



8 January 2024

Neil Henderson  
Branch Secretary  
Australian Municipal, Administrative, Clerical and Services Union-Queensland (Services and Northern Administrative) Branch  
Sent via email: [general@theservicesunion.com.au](mailto:general@theservicesunion.com.au)

cc: Robert Potter [info@asu.asn.au](mailto:info@asu.asn.au)

Dear Neil Henderson



**IMMEDIATE ACTION REQUIRED:**

**You must take steps after your recent election E2022/217**

An election has recently been completed by the Australian Electoral Commission (AEC) for the Australian Municipal, Administrative, Clerical and Services Union-Queensland (Services and Northern Administrative) Branch and a post-election report has been issued by the AEC.

This letter explains the next steps you must take, including what information you need to give to members 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 the Commission at [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 we 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 approved 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 receive 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 *Fair Work (Registered Organisations) Act 2009* (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.

**Real-life example of penalties in Court** An 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 an interim [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.

21 December 2023

# Post-election report

Australian Municipal, Administrative,  
Clerical and Services Union -  
Queensland Services and Northern  
Administrative Branch  
Scheduled Election  
E2022/217

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# Election(s) Covered in Post-Election Report (PER)

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**Organisation:** Australian Municipal, Administrative, Clerical and Services Union - Queensland Services and Northern Administrative Branch

Election Decision No: E2022/217  
Election: Scheduled  
Date ballot closed: N/A  
(If uncontested) Date the nominations closed:  
Scheduled: 20/10/2023  
Insufficient Nominations: 07/12/2023  
Date results declared:  
Scheduled: 31/10/2023  
Insufficient Nominations: 15/12/2023  
  
Date PER due: 06/01/2024

## Relevant legal provisions

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*Fair Work (Registered Organisations) Act 2009* ('the Act')

### **197 Post-election report by AEC**

#### *Requirement for AEC to make report*

- (1) After the completion of an election conducted under this Part by the AEC, the AEC must give a written report on the conduct of the election to:
  - (a) the General Manager; and
  - (b) the organisation or branch for whom the election was conducted.

Note: The AEC may be able, in the same report, to report on more than one election it has conducted for an organisation. However, regulations made under paragraph 359(2)(c) may impose requirements about the manner and timing of reports.

- (2) The report must include details of the prescribed matters.

#### *Contents of report—register of members*

- (3) If the AEC is of the opinion that the register of members, or the part of the register, made available to the AEC for the purposes of the election contained, at the time of the election:
  - (a) an unusually large proportion of members' addresses that were not current; or
  - (b) in the case of a register kept by an organisation of employees—an unusually large proportion of members' addresses that were workplace addresses;this fact must be included in the report, together with a reference to any relevant model rules which, in the opinion of the AEC, could assist the organisation or branch to address this matter.

Note: Model rules are relevant only to the conduct of elections for office, not for elections for other positions (see section 147).

#### *Contents of report—difficult rules*

- (4) If the report identifies a rule of the organisation or branch that, in the AEC's opinion, was difficult to interpret or apply in relation to the conduct of the election, the report must also refer to any relevant

model rules, which in the opinion of the AEC, could assist the organisation or branch to address this matter.

Note: For model rules, see section 147.

*Subsection (3) relevant only for postal ballots*

(5) Subsection (3) applies only in relation to elections conducted by postal ballot.

Note: An organisation can obtain an exemption from the requirement to hold elections for office by postal ballot (see section 144).

### **190 Organisation or branch must not assist one candidate over another**

An organisation or branch commits an offence if it uses, or allows to be used, its property or resources to help a candidate against another candidate in an election under this Part for an office or other position.

Penalty: 100 penalty units.

### **193 Provisions applicable to elections conducted by AEC**

- (1) If an electoral official is conducting an election, or taking a step in relation to an election, for an office or other position in an organisation, or branch of an organisation, the electoral official:
  - (a) subject to paragraph (b), must comply with the rules of the organisation or branch; and
  - (b) may, in spite of anything in the rules of the organisation or branch, take such action, and give such directions, as the electoral official considers necessary:
    - (i) to ensure that no irregularities occur in or in relation to the election; or
    - (ii) to remedy any procedural defects that appear to the electoral official to exist in the rules; or
    - (iii) to ensure the security of ballot papers and envelopes that are for use, or used, in the election.
- (2) A person commits an offence if the person does not comply with a direction under subsection (1).

Penalty: 30 penalty units.
- (3) Subsection (2) does not apply so far as the person is not capable of complying.

Note: A defendant bears an evidential burden in relation to the matter in subsection (3) (see subsection 13.3(3) of the *Criminal Code*).
- (4) Subsection (2) does not apply if the person has a reasonable excuse.

Note: A defendant bears an evidential burden in relation to the matter mentioned in subsection (4), see subsection 13.3(3) of the *Criminal Code*.
- (5) An offence against subsection (2) is an offence of strict liability.

Note: For *strict liability*, see section 6.1 of the *Criminal Code*.
- (6) An election for an office or other position conducted by an electoral official, or step taken in relation to such an election, is not invalid merely because of a breach of the rules of the organisation or branch because of:
  - (a) action taken under subsection (1); or
  - (b) an act done in compliance with a direction under subsection (1).
- (7) If an electoral official conducting, or taking a step in connection with, an election for an office or other position:
  - (a) dies or becomes unable to complete the conduct of the election or the taking of the step; or
  - (b) ceases to be qualified to conduct the election or to take the step;the Electoral Commissioner must arrange for the completion of the conduct of the election, or the taking of the step, by another electoral official.



## 6 Definitions

**irregularity**, in relation to an election or ballot, includes:

- (a) a breach of the rules of an organisation or branch of an organisation; and
- (b) an act or omission by means of which:
  - (i) the full and free recording of votes by all persons entitled to record votes and by no other persons; or
  - (ii) a correct ascertainment or declaration of the results of the voting; is, or is attempted to be, prevented or hindered; and
- (c) a contravention of section 190.

### *Fair Work (Registered Organisations) Regulations 2009* ('the Regulations')

#### **140 Declaration of result of election (s 193)**

- (1) Within 14 days after the closing day of an election, the AEC must issue a declaration stating the following:
  - (a) the total number of persons on the roll of voters;
  - (b) the total number of ballot papers issued (if applicable);
  - (c) the total number of envelopes that were returned undelivered by the closing day of the ballot to the AEC (if applicable);
  - (d) the total number of ballot papers received by the electoral official by the closing day of the ballot (if applicable);
  - (e) the result of the election;
  - (f) the total number of informal ballot papers (if applicable).
- (2) In subregulation (1), **closing day**, for an election, means:
  - (a) if a ballot is not required—the day on which nominations for the election close; or
  - (b) if a ballot is required—the closing day of the ballot.
- (3) Immediately after issuing a declaration under subregulation (1), the AEC must give a copy of the declaration to:
  - (a) the General Manager; and
  - (b) the organisation or branch for whom the election was conducted.

#### **141 Post-election report by AEC (s 197(2))**

- (1) For subsection 197(2) of the Act, the following matters are prescribed for inclusion in the report (the **post-election report**) given under subsection 197(1) of the Act:
  - (a) the declaration mentioned in regulation 140;
  - (b) any rules of the organisation or branch which because of ambiguity or other reason, were difficult to interpret or apply;
  - (c) any matters in relation to the roll of voters including those matters contained in subsection 197(3) of the Act;
  - (d) the number of written allegations (if any) of irregularities made to the AEC during the election;
  - (e) action taken by the AEC in relation to those allegations;
  - (f) any other irregularities identified by the AEC and action taken by the AEC in relation to those other irregularities.
- (2) The AEC must:
  - (a) give the post-election report within 30 days after the closing day of the election; and
  - (b) publish a notice on its web site advising that a copy of the post-election report can be obtained from the AEC on the request of a member who was eligible to vote in the election.
- (3) The AEC must supply a copy of the post-election report to the member as soon as practicable, but no later than 7 days, after receiving a request under paragraph (2)(b).

## 145 Elections conducted by AEC—no unauthorised action

- (1) For any election conducted by the AEC under Part 2 of Chapter 7 of the Act, a person other than the person conducting the election must not do, or purport to do, any act in the conduct of the election other than as directed or authorised by the person conducting the election.

Note: This subregulation is a civil penalty provision (see regulation 168).

- (2) The AEC must advise the General Manager of a possible contravention of subregulation (1) not later than 21 days after the AEC has become aware of the possible contravention.

## Declaration of result of election

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In accordance with reg 140 of the Regulations, the AEC issued a declaration of the result of election E2022/217 on 31/10/2023 and 15/12/2023 for both Scheduled and Insufficient nominations respectively. For a copy, see **Attachment A** and **Attachment B**.

## Australian Municipal, Administrative, Clerical and Services Union - Queensland Services and Northern Administrative Branch Rules

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Australian Municipal, Administrative, Clerical and Services Union - Queensland Services and Northern Administrative Branch Rules used for the election:

- 052V: Incorporates alterations of 1 May 2023 [R2023/27]

I have had regard to the rules of each of the four committees referenced above, and they make provisions for proportional representation for women. These rules will be applied. However, the relevant committee rules do not contain rules relating to the conduct of this election. As such, I have decided to use the rules contained in the registered rules of the ASU, as at 1 May 2023, in particular: Part VIIIA, Electoral Procedural Rules.

## Roll of Voters

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Not Applicable

## Written allegations of any irregularities

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Not Applicable

## Other irregularities

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Not Applicable

## Signed

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Ann Dougan  
Returning Officer  
Australian Electoral Commission  
E: [IEBevents@aec.gov.au](mailto:IEBevents@aec.gov.au)  
P: 03 9285 7111  
21 December 2023

## Attachments

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- A. ASU QLD Branch (Services and Northern Administrative)  
- Declaration of Results (Uncontested)
  
- B. ASU QLD Branch (Services and Northern Administrative)  
- Insufficient Nominations Declaration of Results  
(Uncontested)

**Australian Municipal, Administrative, Clerical and  
Services Union**  
**Queensland Services and Northern Administration Branch**  
**DECLARATION OF RESULTS - E2022/217**  
**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:

**Energy Industry Division**

**Energy Queensland - Regional Queensland**

**Division Committee Member (6)**

Candidates

AGIUS Beck  
FELTHAM Ken  
JONES Jenna  
LYNCH Jodie  
ROBERTS Greg  
SMITH Jeff

**Energy Queensland - South East Queensland**

**Division Committee Member (5)**

Candidates

FARRELL Mickey  
GLEAVES Tim  
PHILPOTT Katrina  
SALLES Jorge

**Retail Corporation - Regional Queensland**

**Division Committee Member (1)**

Candidates

*No Nominations Received*

**Queensland Electricity Transmission Corporation**

**Division Committee Member (1)**

Candidates

PRESCOTT Matt

**Government Owned Generators**

**Division Committee Member (2)**

Candidates

LONSDALE Troy  
MUNROE Jasmin

## **Privately Owned Generators**

### **Division Committee Member (1)**

#### Candidates

*No Nominations Received*

## **Local Authorities & Brisbane City Council Industry Division**

### **Region 1 - Far North Queensland**

#### **Division Committee Member (2)**

#### Candidates

ELPHINSTONE Jenny

FLATMAN Peter

### **Region 2 - North Queensland**

#### **Division Committee Member (2)**

#### Candidates

ELKHORNE Joel

### **Region 3 - Central Queensland**

#### **Division Committee Member (1)**

#### Candidates

TYLER Murray

### **Region 4 - Capricornia**

#### **Division Committee Member (1)**

#### Candidates

TRUSLER Angus

### **Region 5 - Wide Bay**

#### **Division Committee Member (1)**

#### Candidates

SPENCER Jasmine

### **Region 6 - Sunshine Coast**

#### **Division Committee Member (2)**

#### Candidates

HARRAP Jenelle

### **Region 7 - Downs and South West Queensland**

#### **Division Committee Member (2)**

#### Candidates

GROSS Helen

### **Region 8 - Far West Queensland**

#### **Division Committee Member (2)**

#### Candidates

ELIOTT Dale

## **Region 9 - Ipswich**

### **Division Committee Member (2)**

#### Candidates

LILLINGSTONE Louise

## **Region 10 - Moreton**

### **Division Committee Member (1)**

#### Candidates

SHELDON Neil

## **Region 11 - South East Queensland**

### **Division Committee Member (4)**

#### Candidates

EDWARDS Robert

GUIDOSTEEN Anthony

JACKSON James

RADFORD Aaron

## **Region 12 - First Nations People (ATSIC)**

### **Division Committee Member (1)**

#### Candidates

ROWLANDS Wendy

## **Region 13 - Water**

### **Division Committee Member (2)**

#### Candidates

BARRETT Grant

## **Region 14 - Brisbane City Council**

### **Division Committee Member (2)**

#### Candidates

MINNS Steve

TAYLOR Mark

## **Social & Community Services Industry Division**

### **Region 1 & 2 - Far North Queensland/ North Queensland**

#### **Division Committee Member (2)**

##### Candidates

KINGSTON Terese

SWARA Nina

### **Region 3 - Central Queensland/Wide Bay**

#### **Division Committee Member (1)**

##### Candidates

LATTA Alan

## **Region 4 - South Coast**

### **Division Committee Member (1)**

Candidates

STEELE Faith

## **Region 5 - Brisbane City & North Coast**

### **Division Committee Member (1)**

Candidates

LLOYD Bronwen

## **Region 6 - First Nations People (Indigenous)**

### **Division Committee Member (1)**

Candidates

*No Nominations Received*

## **(FAAR) - From Across All Regions**

### **Division Committee Member (8)**

Candidates

BROOKS Delisiah

BUTCHER Shelley

FOSTER Michael

HANSON Carly

JAMES Em

PARMESAN Gianna

PETERSON Tiresi

SCHULTE Eliza-Jayne

## **Transport & Northern Administrative Industry Division**

### **North QLD C&A (from North Qld)**

#### **Division Committee Member (2)**

Candidates

*No Nominations Received*

### **Ports and Private including Airports, North Qld Ports Corp, North Qld Bulk Ports, Gladstone Ports Corp, Information Technology and Private Sector**

#### **Division Committee Member (5)**

Candidates

STEWARD Greg

TOBIN Terese

### **Rail - from across the state**

#### **Division Committee Member (6)**

Candidates

ADAMSON Trisha

JONES Luke



MELDRUM Anna  
PEACOCK Steve  
POCKRAN Valerie

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

Ann Dougan  
Returning Officer  
Telephone: 03 9285 7111  
Email: [IEBevents@aec.gov.au](mailto:IEBevents@aec.gov.au)  
31/10/2023



**Australian Municipal, Administrative, Clerical and  
Services Union**  
**Queensland Services and Northern Administration Branch**  
**DECLARATION OF RESULTS - E2022/217**  
**Uncontested Offices**

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**Insufficient Nominations 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:

**Energy Industry Division**

**Energy Queensland - South East Queensland**

**Division Committee Member (1)**

Candidates

*No Nominations Received*

**Retail Corporation - Regional Queensland**

**Division Committee Member (1)**

Candidates

*No Nominations Received*

**Privately Owned Generators**

**Division Committee Member (1)**

Candidates

BANKS Michael

**Local Authorities & Brisbane City Council Industry Division**

**Region 2 - North Queensland**

**Division Committee Member (1)**

Candidates

HUGHES Jonathon

**Region 6 - Sunshine Coast**

**Division Committee Member (1)**

Candidates

*No Nominations Received*

**Region 7 - Downs and South West Queensland**

**Division Committee Member (1)**

Candidates

*No Nominations Received*

**Region 8 - Far West Queensland**

**Division Committee Member (1)**

Candidates

*No Nominations Received*

## **Region 9 - Ipswich**

### **Division Committee Member (1)**

Candidates

*No Nominations Received*

## **Region 13 - Water**

### **Division Committee Member (1)**

Candidates

*No Nominations Received*

## **Social & Community Services Industry Division**

## **Region 6 - First Nations People (Indigenous)**

### **Division Committee Member (1)**

Candidates

*No Nominations Received*

## **Transport & Northern Administrative Industry Division**

## **North QLD C&A (from North Qld)**

### **Division Committee Member (2)**

Candidates

*No Nominations Received*

## **Ports and Private including Airports, North Qld Ports Corp, North Qld Bulk Ports, Gladstone Ports Corp, Information Technology and Private Sector**

### **Division Committee Member (3)**

Candidates

*No Nominations Received*

## **Rail - from across the state**

### **Division Committee Member (1)**

Candidates

MUNEZ Graciel

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

Ann Dougan  
Returning Officer  
Telephone: 03 9285 7111  
Email: [IEBevents@aec.gov.au](mailto:IEBevents@aec.gov.au)  
15/12/2023



## DECISION

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

**Australian Municipal, Administrative, Clerical and Services Union-**  
(E2022/217)

MS GUINA

MELBOURNE, 14 AUGUST 2023

*Arrangement for conduct of election.*

[1] On 6 July and 8 August 2023 the Queensland (Services and Northern Administration) Branch (the **Branch**) of the Australian, Municipal, Administrative, Clerical and Services Union (the **ASU**) lodged prescribed information and amended prescribed information with the Fair Work Commission (the **Commission**), the latter of which included a request to the Australian Electoral Commission for an election to fill the **non-office positions** under section 187 of the *Fair Work (Registered Organisations) Act 2009* as set out in Attachment A.

[2] I am satisfied that an election for the **non-office positions** in Attachment A 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 GENERAL MANAGER

Printed by authority of the Commonwealth Government Printer

PR755120

**Attachment A**

**Energy Industry Division Committee:**

Energy Queensland - Regional Queensland	(6)
Energy Queensland - South East Queensland	(5)
Retail Corporation - Regional Queensland	(1)
Queensland Electricity Transmission Corporation	(1)
Government Owned Generators	(2)
Privately Owned Generators	(1)

**Local Authorities & Brisbane City Council Industry Division Committee:**

Region 1 - Far North Queensland	(2)
Region 2 - North Queensland	(2)
Region 3 - Central Queensland	(1)
Region 4 - Capricornia	(1)
Region 5 - Wide Bay	(1)
Region 6 - Sunshine Coast	(2)
Region 7 - Downs and South West Queensland	(2)
Region 8 - Far West Queensland	(2)
Region 9 - Ipswich	(2)
Region 10 - Moreton	(1)
Region 11 - South East Queensland	(4)
Region 12 - First Nations People (ATSIC)	(1)
Region 13 - Water	(2)
Region 14 - Brisbane City Council	(2)

**Social & Community Services Industry Division Committee:**

Region 1 & 2 - Far North Queensland/ North Queensland	(2)
Region 3 - Central Queensland/Wide Bay	(1)
Region 4 - South Coast	(1)
Region 5 - Brisbane City & North Coast	(1)
Region 6 – First Nations People (Indigenous)	(1)
(FAAR) - From Across All Regions	(8)

**Transport & Northern Administrative Industry Division Committee:**

North QLD C&A (from North Qld)	(2)
Ports and Private	(5)
including Airports, North Qld Ports Corp	
North Qld Bulk Ports, Gladstone Ports Corp, Information	
Technology and Private Sector	
Rail – from across the state	(6)

**PRESCRIBED INFORMATION FOR ELECTIONS in accordance with Section 189 of the *Fair Work (Registered Organisations) Act 2009* and Regulation 138 of the *Fair Work (Registered Organisations) Regulations 2009*, with a request under Section 187 of the *Fair Work (Registered Organisations) Act 2009***

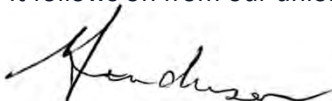
I, Neil Henderson, being the Secretary of the Australian Municipal, Administrative, Clerical and Services Union, Queensland (Services and Northern Administration) Branch make the following statement:

1. I am authorised to sign this statement containing prescribed information for Australian Municipal, Administrative, Clerical and Services Union, Queensland (Services and Northern Administration) 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 B.
4. A copy of the request under section 187 for the AEC to conduct an election for any non-office positions is attached (see Annexure A).

No rule alterations are pending that will impact the election.

5. This statement IS NOT lodged at least 2 months before nominations open for the election(s) in Annexure B. The reason it is lodged after the prescribed time is:

– It follows on from our unions main elections that were held in May 2023

Signed: 

Dated: 8 August 2023

**Please Note: This amends the previous Statement dated 6 July 2023**

**NOTE:** This statement, together with Annexures A and B, must be lodged with the Fair Work Commission at least 2 months prior to nominations opening. It can be submitted by email to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au).



Once completed you must also send Annexure A and Annexure B of this document to the Australian Electoral Commission to satisfy the requirements of the legislation.

Please email these to [IEBEvents@aec.gov.au](mailto:IEBEvents@aec.gov.au)

Dear Electoral Commissioner

I, Neil Henderson, am writing to request, pursuant to subsection 187(1) of the *Fair Work (Registered Organisations) Act 2009*, that the Australian Electoral Commission conduct an election for those positions listed in the table in Annexure B which are not offices, but which require an election under the rules of our organisation.

I confirm I am an officer of the Australian Municipal, Administrative, Clerical and Services Union, Queensland (Services and Northern Administration) Branch who is authorised by the Committee of Management to sign this request.

Signed:

A handwritten signature in black ink that reads "Neil Henderson".

Dated: 8 August 2023

## Annexure B

- Elections that are required

Branch	Name of Office	Number required	Voting System	Reason for Election	Electorate
<b>For the election of non-office positions</b>					
QLD (S&NA)	Energy Qld - Regional Queensland	6	Direct Voting System	Scheduled	<i>All financial members attached to the Energy Industry within Energy Qld – Regional Qld - Energy Industry Division Committee Rules</i>
QLD (S&NA)	Energy Qld - South East Queensland	5	Direct Voting System	Scheduled	<i>All financial members attached to the Energy Industry within Energy Qld – Regional Qld - Energy Industry Division Committee Rules</i>
QLD (S&NA)	Retail Corporation – Regional Qld	1	Direct Voting System	Scheduled	<i>All financial members attached to the Energy Industry within Energy Qld – Regional Qld - Energy Industry Division Committee Rules</i>
QLD (S&NA)	Queensland Electricity Transmission Corporation	1	Direct Voting System	Scheduled	<i>All financial members attached to the Energy Industry within Energy Qld – Regional Qld - Energy Industry Division Committee Rules</i>
QLD (S&NA)	Government Owned Generators	2	Direct Voting System	Scheduled	<i>All financial members attached to the Energy Industry within Energy Qld – Regional Qld - Energy Industry Division Committee Rules</i>
QLD (S&NA)	Privately Owned Generators	1	Direct Voting System	Scheduled	<i>All financial members attached to the Energy Industry within Energy Qld – Regional Qld - Energy Industry Division Committee Rules</i>



