and/or values. If in doubt seek the advice of the Secretary prior to making the post.
6. Make it clear that your opinions are your own and do not necessarily reflect the views of Union. For this reason, Union employees and officers with personal blogs that mention Union or Union related issues should include the following disclaimer in a visually prominent place on their blog:
'The views expressed on this [blog/website] are my own and do not necessarily reflect the views of the AEU.'
7. Identify yourself as an employee or officer, as failing to do so could be misleading to readers or viewers. Whenever you are blogging about Union-related topics or providing feedback relevant to the Union or to other blogs or forums, identify yourself as a Union employee or officer.

Personal Use without Reference to the Union

If an employee or officer is representing him/herself as an individual, with no connection or reference to the Union, then the Union would normally have no reason or right to contest any social media or social networking contribution to which this individual participates.

However, even in these circumstances the Union does have a right to expect officers and employees to adhere to the following principles:

1. Follow all relevant Union policies, including the Acceptable Use of Computers, Internet and Email Policy when using Union property to participate in the social media or networking sites.
2. Do not post anything, which may directly or indirectly bring the Union into disrepute.

RELATED DOCUMENTS

- Acceptable use of Computers, Internet and Email Policy (POL002)
- Copyright Policy (POL020)
- Media Relations Policy (POL035)

AUTHORISATION

Secretary
AEU ACT Branch

SPONSORSHIP POLICY

Policy number	POL051	Version	002
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Branch Executive is committed to ensuring that its financial arrangements are carried out in an ethical manner.

PURPOSE

The purpose of this policy is to establish the framework and guidelines for the creation of productive partnerships between the Union and the private sector, i.e. sponsorship alliances with corporations, foundations, individuals and other non-government organisations.

A sponsorship is about relationship building and can be a powerful way to build and strengthen partnerships. It is recognised that such alliances can provide important financial and marketing support to potential partners of the Union while at the same time generate additional revenues to support the Union's mission and mandate.

POLICY

The fundamental principles that shape the Union's relationships with sponsors are:

1. Sponsorship of the Union or of any symposium, project, program or event held by the Union will not entitle any sponsor to influence any decision of the organisation.
2. The Union will not enter into any alliance or partnership with any corporation or organisation where the association with the prospective partner or acceptance of the sponsorship would jeopardise the financial, legal or moral integrity of the Union or adversely impact upon the Union's standing and reputation in the community. All gambling, tobacco and alcohol sponsorships are prohibited.
3. The Union will accept sponsorships as an additional source of revenue generation provided that all sponsorship alliances are developed and maintained within the regulations embodied in this sponsorship policy.
4. All sponsorship alliances or partnerships must be consistent with other existing Union policies.

AUTHORISATION

Secretary
AEU ACT Branch

SPONSORSHIP PROCEDURES

Procedures number	PROC051	Version	002
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

The Branch Executive is responsible for the development and review of this policy.

All Branch Executive members and staff are responsible for adhering to this policy.

PROCEDURES

The Secretary or their delegate will negotiate all sponsorships, including the level of financial commitment from the sponsor.

All sponsorship relationships involving the Union must be approved by the Branch Executive and recorded in their minutes.

Sponsorship over \$500 will be embodied in written contractual agreements between the Union and the sponsorship partner (See Appendix A).

RELATED DOCUMENTS

- AEU ACT Branch Code of Ethics Policy (POL001)
- Union Delegations Policy (POL060)

AUTHORISATION

Secretary
AEU ACT Branch

APPENDIX A

SPONSORSHIP CONTRACTS/LETTERS OF AGREEMENT GUIDELINES

Sponsorship contracts and letters of agreement involving the Union should normally include the following clauses:

1. **Description of the Sponsorship Alliance:** The contract will contain a comprehensive description of the item, project or event around which the sponsorship alliance is constructed, including a list of obligations for both parties. Obligations of the parties in market research or sponsorship analysis will be explicitly itemised in the contract. (See also item 7 below.)
2. **Terms of Agreement:** the dates for commencement and conclusion of sponsorship alliances must be included in the contract.
3. **Key Personnel:** The contract will include the names of the individuals from both parties primarily responsible for the sponsorship, and to whom issues regarding the contract are to be referred.
4. **Limitations on and Approval of the Use of the Union's Name:** The following clause limits the use of our name by the sponsor in its own internal and external promotion and advertising as per the negotiated arrangements: *'Neither party, in any situation, whether within or outside the parameters of the sponsorship, shall be deemed to be the spokesperson for, or the representative, of the other party.'* The accepted use of the Union's word mark, logo or crest must be stipulated in all contracts and agreements.
5. **Exclusivity:** The Union may wish to offer outright or industry exclusivity to a sponsor, or the sponsor may request such exclusivity within the sponsorship alliance. Where relevant, the following statement regarding exclusivity will be included in the contract: *'The Union agrees that [Name of Sponsor] shall be the sole and exclusive sponsor of [Name of Initiative] for the term of this agreement.'*
6. **Financial Terms and Schedule of Payments:** The total value and payment schedule of the sponsorship agreement between the parties will be clearly identified in the contract.
7. **Obligations of the Parties to Each Other:** The obligations of the parties are dependent upon the form of the alliance and will be determined on an individual basis. Responsibility for any market research or program or evaluation duties, reporting, and approvals will be specified in the contract, along with specific criteria and methodologies for the evaluation of the sponsorship.
8. **Breach of Contract:** The contract should stipulate what shall occur in the case of a breach of contract; for example: *'Prior to initiating formal notification of breach of contract, the parties will undertake all appropriate and reasonable efforts to resolve the matter. Should these efforts not prove successful, either party may notify the other of breach of contract in writing, sent by mail or courier, return receipt requested. Such notification will request a written response by a specific date. Non-compliance will constitute cause for dissolution of the contract.'*
9. **Right to Discontinue the Sponsored Program or Event:** The contract shall ensure the Union reserves the right to cancel the sponsorship should circumstances dictate; for example: *'When circumstances beyond the control of the Union force the cancellation or substitution of a sponsored event or project, the Union reserves the right to cancel without finding itself financially liable or in breach of contract.'*

STAFF DISPUTE RESOLUTION POLICY

Policy number	POL052	Version	001
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union encourages its employees to resolve any issues or concerns that they may have at the earliest opportunity with each other or, failing that, their immediate supervisor.

The preferred process involves employees resolving issues to their satisfaction internally, without feeling they have to refer to external organisations or to authorities for assistance.

PURPOSE

The purpose of this document is to provide an avenue through which all employees can, in accordance with Clause 10 - Dispute Avoidance/Settlement Procedures of the AEUACT Officer and Employee Enterprise Agreement 2011-2014, resolve disputes about matters arising in the workplace.

