



**United Firefighters Union of Australia  
Aviation Branch**

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# MEMORANDUM

**TO:** ALL MEMBERS

**FROM:** Mick Farrell – Branch Secretary

**DATE:** 3<sup>rd</sup> December 2009

**SUBJECT:** Union procedures

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As there are currently many issues in dispute surrounding both ARFF processes, their reaction to certain situations and at Fire Stations generally, it is timely to remind members of the correct procedures to be followed for any union matters which may arise.

Firstly, when a member has a problem that requires a union response, the Unit Organiser is to be contacted and informed of such. The Organiser acts on the issue (if possible) and also informs the BCOM member of the particular incident in writing and copies in the union.

If the matter/s cannot be resolved at Unit level then the Organiser approaches his/her BCOM member for assistance and the BCOM member acts as a result of that which may, or may not, include contacting the office to discuss the best way forward to achieve resolution.

If the BCOM member is not able to directly assist the Organiser, then the BCOM member contacts the office for further direction.

If, for some reason however, a member is unable to contact either their Organiser or BCOM member, only then should they contact the office directly for assistance.

It would be very helpful if members could please remember to follow these procedures and that way everyone is being properly informed, it usually expedites matters, avoids double handling and also wasting resources.

In Unity



Mick Farrell  
Branch Secretary