QLD (S&NA)	Region 1 - Far North Queensland	2	Direct Voting System	Scheduled	<i>All financial members attached to the Local Authorities Industry from Far North Qld - Local Authorities &amp; Brisbane City Council Industry Division Committee Rules</i>
QLD (S&NA)	Region 2 – North Queensland	2	Direct Voting System	Scheduled	<i>All financial members attached to the Local Authorities Industry from North Qld - Local Authorities &amp; Brisbane City Council Industry Division Committee Rules</i>
QLD (S&NA)	Region 3 – Central Queensland	1	Direct Voting System	Scheduled	<i>All financial members attached to the Local Authorities Industry from Central Qld - Local Authorities &amp; Brisbane City Council Industry Division Committee Rules</i>
QLD (S&NA)	Region 4 – Capricornia	1	Direct Voting System	Scheduled	<i>All financial members attached to the Local Authorities Industry from Capricornia - Local Authorities &amp; Brisbane City Council Industry Division Committee Rules</i>
QLD (S&NA)	Region 5 – Wide Bay	1	Direct Voting System	Scheduled	<i>All financial members attached to the Local Authorities Industry from Wide Bay - Local Authorities &amp; Brisbane City Council Industry Division Committee Rules</i>
QLD (S&NA)	Region 6 – Sunshine Coast	2	Direct Voting System	Scheduled	<i>All financial members attached to the Local Authorities Industry from Sunshine Coast - Local Authorities &amp; Brisbane City Council Industry Division Committee Rules</i>
QLD (S&NA)	Region 7 – Downs and South West Queensland	2	Direct Voting System	Scheduled	<i>All financial members attached to the Local Authorities Industry from Downs &amp; South West Qld - Local Authorities &amp; Brisbane City Council Industry Division Committee Rules</i>
QLD (S&NA)	Region 8 – Far West Queensland	2	Direct Voting System	Scheduled	<i>All financial members attached to the Local Authorities Industry from Far West Qld - Local Authorities &amp; Brisbane City Council Industry Division Committee Rules</i>
QLD (S&NA)	Region 9 – Ipswich	2	Direct Voting System	Scheduled	<i>All financial members attached to the Local Authorities Industry from Ipswich - Local Authorities &amp; Brisbane City Council Industry Division Committee Rules</i>
QLD (S&NA)	Region 10 – Moreton	1	Direct Voting System	Scheduled	<i>All financial members attached to the Local Authorities Industry from Moreton - Local Authorities &amp; Brisbane City Council Industry Division Committee Rules</i>

QLD (S&NA)	Region 11 – South East Queensland	4	Direct Voting System	Scheduled	<i>All financial members attached to the Local Authorities Industry from South East Qld - Local Authorities &amp; Brisbane City Council Industry Division Committee Rules</i>
QLD (S&NA)	Region 12 – First Nations People (ATSIC)	1	Direct Voting System	Scheduled	<i>Members of the Local Authorities Industry &amp; Brisbane City Council who identify as a First Nations Person - Local Authorities &amp; Brisbane City Council Industry Division Committee Rules</i>
QLD (S&NA)	Region 13 – Water	2	Direct Voting System	Scheduled	<i>All financial members attached to the Local Authorities Industry from Water - Local Authorities &amp; Brisbane City Council Industry Division Committee Rules</i>
QLD (S&NA)	Region 14 – Brisbane City Council	2	Direct Voting System	Scheduled	<i>All financial members attached to Brisbane City Council - Local Authorities &amp; Brisbane City Council Industry Division Committee Rules</i>
QLD (S&NA)	Region 1 & 2 – Far North Queensland / North Queensland	2	Direct Voting System	Scheduled	<i>All financial members attached to the Social and Community Services Industry from Far North &amp; North Qld - Social &amp; Community Services Industry Division Committee Rule</i>
QLD (S&NA)	Region 3 – Central Queensland/Wide Bay	1	Direct Voting System	Scheduled	<i>All financial members attached to the Social and Community Services Industry from Central Qld - Social &amp; Community Services Industry Division Committee Rule</i>
QLD (S&NA)	Region 4 – South Coast	1	Direct Voting System	Scheduled	<i>All financial members attached to the Social and Community Services Industry from the south Coast - Social &amp; Community Services Industry Division Committee Rule</i>
QLD (S&NA)	Region 5 – Brisbane (City) & North Coast	1	Direct Voting System	Scheduled	<i>All financial members attached to the Social and Community Services Industry from Brisbane &amp; the North Coast - Social &amp; Community Services Industry Division Committee Rule</i>
QLD (S&NA)	Region 6 – First Nations People [Indigenous]	1	Direct Voting System	Scheduled	<i>All financial members attached to the Social and Community Services Industry who identify as a First Nations Person -</i>

					Social & Community Services Industry Division Committee Rule
QLD (S&NA)	FAAR – From Across All Regions	8	Direct Voting System	Scheduled	<i>All financial members attached to the Social and Community Services Industry - Social &amp; Community Services Industry Division Committee Rule</i>
QLD (S&NA)	North QLD C&A (from North Qld)	2	Direct Voting System	Scheduled	<i>All financial members attached to the Airlines Industry - Transport &amp; Northern Admin Industry Division Committee Rule</i>
QLD (S&NA)	Ports and Private, including Airports, Far North Qld Ports Corp, North Qld Bulk Ports, Gladstone Ports Corp, Information Technology & Private Sector	5	Direct Voting System	Scheduled	<i>All financial members attached to the Ports &amp; Private Industries- Transport &amp; Northern Admin Industry Division Committee Rule</i>
QLD (S&NA)	Rail – From across the state	6	Direct Voting System	Scheduled	<i>All financial members attached to the Rail Industry - Transport &amp; Northern Admin Industry Division Committee Rule</i>

- Important dates:

	Direct Voting System	Collegiate Electoral System
<b>Nominations OPEN</b>	Third Friday in July – <b>21/07/2023</b>	
<b>Nominations CLOSE</b>	28 days after nominations open – <b>18/08/2023</b>	
<b>Roll of Voters cut off date</b>	7 days prior to nominations opening – <b>14/07/2023</b>	

**NOTES:** For insufficient nominations and casual vacancies, the date nominations open and close, unless specified in the rules, should be listed as ‘To be determined by the returning officer’. This also applies where rules are silent as to the nominated dates. If the nomination dates are ‘To be Determined by the Returning Officer’, but your organisation has a preference, please state ‘To be Determined by Returning Officer’ and clearly indicate that your nominated date is a preference.

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# Energy Industry Division Committee Rules

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## 1 - Industry Committee

There shall be in each Industry of the Union an Industry Committee which shall, subject to these Rules and the control of the Executive of the Union, control and manage the industrial affairs of the Industry.

## 2 - Industry Committee Membership

- a. Membership of the Energy Industry Committee shall consist of an Industry Chairperson who shall be the Vice-President (Energy) elected from and representing the Energy Industry (hereafter in these Industry Rules referred to as the Chairperson), and any other member of the Branch Executive working in the Energy Industry, and 16 members, elected by and from the following industry areas:

Energy Queensland – Regional Qld	6
Energy Queensland - South East Queensland	5
Retail Corporation – Regional Qld	1
Queensland Electricity Transmission Corporation.	1
Government Owned Generators	2
Privately Owned Generators	1

as the Industry Committee shall, at its meeting held immediately prior to nominations being called for the election of members to the Industry Committee, determine, together with such number of Industry Committee members (Women) elected pursuant to Rule 2A.

- b. For the purpose of determining the number of members on the Industry Committee the Chairperson of the Committee shall be counted as a member of the Industry Committee as shall any other Vice-President (Industry) who becomes a member of the committee pursuant to this Rule.
- c. All members of the Industry Committee, other than the Chairperson, shall be elected every four (4) years, effective from 2003, by the financial members of the Industry subject to this Rule and in accordance with the Election Rule of the Union Rules.
- d. A member of the Industry Committee who is no longer allocated to that Industry shall forthwith cease to be a member of the Industry Committee.

## 2A - Proportional Representation

- a. Notwithstanding any provisions of these Industry Committee Rules, commencing in 1999, women shall be represented on the Industry Committee as follows:

Where the Industry has more than 30% but less than 50% women financial members, not less than 30% offices shall be filled by women.

- b. At each election, in addition to the requirements of PART VII of the National Rules, and any other requirements of the Rules, the Secretary shall provide to the Returning Officer a certificate showing the percentage of women financial members in the Industry.
- c. Nominations will be called in each election for ... positions of Provisional Industry Committee Member (Women), to be elected by the financial members of the Industry.
- d. In the event that, at the declaration of the election, the number of women elected to the Industry Committee does not equal or exceed the number required by Sub-rule (a) of this rule, the Returning Officer shall declare elected a number of Industry Committee Member (Women), beginning with the candidate who polled the greatest number of votes for the position of Provisional Industry Committee Member (Women), and declaring elected further such candidates in order of the greatest number of votes received, until the requisite number of offices filled by women in accordance with Sub-rule (a) hereof, is achieved.
- e. If the required number of offices on the Industry Committee are filled by women, or if only one or some of the Provisional Industry Committee Members (Women) are required to be declared elected, the Returning Officer's Report and Declaration will show the names and votes obtained by all candidates for the provisional offices, showing the undeclared candidates who polled the highest votes for each such office.
- f. In the event of a Casual Vacancy arising in the office of Industry Committee Member (Women), the candidate with the next greatest number of votes shall automatically fill such vacancy.

## 3 - Powers And Duties

- a. The Industry Committee shall, subject to the control of the Executive of the Union do all such things as are necessary for the control and management of the affairs of the Industry. Provided that the Industry Committee shall have autonomy with respect to the conduct of the Industrial affairs of that Industry subject to the Rules and to Union Policy.
- b. The Industry Committee shall through its Chairperson present to General Meetings of the Industry a

report of the business of the Industry.

- c. The Industry Committee shall through its Chairperson, and as requested by the Executive of the Union, submit to the Executive of the Union a report of the Business of the Industry and/or such other matter as the Executive requires.

#### 4 - Industry Committee Meetings

- a. The Industry Committee shall meet at least four times per year and on such other occasions as its members may determine. The Secretary of the Union shall upon the request of the Industry Committee Chairperson, or any 2 members of the Industry Committee summon a meeting of the Industry Committee.
- b. The Secretary shall give at least 24 hours notice when summoning members to meetings of the Industry Committee.
- c. Notwithstanding anything hereinbefore contained, where the Industry Committee Chairperson or the Secretary of the Union consider that a matter requires urgent attention, a meeting of the Industry Committee may be called by the Industry Committee Chairperson or the Secretary of the Union who shall give such notice of the meeting as is practicable in the circumstances. Such meeting may be conducted by telephone, radio or any other method by which members of the Industry Committee are able to communicate with each other without being physically present.
- d. The Industry Committee shall at its first meeting immediately following elections, elect one of the members of the Industry Committee as Deputy Chairperson.
- e. The Industry Committee shall at its first meeting immediately following elections, elect a member of the Industry Committee to act in the capacity of minute secretary.
- f. A member of the Industry Committee not present at a meeting or part thereof may appoint in writing in the prescribed form another member of the Industry as proxy to attend the meeting and to exercise such members vote. Provided that no member shall hold more than one proxy at any meeting.
- g. At any meeting of the Industry Committee a majority of the total membership of the Industry Committee shall constitute a quorum.
- h. If at any meeting of the Industry Committee no quorum be present at the expiry of 30 minutes after the time fixed for the commencement of the meeting such meeting shall be adjourned for not less than 7 days nor more than 14 days. Members shall be given 2 clear days notice of the date, time

and place to which the meeting has been adjourned. If at such adjourned meeting no quorum be present, those present shall be deemed to be a quorum for the purpose of the business to be determined.

- i. At meetings of the Industry Committee each member shall have one vote.
- j. Voting shall be by show of hands, except in such cases as the Industry Committee shall decide otherwise.
- k. A member of the Industry Committee absent from 3 consecutive meetings thereof without satisfactory explanation may be charged and dealt with in accordance with the Misconduct and Removals Rule of the Rules of the Union.
- l. The Chairperson shall have a deliberative vote and in the event of a tied vote shall have a casting vote.
- m. Decisions shall be by simple majority of the votes cast by those present unless otherwise provided by these Rules.
- n. The minutes of each Industry Committee meeting shall be prepared by the Minute Secretary who shall provide a copy of the minutes to the Secretary of the Union who shall:
  - i. ensure that a copy of the minutes be forwarded to each member of the Industry Committee; and
  - ii. retain a copy for the Union's records.
- o. A copy of the minutes of each Industry Committee meeting shall be available for the inspection by the financial members of the Industry during the ordinary office hours of the Union.

