

wapu.org.au



# MEMBERSHIP BOOKLET



**WA** POLICE  
UNION



**WA POLICE  
UNION**

639 Murray Street West Perth WA 6005

**P** (08) 9321 2155

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**[www.wapu.org.au](http://www.wapu.org.au)**

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# President's Message



Welcome to the WA Police Union and Police Family.

Becoming an officer in the WA Police Force is a fantastic achievement and I congratulate you on your choice to make a difference to our community.

From this day forward, you will immediately gain 6,500 brothers and sisters, who will work with you and become your family, trusted friends and protectors.

WAPU has more than 100 proud years of supporting police and we assist our Members with industrial and legal issues, as well as working politically to improve the profession of policing.

Policing is a unique vocation which means we are unlike any other public sector worker. We know that our Members will put themselves in harm's way every single day. That is why we will always protect you, while you are protecting others.

This booklet will provide you with information about how we serve you, how you can get involved in Union activities and where you can find more information.

I encourage you to read this booklet and keep it with you for quick reference. You can also access all this information and more via our website, [www.wapu.org.au](http://www.wapu.org.au), and mobile phone app.

If there is anything we can do for you, we are only ever a phone call away. WAPU can be contacted on 9321 2155 or our 24/7 Emergency Director can be reached on 0438 080 930.

Take care of each other and stay safe.

**Harry Arnott**  
President  
WA Police Union



# The WA Police Union Mobile App

Fast and convenient access on your phone to WAPU news and resources, holiday home bookings, Member offers and discounts, WAPU contacts and more.

With one-time login, automatic updates, easy to use forms, offline access and less data hungry than visiting the WAPU website, it's just another way WAPU is taking care of its Members.

**Available for Android and iPhone. Download it today.**



# Application for Membership

I hereby apply for membership of

Both **WA POLICE UNION**  
639 Murray Street  
WEST PERTH WA 6005

and **POLICE FEDERATION OF AUSTRALIA (WA BRANCH)**  
(a Federally registered organisation)  
c/- 639 Murray Street  
WEST PERTH WA 6005

and I undertake to conform to all rules of those organisations, copies of which may be acquired by contacting WAPU HQ.

NOTE: On joining both organisations you pay only one membership subscription.

WAPU is bound by the Privacy Act and our Privacy Statement, a copy of which is included with your information pack.

Information is collected to enable WAPU to contact you about matters relating to your Membership, and to ensure that we have the necessary information to represent your employment and related interests.

I acknowledge that I may resign from WAPU, the Federation or both by notice in writing addressed and delivered to the Secretary, and that such resignation will take effect on the date specified in the notice or as otherwise provided in the constitution and rules. I also acknowledge that re-admission to the Membership shall be subject to my application being approved by the respective management board.

# Enrolment Form

## **WA POLICE UNION POLICE FEDERATION OF AUSTRALIA (WA BRANCH)**

Mr/Mrs/Ms/Miss:

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Family Name (BLOCK LETTERS)

---

Given Name(s):

---

Private Address:

---

Postcode:

---

Home Email:

---

Telephone (Home):

Mobile:

---

Date:

---

Signature:

The applicant is requested to supply the following particulars:

Regimental No:

Date of Birth:

---

Date of entry to WA Police:

### NOTE:

1. Members of the WA Police Union and the Federation are required to pay the annual subscriptions determined by WAPU.
2. However, the payment in full to the WA Police Union by direct debit shall constitute full payment to the Federation (the Federal organisation) and shall require no further payment from the Member. The payment to WAPU shall make the Member a financial member of both WAPU and the Federal organisation.

