



Policy Management

Australian Education Union ACT Branch Policy

Policy Number	POLO44	Version	3.1
Last Reviewed	02/05/2018	Next Review	02/05/2021

INTRODUCTION

The Union requires a transparent and consistent process for the development, review and management of policy documents, which, as a collective, make up the AEU ACT Branch Policy Manual.

PURPOSE

Policy documents are designed to provide direction to the employees, officers and members of the Union on expected standards of work and behaviour. Policy documents are applicable from the day they are approved by the Branch Executive, with Branch Council retaining the right to reverse or amend a decision of Branch Executive in accordance with Union's Rules.

The purpose of this policy is to articulate the processes for management of the AEU ACT Branch Policy Manual.

RESPONSIBILITIES

The Branch Secretary is responsible for the development of policy and its implementation once approved by Branch Executive.

The Business Manager is responsible for operational management of the AEU ACT Branch Policy Manual and ensuring the application of proper procedures for policy development, review and approval.

PROCEDURES

1) Review of Current Policy

- When a policy is due for review, the Business Manager shall update the document as required and provide a draft revised document to the Branch Secretary.
- The draft policy will then be emailed to all AEU ACT Branch employees for review. Employees will be provided with a minimum of one week to provide written feedback to the Business Manager.
- Following consideration of the feedback received, the Branch Secretary will present a final draft to the Branch Executive for consideration.
- Branch Executive will consider the final draft and amend, approve or discard the policy.
- After approval by Branch Executive, the Business Manager will:
 - Update the policy with approved changes and apply a review date 36 months from the date of approval.
 - Publish the updated policy on the website.
 - Email all employees to advise that the policy has been updated.
 - Include a copy of the updated policy in the papers of the next Branch Council meeting.

2) Development of New Policy

- If an officer or employee of the Union believes that a new policy needs to be developed, they can submit a proposal in writing to the Branch Secretary for consideration.



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- If the Branch Secretary supports the development of a new policy, they will work with the Business Manager and any other relevant persons to develop a draft which will be managed in the same way as the review of current policy.

3) Immaterial Updates

- The Branch Secretary may approve ongoing updates to policies that are immaterial, in that they do not affect the intent or substance of the policy, to maintain the currency of the documents or provide corrections without approval from Branch Executive.

4) Version Control

- Each policy will have a version number allocated to enable identification of the most recent version.
- When the Branch Executive approves a change to a policy, the number in front of the decimal will increase by one and the number after the decimal will be zero.
- When the Branch Secretary approves an immaterial change to a policy, the number in front of the decimal will stay the same and the number after the decimal will increase by one.
- Policy attachments will have the same version number as the policy they relate to.

RESOURCES

The ongoing review of policy is to be delivered within budgeted office resources where there is no requirement for significant alterations. Where there is a requirement for significant review of policy due to legislative or organisational change the Branch Executive may need to make provision for such within the operating budget.