POLICY

The Union will establish procedures to promote fast and efficient resolution of workplace disputes.

No employee will be intimidated or unfairly treated in any respect if they utilise this Policy to resolve an issue.

This Policy applies to permanent and part-time paid employees and to volunteer workers.

AUTHORISATION

Secretary
AEU ACT Branch

STAFF DISPUTE RESOLUTION PROCEDURES

Procedures number	PROC052	Version	001
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Secretary and supervisors to ensure that:

- They identify, prevent and address potential problems before they become formal grievances;
- They are aware of, and are committed to the principles of communicating and information sharing with their employees;
- All decisions relating to employment practices are made with consideration given to the ramifications for the individual, as well as the organisation in general;
- Any dispute is handled in the most appropriate manner at the earliest opportunity;
- All employees are treated fairly and without fear of intimidation.

It is the responsibility of employees to ensure that:

- They attempt in good faith to resolve any disputes at the earliest opportunity.

PROCEDURES

Employment Practices

The Secretary and supervisors should be aware of the possible ramifications of their actions when dealing with employee issues. They must ensure that all employees are treated with fairness, equality and respect.

If there are any doubts or queries in relation to how to deal with a particular set of circumstances, supervisors should discuss the matter with the Secretary.

Dispute Resolution

In the event there is a dispute the parties should meet and discuss the matter, with a view to resolving the dispute within 14 days after the matter comes to the attention of all of the parties.

Where it cannot be resolved at this level, then any party may take the dispute to the Branch Secretary. If the dispute is with the Branch Secretary, then the party may take it to the Branch President.

In attempting to resolve the dispute informally, the Secretary or President should:

- check for clarification of the issue to ensure they fully understand the complainant's concern
- offer all parties the opportunity to have an independent witness at any meeting about the dispute
- if more than one person is present at any meeting, establish the role of each person
- outline the process that is to be followed
- ensure that the manner in which any meeting is conducted is conducive to maintaining positive working relationships, and provides a fair, objective and independent analysis of the situation.
- Advise all parties to maintain complete confidentiality at all times
- Seek a mutually acceptable outcome for all parties.

If appropriate, the Secretary or President will seek agreement from the parties to engage in mediation through an agreed external person. Any costs associated with the appointment of a mediator will be met by the Union.

A member of the Union can be a mediator, but may not be a member who is a party to the dispute.

The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

The mediator, in conducting the mediation, must

- (f) give the parties to the mediation process every opportunity to be heard; and
- (g) allow due consideration by all parties of any written statement submitted by any party; and
- (h) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process
- (i) not determine the dispute, but seek a mutually acceptable outcome for all parties
- (j) ensure that the mediation is confidential and without prejudice.

If the dispute is not settled informally through the actions of the Secretary, President or mediator, then any of the parties may refer the matter to the Fair Work Commission.

RELATED DOCUMENTS

- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- Anti-Discrimination Policy (POL006)
- Branch Executive Dispute Resolution Policy (POL010)
- Elimination of Bullying Policy (POL022)

AUTHORISATION

Secretary
AEU ACT Branch

STAFF INDUCTION POLICY

Policy number	POL053	Version	001
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union is committed to inducting all new employees, volunteers and contractors into the organisation, in order to ensure that they have a smooth integration into their role and become operationally competent.

Induction programs, which are well planned, conducted and evaluated, will enable new employees to learn about the organisation, its culture and the requirements of their role.

PURPOSE

The purpose of this document is to ensure that new employees, volunteers and contractors have a smooth transition into the organisation and their roles.

POLICY

All employees (including contractors, casuals, volunteers and temporary staff) will be inducted into the Union in a manner as described in the procedures that accompany this policy document.

AUTHORISATION

Secretary
AEU ACT Branch

STAFF INDUCTION PROCEDURES			
Procedures number	PROC053	Version	001
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Secretary to ensure that the Business Manager arranges for:

- all new employees participate in an induction program.

It is the responsibility of the Business Manager to ensure that:

- An induction kit (electronic or hard copy) is developed, containing relevant documents, including the office enterprise agreement and the Policy and Procedures Manual;
- The induction kit is kept up-to-date with relevant information;
- The quality of the induction process is maintained and
- The induction program is conducted.

PROCEDURES

The Business Manager must schedule all new employees to attend an induction on their first day of employment, nominating the area where the induction will be conducted and ensuring all necessary resources are available.

In cases where the Business Manager cannot induct a new employee, they must arrange for an appropriate supervisor to carry out the task.

An appropriate amount of time and expenditure should be used to ensure the communication of required information, such as Occupational Health & Safety requirements, duties to be undertaken, dealing with clients/customers, physical layout of the site, etc. This will ensure that employees can work safely and represent the organisation effectively.

The Business Manager should tailor the induction program to suit the needs of the employee(s) being inducted and provide the appropriate information to the new employee(s).

The Business Manager should assign a 'mentor' who will help induct the new employee during the first two weeks of employment. The mentor should provide support, give advice on matters arising, answer questions informally, give practical tips, introduce staff, be involved in giving feedback, etc.

The Business Manager is responsible for following up the employee's induction during the first week and month as indicated on the Induction Checklist (see Appendix A).

The Business Manager should work through an Induction Checklist for each new employee, ticking each item as it is addressed and crossing out those items not applicable. They should ensure that the new employee and the appropriate supervisor sign the Induction Checklist on completion.

Follow Up

The Business Manager should ensure that each employee completes an Induction Evaluation within three weeks of completing the Induction and forward this to the Secretary.

RELATED DOCUMENTS

- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- AEU ACT Branch Policy and Procedures Manual

AUTHORISATION

Secretary
AEU ACT Branch

APPENDIX A

RECRUITMENT INDUCTION CHECKLIST

Employee Name: _____

Date of Commencement: _____

Position: _____

Employment Type: Full-Time ☐ Part-Time ☐ Volunteer ☐ Contractor ☐

(tick appropriate box)

WELCOME

Welcome new starter to the organisation.

Provide copies of:

- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- AEU ACT Branch Policy and Procedures Manual, in particular highlighting all Occupational Health and Safety Policies and processes, including (but not limited to) fire safety, incident reporting, and sexual harassment policies and procedures
- Rules of AEU ACT Branch and AEU Federal Rules

INTRODUCTION

Provide an overview of the organisation, including:

- Mission
- Size
- Organisational structure
- Services provided
- Introduce employee

CONDITIONS OF EMPLOYMENT

Provide:

- Position description
- Relationship of job to other jobs within the organisation
- Leave entitlements
- Remuneration and superannuation
- Professional image
- Training and development

WORKPLACE ENVIRONMENT

Conduct office tour, including:

- Toilets
- Tea room/canteen
- First aid facilities
- Car Parking/public transport
- Noticeboards

Provide overview of local area:

- Local shops/facilities
- Public transport

Introduce new employee to:

- Managers and Supervisors
- Other employees
- Occupational health and safety representative
- First aider
- Fire warden

MENTOR

Assign a person to act as mentor for the next two weeks

Name of Mentor: _____

EVALUATION

Distribute Induction Evaluation for the employee to complete within three weeks.