# Beneficiary Nomination Form

WA Police Union  
639 Murray Street  
WEST PERTH WA 6005

## **REF: WA POLICE UNION GROUP LIFE INSURANCE AND DEATH BENEFIT SCHEME**

I,

Regimental No:

(NAME)

of

(ADDRESS)

in accordance with Rule 11.5 of the WA Police Union's Constitution, Rules &  
By-Laws, hereby nominate:

(NAME IN FULL)

(RELATIONSHIP)

(ADDRESS)

to receive all monies due at the time of my death. Should he/she pre-decease me,  
I then nominate:

(NAME IN FULL)

(RELATIONSHIP)

(ADDRESS)

In the event of any change in personal circumstances occurring since the signing of  
this document, or should any of the above matters be disputed following my death,  
I authorise the Board of the WA Police Union to act on my behalf and distribute the  
benefit to the person or persons considered most appropriate.

(MEMBER'S SIGNATURE)

(WITNESS)

DATE

DOUBLE DISTILLED  
INFUSED  
**RUSH**  
100%

**GIVE**



—  
**OLD**





EMERGENCY

POLICE

For the service of hum

lotto

WESTERN AUSTRALIA



WAPU's main objectives are to improve Members' wages, working conditions, health and welfare, and to ensure policing is a top priority for governments, so that the people who keep our community safe are looked after.

## About WAPU

The WA Police Union (WAPU) represents the professional and industrial interests of about 6,500 police officers, police recruits, cadets and police auxiliary officers employed by the WA Police Force.

WAPU is registered with the WA Industrial Relations Commission (WAIRC) and affiliated with the Police Federation of Australia (PFA).

## Board of Directors

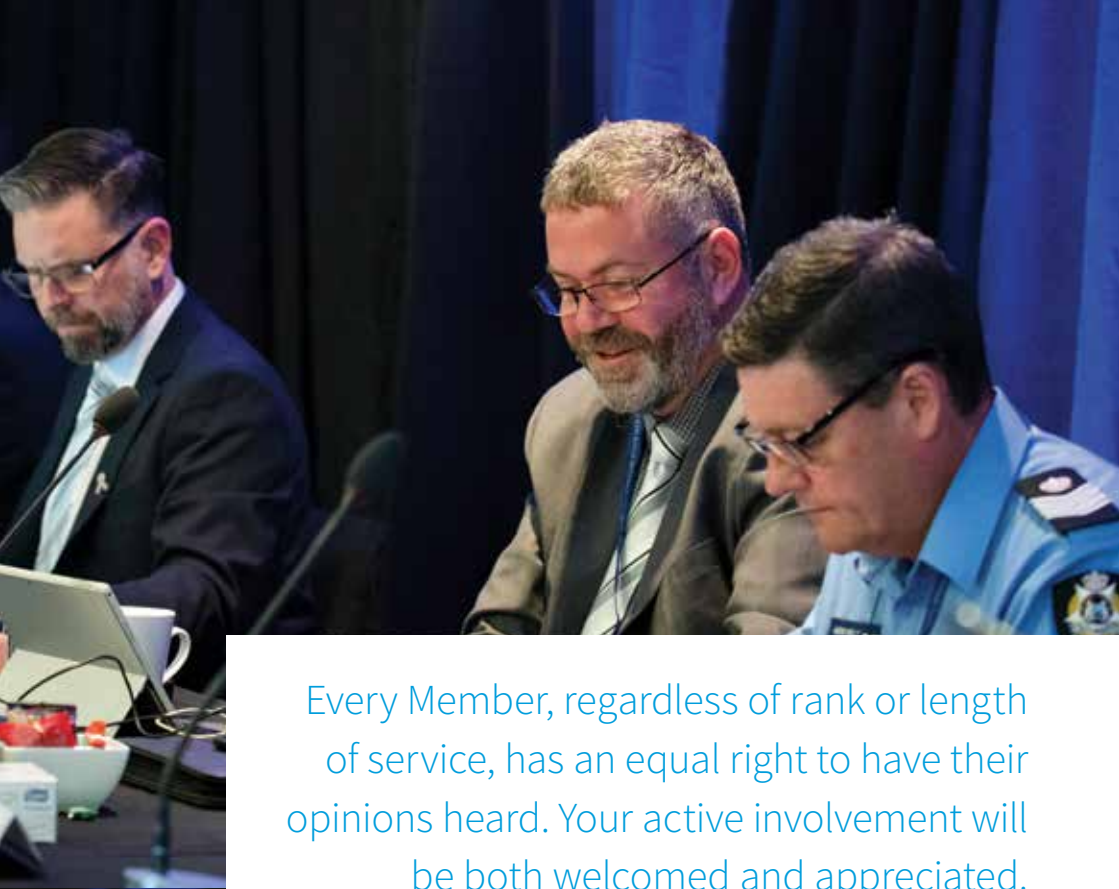
WAPU's 15-member Board of Directors oversees the management of the Union. The Board is made up of 11 Directors from the Metropolitan Region and four from Regional WA, with one representative for the Central, East, North and South Regions.

