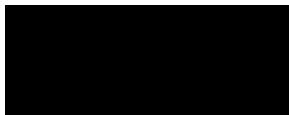


NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Lloyd Williams, being the National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 19/12/2024

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
VIC 2 HACSU	18 December 2024	Ordinary Member of Branch Committee of Management	Kim Gallaher	Claire Purcell	P.O Box 206 Carlton VIC 3053	Mental Health Nurse
VIC 2 HACSU	18 December 2024	Branch Junior Vice President	Zelda Riddell	VACANT		
VIC 2 HACSU	18 December 2024	Ordinary Member of Branch Committee of Management	VACANT	Peter Romer	P.O Box 206 Carlton VIC 3053	Disability
VIC 2 HACSU	18 December 2024	Ordinary Member of Branch Committee of Management	VACANT	Rebecca Plier	P.O Box 206 Carlton VIC 3053	Disability
HSU SA/NT	17 December 2024	Ordinary Member of Branch Committee of Management	VACANT	Melanie Dinning	170 Greenhill Road Parkside SA 5063	Occupational Therapist



18 December 2024

Lloyd Williams
National Secretary
Health Services Union
Sent via email: Lloydw@hsu.net.au

cc: NSW/ACT/QLD-info@hsu.asn.au
VIC No 4- enquiry@msav.org.au

Dear Lloyd Williams

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Health Services Union (AR2024/10).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do financial training or obtain an exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.



Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2024/10.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The Commission has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement

eLearning module – notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
05/12/2024	NSW/ACT/QLD	Councillor (3), Branch Delegate to National Council (3)	Yes
10/12/2024	VIC No 4	Branch Trustee (2)	No, 210 Days

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Lloyd Williams, being the National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The notification of both changes was advised by the Branch to the National Union on the 9th December 2024.
3. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed: 

Dated: 10/12/2024

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
HSU VIC 4	9 April 2024	Branch Trustee	Peter Wells	VACANT		
HSU VIC 4	13 November 2024	Branch Trustee	VACANT	Sara Sujansky	Level 1, 62 Lygon Street Carlton VIC 3053	Medical Scientist.

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Lloyd Williams, being the National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 5/12/2024

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
HSU NSW/ACT/QLD	26 Nov 24	Councillor South Eastern Sydney LHD	VACANT	William Woods	Level 2, 109 Pitt Street Sydney NSW 2000	Peer Support Worker
HSU NSW/ACT/QLD	26 Nov 24	Councillor Non-Public Sector Aged Care	VACANT	Donna Russell	Level 2, 109 Pitt Street Sydney NSW 2000	Home Care Worker
HSU NSW/ACT/QLD	26 Nov 24	Councillor Hunter New England LHD	VACANT	Craig Pepper	Level 2, 109 Pitt Street Sydney NSW 2000	Allied Health Assistant
HSU NSW/ACT/QLD	26 Nov 24	Branch Delegate to National Council	VACANT	Helen Platt	Level 2, 109 Pitt Street Sydney NSW 2000	Personal Care Worker
HSU NSW/ACT/QLD	26 Nov 24	Branch Delegate to National Council	VACANT	Link Smith	Level 2, 109 Pitt Street Sydney NSW 2000	Security Officer
HSU NSW/ACT/QLD	26 Nov 24	Branch Delegate to National Council	VACANT	Kylie-Ann Fish	Level 2, 109 Pitt Street Sydney NSW 2000	Wardsperson



18 November 2024

Lloyd Williams
National Secretary
Health Services Union
Sent via email: Lloydw@hsu.net.au

cc: NSW/ACT/QLD-info@hsu.asn.au
VIC No 3- info@vahpa.asn.au
WA- union@hsuwa.com.au

Dear Lloyd Williams

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Health Services Union (AR2024/10).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the Commission's [Officer Induction Kit](#)

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The Commission has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members.

They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement

eLearning module – notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
07/11/2024	National, NSW/ACT/QLD	National Senior Vice President, National Vice President, Councillor (3), Branch Delegate to National Council (2)	Yes
12/11/2024	VIC No 3, WA	Ordinary Member of Branch Committee of Management (2), Ordinary Member of Branch Committee of Management	Yes

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Lloyd Williams, being the National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 12 November 2024

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

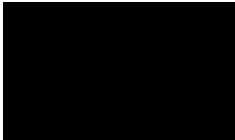
Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New Office</u> Holder	Postal Address of <u>New Office</u> Holder	Occupation of <u>New Office</u> Holder
VIC 3 VAHPA	21 October 2024	Ordinary Member of Branch Committee of Management	VACANT	Anthony D’Amore	P.O Box 58 Carlton South VIC 3053	Sonographer
VIC 3 VAHPA	21 October 2024	Ordinary Member of Branch Committee of Management	VACANT	Andrea McQueen	P.O Box 58 Carlton South VIC 3053	Speech Pathologist
HSUWA	11 November 2024	Ordinary Member of Branch Committee of Management	VACANT	Kitty Hemsley	8 Coolgardie Terrace, Perth WA 6000	Speech Pathologist

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Kate Marshall, being the Acting National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 6/11/2024

