



# Union Council Meeting Minutes

**28 March 2017 10:00am**

**Wesley Centre, 220 Pitt Street Sydney NSW 2000**

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The meeting opened at 10:20am with Mark Sterrey in the Chair for the Union Council Meeting, 28 March 2017.

## Attendees

Gerard Hayes	Genevieve Partridge
Andrew Lillicrap	Steven Fraser
Peter Mitchell	Claire Charles
Patricia Reid	John Holgate
Annette Jones	John Jetty Dore
Lindy Twyford	Leanne Starr
Joan Catlin	Alan Wilcock
Sue Davis	Leanne Burns
Josephine Peacock	Sharon Carney
Gilliam Reilly	William Oddie
William Oddie	Shirley O'Riley

### **1. Observers/Proxies/Apologies**

**Resolution:** UC 01/2017

**Moved:** Alan Wilcock/Leanne Burns

“That the apologies, Lynne Russell and Leigh Bush and observers Ben Chapman, Angela Nigro, David Perry, Adam Hall, Ayshe Lewis, Rob Sheehy, Jodie Cowdrey, Sharon Joseph and Linda Zutitis and admitted to the meeting.”

**MOTION PUT AND CARRIED**

Mark Sterrey, President acknowledge and welcomed the new Councillor's Annette Jones and Bill Oddie to the Union Council meeting.

### **2. Conflict of Interest, Related Party Transaction Disclosers and other Disclosures**

No conflicts or disclosures were made.

### **3. Minutes of Previous Meeting/s:**

**Resolution:** UC 02/2017

**Moved:** Shirley O'Riley/Joan Catlin

“That the minutes of the Union Committee meeting 9 December 2016 be accepted.”

**MOTION PUT AND CARRIED**

#### **4. Matters arising from the Minutes:**

There were no matters arising from the minutes.

#### **5. SECRETARY'S REPORTS:**

Gerard Hayes, Secretary reported on the Divisional Growth Charts indicating that all areas are growing with the help of campaigning leading into 2017. Gerard also mentioned meeting the new Health Minister Brad Hazzard, meeting with him more times in this short period of time than his predecessor Jillian Skinner.

**Resolution:** **UC 03/2017**  
**Moved:** **Peter Mitchell/Sharon Carney**  
“That the Union Council accepts the Secretary’s report.”  
**MOTION PUT AND CARRIED**

#### **6. ASSISTANT SECRETARY/TREASURER’S REPORT:**

Andrew Lillicrap, Assistant Secretary/Treasurer reported on the early work into the move of the HSU Pitt Street office and the appointment of company Axion, who are assisting with working up a design proposal and office space needs. Andrew also updated the Council on HSU properties and recent lease activity. He noted the process of reducing the HSU debt substantially since 2012. Andrew reported on the market testing for new HSU photocopiers and the teleconference facility now being implemented.

**Resolution:** **UC 04/2017**  
**Moved:** **Leanne Burns/Lindy Twyford**  
“That the Union Council accepts the Assistant Secretary’s/Treasurers report.”  
**MOTION PUT AND CARRIED**

#### **7. FINANCE REPORT:**

Andrew Lillicrap, Assistant Secretary/Treasurer reported on reaching a milestone and explained in detail the finance reports as attached. Steven Fraser asked about Campaign expenses being down, with Andrew explaining that the budget allocation for campaigns is spread evenly throughout the year, from month to month. However, in reality, the campaigns are run according to the need, according to political and industrial issues that emerge and therefore the actual expenditure fluctuates month to month and a clearer indication can be seen at the end of financial year report/s.

##### **7.1 Balance Sheet and Profit and Loss to 28 February 2017.**

**Resolution:** **UC 05/2017**  
**Moved:** **Steven Fraser/Josephine Peacock**  
“The Union Council accepts the monthly financial reports, Balance Sheet and Profit and Loss Statement for the period ending 28 February 2017.”  
**MOTION PUT AND CARRIED**

#### **8. DIVISIONAL REPORTS:**

- Industrial Division Report
- Private Report

- Ambulance Report
- Public Report – operational plan, PowerPoint presentation
- Aged Care Report
- Women’s Committee Report
- WHS Committee Report
- Charitable Committee Report

**12:03pm – meeting adjourned for lunch**

**12:45pm – meeting returned from lunch**

### **Cont. with the Divisional reports**

Adam Hall, reported on the new Campaign Team and what work will be commencing across the division with the blitz ‘We Own It’.