CONFIRMATION OF COMPLETED INDUCTION

Employee Name: _____

Employee Signature: _____

Date: _____

Manager/Supervisor Name: _____

Manager/Supervisor Signature: _____

Date: _____

STAFF PROFESSIONAL DEVELOPMENT POLICY

Policy number	POL054	Version	001
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union is committed to providing a supportive and rewarding environment for employees and recognises that the quality, responsiveness, and professionalism of its staff are linked to the further development of their skills and competencies.

PURPOSE

The purpose of this policy is

- to balance the needs of staff for professional development and the need of the Union to have staff with the necessary skills and qualifications to effectively implement its Strategic Plan and campaign priorities.
- to encourage and support employees in their professional and career development as part of their employment with the Union;
- to provide administrative guidelines to facilitate fairness and equity in the provision of professional development to staff.

POLICY

Necessary professional development

Where the Secretary decides that, in accordance with paragraph 28.1(a) of Clause 28 - Professional Development of the AEUACT Officer and Employee Enterprise Agreement 2011-2014, it is necessary for the effective operation of the Union Office for a staff member to acquire a particular skill, to learn specific material, or to acquire specific qualifications the Union will be fully responsible for all costs incurred in acquiring that skill, that learning, or that qualification, and the staff member shall, where necessary, be given permission to attend any such course within working hours.

Necessary professional development includes all training of staff required under any applicable legislation [e.g. Financial Management training under the *Fair Work (Registered Organisations) Act 2009*].

The cost of all necessary professional development will be allocated against the budget line item of Office Professional Development.

However, necessary professional development does not include union business such as activities in which the Union requires employee participation as a necessary part of the work of the Union. (e.g. attendance at AEU Federal Conference, the AEU Federal Women's Officer's meetings or the AEU Federal Industrial Officer's meetings) The cost of these union business activities will be allocated from line items as determined by the Secretary.

The Secretary may approve expenditure for necessary staff professional development, beyond the budget allocation for Office Professional Development on a case-by-case basis.

Agreed staff professional development

In accordance with Clause 27 - Enhancing Quality Performance in the AEU Office and Clause 28 - Professional Development of the AEUACT Officer and Employee Enterprise Agreement 2011-2014, all staff will include in their Annual Work Plan their proposed professional learning and development or training activities agreed with their supervisor.

Where these agreed activities, in accordance with paragraph 28.1(a) of Clause 28 - Professional Development, are to provide opportunities for longer term career development for the individual the Union will, at the discretion of the Secretary, endeavour to facilitate such activities through

- determining which costs will be met by the Union
- permitting any rearrangement of working hours that would assist such development
- permitting any use by the person of the Union's equipment or services that would assist in that development
- permitting any annual leave or unpaid leave arrangements that would assist in that development
- granting up to two days study leave as necessary to attend examinations.

The Secretary may approve expenditure for agreed staff professional development beyond the budget allocation for Office Professional Development on a case-by-case basis.

AUTHORISATION

Secretary
AEU ACT Branch

STAFF PROFESSIONAL DEVELOPMENT PROCEDURES

Procedures number	PROC054	Version	001
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It shall be the responsibility of the Branch Executive to authorise the incorporation of all necessary and any agreed staff professional development into the Union's Strategic Plan and Annual Budget.

It shall be the responsibility of the Secretary to advise staff of all necessary professional development relevant to their position.

It shall be the responsibility of supervisors to negotiate with staff, agreed professional development opportunities, taking into account the needs of the individual as well as the Union, particularly as reflected in the Union's Strategic Plan.

PROCEDURES

Employees shall be encouraged as part of the Annual Work Plan to take an active role in their own ongoing professional and career development and to apply their learning to its most effective use.

Any proposal by an employee for any change in their existing conditions of employment (hours of work, taking of leave, use of equipment, etc.) to facilitate their professional development will be considered by the Secretary subject to

- the overall training needs and priorities of the Union, particularly as contained in the Union's Strategic Plan;
- satisfactory assurances from that person's supervisor that the business of the Union can be carried on satisfactorily in those circumstances; and
- equity in the provision of such facilitation between employees.

Any such agreement will be fully documented in that person's personnel file.

All other procedures are as contained in Clause 27 - Enhancing Quality Performance in the AEU Office and Clause 28 - Professional Development of the AEUACT Officer and Employee Enterprise Agreement 2011-2014.

RELATED DOCUMENTS

- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- Performance Management Policy (POL043)
- Staff Recruitment Policy (POL055)
- Strategic Plan Policy (POL056)

AUTHORISATION

Secretary
AEU ACT Branch

STAFF RECRUITMENT POLICY

Policy number	POL055	Version	002
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The success of the Union relies on its ability to attract the best staff and volunteers available.

Recruitment methods must be fair, efficient, and effective.

PURPOSE

The Staff Recruitment Policy has been established to ensure the Union has the opportunity to attract the best available staff and volunteers for all vacant positions. This policy relates to employment of all appointed staff and volunteers and must be applied so as to comply with Clause 21 - Employment Arrangements and Clause 37 - Selection Process of the AEUACT Officer and Employee Enterprise Agreement 2011-2014. It does not apply to:

- the election of any Union officer, including the Branch Secretary; or
- the arrangement for internal higher duties.

POLICY

To support the achievement of the Union's objectives we recognise the importance of employing the most suitable applicant for all vacant positions and of avoiding any conflict of interest between people holding an elected office within the Union and appointed staff.

The Union will ensure it has the most opportunity to attract the best available staff by advertising all vacant remunerated positions and volunteer vacancies to the most appropriate fields in accordance with the Staff Recruitment Procedures.

All recruitment and selection procedures and decisions will reflect the Union's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.

AUTHORISATION

Secretary
AEUACT Branch

STAFF RECRUITMENT PROCEDURES

Procedures number	PROC055	Version	002
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Secretary to implement this policy and to monitor its performance.

It is the responsibility of the members of the Human Resource Committee to ensure that:

- They are familiar with the recruitment policies and procedures, and that they follow them accordingly;
- All roles have current position descriptions that specify role requirements and selection criteria.

It is the responsibility of the members of the TAFE Council to ensure that:

- They are familiar with the recruitment policies and procedures, and that they follow them accordingly.