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
HSU National	18/10/2024	National Senior Vice President	VACANT	Naomi McCrae	Suite 46, Level 1 253 Drummond Street CARLTON VIC 3053	Paid Official
HSU National	18/10/2024	National Vice President	Naomi McCrae	Paul Healey	Suite 46, Level 1 253 Drummond Street CARLTON VIC 3053	Paid Official
HSU NSW/ACT/QLD	31/10/2024	Branch Councillor, South Eastern Sydney LDH	Timothy Salutos	VACANT		
HSU NSW/ACT/QLD	31/10/2024	Branch Delegate to National Council	Timothy Salutos	VACANT		
HSU NSW/ACT/QLD	1/11/2024	Branch Councillor, Private Aged Care	Paul Jones	VACANT		
HSU NSW/ACT/QLD	1/11/2024	Branch Delegate to National Council	Paul Jones	VACANT		

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
HSU NSW/ACT/ QLD	1/11/2024	Branch Councillor, Hunter New England LHD	Donna Russell	VACANT		



23 October 2024

Lloyd Williams
National Secretary
Health Services Union
Sent via email: Lloydw@hsu.net.au

cc: Victoria No. 3 Branch- info@vahpa.asn.au

Dear Lloyd Williams

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Health Services Union (AR2024/10).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the Commission's [Officer Induction Kit](#)

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties

- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The Commission has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement



eLearning module – notifications of change

The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

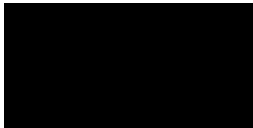
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
07/10/2024	VIC NO 3	Branch Delegate to National Council (3), Branch President, Ordinary Member of Branch Committee.	Yes
21/10/2024	VIC NO 3	Branch Delegate to National Council, Branch Assistant Secretary.	Yes

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Lloyd Williams, being the National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 21/10/2024

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
VIC 3 VAHPA	30 September 2024	Branch Delegate to National Council	VACANT	Nainaben Dhana	P.O Box 58 Lygon Street CARLTON VIC 3053.	Radiation Therapist
VIC 3 VAHPA	20 October 2024	Branch Assistant Secretary	Lindsay Ryan	VACANT		

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Lloyd Williams, being the National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 7/10/2024

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
HSU VIC 3 VAHPA	23/9/24	Branch Delegate to National Council	Lindsay Ryan	VACANT		
HSU VIC 3 VAHPA	30/9/24	Branch President	Marni Jackson	Joanne Ginn	P.O Box 58 Carlton South, VIC 3053	Medical Imaging Technologist
HSU VIC 3 VAHPA	30/9/24	Branch Delegate to National Council	Marni Jackson	VACANT		
HSU VIC 3 VAHPA	30/9/24	Branch Delegate to National Council	VACANT	Karl Little	P.O Box 58 Carlton South, VIC 3053	Medical Imaging Technologist
HSU VIC 3 VAHPA	30/9/24	Ordinary Member of Branch Committee	Joanne Ginn	VACANT		



25 September 2024

Lloyd Williams
National Secretary
Health Services Union
Sent via email: Lloydw@hsu.net.au

cc: Tasmania Branch admin@hacsu.org.au
Vic No. 1 Branch info@hwu.org.au

Dear Lloyd Williams

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Health Services Union (AR2024/10).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do financial training or obtain an exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.



Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2024/10.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The Commission has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Appendix A shows late notifications

A notification from your organisation indicates that changes occurred more than 35 days prior to its lodgement. Please ensure that future notifications of change are lodged within 35 days of the change occurring.

Late notifications have the potential to attract a civil penalty.

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement

eLearning module – notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

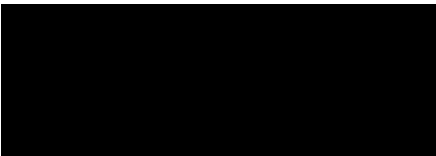
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
24 September 2024	Tasmania Branch	Branch Delegate to National Council (4) Ordinary Member of Committee of Management	Yes
24 September 2024	Vic No. 1 Branch	Ordinary Member of BCOM Ordinary Member of BCOM Branch Delegate to National Council (2)	No, 15 days Yes Yes

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Lloyd Williams, being the National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 24/09/2024

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

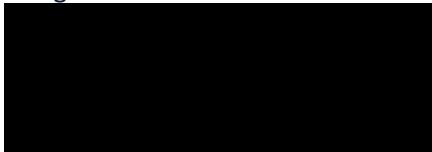
Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
HSU VIC 1 HWU	5/8/2024	Ordinary Member of BCOM	Velda Mitchell	VACANT		
HSU VIC 1 HWU	2/9/2024	Ordinary Member of BCOM	VACANT	Danny Harika	P.O Box 1088 South Melbourne VIC 3205	Paid Official
HSU VIC 1 HWU	26/8/2024	Branch Delegate to National Council	Steven Mitchell	VACANT		
HSU VIC 1 HWU	3/9/2024	Branch Delegate to National Council	Nurije Alimi-Arslan	VACANT		

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Lloyd Williams, being the National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 24/09/2024

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
HSU Tasmania (HACSU)	18/9/2024	Branch Delegate to National Council	VACANT	Tammy Munro	P.O Box 635 North Hobart TAS 7002	Paid Official
HSU Tasmania	18/9/2024	Branch Delegate to National Council	VACANT	Tanya Clifford	P.O Box 635 North Hobart TAS 7002	Hospital Aide
HSU Tasmania	18/9/2024	Branch Delegate to National Council	Lucas Digney	Lauren Vanier	P.O Box 635 North Hobart TAS 7002	Pharmacist
HSU Tasmania	18/9/2024	Branch Delegate to National Council	Robert Moore	Carolyn Shearer	P.O Box 635 North Hobart TAS 7002	Disability Support Worker
HSU Tasmania	18/9/2024	Ordinary Member of Committee of Management	VACANT	Simone Haigh	P.O Box 635 North Hobart TAS 7002	Paramedic



