



Transparency & Accountability

Australian Education Union ACT Branch Policy

Policy Number	POL058	Version	2.0
Last Reviewed	11 March 2020	Next Review	11 March 2023

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 policy is to identify how the Union will provide transparency of its operation to members.

POLICY

Information on the operations of the Union will be available to members except where there is a legislative or ethical reason for the information to remain confidential.

1) Branch Executive and Branch Council

- Members, other than Councillors, may attend meetings of Branch Council as observers.
- Branch Executive may invite observers to attend its meetings.
- Branch Executive minutes are included for information as part of the agenda for the next scheduled meeting of Branch Council.
- All Branch Executive and Branch Council minutes, and the minutes of their committees, once accepted by the relevant body, will be placed on the members' only section of the Union's website.
- Branch Executive or Branch Council may determine to consider some items in camera. This means that these matters are confidential and only members of the relevant body can be in attendance for this section of the meeting unless members pass a motion inviting particular observers to be in attendance. Records of in camera discussions are maintained in the office and are only available to members of the relevant body to which they relate.

2) Membership Records

- Individual membership records will, in accordance with *AEU ACT Federal Branch Rule 39 - Inspection of Books*, be available for inspection in the office by the relevant member upon written request by that member to the Branch 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 Branch Secretary deems it appropriate, but such records should be, as far as possible, rendered anonymous.



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3) Employee Records

- Individual employee records will be available for inspection in the office by the relevant employee only upon written or verbal request to the Branch Secretary.
- No individual employee records shall be made available to any person outside the Union other than with the consent of the employee member concerned, except if there is a legal requirement to do so.
- Within the Union, employee records will be made available only to those persons with managerial or personnel responsibilities for that employee.
- Employee records will be made available to the Branch Executive when it so requests.

4) Membership Register/Electoral Roll

- The management of a Membership Register will be overseen by the Business Manager, as required under the *Fair Work (Registered Organisations) Act 2009*.
- Any financial member, upon seven days written notice being given to the Branch Secretary, may inspect this Membership Register, in accordance with *AEU 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, upon request, be given a copy of the specific electoral roll of eligible members prepared for that election.

5) Administrative records

- Any financial member, upon seven days written notice being given to the Secretary, may, in accordance with *AEU 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 Branch Secretary if the Secretary believes there are sound legal reasons that prohibit such an inspection being permitted.
- The Branch Secretary may, at their discretion, charge any applicant the full costs of providing the information requested.

RESPONSIBILITIES

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

It is the responsibility of the Business Manager to facilitate the provision of information as approved by the Branch Secretary.



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PROCEDURES

1) Membership Records

- Any request for access to inspect individual membership records will be made to the Branch Secretary.
- Requests must be made in writing to the Branch 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, a mutually convenient time will be arranged 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.

2) Employee Records

- Any request to inspect employee records will be made to the Branch Secretary.
- This request may be made in writing or verbally to the Branch Secretary by the employee member concerned at any time.
- Photocopies of any documents on the individual's records may be taken by the employee using Union office equipment at no cost to the person.
- The Branch Secretary will ensure Branch Executive gains access to any employee records it so requests.

3) Membership Register/Electoral Roll

- Any request to inspect the Membership Register will be made to the Branch Secretary.
- This request must be made in writing to the Branch Secretary by the financial member who intends to make the inspection with at least seven days' notice given.
- Once received, a mutually convenient time will be arranged 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, upon request, be given a copy of the specific electoral roll of eligible members provided to the Returning Officer for that election.

4) Administrative records

- Any request to inspect Union records or materials that do not fit the categories above will be made to the Branch Secretary.
- This request must be made in writing to the Branch Secretary by the financial member concerned with at least seven days' notice given.



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- If the Branch Secretary determines that the request should be granted then a mutually convenient time will be arranged for the member to attend the office to inspect the records or materials.
- The Branch Secretary may determine to 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 Branch Secretary may refuse the request or impose such charges as they see fit.

5) Record keeping

- Branch Executive will receive a report in November each year on the number, nature and outcome of requests for access to records or materials during the previous year.
- The Branch Secretary may seek the advice of Branch Executive on any requests for access to records or materials as they arise.

RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.