PROCEDURES

Pre-Recruitment Activities

When it becomes necessary to recruit for a position, the Secretary should refer to the position description to establish the requirements for the position, and the key selection criteria for the position.

If no position description, including the selection criteria, exists for the current position, or if it requires revising, this is the responsibility of the Secretary, in consultation with the Human Resource Committee. Once the new or revised position description has been drafted, the Branch Executive must approve it. If the duties of the position are related to the Union's TAFE membership then the view of TAFE Council will, if time permits, be sought prior to the approval of Branch Executive.

Where the position description is for a new role, the Secretary, in consultation with the Human Resource Committee will evaluate the position and draw up a new position description, including the selection criteria. The Branch Executive prior to any recruitment action must then approve this document. If the duties of the position are related to the Union's TAFE membership then the view of TAFE Council will, if time permits, be sought prior to the approval of Branch Executive.

All position descriptions must include a note that states in the event that an existing member of Branch Executive or Branch Council becomes the successful applicant, to avoid any conflict of interest:

- for a position that is longer than for two school/TAFE terms (or a semester) they are required to resign from their office prior to commencing employment with the Union
- for a position that is up to two school/TAFE terms (or a semester) they are required to request a leave of absence from their office for the duration of their employment with the Union.

Internal Advertising

All vacancies will be advertised internally, except where the Secretary considers that the position is of such a specialised nature, and appropriate skills are not available within the Union.

Internal advertisements should include the following:

- Position description, including selection criteria;
- Closing date for applications.

All internal applicants should forward a current copy of their application, together with covering letter, to the Secretary.

Internal applicants who possess the required skills, qualifications and work-related experience, as specified in the internal advertisement, will be interviewed for the position in accordance with the procedures detailed below under: **Conducting Interviews**.

External Advertising

Where a position cannot be filled internally or where the Secretary decides to conduct concurrent internal and external recruitment campaigns, the available position will be advertised externally.

All such positions will be advertised through relevant networks, on relevant websites, and through relevant newspapers/e-media.

Volunteer positions will be advertised as widely as deemed reasonable.

All advertisements must be approved by the Secretary and, if the cost exceeds the allocated budget, by the Branch Executive.

Use of Recruitment Consultants

Where deemed appropriate by Branch Executive, external recruitment consultants may be used for recruitment purposes.

It remains the Secretary's responsibility to ensure that the recruitment consultant adheres to the Union's recruitment and selection policies.

Screening Applicants

If a recruitment consultant has been engaged to recruit for a position, they will be responsible for screening the applicants.

Applications must be screened against the position description so that assessments can be made of their suitability for the specific role. Applicants who are assessed as suitable will then be selected for interview.

Where appropriate, but particularly in positions of financial responsibility or in dealing with vulnerable clients, police checks may be arranged. Police checks shall be arranged only with the consent of the applicant concerned; however, if consent is refused this shall be taken into consideration in the selection process.

References shall be sought and checked as set out in the Union's Employment References Policy.

Previous employers and referees will be contacted, and transcripts, qualifications, publications and other certification or documentation will be validated.

Any checks that may form part of the selection process must be conducted prior to issuing an offer of employment.

Conducting Interviews

A panel of at least three members, consisting of the Secretary, the manager and one member of the Human Resource Committee will conduct the short-listing and interview process for all positions other than those associated with the TAFE membership.

Those positions associated with the TAFE membership will be short-listed and interviewed by a panel of at least three members, consisting of the Secretary, the TAFE Vice president or another member of TAFE Council and one member of the Human Resource Committee or the manager.

If an applicant is a related party as defined in the *Fair Work (Registered Organisations) Act 2009* (e.g. a family member, work associate or friend) of any member of the Human Resource Committee or TAFE Council, then the panel will be selected accordingly to protect the integrity of the process. If any member of the panel finds that they are assessing an applicant who is a related party, they shall declare this to the Human Resources Committee or TAFE Council as an interest, who will make a decision about their involvement on the panel.

Offer of Employment

Once the interview process is finalised, the Human Resources Committee or TAFE Council will make a report to Branch Executive that includes a recommendation for the outcome of the selection process.

If the position being selected is any of the Branch Executive Officer, Professional/Women's Officer, the School Organisers or the TAFE Organiser positions then the Secretary will ensure that the processes outlined in Clause 37 - Selection Process are implemented.

For all other positions the Secretary will make a verbal offer to the successful applicant. If the verbal offer is accepted then the Secretary will prepare a written letter of offer for the successful applicant.

A standard letter of offer will be used for all offers of employment, and will confirm the start date, salary (if any), position and the terms and conditions of employment pertaining to the employee.

If the successful applicant is an existing member of Branch Executive or Branch Council the letter of offer will include a statement that the offer is contingent:

- for a position that is longer than for two school/TAFE terms (or a semester), on them resigning from their office prior to commencing employment with the Union
- for a position that is up to two school/TAFE terms (or a semester), on them requesting a leave of absence from their office for the duration of their employment with the Union.

Once the Secretary has received the applicant's signed acceptance of the letter of offer for any position, all unsuccessful applicants will be notified. If an external recruitment agency has been used, the Secretary is to notify the agency, which will notify the unsuccessful applicants.

Records and Correspondence

All contact regarding the position is to be directed through reception, with all applications marked 'Confidential' and addressed to the Secretary.

Basic records of the recruitment process are to be maintained. Records should include information about position descriptions sent, applications received (including applicants' names, addresses and contact numbers), a list of applicants short-listed and interviewed, and a record that applicants have been notified of outcomes.

Letters/emails of acknowledgment should be posted to all applicants prior to the short-listing of final suitable applicants.

Applicants who do not meet the key selection criteria and are not suitable to be short-listed for an interview should be sent a written letter advising them that their application has been unsuccessful.

At the conclusion of the recruitment process, all applications will be filed for five years in the Staff Recruitment File.

Power of Branch Executive

Nothing within this policy prevents Branch Executive from exercising its powers under the Federal ACT Branch Rules to:

- extend the contract of an existing employee
- determine the period of a contract to be shorter or longer than the normal three year period
- create additional or new positions within the Union
- restructure existing positions within the Union

if it believes it is in the best interest of the Union to do so.

RELATED DOCUMENTS

- Federal ACT Branch Rules
- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- Conflict of Interest Policy (POL019)
- Employment References Policy (POL025)
- Staff Induction Policy (POL053)

AUTHORISATION

Secretary
AEUACT Branch

STRATEGIC PLAN POLICY

Policy number	POL056	Version	001
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

In order for the objectives of the Union to be met it is important for the activities of the Union to be prioritised. A key way of doing this is through a strategic plan.

PURPOSE

The purpose of this document is to detail the processes through which Branch Executive will identify the Union's priority activities.

