



Union Council Meeting

27 March 2019 – 10:00am

VCR Room, HSU NSW ACT QLD Office
Level 2, 109 Pitt Street, Sydney

MINUTES

The meeting was declared open at 10.25am by Mark Sterrey in the Chair for the Union Council Meeting 27 March, 2019

Attendees

Gerard Hayes
Mark Sterrey
Lynne Russell
Bruce Rowling
William Oddie
Steven Fraser
Joan Catlin
Sharon Carney
Jeffrey Knee
Mark Jay
Patricia Reid
Mick Callinan
Bryan Billington
Bruce Rowlings

Alan Wilcock
Robert Aney
John Jetty Dore
Toni Winters
Donna Riley
Leesa Franks
Josephine Peacock
John Lawrence
Edalina Hondros
Gillian Reilly

Apologies:

Leigh Bush
Lindy Twyford
Darriea Turley
Graeme Bailey

1. Observers/Proxies/Apologies

Resolution: UC01 /2019
Moved: Patricia Reid
Seconded: Gillian Reilly

“That the apology for Lindy Twyford, Leigh Bush, Darriea Turley, Graeme Bailey be accepted and observer/s: Angela Brown, Angela Nigro and Marianna Milosavljevic be admitted to the meeting.”

MOTION PUT AND CARRIED

MOTION PUT AND CARRIED

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

No conflicts of interest were declared

3. Minutes of Previous Meeting/s:

3.1 Union Council Meeting Minutes held 7 December 2018

Resolution: UC02/2019
Moved: Joan Catlin
Seconded: Gillian Reilly

“That the minutes of the Union Council meeting held 7 December 2018 be accepted.”

MOTION PUT AND CARRIED

4. Matters arising from the Minutes:

There were no matters arising from the previous minutes

STANDING ORDERS: Guests not on the agenda entered the room. Daniel Mookhey, Michael Buckland and Nick Lucchinelli

Resolution: UC03/2019
Moved: Joan Catlin
Seconded: Gillian Reilly

MOTION PUT AND CARRIED

5. PRESENTATION- Professionals Australia- Chris Walton

6. SECRETARIES REPORTS:

Verbal report to be presented, Gerard Hayes, Secretary:

- Ambulance is improving and growing in density, employing more paramedics as part time officials
- Public health remains a concern sitting at 42% density, hard discussions are being had with officials appearing to be servicing more than organising i.e. sitting in meetings Trialing managers for a four-month period to see if there is any improvement in productivity.
- Aged Care is continuing to grow even with limited access to members and potential members

- Reported that the HSU and other unions were not happy with ALP after the defeat of Labor at the recent NSW State election and threatened to disaffiliate. The Nurses had a better campaign and strategic approach to getting what they wanted. Next steps are meeting with other Right Unions for a strategic political campaign for the next election.
- SafeWork update the legal budget is concerning due to a SafeWork investigation which after an independent review found nothing was substantiated. Staff member has now put in a Workcover claim. The union is working with lawyers in relation to the ongoing issue. A recent survey all off staff found to be a positive working environment.

Resolution: UC04/2019
Moved: Toni Winters
Seconded: Edalina Hondros

“That the Union Council accepts the Secretaries report.”

MOTION PUT AND CARRIED

7. CHIEF FINANCE OFFICER – FINANCE REPORTS- Presented by Lynne Russell

- 7.1 Balance Sheet for the period ending 28 February 2019
 Profit and Loss Statement for the period ending 28 February 2019
- 7.2 Audit and Finance Minutes December 2018 to February 2019

Resolution: UC 05/2019
Moved: Joan Catlin
Seconded: Sharon Carney

“That the Union Council accepts the Chief Finance Officer’s finance report.”

MOTION PUT AND CARRIED

8. AGENDA ITEMS

8.1 Ambulance Cover Fund Benefit

HSU Emergency Ambulance Cover

Emergency Ambulance Cover will provide reimbursement for HSU members who require ambulance transport in emergency circumstances. This will become another benefit for HSU members as well as act as an incentive for non-members to join.

Background

In December 2018 a business paper was tabled at the Union Council meeting regarding options for the HSU to provide an emergency ambulance cover scheme to members and possibly family members. It was resolved that the report be tabled, and a resolution be brought to the Council at the next meeting.

The options available to provide an Emergency Ambulance Cover Scheme in the insurance market are limited. General insurers are unable to provide this cover, as it is identified as a “health benefit”, which is the exclusive domain of health insurers. Self-insuring (funded by members contributions) has been investigated and this provides a more realistic option for the HSU.

Benefits:

Emergency Ambulance Cover Scheme would provide the following service to members:

The HSU will provide an Emergency Ambulance Cover to eligible financial members of the Union. This benefit means that eligible financial members are provided with the necessary transportation by emergency transport, in circumstances of injury or sickness, to the nearest available hospital equipped to deal with the nature of the emergency.

Assumptions:

Some high level information and statistics based on other similar schemes, are as follows:

- Funds generally allow for Emergency Ambulance costs up to a limit of \$5,000 per year (excluding treatment costs) for any Member, including Spouse and Dependent Children.
- Funds generally allow for Spouses and Dependent Children (assume membership numbers x 3 for actual participants).
- Average annual payments from Fund per participant (excluding administration costs) would be \$3.50.
- The number of claims increases as the scheme is rolled out and members become more aware of it. Based on other similar schemes, the number of claims increases in Year 2, Year 3 and Year 4.
- Based on 4 years of data for a similar scheme with another trade union using the same Emergency Ambulance Cover, the number and cost of claims were:
2014 – 156 Claims @ \$177,183.07 + \$50,000 deductible = \$227,183
2015 – 184 Claims @ \$173,669.65 + \$50,000 deductible = \$223,669
2016 – 195 Claims @ \$186,125.12 + \$50,000 deductible = \$236,125
2017 – 171 Claims @ \$173,876.37 + \$50,000 deductible = \$223,876

This translates to a Raw Claims Cost per head

2014 Year - \$3.49 per head raw claims cost (excluding admin fees)

2015 Year - \$3.44 per head raw claims cost (excluding admin fees)

2016 Year - \$3.63 per head raw claims cost (excluding admin fees)

2017 Year - \$3.44 per head raw claims cost (excluding admin fees)

= average of \$3.50 per head.

- Some restrictions will be applied through the terms and conditions to minimise claims. These include:
  - The benefit is immediately payable to eligible financial members who are unable to receive financial assistance for emergency ambulance transportation through a legislated scheme, a health insurance policy or any other insurance policy (for example, CTP, workers compensation, sporting club policy or social security entitlement).
  - Compensation shall be limited to a maximum of \$5,000 per financial member in any financial year.
  - The benefit excludes inter-hospital transportation.
  - The scheme only applies to emergency transport services within Australia.
  - An eligible financial member is a person who is a financial member of the HSU NSW/ACT/QLD.
  - To be covered, a person must be an eligible financial member at the time of making a claim.
  - An eligible financial member is a person who has paid full current dues or is on direct debit or payroll deductions or has an approved waiver of HSU fees.
  - The benefit applies from the HSU membership joining date.
  - The benefit does not apply to life, retired or student members or members who are not paying union fees.
  - In special circumstances, such as serious, ongoing medical condition which has been diagnosed, the Secretary or Assistant Secretary has the discretion to authorise the payment of an ambulance subscription fee for certain members.
  - If there is a disputed claim for emergency ambulance costs, all the particulars must be set out in writing and shall be considered and determined by the Union Committee.
  - A statutory declaration to be provided with the claim form that states all the details provided by the member are true and correct.