Every three years, all WAPU Members are encouraged to vote in a first past the post ballot to determine who sits on the Board. Elections are conducted a few months before the new Board takes office at the rise of Annual Conference, in November.

After the election of the 15 Directors, the Board meets to elect the four-member Executive – the President, Senior Vice President, Vice President and Treasurer. The President is also the Chief Executive Officer.

The Board meets monthly throughout the year – usually on the second Wednesday of the month – to conduct all business including decisions on policy, industrial campaigns on pay and work conditions, legal assistance, ancillary Union services and Member welfare.





Every Member, regardless of rank or length of service, has an equal right to have their opinions heard. Your active involvement will be both welcomed and appreciated.



## Branches

Members can discuss Union affairs and express their opinions and ideas at Branch meetings. These views are then taken to the Board.

WAPU has a number of Branches Statewide. They are strategically located to enable as many Members as possible to become involved with the meetings and Union issues.

Each Branch is managed by its own honorary President, Vice President and Secretary who are elected for a one-year period at the Branch's Annual General Meeting.

As a general rule, local Branch meetings are held every three months, but they can be held whenever a local issue develops. These local positions are written as a Motion and put forward to the Board of Directors which formulates a course of action.

## Annual Conference

WAPU's Annual Conference is the Union's main policy making forum and is held annually in November.

Before Conference, Branches meet and develop Motions that are presented to the Board of Directors who determine the items for the Conference agenda. Once the agenda is finalised, it's forwarded to the local Branches at least 30 days before Conference to enable the determination of a local position on each and every item within the agenda paper.

A Delegate is selected and formally nominated by each Branch to represent its Members at Conference. They present that particular Branch's views on any Motion and must vote strictly in accordance with any decision their Branch has determined.





# EMERGENCY 24/7 DIRECTOR 0438 080 930

639 Murray Street, West Perth WA 6005  
PH: (08) 9321 2155 F: (08) 9321 2177  
[www.wapu.org.au](http://www.wapu.org.au) [admin@wapu.org.au](mailto:admin@wapu.org.au)



Mick Kelly  
EMERGENCY DIRECTOR



**WAPU**

## Full-time Officials

WAPU employs highly professional staff covering the portfolios of:

- Legal
- Industrial Relations
- Occupational Safety and Health
- Welfare
- Media
- Advocacy
- Research
- Administration
- Member Services

WAPU's highly trained staff carry out the day-to-day business of the Union and take the necessary action to implement the directions of the Annual Conference and the Board of Directors.

WAPU's Secretary oversees the running of the office, and ensures all WAPU business is carried out in accordance with the Constitution.

WAPU provides 24/7 emergency assistance for all matters.

## WAPU Fees

WAPU strives to ensure that Members always get value for money, and endeavours to provide Members with an extensive range of services.

WAPU subscriptions for sworn police officers are 1.35 per cent of the basic salary of a third year constable and subscriptions for police auxiliary officers are calculated on 1.35 per cent of the base salary of band 1AP1.3. For cadets, the cost is only \$10 per fortnight.