## 5 - Industry General Meetings

- a. An Industry Committee may determine to hold an Annual General Meeting of the financial members of the Industry. Members shall be given at least 21 clear days notice of such meeting.
- b. Any financial member of the Industry shall be entitled to submit an item of business for consideration by the Annual General Meeting, which shall be included in the business of the meeting, provided that such an item of business shall be submitted to the Secretary of the Union not later than 7 days prior to the holding of the Annual General Meeting.



- c. At the written requisition of not less than 10 percent of the financial members of an Industry, which requisition shall clearly state the business to be considered, the Secretary of the Union shall call a Special General Meeting of the Industry and shall call the same to take place within 1 month of the date of the receipt of such requisition. Only the business stated in the requisition for the meeting shall be considered at such meeting. Members of the Industry Committee shall be given at least 7 clear days notice of such a meeting and the notice shall contain notice of the business to be dealt with at the meeting.
- d. Any financial member of the Industry unable to attend a General Meeting may appoint another financial member of the Industry to exercise a vote at that meeting. Such proxy shall be in the prescribed form and shall be handed to the Chairperson prior to the commencement of the meeting. Provided that no member shall hold more than one proxy at any meeting.
- e. At an Annual General Meeting - where the membership of the Industry is less than 1,000 members, 15 financial members or 10 per cent of the total financial membership, whichever is the less, shall constitute a quorum, where membership of the Industry is 1,000 or more, 25 financial members shall constitute a quorum. For the purposes of constituting a quorum, proxies held in accordance with this Rule shall be counted. If no quorum be present at the expiry of 30 minutes after the time fixed for the commencement of the meeting such meeting shall be adjourned for not less than 7 days or more than 14 days. Members of the Industry shall be given 2 clear days' notice of the date, time and place to which the meeting has been adjourned. If at such adjourned meeting no quorum be present, those present shall be deemed to be a quorum for the purpose of the business to be determined.

## 6 - Ballots/Plebiscites - Control of Industry Committee by Member of the Industry

- a.
  - i. The Secretary of the Union shall, on receipt of a request in writing signed by 10 percent of the financial members of an Industry direct the conduct of a plebiscite of the financial members of the Industry on a matter concerning and limited to the Industry.
  - ii. The Secretary of the Union shall, where it has been resolved by a majority of not less than three quarters of the members of the Industry Committee to conduct a plebiscite and where the Secretary of the Union has been so requested by the Industry Committee, conduct a plebiscite of the financial members of the Industry on a matter concerning and limited to the Industry.
  - iii. A plebiscite shall be conducted by secret ballot by the Industry Returning Officer and shall be completed, in the case of a plebiscite under paragraph (i) of this Sub-rule within 2 months of the receipt by the Secretary of the request and in the case of a direction under paragraph (ii) of this Sub-rule within 2 months of the direction.

- iv. Where a request has been received under paragraph (i) or a direction under paragraph (ii) of this Sub-rule, the Industry Committee of Management shall not, so far as is practicable, until the completion of the plebiscite, act in relation to the matter the subject of the plebiscite.
  - v. Where a majority of financial members of the Industry voting at a plebiscite approve the matter submitted to plebiscite, the matter shall be carried out and the Industry Committee shall, so far as is practicable, implement the decision of the plebiscite.
- b.
- i. Where a request is received under paragraph (i) of Sub-rule (a) or a direction given under paragraph (ii) of Sub-rule (a) of this Rule, the Secretary shall advise the Returning Officer, and the Returning Officer shall direct the conduct of the plebiscite and shall take all necessary steps to ensure the secrecy of the ballot.
  - ii. The Returning Officer shall determine the opening and closing dates of a ballot conducted pursuant to this Rule.
  - iii. The Industry Committee and, where the plebiscite is held following a request pursuant to paragraph (i) of Sub-rule (a) of this Rule, the members who requested the plebiscite may each appoint 2 scrutineers for the conduct of the plebiscite and shall, before the opening of the ballot, advise the Returning Officer of the name of each such scrutineer.
  - iv. The Returning Officer shall on the opening date of the ballot forward or cause to be forwarded by prepaid post or otherwise to each financial member of the Industry, a ballot paper initialled by the Returning Officer together with a reply paid return envelope addressed to the Returning Officer. The ballot paper may contain, or be accompanied by, such directions to voters as the Returning Officer considers necessary and appropriate.
  - v. Subject to paragraph (vi) of this Sub-rule a scrutineer appointed under paragraph (iii) of this Sub-rule may be present during the conduct of the ballot by the Industry Returning Officer including the counting of ballot papers returned in the plebiscite and may object to a ballot paper being counted on the ground that it does not clearly express the voter's attitude to the question to which the plebiscite is directed.
  - vi. A scrutineer shall observe a direction given by the Returning Officer during the conduct of the ballot and shall comply with any decision given by the Returning Officer as to whether a ballot is to be counted as sufficiently expressing a voter's attitude to the question which is the subject of the plebiscite.

- vii. A member of an Industry shall cast a vote in a ballot under this Rule by completing the ballot paper forwarded to the voter under paragraph (iv) of this Sub-rule in accordance with the directions to voters (if any) and forwarding the ballot paper to the Returning Officer so as to reach the Returning Officer no later than the closing date of the ballot.
  - viii. A vote cast in the ballot shall be informal if the intention of the voter is not clear.
  - ix. On completion of the counting of ballot papers returned in a plebiscite the Returning Officer shall declare the result of the plebiscite by advising the Secretary of the Union in writing of the number of ballot papers forwarded to voters, the number approving the matter or the subject of the plebiscite, the number not approving and the number of informal votes.
- c. Provided that nothing contained in this Rule prevents the conduct of the ballot by the Australian Electoral Commission or the Electoral Commission, Queensland.

## 7 - Industry Committee Chairperson/Deputy Chairperson

- a. The Industry Committee Chairperson shall be the chief presiding officer of the Industry Committee.
- b. The Industry Committee Chairperson shall preside at all meetings of the Industry Committee when present and preserve order so that business may be conducted in due form with propriety and in conformity with Standing Orders.
- c. The Industry Committee Chairperson shall be impartial in all transactions and shall ensure that the Rules of the Union are adhered to .
- d. If the Industry Committee Chairperson is not in attendance at a meeting within 10 minutes of the time notified for the commencement of the meeting then the Chairperson shall be deemed to be absent for the purpose of this Rule.
- e. Leave of absence may be granted by the Industry Committee to the Industry Chairperson for the purpose and for any period of time and the Industry Chairperson shall, when granted a leave of absence, be deemed to be absent for the purpose of this Rule.
- f. The Deputy Chairperson shall act in the absence of the Industry Committee Chairperson as the Industry Committee Chairperson, and such member shall so act with the powers of the Industry Committee Chairperson.

## 8 - Secretary

The Secretary of the Union shall be responsible to the Industry Committee for the conduct and management of the affairs of the Industry, on a day to day basis, and shall take advice from the Industry Committee Chairperson as to the course to be pursued in any matter pending the next meeting of the Industry Committee.

## 9 - Industry Committee Auditor

- a. The Auditor in the Industry Committee shall be the Auditor as appointed by the Union from time to time.
- b. The Auditor shall audit the books and financial statements of the Industry Committee at the end of each financial year and at such other times as the Industry Committee shall direct, shall have access to and examine all registers, books, papers, deeds, documents and accounts of the Industry and may examine any office-bearers or officer of the Industry Committee in regard to the account.
- c. The Industry Committee Auditor shall furnish a written statement that all documents and statements certified to are in accordance with law and the Rules of the Union, or, if unable to certify to the correctness of any of them, report forthwith to the Industry Committee in what respect they are incorrect.
- d. The Industry Committee Auditor shall have power to place before the Industry Committee any suggestions concerning the financial affairs of the Industry.
- e. In the event of an Auditor so appointed being unable to act or refusing to act or resigning, the Industry Committee shall inform the Secretary of the Union who shall ensure that the Executive of the Union at its next meeting appoints an Auditor, qualified as provided for by these Rules of the Union as a replacement.

## 10 - Returning Officer

The Industry Committee Returning Officer shall be the Returning Officer as appointed by the Union from time to time.

## 11 - Standing Orders

The Industry Committee shall adopt the Standing Orders as provided for in the Rules of the Union.

## 12 - Rules of Debate

The Industry Committee shall adopt the Rules of Debate as provided for in the Rules of the Union.

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# Local Authorities and Brisbane City Council Industry Committee Rules

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## 1 - Industry Committee

There shall be in each Industry of the Union an Industry Committee which shall, subject to these Rules and the control of the Executive of the Union, control and manage the industrial affairs of the Industry.

## 2 - Industry Committee Membership

- a. Membership of the Local Authorities and Brisbane City Council Industry Committee shall consist of the Industry Chairperson who shall be one of the Branch Vice-Presidents (Local Authorities and Brisbane City Council), and other members of the Branch Executive Committee working in Local Authorities elected from and representing the Industry (hereafter in these Industry Rules referred to as the Chairperson) and 26 members elected by and from the regional boundaries as the Industry Committee, shall, at its meeting held immediately prior to nominations being called for the election of members to the Industry Committee, determine, together with such number of Industry Committee Members (Women) elected pursuant to Rule 2A.
- b. For the purpose of determining the number of members on the Industry Committee the Chairperson of the Committee shall be counted as a member of the Industry Committee as shall any other Vice-President (Local Authorities) who becomes a member of the committee pursuant to this Rule.
- c. All members of the Industry Committee, including the Chairperson and any other Vice President (Industry), shall be elected every four years by the financial members of the Industry subject to this Rule and in accordance with the Election Rule.
- d. A member of the Industry Committee who is no longer allocated to that Industry shall forthwith cease to be a member of the Industry Committee.
- e. Brisbane City Council will maintain a sub-committee. Membership of this sub-committee shall consist of the 3 Industry Committee representatives and 15 members of the sub-committee who shall meet monthly. The sub-committee will report to the Industry Committee at its quarterly meeting.

## 2A - Proportional Representation

- a. Notwithstanding any provisions of these Industry Committee Rules, commencing in 1999, women shall be represented on the Industry Committee as follows:

Where the Industry has more than 30% but less than 50% women financial members, not less than 30% offices shall be filled by women.

- b. At each election, in addition to the requirements of PART VII of the National Rules, and any other requirements of the Branch Rules, the Branch Secretary shall provide to the Returning Officer a certificate showing the percentage of women financial members in the Industry.

- c. Nominations will be called in each election for positions of Provisional Industry Committee Member (Women), to be elected by the financial members of the Industry.
- d. In the event that, at the declaration of the election, the number of women elected to the Industry Committee does not equal or exceed the number required by Sub-rule (a) of this rule, the Returning Officer shall declare elected a number of Industry Committee Member (Women), beginning with the candidate who polled the greatest number of votes for the position of Provisional Industry Committee Member (Women), and declaring elected further such candidates in order of the greatest number of votes received, until the requisite number of offices filled by women in accordance with Sub-rule (a) hereof, is achieved.
- e. If the required number of offices on the Industry Committee are filled by women, or if only one or some of the Provisional Industry Committee Members (Women) are required to be declared elected, the Returning Officer's Report and Declaration will show the names and votes obtained by all candidates for the provisional offices, showing the undeclared candidates who polled the highest votes for each such office.
- f. In the event of a Casual Vacancy arising in the office of Industry Committee Member (Women), the candidate with the next greatest number of votes shall automatically fill such vacancy.

