

# POLICIES AND PROCEDURES POLICY

<u>Policy number</u>	2030	<u>Version 1</u>	AEUNTPOLADM044
<u>Drafted by</u>	Secretary	<u>Approved by Branch Executive on</u>	10 March 2017
<u>Responsible person</u>	Secretary	<u>Scheduled review date</u>	March 2019
<u>Affects</u>	Employees, EOs & Elected Reps	<u>Subject Area/Chapter</u>	Managing the Branch

## INTRODUCTION

The AEU NT Branch Rules contain a range of instructions about how we operate as an organisation. Our annual Branch Conference determines objectives and policy positions that direct the work we need to do as a union on behalf of our members. When Branch Conference is not in session, the Branch Executive has the power to make policy decisions.

The Union needs a clear process for creating, approving, recording and implementing policy. Written Policy documents are to be produced by the Elected Officers and relevant Employees and should be based on a uniform template. Written 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

Written Policy Documents, which are designed to serve the Union's objectives by ensuring that day-to-day decisions are informed by previous democratic deliberation and consultation, must be approved by the Branch Executive.

Changes in legislation or through practical experience may mean procedures must or should be varied. Therefore, the Branch Executive shall delegate to the Secretary responsibility for designing procedures to put union policies into effect.

## AUTHORISATION

Secretary  
AEU NT Branch