Option 1: All members of the HSU NSW, ACT, Queensland.

The Emergency Ambulance Cover Scheme extends to all financial members only of the HSU in NSW, ACT and Queensland. This can be reassessed after two years to determine whether the Emergency Ambulance Cover Scheme is still affordable, suitable for HSU members or whether it could be extended to members' families.

Estimated Yearly Cost:

38,000 x \$3.50 = **\$133,000**

Option 2: All members, their spouses and dependants.

The Emergency Ambulance Cover Scheme extends to all financial members of the HSU in NSW, ACT and Queensland, as well their spouse and dependants.

Estimated Yearly Cost:

38,000 x 3 (including spouse and dependant) x \$3.50 = **\$399,000**

Downward impact on number of claims

a) Members with Health Insurance will reduce claims rate

The professional, allied health members and ambulance officer members of the HSU, can be considered to be on higher incomes and therefore more likely to have health insurance. If members have health insurance, then this will exclude them from claiming on the HSU's own Emergency Ambulance Cover Scheme.

b) Dependants

The estimated costs of the Emergency Ambulance Cover Scheme in Option 2 is at the upper end of expectations. A breakdown of HSU membership demographics suggests that a sizeable proportion of HSU members are older with the average age in the late 40s. This suggests the dependants may be a little older and therefore less reliant on their parents who are HSU members, thereby reducing the likelihood of claims.

c) Demographics

According to Ambulance Service NSW statistics almost half (48.2%) of all ambulance emergency transports occur with patients 65 years and over. In addition, 58% of emergency responses occur between the hours of 8am-7pm, when the majority of HSU members would be working anyway. These statistics suggest that most emergency callouts arise from elderly people during day time. Only 6.15% of HSU members are over the age of 65 years, compared to the wider NSW population where 14% is over 65 years. They are still HSU members because they are still working to an older age. They do not fit into the category of retirees requiring emergency transport during day time hours. This suggests that HSU members may be less likely to require emergency transport than the wider population.

d) Geographic spread of HSU members

The rate of emergency transports across NSW varies. In metropolitan areas it was 114 per 1000 people. However, in rural areas it was 150-160 incidents per year. Note that an "incident" includes treatment on the spot as well as transporting the patient, whereas the Emergency Ambulance Cover Scheme proposed only includes actual emergency transports. In comparison to the spread of HSU membership, 62.5% live and work in metropolitan areas while 37.5% live and work in rural/regional NSW. Based on the Ambulance Service statistics, this would suggest the number of emergency callouts would be less for the majority of HSU members than the population as a whole.

Resolution

That Union Council approves the introduction of an Emergency Ambulance Cover Scheme at the HSU for members only commencing 1 July 2019 for an initial period of two years. This will allow a period of

claims history data to ensure the scheme is affordable to the HSU and assess the possibility of extending the scheme to members' families.

Resolution: UC06/2019
Moved: Brian Billington
Seconded: Patricia Reid

MOTION PUT AND CARRIED

8.2 Policies & Procedures

As part of the Human Resources policy development five new policies have been drafted. On the 15 February 2019, draft policies were presented by the HR Manager at a meeting attended by the Executive and the HSU Secretary. Draft policies were subsequently sent to all HSU staff for further discussion with any comments to be forwarded to the HR Manager by COB 13 March 2019. Six staff members including some divisional managers, forwarded comments with minor changes. Changes were discussed and approved by the Human Resources Manager, Executive and HSU Secretary. At the request of the HSU Secretary, staff were invited to attend a meeting on Thursday 21 March 2019 prior to the Union Council meeting to further discuss proposed internal HSU Policies as listed below.

These policies are now tabled for Union Council consideration.

1. Flexible Work Policy
2. Probation Period Policy
3. Relationships at Work Policy
4. Mobile Phone Device Policy
5. Internet, Email, Telephone Landline & Computer Use Policy

Resolution: That the Union Council adopts the Flexible Work Policy, Probation Period Policy, Relationships at Work Policy, Mobile phone Device Policy and Internet, Email, Telephone Landline and Computer Use Policy as Rule 40 Union Policies and Procedures and once adopted applies to all officers, employees and members of the HSU NSW/ACT/QLD.

Resolution: UC07/2019
Moved: John Lawrence
Seconded: Jeffrey Knee

MOTION PUT AND CARRIED

8.3 Remuneration Review, Secretary HSU NSW

In November 2018 the Union Committee noted in its meeting that the Secretary's salary had not been reviewed for six years and requested that the CFO initiate an independent review of the position for the purposes of setting the Secretary's remuneration for the next four years (excluding the annual set percentage increments, currently 2.5%). This was reported to the Union Council at the December 2018 meeting. The final independent report received from Enterprise Care was tabled at the January 2019 Union Committee meeting where it was resolved that:

Resolution: UC 09/2019
Moved: Melissa Todhunter/Lynne Russell

*"That the Union Committee notes the report provided by Enterprise Care in relation to the Secretary's remuneration. Union Committee approves the movement as recommended to the mid point, being \$208,000 per annum total value package as per the tabled report. Changes to take effect from 1 January 2019. The next salary review will be due in 4 years time."***MOTION PUT AND CARRIED**

Resolution: That Union Council notes the report provided by Enterprise Care in relation to the Secretary's remuneration and approves the recommendation from Union Committee that the Secretary salary be set as per the mid-point provided in the remuneration report, being \$208,000 per annum total value package. Changes to take effect from 1 January 2019 with the next salary review due in 4 years-time.

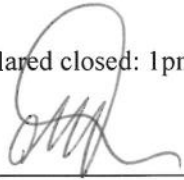
Resolution: UC08/2019
Moved: Bill Oddie
Seconded: Toni Winters

MOTION PUT AND CARRIED

9. GENERAL BUSINESS:

- Majority of staff are members of a union. Proposal that all staff are covered under the ambulance cover and bereavement fund
- Fee structure discussed a part time rate. It has been the same for 10years and not planned in the near future to increase. It was agreed that generally people don't update the union to let them know if they change their employment status. It was agreed to not look at a part time rate for now.