### 3 - Powers And Duties

- a. The Industry Committee shall, subject to the control of the Branch Executive do all such things as are necessary for the control and management of the affairs of the Industry. Provided that the Industry Committee shall have autonomy with respect to the conduct of the Industrial affairs of that Industry subject to the Rules and to Branch Policy.
- b. The Industry Committee shall through its Chairperson present to General Meetings of the Industry a report of the business of the Industry.
- c. The Industry Committee shall through its Chairperson, and as requested by the Branch Executive, submit to the Branch Executive a report of the Business of the Industry and/or such other matter as the Branch Executive requires.

### 4 - Industry Committee Meetings

- a. The Industry Committee shall meet at least four times per year and on such other occasions as its members may determine subject to the approval of the Branch Executive. The Branch Secretary shall upon the request of the Industry Committee Chairperson, or any 2 members of the Industry Committee summon a meeting of the Industry Committee.
- b. The Branch Secretary shall give at least 24 hours notice when summoning members to meetings of the Industry Committee.
- c. Notwithstanding anything hereinbefore contained, where the Industry Committee Chairperson or the Branch Secretary consider that a matter requires urgent attention, a meeting of the Industry Committee may be called by the Industry Committee Chairperson or the Branch Secretary who shall give such notice

of the meeting as is practicable in the circumstances. Such meeting may be conducted by telephone, radio or any other method by which members of the Industry Committee are able to communicate with each other without being physically present.

- d. The Industry Committee shall at its first meeting immediately following elections, appoint the BCC VP as Deputy Chairperson.
- e. The Industry Committee shall at its first meeting immediately following elections, elect a member of the Industry Committee as Minute Secretary.
- f. A member of the Industry Committee not present at a meeting or part thereof may appoint in writing in the prescribed form another member of the Industry as proxy to attend the meeting and to exercise such members vote. Provided that no member shall hold more than one proxy at any meeting.
- g. At any meeting of the Industry Committee a majority of the total membership of the Industry Committee shall constitute a quorum.
- h. If at any meeting of the Industry Committee no quorum be present at the expiry of 30 minutes after the time fixed for the commencement of the meeting such meeting shall be adjourned for not less than 7 days nor more than 14 days. Members shall be given 2 clear days notice of the date, time and place to which the meeting has been adjourned. If at such adjourned meeting no quorum be present, those present shall be deemed to be a quorum for the purpose of the business to be determined.
- i. At meetings of the Industry Committee each member shall have one vote.
- j. Voting shall be by show of hands, except in such cases as the Industry Committee shall decide otherwise.
- k. A member of the Industry Committee absent from 3 consecutive meetings thereof without satisfactory explanation may be charged and dealt with in accordance with the Misconduct and Removals Rule of the Rules of the Union.
- l. The Chairperson shall have a deliberative vote and in the event of a tied vote shall have a casting vote.
- m. Decisions shall be by simple majority of the votes cast by those present unless otherwise provided by these Rules.
- n. The minutes of each Industry Committee meeting shall be prepared by the Minute Secretary who shall provide a copy of the minutes to the Branch Secretary who shall:
  - i. ensure that a copy of the minutes be forwarded to each member of the Industry Committee; and
  - ii. retain a copy for the Branch's records.
- o. A copy of the minutes of each Industry Committee meeting shall be available for the inspection by the financial members of the Industry during the ordinary office hours of the Branch.



## 5 - Industry General Meetings

- a. An Industry Committee may determine to hold an Annual General Meeting of the financial members of the Industry. Members shall be given at least 21 clear days notice of such meeting.
- b. Any financial member of the Industry shall be entitled to submit an item of business for consideration by the Annual General Meeting, which shall be included in the business of the meeting, provided that such an item of business shall be submitted to the Branch Secretary not later than 7 days prior to the holding of the Annual General Meeting.
- c. At the written requisition of not less than 10 percent of the financial members of an Industry, which requisition shall clearly state the business to be considered, the Branch Secretary shall call a Special General Meeting of the Industry and shall call the same to take place within 1 month of the date of the receipt of such requisition. Only the business stated in the requisition for the meeting shall be considered at such meeting. Members of the Industry Committee shall be given at least 7 clear days notice of such a meeting and the notice shall contain notice of the business to be dealt with at the meeting.
- d. Any financial member of the Industry unable to attend a General Meeting may appoint another financial member of the Industry to exercise a vote at that meeting. Such proxy shall be in the prescribed form and shall be handed to the Chairperson prior to the commencement of the meeting. Provided that no member shall hold more than one proxy at any meeting.
- e. At an Annual General Meeting - where the membership of the Industry is less than 1,000 members, 15 financial members or 10 per cent of the total financial membership, whichever is the less, shall constitute a quorum, where membership of the Industry is 1,000 or more, 25 financial members shall constitute a quorum. For the purposes of constituting a quorum, proxies held in accordance with this Rule shall be counted. If no quorum be present at the expiry of 30 minutes after the time fixed for the commencement of the meeting such meeting shall be adjourned for not less than 7 days or more than 14 days. Members of the Industry shall be given 2 clear days' notice of the date, time and place to which the meeting has been adjourned. If at such adjourned meeting no quorum be present, those present shall be deemed to be a quorum for the purpose of the business to be determined.

## 6 - Ballots/Plebiscites

### Control of Industry Committee by Member of the Industry

- a.
  - i. The Branch Secretary shall, on receipt of a request in writing signed by 10 percent of the financial members of an Industry direct the conduct of a plebiscite of the financial members of the Industry on a matter concerning and limited to the Industry.
  - ii. The Branch Secretary shall, where it has been resolved by a majority of not less than three quarters of the members of the Industry Committee to conduct a plebiscite and where the Branch Secretary has been so requested by the Industry Committee, conduct a plebiscite of the financial members of the Industry on a matter concerning and limited to the Industry.



- iii. A plebiscite shall be conducted by secret ballot by the Industry Returning Officer and shall be completed, in the case of a plebiscite under paragraph (i) of this Sub-rule within 2 months of the receipt by the Secretary of the request and in the case of a direction under paragraph (ii) of this Sub-rule within 2 months of the direction.
  - iv. Where a request has been received under paragraph (i) or a direction under paragraph (ii) of this Sub-rule, the Industry Committee of Management shall not, so far as is practicable, until the completion of the plebiscite, act in relation to the matter the subject of the plebiscite.
  - v. Where a majority of financial members of the Industry voting at a plebiscite approve the matter submitted to plebiscite, the matter shall be carried out and the Industry Committee shall, so far as is practicable, implement the decision of the plebiscite.
- b.
- i. Where a request is received under paragraph (i) of Sub-rule (a) or a direction given under paragraph (ii) of Sub-rule (a) of this Rule, the Secretary shall advise the Returning Officer, and the Returning Officer shall direct the conduct of the plebiscite and shall take all necessary steps to ensure the secrecy of the ballot.
  - ii. The Returning Officer shall determine the opening and closing dates of a ballot conducted pursuant to this Rule.
  - iii. The Industry Committee and, where the plebiscite is held following a request pursuant to paragraph (i) of Sub-rule (a) of this Rule, the members who requested the plebiscite may each appoint 2 scrutineers for the conduct of the plebiscite and shall, before the opening of the ballot, advise the Returning Officer of the name of each such scrutineer.
  - iv. The Returning Officer shall on the opening date of the ballot forward or cause to be forwarded by prepaid post or otherwise to each financial member of the Industry, a ballot paper initialled by the Returning Officer together with a reply paid return envelope addressed to the Returning Officer. The ballot paper may contain, or be accompanied by, such directions to voters as the Returning Officer considers necessary and appropriate.
  - v. Subject to paragraph (vi) of this Sub-rule a scrutineer appointed under paragraph (iii) of this Sub-rule may be present during the conduct of the ballot by the Industry Returning Officer including the counting of ballot papers returned in the plebiscite and may object to a ballot paper being counted on the ground that it does not clearly express the voter's attitude to the question to which the plebiscite is directed.
  - vi. A scrutineer shall observe a direction given by the Returning Officer during the conduct of the ballot and shall comply with any decision given by the Returning Officer as to whether a ballot is to be counted as sufficiently expressing a voter's attitude to the question which is the subject of the plebiscite.
  - vii. A member of an Industry shall cast a vote in a ballot under this Rule by completing the ballot paper forwarded to the voter under paragraph (iv) of this Sub-rule in accordance with the directions to voters (if any) and forwarding the ballot paper to the Returning Officer so as to reach the Returning

Officer no later than the closing date of the ballot.

- viii. A vote case in the ballot shall be informal if the intention of the voter is not clear.
  - ix. On completion of the counting of ballot papers returned in a plebiscite the Returning Officer shall declare the result of the plebiscite by advising the Branch Secretary in writing of the number of ballot papers forwarded to voters, the number approving the matter or the subject of the plebiscite, the number not approving and the number of informal votes.
- c. Provided that nothing contained in this Rule prevents the conduct of the ballot by the Australian Electoral Commission or the Electoral Commission, Queensland.

## 7 - Industry Committee Chairperson/Deputy Chairperson

- a. The Industry Committee Chairperson shall be the chief presiding officer of the Industry Committee.
- b. The Industry Committee Chairperson shall preside at all meetings of the Industry Committee when present and preserve order thereat so that business may be conducted in due form with propriety and in conformity with Standing Orders.
- c. The Industry Committee Chairperson shall be impartial in all transactions and shall ensure that the Rules of the Union are adhered to.
- d. If the Industry Committee Chairperson is not in attendance at a meeting within 10 minutes of the time notified for the commencement of the meeting then the Chairperson shall be deemed to be absent for the purpose of this Rule.
- e. Leave of absence may be granted by the Industry Committee to the Industry Chairperson for the purpose and for any period of time and the Industry Chairperson shall, when granted a leave of absence, be deemed to be absent for the purpose of this Rule.
- f. The Deputy Chairperson shall act in the absence of the Industry Committee Chairperson as the Industry Committee Chairperson, and such member shall so act with the powers of the Industry Committee Chairperson.

## 8 - Secretary

The Branch Secretary shall be responsible to the Industry Committee for the conduct and management of the affairs of the Industry, on a day to day basis, and shall take advice from the Industry Committee Chairperson as to the course to be pursued in any matter pending the next meeting of the Industry Committee.

## 9 - Industry Committee Auditor

- a. The Auditor in the Industry Committee shall be the Auditor as appointed by the Branch from time to time.
- b. The Auditor shall audit the books and financial statements of the Industry Committee at the end of each financial year and at such other times as the Industry Committee shall direct, shall have access to and

examine all registers, books, papers, deeds, documents and accounts of the Industry and may examine any office-bearers or officer of the Industry Committee in regard to the account.

- c. The Industry Committee Auditor shall furnish a written statement that all documents and statements certified to are in accordance with law and the Rules of the Union, or, if unable to certify to the correctness of any of them, report forthwith to the Industry Committee in what respect they are incorrect.
- d. The Industry Committee Auditor shall have power to place before the Industry Committee any suggestions concerning the financial affairs of the Industry.
- e. In the event of an Auditor so appointed being unable to act or refusing to act or resigning, the Industry Committee shall inform the Branch Secretary who shall ensure that the Branch Executive at its next meeting appoints an Auditor, qualified as provided for by these Rules of the Union as a replacement.

## 10 - Returning Officer

The Industry Committee Returning Officer shall be the Returning Officer as appointed by the Branch from time to time.

## 11 - Standing Orders

The Industry Committee shall adopt the Standing Orders as provided for in the Rules of the Union.