Jodie Cowdrey reported on the Charitable Committee.

## **9. AGENDA ITEMS**

### **9.1 Policy Reviews**

#### **Summary of Policy Changes and reasons**

A periodic review of the current HSU policies has been undertaken. With the introduction of some new online systems such as WebExpenses and the QBT Travel system, the introduction of an Enterprise Agreement for staff, along with fine tuning some practices over recent times, many amendments have been proposed. In some cases, these are housekeeping issues and aligning the policies with the developments outlined above.

The modified Policies with track changes are attached, however some of the highlights are as follows:

#### **1. Finance Policy**

- a. 2.5 – Financial Reporting – noting that policy breaches are reported to Audit & Compliance Committee.
- b. 3.3.2 Legal Expenses – that the requirement to provide a projection of ongoing legal costs each month be deleted and that projected legal costs for specific cases be put to the Union Committee prior to undertaking the legal action.
- c. 3.4 Tendering and Procurement – there were inconsistencies with this paragraph in the Finance Policy and the Tendering and Procurement Policy. The need for tenders in the Tendering and Procurement Policy is set at capital expenditure above \$15,000 rather than \$10,000 and the limit for Operating goods and services is set at \$30,000 rather than \$50,000. The changes will remove the inconsistency in the policies.
- d. 3.10 Income Management – removal of sentence requiring a listing of all outstanding membership contributions to be provided to the CFO. Outstanding membership fees are followed up by the night time call centre to chase unpaid fees. A list of recurring rejections or unpaid fees is provided to the Union Committee each month instead of to the CFO.
- e. Business Expense Reimbursements – reference is made to using the Online Portal for expense claims.

- f. 3.14 Travel Related Expenditure – with the introduction of the online portal for booking travel, frequent flyer points are no longer allocated to the flyer. The fares obtained are at government rates and as such frequent flyer points are no longer allocated by the airline to these fares that HSU obtains.
- g. Other travel related sentences and meal allowances are removed and placed in the Travel Policy or Business Expense Reimbursement Policy.

## **2. Tendering and procurement Policy**

- a. 2.1 Purchase Order system – the requirement to count the stock of merchandise and goods each month is removed. It is cumbersome and labour intensive to carry this out each month.
- b. 2.2 Procurement Procedure – Step 2 – Allows for three quotes or selective tenders or formal tenders to be invited rather than requiring formal tenders in every case, for ordinary goods or services between \$30,001 to \$200,000 and capital goods from \$15,001 to \$100,000. This amendment provides additional flexibility for procuring some goods and services such as motor vehicles, TV and Radio advertising, SMS credits and email credits (procured online), where formal tenders are not always possible.
- c. 2.2 Procurement Procedure – Step 5 – Officers and employees involved in the procurement to declare conflicts of interest using the Conflict of Interest Form.
- d. 2.2 Procurement Procedure – Step 7 – Orders for goods or services over \$5,000 can only be placed by the Assistant Secretary/Treasurer or Finance staff. Other employees placing orders with a company over \$5,000 may be personally liable. This formalises a current procedure and prevents managers exceeding their authority to spend HSU money.
- e. 2.4 Contracts – Service contracts remain at three years, however some flexibility is introduced to allow for up to five-year contracts, by exception. Sometimes services can be obtained more cheaply by having a longer contract, however a contract longer than three years will require Union Committee approval.

## **3. Motor Vehicles Policy**

- a. 2.1 Fleet Management – Amendment states toll tags to be obtained by the individual driver and be responsible for administration costs and personal trips.
- b. 2.4 Personal use of Union cars – amendments clarifying that the cost of any fuel whilst on leave is the responsibility of the driver and not the Union.

## **4. Corporate Credit Card Procedure**

- a. 2.3 Unauthorised and inappropriate card use – amendments clarify what are personal expenses.
- b. 2.6 – Allows the Assistant Secretary/Treasurer to authorise the use of credit cards for a capital purchase up to the financial limits of the Policy. This is in order to allow the purchase of some computer equipment from time to time such as a one-off purchase of an iPad for new staff, and where a bulk purchase is unnecessary.