The meeting was declared closed: 1pm

Signed Chairperson  (Mark Sterrey)

Date 30.7.19

Resolutions List and Attachments

UC01 /2019	The apologies and observers be admitted to the meeting.
UC 02/2019	That the minutes of the Union Council meeting held 27 th March 2019 be accepted
UC03/2019	STANDING ORDERS: Guests not on the agenda entered the room. Daniel Mookhey, Michael Buckland and Nick Lucchinelli
UC 04/2019	That the Union Council accepts the Secretaries report.
UC 05/2019	That the Union Council accepts the Chief Finance Officer's finance report.
UC 06/2019	That Union Council approves the introduction of an Emergency Ambulance Cover Scheme at the HSU for members only commencing 1 July 2019 for an initial period of two years. This will allow a period of claims history data to ensure the scheme is affordable to the HSU and assess the possibility of extending the scheme to members' families.
UC07/2019	That the Union Council adopts the Flexible Work Policy, Probation Period Policy, Relationships at Work Policy, Mobile phone Device Policy and Internet, Email, Telephone Landline and Computer Use Policy as Rule 40 Union Policies and Procedures and once adopted applies to all officers, employees and members of the HSU NSW/ACT/QLD.
UC 08/2019	That Union Council notes the report provided by Enterprise Care in relation to the Secretary's remuneration and approves the recommendation from Union Committee that the Secretary salary be set as per the mid-point provided in the remuneration report, being \$208,000 per annum total value package. Changes to take effect from 1 January 2019 with the next salary review due in 4 years-time.



**EMERGENCY
AMBULANCE**

COVER

*Cover effective from 1st of July 2019

**Join today, and
be protected**



EMERGENCY AMBULANCE COVER

Emergency Ambulance Cover for HSU NSW/ACT/QLD Members

The new Emergency Ambulance Cover Scheme will provide reimbursement for HSU eligible financial members who require ambulance transport in emergency circumstances.

HSU NSW/ACT/QLD Emergency Ambulance Cover DOES provide for:

- Road Ambulance
- Air Ambulance
- Full coverage if claimable event is within Australia, on or after 1 July 2019

HSU NSW/ACT/QLD - Emergency Ambulance Cover DOES NOT provide for:

- Emergency ambulance transport where financial assistance is available through a legislated scheme, a health insurance policy or any other insurance policy
- Coverage outside of Australia
- Patient transport services

How do I lodge a claim?

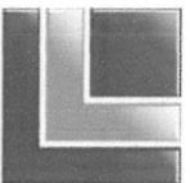
If you need to lodge a claim please visit our website at www.hsu.asn.au and complete a claim form and statutory declaration. Completed forms along with the tax invoice from the emergency transport service that was utilised are to be emailed to claims@hsu.asn.au or posted to Level 2, 109 Pitt Street, Sydney NSW 2000 for processing.

To obtain a copy of the Emergency Ambulance Cover terms and conditions visit our website at

www.hsu.asn.au/terms-and-conditions

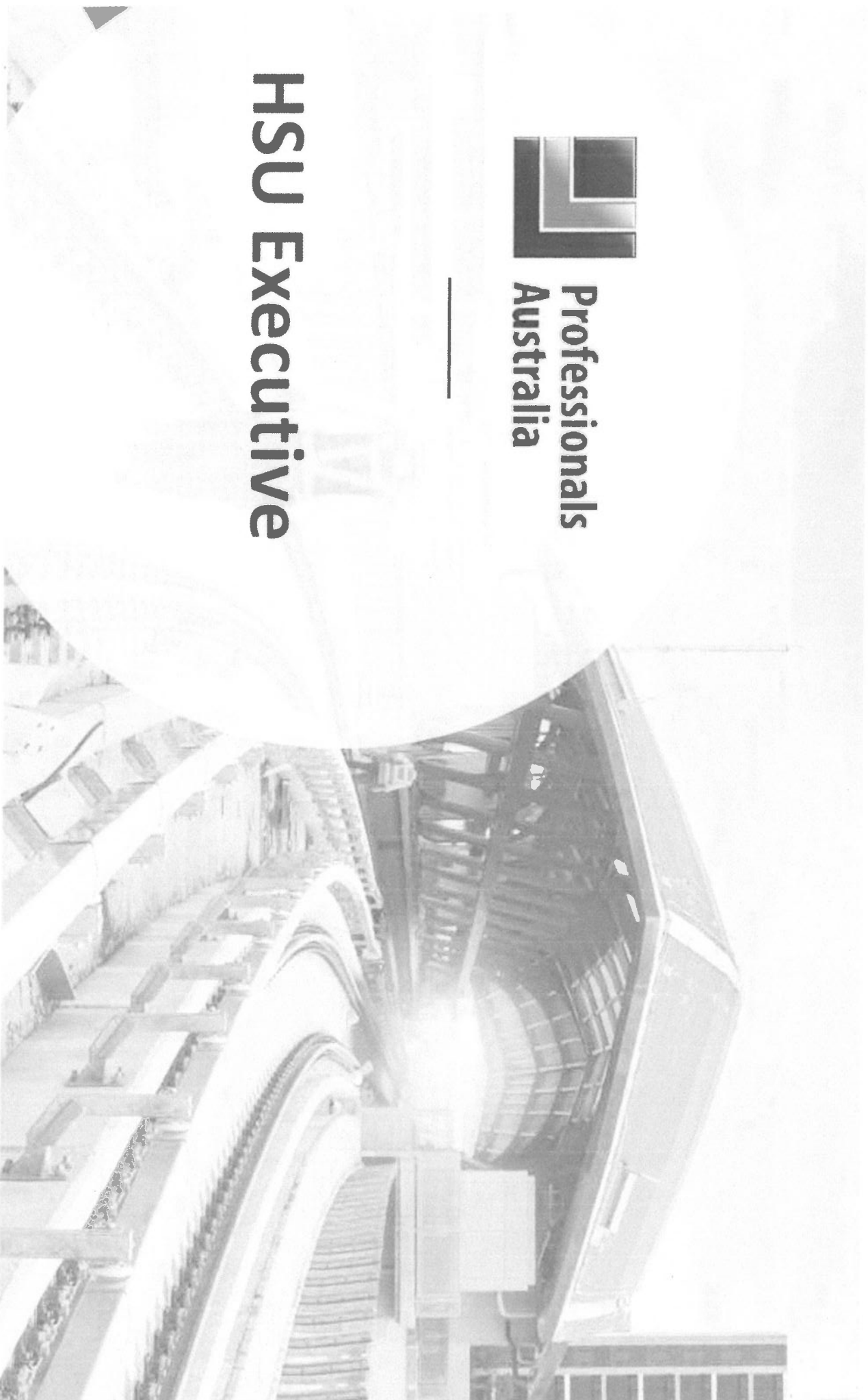
**For more information
contact the HSU on 1300 478 679**