Police recruits in training are not required to pay fees while training at the Police Academy. By completing the 'Union Enrolment Form' all facilities and services provided to Members are immediately available to police recruits. Payment of WAPU subscriptions commences once the recruit graduates.

Subscriptions can be made fortnightly by 'Direct Debit Request' signed and lodged with WAPU, or paid quarterly by credit card or cheque.

# Member Benefits

## Legal Assistance

WAPU's Legal Team provides a high quality service for Members who need legal representation or advice on matters such as disciplinary action, management initiated action, investigations, criminal injuries, personal injuries and medical retirement.

Members are first required to apply for assistance by contacting WAPU HQ.

Legal assistance is determined by the Board of Directors.

## Industrial Agreement

Every two years or as agreed, new industrial agreements are negotiated with WA Police and the State Government.

WAPU is the sole negotiator to collectively bargain on behalf of police officers and PAO Members in the development of replacement agreements that reflects Members' contemporary values and conditions.

Officers who are not financial Members of the Union have no direct avenue or access to individually bargain or negotiate with WA Police in relation to salary and conditions.

## Will Service

WAPU provides a free Will Service to Members. This service is for 'simple' Wills only.

Every Member is encouraged to ensure they have a Will. Without a valid Will the State Government can determine how your assets are distributed and could take a percentage of your assets. In addition, your estate could take up to six months to finalise, putting unnecessary financial pressure on loved ones.

Spousal Wills can be prepared for an additional fee.



## **Members Group Life Insurance Scheme**

A WAPU Member receives a \$100,000 death (only) cover insurance policy that's payable whether you are on or off duty at the time of death. This cover extends 24 hours a day, 7 days a week.

To make sure your chosen beneficiary receives the entire benefit under this policy, you must complete the beneficiary form attached to this booklet and return it to WAPU HQ.

If your personal circumstances alter and you want to change the person who receives the benefit, it's your sole responsibility to advise WAPU in writing of the change.

The Group Life Insurance Scheme is available to Members up to the age of 65 years.

## **Extended Benefit Insurance Option**

Four additional death benefit units, in increments of \$50,000, are also available to Members upon application. Each unit will incur a further fortnightly cost to you. Further details about these additional units can be obtained through WAPU HQ.

## **Spouse/De facto Insurance Scheme**

This personal life insurance cover (death only) is available to spouses/de facto partners of Members and is applied on a sliding scale dependent on the age of the applicant.

Up to the age of 35 years, the cover is for \$220,000. The amount of benefit reduces to \$10,000 by age 60. The amount of cover will strictly be determined by the age of the individual at death.

An application form and details of the costs associated with this scheme can be obtained from WAPU HQ.

## **PAO Journey Cover**

As part of your Union fees, PAO Members are automatically covered by the WA Police Union Group Journey Personal Accident Policy while travelling to and from work, including any mealtime breaks taken during the day.

Cover includes insurance for death and capital cover, temporary total disablement and broken bones.

# Member Benefits

## Death Levy Fund

The Death Levy Fund pays specified amounts on the death of a Member, the death of a Member's partner and his/her children under 18 years.

Payments are made in accordance with the following table:

Death of Member:	\$5,000 paid to Member's nominee
Death of Partner:	\$10,000 paid on application from Member
Child under 18 years:	\$10,000 paid on application from Member

The Death Levy Fund continues to pay \$5,000 to the Retired Member's nominee, as well as on the death of a Retired Member's spouse.

All outgoings associated with this Fund are budgeted for as part of a Member's overall WAPU subscription.

## Police News Magazine

*Police News* is the official publication of WAPU. The magazine is published four times per year and is supplied free to each Member in electronic or hard copy.

*Police News* is a modern, full colour magazine that is informative and interesting and explores major issues relating to all Members.

The magazine is packed with human-interest stories, profiles on Members, as well as legal, industrial and safety information.

As new Members we ask you to read the magazine and if you have any comments or suggestions please send them to [admin@wapu.org.au](mailto:admin@wapu.org.au).



