



**Branch Council Meeting**  
**Minutes**  
**28 March 2017 10:00am**  
**Wesley Centre, 220 Pitt Street Sydney NSW 2000**

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The meeting opened at 2:32pm with Mark Sterrey in the Chair for the Branch 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

Moved Lindy Twyford/Patricia Reid that the identical matters included in the Branch Council meeting of the HSU NSW/ACT agenda 28 March 2017 have been dealt with previously by way of resolution or information purposes at the immediately preceding HSU NSW/ACT Union Council meeting, may not require further discussion after being moved, seconded and voted upon. Consistent with this, Branch meeting times run shorter than would be reflected in the Agenda.

**1. Observers/Proxies/Apologies**

**Resolution: BC 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**

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

No conflicts or disclosures were made.

**4. Minutes of Previous Meeting/s:**

**Resolution: BC 02/2017**

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

“That the minutes of the HSU Branch Council meeting 9 December 2016 be accepted.”

## **MOTION PUT AND CARRIED**

### **5. MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

### **6. 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:** BC 03/2017  
**Moved:** Peter Mitchell/Sharon Carney  
"That the HSU Branch Council accepts the Secretary's report."  
**MOTION PUT AND CARRIED**

### **7. 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:** BC 04/2017  
**Moved:** Leanne Burns/Lindy Twyford  
"That the HSU Branch Council accepts the Assistant Secretary's/Treasurers report."  
**MOTION PUT AND CARRIED**

### **8. FINANCE REPORT:**

Andrew Lillicrap, Assistant Secretary/Treasurer reported on the finance reports as attached.

#### 6.1 Finance Reports ending 28 February 2017

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

### **9. AGENDA ITEMS**

#### **9.1 Policy Review**

##### **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, a number of amendments have been proposed. In large part, 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 several 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 should 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.

## **10. GENERAL BUSINESS**

- Union Ombudsman, Ian Temby's report in relation to the Katrina Hart complaint.

**Resolution:** BC 06/2017

**Moved:** Joan Catlin/Leanne Burns

“The HSU Branch Council notes the Union Ombudsman report, that Katrina Hart did not respond to the request made by the Union Ombudsman.”

**MOTION PUT AND CARRIED**

There being no further business the meeting closed at 2:40pm.



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**Chairperson**

## Resolutions List and Attachments

BC 01/2017	The apologies and observers be admitted to the meeting
BC 02/2017	That minutes of the Branch Council Meeting 9 December 2016 be accepted
BC 03/2017	Branch Council accepts the Secretary's report
BC 04/2017	Branch Council accepts the Assistant Secretary's/Treasurer's report
BC 05/2017	The Branch Council accepts the Finance Reports for period 28 February 2016
BC 06/2017	Union Ombudsman, Ian Temby's report in relation to the Katrina Hart complaint.