25 September 2024

Lloyd Williams
National Secretary
Health Services Union
Sent via email: Lloydw@hsu.net.au

cc: Tasmania Branch admin@hacsu.org.au

Dear Lloyd Williams

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Health Services Union (AR2024/10).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the Commission's [Officer Induction Kit](#)

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties

- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The Commission has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement



eLearning module – notifications of change

The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

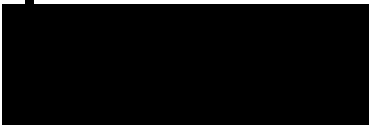
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
19 September 2024	Tasmania Branch	Branch Delegate to National Council	Yes

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Lloyd Williams, being the National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 19/9/2024

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
HSU Tasmania (HACSU)	18/9/2024	Branch Delegate to National Council	Timothy Jacobson	VACANT		Paid Official



9 September 2024

Lloyd Williams
National Secretary
Health Services Union
Sent via email: hsu@hsu.net.au

cc: Victoria No. 3 Branch, info@vahpa.asn.au;
Tasmania Branch, admin@hacsu.org.au

Dear Lloyd Williams

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Health Services Union (AR2024/10).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do financial training or obtain an exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.



Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2024/10.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The Commission has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement

eLearning module – notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

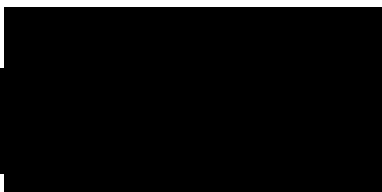
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
September 4, 2024	Victoria No. 3 Branch	Vice President and Ordinary Member of Branch Committee vacancy	No - 107 days late
September 5, 2024	Tasmania Branch	Branch Delegate to National Council vacancy	Yes

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Lloyd Williams, being the National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 5/9/2024

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

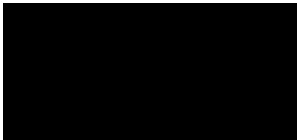
Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
HSU Tasmania (HACSU)	3.9.2024	Branch Delegate to National Council	Lucas Digney	VACANT		

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Lloyd Williams, being the National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 30/8/2024

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
VIC 3 VAHPA	20 May 24	Vice President	VACANT	Karl Little	Level 1, 62 Lygon Street CARLTON VIC 3053	Medical Imaging Technologist
VIC 3 VAHPA	20 May 24	Ordinary Member of Branch Committee	Karl Little			



21 August 2024

Lloyd Williams
National Secretary
Health Services Union
Sent via email: Lloydw@hsu.net.au

cc: TAS-admin@hacsu.org.au

Dear Lloyd Williams

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Health Services Union (AR2024/10).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the Commission's [Officer Induction Kit](#)

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties

- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The Commission has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement



eLearning module – notifications of change

The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

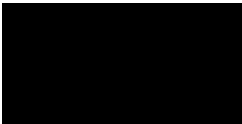
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
14/08/2024	National	National Senior Vice President	Yes
15/08/2024	TAS	Ordinary Member of Branch Committee, Branch Delegate to National Council	Yes

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Lloyd Williams, being the National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 15 August 2024

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

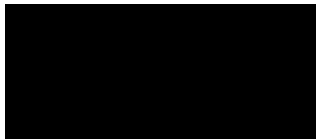
Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
HSU Tasmania (HACSU)	20 July 2024	Ordinary member of branch committee	Melissa Bibe	VACANT		
HSU Tasmania (HACSU)	20 July 2024	Branch Delegate to National Council	Melissa Bibe	VACANT		

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Lloyd Williams, being the National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 14 August 2024

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
HSU National	13 Aug 2024	National Senior Vice President	Diana Asmar	VACANT		



5 August 2024

Lloyd Williams
National Secretary
Health Services Union
Sent via email: Lloydw@hsu.net.au

cc: Vic No. 2 Branch hacsu@hacsu.asn.au

Dear Lloyd Williams

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Health Services Union (AR2024/10).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the Commission's [Officer Induction Kit](#)

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties

- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The Commission has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement



eLearning module – notifications of change

The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

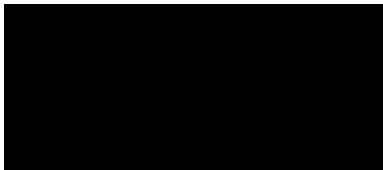
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
30 July 2024	Vic No. 2 Branch	Branch Delegate to National Council (2) Branch Assistant Secretary	Yes

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Lloyd Williams, being the National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed



Dated: 30/07/2024

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
VIC 2 HACSU	23/7/2024	Branch Delegate to National Council	Angela Carter	VACANT		
VIC 2 HACSU	25/7/2024	Branch Delegate to National Council	VACANT	Rebecca Sprekos	P.O Box 206 CARLTON SOUTH VIC 3043	Paid Official
VIC 2 HACSU	29/7/2024	Branch Assistant Secretary	Kate Marshall	Rebecca Sprekos	P.O Box 206 CARLTON SOUTH VIC 3053	Paid Official



12 July 2024

Lloyd Williams
National Secretary
Health Services Union
Sent via email: Lloydw@hsu.net.au

cc: Vic No. 2 Branch hacsu@hacsu.asn.au
WA Branch union@hsuwa.com.au
SA/NT Branch info@hsusant.org.au

Dear Lloyd Williams

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Health Services Union (AR2024/10).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the Commission's [Officer Induction Kit](#)

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The Commission has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members.

