



THE UNITED PROFESSIONAL FIREFIGHTERS UNION OF WESTERN AUSTRALIA

PRESIDENT: Clem Chan

SECRETARY: Katherine O'Hara

Policy No 8 – Union Representatives

Purpose:

The purpose of this Policy is to set out the procedure for the Committee of Management (COM) endorsement of Union Representatives on external committees or for conferences or meetings and provide information to Union Representatives regarding their roles and responsibilities.

Rules:

This Policy is consistent with UPFUWA Rule 16 (1).

Appointment Process

Procedure:

1. As soon as is possible after the election of the Committee, a list of regular affiliated organisations should be reviewed by the COM so that the COM can endorse Union representatives to such organisations, e.g., Project Advisory Team's (PAT's), Working Groups or Delegates to UnionsWA.
2. Should vacancies occur during a COM term, or if there are vacancies upon the commencement of a COM term:
 - a. Wherever possible expressions of interest and nominations should be sought from the Executive and Committee for such representative positions.
 - b. It should be noted that the COM may endorse the Executive, staff, members or other representatives depending on the requirements for the Union and the forum involved.
 - c. As per (b) above, it is a requirement that a member of the Executive is to fill Union Representative positions with UnionsWA and WA Labor.
3. Resolutions confirming the Union's Representative to the relevant organisation, forum or meeting should be considered and voted on by the COM and wherever possible a proxy representative should be listed in the resolution so that the Union is represented if the delegated person is unavailable for any reason.
4. As soon as is practicable after the COM have endorsed the representative for the Union, a letter of endorsement should be prepared for the representative advising of the COM resolution and confirming their status.

5. The same procedures should be followed for Union Representatives to any external conferences, meetings or forums that may arise and necessitate the Union to be represented.

Duties and Responsibilities

Secretary

1. As per Rule 20 (17), the Secretary is responsible for ensuring that the COM agenda deals with the business of nomination, endorsement and relevant credentialing.
2. The day to day administrative work associated with the preparation of this work for determination by the COM can be delegated to staff.
3. The Secretary is responsible for ensuring that the relevant administrative JDF's, work plans and budgets facilitate this work.

Note: That under Rule 17A (2) the Executive has the powers to exercise any powers and perform any duties given to the COM, except as to Rule 40 (Amendment of Rules). However, by convention the Union seeks to make such decisions at the COM level rather than the Executive, wherever practicable and reasonable.

Nominated Union Representatives

Representatives Role

1. A Union Representatives' role is to represent the Union by providing a conduit of information between the organisation or group that they are engaging with on behalf of the Union, and the Executive or COM.
2. A member acting in the capacity of Union representative, is not acting or engaging in their personal capacity, but rather as authorised agent of the Union, and so must act within their instructions provided by the Unions COM and cannot provide endorsement on matters without first seeking formal approval of the Secretary and Executive.
3. Union Representatives must act within their instructions from the Union in providing positions to the relevant group. If they are unsure or the matter evolves, the representative should seek additional written instructions from the Secretary to enable the representative to carry out their role on behalf of the Union effectively.

Process

1. At the initial meeting involving the Union Representative, it is the responsibility of the Union Representative to confirm with the meeting their purpose and identify the limitations of their role. All documentation provided to the Representative at the initial stage, including any paperwork in which the representative must sign a confidentiality declaration, should be provided to the Secretary and Executive for review.
2. Following each meeting, the Union Representative is to prepare a summary of the purpose and content of the meeting as well as report on any outcomes or actions. This summary is to be emailed to admin@ufuofwa.net.au, addressed to the attention of the Secretary.
3. If the Union Representative has been requested to provide endorsement on any matter, the Union Representative is to advise the meeting that this endorsement must be deferred to allow the Union Representative to seek formal approval from the Secretary.

4. The Union Representative must contact the Secretary by email or phone to discuss the relevant matter. The Secretary will then as soon as reasonably practicable seek the relevant internal endorsements. The internal endorsement will vary from matter to matter and although this is usually the COM, may be the Executive or the Secretary may utilise their sole discretion depending on the matter.
5. The outcome of the Unions endorsement, or otherwise, can only be provided by the Secretary, and must be in the form of signed formal correspondence. This will be directly provided to the organisation or group that has sought endorsement, with the Union Representative copied in.

Confidentiality

In some instances, the Union Representative will be required to sign a confidentiality declaration. Due to the nature of the relationship whereby the Union Representative is a direct representative of the Union, the confidentiality declaration does not limit the Union Representative from discussing all matters with the Secretary. The Secretary will report to the Executive regarding the matter and is responsible for maintaining relevant confidentiality.

This policy was endorsed by the Committee of Management at the Committee of Management meeting held on Wednesday 10 January 2024.