## 12 - Rules of Debate

The Industry Committee shall adopt the Rules of Debate as provided for in the Rules of the Union.

## LOCAL AUTHORITIES INDUSTRY COMMITTEE

### REGION NAME/NUMBER

Far North Queensland – Region 1 Aurukun SC, Cairns RC, Cassowary Coast RC, Cook SC, Croydon SC, Douglas SC, Etheridge SC, Mareeba SC, Tablelands RC, Torres SC.	(2 Representatives )
North Queensland – Region 2 Burdekin SC, Charters Towers RC, Hinchinbrook SC, Townsville City Council.	(2 Representatives )
Central Queensland – Region 3 Isaac RC, Mackay RC, Pioneer River Trust, Proserpine River Trust, Whitsunday RC.	(1 Representative )
Capricornia – Region 4 Banana SC, Central Highlands RC, Gladstone RC, Livingstone SC, Rockhampton RC.	(1 Representative )
Wide Bay – Region 5 Bundaberg RC, Fraser Coast RC, North Burnett RC.	(1 Representative )
Sunshine Coast – Region 6 Gympie RC, Noosa SC, South Burnett RC, Sunshine Coast Council	(2 Representatives )
Downs & South-West Queensland – Region 7 Balonne SC, Bulloo SC, Goondiwindi RC, Maranoa RC, Murweh SC, Paroo SC, Quilpie SC, Southern Downs RC, Toowoomba RC, Western Downs RC,	(2 Representatives )
Far West Queensland – Region 8 Barcaldine RC, Barcoo SC, Blackall RC, Boulia SC, Burke SC, Carpentaria SC, Cloncurry SC, Diamantina SC, Flinders SC, Longreach RC, McKinlay SC, Mornington SC, Mt Isa City Council, Richmond SC, Winton SC.	(2 Representatives )
Ipswich – Region 9 Ipswich City Council, Lockyer Valley RC, Scenic Rim RC, Somerset RC.	(2 Representatives )
Moreton – Region 10 Moreton Bay Regional Council	(1 Representative )
South-East Queensland – Region 11 City of Gold Coast Council, Logan City Council, Redland City Council.	(4 Representatives )
ATSIC – Region 12 Cherbourg ASC, Doomadgee ASC, Hope Vale ASC, Kowanyama ASC, Lockhart River ASC, Napranum, Palm Island ASC, Pormpuraaw ASC, Torres Strait Island RC, Northern Peninsula RC, Woorabinda ASC, Wujal Wujal ASC, Yarrabah ASC or an ATSI LAB or BCC member Queensland-wide.	(1 Representative )
Water – Region 13 Queensland Urban Utilities, Unity Water.	(2 Representatives )
Brisbane City Council – Region 14 Brisbane City Council	(2 Representatives + VP)

\*\* PROVISION INDUSTRY COMMITTEE MEMBER (WOMEN)  
From any Local Authority including BCC

# Social and Community Services Industry Committee Rules

## 1 - Industry Committee

There shall be in each Industry of the Union an Industry Committee which shall, subject to these Rules and the control of the Executive of the Union, control and manage the industrial affairs of the Industry.

## 2 - Industry Committee Membership

- (a) Membership of the Social and Community Services Industry Committee shall consist of the Industry Chairperson who shall be the Branch Vice-President (SACS) elected from and representing the Industry (hereafter in these Industry Rules referred to as the Chairperson), and members from the industry:

Region	Location		No. of representatives
Region 1&2	Far North & North Qld	Elected from Far North & North Qld Local Government areas.	2
Region 3	Central Qld/Wide Bay	Elected from Central Qld & Wide Bay Government areas.	1
Region 4	South Coast	Elected from South Coast Local Government areas.	1
Region 5	Brisbane City & North Coast	Elected from Brisbane city & North Coast areas. Local Government areas.	1
Region 6	First Nations People	A First Nations member Elected from anywhere within the state	1
FAAR	From across all regions	Elected from anywhere within the state	8

- (b) the Industry Division Committee shall, at its meeting held immediately prior to nominations being called for the election of members to the Industry Committee, determine, together with such number of Industry Committee Members (Women) elected pursuant to Rule 2A.
- (c) For the purpose of determining the number of members on the Industry Committee the Chairperson of the Committee, [Vice President (SACS)], shall not be counted as a member of the Industry Committee as shall not any other Branch Executive member who becomes a member of the committee pursuant to this Rule.
- (d) All members of the Industry Committee, other than the Chairperson and any other members of the Branch Executive working in the Social and Community Services Industry shall be elected quadrennially by the financial members of the Industry subject to this Rule and in accordance with the Election Rule of the Union Rules.
- (e) A member of the Industry Committee who is no longer allocated to that Industry shall forthwith cease to be a member of the Industry Committee.

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# Social and Community Services Industry Committee Rules

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## 2A - Proportional Representation

- (a) Notwithstanding any provisions of these Industry Committee Rules, commencing in 1999, women shall be represented on the Industry Committee as follows:

Where the Industry has more than 30% but less than 50% women financial members, not less than 30% offices shall be filled by women.

- (b) At each election, in addition to the requirements of PART VII of the National Rules, and any other requirements of the Branch Rules, the Branch Secretary shall provide to the Returning Officer a certificate showing the percentage of women financial members in the Industry.
- (c) Nominations will be called in each election for positions of Provisional Industry Committee Member (Women), to be elected by the financial members of the Industry.
- (d) In the event that, at the declaration of the election, the number of women elected to the Industry Committee does not equal or exceed the number required by Sub-rule (a) of this rule, the Returning Officer shall declare elected a number of Industry Committee Member (Women), beginning with the candidate who polled the greatest number of votes for the position of Provisional Industry Committee Member (Women), and declaring elected further such candidates in order of the greatest number of votes received, until the requisite number of offices filled by women in accordance with Sub-rule (a) hereof, is achieved.
- (e) If the required number of offices on the Industry Committee are filled by women, or if only one or some of the Provisional Industry Committee Members (Women) are required to be declared elected, the Returning Officer's Report and Declaration will show the names and votes obtained by all candidates for the provisional offices, showing the undeclared candidates who polled the highest votes for each such office.
- (f) In the event of a Casual Vacancy arising in the office of Industry Committee Member (Women), the candidate with the next greatest number of votes shall automatically fill such vacancy.

## 3 - Powers and Duties

- a. The Industry Committee shall, subject to the control of the Branch Executive do all such things as are necessary for the control and management of the affairs of the Industry. Provided that the Industry Committee shall have autonomy with respect to the conduct of the Industrial affairs of that Industry subject to the Rules and to Branch Policy.
- b. The Industry Committee shall through its Chairperson present to General Meetings of the Industry a report of the business of the Industry.
- c. The Industry Committee shall through its Chairperson, and as requested by the Branch Executive, submit to the Branch Executive a report of the Business of the Industry and/or such other matter as the Branch Executive requires.

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# Social and Community Services Industry Committee Rules

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## 4 - Industry Committee Meetings

- a. The Industry Committee shall meet at least four times per year and on such other occasions as its members may determine subject to the approval of the Branch Executive. The Branch Secretary shall upon the request of the Industry Committee Chairperson, or any 2 members of the Industry Committee summon a meeting of the Industry Committee.
- b. The Branch Secretary shall give at least 24 hours notice when summoning members to meetings of the Industry Committee.
- c. Notwithstanding anything hereinbefore contained, where the Industry Committee Chairperson or the Branch Secretary consider that a matter requires urgent attention, a meeting of the Industry Committee may be called by the Industry Committee Chairperson or the Branch Secretary who shall give such notice of the meeting as is practicable in the circumstances. Such meeting may be conducted by telephone, radio or any other method by which members of the Industry Committee are able to communicate with each other without being physically present.
- d. The Industry Committee shall at its first meeting immediately following elections, elect one of the members of the Industry Committee as Deputy Chairperson.
- e. The Industry Committee shall at its first meeting immediately following elections, elect a member of the Industry Committee as Minute Secretary.
- f. The Industry Committee shall at its first meeting immediately following election, elect two members of the Industry Committee as Executive Members.
- g. A member of the Industry Committee not present at a meeting or part thereof may appoint in writing in the prescribed form another member of the Industry as proxy to attend the meeting and to exercise such members vote. Provided that no member shall hold more than one proxy at any meeting.
- h. At any meeting of the Industry Committee a majority of the total membership of the Industry Committee shall constitute a quorum.
- i. If at any meeting of the Industry Committee no quorum be present at the expiry of 30 minutes after the time fixed for the commencement of the meeting such meeting shall be adjourned for not less than 7 days nor more than 14 days. Members shall be given 2 clear days notice of the date, time and place to which the meeting has been adjourned. If at such adjourned meeting no quorum be present, those present shall be deemed to be a quorum for the purpose of the business to be determined.
- j. At meetings of the Industry Committee each member shall have one vote.
- k. Voting shall be by show of hands, except in such cases as the Industry Committee shall decide otherwise.
- l. A member of the Industry Committee absent from 3 consecutive meetings thereof without satisfactory explanation may be charged and dealt with in accordance with the Misconduct and Removals Rule of the Rules of the Union.
- m. The Chairperson shall have a deliberative vote and in the event of a tied vote shall have a casting vote.



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# Social and Community Services Industry Committee Rules

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- n. Decisions shall be by simple majority of the votes cast by those present unless otherwise provided by these Rules.
- o. The minutes of each Industry Committee meeting shall be prepared by the Minute Secretary who shall provide a copy of the minutes to the Branch Secretary who shall:
  - i. ensure that a copy of the minutes be forwarded to each member of the Industry Committee; and
  - ii. retain a copy for the Branch's records.
- p. A copy of the minutes of each Industry Committee meeting shall be available for the inspection by the financial members of the Industry during the ordinary office hours of the Branch.

## 5 - Industry General Meetings

- a. An Industry Committee may determine to hold an Annual General Meeting of the financial members of the Industry. Members shall be given at least 21 clear days notice of such meeting.
- b. Any financial member of the Industry shall be entitled to submit an item of business for consideration by the Annual General Meeting, which shall be included in the business of the meeting, provided that such an item of business shall be submitted to the Branch Secretary not later than 7 days prior to the holding of the Annual General Meeting.
- c. At the written requisition of not less than 10 percent of the financial members of an Industry, which requisition shall clearly state the business to be considered, the Branch Secretary shall call a Special General Meeting of the Industry and shall call the same to take place within 1 month of the date of the receipt of such requisition. Only the business stated in the requisition for the meeting shall be considered at such meeting. Members of the Industry Committee shall be given at least 7 clear days notice of such a meeting and the notice shall contain notice of the business to be dealt with at the meeting.
- d. Any financial member of the Industry unable to attend a General Meeting may appoint another financial member of the Industry to exercise a vote at that meeting. Such proxy shall be in the prescribed form and shall be handed to the Chairperson prior to the commencement of the meeting. Provided that no member shall hold more than one proxy at any meeting.
- e. At an Annual General Meeting - where the membership of the Industry is less than 1,000 members, 15 financial members or 10 per cent of the total financial membership, whichever is the less, shall constitute a quorum, where membership of the Industry is 1,000 or more, 25 financial members shall constitute a quorum. For the purposes of constituting a quorum, proxies held in accordance with this Rule shall be counted. If no quorum be present at the expiry of 30 minutes after the time fixed for the commencement of the meeting such meeting shall be adjourned for not less than 7 days or more than 14 days. Members of the Industry shall be given 2 clear days' notice of the date, time and place to which the meeting has been adjourned. If at such adjourned meeting no quorum be present, those present shall be deemed to be a quorum for the purpose of the business to be determined.