Authorised by: Gerard Hayes - Secretary HSU NSW•ACT•QLD



**Professionals
Australia**

HSU Executive



annual meeting & exposition

AUGUST 18-21, 2018
CHICAGO, IL

MCCORMICK PLACE



GET
FOCUS
USERS

HOW WILL WE ACHIEVE GROWTH

1. KNOW AND HAVE WHAT POTENTIAL MEMBERS NEED AND WANT

2. MEET THE NEEDS OF POTENTIAL MEMBERS

- Not expect them to fit us
- Develop valuable offer

3. ENGAGEMENT

- Utilise 4 – 5 services
- Key services for retention
  - Certification
  - Access to the wisdom of other professionals
  - Quality professional development
  - Member savings

4. SEGMENTATION

- Job/industry; Career stage; Location

HOW WILL WE ACHIEVE GROWTH

4. USER EXPERIENCE

- Non-clunky
- Self-service
- Frictionless

5. MODERN MARKETING = FINDING SERVICES THEY NEED AND WANT

- Few go through the front door of website
- Digital marketing ; separate branding

6. TECHNOLOGY TO ENABLE

- Efficiency- 50% reduction in membership processing team
- Management tools – KPIs
- Staff tool
- Member portal

iMIS

Seeking Leadership

CEO: carol.bessey@ced.com

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ADDITION

REPORT OF THE

BOOK REVIEW

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References

Membership

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2010	2011	2012	2013	2014	2015	2016	2017	2018	2019

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AUTOMATED EMAIL MARKETING WELCOME JOURNEYS

Stephen Professional Australia

Campaigns

Create

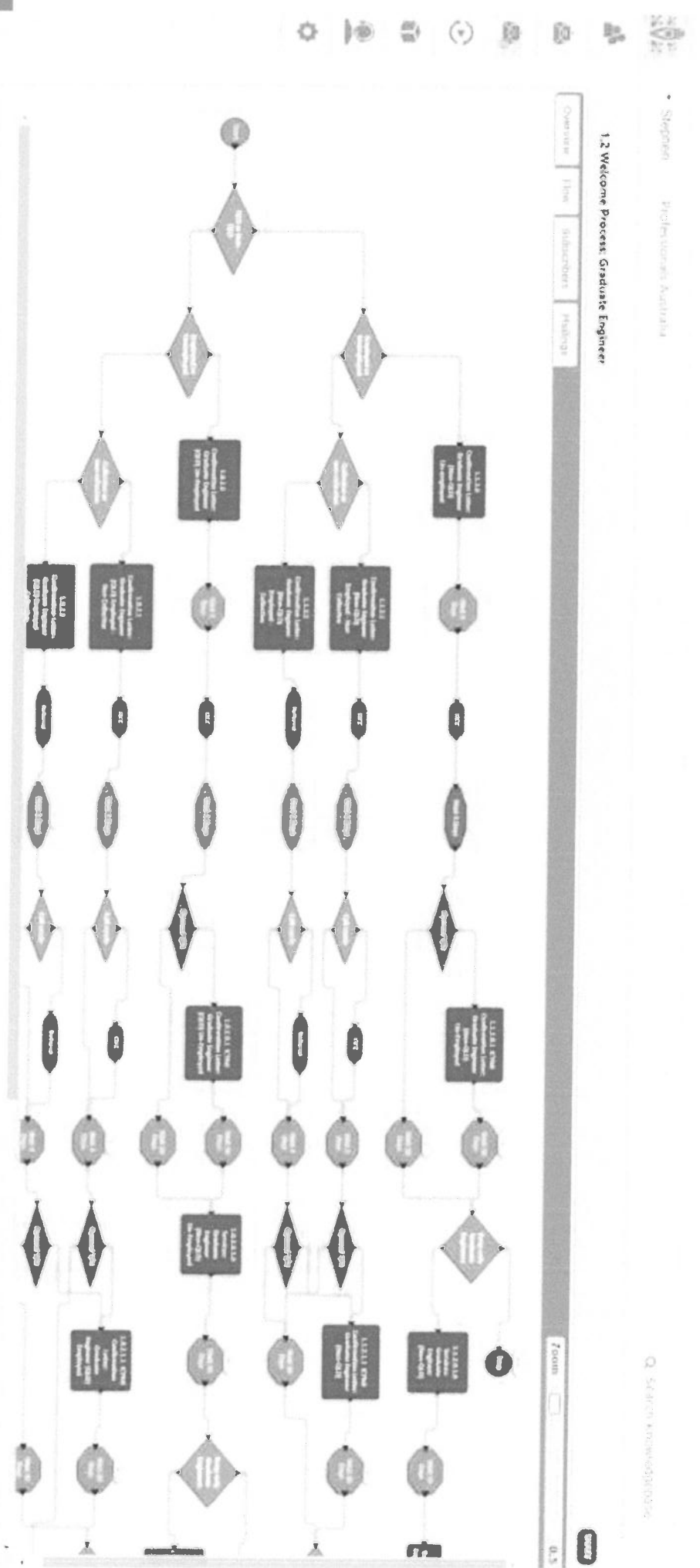
(Campaigns enable the automation of mailings and subscriber status changes)

In Progress Active Archived

Search - Reset Columns Export

	Campaign Name	In Progress	Completed	Type	Status
1.1	Welcome - Process: Student Engineer	14	2,425 Mailing	LWC	Live
1.2	Welcome - Process: Graduate Engineer	124	745 Mailing	LWC	Live
1.3	Welcome - Process: Young Professional Engineer	40	1,499 Mailing	LWC	Live
1.4	Welcome - Process: Mid Career Professional Engineer	37	3,436 Mailing	LWC	Live
1.5	Welcome - Process: Late Career Professional Engineer	11	2,033 Mailing	LWC	Live
2.1	Welcome - Process: Student Scientist	-	338 Mailing	LWC	Live
2.2	Welcome - Process: Graduate Scientist	2	178 Mailing	LWC	Live
2.3	Welcome - Process: Young Professional Scientist	8	9,597 Mailing	LWC	Live
2.4	Welcome - Process: Mid Career Professional Scientist	15	831 Mailing	LWC	Live
2.5	Welcome - Process: Late Career Professional Scientist	1	442 Mailing	LWC	Live
3.1	Welcome - Process: Student Pharmacist	2	56 Mailing	LWC	Live
3.2	Welcome - Process: Graduate Pharmacist	0	73 Mailing	LWC	Live
3.3	Welcome - Process: Young Professional Pharmacist	16	602 Mailing	LWC	Live

AUTOMATED EMAIL MARKETING WELCOME JOURNEYS



DIGITAL BUILDING of POTENTIAL MEMBER LIST

Reverse marketing- e.g. copy of summary of market rates available if provide name and email

Online organising- see Professional Pharmacist Australia Facebook page

Digital campaign activity- non members complete petitions etc.

