



22 July 2024

Michelle Eades
National Executive Officer
Association of Consulting Architects - Australia
Sent via email: michelle.eades@aca.org.au

cc: Michelle Eades, nat@aca.org.au

Dear Michelle Eades



IMMEDIATE ACTION REQUIRED:

You must take steps after your recent election E2024/51

An election has recently been completed by the Australian Electoral Commission (AEC) for the Association of Consulting Architects - Australia 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

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. 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.

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.

19 July 2024

Post-election report

Association of Consulting Architects
Australia
Scheduled election
E2024/51

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

Organisation: Association of Consulting Architects Australia

Election Decision No: E2024/51

Election: Scheduled Election

Date ballot closed: N/A for three stages

Date the nominations closed: 7 May 2024 for Stage one, 5 June 2024 for Stage two and 15 July 2024 for Stage three

Date results declared: 9 May 2024 for Stage one, 17 June 2024 for Stage two and 18 July 2024 for Stage three

Date PER due: 17 August 2024

Relevant legal provisions

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

In accordance with reg 140 of the Regulations, the AEC issued a declaration of the result of election E2024/51 (Stage 1) on 9 May 2024, E2024/51 (Stage 2) on 17 June 2024 and E2024/51 (Stage 3) on 18 July 2024. For a copy, see Attachment A, B and C.

Association of Consulting Architects Australia Rules

Association of Consulting Architects Australia Rules used for the election:

- 131N: Incorporates alterations of 27 April 2022 [R2021/222]

Roll of Voters

N/A

Written allegations of any irregularities

N/A

Other irregularities

N/A

Signed

Benjamin Murray
Returning Officer
Australian Electoral Commission
E: IEBevents@aec.gov.au
P: 03 9285 7111
19 July 2024

Attachments

- A. Declaration of Results for Uncontested Offices – Stage 1
- B. Declaration of Results for Uncontested Offices – Stage 2
- C. Declaration of Results for Uncontested Offices – Stage 3

Association of Consulting Architects Australia

DECLARATION OF RESULTS - E2024/51 - Stage 1

Uncontested Offices

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:

New South Wales/Australian Capital Territory Branch

Branch Committee Members (13)

Candidates

CRAWFORD Jennifer
DUNN Brent
EDIBAM Farhad
HAMOR Harry
ISAAC Greg
KITMIRIDIS Michael
LAL Christopher
MONEY Justine
PEARSE Stephen
SIMKOVIC Ivana
SIQUEIRA Fabricio
SPRINGETT David Brett
STERLING Agi

Queensland/Northern Territory Branch

Branch Committee Members (15)

Candidates

CALDWELL Rebecca
DONEGAN Gilda
EBZERY Justine
HUDSON Brett
KENNEDY Mark
MADDEN Ben
PERRIER Adam
PHILLIPS Cara
REES Jo
WARING Denis James
WILLIAMS Mark John

South Australia Branch

Branch Committee Members (15)

Candidates

BERLANGIERI Mark
CALDWELL Stewart
CUCCHIARELLI Justin
DREOSTI Mario
DUJMOVIC Katherine Anne
FROST Simon
HEGARTY Michael
PHILLIPS Susan
STAFFORD Richard
STARTARI Catherine
THOMAS Matthew

Victoria/Tasmania Branch

Branch Committee Members (15)

Candidates

BENNETT Sarah
BRYANT Richard
GILFILLAN Emily
HASKELL Daniel
HOOPER Brad
ROPER Kirby
SHANNON Brendan
TENGE Matthew Julian Charles
THEODORIDIS George
VINEY Paul

Western Australia Branch

Branch Committee Members (11)

Candidates

BURROWS Felice
CHANEY Frederick
FAUGNO Fernando
FITZGERALD Kate Emma
GREENHALGH Michel
MARSH Janine
MCPIERZIE Kukame
MURPHY Kahla
PASSMORE Kali
VAN EYK Emily

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

Benjamin Murray
Returning Officer
Telephone: 03 9285 7111
Email: IEEvents@aec.gov.au
09/05/2024



Association of Consulting Architects Australia

DECLARATION OF RESULTS - E2024/51 - Stage 2

Uncontested Offices

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:

New South Wales/Australian Capital Territory Branch Committee

Branch President (1)

Candidates

SIMKOVIC Ivana

Branch Vice President (1)

Candidates

EDIBAM Farhad

Branch Secretary (1)

Candidates

ISAAC Greg

Branch Treasurer (1)

