



10 December 2024

Nicole Spencer  
Treasurer  
VANA Limited  
Sent via email: General@vana.com.au

Dear Nicole Spencer



**IMMEDIATE ACTION REQUIRED:**

**You must take steps after your recent election E2024/92**

An election has recently been completed by the Australian Electoral Commission (AEC) for the VANA Limited 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)
- Respond to the AEC

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](#).

## STEP 4: Reply to the AEC

The AEC’s post-election report says the AEC had trouble applying some of your election rules. You **MUST** respond to the AEC about the issues in the report (section 198).

Your response to the AEC must be in writing. It must include:

- whether the organisation intends to take action
- (if yes) what action the organisation intends to take

You must send your response to the AEC within **30 days** of receiving the report and provide a copy to the Commission (section 198).



### Penalties apply

The requirement to respond to the AEC comes from section 198 of the RO Act. Section 198 of the RO Act is a civil penalty provision.

A failure to take any of these steps, or taking them in the wrong order, can expose your organisation to penalties under the RO Act.

Make the report and your response available to your members

You must make the post-election report about difficult rules available to your members.

You must also make your written response to the AEC available to your members.



### Timing is very important

You must make the report about difficult rules available to your members **before or at the same time** as you make your response available.

Your response must be available to members:

- in the next edition of your journal or
- within 30 days of giving it to the AEC (if using a method other than your journal to make it available, e.g. your website)



### Penalties apply

The requirement to respond to the AEC comes from section 198 of the RO Act. Section 198 of the RO Act is a civil penalty provision.

A failure to take any of these steps, or taking them in the wrong order, can expose your organisation to penalties under the RO Act.

### How do I make these documents available to my members?

The RO Act says you will have made the document available if you do all the following things:

- Publish a copy of the relevant section and your response in your next journal, AND
- Send the Commission a copy of the relevant section and your response with a declaration that you'll provide copies to any member who asks for one, AND

- Tell members in your next journal (or an appropriate newspaper) that you'll give the relevant section of the report and your response to any member free of charge if requested, AND
- Put on your website:
  - the relevant section of the report within 14 days of receiving it and
  - your response within 14 days of sending it to the AEC

But you can also make the documents available to your members in other ways as well.



### **What if we decide to change our rules?**

You can! If you think changing your rules will fix or improve the issues raised by the AEC you can change your rules.

Your rules will include a rule altering procedure that you must follow in order to do this.

We provide help changing your rules and advice on rule requirements. Please contact us at [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au), or ring 1300 341 665. Alternatively you could book an online [Governance to You visit](#) with a Commission staff member to discuss the changes.

## **Questions?**



**What if I don't understand the post-election report?**

You should contact the AEC immediately to discuss what the report means.

**What if we decide not to take action?**

You must tell the AEC in writing you do not intend to act.

### **What if I have already responded to the AEC?**

If you have already done the things set out in step 4, please disregard this step.

Remember to make the relevant section of the report and your response available to your members as well.

### **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.

10 December 2024

# Post-Election Report

VANA Limited  
Scheduled Election  
E2024/92

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

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Organisation: VANA Limited

Election Decision No: E2024/92

Election: Scheduled Election

(If uncontested) Date the nominations closed: Stage 1: 18/10/2024 – Stage 2: 22/11/2024

Date results declared: Stage 1: 29/10/2024 – Stage 2: 3/12/2024

Date PER due: 23/12/2024

## 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

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In accordance with reg 140 of the Regulations, the AEC issued a declaration of the result of election:

- E2024/92 VANA Stage 1 on 29/10/2024. For a copy, see **Attachment A**.
- E2024/92 VANA Stage 2 on 3/12/2024. For a copy, see **Attachment B**.

## VANA Limited Rules

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The VANA Limited Rules used for the election:

- 235V: Incorporates alterations of 9 June 2021 [R2020/229]

Rules difficult to interpret or apply:

Rule 23.4 states:

- *All voting papers shall be initialled by the Returning Officer before they are issued and state the time and date (not being earlier than the tenth day nor later than the twentieth day in the case of an election of Directors, and not being earlier than the third day nor later than the tenth day in the case of an election of Executive Directors after the date upon which the voting papers are sent to voters) by which votes must be received by the Returning Officer (herein referred to as the closing of the ballot) and such directions as the Returning Officer deems fit as to the marking of the votes.*

Ballot periods of both ten and twenty days is insufficient time for voters to receive and return their ballots to the AEC. VANA may want to consider adjusting this rule to allow voters more time to vote in the election.

## Roll of Voters

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There were no matters in relation to the roll of voters.

## Written allegations of any irregularities

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There were no written allegations of irregularities during this election.

