

PURPOSE

This policy seeks to provide guidance to members and staff as to how the Union's resources are to be used when called upon by individuals that seek to join the union while in dispute.

SCOPE

This policy applies to people who have been eligible to be a member of the Branch prior to them seeking to join the union and:

- are seeking to join the union; or
- are members who have had less than three months financial membership.

POLICY STATEMENT

The principle underpinning this policy is to ensure the income derived from union fees is spent on members who are committed to unionism and not on non-members who join the union for convenience purposes only.

This policy is based on the commitment of ASU Branch Executive and staff to providing industrial advice, advocacy and professional representation of the highest quality on the equal basis to all financial members.

PROCEDURE

There will be no assistance to non-members, unless a special exemption is approved by the Branch Secretary.

Such exemptions will only be approved in circumstances where it is in the best interests of the members in the workplace and must occur with the endorsement of the delegate/s and/or members at the workplace. The opinions of whom must be sought by the Member Contact Centre.

In the first three months from the date of joining as a member, the new member will only be provided with very limited assistance in respect to an issue that arose prior to joining. The limited assistance will be in the form of the ASU reviewing some documentation and/or taking some verbal instructions and then providing some guidance over phone or email about how the member may approach dealing with the issue. This should take no longer than 30 minutes.

An exceptional circumstance would be if a member joined within two weeks of being employed, or in the case of a new member where the ASU is satisfied that a problem developed that required advice and/or assistance after the date of joining.

In the case of unfair dismissals, the Branch will only make application to Fair Work Commission (FWC) once a person has been a financial member for 6 months or more. The Branch will not make representations at FWC until after the same time period has elapsed.

Where a member experiences an ongoing problem while a financial member of the ASU, but is no longer eligible to be a member of the ASU, the member shall continue to receive advice and assistance in relation to that problem.

In the interests of advancing the objectives of the union, a special exemption may be granted at the discretion of the Branch Secretary, whereby the above clauses may be waived whole or in part.

Where an exemption is granted in pursuant to clause 4.8, a fee equivalent to whichever is the lesser of 2 times the annual fee or the minimum service at the current employer at the time of joining or rejoining shall be charged.

This policy will not apply to junior Apprentices or junior Trainees.

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The ASU reserves the right to stop providing assistance of any kind to any person who is aggressive, abusive, threatening or excessively discourteous towards any of its staff.

RESPONSIBILITIES

This policy shall be reviewed after a period not exceeding three years. The Branch Secretary is responsible for overseeing the review.

DEFINITIONS

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

Elected Officers Branch Secretary, Branch Executive President

Staff - All Staff of ASU Victorian & Tasmanian Authorities and Services Branch.

RELATED LEGISLATION and DOCUMENTS

ASU Rules, as registered and amended from time to time and available on the Registered Organisations Commission website.

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