



By your side

# MEMBER POLICIES AND PROCEDURES

<b>POLICY/PROCEDURE</b>	<b>MEM-01</b>
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## 1. Phillip Noel Smyth Educational Scholarships

The 1997 Annual Conference resolved to allocate funds to honour the contribution to the M.E.U., and in particular the education and training of Union members, by our esteemed colleague and friend the late Phil Smyth.

It is suggested that the Union distribute these funds for the educational assistance of members and their families.

The disbursement shall be awarded across four educational categories and four income and family categories as outlined: A maximum of \$5,000 across categories A-C below, and an additional \$2,000 reserved for category D.

A.) A maximum of \$2,500 to a member who is a single parent, on behalf of themselves or their child(ren), with a maximum income of \$80,000 per annum, indexed to the Local Government (State) Award, with increased disbursements calculations beginning July 1, 2024.

B.) A maximum of \$2,000 to a member who is in a partnered relationship, on behalf of themselves or their child(ren), with a maximum combined household income of \$130,000 per annum, indexed to the Local Government (State) Award, with increased disbursements calculations beginning July 1, 2024.

C.) A maximum of \$1,000 to a member, on behalf of themselves or their child(ren), with no restrictions as to household income, indexed to the Local Government (State) Award, with increased disbursements calculations beginning July 1, 2024.

D.) A maximum of \$2,000 to a member, on behalf of themselves or their child(ren) who are of indigenous Australian Ancestry, with no restrictions as to household income, indexed to the Local Government (State) Award, with increased disbursements calculations beginning July 1, 2024.

The Manager Administration and Finance has carriage of this fund, however, should difficulties and or conflicts arise this matter should be directed to the General Secretary.

### 1.1. Category 1 - Higher School Certificate

Payment providing financial support for child undertaking the Higher School Certificate.

A maximum of one Scholarship per parent/guardian (member) will be awarded; however, where both parents are members of the Union and meet the required criteria up to two scholarships may be awarded.

A maximum of three (3) Awards will be paid under this category and in conjunction with family and income status as outlined.

Nothing in this policy prohibits the Executive of the Union granting a special application for payment of the benefit.

Conditions:

- a. Member must be a financial member of the USU for a period not less than five (5) years.
- b. Must provide proof of child enrolled for years 11 and or 12.
- c. Scholarship awarded for a maximum of two (2) years per applicant if all other conditions are met.

### **1.2. Category 2 - Tertiary Education, Industrial Relations Studies or Local Government Foundation Studies Operation Certificates**

The Union will contribute towards fees, and textbook expenses for members or their child undertaking Industrial Relation Courses at TAFE or in providing access for members to undertake modules in the Operational Certificates.

A maximum of one Scholarship per parent member; however, where both parents are members of the Union and meet the required criteria up to two scholarships may be awarded to one family.

A maximum of three (3) Awards will be paid under this category and in conjunction with family and income status as outlined.

Nothing in this policy prohibits the Executive of the Union granting a special application for payment of the benefit.

Conditions:

- a. Member must be a financial member of the USU for a period not less than five (5) years.
- b. Must provide proof of child enrolled for tertiary education – child must be a dependent.
- c. Scholarship awarded for a maximum of two (2) years per applicant if all other conditions are met.

### **1.3. Category 3 - University Studies**

The Union will contribute towards university fees or books for those members or the son/daughter completing a semester of study or continuing their professional education program. Preference will be afforded to applications that identify a leaning towards industrial or political study.

A maximum of one Scholarship per parent (member); however, where both parents are members of the Union and meet the required criteria up to two scholarships may be awarded to one family

A maximum of three (3) Awards will be paid under this category and in conjunction with family and income status as outlined.

Nothing in this policy prohibits the Executive of the Union granting a special application for payment of the benefit.

Conditions:

- a. Member must be a financial member of the USU for a period not less than five (5) years.

- b. Where scholarship is sought of son/daughter, son/daughter must be under the age of 21 and dependant on the parent.
- c. Proof of enrolment must be submitted to the Union.
- d. Scholarship awarded for a maximum of two (2) years per applicant if all other conditions are met.

#### **1.4. Category 4 - Industry Scholarship Contribution**

This grant is provided to an Industry project that assists in the educational development of a member into middle and senior management.

This scholarship is applicable to members (self) only.

A maximum of one (1) Award will be paid under this category.

Nothing in this policy prohibits the Executive of the Union granting a special application for payment of the benefit.

Conditions:

- a. Member must be a financial member of the USU for a period not less than five (5) years.
- b. Proof of enrolment must be submitted to the Union.
- c. Scholarship awarded for a maximum of two (2) years per applicant if all other conditions are met.

#### **1.5. Appeals**

Persons who are not successful in securing a scholarship, may appeal to the General Secretary of the Union in writing.

The General Secretary will investigate said application and provide feedback within 14 days from the date the appeal received by the Union.

Where the General Secretary feels an error has been made, the General Secretary will have the authority to amend the situation.

### **2. John Beacroft Memorial Scholarship/Grant**

The John Beacroft Scholarship/Grant is awarded to United Services Union Members (or dependants), who demonstrate outstanding sporting attributes and with ambitions for higher achievements in the sport arena. The scholarship will meet expenses related to the sporting ambition. Recipients will embody the values and high standards of integrity that John Beacroft represented.

Additionally applicants must meet the relevant Union criteria as outlined below.

Applications will be assessed on the basis of personal application and ongoing potential in the given sport; additional to Union values.

## 2.1. Grant Value

The disbursement shall be awarded across the following four income and family categories as outlined. A maximum of \$5,000 across categories A-C below, and an additional \$2,000 reserved for category D.

A.) A maximum of \$2,500 to a member who is a single parent, on behalf of themselves or their child(ren), with a maximum income of \$80,000 per annum, indexed to the Local Government (State) Award, with increased disbursements calculations beginning July 1, 2024.

B.) A maximum of \$2,000 to a member who is in a partnered relationship, on behalf of themselves or their child(ren), with a maximum combined household income of \$130,000 per annum, indexed to the Local Government (State) Award, with increased disbursements calculations beginning July 1, 2024.

C.) A maximum of \$1,000 to a member, on behalf of themselves or their child(ren), with no restrictions as to household income, indexed to the Local Government (State) Award, with increased disbursements calculations beginning July 1, 2024.

D.) A maximum of \$2,000 to a member, on behalf of themselves or their child(ren) who are of indigenous Australian Ancestry, with no restrictions as to household income, indexed to the Local Government (State) Award, with increased disbursements calculations beginning July 1, 2024.

Grants will be open from 1st January to 31st December of each year and will be considered at each Executive Meeting until funds for that year are exhausted. Nothing in this policy prohibits the Executive of the Union granting a special application for payment of the benefit beyond allocated total amount; and, or set conditions.

## 2.2. Conditions

- a. Member must be a financial member of the USU for a period not less than five (5) years
- b. Must provide proof of sporting activity and continuance of same activity
- c. A maximum of one grant per year for a maximum of four years per applicant will be awarded

## 2.3. Examples of Activities (however, not limited to):

- Representing any sport at elite level be it regional, (State), national or international:
  - o Water Sports
  - o Martial Arts
  - o Football, soccer, basketball etc.
  - o Gymnastics
  - o Snow Sports
  - o Cycling, mountain biking etc.

## **2.4. Appeal**

If an application is unsuccessful, the member is able to appeal the decision by forwarding a letter to the Executive of the Union via the Manager of Administration and Finance for consideration. Appeal must be made within 21 days of receiving notice that the application was unsuccessful.