

Policy – IEUA-QNT Provision of Industrial Services to New Members and Unfinancial Members Re-instating with Pre-existing Issues

Policy Name:	Pre-existing Issue Policy	Status:	Final
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Effective Date:	10 February 2019 (previous reference: <i>IEUA-QNT Industrial Services to Members – Member Guidelines (2012.06)</i>)	Approval Authority:	IEUA-QNT Branch Executive

1. RATIONALE

The provision of industrial services is a core function of the IEUA-QNT. The IEUA-QNT is committed to delivering quality industrial advice, assistance and advocacy to financial members seeking assistance with matters arising directly from their employment.

This policy is to be read in conjunction with the *IEUA-QNT Legal Assistance to Members External Policy Statement (2012.05)* and the *IEUA-QNT Industrial Services to Members – Member Guidelines (2012.06)*.

2. PURPOSE

The purpose of this policy is to outline the level of advice and representation provided to new members and unfinancial members who are seeking to access industrial services in relation to workplace issues which arose prior to becoming a financial member or while the person was unfinancial.

3. POLICY STATEMENT

- You must be a current financial member of IEUA-QNT before you can access Industrial Services. Non-members and un-financial members are ineligible to access industrial services.
- Industrial services are not retrospective. You are not eligible to access Industrial advice or representation for pre-existing matters.
- A **pre-existing matter** is any action or any set of circumstances occurring, or becoming evident, prior to the commencement/reinstatement of financial membership of IEUA-QNT and includes any consequential issues/matters arising after the commencement/reinstatement of financial membership.

[For example, in the case of a member subject to an unsatisfactory performance process, the matter would be regarded as “pre-existing” if the alleged concerns occurred prior to the commencement of financial membership, even if the formal process was initiated afterwards.]

A person who was either a non-member, or an un-financial member, at the time that the relevant events occurred, and subsequently becomes a financial member may receive general advice in relation to those pre-existing matters from IEUA-QNT's Member Services Officers.

- General advice is/includes: brief advice in relation to the broad rights and/or avenues which may be available to the member and the provision of IEUA-QNT Information Sheets which may be of assistance.
- To be eligible for assistance in workplace matters requiring legal representation, members must be financial, and must have been financial prior to the date on which the issue arose, consistent with Clause 4 of the *IEUA-QNT Legal Assistance to Members External Policy Statement (2012.05)*.

4. APPLICABILITY

This policy applies to all persons who fall within the IEUA-QNT list of callings.

5. DEFINITIONS

For the purpose of this policy:

A "financial member" is a member whose fees are not in arrears for a period of more than three (3) calendar months.

An "unfinancial member" is a member whose fees are in arrears for a period longer than three (3) calendar months,

A "non-member" is a person who has not joined the IEUA-QNT or who has ceased to be a member, whether due to resignation of membership or removal from the register as determined by the Rules after a specified period of unfinancial status.

6. PERSONS RESPONSIBLE

The Branch Secretary has oversight of policy and should be consulted for interpretations, resolution of problems and special situations.

7. POLICY AUTHORITY

This Policy is authorised by the IEUA-QNT Branch Executive.

8. RELATED DOCUMENTS AND LINKS

IEUA-QNT Legal Assistance to Members External Policy Statement (2012.05)
IEUA-QNT Industrial Services to Members – Member Guidelines (2012.06)

10. REVISION HISTORY

This policy will be reviewed bi-annually by the IEUA-QNT Branch Executive and the QIEU Council, or as required.

Revision	Date	Made By	Approved By	Reason
2	10 February 2019	Industrial Committee	IEUA-QNT Executive Branch	Amended Policy