They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement



eLearning module – notifications of change

The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
25 June 2024	National Branch VIC No.2 Branch WA Branch SA/NT Branch	National Assistant Secretary Ordinary Member of Branch Committee Ordinary Member of Branch Committee Branch Delegate to National Council Branch Assistant Secretary Ordinary Member of Branch Committee	Yes
8 July 2024	National Branch	National Senior Assistant Secretary National Assistant Secretary	Yes

11 July 2024

Fair Work Commission
Registered Organisations

Re: Notification of Changes to Records

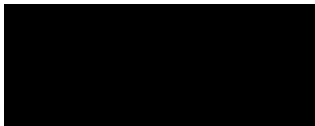
Dear General Manager,

I, Lloyd Williams, being the National Secretary of the Health Services Union declare the following:

1. I am authorised to make this declaration.
2. That on the 19th March 2024, the annual return was lodged as required under the *Fair Work (Registered Organisations) Act 2009*, with three officers listed as Branch Assistant Secretary / Treasurer, this was a typographical error and the officers in question should have been listed as Branch Assistant Secretary.

The details of the officers are:

Branch	Name of Office as per annual return lodged	Name of Office Holder	Name of Office
HSU SA/NT Branch	Branch Assistant Secretary / Treasurer	Angela Osborn-Johnson	Branch Assistant Secretary
HSU WA Branch	Branch Assistant Secretary / Treasurer	Adrian Barrett	Branch Assistant Secretary
HSU VIC 4 Branch	Branch Assistant Secretary / Treasurer	Lisa Alcock	Branch Assistant Secretary



11/7/2024

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Lloyd Williams, being the National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 4/7/2024

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

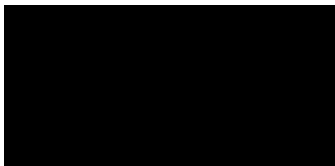
Changes to Offices and Office Holders in the Organisation and its Branches:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
HSU National	3 July 2024	National Senior Assistant Secretary	VACANT	Kate Marshall	Suite 46, Level 1, 255 Drummond Street CARLTON VIC 3053	Paid Official
HSU National	3 July 2024	National Assistant Secretary	Kate Marshall	Robert Moore	PO Box 635 North Hobart TAS 7002	Paid Official

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Lloyd Williams, being the National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.



Signed:

Dated: 25 June 2024

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
National	7.6.2024	National Assistant Secretary	Timothy Jacobson	VACANT		
HSU VIC 2 Branch	19.6.2024	Ordinary Member of Branch Committee	Simone Warner	VACANT		
HSUWA	17.6.2024	Ordinary Member of Branch Committee	VACANT	Luke Bongiascia	8 Coolgardie Terrace PERTH WA 6000	Area Manager Community Services Rehab in the Home
HSUWA	17.6.2024	Branch Delegate to National Council	VACANT	Jonathan Nugent	8 Coolgardie Terrace PERTH WA 6000	Deputy Chief Pharmacist
HSU SANT	12.6.2024	Branch Assistant Secretary	Angela Osborn-Johnson	Minh-Tran Pham	170 Greenhill Road PARKSIDE SA 5063	Radiographer
HSU SANT	12.6.2024	Ordinary Member of Branch Committee	Minh-Tran Pham	VACANT		



29 April 2024

Lloyd Williams
National Secretary
Health Services Union
Sent via email: Lloydw@hsu.net.au

cc: Tasmania Branch admin@hacsu.org.au
Victoria No.3 Branch nfo@vahpa.asn.au

Dear Lloyd Williams

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Health Services Union (AR2024/10).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do financial training or obtain an exemption
- Inform all officers of their disclosure obligations
- Consider giving your new officers the link to the Commission's Officer Induction Kit

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete financial training (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The Commission has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement

eLearning module – notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
Originally lodged on 17 April 2024 (amended received on 29 April 2024)	Tasmania Branch	Ordinary Member of Branch Committee of Management	Yes
29 April 2024	Victoria No.3 Branch	President Vice President Ordinary Member of Branch Committee	Yes

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Lloyd Williams being the National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:

A large black rectangular redaction box covering the signature of Lloyd Williams.

Dated:

24/4/24

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
VIC 3	15.04.2024	President	Cheryl O'Connor	Marni Jackson	Level 1, 62 Lygon Street CARLTON VIC 3053	Physiotherapist
	15.04.2024	Vice President	Marni Jackson	VACANT		
	15.04.2024	Ordinary Member of Branch Committee	VACANT	Elizabeth Cobbledick	Level 1, 62 Lygon Street CARLTON VIC 3053	Oral Health Therapist

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Lloyd Williams, being the National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:

A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated:

24/4/24

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to regorgs@fwc.gov.au].

