



23 March 2023

Bradley Woods  
Executive Director  
Australian Hotels Association - Western Australian Branch  
Sent via email: [exec@ahawa.asn.au](mailto:exec@ahawa.asn.au)

cc: Australian Hotels Association, [aha@aha.org.au](mailto:aha@aha.org.au)

Dear Bradley Woods



**IMMEDIATE ACTION REQUIRED:**

**You must take steps after your recent election E2022/223**

An election has recently been completed by the Australian Electoral Commission (AEC) for the Australian Hotels Association - Western Australian Branch.

This letter explains the next steps you must take and what information you need to lodge with the Fair Work Commission (the Commission).

**What you must do right now**

- Let your members know about the election report issued by the AEC
- Arrange financial training for officers newly elected to an office with financial management duties. (This includes all members of the committee of management).
- Complete the notification of change and email it to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)

This letter explains these steps and the tools available to help you.

**STEP 1: Notify members**

You must put a notice on your website once you receive your post-election report. It must tell your members they can request a copy of the post-election report from you or the AEC (regulation 141). The notice must be on your website for at least three months.



### Can I put more information on our website?

Yes! Being transparent is part of good governance. You can publish the whole report or the declaration of results, as well as your notice and leave them up longer than three months. You can always do more than the regulatory minimum.

The Commission will also publish your declaration of results on our [website](#).

## STEP 2: Financial training

You may have to arrange financial training for people elected to new roles.

All officers with financial management duties must complete financial training (section 293K). For information on when officers must redo training and hints on when to book training for officers taking up multiple offices [please see our fact sheet](#).

There are face to face and online [financial training packages on the Commission website](#).

You must act on this now, as affected officers **MUST** complete approved financial training OR been granted an [exemption by the Commission](#) **within six months** of beginning to hold office.



### Good governance tip:

Organisations should instruct officer holders about their other obligations. This is especially important for committee of management members.

Our podcast covers the [benefits of officer induction](#). Officers have responsibilities under the rules, the RO Act, and disclosure requirements around conflicts of interest, remuneration and material personal interests. Officers will benefit from our [officer induction kit](#) and our [podcast, such as episode 17 - conflicts of interest](#).

## STEP 3: Notifications of change



A notification of change must be lodged with the Commission within **35 days** of the change occurring.

We have a [template](#) to help you with this, which you can send to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au). An officer must sign the completed notification template.

You must lodge a notification of change if:

- any of your officers have not been re-elected;
- officers have changed offices; or
- you have new officers.

Only notify us of changes that have **already occurred**. If people take up office in the future, you must wait until the change happens before lodging the notification within 35 days of the change.

**Note:** One election may result in many notifications of change.



### **Penalties apply**

Failing to lodge your notifications of change on time can expose your organisation and its officers to significant penalties.

#### ***ROC v CEPU***

The organisation failed to make a series of notifications of change on time.

The Full Court said ‘The record-keeping obligations imposed under the Registered Organisations Act are treated by the legislature as important and serious, and contravention of those obligations are correspondingly serious.’

The organisation was ordered to pay a penalty. More information is available in our [case summary](#).



### **Why do I need to tell you the results of the election when you’ve already received them?**

The RO Act requires that **you** tell us this information about your officers – it is a legal obligation. The notification of change also contains information that is not in the declaration of results.

### **What if the officer has already done training?**

Check out our [fact sheet](#) for when officers need to redo training, when they can get an exemption and when further training isn’t required.

If you have any queries we can be contacted on 1300 341 665 or by email at [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au).

Yours sincerely

**Fair Work Commission**



The Commission has a [Compliance Policy](#) which explains how we respond to issues of non-compliance. The policy is available on our website if you would like further information on the steps the compliance team may take in response to non-lodgement of a financial report.

8 March 2023

# Post-election report

**Australian Hotels Association**

Western Australian Branch

Scheduled election

E2022/223

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# Election(s) Covered in this Report

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Organisation: AHA - Western Australian Branch  
Election: Scheduled  
Election Decision No/s: E2022/223

## Rules

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Rules used for the election: 024N: Incorporates alterations of 12 February 2021 [R2020/170]  
(replaces rulebook dated 24 December 2020 [R2020/171])

Rules difficult to apply/interpret: None  
Model Rule reference (if any): N/A

For more details see the Model Rules on the AEC website: [www.aec.gov.au/ieb/](http://www.aec.gov.au/ieb/)

## Other Matters

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Returning Officer actions required (Section 193): No

## Signed

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Ben Murray  
Returning Officer  
Australian Electoral Commission  
E: IEEvents@aec.gov.au  
P: 03 9285 7111  
8 March 2023

# Attachments

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## A. Declaration of results for Uncontested Offices



**Australian Hotels Association (AHA)**  
**Western Australian Branch**  
**DECLARATION OF RESULTS - E2022/223**  
**Uncontested Offices**

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**Scheduled Election**

The results of the election for the following offices conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation are:

**National Board Delegate (2)**

Candidates

PEIRSON-JONES Martin

RAMAGE Robert

**National Accommodation Hotels Division Representative (1)**

Candidates

CAIRNS Andrew

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.