Digital advertising

+ digital potential member journeys = LOWER COST RECRUITMENT and ORGANISING

MEMBER PORTAL

<http://members.professionalsaustralia.org.au/apea>

- User: sgar
- Password: 123456

My details



STING
1234567890

CSA
1234567890

What's happening



STING
1234567890



STING
1234567890



STING
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STING
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STING
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REPORT OUT NOW

ALL TALK
OBSTACLES TO GENDER
EQUITY IN STEM



Search or service

1234567890

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MEMBER PORTAL

<http://members.professionalsaustralia.org.au/apaa>

My pay

Compare your 2018/19 pay package to a range of peers across the profession to help you understand your position. The comparison is based on the average pay package for 2018/19. The range of reports and data is based on the 2018/19 pay package for 2018/19. The range of reports and data is based on the 2018/19 pay package for 2018/19. The range of reports and data is based on the 2018/19 pay package for 2018/19.

\$130,753 **↑ 2.5%**

Average total package

Personalised salary comparison

Based on the information you have provided, we have identified a range of peers across the profession to help you understand your position. The comparison is based on the average pay package for 2018/19. The range of reports and data is based on the 2018/19 pay package for 2018/19. The range of reports and data is based on the 2018/19 pay package for 2018/19.

Get your personalised report

Employment and remuneration report

The Professional Engineers Australia 2018/19 Remuneration Report provides a detailed overview of the remuneration of professional engineers and technicians across the profession. The report is based on the average pay package for 2018/19. The range of reports and data is based on the 2018/19 pay package for 2018/19. The range of reports and data is based on the 2018/19 pay package for 2018/19.

PROFESSIONAL ENGINEERS EMPLOYMENT AND REMUNERATION REPORT 2018



Check out the report

Salary calculator

The Professional Engineers Australia 2018/19 Salary Calculator provides a detailed overview of the remuneration of professional engineers and technicians across the profession. The calculator is based on the average pay package for 2018/19. The range of reports and data is based on the 2018/19 pay package for 2018/19. The range of reports and data is based on the 2018/19 pay package for 2018/19.

Calculate your salary



MEMBER PACKAGES

<http://www.professionalpharmacists.com.au/full-membership-benefits/>



Join Professional Pharmacists Australia.

Pharmacists are essential public health professionals, and you deserve respect, not a pay cut.

PPA has a new membership offer for employee pharmacists which includes professional indemnity insurance, it's more affordable than others on the market. Check out PPA Protect below.

Join PPA Now

Are you an intern or earning less than \$54,000 pa?

PPA Protect

\$18
per month

Membership includes professional indemnity insurance backed by CGU and fortnightly e-news.

PI Insurance

Access to webinars + seminars

Support a 30% pay rise claim

POPULAR

PPA Assist

\$35.92
per month

Membership includes workplace advice and support, plus professional indemnity insurance backed by CGU.

PI Insurance

Continuing Professional Development

Access to legal advice

PPA Complete

\$63.33
per month

Membership includes legal representation, professional indemnity insurance backed by CGU collective bargaining CPO.

Full package

PI Insurance

Legal representation when needed

COMPREHENSIVE CAMPAIGNING

- Multifaceted campaigning
- Beyond bottom up site by site organising
- Potential use of the changed rules
- Exponential growth

NEW AREA ORGANISING

Logical to not organise currently

- With current labour intensive model
- Current fee structure
- Lack of hope

But possible with:

- Digital
- New membership models
- New Rules
- New membership services which address bespoke needs

Consumer behaviour

Consumer behaviour is rapidly changing:

- Want instantaneous satisfaction
- To transact online.
- Frictionless transactions
- They are time poor and lack trust
- They rely on searches and reviews to get the best deal

Many suppliers are realising the benefit of having a relationship with a trusted brand- alliance marketing.

Goal

To demonstrate to workers that union fees cost nothing.



Member Advantage

Utilising sophisticated digital marketplace with features including:

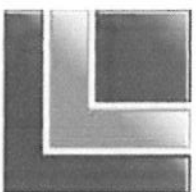
- the transaction is as seamless as possible
- a secure e-wallet allowing close to instant transactions
- unions can add credit to a member's e-wallet (eg. When a member signs up another member)
- member sees the savings they have gained
- a white labelled portal for each union or union branch (including the ability to turn on and off any benefit)
- a digital card to to save costs of printing and mailing
- artificial intelligence to enable modern pull or intuitive marketing based on the members interests and past activity

- allows members to advise each other, review and communicate about offerings and see what is trending
- handle member queries outside the union
- a capacity to provide reports to each union on member usage
- transparently show any revenue generated enabling agreed share of revenue or trail arrangements.
- the benefits are real and managed
- the best in market offer for a good or service is shown by the technology searching the offers available across multiple suppliers

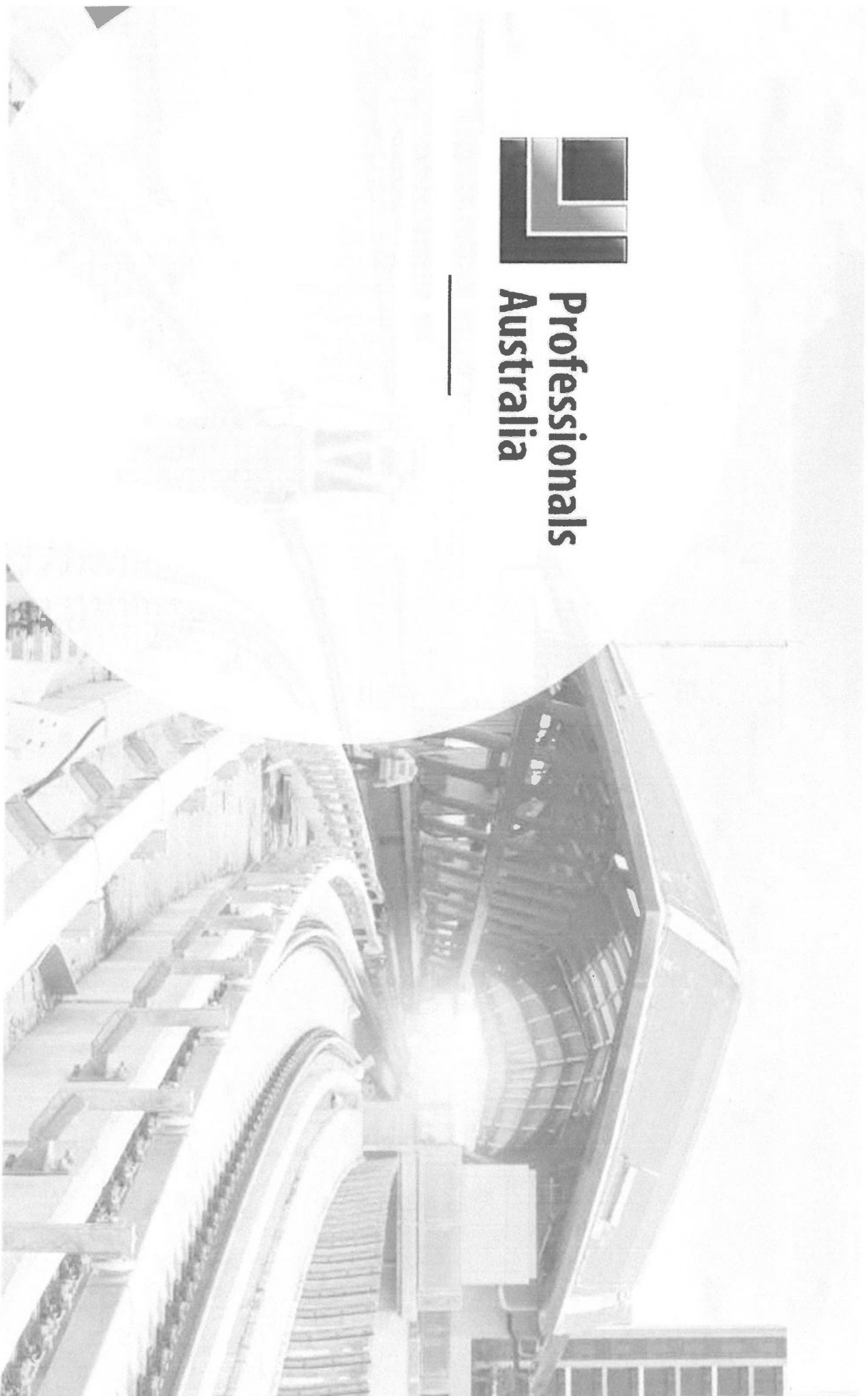
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NEW DAILY