Candidates

HAMOR Harry

Victoria/Tasmania Branch Committee

Branch President (1)

Candidates

VINEY Paul

Branch Vice President (1)

Candidates

HASKELL Daniel

Branch Secretary (1)

Candidates

ROPER Kirby

Branch Treasurer (1)

Candidates

TENCE Matthew Julian Charles

Queensland/Northern Territory Branch Committee

Branch President (1)

Candidates

HUDSON Brett

Branch Vice President (1)

Candidates

PERRIER Adam

Branch Secretary (1)

Candidates

WARING Denis James

Branch Treasurer (1)

Candidates

WILLIAMS Mark John

Western Australia Branch Committee

Branch President (1)

Candidates

MCPIERZIE KUKAME

Branch Vice President (1)

Candidates

FITZGERALD Kate

Branch Secretary (1)

Candidates

PASSMORE Kali

Branch Treasurer (1)

Candidates

MARSH Janine

South Australia Branch Committee

Branch President (1)

Candidates

DREOSTI Mario

Branch Vice President (1)

Candidates

STARTARI Catherine

Branch Secretary (1)

Candidates

DUJMOVIC Katherine

Branch Treasurer (1)

Candidates

CUCCHIARELLI Justin

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

Benjamin Murray
Returning Officer
Telephone: 03 9285 7111
Email: IEBevents@aec.gov.au
17/06/2024



Association of Consulting Architects Australia

DECLARATION OF RESULTS - E2024/51 - Stage 3

Uncontested Offices

Scheduled Election

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

National Executive Committee

National President (1)

Candidates

VINEY Paul

National Vice President (1)

Candidates

MCPIERZIE Kukame

National Secretary (1)

Candidates

HUDSON Brett

National Treasurer (1)

Candidates

DREOSTI Mario

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

Benjamin Murray
Returning Officer
Telephone: 03 9285 7111
Email: IEBevents@aec.gov.au
18/07/2024



DECISION

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

Association of Consulting Architects - Australia
(E2024/51)

MR STEENSON

SYDNEY, 15 MARCH 2024

Arrangement for conduct of election.

[1] On 29 February 2024 the Association of Consulting Architects - Australia lodged with the Fair Work Commission prescribed information for an election to fill the following offices for a new term of office:

New South Wales/Australian Capital Territory Branch

Branch Committee Members	(13)
Branch President	(1)
Branch Vice President	(1)
Branch Secretary	(1)
Branch Treasurer	(1)

Queensland/Northern Territory Branch

Branch Committee Members	(15)
Branch President	(1)
Branch Vice President	(1)
Branch Secretary	(1)
Branch Treasurer	(1)

South Australia Branch

Branch Committee Members	(15)
Branch President	(1)
Branch Vice President	(1)
Branch Secretary	(1)
Branch Treasurer	(1)

Victoria/Tasmania Branch

Branch Committee Members	(15)
Branch President	(1)
Branch Vice President	(1)
Branch Secretary	(1)
Branch Treasurer	(1)

Western Australia Branch

Branch Committee Members	(11)
Branch President	(1)
Branch Vice President	(1)
Branch Secretary	(1)
Branch Treasurer	(1)

National Executive Committee

National President	(1)
National Vice President	(1)
National Secretary	(1)
National Treasurer	(1)

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



DELEGATE OF THE GENERAL MANAGER

Printed by authority of the Commonwealth Government Printer

PR755225

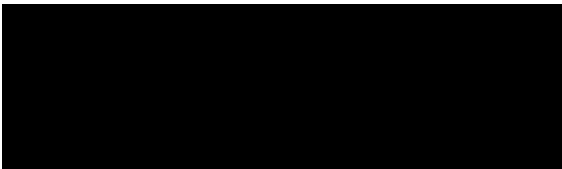
PRESCRIBED INFORMATION FOR ELECTIONS in accordance with Section 189 *Fair Work (Registered Organisations) Act 2009* and Regulation 138 *Fair Work (Registered Organisations) Regulations 2009*

I, KUKAME McPIERZIE being the National Secretary of the Association of Consulting Architects – Australia (ACA-A) make the following statement:

1. I am authorised to sign this statement containing prescribed information for ACA-A and its Branches being the ACA-NSW/ACT, ACA-QLD/NT, ACA-SA, ACA-VIC/TAS and ACA-WA.
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 Annexures A, B, C, D, E and F.
4. This statement is lodged in accordance with Association’s Rule 36 Election of Branch Committee Members and Rule 19 Constitution and Election of the Committee and officeholders.
5. That Michelle Eades, National Executive Officer of ACA-A co-ordinate the elections, on behalf of the ACA-A and its Branches, with the Australian Electoral Commission.
6. In accordance with the Association’s Rule 31 Constitution of Branch Committee, the Association has confirmed with each Branch that the following number of Branch Committee of Management members shall be:

ACA-WA	11 CoM
ACA-NSW/ACT	13 CoM
ACA-QLD/NT	15 CoM
ACA-VIC/TAS	15 CoM
ACA-SA	15 CoM

7. There are Rule alterations pending with the Fair Work Commission.



National Secretary
29 February 2024

NOTE: This statement should be lodged with the Registered Organisations Commission at least 2 months prior to nominations opening. It can be submitted to regorgs@roc.gov.au.

Annexure A

- Elections that are required:**

Branch	Name of Office	Number required	Voting System <i>Direct voting system; Collegiate electoral system</i>	Reason for Election <i>Scheduled; Casual vacancy; New office created; Insufficient nominations</i>	Electorate
NSW/ACT	President	1	Collegiate electoral system (Rule 35)	Scheduled	Elected Branch Committee Members
	Vice President	1	As above	As above	As above
	Secretary	1	As above	As above	As above
	Treasurer	1	As above	As above	As above
	Committee Members	13	Direct voting system (Rule 31(2))	Scheduled	All financial members of the relevant Branch

- Important dates:**

	Direct Voting System	Collegiate Electoral System
Nominations OPEN	To be determined by the Returning Officer; no later than 30 June 2024 (Rule 36(b))	Nominations to open within 14 days after Branch Committee members are elected (Rule 19(3)(a) and Rule 35)
Nominations CLOSE	To be determined by the Returning Officer; but at least 14 days after nominations open (Rule 36(b))	To be determined by the Returning Officer; there is no reference to time (Rule 19(3)(a) and Rule 35)
Roll of Voters cut off date	7 days prior to nominations opening (Rule 19(3)(f))	7 days prior to nominations opening (Rule 19(3)(f) and Rule 35)

NOTE: This statement should be lodged with the Registered Organisations Commission at least 2 months prior to nominations opening. It can be submitted to regorgs@roc.gov.au.

Annexure B

- Elections that are required:**

Branch	Name of Office	Number required	Voting System <i>Direct voting system; Collegiate electoral system</i>	Reason for Election <i>Scheduled; Casual vacancy; New office created; Insufficient nominations</i>	Electorate
QLD/NT	President	1	Collegiate electoral system (Rule 35)	Scheduled	Elected Branch Committee Members
	Vice President	1	As above	As above	As above
	Secretary	1	As above	As above	As above
	Treasurer	1	As above	As above	As above
	Committee Members	15	Direct voting system (Rule 31(2))	Scheduled	All financial members of the relevant Branch

- Important dates:**

	Direct Voting System	Collegiate Electoral System
Nominations OPEN	To be determined by the Returning Officer; no later than 30 June 2024 (Rule 36(b))	Nominations to open within 14 days after Branch Committee members are elected (Rule 19(3)(a) and Rule 35)
Nominations CLOSE	To be determined by the Returning Officer; but at least 14 days after nominations open (Rule 36(b))	To be determined by the Returning Officer; there is no reference to time (Rule 19(3)(a) and Rule 35)
Roll of Voters cut off date	7 days prior to nominations opening (Rule 19(3)(f))	7 days prior to nominations opening (Rule 19(3)(f) and Rule 35)

NOTE: This statement should be lodged with the Registered Organisations Commission at least 2 months prior to nominations opening. It can be submitted to regorgs@roc.gov.au.

Annexure C

- Elections that are required:**

Branch	Name of Office	Number required	Voting System <i>Direct voting system; Collegiate electoral system</i>	Reason for Election <i>Scheduled; Casual vacancy; New office created; Insufficient nominations</i>	Electorate
SA	President	1	Collegiate electoral system (Rule 35)	Scheduled	Elected Branch Committee Members
	Vice President	1	As above	As above	As above
	Secretary	1	As above	As above	As above
	Treasurer	1	As above	As above	As above
	Committee Members	15	Direct voting system (Rule 31(2))	Scheduled	All financial members of the relevant Branch

- Important dates:**

	Direct Voting System	Collegiate Electoral System
Nominations OPEN	To be determined by the Returning Officer; no later than 30 June 2024 (Rule 36(b))	Nominations to open within 14 days after Branch Committee members are elected (Rule 19(3)(a) and Rule 35)
Nominations CLOSE	To be determined by the Returning Officer; but at least 14 days after nominations open (Rule 36(b))	To be determined by the Returning Officer; there is no reference to time (Rule 19(3)(a) and Rule 35)
Roll of Voters cut off date	7 days prior to nominations opening (Rule 19(3)(f))	7 days prior to nominations opening (Rule 19(3)(f) and Rule 35)

NOTE: This statement should be lodged with the Registered Organisations Commission at least 2 months prior to nominations opening. It can be submitted to regorgs@roc.gov.au.