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
HSU Tasmania Branch (HACSU)	21 March 2024	Ordinary Member of Branch Committee of Management	VACANT	Lauren Vanier	C/- 11 Clare Street NEWTOWN TAS 7008	Pharmacist



11 April 2024

Tim Jacobson
Acting National Secretary
Health Services Union
Sent via email: hsu@hsu.net.au

Cc: timj@hsu.net.au

Dear Tim Jacobson

The Health Services Union's annual return of information (annual return) lodged under subsection 233(1) of the RO Act

Thank you for providing your annual return lodged under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Summary of your annual return and its assessment

Year 2024
Matter number AR2024/10
Lodgement date 19 March 2024
Review Primary Review
Result FILED

Your primary review

Your annual return had a **primary review** which checked whether it was signed by an officer, lodged on time, the required declarations were made, included the list of offices and office holders and whether you met the requirements that the regulator raised with you last year. A primary review does not examine all the requirements of subsection 233(1).



Your annual return satisfied the requirements of the primary review and has been uploaded to the Fair Work Commission (the Commission) website.

The Commission's risk-based approach

This year your annual return was assessed against a primary review. Consistent with the Commission's risk-based approach, most annual returns are the subject of a primary review.

The remainder receive an advanced review which is a more comprehensive review.

Each organisation should expect that in some years their annual return will be the subject of an advanced review.

The Commission's [advanced review checklists](#) are published on our website.

Do you have any questions?

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the Commission's subscription service to find out when we release new materials](#).

If you have any queries we can be contacted on 1300 341 665 or by email at regorgs@fwc.gov.au.

Yours sincerely

Fair Work Commission

ANNUAL RETURN OF INFORMATION (organisation with branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and sections 230 and 233 *Fair Work (Registered Organisations) Act 2009*

I, Tim Jacobson, being the Acting National Secretary of the Health Services Union, declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by section 230(1)(a) and section 230(2) of the *Fair Work (Registered Organisations) Act 2009* (the Act).
3. The following is a correct statement of the information contained in the records required to be kept by the organisation in accordance with section 230(1)(b), (c), and (d) of the Act:
 - The address of the organisation is Suite 46, Level 1, 255 Drummond Street Carlton VIC 3053.¹
 - The name and address of each branch of the organisation is:²

Branch	Address
New South Wales / Australian Capital Territory / Queensland Branch	Level 2, 109 Pitt Street SYDNEY NSW 2000
South Australia / Northern Territory Branch	170 Greenhill Road PARKSIDE SA 5063
Tasmania Branch	11 Clare Street NEWTOWN TAS 7008
Victoria No. 1 Branch	Unit 10 / 663 Victoria Street ABBOTSFORD VIC 3067
Victoria No. 2 Branch	7 Grattan Street CARLTON VIC 3053
Victoria No. 3 Branch	Level 1, 62 Lygon Street CARLTON VIC 3053
Victoria No. 4 Branch	Level 1, 62 Lygon Street CARLTON VIC 3053

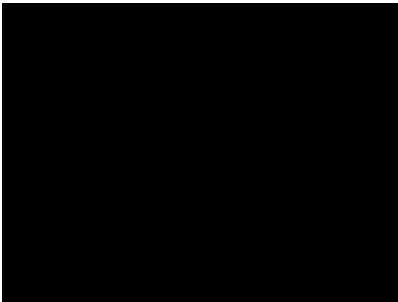
¹ Section 230(1)(d); reg.147(d)

² Section 230(1)(d); reg.147(a) & (d)

Branch	Address
Western Australia Branch	8 Coolgardie Terrace PERTH WA 6000

- On 31 December in the previous year the number of members was 106,602.³
- A list of offices and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at Annexure A and forms part of this declaration.
- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of THIS YEAR:⁴
 1. There are no elections scheduled THIS YEAR (this does not include casual vacancy elections)
 2. Branch elections
 - No elections are required.
- During the previous 12 months:⁵
 - NO branches COMMENCED or CEASED operation.
- The organisation:
 - Has not entered into an agreement under section 151(1) of the Act with a state union.

Signe



Tim J

Acting National Secretary

Dated: [DATE]

³ Section 230(1)(d); reg.147(f)

⁴ Section 230(1)(d); reg.147(e)

⁵ Section 230(1)(d); reg.147(b) & (c)

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

- Offices and Office Holders in the Organisation and its Branches:

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
National	Secretary	Lloyd Williams	c/- the Registered Organisation Suite 46, Level 1 255 Drummond Street Carlton VIC 3053	Paid official
	President	Gerard Hayes	As above	Paid official
	Senior Vice President	Diana Asmar	As above	Paid official
	Vice President	Naomi McCrae	As above	Paid official
	Vice President	Lynne Russell	As above	Paid official
	Senior Assistant Secretary	Timothy Jacobson	As above	Paid official
	Assistant Secretary	Kate Marshall	As above	Paid official

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
NSW/ACT/QLD	Branch President	Mark Sterrey	C/ branch Level 2, 109 Pitt Street SYDNEY NSW 2000	Health Services Manager
	Branch Senior Vice President	Lindy Twyford	As above	Food Services Manager
	Branch Junior Vice President	Tess Oxley	As above	Paramedic
	Branch Secretary	Gerard Hayes	As above	Paid Official
	Branch Assistant Secretary	Lauren Hutchins	As above	Paid Official
	Branch Assistant Secretary / Treasurer	Lynne Russell	As above	Paid Official
	Ordinary member of branch committee	Bryan Billington	As above	Peer Support Worker
	Ordinary member of branch committee	Doris Borg	As above	Ward Assistant