2.5 million readers and growing



**Professionals
Australia**



**Health Services Union NSW/ACT/QLD
Union Council Meeting
Business Paper**



FINANCIALS TO FEBRUARY 2019

Detail

Financials covering the financial year 2019 are attached. Reports include;

- Balance Sheet – as at 28 February 2019; and
- Profit & Loss against budget – July 2018 to February 2019.

Items to note on the Balance Sheet include:

- Total assets are \$22,530,641, with total liabilities at \$3,265,006. Therefore, net assets for the Union are \$19,265,635;
- Cash at bank, cash on hand and investment accounts amounted to \$5,605,642 as at 28 February 2019;
- Other current assets (\$1.24m) includes:
  - Trade debtors (\$1.6k)
  - Prepayments (\$1.2m) for insurances, workers compensation, council rates, strata fees, capitation fees, land tax and subscriptions
  - Rental bonds, clearing accounts & rents receivable (\$27.4k)
- Non current assets of land & buildings, furniture & fixtures, plant & equipment and motor vehicles net book value currently sits at \$15,681,559;
- Trade creditors to be paid as at 28 February 2019 was \$354,534;
- ATO/Super liabilities are currently \$240,442;
- Employee provisions for ado, annual and long service leave currently stands at \$2,376,696;
- Other current liabilities (\$264k) includes:
  - Accrued expenses (\$88.4k)
  - Building make good provision (\$25.2k)
  - Income in advance (\$36.2k)
  - Rental bonds collected (\$116k)
- The Super Defined Benefit Fund sits at the actuary balance as at 30 June 2018 of \$29,874.

Items to note on the YTD Profit & Loss Report include:

- The year to date net operating loss after 8 months in FY19 is currently \$1,067,576 versus a budgeted loss of \$310,215. Therefore, the result is up on budget by \$1,377,791.
- Revenue for the period (of \$13,305,653) is \$729,099 (5.8%) up on budget (of \$12,576,554):
  - Membership contributions for the period are up on budget by \$742,223 (6.5%).
- Expenses for the period (of \$12,238,077) is \$648,692 (5%) less than budget (of \$12,886,769):
  - The 2018 Delegates Conference expenses came in \$66k down on the approved budget;
  - Campaign expenses are down on budget by \$26.6k;
  - Computer & IT expenses are down on budget by \$27k due to costs transferred to wages for the now internal IT Administrator;
  - Consultants are up on budget due to \$38.7k due to multiple engagements required during the year;
  - Delegate expenses and training are down on budget by \$32k;
  - Political donations for the federal election budget have now commenced (total of \$525k), although no expenditure has yet to be incurred;
  - Legal expenses are \$44.4k up on budget;
  - Staff wages & on-costs are down on budget by \$46.7k; and
  - Staff travel expenses are up on budget by \$17.2k.

Recommendation That the HSU NSW/ACT/QLD Council review the financials to February 2019.

Author Angela Nigro

Balance Sheet

As of February 2019

Assets		
Current Assets		
Cash at Bank	\$448,283	
Cash on Hand	\$4,259	
Investment Accounts	\$5,153,100	
Other Current Assets	\$1,243,441	
Total Current Assets		\$6,849,082
Non Current Assets		
Land & Buildings	\$12,503,625	
Furniture & Fixtures	\$2,148,768	
Plant & Equipment	\$222,383	
Motor Vehicles	\$806,783	
Total Non Current Assets		\$15,681,559
Total Assets		\$22,530,641
Liabilities		
Current Liabilities		
Trade Creditors	\$354,534	
GST Liabilities	\$126,740	
Payroll Liabilities	\$2,327,624	
Other Current Liabilities	\$264,986	
Total Current Liabilities		\$3,073,884
Non Current Liabilities		
Long Service Leave Provision	\$161,248	
Super Defined Benefit Fund	\$29,874	
Total Non Current Liabilities		\$191,122
Total Liabilities		\$3,265,006
Net Assets		\$19,265,635
Equity		
Current Earnings	\$1,067,576	
Member Funds	\$13,283,456	
SASS (Actuarial Gains/Losses)	\$4,914,603	
Total Equity		\$19,265,635

This report includes Year-End Adjustments.

Profit & Loss [Budget Analysis]