Annexure D

- Elections that are required:**

Branch	Name of Office	Number required	Voting System <i>Direct voting system; Collegiate electoral system</i>	Reason for Election <i>Scheduled; Casual vacancy; New office created; Insufficient nominations</i>	Electorate
VIC/TAS	President	1	Collegiate electoral system (Rule 35)	Scheduled	Elected Branch Committee Members
	Vice President	1	As above	As above	As above
	Secretary	1	As above	As above	As above
	Treasurer	1	As above	As above	As above
	Committee Members	15	Direct voting system (Rule 31(2))	Scheduled	All financial members of the relevant Branch

- Important dates:**

	Direct Voting System	Collegiate Electoral System
Nominations OPEN	To be determined by the Returning Officer; no later than 30 June 2024 (Rule 36(b))	Nominations to open within 14 days after Branch Committee members are elected (Rule 19(3)(a) and Rule 35)
Nominations CLOSE	To be determined by the Returning Officer; but at least 14 days after nominations open (Rule 36(b))	To be determined by the Returning Officer; there is no reference to time (Rule 19(3)(a) and Rule 35)
Roll of Voters cut off date	7 days prior to nominations opening (Rule 19(3)(f))	7 days prior to nominations opening (Rule 19(3)(f) and Rule 35)

NOTE: This statement should be lodged with the Registered Organisations Commission at least 2 months prior to nominations opening. It can be submitted to regorgs@roc.gov.au.

Annexure E

- Elections that are required:**

Branch	Name of Office	Number required	Voting System <i>Direct voting system; Collegiate electoral system</i>	Reason for Election <i>Scheduled; Casual vacancy; New office created; Insufficient nominations</i>	Electorate
WA	President	1	Collegiate electoral system (Rule 35)	Scheduled	Elected Branch Committee Members
	Vice President	1	As above	As above	As above
	Secretary	1	As above	As above	As above
	Treasurer	1	As above	As above	As above
	Committee Members	11	Direct voting system (Rule 31(2))	Scheduled	All financial members of the relevant Branch

- Important dates:**

	Direct Voting System	Collegiate Electoral System
Nominations OPEN	To be determined by the Returning Officer; no later than 30 June 2024 (Rule 36(b))	Nominations to open within 14 days after Branch Committee members are elected (Rule 19(3)(a) and Rule 35)
Nominations CLOSE	To be determined by the Returning Officer; but at least 14 days after nominations open (Rule 36(b))	To be determined by the Returning Officer; there is no reference to time (Rule 19(3)(a) and Rule 35)
Roll of Voters cut off date	7 days prior to nominations opening (Rule 19(3)(f))	7 days prior to nominations opening (Rule 19(3)(f) and Rule 35)

NOTE: This statement should be lodged with the Registered Organisations Commission at least 2 months prior to nominations opening. It can be submitted to regorgs@roc.gov.au.

Annexure F

- Elections that are required:**

Branch	Name of Office	Number required	Voting System <i>Direct voting system; Collegiate electoral system</i>	Reason for Election <i>Scheduled; Casual vacancy; New office created; Insufficient nominations</i>	Electorate
National	National President	1	Collegiate electoral system	Scheduled	Electorate Representatives to the National Executive Committee (Rule 19(3))
	National Vice President	1	As above	As above	As above
	National Secretary	1	As above	As above	As above
	National Treasurer	1	As above	As above	As above

- Important dates:**

	Direct Voting System	Collegiate Electoral System
Nominations OPEN		To be determined by the Returning Officer; within 14 days after the Branch Committee of Management officeholders are elected (Rule19(3)(a))
Nominations CLOSE		To be determined by the Returning Officer (Rule 19(3)(a))
Roll of Voters cut off date		7 days prior to nominations opening (rule 19(3)(f))

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.

If the P.I. includes a position that is not an office, please refer to our template [Prescribed information for the election of officer and non-officer positions](#).