

HAUSLER,Heather

From: HAUSLER,Heather
Sent: Friday, 9 October 2015 1:53 PM
To: O'SHEA,Tom
Cc: [REDACTED]
Subject: RE: Exchange of letters [DLM=For-Official-Use-Only]

For Official Use Only

Tom

All good from our end in terms of the letter from Natalie to Nigel dated 18th November and the letter from Nigel to Natalie dated 3rd December as forming the basis for our arrangements. Both letters indicate that referral mechanisms and contact staff were to be established and I think that part just needs to be checked to ensure that its still correct.

What we advised our staff back in Dec 2013 was that formal referrals to FWO were to be sent to [REDACTED] Assistant Director, Registration and Assessment via the email address fwbreferrals@fwo.gov.au and any hard copy documents were to be sent to [REDACTED] at GPO Box 9887 Adelaide SA 5001.

You or [REDACTED] were the contacts for any other matters.

In relation to referrals, I have checked our records and mostly our staff have followed this process but on some occasions there may have been direct contact between staff at the local level and perhaps no form electronic follow up. Once you confirm that the above details remain in place I will remind my staff that all referrals are to be sent to the email address and if local contact is made, because that's a common sense approach in a particular situation, then an email still needs to be sent including a note to indicate that there has been some local liaison.

I can't find any record of how you refer matters to us. Have you referred anything to us since 2013?

I know that we exchange details before Senate Estimates and that's done through our parliamentary team and yours.

[REDACTED]

[REDACTED]

[REDACTED]

Thanks for your assistance in getting this updated and sorted out.

Heather Hausler
Group Manager Operations
Fair Work Building & Construction
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From: O'SHEA, Tom
Sent: Tuesday, 6 October 2015 5:10 PM
To: HAUSLER, Heather
Cc: [REDACTED]
Subject: Exchange of letters [SEC=UNOFFICIAL]

Unofficial

Hi heather – here are the latest set of ‘formal arrangements’ as discussed.

Let me know what you think about the need to revisit them.

They seem to be working from our end.

Cheers

Tom

Tom O’Shea | Executive Director – Policy, Media and Communications
Fair Work Ombudsman

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