

POLICY AND PROCEDURES PROCEDURES

<u>Procedures number</u>	2030	<u>Version 1</u>	AEUNTPRCADM044
<u>Drafted by</u>	Secretary	<u>Approved by</u>	10 March 2017
		<u>Branch Executive</u>	
		<u>on</u>	
<u>Responsible person</u>	Secretary	<u>Scheduled review</u>	March 2019
		<u>date</u>	
<u>Affects</u>	Employees, EOs & Elected Reps	<u>Subject</u>	Managing the
		<u>Area/Chapter</u>	Branch

RESPONSIBILITIES

The Elected Officers are 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 Elected Officers will identify the need for a policy document, or for the revision of an existing policy document, and the Branch Executive will then consider any proposed changes.

The identified 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 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 Executive meeting.

The Branch Secretary may, over time, make changes 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 Secretary 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.
Subject Area	Either Managing the Branch, Finance, Employer, Bargaining; Campaigning & Organising, or Values.
Who is affected	(Either: Employees, Elected Officers, Elected Reps, Members or combinations of)
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
- NT Branch Rules

AUTHORISATION

Secretary
AEU NT Branch