Fair Work Commission

16 February 2026

Adam Horsburgh
President
Victorian Hospitals' Industrial Association
Sent via email: vhia@vhia.com.au

Dear Adam Horsburgh

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Victorian Hospitals' Industrial Association (AR2026/60).

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
10 February 2026	n/a	Board Member	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, Adam Horsburgh, being the President of the Victorian Hospitals' Industrial Association, 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: [redacted]
Adam Horsburgh

Dated: 10 February 2026

[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

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

[Please note:

- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of Outgoing Office Holder	Name of New Office Holder	Postal Address of New Office Holder	Occupation of New Office Holder
VIC	09.02.2026 (appointed)	Board Member	VACANT	Dr Frances Peart	88 Maribyrnong Street, Footscray VIC	Chief Executive Officer

Fair Work Commission

20 January 2026

Adam Horsburgh
President
Victorian Hospitals' Industrial Association
Sent via email: vhia@vhia.com.au

Dear Adam Horsburgh

The Victorian Hospitals' Industrial Association ’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	2026
Matter number	AR2026/60
Lodgement date	20 January 2026
Result	FILED

In your declaration that accompanied the annual return, you declared that the information contained in the annual return was true and correct.

Your annual return has been reviewed for compliance with the requirements of the RO Act, as well as whether you addressed the issues of concern (if any) that the regulator raised with you about last year’s annual return.

The requirements for annual returns are set out in sections 230 and 233(1) of the RO Act.

Your annual return satisfied the requirements of the review and has been uploaded to the Fair Work Commission (the Commission) 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 no branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 *Fair Work (Registered Organisations) Act 2009*

I, **Adam Horsburgh**, being the **President** of the **Victorian Hospitals' Industrial Association** 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 section230(1)(a) and section230(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 section230(1)(b), (c), and (d) of the Act:
   - The address of the organisation is **88 Maribyrnong Street, Footscray VIC 3011.**
   - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.[1]
   - On 31 December in the previous year the number of members was 114.
   - 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 2026:[2]
     - Elections will take place commencing September 2026 and will be completed before the 2026 Annual General Meeting in October 2026.

[1] section230(1)(d); reg.147(a), (b), (c) & (d)

[2] section230(1)(d); reg.147(e)

A total of four Board members' terms of office will expire in 2026 as follows:

Division 1 (4 of 7 representatives)

Sean Curtain

Vacancy

Vacancy

Vacancy

Division 2 (2 of 3 representatives)

Melissa Phillips

Graeme Mitchell

Division 3 (1 of 3 representatives)

Katharina Redford

Division 4 (q of 1 representative)

Vacancy

- Office bearer elections will include President (1) and Deputy President/Treasurer (1) held after the 2026 Annual General Meeting.

- The organisation:
  - Has **not** entered into an agreement under section151(1) of the Act with a state union.

Signed: [redacted]

Adam Horsburgh, President of VHIA

Dated: 20/01/2026

[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to regorgs@fwc.gov.au. If at any time in the year this information changes a Notification of Changes must be lodged with the Commission within **35 days** of the change[3].]

[3] section233(2); reg. 151

Annexure A

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

- Offices and Office Holders in the Organisation: 14 Board Members (1 President, 1 Deputy President, 11 Board Members)

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
President	Adam Horsburgh	c/- 88 Maribyrnong Street, FOOTSCRAY VIC 3011	Chief Executive Officer
Deputy President/Treasurer	Sean Curtain	c/- 88 Maribyrnong Street, FOOTSCRAY VIC 3011	Executive Director People & Culture
Board Member	Louise Vecchi	c/- 88 Maribyrnong Street, FOOTSCRAY VIC 3011	Chief People Officer (Interim)
Board Member	Basil Ireland	c/- 88 Maribyrnong Street, FOOTSCRAY VIC 3011	Chief Financial Officer
Board Member	Don McRae	c/- 88 Maribyrnong Street, FOOTSCRAY VIC 3011	Chief Executive Officer
Board Member	Graeme Mitchell	c/- 88 Maribyrnong Street, FOOTSCRAY VIC 3011	Workforce Consultant

Board Member	Melissa Phillips	c/- 88 Maribyrnong Street, FOOTSCRAY VIC 3011	Chief People Officer
Board Member	Ward Steet	c/- 88 Maribyrnong Street, FOOTSCRAY VIC 3011	Chief Executive Officer
Board Member	Katharina Redford	c/- 88 Maribyrnong Street, FOOTSCRAY VIC 3011	Chief Executive Officer
Board Member	VACANCY		
Board Member	VACANCY		
Board Member	VACANCY		
Board Member	VACANCY		
Board Member	VACANCY		