# Member Benefits

## Newsletters

Regular communication with Members is vitally important to WAPU, so all Members receive fortnightly Newsletters.

Newsletters are sent every second Thursday and cover topics such as industrial entitlements, political meetings, Union activities and Member benefits.

Newsletters are sent directly to Members' email inboxes and are also available on the WAPU App and website.



## Discounts on goods and services

WAPU has worked to secure a range of benefits for our Members.

These discounted services include savings on accommodation, motoring, entertainment, retail, home improvement and travel.

Full details are available in the Members Section of our website.

# Member Benefits

## 24-hour Emergency Director

This service provides an all hours contact for Members and is primarily for any incident that results in death or serious injury to police or members of the public.

Members use the service when they have been involved on duty in critical incidents such as high-speed pursuits, vehicle accidents, shootings, deaths in custody and serious assaults.

The Emergency Director organises appropriate assistance for the Member, whether it be legal advice, welfare or any other type of support.

Give this number to your spouse and save it in your phone.

**EMERGENCY**  
**24/7 DIRECTOR**  
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Mick Kelly  
EMERGENCY DIRECTOR



**WAPU**

# Member Benefits

## WAPU App

Via the App, Members can access a variety of information including Newsletters, industrial agreements and book the ever-popular Holiday Homes.

Accessing information is easier and more convenient than ever and notifications can be sent directly to your phone when new, important announcements are made.

The WAPU App is available for free from the Apple App Store or Google Play.

## Holiday Homes

WAPU has a number of Holiday Homes that Members can rent. The Union heavily discounts its Holiday Homes to provide affordable accommodation for Members.

WAPU Holiday Homes include:

- Albany
- Ascot
- Busselton (4 Units at Broadwater)
- Esperance
- Exmouth
- Yallingup
- Port Denison

Bookings for holiday accommodation can be made on the WAPU website, App or by calling WAPU HQ on 9321 2155.

Members have reciprocal access to holiday homes owned by other unions such as the Australia and New Zealand police unions/associations, the Defence Department, Prison Officers' Union and Fire Fighters' Union of WA.

Discounted accommodation is also available for Members through the Mantra Group in Australia and New Zealand and Travel Club.

# Conditions of Employment

WAPU strives to achieve improved working conditions and wages for Members.

Conditions of employment are covered in the current Industrial Agreement. The Police Force Regulations and the COPS Manual also provide additional entitlements.

## Hours of Duty

Police officers work an average of 40 hours per week. On a standard type roster, these hours can be worked in different combinations:

- 4 x 10 hour shifts;
- 5 x 8 hour shifts; or a
- Combination of 8,9,10 hour shifts over an 80-hour fortnight.

Extended Settlement Period (ESP) rosters cover a protracted period of up to 12 weeks. ESP rosters allow the Employer to roster a combination of varying shift types and lengths provided that employees work an average of 40 hours a week or 80 hours a fortnight over the period of the roster. Shift lengths may be seven, eight, nine or 10 hours duration.

Flexible Rosters are in place at some work areas. Flexible rosters allow the Employer to roster any variation of shifts to meet the needs of a particular workplace. These rosters must be endorsed by the Employer and WAPU. Additionally, 66 per cent of the affected workforce must agree to the implementation of a Flexible Roster. Usually a secret ballot of affected employees is held following a Flexible Roster trial.

# Conditions of Employment

## Shift Allowances

Allowances are paid to all employees who work afternoon, evening and night shift over any seven days of the week and day shift on Saturdays and Sundays.

Shift allowances are adjusted in accordance with Industrial Agreement increases.

## On Call

On call, close call or standby allowances are payable if you are rostered, or directed, by an authorised senior officer to be available for a recall to duty outside of ordinary rostered working hours.

## Country Incentives

There are a variety of allowances that act as incentives to attract officers to country postings. These incentives vary in accordance with the locality.

Allowances and incentives are derived from a number of sources, such as the Industrial Agreement, legislation and Police Force policy.