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
NSW/ACT/QLD	Ordinary member of branch committee	Kim Hadson	As above	Linen Supply Officer
	Ordinary member of branch committee	Helen Platt	As above	Personal Care Worker
	Ordinary member of branch committee	Melissa Todhunter	As above	Paramedic
	Councillor - ACT	Leigh Bush	As above	Sonographer
	Councillor - Central Coast	Renee Jones	As above	Food Services Assistant
	Councillor - Far West	Debbie Everett	As above	Social Worker
	Councillor - Hunter New England	Jeffrey Knee	As above	Security Officer
	Councillor - Hunter New England	Donna Russell	As above	Hospital Assistant
	Councillor - Illawarra - Shoalhaven	Gillian Kay-Powers	As above	Clinical Support Worker

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
NSW/ACT/QLD	Councillor - Local Health	Tina Gock-Young	As above	Environmental Services Assistant
	Councillor - Mid North Coast	Toni Winters	As above	Patient Services Manager
	Councillor - Murrumbidgee	Sharon Seaton	As above	Supervisor
	Councillor - Nepean Blue Mountains	Elouize Hart	As above	Radiographer
	Councillor - Non-Public Sector Aged Care	Helen Platt	As above	Personal Care Worker
	Councillor - Northern NSW	Link Smith	As above	Security Officer
	Councillor - Northern Sydney	Bruce Rowling	As above	Security Officer

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
NSW/ACT/QLD	Councillor - NSW Ambulance Service	Michael Callinan	As above	Paramedic
	Councillor - Private Aged Care	Alison Curry	As above	Personal Care Worker
	Councillor - Private Aged Care	Virginia Ellis	As above	Personal Care Worker
	Councillor - Private Aged Care	Paul Jones	As above	Personal Care Worker
	Councillor - Private Hospitals	Morris Coffey	As above	Operations Assistant
	Councillor - South Eastern Sydney	Timothy Salutos	As above	Security Officer
	Councillor - South Western Sydney	Edalina Hondros	As above	Clinical Support Assistant
	Councillor - Southern NSW	Kylie-Anne Fish	As above	Wardsperson

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
NSW/ACT/QLD	Councillor - Sydney	Robert Aney	As above	Health Education Officer
	Councillor - Western NSW	Bryan Billington	As above	Peer Support Worker
	Councillor - Western NSW	Kim Hadson	As above	Linen Supply Officer
	Councillor - Western Sydney	John Lawrence	As above	Stores Manager
	Branch delegate to National Council	Robert Aney	As above	Health Education Officer
	Branch delegate to National Council	Bryan Billington	As above	Peer Support Worker
	Branch delegate to National Council	Michael Callinan	As above	Paramedic
	Branch delegate to National Council	Alison Curry	As above	Personal Care Worker

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
NSW/ACT/QLD	Branch delegate to National Council	Virginia Ellis	As above	Personal Care Worker
	Branch delegate to National Council	Debbie Everett	As above	Social Worker
	Branch delegate to National Council	Tina Gock-Young	As above	Environmental Services Assistant
	Branch delegate to National Council	Mick Grayson	As above	Ambulance Paramedic
	Branch delegate to National Council	Kim Hadson	As above	Linen Supply Officer
	Branch delegate to National Council	Dustin Halse	As above	Researcher
	Branch delegate to National Council	Edalina Hondros	As above	Clinical Support Assistant
	Branch delegate to National Council	Lauren Hutchins	As above	Paid Official

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
NSW/ACT/QLD	Branch delegate to National Council	Paul Jones	As above	Personal Care Worker
	Branch delegate to National Council	Renee Jones	As above	Food Services Assistant
	Branch delegate to National Council	Gillian Kay-Powers	As above	Clinical Support Worker
	Branch delegate to National Council	Jeffrey Knee	As above	Security Officer
	Branch delegate to National Council	John Lawrence	As above	Stores Manager
	Branch delegate to National Council	Tess Oxley	As above	Paramedic
	Branch delegate to National Council	Bruce Rowling	As above	Security Officer
	Branch delegate to National Council	Donna Russell	As above	Hospital Assistant

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
NSW/ACT/QLD	Branch delegate to National Council	Lynne Russell	As above	Paid Official
	Branch delegate to National Council	Timothy Salutos	As above	Security Officer
	Branch delegate to National Council	Sharon Seaton	As above	Supervisor
	Branch delegate to National Council	Mark Sterrey	As above	Health Services Manager
	Branch delegate to National Council	Melissa Todhunter	As above	Paramedic
	Branch delegate to National Council	Lindy Twyford	As above	Food Services Manager
	Branch delegate to National Council	Toni Winters	As above	Patient Services Manager
	Branch delegate to National Council	VACANT		

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
SA/NT	Branch President	Hajisa Teague	c/ branch 170 Greenhill Road PARKSIDE SA 5063	Radiographer
	Branch Senior Vice President	John Hristopoulos	As above	Radiographer
	Branch Secretary	Billy Elrick	As above	Paid Official
	Branch Assistant Secretary / Treasurer	Angela Osbourne-Johnson	As above	Radiation Therapist
	Ordinary member of branch committee	Ashley Chandler	As above	Medical Scientist
	Ordinary member of branch committee	Matthew Chapman	As above	Cardiac Physiologist
	Ordinary member of branch committee	Robert Low	As above	Physiotherapist
	Ordinary member of branch committee	Brooke Packham	As above	Clinical Psychologist

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
SA/NT	Ordinary member of branch committee	Minh-Tran Pham	As above	Radiographer
	Branch delegate to National Council	Billy Elrick	As above	Paid Official
	Branch delegate to National Council	Hajisa Teague	As above	Radiographer