## Other irregularities

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There were no other irregularities.

# Signed

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Benjamin Murray  
Returning Officer  
Australian Electoral Commission  
E: [IEBevents@aec.gov.au](mailto:IEBevents@aec.gov.au)  
P: 03 9285 7111  
10 December 2024

## Attachments

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- A. E2024/92 VANA Stage 1 - Declaration of Uncontested Results
- B. E2024/92 VANA Stage 2 - Declaration of Uncontested Results

**VANA Limited**  
**DECLARATION OF RESULTS - E2024/92 - Stage 2**  
**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:

**Executive**

**Chairperson (1)**

Candidates

PECORA Chris

**Vice Chairperson (1)**

Candidates

LIU (Wei Gang) Luke

**Treasurer (1)**

Candidates

SPENCER Nicole

**Executive Director (1)**

Candidates

*No Nominations Received*

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  
02/12/2024





18 November 2024

Nicole Spencer  
Treasurer  
VANA Limited  
Sent via email: nicki@nlina.com.au

Dear Nicole Spencer



**IMMEDIATE ACTION REQUIRED:**

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- 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).
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## STEP 3: Notifications of change



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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.

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

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**



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**VANA Limited**  
**DECLARATION OF RESULTS - E2024/92 - 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:

**VANA**

**Non-Member Directors (2)**

Candidates

PECORA Chris

SPENCER Nicki

**Member Director (3)**

Candidates

CASAGRANDA Ivan

LIU Luke

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  
24/10/2024





## DECISION

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

**VANA Limited**  
(E2024/92)

MR STEENSON

SYDNEY, 3 SEPTEMBER 2024

*Arrangement for conduct of election.*

[1] On 11 July, 29 August and 2 September 2024, VANA Limited (the **organisation**) lodged with the Fair Work Commission (the **Commission**) prescribed information for an election to fill the following offices for a new term of office:

### **Board**

Non-Member Directors	(2)
Member Director	(3)

### **Executive**

Chairperson	(1)
Treasurer	(1)
Vice Chairperson	(1)
Executive Director	(1)

[2] The organisation noted that a casual vacancy recently arose in relation to two of the abovenamed offices (one on the Board and one on the Executive), due to the resignation of the person who held those two offices. I note that in relation to arranging for an election to fill those vacancies, it is likely that such an election would overlap with the timetable for the scheduled election for those offices. In those circumstances, the organisation proposes that these vacancies will be filled via the scheduled election process. I am satisfied that that approach is reasonable in the circumstances.

[3] The organisation did not lodge the prescribed information before the prescribed day as required by regulation 138(3) of the *Fair Work (Registered Organisations) Regulations 2009* (the **Regulations**). Rule 15.1 of the rules of the organisation (the **rules**) provides that nominations for the election of Board members be sent by the Returning Officer to members of the organisation at least three months before the Annual General Meeting (AGM). The organisation has advised that it has scheduled its AGM for 4 December 2024. Consequently, nominations were due to open on 4 September 2024 and the prescribed information should have been lodged no later than 4 July 2024 (two months earlier).

[4] The prescribed information states that the delay was due to an unexpected change in its operational personnel ordinarily responsible for the management of the organisation's election process and preparation of election notices.

[5] In its correspondence dated 23 August 2024, the organisation advised the delay was due to the following:

- an unexpected and extended change to the organisation's operational staffing levels due to a staff member's extended absence on leave;
- that the staff member's absence resulted in the organisation being short-staffed;
- that the organisation's operational staff were responsible for the management and oversight of the organisation's election process and preparation of election notices; and
- difficulty in obtaining information regarding operational procedures and administrative process.

[6] The organisation advised that the interruption to its staffing levels has required a reallocation of staff responsibilities. To facilitate this, the organisation has undertaken to rewrite the organisation's operational manual, in order to ensure the ongoing management of the organisation's business regardless of staffing changes, and to endeavour to continue to meet compliance obligations.

[7] While I acknowledge the remedial steps taken and proposed by the organisation, I am not satisfied that the above reason is a sufficient ground to justify the failure to comply with a statutory obligation. The normal and reasonable expectation is that registered organisations take steps to ensure they comply with the time-frame requirements set out not only in the *Fair Work (Registered Organisations) Act 2009* (the Act) but also in instruments or references pertaining to their own governance formulated by the organisations themselves, such as their own rules. I also note that while staff members often play a role in the preparation of statutory lodgements (including for elections), responsibility ultimately lies with the officers of an organisation.

[8] I decline on this occasion to allow, under section 189(2) of the Act, a later day for lodgement. The failure to lodge the prescribed information before the prescribed day is a civil penalty provision.

