



18 January 2016

Mr Michael Moore
Administrator
Health Services Union-Victoria No. 3 Branch
info@hsuhp.asn.au

Dear Mr Moore,

Reminder of actions required when persons elected to office

The Australian Electoral Commission has provided the Commission a declaration of results for the election [E2015/232]. 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-Victoria No. 3 Branch 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>
...							

Mr. Craig McGregor
351 William Street
WEST MELBOURNE VIC 3003

Post-Election Report For: **Health Services Union**
 Election E2015/232

I refer to the above election for your organisation.

Section 197(1) of Schedule 1 of the Fair Work (Registered Organisations) Act 2009 requires the AEC to provide a written report on the conduct of the election to the Fair Work Commission and to the organisation or branch for whom the election was conducted. A copy of the report in relation to this election is attached.

Section 198 of Schedule 1 requires that if an organisation or branch is given a post election report under section 197 that identifies a rule that was difficult to interpret or apply, the organisation or branch must, within 30 days, give a written response to the AEC on that aspect of the report. The response must specify whether the organisation or branch intends to take any action in relation to the rule, and if so, what action it intends to take.

If the attached Report identifies a rule that was difficult to interpret or apply, you should forward your response to the AEC by email to 'industrial.elections@aec.gov.au' within thirty days of the date of the report.

Section 198 and the regulations also require an organisation to make the post election report and the organisation's response to the report (if applicable) available to members.

Further, Regulation 141(4) of the Fair Work (Registered Organisations) Act 2009 requires an organisation or branch to publish a notice on its web site advising members that a copy of the post election report is available upon request. If a website is not available, publishing a notice in a journal or newsletter would be considered appropriate.

Please contact me if you wish to clarify any aspect of this report.

Jeff Webb
Returning Officer
9 December 2015

Fair Work (Registered Organisations) Act 2009

POST ELECTION REPORT

Health Services Union

ELECTION/S COVERED IN THIS REPORT

Election Decision No/s: E2015/232

RULES

Rules used for the election: [051V: Incorporates alterations of 31/05/2014 (R2013/500) and 05/06/2014 (R2014/58 & R2014/75)]

Rules difficult to apply/interpret: Replaces rulebook dated 1 January 2014
None

Model Rule reference (if any): N/A

ROLL OF VOTERS

Total number of voters on the Roll: 3768

Number of apparent workplace addresses: 18

Number of non-current addresses: 11

Other matters pertaining to the roll of voters: Nil

IRREGULARITIES

Details of written allegations of irregularities, and action taken by AEC: Nil

Other irregularities identified, and action taken: Nil

ATTACHMENTS

Declaration – Vic No. 3 Branch

Jeff Webb
Returning Officer
9 December 2015

**Health Services Union
Casual Vacancy Victoria No3 Branch**

Declaration of Results for Contested Offices

E2015/232

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.

Victoria No. 3 Branch

Total number of names on the roll of voters	3768
Ballot papers issued	3768
Replacement ballot papers issued	0
Total Ballot Papers Issued	3768
Ballot papers / envelopes returned for scrutiny	1154
Less ballot papers / envelopes rejected at preliminary scrutiny	93
Adjusting balance	0
Total Ballot Papers Admitted to Scrutiny	1061
Percentage of ballot papers returned to number issued	30
Ballot papers returned as unclaimed mail	12
Ballot papers not returned	2602

Ordinary Member of Branch Committee

<u>Candidates</u>	<u>Votes</u>
MCCALLUM, Sandra	675
WINDRIDGE, Jessica	384
Total votes	1059
Formal ballot papers	1059
Informal ballot papers	2

I declare Sandra McCallum elected.



Jeff Webb
Returning Officer
Australian Electoral Commission

4 December 2015



DECISION

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

Health Services Union
(E2015/232)

MR ENRIGHT

MELBOURNE, 3 SEPTEMBER 2015

Arrangement for conduct of election.

[1] On 1 September 2015 the Victoria No. 3 Branch of the Health Services Union lodged with the Fair Work Commission the prescribed information in relation to an election for the following office:

Victoria No 3 Branch

Ordinary Branch Committee Member

[2] I am satisfied that an election for the abovenamed office 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

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PO Box 20349, World Square NSW 2000
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hsu@hsu.net.au | www.hsu.net.au
ABN 68 243 768 561



01 September 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 a vacancy for the position of Ordinary Member Branch Committee of Management in the Victoria No.3 Branch.

The vacancy was caused by the resignation of Ms Jenni Bourke on Wednesday 26 August 2015,

Attached are:

- My Declaration (of today's date) detailing the change to an Officer of the Health Services Union Victoria No.3 Branch
- 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. A vacancy in the Victoria No.3 Branch has occurred resulting from the resignation of Ms Jenni Bourke from the position of Ordinary Member Branch Committee of Management on Wednesday 26 August 2015.
4. An election for the vacant position of Ordinary Member Branch Committee of management is required.



Chris Brown

HSU National Secretary


01 September 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 elections in the Victoria No.3 Branch of 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: 01 September 2015

Officers/Positions

Ordinary Member Branch Committee of Management (Direct Voting System)

Reasons for election:

- Election for the office is required to fill a casual vacancy that has recently occurred following the resignation Ms Jenni Bourke from the position of Ordinary Member Branch Committee of Management on Wednesday 26 August 2015.

Elected by:

- The electorate for the direct voting system

Nominations open:

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

Nominations close:

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

Cut off date for roll:

- In all cases - 7 days prior to the opening date for nominations (rule 23A(d)(xi))

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

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