## Higher Duties

Payment of higher duties is made when you are required to undertake the full duties and responsibilities of a position designated at the rank of sergeant or above. This can be for a single shift, or longer depending on the circumstances.

## Parental Leave

Subject to certain restrictions, employees are entitled to a period of up to 52 consecutive weeks parental leave on the birth or adoption of a child.

The first 14 weeks of parental leave are paid if the employee is the primary carer. Commonwealth legislation covering paid parental leave may also apply.

# Conditions of Employment

## Meal Breaks

A paid meal break is included within each rostered ordinary hours shift and is to be arranged in accordance with Clause 12 – Hours of Duty. A penalty applies if the full meal period is not allowed.

## Overtime

Overtime is paid at the rate of time and one half for the first three hours worked and double time thereafter. Overtime is aggregated each week.

When you are required to return to work outside of your rostered hours of duty, the following minimum payments at overtime rates apply:

- On any of your weekly leave days, three hours plus a minimum of one hour travelling time.
- During any other off-duty period, a minimum of one hour plus a minimum of one hour travelling time.

Overtime continuous with a shift is paid for the actual time worked.

## Travelling and Relieving Allowances

Allowances are paid if you are stationed in regional WA and are required to travel on official business to a place outside a radius of 24 km from your headquarters, or if you are stationed in the metropolitan area but have to travel outside the metropolitan area. Allowances are also available for police officers who travel over a meal period or are necessarily absent from their headquarters overnight, or are required to relieve at a new locality.

## Long Service Leave

Members appointed before 10 January 1995 are entitled to 520 hours of full pay long service leave on completion of seven years continuous service. The entitlement applies after 10 years continuous service to Member/s appointed on or after 10 January 1995.

Each subsequent period of seven years service entitles a Member/s to a further 520 hours long service leave on full pay.



# Conditions of Employment

## **Annual Leave**

Police officers receive six weeks annual leave if stationed south of the 26th parallel and seven weeks if stationed in the North West.

Annual and long service leave can be taken in one single block, shorter periods or as individual days.

Other options to reduce leave liability are also included in the Industrial Agreement.

## **Recall to duty (from leave)**

When you are on annual or long service leave and are recalled from duty to attend court or to perform other duties, you have the option of claiming ordinary pay for the hours worked plus one shift in lieu or two shifts in lieu.

## **Promotional Examination during Annual Leave**

If you are required to attend promotional examinations or promotional appeal hearings during annual or long service leave, one shift is reinstated.

## **Sickness on Leave**

Should you become ill or injured when on annual leave or long service leave and as a result you are confined to your residence or a hospital for at least seven days for annual leave or 14 days for long service leave, these days may be reinstated.

## **Sick Leave**

Police officers can access up to 168 days of leave each calendar year if they are unable to work due to illness or injury. Further amounts of leave can be accessed in certain cases.

# Conditions of Employment

## Carer's Leave

You may access up to 80 hours of leave each calendar year to care for a sick member of your family or household. The leave is granted subject to the production of evidence to satisfy a reasonable person.

## Medical Benefits

In addition to entitlements, where you are injured or become ill on duty you should make yourself familiar with the relevant provisions contained in the Industrial Agreement that provides for reimbursement of certain medical and pharmaceutical costs for illness or injury suffered while off duty.

## Untaken Long Service Leave on Leaving the Force

Accrued long service leave entitlements are paid out to a Member who resigns, retires, is medically retired, dismissed or in respect of an employee, who dies.

A pro-rata long service leave entitlement for a lesser period than a full period is paid to Members who retire at or over the age of 55, are medically retired or in the case of a deceased Member to the Member's estate.

## Superannuation

Superannuation for sworn police officers is provided through GESB by default. Various schemes are operated with Members having access to their choice of fund, not just GESB; where the Superannuation Guarantee Contribution is paid by the Commissioner of Police.



If you have any questions about your entitlements, call WAPU HQ on 9321 2155 to speak to our Industrial or Field Officers.



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