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# Social and Community Services Industry Committee Rules

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## 6 - Ballots/Plebiscites

### - Control of Industry Committee by Member of the Industry

- a.
  - i. The Branch Secretary shall, on receipt of a request in writing signed by 10 percent of the financial members of an Industry direct the conduct of a plebiscite of the financial members of the Industry on a matter concerning and limited to the Industry.
  - ii. The Branch Secretary shall, where it has been resolved by a majority of not less than three quarters of the members of the Industry Committee to conduct a plebiscite and where the Branch Secretary has been so requested by the Industry Committee, conduct a plebiscite of the financial members of the Industry on a matter concerning and limited to the Industry.
  - iii. A plebiscite shall be conducted by secret ballot by the Industry Returning Officer and shall be completed, in the case of a plebiscite under paragraph (i) of this Sub-rule within 2 months of the receipt by the Secretary of the request and in the case of a direction under paragraph (ii) of this Sub-rule within 2 months of the direction.
  - iv. Where a request has been received under paragraph (i) or a direction under paragraph (ii) of this Sub-rule, the Industry Committee of Management shall not, so far as is practicable, until the completion of the plebiscite, act in relation to the matter the subject of the plebiscite.
  - v. Where a majority of financial members of the Industry voting at a plebiscite approve the matter submitted to plebiscite, the matter shall be carried out and the Industry Committee shall, so far as is practicable, implement the decision of the plebiscite.
- b.
  - i. Where a request is received under paragraph (i) of Sub-rule (a) or a direction given under paragraph (ii) of Sub-rule (a) of this Rule, the Secretary shall advise the Returning Officer, and the Returning Officer shall direct the conduct of the plebiscite and shall take all necessary steps to ensure the secrecy of the ballot.
  - ii. The Returning Officer shall determine the opening and closing dates of a ballot conducted pursuant to this Rule.
  - iii. The Industry Committee and, where the plebiscite is held following a request pursuant to paragraph (i) of Sub-rule (a) of this Rule, the members who requested the plebiscite may each appoint 2 scrutineers for the conduct of the plebiscite and shall, before the opening of the ballot, advise the Returning Officer of the name of each such scrutineer.
  - iv. The Returning Officer shall on the opening date of the ballot forward or cause to be forwarded by prepaid post or otherwise to each financial member of the Industry, a ballot paper initialled by the Returning Officer together with a reply paid return envelope addressed to the Returning Officer. The ballot paper may contain, or be accompanied by, such directions to voters as the Returning Officer considers necessary and appropriate.
  - v. Subject to paragraph (vi) of this Sub-rule a scrutineer appointed under paragraph (iii) of this Sub-rule may be present during the conduct of the ballot by the Industry Returning Officer including the counting of ballot papers returned in the plebiscite and may object to a ballot paper being counted on the ground that it does not clearly express the voter's attitude to the question to which

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# Social and Community Services Industry Committee Rules

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the plebiscite is directed.

- vi. A scrutineer shall observe a direction given by the Returning Officer during the conduct of the ballot and shall comply with any decision given by the Returning Officer as to whether a ballot is to be counted as sufficiently expressing a voter's attitude to the question which is the subject of the plebiscite.
  - vii. A member of an Industry shall case a vote in a ballot under this Rule by completing the ballot paper forwarded to the voter under paragraph (iv) of this Sub-rule in accordance with the directions to voters (if any) and forwarding the ballot paper to the Returning Officer so as to reach the Returning Officer no later than the closing date of the ballot.
  - viii. A vote case in the ballot shall be informal if the intention of the voter is not clear.
  - ix. On completion of the counting of ballot papers returned in a plebiscite the Returning Officer shall declare the result of the plebiscite by advising the Branch Secretary in writing of the number of ballot papers forwarded to voters, the number approving the matter or the subject of the plebiscite, the number not approving and the number of informal votes.
- c. Provided that nothing contained in this Rule prevents the conduct of the ballot by the Australian Electoral Commission or the Electoral Commission, Queensland.

## **7 - Industry Committee Chairperson/Deputy Chairperson**

- a. The Industry Committee Chairperson shall be the chief presiding officer of the Industry Committee.
- b. The Industry Committee Chairperson shall preside at all meetings of the Industry Committee when present and preserve order thereat so that business may be conducted in due form with propriety and in conformity with Standing Orders.
- c. The Industry Committee Chairperson shall be impartial in all transactions and shall ensure that the Rules of the Union are adhered to.
- d. If the Industry Committee Chairperson is not in attendance at a meeting within 10 minutes of the time notified for the commencement of the meeting then the Chairperson shall be deemed to be absent for the purpose of this Rule.
- e. Leave of absence may be granted by the Industry Committee to the Industry Chairperson for the purpose and for any period of time and the Industry Chairperson shall, when granted a leave of absence, be deemed to be absent for the purpose of this Rule.
- f. The Deputy Chairperson shall act in the absence of the Industry Committee Chairperson as the Industry Committee Chairperson, and such member shall so act with the powers of the Industry Committee Chairperson.

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# Social and Community Services Industry Committee Rules

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## 8 - Secretary

The Branch Secretary shall be responsible to the Industry Committee for the conduct and management of the affairs of the Industry, on a day to day basis, and shall take advice from the Industry Committee Chairperson as to the course to be pursued in any matter pending the next meeting of the Industry Committee.

## 9 - Industry Committee Auditor

- a. The Auditor in the Industry Committee shall be the Auditor as appointed by the Branch from time to time.
- b. The Auditor shall audit the books and financial statements of the Industry Committee at the end of each financial year and at such other times as the Industry Committee shall direct, shall have access to and examine all registers, books, papers, deeds, documents and accounts of the Industry and may examine any office-bearers or officer of the Industry Committee in regard to the account.
- c. The Industry Committee Auditor shall furnish a written statement that all documents and statements certified to are in accordance with law and the Rules of the Union, or, if unable to certify to the correctness of any of them, report forthwith to the Industry Committee in what respect they are incorrect.
- d. The Industry Committee Auditor shall have power to place before the Industry Committee any suggestions concerning the financial affairs of the Industry.
- e. In the event of an Auditor so appointed being unable to act or refusing to act or resigning, the Industry Committee shall inform the Branch Secretary who shall ensure that the Branch Executive at its next meeting appoints an Auditor, qualified as provided for by these Rules of the Union as a replacement.

## 10 - Returning Officer

The Industry Committee Returning Officer shall be the Returning Officer as appointed by the Branch from time to time.

## 11 - Standing Orders

The Industry Committee shall adopt the Standing Orders as provided for in the Rules of the Union.

## 12 - Rules of Debate

The Industry Committee shall adopt the Rules of Debate as provided for in the Rules of the Union

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# Social and Community Services Industry Committee Rules

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## **Social & Community Services Industry Division Committee Region Name/Number By Local Authority Area**

### Region 1 - Far North Queensland (1 Representative)

Aurukun SC, Burke SC, Cairns RC, Carpentaria SC, Cassowary Coast RC, Cook SC, Croydon SC, Doomadgee ASC, Douglas SC, Etheridge SC, Hopevale ASC, Kowanyama ASC, Mapoon ASC, Mareeba SC, Mornington SC, Napranum ASC, Northern Peninsula Area RC, Pormpuraaw ASC, Tablelands RC, Torres Strait RC, Torres ASC, Wujal Wujal ASC, Yarrabah ASC.

### Region 2 - North Queensland (1 Representative)

Boulia SC, Burdekin SC, Charters Towers RC, Cloncurry SC, Diamantina SC, Flinders SC, Hinchinbrook SC, Isaac RC, Mackay RC, McKinlay SC, Mount Isa City Council, Palm Island SC, Richmond SC, Townsville City Council, Whitsunday RC, Winton SC.

### Region 3 - Central and South West Queensland (1 Representative)

Balonne SC, Banana SC, Barcaldine RC, Barcoo SC, Blackall Tambo RC, Bulloo SC, Bundaberg RC, Central Highlands RC, Fraser Coast RC, Gladstone RC, Goondiwindi RC, Ipswich City Council, Livingston SC, Lockyer Valley RC, Longreach RC, Maranoa RC, Murweh SC, North Burnett RC, Paroo SC, Quilpie SC, Rockhampton RC, Southern Downs RC, Toowoomba RC, Western Downs RC, Woorabinda ASC.

### Region 4 - South Coast (1 Representative)

Gold Coast City Council, Logan City Council, Redland SC, Scenic Rim RC

### Region 5 - Brisbane (City) and North Coast (1 Representative)

Brisbane City Council, Cherbourg Aboriginal SC, Gympie RC, Moreton Bay RC, Noosa SC, Somerset RC, South Burnett RC, Sunshine Coast Council.

### Region 6 – First Nations People (1 Representative)

Queensland-wide

### From Across All Regions (8 Representatives)

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# Transport And Northern Admin (TANA) Industry Division Committee Rules

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## 1 - Industry Committee

There shall be a combined Industry Committee for the North Qld C&A, Ports & Private and Rail Industries which shall, subject to these Rules and the control of the Executive of the Union, control and manage the industrial affairs of those Industries.

## 2 - Industry Committee Membership

- a. Membership of the Transport and North Qld (TANQ) Industry Committee shall consist of the Industry Chairperson and deputy Chairpersons who shall be the Branch Vice-Presidents Ports & Private and Rail elected from and representing their respective Industry (hereafter in these Industry Rules referred to as the Chairperson or Deputy Chairperson)), and any other member of the Branch Executive working in the North Qld C&A, Ports & Private or Rail Industry, and 13 members, comprising representatives of the following areas:

**North Qld C&A** 2 Representative from across North Queensland.

**Ports & Private** 5 Representatives from across the following areas:

- i. Airports
- ii. Far North Queensland Ports Corporation
- iii. North Queensland Bulk Ports
- iv. Gladstone Ports Corporation
- v. Information Technology and Private Sector

(Private Sector encompasses the industrial sectors of Shipping and Travel, Engineering Services, Water and members of miscellaneous industries not allocated to the Brisbane City Council, Local Governments, Social and Community Services, Energy, Rail or the North Queensland Clerical and Administrative Industry Committees.)

**Rail** 6 Representatives from across Queensland

- a. For the purpose of determining the number of members on the Industry Committee the Chairperson and Deputy Chairpersons shall be counted as a member of the Industry Committee.
- b. A member of the Industry Committee who is no longer allocated to that Industry shall forthwith cease to be a member of the Industry Committee.

## 2A - Proportional Representation

- a. Notwithstanding any provisions of these Industry Committee Rules, commencing in 1999, women shall be represented on the Industry Committee as follows:  
Where the Industry has more than 30% but less than 50% women financial members, not less than 30% offices shall be filled by women.
- b. At each election, in addition to the requirements of PART VII of the National Rules, and any other requirements of the Branch Rules, the Branch Secretary shall provide to the Returning Officer a certificate showing the percentage of women financial members in the Industry.
- c. Nominations will be called in each election for ... positions of Provisional Industry Committee Member (Women), to be elected by the financial members of the Industry.

- d. In the event that, at the declaration of the election, the number of women elected to the Industry Committee does not equal or exceed the number required by Sub-rule (a) of this rule, the Returning Officer shall declare elected a number of Industry Committee Member (Women), beginning with the candidate who polled the greatest number of votes for the position of Provisional Industry Committee Member (Women), and declaring elected further such candidates in order of the greatest number of votes received, until the requisite number of offices filled by women in accordance with Sub-rule (a) hereof, is achieved.
- e. If the required number of offices on the Industry Committee are filled by women, or if only one or some of the Provisional Industry Committee Members (Women) are required to be declared elected, the Returning Officer's Report and Declaration will show the names and votes obtained by all candidates for the provisional offices, showing the undeclared candidates who polled the highest votes for each such office.
- f. In the event of a Casual Vacancy arising in the office of Industry Committee Member (Women), the candidate with the next greatest number of votes shall automatically fill such vacancy.