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Tasmania	Branch President	Judith Richmond	C/ branch PO Box 635 NORTH HOBART TAS 7002	Registered Nurse
	Branch Senior Vice President	Christopher Webb	As above	Paid Official
	Branch Junior Vice President	Christine Hansson	As above	Registered Nurse
	Branch Secretary	Robert Moore	As above	Paid Official
	Branch Assistant Secretary	Tammy Munro	As above	Paid Official
	Branch Trustee	Leigh Goringe	As above	Dental Therapist
	Branch Trustee	Peter Moore	As above	Case Manager
	Ordinary Member of branch committee	Melissa Bibe	As above	Hospital Aide

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Tasmania	Ordinary Member of branch committee	Andrew Challis	As above	Enrolled Nurse
	Ordinary Member of branch committee	Tanya Clifford	As above	Hospital Aide
	Ordinary Member of branch committee	Marlene McHenry	As above	Domestic Aide
	Ordinary Member of branch committee	Carolyn Shearer	As above	Disability Support Worker
	Ordinary Member of branch committee	David Thomas	As above	Paramedic
	Ordinary Member of branch committee	Kristy Youd	As above	Extended Care Assistant
	Branch delegate to National Council	Melissa Bibe	As above	Hospital Aide
	Branch delegate to National Council	Lucas Digney	As above	Paid Official

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Tasmania	Branch delegate to National Council	Leigh Gorringe	As above	Dental Therapist
	Branch delegate to National Council	Christine Hansson	As above	Registered Nurse
	Branch delegate to National Council	Tim Jacobson	As above	Retired
	Branch delegate to National Council	Marlene McHenry	As above	Domestic Aide
	Branch delegate to National Council	Peter Moore	As above	Case Manager
	Branch delegate to National Council	Robert Moore	As above	Paid Official
	Branch delegate to National Council	Judith Richmond	As above	Registered Nurse
	Branch delegate to National Council	David Thomas	As above	Paramedic

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Victoria No. 1	Branch President	Rhonda Barclay	10A 661-663 Victoria Street ABBOTTSFORD VIC 3067	Administration
	Branch Senior Vice President	Lee Atkinson	As above	Organiser
	Branch Junior Vice President	Sherida Jacks	As above	Ward Clerk
	Branch Secretary	Diana Asmar	As above	Paid official
	Branch Assistant Secretary	David Eden	As above	Paid official
	Branch Trustee	Andrew Hargreaves	As above	Theatre Technician
	Branch Trustee	Susan Stone	As above	Patient Services Assistant
	Ordinary member of branch committee	Lisa Fisher	As above	Food Monitor
	Ordinary member of branch committee	Aleksandros Ioanidis	As above	Organiser

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Victoria No. 1	Ordinary member of branch committee	Nick Katsis	As above	Organiser / Trainer
	Ordinary member of branch committee	Toula Legassick	As above	Dental Assistant
	Ordinary member of branch committee	Diosie McCallum	As above	Patient Services Assistant
	Ordinary member of branch committee	Velda Mitchell	As above	A&E Clerk
	Ordinary member of branch committee	Dianne Stratton	As above	Patient Services Assistant
	Ordinary member of branch committee	Koula Vasiliadis	As above	Administration Assistant
	Branch delegate to National Council	Nurije Alimi-Arslan	As above	Cleaner
	Branch delegate to National Council	Lee Atkinson	As above	Organiser

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Victoria No. 1	Branch delegate to National Council	David Eden	As above	Paid Official
	Branch delegate to National Council	Kerry Finck	As above	Administrative Assistant
	Branch delegate to National Council	Danny Harika	As above	Organiser
	Branch delegate to National Council	Nick Katsis	As above	Organiser / Trainer
	Branch delegate to National Council	Steven Mitchell	As above	Lead Organiser
	Branch delegate to National Council	Timothy Rowley	As above	Organiser
	Branch delegate to National Council	Hiba Salem	As above	Operations Manager / Paid Official
	Branch delegate to National Council	Gavin Sharpe	As above	Organiser

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Victoria No. 1	Branch delegate to National Council	Agnes Smith	As above	Personal Care Worker
	Branch delegate to National Council	Thelma Stewart	As above	Patient Services Assistant
	Branch delegate to National Council	Donna Turvey	As above	Patient Services Assistant

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Victoria No. 2	Branch President	Debra Gunn	C/ branch PO Box 206 CARLTON SOUTH VIC 3053	Disability Development & Support Officer
	Branch Senior Vice President	Jessica Anderson	As above	Registered Psychiatric Nurse
	Branch Junior Vice President	Zelda Riddell	As above	Residential Care Support Worker
	Branch Secretary	Paul Healey	As above	Paid official
	Branch Assistant Secretary	Kate Marshall	As above	Paid official
	Branch Trustee	Kimberlee Lindsay	As above	Residential Care Support Worker
	Branch Trustee	Melissa Urie	As above	Registered Nurse
	Ordinary member of branch committee	Lee Allen	As above	Social Worker

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Victoria No. 2	Ordinary member of branch committee	Ben Coombes	As above	Registered Psychiatric Nurse
	Ordinary member of branch committee	Kimberley Gallaher	As above	Registered Psychiatric Nurse
	Ordinary member of branch committee	Sandra Jensen	As above	Disability Development & Support Worker
	Ordinary member of branch committee	Margaret Nyamu	As above	Residential Care Support Worker
	Ordinary member of branch committee	Manpreet Singh	As above	Disability Development & Support Worker
	Ordinary member of branch committee	Peter Walker	As above	Mental Health Nurse
	Ordinary member of branch committee	Simone Warner	As above	Disability Worker
	Branch delegate to National Council	Lee Allen	As above	Social Worker