POLICY

The Branch Executive will identify the Union's priority activities through the creation and implementation of a Strategic Plan. This Strategic Plan will:

- Cover a period of time as determined by Branch Executive
- Include a full risk management analysis
- Detail the specific actions to be done, in order of priority and the resources needed to achieve them.

AUTHORISATION

Secretary
AEU ACT Branch

STRATEGIC PLAN PROCEDURES

Procedures number	PROC056	Version	001
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Branch Executive to develop and monitor the implementation of a Union Strategic Plan.

It is the responsibility of the Secretary to ensure that the Strategic Plan is effectively implemented.

It is the responsibility of all staff to assist the Secretary to effectively implement the Union's Strategic Plan.

PROCEDURES

Branch Executive will develop the Union Strategic Plan by:

- Reviewing the current Strategic Plan six months prior to its expiration
- Calling a special meeting or meetings of Executive solely for the purpose of discussing and finalising a new Strategic Plan
- Inviting staff to give input about the new Strategic Plan
- Determining the period of time the Strategic Plan will cover
- Submitting the proposed Strategic Plan for approval by Branch Council

Branch Executive will monitor the implementation of the Strategic Plan by receiving a report from the Secretary at least once each school semester.

The Secretary will effectively implement the Strategic Plan by:

- Allocating the specific actions in the plan to appropriate staff
- Providing staff with sufficient resources to achieve the actions
- Regularly discussing progress towards achieving the actions at industrial staff meetings
- Reporting to Branch Executive on the achievement of the specific actions at least once each school semester.

RELATED DOCUMENTS

- AEU ACT Branch Code of Ethics Policy (POL001)
- Budget Planning Policy (POL014)
- Financial Management and Governance (POL029)

AUTHORISATION

Secretary
AEU ACT Branch

TIME IN LIEU POLICY

Policy number	POL057	Version	001
Drafted by	PM	Approved by Branch Executive on	June 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

From time to time employees may be required to work longer hours to accommodate a pressing work issue, attend meetings or represent the Union outside of their usual working hours.

Time off in lieu of paid overtime will be offered as an option to administrative staff who are required to work hours beyond their normal contractually agreed weekly hours.

Time off in lieu may in exceptional circumstances be offered as an option to industrial staff, even though it is recognised that many of the duties of industrial staff are required to be performed in work hours beyond normal hours of operation of the office.

This arrangement is designed to ensure that an employee is not working excessive hours and to ensure work/life balance. It is not expected that time in lieu will be a standard or regular occurrence.

PURPOSE

The purpose of this policy is to ensure that:

- All staff has an understanding of the use of time in lieu arrangements in the organisation.
- All staff are aware of the procedures for time in lieu.

POLICY

Time in lieu can be accrued and taken only with the prior approval of the Secretary or by the Business Manager (for administrative staff) and the Lead Organiser (for industrial staff).

If individuals choose to stay late to complete work, that is their own choice and cannot be taken as time in lieu.

The Secretary shall ensure that the use of time in lieu is not excessive and does not expose the Union to staff shortages.

AUTHORISATION

Secretary
AEU ACT Branch

TIME IN LIEU PROCEDURES			
Procedures number	PROC057	Version	001
Drafted by	PM	Approved by Branch Executive on	June 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It shall be the responsibility of the Secretary to implement this policy and monitor its effects.

The Secretary shall be responsible for authorising all instances of time in lieu for the Business Manager and the Lead Organiser.

The Business Manager shall be responsible for authorising all instances of time in lieu for administrative staff.

The Lead Organiser shall be responsible for authorising all instances of time in lieu for industrial staff.

PROCEDURES

Time off in lieu will be calculated at the ratios provided in Sub-clauses 50.9, 50.10 and 50.11 of the AEUACT Officer and Employee Enterprise Agreement 2011-2014, or its replacement agreement.

Time off in lieu should be calculated in 15-minute intervals, and can be claimed where the additional time worked exceeds 30 minutes.

Time in lieu of more than one day may not be accrued by any one employee. Time in lieu leave must be taken at a time approved by the employee's supervisor.

Staff must fill out a 'Time in Lieu Accrued and Taken Form' and lodge it with their supervisor. Time in lieu can only be accrued and taken in accordance with this policy.

Time in lieu should be redeemed as soon as possible after it has been accrued, and all time in lieu must be taken within 12 weeks of being accrued. After 12 weeks:

- for administrative staff it must be taken as calculated overtime pay
- for industrial staff the accrual will lapse

Time in lieu credits will not form part of any eligible termination payment.

RELATED DOCUMENTS

- AEUACT Officer and Employee Enterprise Agreement 2011-2014

AUTHORISATION

Secretary
AEUACT Branch

TRANSPARENCY AND ACCOUNTABILITY POLICY

Policy number	POL058	Version	001
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

The Union realises the importance of transparency in its operations, and wishes to withhold from public scrutiny by members as little of its operations as is possible.

PURPOSE

The purpose of this document is to state the Union's commitment to transparency and to document the standards expected in achieving transparency.

POLICY

Branch Executive and Branch Council

All Branch Executive and Branch Council meetings, and the meetings of the Executive and Council committees, will be open to the members to attend as observers only, except where the Branch Executive, Branch Council or the committee passes a motion to make the whole or any specific part of the meeting confidential.

All Branch Executive and Branch Council minutes, and the minutes of their committees, once accepted by the relevant body, will, be placed on the member's only section of the ACT branch website. This action exceeds the standard of transparency required under ACT Federal Branch Rule 39 - Inspection of Books. Where the Branch Executive or Branch Council pass a motion to make the whole or any specific part of the minutes confidential, then this decision will form part of the minutes and be provided on the website.

All Branch Executive minutes, including all decisions made, must be provided to the next scheduled Branch Council. This includes any decision to make the whole or any specific part of the minutes confidential.

Membership Records

Individual membership records will, in accordance with ACT Federal Branch Rule 39 - Inspection of Books, be available for inspection in the office by the relevant member only upon written request by that member to the Secretary.

Individual membership records will not be made available to any other person outside the Union, except if there is a legal requirement to do so.

Within the Union, membership records will be made available only to those persons with responsibilities for that member.

Membership records will be made available to the Branch Executive when it so requests or the Secretary deems it appropriate, but such records should be, as far as possible, rendered anonymous.

Staff Records

Individual staff records will be available for inspection in the office by the relevant employee or officer only upon written or verbal request to the Secretary.

No individual staff records shall be made available to any person outside the Union other than with the consent of the staff member concerned.

Within the Union, staff records will be made available only to those persons with managerial or personnel responsibilities for that staff member.

Staff records will be made available to the Branch Executive when it so requests.

Membership Register/Electoral Roll

A Membership Register, as required under the *Fair Work (Registered Organisations) Act 2009*, will be maintained by the Business Manager.