### **3 - Powers And Duties**

- a. The Industry Committee shall, subject to the control of the Branch Executive do all such things as are necessary for the control and management of the affairs of the Industry. Provided that the Industry Committee shall have autonomy with respect to the conduct of the Industrial affairs of that Industry subject to the Rules and to Branch Policy.
- b. The Industry Committee shall through its Chairperson present to General Meetings of the Industry a report of the business of the Industry.
- c. The Industry Committee shall through its Chairperson, and as requested by the Branch Executive, submit to the Branch Executive a report of the Business of the Industry and/or such other matter as the Branch Executive requires.

### **4 - Industry Committee Meetings**

- a. The Industry Committee shall meet at least four times per year and on such other occasions as its members may determine subject to the approval of the Branch Executive. The Branch Secretary shall upon the request of the Industry Committee Chairperson, or any 2 members of the Industry Committee summon a meeting of the Industry Committee.
- b. The Branch Secretary shall give at least 24 hours notice when summoning members to meetings of the Industry Committee.
- c. Notwithstanding anything hereinbefore contained, where the Industry Committee Chairperson or the Branch Secretary consider that a matter requires urgent attention, a meeting of the Industry Committee may be called by the Industry Committee Chairperson or the Branch Secretary who shall give such notice of the meeting as is practicable in the circumstances. Such meeting may be conducted by telephone, radio or any other method by which members of the Industry Committee are able to communicate with each other without being physically present.
- d. The Industry Committee shall at its first meeting immediately following elections, appoint one Chairperson and two Deputy Chairpersons from the three Vice Presidents.
- e. The Industry Committee shall at its first meeting immediately following elections, appoint a member of the Industry Committee as Minute Secretary.
- f. A member of the Industry Committee not present at a meeting or part thereof may appoint in writing in the prescribed form another member of the Industry as proxy to attend the meeting and to exercise such members vote. Provided that no member shall hold more than one proxy at any meeting.



- g. At any meeting of the Industry Committee a majority of the total membership of the Industry Committee shall constitute a quorum.
- h. If at any meeting of the Industry Committee no quorum be present at the expiry of 30 minutes after the time fixed for the commencement of the meeting such meeting shall be adjourned for not less than 7 days nor more than 14 days. Members shall be given 2 clear days notice of the date, time and place to which the meeting has been adjourned. If at such adjourned meeting no quorum be present, those present shall be deemed to be a quorum for the purpose of the business to be determined.
- i. At meetings of the Industry Committee each member shall have one vote.
- j. Voting shall be by show of hands, except in such cases as the Industry Committee shall decide otherwise.
- k. A member of the Industry Committee absent from 3 consecutive meetings thereof without satisfactory explanation may be charged and dealt with in accordance with the Misconduct and Removals Rule of the Rules of the Union.
- l. The Chairperson shall have a deliberative vote and in the event of a tied vote shall have a casting vote.
- m. Decisions shall be by simple majority of the votes cast by those present unless otherwise provided by these Rules.
- n. The minutes of each Industry Committee meeting shall be prepared by the Minute Secretary who shall provide a copy of the minutes to the Branch Secretary who shall:
  - i. ensure that a copy of the minutes be forwarded to each member of the Industry Committee; and
  - ii. retain a copy for the Branch's records.
- o. A copy of the minutes of each Industry Committee meeting shall be available for the inspection by the financial members of the Industry during the ordinary office hours of the Branch.

## **5 - Industry General Meetings**

- a. An Industry Committee may determine to hold an Annual General Meeting of the financial members of the Industry. Members shall be given at least 21 clear days notice of such meeting.
- b. Any financial member of the Industry shall be entitled to submit an item of business for consideration by the Annual General Meeting, which shall be included in the business of the meeting, provided that such an item of business shall be submitted to the Branch Secretary not later than 7 days prior to the holding of the Annual General Meeting.
- c. At the written requisition of not less than 10 percent of the financial members of an Industry, which requisition shall clearly state the business to be considered, the Branch Secretary shall call a Special General Meeting of the Industry and shall call the same to take place within 1 month of the date of the receipt of such requisition. Only the business stated in the requisition for the meeting shall be considered at such meeting. Members of the Industry Committee shall be given at least 7 clear days notice of such a meeting and the notice shall contain notice of the business to be dealt with at the meeting.
- d. Any financial member of the Industry unable to attend a General Meeting may appoint another financial member of the Industry to exercise a vote at that meeting. Such proxy shall be in the prescribed form and shall be handed to the Chairperson prior to the commencement of the meeting. Provided that no member shall hold more than one proxy at any meeting.
- e. At an Annual General Meeting - where the membership of the Industry is less than 1,000 members, 15 financial members or 10 per cent of the total financial membership, whichever is the less, shall constitute a quorum, where membership of the Industry is 1,000 or more, 25 financial members shall constitute a quorum. For the purposes of constituting a quorum, proxies held in accordance with this Rule shall be counted. If no quorum be present at the expiry of 30 minutes after the time fixed for the commencement of the meeting such meeting shall be adjourned for not less than 7 days or more than 14 days. Members

of the Industry shall be given 2 clear days' notice of the date, time and place to which the meeting has been adjourned. If at such adjourned meeting no quorum be present, those present shall be deemed to be a quorum for the purpose of the business to be determined.

## 6 - Ballots/Plebiscites

### Control of Industry Committee by Member of the Industry

- a.
  - i. The Branch Secretary shall, on receipt of a request in writing signed by 10 percent of the financial members of an Industry direct the conduct of a plebiscite of the financial members of the Industry on a matter concerning and limited to the Industry.
  - ii. The Branch Secretary shall, where it has been resolved by a majority of not less than three quarters of the members of the Industry Committee to conduct a plebiscite and where the Branch Secretary has been so requested by the Industry Committee, conduct a plebiscite of the financial members of the Industry on a matter concerning and limited to the Industry.
  - iii. A plebiscite shall be conducted by secret ballot by the Industry Returning Officer and shall be completed, in the case of a plebiscite under paragraph (i) of this Sub-rule within 2 months of the receipt by the Secretary of the request and in the case of a direction under paragraph (ii) of this Sub-rule within 2 months of the direction.
  - iv. Where a request has been received under paragraph (i) or a direction under paragraph (ii) of this Sub-rule, the Industry Committee of Management shall not, so far as is practicable, until the completion of the plebiscite, act in relation to the matter the subject of the plebiscite.
  - v. Where a majority of financial members of the Industry voting at a plebiscite approve the matter submitted to plebiscite, the matter shall be carried out and the Industry Committee shall, so far as is practicable, implement the decision of the plebiscite.
  
- b.
  - i. Where a request is received under paragraph (i) of Sub-rule (a) or a direction given under paragraph (ii) of Sub-rule (a) of this Rule, the Secretary shall advise the Returning Officer, and the Returning Officer shall direct the conduct of the plebiscite and shall take all necessary steps to ensure the secrecy of the ballot.
  - ii. The Returning Officer shall determine the opening and closing dates of a ballot conducted pursuant to this Rule.
  - iii. The Industry Committee and, where the plebiscite is held following a request pursuant to paragraph (i) of Sub-rule (a) of this Rule, the members who requested the plebiscite may each appoint 2 scrutineers for the conduct of the plebiscite and shall, before the opening of the ballot, advise the Returning Officer of the name of each such scrutineer.
  - iv. The Returning Officer shall on the opening date of the ballot forward or cause to be forwarded by prepaid post or otherwise to each financial member of the Industry, a ballot paper initialled by the Returning Officer together with a reply paid return envelope addressed to the Returning Officer. The ballot paper may contain, or be accompanied by, such directions to voters as the Returning Officer considers necessary and appropriate.
  - v. Subject to paragraph (vi) of this Sub-rule a scrutineer appointed under paragraph (iii) of this Sub-rule may be present during the conduct of the ballot by the Industry Returning Officer including the counting of ballot papers returned in the plebiscite and may object to a ballot paper being counted on the ground that it does not clearly express the voter's attitude to the question to which the plebiscite is directed.



- vi. A scrutineer shall observe a direction given by the Returning Officer during the conduct of the ballot and shall comply with any decision given by the Returning Officer as to whether a ballot is to be counted as sufficiently expressing a voter's attitude to the question which is the subject of the plebiscite.
  - vii. A member of an Industry shall case a vote in a ballot under this Rule by completing the ballot paper forwarded to the voter under paragraph (iv) of this Sub-rule in accordance with the directions to voters (if any) and forwarding the ballot paper to the Returning Officer so as to reach the Returning Officer no later than the closing date of the ballot.
  - viii. A vote case in the ballot shall be informal if the intention of the voter is not clear.
  - ix. On completion of the counting of ballot papers returned in a plebiscite the Returning Officer shall declare the result of the plebiscite by advising the Branch Secretary in writing of the number of ballot papers forwarded to voters, the number approving the matter or the subject of the plebiscite, the number not approving and the number of informal votes.
- c. Provided that nothing contained in this Rule prevents the conduct of the ballot by the Australian Electoral Commission or the Electoral Commission, Queensland.

### **7 - Industry Committee Chairperson/Deputy Chairpersons**

- a. The Industry Committee Chairperson shall be the chief presiding officer of the Industry Committee.
- b. The Industry Committee Chairperson shall preside at all meetings of the Industry Committee when present and preserve order thereat so that business may be conducted in due form with propriety and in conformity with Standing Orders.
- c. The Industry Committee Chairperson shall be impartial in all transactions and shall ensure that the Rules of the Union are adhered to.
- d. If the Industry Committee Chairperson is not in attendance at a meeting within 10 minutes of the time notified for the commencement of the meeting then the Chairperson shall be deemed to be absent for the purpose of this Rule.
- e. Leave of absence may be granted by the Industry Committee to the Industry Chairperson for the purpose and for any period of time and the Industry Chairperson shall, when granted a leave of absence, be deemed to be absent for the purpose of this Rule.
- f. The Deputy Chairperson shall act in the absence of the Industry Committee Chairperson as the Industry Committee Chairperson, and such member shall so act with the powers of the Industry Committee Chairperson.

### **8 - Secretary**

The Branch Secretary shall be responsible to the Industry Committee for the conduct and management of the affairs of the Industry, on a day to day basis, and shall take advice from the Industry Committee Chairperson as to the course to be pursued in any matter pending the next meeting of the Industry Committee.

### **9 - Industry Committee Auditor**

- a. The Auditor in the Industry Committee shall be the Auditor as appointed by the Branch from time to time.
- b. The Auditor shall audit the books and financial statements of the Industry Committee at the end of each financial year and at such other times as the Industry Committee shall direct, shall have access to and examine all registers, books, papers, deeds, documents and accounts of the Industry and may examine any office-bearers or officer of the Industry Committee in regard to the account.
- c. The Industry Committee Auditor shall furnish a written statement that all documents and statements certified to are in accordance with law and the Rules of the Union, or, if unable to certify to the correctness of any of them, report forthwith to the Industry Committee in what respect they are incorrect.
- d. The Industry Committee Auditor shall have power to place before the Industry Committee any suggestions concerning the financial affairs of the Industry.
- e. In the event of an Auditor so appointed being unable to act or refusing to act or resigning, the Industry Committee shall inform the Branch Secretary who shall ensure that the Branch Executive at its next meeting appoints an Auditor, qualified as provided for by these Rules of the Union as a replacement.

### **10 - Returning Officer**

The Industry Committee Returning Officer shall be the Returning Officer as appointed by the Branch from time to time.

### **11 - Standing Orders**

The Industry Committee shall adopt the Standing Orders as provided for in the Rules of the Union.

### **12 - Rules of Debate**

The Industry Committee shall adopt the Rules of Debate as provided for in the Rules of the Union.