## **5. Business Expense Reimbursement**

- a. Restates that airline travel should be booked through the online portal rather than through credit card or expenses.
- b. Entertainment - Reaffirms that the names of those in attendance at a meal should be listed fully.
- c. 2.6 Meals – amendment brings a clause from the EBA into the Policy regarding travel in excess of 2 hours.

## **6. Travel**

- a. New Policy including the use of the online portal for booking travel. This new policy consolidates a number of references to travel from other policies
- b. The use of business class in very limited circumstances only.
- c. Clarifies when the use of taxis is appropriate.
- d. Allows the use of Uber type services in lieu of a taxi.

## **7. Employment Policy**

- a. Introduces the use of the Conflict of Interest Form for staff sitting on interview panels, when they already know the candidates prior to the interview.
- b. Makes the existing policy clauses more obvious to staff sitting on interview panels that conflicts of interest have to be resolved prior to interviews.
- c. Outlines the procedure for ensuring that where a conflict of interest exists, that the form is completed prior to interviews conducted and the conflict resolved before interviews and before any appointment is made.
- d. Ensures that all associated paperwork and approvals are completed before a new employee begins employment.
- e. Ensures that wage increases following a regrade or progression in salary scale only occurs once an approval from the Secretary has been issued.

## **8. Leave Policy**

- a. Clauses make the Leave Policy consistent with the Staff EBA.
- b. 8.5 Domestic Violence Leave - Clarifies the use of Domestic Violence Leave as part of FACS Leave entitlements.
- c. 9. Paid Parental Leave - Makes the clause consistent with the Staff EBA to provide 2 weeks of paid parental leave when a spouse or partner are giving birth, instead of only 1 week.

### **9.2 Developing options for HSU Office Requirements**

A process has begun to develop options for moving HSU offices out of the city.

The needs of the organisation have changed over the last few years, especially with the addition of many more staff.

As part of a scoping process, a company called Axiom has been engaged to assist the HSU define what its needs are in terms of office space, workflows, size, location and design.

Beginning that process involves Axiom conducting a survey of staff to analyse workflows, how staff interact with each other and with the office environment, where they live and how they get to work.

This information will help inform the HSU of the needs of the organisation and will be incorporated into some broad designs. With a better idea of the office space required, HSU can then begin searching for a suitable property. The search may take a while depending on the availability of office space on the market.

If a suitable property is found, decisions will need to be made about purchasing, fitout design and costs.

A further decision would need to be made on the future of the existing HSU office at Level 2, 109 Pitt St. The Level 2, 109 Pitt St property should be considered an asset that can generate significant income for the HSU, but would require its own new fitout to make it suitable to lease.

By its nature, an office move is a lengthy process, but it is important to be properly informed when making the strategic decisions involved in it. The survey conducted by Axiom is just the beginning of that process.

## 10. GENERAL BUSINESS

The discussion of iPads for Councillors commenced to save on paperwork required in preparation of the Council meetings. Shirley O'Reilly asked about the cost for the devices. Andrew Lillicrap indicated it would be approximately \$31,000, based on 2 year plans, \$72/month, and an estimated 18 people actually needing them.

Steven Fraser suggested that educational training is required if the Union is to go down the path of this financial commitment. Councillors were advised that the office will circulate an email of interest if the office purchases iPad for Councillors.

It was agreed that Councillors be offered the chance to have an iPad, while they remain Councillors.

It was suggested that in future, the HSU conduct a "Welcome to Country" at the commencement of future meetings.

There being no further business, the meeting closed 2:31pm.



Chairperson

## **Resolutions List and Attachments**

UC 01/2017	The apologies and observers be admitted to the meeting
UC 02/2017	That minutes of the Union Council Meeting 31 August 2016 be accepted
UC 03/2017	The Union Council accepts the Secretary's report
UC 04/2017	Union Council accepts the Assistant Secretary's/Treasurer's report
UC 05/2017	The Union Committee accepts the Finance Reports for period 28 February 2017