

# HSR AND DEPUTY HSR ELECTION RECORD

EACH DWG NEEDS AT LEAST 1 HSR BUT NOT EVERY DWG HAS A DEPUTY HSR.  
DEPUTY HSRs ARE TO BE ELECTED IN THE SAME WAY AS AN HSR S.57(1)

1 NAME OF DWG s. 54(1)

2 NUMBER OF VACANT POSITIONS

MEMBERS OF THE DWG MAY DETERMINE HOW AN ELECTION IS TO BE CONDUCTED. IF AGREEMENT CANNOT BE REACHED THE ASSISTANCE OF A WORKSAFE INSPECTOR CAN BE SOUGHT S.54(4).

3 RETURNING OFFICER

*e.g. a current HSR, union  
delegate, union organiser:*

4 DESCRIBE HOW THE VOTING PROCESS AND VACANCIES ARE ADVERTISED

*e.g. vacancies and election details (see questions 6 and 8-10) were announced at the team meeting and an email notification to members of the DWG was also sent, A nomination was put up in the lunch room and people were also able to nominate online.*

5 DATE NOMINATIONS OPEN

6 DATE NOMINATIONS CLOSE

10 CANDIDATES FOR ELECTION

*Note: if the number of nominees equals the number of vacant positions there is no need for a formal vote s.54(6). Proceed to Q.11.*

**7 DATE VOTING STARTS**

**8 METHOD OF VOTING**

*e.g. secret ballot, show of hands, proxies, absentee voting, electronic ballot etc.*

**9 DATE VOTING CLOSES**

**11 ELECTION RESULT**

**12 DATE OF ELECTION** *The term of office commences on the date the representative is elected s.55(1)*

**13 PROPOSED TERM-OF-OFFICE EXPIRY DATE**

*The term of office of is one of the particulars included in negotiations concerning DWGs; however it cannot exceed three years. s.44(1)(d), s.55(1), s.55(3)*

**14 LIST OF HSRS & DEPUTY HSRS UPDATED (ATTACH AN UP-TO-DATE COPY OF NOTICE TO THIS FORM)**

(a) Management notified of the election outcome

(b) Union notified of the election outcome

(c) Employer must ensure a list of each HSR and DHSR is kept up-to-date and a copy made accessible to all employees s.71(e)

**COPIES OF THIS DOCUMENT ARE TO BE KEPT ON FILE AND MADE AVAILABLE UPON REQUEST TO HSRS AND DWG MEMBERS.**