July 2018 To February 2019

	Selected Period	Budgeted	\$ Difference	% Difference
Income				
Membership Contributions	\$12,187,935	\$11,445,712	\$742,223	6.5%
Advertising	\$7,710	\$8,000	-\$290	(3.6)%
Interest Received	\$22,394	\$17,600	\$4,794	27.2%
Rent Received	\$856,997	\$867,242	-\$10,245	(1.2)%
Service Fee HSU NSW Branch	\$200,000	\$200,000	\$0	0.0%
Sponsorship	\$0	\$20,000	-\$20,000	(100.0)%
Sundry Income	\$11,670	\$0	\$11,670	NA
Surplus on Disposal of Assets	\$18,947	\$18,000	\$947	5.3%
Total Income	\$13,305,653	\$12,576,554	\$729,099	5.8%
Total	\$0	\$0	\$0	NA
Gross Profit	\$13,305,653	\$12,576,554	\$729,099	5.8%
Expenses				
Affiliations & Subscriptions	\$877,193	\$889,320	-\$12,127	(1.4)%
Annual Delegates Conference	\$183,086	\$250,000	-\$66,914	(26.8)%
Audit Fees	\$34,964	\$36,504	-\$1,540	(4.2)%
Bad Debts	\$9,196	\$0	\$9,196	NA
Bank Charges	\$40,196	\$38,336	\$1,860	4.9%
Building Costs	\$444,970	\$450,028	-\$5,058	(1.1)%
Campaign Expenses	\$73,358	\$100,000	-\$26,642	(26.6)%
Commission	\$10	\$336	-\$326	(97.0)%
Computer & IT Expenses	\$294,661	\$322,000	-\$27,339	(8.5)%
Consultants	\$48,753	\$10,000	\$38,753	387.5%
Council Members Honoraria	\$15,350	\$14,325	\$1,025	7.2%
Council & BCOM Expenses	\$58,923	\$66,664	-\$7,741	(11.6)%
Credit Merchant Fees	\$39,040	\$38,664	\$376	1.0%
Delegate Expenses	\$52,847	\$73,336	-\$20,489	(27.9)%
Delegates Seminars & Training	\$1,651	\$13,336	-\$11,685	(87.6)%
Depreciation	\$804,242	\$815,651	-\$11,409	(1.4)%
Donations - Political	\$8,109	\$433,329	-\$425,220	(98.1)%
Donations	\$112,200	\$116,664	-\$4,464	(3.8)%
General Expenses	\$8	\$0	\$8	NA
Insurance	\$743,992	\$760,125	-\$16,133	(2.1)%
Interest & Line Fees Paid	\$67,555	\$75,668	-\$8,113	(10.7)%
Legal Expenses	\$204,402	\$160,000	\$44,402	27.8%
Marketing & Communications	\$224,097	\$240,000	-\$15,903	(6.6)%
Meal Entertainment	\$9,935	\$20,000	-\$10,065	(50.3)%
Motor Vehicle Expenses	\$286,465	\$313,009	-\$26,544	(8.5)%
WHS Expenses	\$3,779	\$1,400	\$2,379	169.9%
Photocopying	\$19,490	\$24,664	-\$5,174	(21.0)%
Postage & Couriers	\$115,496	\$110,000	\$5,496	5.0%
Printing & Stationery	\$31,341	\$33,336	-\$1,995	(6.0)%
Regional Office Expenses	\$65,108	\$60,000	\$5,108	8.5%
Staffing Related Costs	\$6,907,967	\$6,954,746	-\$46,779	(0.7)%
Storage	\$26,792	\$24,664	\$2,128	8.6%
Telephone Costs	\$135,176	\$160,664	-\$25,488	(15.9)%
Travel Expenses (Staff)	\$297,726	\$280,000	\$17,726	6.3%
Total Expenses	\$12,238,077	\$12,886,769	-\$648,692	(5.0)%

Profit & Loss [Budget Analysis]

July 2018 To February 2019

	Selected Period	Budgeted	\$ Difference	% Difference
Operating Profit	\$1,067,576	-\$310,215	\$1,377,791	444.1%
Total Other Income	\$0	\$0	\$0	NA
Total Other Expenses	\$0	\$0	\$0	NA
Net Profit/(Loss)	\$1,067,576	-\$310,215	\$1,377,791	444.1%

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**HEALTH SERVICES UNION****Internet, email, landline telephone and computer use policy**

Purpose

The Health Services Union NSW/ACT/QLD (thereafter HSU) recognises the importance and usefulness of internet, email, landline telephone and computer facilities as research, communication and work tools. They are provided for work use. The availability of HSU resources for personal use is to be determined at the discretion of the HSU.

This policy sets out the appropriate standards of behaviour for Users. For the purposes of this Policy, a User is defined as any and all HSU staff who access or use HSU internet, email, landline telephone and computer facilities by any means.

This policy also sets out the manner in which surveillance of Users may be conducted in accordance with the *Workplace Surveillance Act 2005* (NSW) and the *Workplace Privacy Act 2011* (ACT).

At all times when accessing or using HSU internet, email and computer facilities, Users must ensure that they comply with this policy. It is the User's responsibility to ensure that they use the HSU internet, email and computer facilities in a lawful and professional manner.

This policy does not form part of an employee's contract of employment or any other User's contract, except to the extent it is incorporated by specific reference.

If you are unsure about any matter covered by this policy, you should seek the assistance of the Secretary.

Policy**1. Application**

This policy applies to all Users of the HSU's IT systems and networks.

It applies to the use of all HSU internet, email, landline telephone and computer facilities inside and outside working hours and inside and outside the workplace. This includes landline telephones, portable computers (including iPads, iPhones and similar products), and any other means of accessing the HSU email and internet facilities, for example, a personal home computer which has access to the HSU IT systems.

2. Usage Policy**2.1 Use of internet, email and computers**

Users are entitled to use HSU internet, email, landline telephone and computer facilities for legitimate business purposes.

Users are permitted to use internet, email, landline telephone and computer facilities for limited and reasonable personal use, however any such personal use must not impact upon the User's work performance or HSU resources or violate this policy or any other HSU policy.



HEALTH SERVICES UNION PROBATION PERIOD

POLICY

In accordance with the HSU Employment Policy, unless otherwise agreed in writing, all new employees (excluding casual staff) will be on probation for six (6) months.

Confirmation of employment, at the conclusion of the probation period, requires the manager to verify that the employee has demonstrated the person has the skills to perform the key responsibilities of the position to at least a satisfactory standard.

GUIDELINES

The purpose of the Probation Period is to:

- ensure that the employee is capable of doing the job to a standard that is healthy, safe and other acceptable to the Union;
- identify and remove obstacles to performance;
- determine if there are any individual development needs;
- allow the employee time to determine their own suitability to the position and the Union.

PROCEDURE

Prior to Employment

Employees must be advised during the interview process, HSU Employment Policy, HSU Employee Agreement and/or letter of appointment:

- length of the probation period ;
- the period of notice/pay in lieu that will be given if employment is terminated by either party at the end of the probation period;
- that performance will be reviewed periodically within the probation period to determine whether the employee is demonstrating the required level of competence for the position.

The Probationary Review

- Human Resources will forward a probationary performance appraisal form to the Manager to signal the need to set a review date.
- In accordance with the HSU Employment Policy, during the probation period, two written formal review assessments will occur (during weeks 10-12 and week 20). There may also be an informal assessment. The employee will be provided with the review assessment reports prior to the review assessment reports.
- The formal review may be brought forward if the circumstances require, e.g. the employee is clearly unable to perform to the required standard.

HEALTH SERVICES UNION

Relationships at Work

Purpose

This policy addresses the appropriate management of personal relationships in the workplace with the objective of maintaining public trust and confidence in the integrity and professionalism of the decisions made and the services provided by Health Services Union.

HSU does not wish to intrude on the reasonable privacy expectations of any staff member. However, the potential for conflict, or perceived conflict, between personal/family relationships and work responsibilities may arise.

HSU seeks to provide a healthy and safe systems of work and culture marked by mutual respect, personal dignity and support for the skills and abilities of everyone. This policy applies to the conduct expected in the professional performance of duties of all HSU staff.

Definitions

"Close personal relationship" means:

- a relationship that goes beyond the bounds of a platonic/personal friendship or a working relationship, and includes being a relative, a family relationship, or personally involved, i.e. dating, romantic relationships, sexual and similar close personal relationships that may be consensually undertaken by both individuals; or
- a relationship which gives rise to a real or potential or perceived conflict of interest and includes relatives and financial relationships; or
- a relationship where one person is financially dependent on another; or
- relationships where there have been previous instances of serious conflict between the parties.