Any financial member upon seven days written notice being given to the Secretary may inspect this Membership Register, in accordance with ACT Federal Branch Rule 39 - Inspection of Books, only in the Union office.

At the time of any contested election for office in the Union, each candidate will, in accordance with ACT Federal Branch Rule 6J, upon request, be given a copy of the specific electoral roll of eligible members prepared for that election.

Administrative records

Any financial member upon seven days written notice being given to the Secretary may in accordance with ACT Federal Branch Rule 39 - Inspection of Books, inspect all records and materials of the Union not falling into the categories above only in the Union office.

Such an inspection may be denied by the Secretary if that person believes there are sound legal reasons that prohibit such an inspection being permitted.

The Secretary may, at their discretion, charge any applicant the full costs of providing the information requested.

AUTHORISATION

Secretary
AEU ACT Branch

TRANSPARENCY AND ACCOUNTABILITY PROCEDURES

Procedures number	PROC058	Version	001
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

The Business Manager will be responsible for ensuring that proper procedure for the classification and release of information is adhered to.

The Secretary will be responsible for ensuring that the rules of the Union concerning access to Union records and materials are adhered to and that this policy and procedures are properly carried out.

PROCEDURES

Branch Executive and Branch Council

Any member attending Branch Executive as an observer should advise the Business Manager prior to doing so and sign the attendance sheet provided by the Business Manager at the meeting as an observer prior to participating in the meeting.

Any member attending Branch Council as an observer must sign the attendance sheet provided by the Business Manager as an observer prior to participating in the meeting.

The Business Manager will ensure that all accepted minutes of the Branch Executive and Branch Council are placed on the member's only section of the ACT Branch website within a reasonable timeframe.

The Business Manager will ensure that all relevant minutes of Branch Executive are distributed, in accordance with ACT Federal branch Rule 19 - Regular Meetings of Branch Council, to Branch Council delegates at least seven calendar days prior to their next meeting. This distribution may occur through placing the minutes on the member's only section of the ACT Branch website.

Membership Records

Any request for access to inspect individual membership records will be made in the first instance to the Secretary, who will direct the matter to the Business Manager.

This request must be made in writing to the Secretary by the member for whom the records are kept (or someone authorised on their behalf to do so) with at least seven days notice given.

Once received, the Business Manager will arrange a mutually convenient time for the member to attend the office to inspect the records.

Photocopies of any documents on the member's records may be taken by the member using Union office equipment at no cost to the person.

Any request for access to inspect member records that are not the records of the person making the request will only be granted if the Union is legally required to do so.

Any membership records made available to Branch Executive will be identified by Membership Number only.

Staff Records

Any request to inspect staff membership records will be made in the first instance to the Secretary, who may direct the matter to the Business Manager.

This request may be made in writing or verbally to the Secretary by the staff member concerned at any time.

Photocopies of any documents on the individual's records may be taken by the staff member using Union office equipment at no cost to the person.

The Secretary, through the Business Manager, will ensure Branch Executive gains access to any staff records it so requests.

Membership Register/Electoral Roll

Any request to inspect the Membership Register will be made in the first instance to the Secretary, who will direct the matter to the Business Manager.

This request must be made in writing to the Secretary by the financial member who intends to make the inspection with at least seven days notice given.

Once received, the Business Manager will arrange a mutually convenient time for the member to attend the office to inspect the register.

No copy of the register will be provided to the member.

At the time of any contested election for office in the Union, each candidate will, in accordance with ACT Federal Branch Rule 6J, upon request, be given by the Business Manager a copy of the specific electoral roll of eligible members provided to the Returning Officer for that election.

Administrative records

Any request to inspect Union records or materials that do not fit the categories above will be made in the first instance to the Secretary, who will direct the matter to the Business Manager.

This request must be made in writing to the Secretary by the financial member concerned with at least seven days notice given.

Once received, the Business Manager will advise the Secretary if they believe there are any legal grounds on which the request should be refused.

If the Secretary determines that the request should be granted then the Business Manager will arrange a mutually convenient time for the member to attend the office to inspect the records or materials.

The Secretary, through the Business Manager, may charge any applicant the full costs of providing the information requested.

Where the request for information is on such a scale or of such difficulty that it would impose an unreasonable burden on the Union's resources, the Secretary may refuse the request or impose such charges as they see fit.

Record keeping

The Business Manager shall report to Branch Executive in November each year on the number, nature and outcome of requests for access to records or materials during the previous 12 months.

The Secretary may seek the advice of Branch Executive on any requests for access to records or materials as they arise.

RELATED DOCUMENTS

- ACT Federal Branch Rules
- Branch Executive Confidentiality Policy (POL009)
- Copyright Policy (POL020)
- Privacy Policy (POL045)

AUTHORISATION

Secretary
AEU ACT Branch

UNFINANCIAL MEMBERS POLICY

Policy number	POL059	Version	001
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

Under the *Fair Work (Registered Organisations) Act 2009*:

1. If a person has been removed from our membership register because they are unfinancial and later rejoin, they can be required to pay outstanding dues in order for them to maintain continuity of financial membership. (s 173)
2. The Union must commence legal proceedings to recover any outstanding debt from a member within 12 months of the debt becoming due. If this doesn't happen then after 12 months the debt is null and void. (s 178)

Under the AEU Federal rules:

- A member becomes unfinancial if they have not paid any subscriptions, levies or fines within two months. [Rule 12(1)]
- Branch Council or Branch Executive may in special circumstances waive a member's subscriptions, levies or fines. [Rule 12(2)]
- The Union may sue a member or former member for recovery of any outstanding subscriptions, levies or fines. [Rule 12(7)] and [Rule 17(5)]
- Unfinancial members cease to be members when Branch Executive determines it, after the Secretary has made proper, but unsuccessful, attempts to contact them over a period of more than three months. Such determination is to be notified to the member by registered or certified letter to the last known address. [Rule 18 (1)(f) and (2)]

PURPOSE

The purpose of this policy is to clarify the Union's procedures with regards to:

- Determining a member is unfinancial
- Collecting debts owed by unfinancial members

POLICY

The Union will determine that a member is unfinancial, in accordance with its rules and the relevant industrial legislation, by following the procedures to this policy.

While it is in the interest of the Union to encourage previous members to rejoin, it is also important that debts incurred are, as far as is practicable, honoured.

To achieve this balance, any member who resigns or ceases to be a member due to unfinanciality, owing a debt to the Union and seeks to rejoin the Union within 12 months of incurring the debt, will be requested to pay that debt at the time of rejoining.

If the member refuses to pay the incurred debt then they will be asked to prepare a request to Executive to waive this debt.