[9] I note that the organisation was late in lodging prescribed information for its previous scheduled election **E2021/81**. In her decision in that matter, the Delegate of the Registered Organisations Commission emphasised that the organisation had stated that it would take steps to remedy any operational deficiencies that resulted in the late lodgement. It is evident that apparent shortcomings in systems and processes, and reliance on an individual, have led to the late lodgement in relation to the current election matter also.

### **Organisation's Rules and Timetabling of elections**

[10] Rule 13.1(a) of the organisation's rules provides that the Board of VANA will consist of a maximum of 10 Directors. Rule 13.1(c) provides that there may be a maximum of three directors who are Non-Members of VANA. Rule 14.2 states that all Directors elected at an Annual General Meeting must retire at the third AGM after their election.

[11] Rule 20 provides that there will be an Executive which consists of Directors elected by the Board as Executive Directors who hold the offices of Chairperson, Vice-Chairperson,

Treasurer and Other Executive Director. Rule 21 provides that the Executive is elected every year, by and from the Board.

[12] Following an assessment of the organisation’s rules and of the preceding elections for offices, on 29 August 2024 Commission staff conferred with the organisation about its election cycle. The organisation’s representative confirmed that the composition of the Board is seven (7) Directors – comprised of four (4) Member Directors and three (3) Non-Member Directors.

[13] As indicated above, the organisation’s Directors hold office for three years. However, based on the election cycle used by the organisation, not all of them are elected in the same year, making for a staggered election cycle. Across any three-year period, Directors are due for election in two of those three years, and none are due in the other year.

[14] For ease of reference – and based on the requirement that Directors hold office until the AGM three years after their election and the timing of the previous election of each Director, the following table outlines the cycle of forthcoming scheduled elections for the Board (based on the current composition of the Board):

<b>Year</b>	<b>Number of Member Directors to be elected</b>	<b>Number of Non-Member Directors to be elected</b>
2024	3	2
2025	0	0
2026	1	1
2027	3	2
2028	0	0
2029	1	1
2030	3	2

[15] The refusal of an extension of time under section 189(2) of the Act does not, however, affect a determination of an election notification matter for the purposes of section 189(3) of the Act.

[16] 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

PR755317

# **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, Nicole Spencer, being the Treasurer of VANA Ltd make the following statement:

1. I am authorised to sign this statement containing prescribed information for VANA Ltd.
2. The following information is lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).
3. The elections that are required are set out in the table in Annexure A.
4. 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 A. The reason it is lodged after the prescribed time is:
  - a. We have had an unexpected extended change in operational personnel [REDACTED] [REDACTED] [REDACTED]. The operational personnel have traditionally been responsible for the management of the election process and notices.
  - b. An extension of time request has not been lodged due to the above and is an unintended oversight.

**NOTE:** Extensions of time should be requested at least two months before nominations open.

A failure to lodge Prescribed Information on time can lead to civil penalties under the RO Act.

6. The Board of VANA Ltd will consist of a maximum of 10 Directors, and there may be a maximum of three directors who are Non-Members of VANA as per VANA's constitution 13.1 (a) (c)
7. **The AGM will be held on 4<sup>th</sup> December 2024.**

Signed:

[REDACTED]

Dated: 2<sup>nd</sup> September 2024

**NOTE:** This statement should be lodged with the Fair Work Commission at least 2 months prior to nominations opening. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au).

## Annexure A

- Elections that are required

Branch	Name of Office	Number required	Voting System Direct voting system; Collegiate electoral system	Reason for Election Scheduled; Casual vacancy; New office created; Insufficient nominations	Electorate
Insert branch name	CHAIRPERSON - Executive	1	Collegiate electoral system	Scheduled	The Board
	Treasurer - Executive	1	Collegiate electoral system	Scheduled	The Board
	Vice Chairperson - Executive	1	Collegiate electoral system	Scheduled	The Board
	Executive Director	1	Collegiate electoral system	Scheduled	The Board
	Non-Member Director	2	Direct Voting System	Scheduled	The Total Membership of VANA Ltd
	Member Director	3	Direct Voting System	Scheduled	The Total Membership of VANA Ltd

- Important dates:

	Direct Voting System	Collegiate Electoral System
<b>Nominations OPEN</b>	To be determined by the Returning Officer	Not more than 7 days after the completion of election of Directors (rule 21.1 (d))



<b>Nominations CLOSE</b>	To be determined by the Returning Officer	No later than 3pm on the Friday nominated by the Returning Officer which is not more than the 3 <sup>rd</sup> Friday after the Notice in clause 21,1 (d) was sent by the Returning Officer (Rule 21.1 (f))
<b>Roll of Voters cut off date</b>	To be determined by Returning Officer	To be determined by Returning Officer

**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](#).