

## Process to support the nomination and election of HSRs

### Nomination process - Local HSW Team or Faculty/Division nominee

1. Determine a list of eligible members of the work group.
2. Determine in consultation with relevant workers, who will be the Returning Officer.
3. Email Web & Digital, Marketing & Recruitment at [web.requests@adelaide.edu.au](mailto:web.requests@adelaide.edu.au)
  - a. use this [online nomination form](#) as a template asking they upload the form to the Faculty intranet
  - b. provide the name of the designated workgroup
  - c. provide the name of the Returning Officer
  - d. provide the nomination due date (allow a two week timeframe).
4. Notify the designated workgroup of the nomination process. Refer to sample email on [HSR Portal](#).
5. The Returning Officer cannot be a candidate in the election but may be from outside the workgroup.

### Receiving Nominations - Responsible Officer

6. The Responsible Officer will receive the nominations via the on-line form.
7. Nominees must be a member of the work group.
8. Where no nomination is received the position will be vacant until a worker nominates.
9. If the position remains vacant for more than three (3) months and a nomination is then received, the Local HSW Team must advise the work group and provide a fresh opportunity for workers to nominate.
10. Where the number of nominations equals the number of vacancies, the nominee(s) are taken to be elected to the work group.
11. Where more nominations than vacancies are received, an election process is required.
12. The Responsible Officer to advise the Local HSW Team or Faculty/Division nominee of the outcome.
13. The Responsible Officer to retain records of the process (emails etc) in accordance with the [State Records Act 1997](#).

### Advising of appointment of HSR where no election is required - Local HSW Team or Faculty/Division nominee

14. Advise successful HSRs of the result. Refer to sample email on [HSR Portal](#).
15. Advise workgroup of the result. Refer to sample email on [HSR Portal](#).
16. Retain records of the process (emails etc) in accordance with the [State Records Act 1997](#).

### Conduct of election process if required - Local HSW Team or Faculty/Division nominee

17. Email Web & Digital, Marketing & Recruitment at [web.requests@adelaide.edu.au](mailto:web.requests@adelaide.edu.au)
  - a. use this [online ballot form](#) as a template asking they upload the form to the Faculty intranet
  - b. provide the name of the designated workgroup
  - c. provide the list of HSR nominees
  - d. provide the name of the Returning Officer
  - e. provide the voting due date (allow a two week timeframe for voting)
18. Notify the designated workgroup of the voting process. Refer to sample email on [HSR Portal](#).
19. All members of the work group must be given the opportunity to vote in the election.

### Receiving Votes - Responsible Officer

20. The Responsible Officer will receive the votes via the on-line form.
21. The successful candidate is that with the most votes for one vacancy or nominees will be ranked by the most votes and appointed to the vacancies in order of rank.
22. Where the election results in a tie, the two nominees will be decided by the drawing of lots.
23. Responsible Officer to advise the Local HSW Team or Faculty/Division nominee of the outcome.
24. Responsible Officer to retain records of the process (emails etc) in accordance with the [State Records Act 1997](#).

### Post election - Local HSW Team or Faculty/Division nominee

25. Advise successful HSRs of the election result. Refer to sample email on [HSR Portal](#).
26. Advise workgroup of the election result. Refer to sample email on [HSR Portal](#).
27. Register the newly elected HSR with the [SafeWork SA HSR portal](#).
28. SafeWork SA will email the HSR their portal registration details and instructions on the process to access training.
29. Update the [SafeWork SA HSR portal](#) (contact [hswteam@adelaide.edu.au](mailto:hswteam@adelaide.edu.au) for log in details) where a HSR resigns or leaves the workgroup.
30. Ensure an up-to-date list of HSRs (electronically or otherwise) is displayed for each work group by the Faculty/Division.
31. Monitor where terms are ending and schedule nomination and election processes as required.
32. Retain records of the process (emails etc) in accordance with the [State Records Act 1997](#).

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| Warning       | This process is uncontrolled when printed. The current version of this document is available on the HSW Website. |                 |                |             |