AUTHORISATION

Secretary
AEUACT Branch

UNFINANCIAL MEMBERS PROCEDURES

Procedures number	PROC059	Version	001
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

It is the responsibility of the Secretary to oversee the implementation of this policy by the Business Manager.

It is the responsibility of the Business Manager to effectively implement this policy.

It is the responsibility of all Membership Officers to ensure that they are familiar with and observe the Union's unfinancial members procedures.

PROCEDURES

One month prior to a member becoming unfinancial due to non-payment of their membership dues Letter 1 shall be sent to them (see Appendix A).

As soon as a member becomes unfinancial they shall be sent Letter 2 (see Appendix B)

One month after they have become unfinancial they shall be sent Letter 3 (see Appendix C)

If no response is received then the Business Manager shall prepare a written report for Executive recommending that the person cease to be a member.

If Executive accepts that recommendation then the person will be sent Letter 4 (see Appendix D) via registered post.

Should the person seek to rejoin the Union within 12 months then they will be requested to repay their debt at the time of their rejoining.

RELATED DOCUMENTS

- AEU Federal Rules
- ACT Federal Branch Rules
- *Fair Work (Registered Organisations) Act 2009*

AUTHORISATION

Secretary
AEUACT Branch

APPENDIX A

LETTER 1:

[or email/text/phone message]

Dear

On **[insert date]** the attached account was sent to you.

As of today the AEU has not received any fees from you for the current quarter. Whilst you are not a financial member you are not entitled to access the full range of services provided by the Union, including our journey cover insurance and free legal advice.

The Union has been greatly appreciative of your previous contributions and looks forward to your continued membership. If you are experiencing any hardship [financial or otherwise], or your employment circumstances have changed, please contact the office and speak with one of our Officers.

Alternatively, you may restore your financial status by paying your outstanding dues.

Again, please don't hesitate to contact our office on 6272 7900 if we can assist you further

Yours sincerely

Glenn Fowler
Branch Secretary

[Insert Date]

APPENDIX B

LETTER 2:

Dear

Further to our letter dated [Letter 1] the AEU has not received any payment of your outstanding membership dues.

Accordingly, please find attached a further statement, which indicates the amount outstanding to the end of the current quarter.

Until payment of the balance indicated in the statement is received you will continue to be an unfinancial member and will not be eligible for the full range of benefits and protections that membership offers.

Remember, if you are experiencing hardship, or your circumstances have changed, then please contact either Michelle or Tracey in Membership on 6272 7900.

Yours sincerely

Glenn Fowler
Branch Secretary

[Insert Date]

APPENDIX C

LETTER 3:

Dear

As advised in previous correspondence dated and you have an outstanding debt to the Union of \$.....

Unless we receive a response from you about settling this account within seven days from the date of this letter, as Union Secretary, I will have no option but to recommend to the AEU – ACT Branch Executive that your membership be cancelled.

Should you wish to discuss this matter then please contact either Michelle or Tracey in Membership on 6272 7900.

Yours sincerely

Glenn Fowler
Branch Secretary

[Insert date]

APPENDIX D

LETTER 4: AFTER EXECUTIVE HAS CANCELLED MEMBERSHIP

Dear

The AEU has previously advised you of your outstanding membership dues on three separate occasions [insert dates of Letters 1, 2 and 3].

Unfortunately, I am now required to advise you formally that the AEU ACT Branch Executive has determined to cancel your Union membership effective from [date of Executive decision].

Should you wish to rejoin the Union at any point in the future, please do not hesitate to contact our Organisers on 6272 7900.

Yours sincerely

Glenn Fowler
Branch Secretary

[Insert Date]

UNION DELEGATIONS POLICY

Policy number	POL060	Version	001
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

INTRODUCTION

This policy sets out the circumstances under which the Branch Executive and the Branch Secretary may delegate their responsibilities

Delegations of authority are the mechanisms by which the Union enables officers and staff to act on behalf of the Union.

PURPOSE

The purpose of the Delegations Policy is to establish a framework for delegating authority in a manner that facilitates efficient and effective governance and management of the Union.

The policy applies to all members of the Branch Executive and the staff of the Union who have delegated authority to act for and sign documents on behalf of the AEU ACT Branch.

Delegations of authority within the Union are intended to achieve four objectives:

1. to ensure the efficiency and effectiveness of the organisation's administrative processes;
2. to ensure that the appropriate officers and staff have been provided with the level of authority necessary to discharge their responsibilities; and
3. to ensure that delegated authority is exercised by the most appropriate and best-informed individuals within the organisation; and
4. to ensure internal controls are effective.

POLICY

In accordance with ACT Federal Branch Rule 31A, the Branch Executive has all the powers of Branch Council, subject to the ability of Branch Council to direct Branch Executive and for Branch Council to amend or reverse any decision of Branch Executive.

Hence the Branch Executive is responsible for managing the affairs of the Union generally.

In keeping with normal governance practices the Branch Executive can delegate any of its functions except

- (a) the power of delegation and
- (b) any functions reserved expressly to the Branch Executive or Branch Council under the AEU ACT Federal Branch Rules.

The Branch Executive may delegate its functions to

- A member or members of the Branch Executive; and
- A sub-committee of the Branch Executive as per Rule 22 - Committees; and
- The Branch Secretary and through the Secretary to members of the staff of the Union.

However, the Branch Executive may not delegate its power

- to adopt the organisation's strategic plan; or
- to adopt the organisation's business plan; or
- to adopt the organisation's annual budget.

Rule 31B of the ACT Federal Branch Rules also specifies broad powers of the Branch Secretary to exercise control over and conduct the affairs of the Branch, including managing the finances and staff of the Branch. These powers are exercised subject to any direction of Branch Council or Branch Executive.

The Secretary may seek the approval of the Branch Executive to delegate any function or any power or duty conferred or imposed upon them by the Rules, subject to this delegations policy, to any member of the staff of the organisation, or any person or persons, or any committee of persons.

The Secretary will maintain a Delegations Register as approved by Branch Executive. (see Appendix A)

AUTHORISATION

Secretary
AEU ACT Branch

UNION DELEGATIONS PROCEDURES

Procedure number	PROC060	Version	001
Drafted by	PM	Approved by Branch Executive on	October 2013
Responsible person	Business Manager	Scheduled review date	May 2015

RESPONSIBILITIES

The Secretary is responsible for:

- maintaining a Delegations Register which will include the record of all delegations approved by Branch Executive/Branch Council
- submitting to Branch Executive any recommendations to amend, delete or add to the Delegations Register.

The Branch Executive is responsible for approving the Delegations Register and reviewing it annually.

PROCEDURES

Overview

Delegations are to be exercised within the framework of all relevant legislative requirements and the policies contained in this manual.

