



18 January 2016

Mr Chris Brown
National Secretary
Health Services Union

chrisb@hsu.net.au

Dear Mr Brown,

Reminder of actions required when persons elected to office

The Australian Electoral Commission has provided the Commission a declaration of results for the election [E2015/255]. This letter is a reminder of certain obligations imposed on organisations and persons elected to office.

Section 154D(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires the rules of organisations (and branches of organisations) to require each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which should be provided for in your organisation's rules.

Also, section 233(2) of the RO Act requires that an organisation must notify the Fair Work Commission (the Commission) within 35 days of any changes to the holders of office in the organisation. If the election has resulted in any changes to the holders of office, the Health Services Union must notify the Commission of these changes. In particular, please advise:

1. Person(s) who have ceased to hold office:
 - the name of the office vacated;
 - the date of the change of office holder; and
 - the name of the person vacating the office.
2. Person(s) who have commenced to hold office:
 - the name of the office now held;
 - the date of the change of office holder;
 - the name of the person now holding the office;
 - the postal address of the person (generally the postal address of the organisation); and
 - the occupation of the person now holding the office.

The notification must include a declaration by the Secretary (or other prescribed officer) that the information is a correct statement of the changes made. I have attached a template notification of changes which may assist you. If any change does not apply until a specific date, you don't need to notify until then (e.g. AGM, 1 January, 2nd Monday in March). If you have already lodged this information, please disregard this reminder.

Regards

Christine Hibberd
Regulatory Compliance Branch

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, [NAME], being the [OFFICER] of the [ORGANISATION NAME], 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*:

[delete all that do not apply]

- On [DATE] the address of the organisation changed to [STREET ADDRESS].¹
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:²
 1. [include OLD name and address and NEW name and address of every branch that has changed]
 2. ...
- 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.
- On [DATE] the following branch[es]:³
 - COMMENCED/CEASED operation:
 1. [include name of each new branch]
 2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

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

¹ s.230(1)(d); reg.147(d)

² s.230(1)(d); reg.147(a) & (d)

³ s.230(1)(d); reg.147(b) & (c)

ANNEXURE A

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

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Reason for change	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
<i>National</i>	<i>1.1.2014</i>	<i>Secretary</i>	<i>Full Name</i>	<i>Retiring</i>	<i>Full Name</i>	<i>c/- the Registered Organisation, postal address of Registered Organisation</i>	<i>Paid official</i>
	<i>25.12.2013</i>	<i>President</i>	<i>vacant</i>	<i>Scheduled Election</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
...							
<i>NSW</i>	<i>1.1.2014 (resigned) 7.1.2014 (appointed)</i>	<i>President</i>	<i>Full Name</i>	<i>Resignation</i>	<i>Full Name</i>	<i>c/- the Branch, postal address of the Branch</i>	<i>mechanic</i>
		<i>Committee of Management Member</i>	<i>Full Name</i>	<i>Scheduled Election</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
		<i>Treasurer</i>	<i>Full Name</i>	<i>Scheduled Election</i>	<i>vacant</i>	<i>vacant</i>	<i>vacant</i>
...							



Fair Work (Registered Organisations) Act 2009

POST ELECTION REPORT

Client: HSU

ELECTIONS COVERED IN THIS REPORT

Election Decision No/s: E2015/255

RULES

Rules used for elections Rule ID: [051V:Incorporates alteration of 31/05/2014
R2013/500 & 05/06/2014 (R2014/58 & R2014/75)]

Rules difficult to apply/interpret: NIL

Model Rule reference (if any):

ROLL OF VOTERS – NATIONAL COUNCIL

Total number of voters on the roll 66

Number of apparent workplace addresses

Number of non-current addresses

Other Matters Nil

ALLEGATIONS OF IRREGULARITIES RECEIVED

Details of written allegations of irregularities, and action taken by AEC: None

Other irregularities identified, and action taken: None

ATTACHMENTS

A: Declaration of Offices (1)

B:

Rhys Richards
Returning Officer
24 December 2015

**Health Services Union
National Vacancy Election**

Declaration of Results for Contested and Uncontested Offices

E2015/255

Below are the results of the election for the following offices, conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation.