Ben Murray  
Returning Officer  
Telephone: 03 9285 7111  
Email: IEBevents@aec.gov.au  
06/03/2023





## DECISION

*Fair Work (Registered Organisations) Act 2009*  
s.189—Arrangement for conduct of an election

**Australian Hotels Association**  
(E2022/223)

MR STEENSON

SYDNEY, 20 DECEMBER 2022

*Arrangement for conduct of election.*

[1] On 6 December 2022 the Western Australian Branch (**Branch**) of the Australian Hotels Association (**organisation**) lodged with the Registered Organisations Commission prescribed information for an election to fill the following offices for a new term of office:

National Board Delegate (2)

National Accommodation Hotels Division Representative (1)

[2] It is noted that, under the formula outlined in rule 11.2 of the organisation's rules, the Branch is entitled to three National Board Delegates. However, under rule 11.5, one of these offices is filled by the Branch President ex officio.

[3] I am satisfied that an election for the abovenamed offices is required to be held under the rules of the organisation and, under subsection 189(3) of the *Fair Work (Registered Organisations) Act 2009*, I am making arrangements for the conduct of the election by the Australian Electoral Commission.



DELEGATE OF THE COMMISSIONER

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Australian Hotels Association  
WESTERN AUSTRALIA

38 Parliament Place West Perth WA 6005  
PO Box 660 West Perth Western Australia 6872  
T: 08 9321 7701 F: 08 9321 7730 W: www.ahawa.asn.au

5 December 2022

Commissioner  
Fair Work Commission  
GPO Box 1994S  
MELBOURNE VIC 3001

By email: [regorgs.roc@fwc.gov.au](mailto:regorgs.roc@fwc.gov.au)

Dear Sir

**NOTIFICATION OF ELECTIONS PURSUANT OF SECTION 189 AND  
REGULATION 138 OF FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009  
- AUSTRALIAN HOTELS ASSOCIATION WA BRANCH**

In accordance with the Fair Work (Registered Organisations) Act 2009, I enclose the prescribed information and statement of Mr Neil Randall, President of the Australian Hotels Association Western Australian Branch (Attachment 1).

**PART A**

Under Section 11 (aa) B of the National Rules of the Australian Hotels Association, the Western Australian Branch is permitted 3 representatives on the National Board. Of these 3 members, in accordance the President shall be ex officio with the other two being elected by the Branch Committee of Management.

Therefore it is requested that the following be elected by the Branch Committee of Management:

- 2 representatives to the Australian Hotels Association National Board

Under Section 42 (c) of the National Rules of the Australian Hotels Association, the Western Australian Branch is permitted one (1) representative on the National Accommodation Board. This representative shall be elected by members of the Western Australian Accommodation Division.

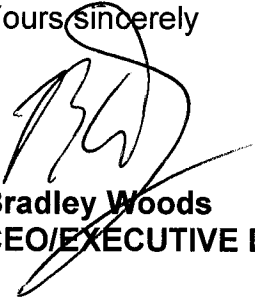
Therefore, it is requested that the following be elected by the Western Australian Accommodation Division:

- 1 representative to the Australian Hotels Association National Accommodation Board

Rule 11 (e) requires that the Returning Officer shall call for nominations of representatives to the National Board at least 14 days prior to 1 April 2023.

Please do not hesitate to contact either myself or Tricia Clark if you have any queries or wish to discuss the matter further.

Yours sincerely

A handwritten signature in black ink, appearing to be 'BW', with a long horizontal flourish extending to the right.

**Bradley Woods**  
**CEO/EXECUTIVE DIRECTOR**

**PRESCRIBED INFORMATION FOR ELECTIONS in accordance with Section 189  
Fair Work (Registered Organisations) Act 2009 and Regulation 138 Fair Work  
(Registered Organisations) Regulations 2009**

I, Neil Randall, President of the Australian Hotels Association, Western Australian Branch state, make the following statement:

1. I am authorised to sign this statement containing prescribed information for Australian Hotels Association, Western Australian Branch
2. The following information is lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).
3. The elections that are required are set out in the table in Annexure A.

This statement **IS** lodged at least 2 months before nominations open for the election below.

Signed:



Neil Randall  
President  
Australian Hotels Association  
Western Australian Branch

Date: 5 December 2022

## ANNEXURE A

Elections that are required:

<b>Branch</b>	<b>Name of Office</b>	<b>Number required</b>	<b>Voting System</b>	<b>Reason for Election</b>	<b>Electorate</b>
			<i>Direct voting system; Collegiate electoral system</i>	<i>Scheduled; Casual vacancy; New office created; Insufficient nominations</i>	
<i>AHA WA</i>	<i>National Board Delegate</i>	<i>2</i>	<i>Collegiate</i>	<i>Scheduled [Rule 11 (aa) B]</i>	<i>Branch Committee of Management</i>
<i>AHA WA</i>	<i>National Accommodation Hotels Division Representative</i>	<i>1</i>	<i>Direct</i>	<i>Scheduled [Rule 11 (e)]</i>	<i>All members of the Accommodation Division</i>

Important dates:

	<b>Collegiate Electoral System</b>
<b>Nominations OPEN</b>	<i>At least 14 days prior to 1 April 2023 (rule 11 (e))</i>
<b>Nominations CLOSE</b>	
<b>Roll of Voters cut off date</b>	