



Department of **Consumer
and Employment Protection**
Government of **Western Australia**

Our Ref: WM/0445/2002
Your Ref:
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CIRCULAR TO DEPARTMENTS AND AUTHORITIES NO. 2 OF 2002

DEDUCTION OF UNION SUBSCRIPTIONS

The Government has determined that from 25 March 2002 public sector agencies will provide employees with the option of payroll deduction of union dues.

Employees wishing to access the payroll deduction facility will be required to authorise employers to release their banking details to the relevant union.

Attached is a replacement Collection of Union Dues Policy Statement that reflects the change in Government policy.

**JEFF RADISICH
A/EXECUTIVE DIRECTOR
LABOUR RELATIONS**

19 March 2002

COLLECTION OF UNION DUES

- ***The Government recognises the right of individual employees to choose whether or not they wish to be a member of a union.***
- ***The Government supports the payment of union subscriptions by deduction from payroll or direct debit.***

POLICY

1. As from the first pay period after **25 March 2002** agencies will deduct union dues from the payroll of their employees where employees have provided authority.
2. Where employees authorise, employers will provide bank account details retained for payroll purposes to unions for the purpose of establishing and maintaining direct debit arrangements.
3. All transactions must comply with the appropriate Treasurer's Instructions.
4. This applies to all employees in the Western Australian public sector.

GUIDELINES FOR DEDUCTION OF UNION SUBSCRIPTIONS

5. Employers will deduct normal subscriptions as equal amounts each pay period.
6. Payroll Deduction Authority forms will be completed by employees. Where employers require a standard procuracy form, that form will be used.
7. Arrangements may require union secretaries, or persons acting in their stead, to countersign all forms and forward them to employers.
8. Employers will commence deduction of subscriptions from the first full pay period following receipt of a completed Payroll Deduction Authority form and continue deductions, except as provided in paragraph 11 or until the Authority is cancelled in writing by an employee.
9. Employers are to obtain written advice from unions on the quantum of deductions to give effect to this policy and will implement any change to union subscriptions no later than one month after being notified by the union except where the union nominates a later date.
10. The collection of any nomination fee, arrears, levies or fines are not the responsibility of employers.

11. Employers are not responsible for the collection or payment of outstanding subscriptions.
12. Employers will not make any deduction of subscriptions from termination payments, other than normal deductions from the preceding pay period.
13. Employers will forward contributions deducted, together with supporting documentation, to the relevant union party at such intervals as are agreed between them.

GUIDELINES FOR ESTABLISHMENT AND MAINTENANCE OF DIRECT DEBIT ARRANGEMENTS

14. Where employees authorise in writing, their bank account details including any changes from time to time, shall be released to the relevant union.
15. Employers must be indemnified against financial accountability related to these transactions.
16. On receipt of authorisation, employers will provide bank account details including subsequent changes, to the union within five working days.