National Council

Total number of names on the roll of voters	66
Ballot papers issued	66
Replacement ballot papers issued	0
Total Ballot Papers Issued	66
Ballot papers / envelopes returned for scrutiny	50
Less ballot papers / envelopes rejected at preliminary scrutiny	1
Adjusting balance	0
Total Ballot Papers Admitted to Scrutiny	49
Percentage of ballot papers returned to number issued	75
Ballot papers returned as unclaimed mail	0
Ballot papers not returned	16

National Assistant Secretary

<u>Candidates</u>	<u>Votes</u>
JACOBSON, Tim	38
ASMAR, Diana	11
Total votes	49
Formal ballot papers	49
Informal ballot papers	0

I declare Tim Jacobson elected.

National Junior Vice President

Candidates

STERREY, Mark

I declare Mark Sterrey elected.



Rhys Richards
Returning Officer
Australian Electoral Commission

23 December 2015



DECISION

Fair Work (Registered Organisations) Act 2009
s.189—Arrangement for conduct of an election

Health Services Union
(E2015/255)

MR ENRIGHT

MELBOURNE, 29 OCTOBER 2015

Arrangement for conduct of election.

[1] On 1 October 2015, the Health Services Union (the organisation) lodged with the Fair Work Commission (the Commission) the prescribed information in relation to an election to a casual vacancy for the following offices:

National Assistant Secretary
National Junior Vice President

[2] On 29 October 2015, staff of the Commission requested documentation from the organisation verifying the casual vacancies. Further documentation was received from Chris Brown, National Secretary, on 29 October 2015.

[3] I am satisfied that an election for the abovenamed offices is required to be held under the rules of the organisation and, under subsection 189(3) of the *Fair Work (Registered Organisations) Act 2009*, I am making arrangements for the conduct of the election by the Australian Electoral Commission.



DELEGATE OF THE GENERAL MANAGER

Printed by authority of the Commonwealth Government Printer
<Price code A, PR573425>

Suite 1, Level 3, 377 Sussex Street, Sydney NSW 2000
PO Box 20349, World Square NSW 2000
t. (02) 8203 6066 | f. (02) 8203 6060
hsu@hsu.net.au | www.hsu.net.au
ABN 68 243 768 561



1 October 2015

Bernadette O'Neill

General Manager
Fair Work Commission
By email: orgs@fwc.gov.au

Dear General Manager

Further Information

Health Services Union Annual Return of Information [AR2015/109]

Attached is a Declaration advising of two vacancies for the the national officer positions of National Assistant Secretary and National Junior Vice President of the Health Services Union.

The vacancies were caused by the resignations of Mr Gerard Hayes as National Assistant Secretary on Friday 18 September 2015 and Mr Tim Jacobson as National Junior Vice President on Monday 21 September 2015.

Attached are:

- My Declaration (of today's date) detailing the change to two Officers of the Health Services Union.
- The Notice and Statement of Prescribed Information for an Election.

If you or one of your Officers require further information about our return, please contact Linda Zutitis on 0418 699 844 or via email at lindaz@hsu.net.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Chris Brown', with a stylized, cursive script.

Chris Brown

National Secretary

Declaration

In the matter of:

Annual Return of Information for 2015 [AR2015/109]

Recurring obligations to keep and lodge information under s233 of the Fair Work (Registered Organisations) Act 2009 by the Health Services Union.

I, Chris Brown, of the Health Services Union declare the following to be a correct statement of the information contained in the prescribed records:

1. I am the National Secretary of the Health Services Union, an organisation registered under the *Fair Work (Registered Organisations) Act 2009* (referred to as “the Act”).
2. I am authorised to make this Declaration.
3. Two vacancies in the Health Services Union have occurred resulting from the resignation of Mr Gerard Hayes as National Assistant Secretary on Friday 18 September 2015 and Mr Tim Jacobson as national Junior Vice President on Monday 21 September 2015.
4. As a result of these resignations the NSW Branch Assistant Secretary/Treasurer Mr Andrew Lillicrap and Tasmania Branch Assistant Secretary Mr Robbie Moore cease to be members of the National Executive in accordance with rule 69(d)(i).
5. An election for the vacant positions of National Assistant Secretary and National Junior Vice President is required.



Chris Brown

HSU National Secretary


1 October 2015

Notice and Statement of Prescribed Information for an Election

I, Chris Brown, being the National Secretary of the Health Services Union, make the following statement:

1. I am the National Secretary of the Health Services Union
2. I am authorised to lodge the following prescribed information concerning forthcoming national officer elections in the Health Services Union, and
3. I confirm that the following information is being lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009.