Any delegation may be made subject to any conditions and limitations as the Branch Executive approves.

Delegations are attached to the position occupied, not to the occupant of the position.

A delegate who sub-delegates authority remains responsible and accountable for the decision or action. Sub-delegation on a temporary basis is appropriate in circumstances where the person normally responsible is absent for a period of less than two weeks by reason of authorised leave or secondment to other duties. Sub-delegations require a written authority from the individual with the delegated power, or a person in a position to approve the delegated authority.

The Branch Secretary may at any time vary or terminate any delegation, subject to confirmation by the Branch Executive at its next meeting.

A delegation cannot be exercised where the person holding the delegation has a conflict of interest or where the delegation will result, either directly or indirectly, in any tangible benefit to the delegate. In such cases a transfer of the function to another appropriate position must be arranged with the Secretary or Branch Executive.

Where an employee is acting in a higher position, that person will hold the delegation level appropriate to the higher position unless otherwise determined by the Secretary or Branch Executive.

A financial delegation can be exercised only within the approved budget line item.

The Delegations Register will be accessible to all staff.

The Branch Executive or Branch Council may, at any time, on the recommendation of the Secretary, amend, delete or add to the Delegations Register attached as Appendix A to these procedures.

Such variations will be recorded in the minutes of Branch Executive or Branch Council and in the Delegations register.

RELATED DOCUMENTS

- AEU ACT Branch Policy and Procedures Manual
- AEUACT Officer and Employee Enterprise Agreement 2011-2014
- ACT Federal Branch Rules

AUTHORISATION

Secretary
AEU ACT Branch

APPENDIX A

DELEGATIONS REGISTER

Activity	Delegation	Conditions
HUMAN RESOURCE DELEGATIONS		
Appointment and termination of all staff	Branch Executive	On recommendation from Human Resource Sub-Committee
HR & staff policies	Human Resource Sub-Committee	Branch Executive receives recommendations from sub-committee for approval
Remuneration of employees	Branch Executive	Branch Secretary has limited power to employ additional staff on a temporary contract, casual or consultant basis (see Clause 21 - Employment Arrangements, Office Enterprise Agreement)
Appointment of contractors and temporary staff	Branch Executive	Branch Secretary has limited power to employ additional staff on a temporary contract, casual or consultant basis (see Clause 21 - Employment Arrangements, Office Enterprise Agreement)
Enterprise bargaining with staff	Human Resource Sub-Committee	Branch Executive receives recommendations from sub-committee for approval
Leave requests from Secretary	Branch President	Periods greater than a week must be approved by Branch Executive. All leave arrangements must comply with Office Enterprise Agreement
Leave requests from Business Manager	Branch Secretary	All leave arrangements must comply with Office Enterprise Agreement
Leave requests from Lead Organiser	Branch Secretary	All leave arrangements must comply with Office Enterprise Agreement
Leave requests from Administrative Staff	Business Manager	All leave arrangements must comply with Office Enterprise Agreement
Leave requests from Industrial staff	Lead Organiser	All leave arrangements must comply with Office Enterprise Agreement

Activity	Delegation	Conditions
GOVERNANCE AND FINANCIAL DELEGATIONS		
Negotiate sponsorship arrangements	Secretary or sub-delegate	If sub-delegate, subject to approval of Secretary
Authorise sponsorship arrangements	Branch Executive	
Determine organisational structure of Union	Branch Council	
Develop and approve strategic plans, including risk assessment, and monitor their implementation	Branch Executive	
Effectively implement strategic plans	Secretary	
Approve business plans and annual operational and capital budgets	Branch Executive	Subject to direction of Branch Council
Business case for new services, or new initiatives and projects in the strategic plan	Secretary	May sub-delegate as appropriate
Set membership subscriptions, entrance fees and fines	Branch Executive	Subject to direction of Branch Council
Regulatory compliance and responding to regulatory correspondence	Business Manager	Subject to direction and approval of Secretary
Filing regulatory reports	Business Manager	Subject to direction and approval of Secretary
Instigate or defend legal actions and proceedings	Branch Executive	
Obtain legal or taxation advice	Secretary	Subject to approval of Branch Executive
Enter into contracts	Secretary	Subject to approval of Branch Executive
BAS and tax lodgement	Finance Officer	Subject to direction of Business Manager
Execute purchases, contracts and agreements committing the union to expenditure (up to \$1,000)	Finance Officer	Up to Budget limit and subject to approval of Business Manager
Execute purchases, contracts and agreements committing the union to expenditure (exceeding \$1,000 and up to \$5,000)	Business Manager	Up to Budget limit and subject to direction and approval of Secretary
Execute purchases, contracts and agreements committing the union to expenditure (exceeding \$5,000)	Secretary	Up to Budget limit
Appoint auditor	Branch Council	
Negotiate and work with auditor	Finance Committee	
Open and close union bank accounts	Business Manager	Subject to direction and approval of Secretary
Credit cards: approval, issuance, and set limits	Finance Committee	
List of authorised cheque signatories	ACT Federal Branch Rules and Branch Executive	
Petty cash advance payment and reimbursement	Secretary, Business Manager, Lead Organiser	Up to \$100 (within budget)
Member Liaison Account allocation	Industrial staff	Up to \$200 per annum
Allocate budget amounts within cost	Finance Officer	Subject to direction of Business

Activity	Delegation	Conditions
centre		Manager
Write off debts, including outstanding membership subscriptions etc.	Branch Executive	
Determine non-budgeted expenditure	Branch Executive	Finance Committee or Secretary may make recommendation to Branch Executive
Authorise personnel to conduct EFT disbursements	Two of the authorised signatories	Subject to direction of the Finance Committee
Determining which bank/s the Union uses	Finance Committee	Subject to the direction of the Branch Executive
Liaison with banks used by Union	Finance Officer	Subject to direction of Business Manager
Branch Executive dispute resolution	Branch President	
Dispute resolution about a Union policy or decision	General meeting of members	General meeting may refer dispute to secret ballot of all financial members.
Dispute resolution about treatment of a member by Union officer/employee	Secretary or President	Subject to provisions in relevant policy or Office Enterprise Agreement clause.
Dispute resolution about Union Election	Returning Officer	
Dispute about a member breaching the ACT Federal Branch Rules or acting against a decision of Branch Council or Executive	Rules Committee and Branch Executive	Subject to an appeal to Branch Council
OH & S risk management plan	Branch Executive	With the assistance of the Secretary and the OH & S representative
Financial risk management plan	Finance Committee	Subject to approval of Branch Executive
Obtain insurance	Business Manager	Subject to approval of Branch Secretary
Public relations/media commentary	Secretary	
General authority to manage the day-to-day operational activities and requirements	Secretary	Subject to direction of Branch Executive and Branch Council