Policy

HSU recognise that in some circumstances, close personal relationships can exist or develop in the workplace environment. To avoid a potential conflict of interest, or the perception of such a conflict, in situations where a family (including marital) or other close personal relationship exists between two working colleagues, then the following arrangements will be applied:

1. No individual will supervise or be responsible for another family member or close personal relation in the same office or same operating Group.
2. Even if there is no direct reporting relationship, no Manager shall be involved in the appointment, promotion or salary decisions in relation to the other staff member (or potential staff member) with whom they have a close personal or family relationship.
3. Two individuals in this situation will not form part of the same financial processes chain (e.g. authorisation of leave/authorisation of expenses and etc.).
4. If a relationship does develop at work that could cause a conflict of interest, this should be discussed with the Chief of Staff and/or HSU Secretary so that steps can be taken to avoid this

conflict through seeking an alternative role. In circumstances where an alternative role is not available, HR will assist the Manager to implement reasonable management processes to ensure that any potential conflict of interest is avoided. It is not acceptable to remain silent in regard to this matter and it is incumbent on both parties to promptly bring such matters to the attention of the Union.

HEALTH SERVICES UNION

Flexible Work

This policy and procedure sets out the circumstances in which requests for flexible working arrangements can be made by employees and the procedure for determining whether those requests may or may not be granted by the Health Service Union Secretary.

Purpose

Health Services Union supports a diverse and inclusive workforce and recognises that many of its employees require working arrangements that are outside of the traditional full-time work structure. The purpose of this policy and procedure is to allow greater flexibility for Health Services Union employees who require flexible work arrangements to suit their circumstances.

Scope

This policy and procedure applies to all employees of Health Services Union who have completed at least twelve (12) months service and includes casual employees who have had regular employment for at least that period and have a reasonable expectation of continued work.

Definitions

The following table contains relevant definitions for requests for flexible working arrangements:

Term	Definition
Carer	In accordance with Section 5 of the <i>Carer Recognition Act 2010</i>, the term “carer” includes all people who provide ongoing personal care, support and assistance to any individual who has a disability, a medical condition, a terminal or chronic illness, mental illness or fragility due to age. A person is not a carer within the meaning of Section 5 of the <i>Carer Recognition Act 2010</i> where that care, support or assistance is provided under a contract of service or a contract for the provision of services, in the course of doing voluntary work for a charitable, welfare or community organisation, or as part of the requirements of a course of education or training. A person is not a carer within the meaning of Section 5 of the <i>Carer Recognition Act 2010</i> merely because they are the spouse, de facto partner, parent or other relative or guardian of an individual who requires care or lives with an individual who requires care.
Disability	Disability has its ordinary meaning.
Family	‘Family’ includes persons, whether related by blood, marriage, adoption, step or fostering and those who usually reside in the same household in accordance with the <i>Explanatory Memorandum to the Fair Work Amendment Bill 2013</i> .
Family violence	‘Family violence’ means violent or threatening behaviour or any other form of behaviour that coerces or controls a family member or causes that family member to be fearful. Examples may include (but are not limited to): physical violence, sexual assault and other sexually abusive behaviour, economic abuse and emotional or psychological abuse, stalking, kidnapping or deprivation of liberty in accordance with

	the Australian Law Reform Commissions' Final Report, <i>Family Violence – A National Legal Response, Volume 1, October 2010</i> .
Flexible work	'Flexible work' may include, but is not limited to varying an employees' working conditions in the following ways: • Changing hours of work • Changing pattern of work • Changing duration and times of breaks • Changing days of work • Changing how work is performed • Changing where work is performed (e.g. working from home arrangements)
School age	The age at which a child is required to attend school in the relevant State or Territory.

Requesting Flexible Work Arrangements

Employees may make a request for flexible working arrangements if one or more of the following circumstances apply to that employee:

- the employee is the parent, or has responsibility for the care, of a child who is of school age or younger;
- the employee is a carer (within the meaning of the *Carer Recognition Act 2010* - see definitions section above);
- the employee has a disability;
- the employee is 55 or older;
- the employee is experiencing violence from a member of the employee's family;
- the employee provides care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because the member is experiencing violence from the member's family.

Parents / Employees Responsible for the Care of a Child

Parents and employees who have responsibility for the care of a child who are returning to work after a period of birth or adoption related leave, may specifically request part-time working arrangements. This is in addition to the general right to request flexible working requirements contained above.

Short Term or Future Flexible Work Requests

Where an employee foresees the possibility of assuming caring responsibilities in the short to medium term, employees should consult with their Manager as soon as practicable in order to allow sufficient time for planning and discussions regarding appropriate flexible work measures. During such discussions, employers may request evidence of the need to request flexible working arrangements.

Making a Request

Any request for flexible working arrangements must be made to the employees' Manager, the HSU Secretary and the HR Manager and the request must:

- be in writing; and
- set out details of the change sought; and
- provide details of the reasons for the change.

Approving or Refusing Requests

After receiving a request for flexible working arrangements from an employee the HR Manager will provide a written response to the employee within twenty-one days (21 days) advising of whether the request is granted or refused.

Approving a request

If the HSU Secretary approves the request for flexible working arrangements, the request and approval letter will be retained on the employment file as a variation to the employment contract.

Refusing a request

The HSU Secretary may refuse a request for flexible working arrangements only on reasonable business grounds, which may include, but are not limited to the following reasons:

- The proposed arrangements would be too costly for the business to implement;
- There is no capacity to change the current working arrangements of other employees to accommodate the new working arrangements requested;
- It would be impractical to change the working arrangements of other employees, or recruit new employees, to accommodate the new working arrangements requested by the employee;
- The new working arrangements requested by the employee would be likely to result in a significant loss in efficiency or productivity; and/or
- The new working arrangements requested by the employee would be likely to have a significant negative impact on union business.

Accommodating Requests

Where an employees' specific request for flexible working arrangements cannot be accommodated on the terms suggested by the employee, the employer and employee may discuss options for an

alternative flexible working arrangement which the business can reasonably accommodate having regard to all of the circumstances.

Status of a Flexible Working Arrangement

Unless the employer and employee specifically agree otherwise, a flexible working arrangement does not amount to a permanent variation to the employee's terms and conditions of employment. The employer will have the right to monitor, review, change and even terminate the flexible working arrangement at any time on reasonable business grounds. As far as reasonably practicable, the employer will consult with the employee prior to any variation or termination of an arrangement and will endeavour to give the employee reasonable notice of the change.

A flexible working arrangement may result in a reduction in pay (e.g. if less hours are worked overall and/or at the times attracting extra penalties), paid leave (e.g. a reduction in weekly hours may affect leave payments) and termination pay (e.g. redundancy and notice payments will be calculated on pay rates as at termination date).