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Victoria No. 2	Branch delegate to National Council	Angela Carter	As above	Organiser / Paid Official
	Branch delegate to National Council	Brendan Cox	As above	Registered Psychiatric Nurse
	Branch delegate to National Council	Debra Gunn	As above	Disability Development & Support Officer
	Branch delegate to National Council	Paul Healey	As above	Paid Official
	Branch delegate to National Council	Cheryl Mann	As above	Disability Development & Support Worker
	Branch delegate to National Council	John Murphy	As above	Registered Psychiatric Nurse
	Branch delegate to National Council	Patrick Nuzum	As above	Disability Development & Support Officer
	Branch delegate to National Council	George Skoufis	As above	Peer Support Worker

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Victoria No. 2	Branch delegate to National Council	Tulay Turcan	As above	Mental Health Enrolled Nurse
	Branch delegate to National Council	Hannah Warne-Smith	As above	Disability Development & Support Officer

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Victoria No. 3	Branch President	Cheryl O'Connor	C/ branch PO Box 58 CARLTON VIC 3053	Medical Imaging Technologist
	Branch Vice President	Marni Jackson	As above	Physiotherapist
	Branch Secretary	Craig McGregor	As above	Paid Official
	Branch Assistant Secretary	Lindsay Ryan	As above	Paid Official
	Ordinary member of branch committee	Nainaben Dhana	As above	Radiation Therapist
	Ordinary member of branch committee	Joanne Ginn	As above	Medical Imaging Technologist
	Ordinary member of branch committee	Karl Little	As above	Medical Imaging Technologist
	Ordinary member of branch committee	Scott Plowman	As above	Medical Imaging Technologist

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Victoria No. 3	Ordinary member of branch committee	VACANT		
	Branch delegate to National Council	Joanne Ginn	As above	Medical Imaging Technologist
	Branch delegate to National Council	Marni Jackson	As above	Physiotherapist
	Branch delegate to National Council	Linda Jenkin	As above	Paid Official
	Branch delegate to National Council	Craig McGregor	As above	Paid Official
	Branch delegate to National Council	Cheryl O'Connor	As above	Medical Imaging Technologist
	Branch delegate to National Council	Lindsay Ryan	As above	Paid Official

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Victoria No. 4	Branch President	Catherine Durkin	C/ branch Level 1, 62 Lygon Street CARLTON VIC 3053	Medical Scientist
	Branch Senior Vice President	Victor Reginato	As above	Pharmacist
	Branch Junior Vice President	Megan Chapman	As above	Psychologist
	Branch Secretary	Matt Hammond	As above	Paid Official
	Branch Assistant Secretary / Treasurer	Lisa Alcock	As above	Paid Official
	Branch Trustee	Peter Brann	As above	Psychologist
	Branch Trustee	Peter Wells	As above	Medical Scientist
	Ordinary member of branch committee	Eileen Kelly	As above	Medical Scientist
	Ordinary member of branch committee	Julie King	As above	Pharmacist

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Victoria No. 4	Ordinary member of branch committee	Claudia Mulder	As above	Psychologist
	Ordinary member of branch committee	Shaun O'Connor	As above	Pharmacist
	Ordinary member of branch committee	Vanessa Panettieri	As above	Medical Scientist
	Ordinary member of branch committee	Celia Talbot	As above	Medical Scientist
	Branch delegate to National Council	Lisa Alcock	As above	Paid Official
	Branch delegate to National Council	Catherine Durkin	As above	Medical Scientist
	Branch delegate to National Council	Matt Hammond	As above	Paid Official

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
WA	Branch President	Cheryl Hamill	C/ branch 8 Coolgardie Terrace PERTH WA 6000	Head of Department Librarian
	Branch Senior Vice President	Brendan McKernan	As above	Senior Radiation Therapist
	Branch Junior Vice President	Suvi Bird	As above	Laboratory Technician
	Branch Secretary	Naomi McCrae	As above	Paid official
	Branch Assistant Secretary / Treasurer	Adrian Barrett	As above	Paid official
	Branch Trustee	Craig Russell	As above	Clinical Psychologist
	Branch Trustee	Sarah Silver	As above	Podiatrist
	Ordinary member of branch committee	Ruth Marshall	As above	Training and Education Consultant
	Ordinary member of branch committee	Drazen Nikolic	As above	Senior Project Coordinator

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
WA	Ordinary member of branch committee	Jonathan Nugent	As above	Senior Pharmacist
	Ordinary member of branch committee	Ric Skipworth	As above	Assistant Team Leader
	Ordinary member of branch committee	Alex Trpevski	As above	Phlebotomist
	Ordinary member of branch committee	VACANT		
	Ordinary member of branch committee	VACANT		
	Branch delegate to National Council	Adrian Barrett	As above	Paid Official
	Branch delegate to National Council	Suvi Bird	As above	Laboratory Technician
	Branch delegate to National Council	Cheryl Hamill	As above	Head of Department Librarian

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
WA	Branch delegate to National Council	Brendan McKernan	As above	Senior Radiation Therapist
	Branch delegate to National Council	Craig Russell	As above	Clinical Psychologist
	Branch delegate to National Council	Sarah Silver	As above	Podiatrist
	Branch delegate to National Council	VACANT		