Signed:



Dated: 1 October 2015

Officers/Positions

National Assistant Secretary (Direct Voting System)

National Junior Vice President (Direct Voting System)

Reasons for election:

- Election for the office of National Assistant Secretary is required to fill a casual vacancy that has recently occurred following the resignation Mr Gerard Hayes from that position on Friday 18 September 2015.
- Election for the office of National Junior Vice President is required to fill a casual vacancy that has recently occurred following the resignation Mr Tim Jacobson from that position on Monday 21 September 2015.

Elected by:

- National Officers and Delegates to National Council (rule 23B(g)(iii))

Nominations open:

- For offices to elected by direct voting system – to be set by the Returning Officer (rule

23B(g)(ii))

Nominations close:

- For offices to be elected by direct voting system – to be set by the Returning Officer (rule 23B(g)(ii))

Cut off date for roll:

- The rules of the Union do not prescribe a day on which the roll of voters closes for the election of Officers of the Union

Suite 1, Level 3, 377 Sussex Street, Sydney NSW 2000
PO Box 20349, World Square NSW 2000
t. (02) 8203 6066 | f. (02) 8203 6060
hsu@hsu.net.au | www.hsu.net.au
ABN 68 243 768 561



1 October 2015

Bernadette O'Neill

General Manager
Fair Work Commission
By email: orgs@fwc.gov.au

Dear General Manager

Further Information

Health Services Union Annual Return of Information [AR2015/109]

Attached is a Declaration advising of two vacancies for the the national officer positions of National Assistant Secretary and National Junior Vice President of the Health Services Union.

The vacancies were caused by the resignations of Mr Gerard Hayes as National Assistant Secretary on Friday 18 September 2015 and Mr Tim Jacobson as National Junior Vice President on Monday 21 September 2015.

Attached are:

- My Declaration (of today's date) detailing the change to two Officers of the Health Services Union.
- The Notice and Statement of Prescribed Information for an Election.

If you or one of your Officers require further information about our return, please contact Linda Zutitis on 0418 699 844 or via email at lindaz@hsu.net.au.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'Chris Brown', written in a cursive style.

Chris Brown

National Secretary

Declaration


In the matter of:

Annual Return of Information for 2015 [AR2015/109]

Recurring obligations to keep and lodge information under s233 of the Fair Work (Registered Organisations) Act 2009 by the Health Services Union.

I, Chris Brown, of the Health Services Union declare the following to be a correct statement of the information contained in the prescribed records:

1. I am the National Secretary of the Health Services Union, an organisation registered under the *Fair Work (Registered Organisations) Act 2009* (referred to as "the Act").
2. I am authorised to make this Declaration.
3. Two vacancies in the Health Services Union have occurred resulting from the resignation of Mr Gerard Hayes as National Assistant Secretary on Friday 18 September 2015 and Mr Tim Jacobson as national Junior Vice President on Monday 21 September 2015.
4. As a result of these resignations the NSW Branch Assistant Secretary/Treasurer Mr Andrew Lillicrap and Tasmania Branch Assistant Secretary Mr Robbie Moore cease to be members of the National Executive in accordance with rule 69(d)(i).
5. An election for the vacant positions of National Assistant Secretary and National Junior Vice President is required.



Chris Brown

HSU National Secretary


1 October 2015

Notice and Statement of Prescribed Information for an Election

I, Chris Brown, being the National Secretary of the Health Services Union, make the following statement:

1. I am the National Secretary of the Health Services Union
2. I am authorised to lodge the following prescribed information concerning forthcoming national officer elections in the Health Services Union, and
3. I confirm that the following information is being lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009.

Signed:



Dated: 1 October 2015

Officers/Positions

National Assistant Secretary (Direct Voting System)

National Junior Vice President (Direct Voting System)

Reasons for election:

- Election for the office of National Assistant Secretary is required to fill a casual vacancy that has recently occurred following the resignation Mr Gerard Hayes from that position on Friday 18 September 2015.
- Election for the office of National Junior Vice President is required to fill a casual vacancy that has recently occurred following the resignation Mr Tim Jacobson from that position on Monday 21 September 2015.

Elected by:

- National Officers and Delegates to National Council (rule 23B(g)(iii))

Nominations open:

- For offices to elected by direct voting system – to be set by the Returning Officer (rule

23B(g)(ii))

Nominations close:

- For offices to be elected by direct voting system – to be set by the Returning Officer (rule 23B(g)(ii))

Cut off date for roll:

- The rules of the Union do not prescribe a day on which the roll of voters closes for the election of Officers of the Union