

1. PURPOSE

The purpose of this policy is to set out the criteria and process by which members are entitled and apply for and have granted a Fee Waiver.

2. SCOPE

This policy applies to members of the ASU VicTas Branch.

3. POLICY STATEMENT

Membership Fee Waiver may be offered to paying members who meet the criteria set out at item 5 below.

4. PROCEDURE

4.1 How to Apply

A fee waiver can be requested by the member in writing or verbally with a Finance Officer.

The Finance Admin Officer will send the particulars of the request to the Branch & Admin Manger who will assess the request to determine whether the criteria are met and make a recommendation to the Branch Secretary.

A fee waiver must be authorised and reviewed within the specified timeframe set out at item 5 by the Finance Admin Officer.

4.2 Entitlements for Waived Members

Waived members are entitled to electronic copies of ASU communications via email, industry newsletters, and relevant campaign material. Waived members can also access advice through the Member Contact Centre.

Members who are on a waiver, with a pre-existing issue, for which they have been accessing branch assistance (eg. unpaid sick leave, workcover) are able to continue to access industrial support to resolve the matter. Similarly, members on a waiver due to parental leave are able to access industrial assistance should they have a dispute about their return to work.

Waived members are further entitled to access other non-industrial services such as superannuation advice, legal advice and any ancillary benefits the Branch provides, including shopping services.

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5. RESPONSIBILITIES

Review of Policy

This policy shall be reviewed no later than 3 years from the date of its adoption.

Waive Type	Waive Period	Max Waive Period	Review Period	Criteria	Authorised by	Processed & Reviewed by
Financial	As requested	3 months	1 month prior to waive end	Members who are having financial difficulties	Branch Secretary	Finance Admin Officer
Unfinancial	Up to 6 months	6 months	Not applicable	Members who have been in arrears for 3 months, have provided a direct debit authority prior to the end of the waiver period and have not been given a waiver previously for either financial reasons or because they were unfinancial.	Finance Manager	Finance Admin Officer
Leave Without Pay	As requested	12 months	1 month prior to waive end	Members who are on leave without pay	Finance Manager	Finance Admin Officer
Parental Leave	As requested	24 months, with extension up to their child turns school age	1 month prior to waive end	Members who are on parental leave	Finance Manager	Finance Admin Officer
Sick Leave	As requested	3 months	1 month prior to waive end	Members who are on unpaid sick leave.	Finance Manager	Finance Admin Officer
Workcover	As requested	12 months	3 months or 1 month prior to waived end date provided	Fee to be reduced to a rate of the members' income. Note members circumstances could include: A. Still with employer B. No longer with employer but seeking legal assistance C. No Income – fee to be waived	Branch Secretary	Finance Admin Officer
Industrial matter where member is not	Until the matter is Resolved	3 months	1 month prior to waive end	Matter is being handled by the IBU/Organiser/Member Contact Centre	Branch Secretary	Finance Admin Officer

receiving an income						
Member retention	Up to 6 months	6 months	1 month prior to waive end	Members who are no longer employed but looking for work in the sector	Finance Manager	Finance Admin Officer

6. DEFINITIONS

ASU VicTas - Australian Services Union Victorian & Tasmanian Authorities & Services Branch

7. RELATED LEGISLATION AND DOCUMENTS

ASU Rules

- Part IV – Funds, 18 – Subscriptions, j.
- Part V- Membership, 30 – Purging of the Register

8. APPENDIX

None

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