



10 January 2018

Mr Stephen Ferguson  
National CEO  
Australian Hotels Association  
aha@aha.org.au

Dear Mr Ferguson,

### **Reminder of actions required when persons elected to office**

The Australian Electoral Commission has provided the Registered Organisations Commission (the ROC) a declaration of results for the election of uncontested offices President (1), Vice-President (1) and Secretary (1) for the National Accommodation Hotels Division [E2017/133]. This letter is a reminder of certain obligations imposed on organisations and on persons elected to office.

#### **A notice must be published on the organisation's website**

The organisation or branch must publish on its website a notice that a copy of the report is available from the organisation, branch or the AEC on request. The notice must be kept on the website for a period of at least 3 months (see regulation 141 of the Fair Work (Registered Organisations) Regulations 2009).

#### **Holders of office required to undertake approved training**

Section 293K of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe. Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are provided for in the RO Act.

#### **Organisation must notify the Commission of changes**

Also, section 233(2) of the RO Act requires that an organisation must notify the Commission **within 35 days of any changes** to the holders of office in the organisation. **If there are no changes a notification is not required.** If the election has resulted in **any changes** to the holders of office, the Australian Hotels Association must notify the Commission of these changes. In particular, please advise:

1. Person(s) who have ceased to hold office:
  - the name of the office vacated;
  - the date of the change of office holder; and
  - the name of the person vacating the office.
  
2. Person(s) who have commenced to hold office:
  - the name of the office now held;
  - the date of the change of office holder;
  - the name of the person now holding the office;
  - the postal address of the person (generally the postal address of the organisation); and

- the occupation of the person now holding the office.

The notification must include a declaration by the Secretary (or other prescribed officer) that the information is a correct statement of the changes made. A template notification of changes, which may assist you, is attached. If any change does not apply until a date in the future, you do not need to notify until then (e.g. AGM, 1 January, 2nd Monday in March). If you have already lodged this information, please disregard this reminder.

Regards

**Mitch Webster**  
**Registered Organisations Commission**

**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, [NAME], being the [OFFICER] of the [ORGANISATION NAME], declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:

*[delete all that do not apply]*

- On [DATE] the address of the organisation changed to [STREET ADDRESS].<sup>1</sup>
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:<sup>2</sup>
  1. *[include OLD name and address and NEW name and address of every branch that has changed]*
  2. ...
- A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.
- On [DATE] the following branch[es]:<sup>3</sup>
  - COMMENCED operation:
    1. *[include name of each new branch]*
    2. ...
  - CEASED operation:
    1. *[include name of each closed branch]*

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<sup>1</sup> s.230(1)(d); reg.147(d)

<sup>2</sup> s.230(1)(d); reg.147(a) & (d)

<sup>3</sup> s.230(1)(d); reg.147(b) & (c)

2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within **35 days** of the change. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).]*

**ANNEXURE A**

- Changes to Offices and Office Holders in the Organisation and its Branches [*insert as many pages as required*]:

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>National</i>	<i>1.1.2014</i>	<i>Secretary</i>	<i>Full Name</i>	<i>Full Name</i>	<i>c/- the Registered Organisation, postal address of Registered Organisation</i>	<i>Paid official</i>
	<i>25.12.2013</i>	<i>President</i>	<i>vacant</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
<i>...</i>						
<i>NSW</i>	<i>1.1.2014 (resigned) 7.1.2014 (appointed)</i>	<i>President</i>	<i>Full Name</i>	<i>Full Name</i>	<i>c/- the Branch, postal address of the Branch</i>	<i>mechanic</i>
		<i>Committee of Management Member</i>	<i>Full Name</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
		<i>Treasurer</i>	<i>Full Name</i>	<i>vacant</i>	<i>vacant</i>	<i>vacant</i>
<i>...</i>						

12 December 2017

# Post-election Report

**E2017-133 – Australian Hotels Association –  
National Accommodation Hotels Division**

# Contents

Election(s) Covered in this Report.....	3
Rules .....	3
Roll of Voters .....	3
Irregularities .....	3
Other Matters.....	4
Attachments .....	4

## Election Covered in this Report

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Election Decision No: E2017/133

## Rules

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Rules used for the election: 024n: Incorporates alterations on 20/04/2017 in matters D2016/56 & R2016/145)

Rules difficult to apply/interpret: N/A

Module Rule reference (if any) N/A

## Roll of Voters

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Total number of voters on the Roll: 11  
Number of apparent workplace addresses: 0  
Number of non-current addresses: 0  
Other matters pertaining to the roll of voters: N/A

## Irregularities

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Details of written allegations of irregularities, and action taken by AEC: None

Other irregularities identified, and action taken: None



## Other Matters

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## Attachments

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- 1) Declaration of results for Uncontested Offices

Ben Murray on behalf of  
Rosemary Darwinkel  
Returning Officer

5 January 2018

# Australian Hotels Association E2017/133 - National Accommodation Hotels Division

## Declaration of Results for Uncontested Offices

Below are 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.

### President (1)

#### Candidate

MOORE, Gregory

### Vice-President (1)

#### Candidate

DOUGLAS, John

### Secretary (1)

No nomination received

### Representatives to National Board (5)

#### Candidates

DABNER, John Raymond

DOUGLAS, John

CAIRNS, Andrew

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



Benjamin Murray on behalf of  
Rosemary Darwinkel  
Returning Officer

11 December 2017



# DECISION

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

**Australian Hotels Association**  
(E2017/133)

MR ENRIGHT

MELBOURNE, 18 MAY 2017

*Arrangement for conduct of election.*

[1] On 4 May 2017 the Australian Hotels Association lodged with the Registered Organisations Commission prescribed information in relation to a scheduled election for the following offices:

## National Accommodation Hotels Division

President	(1)
Vice-President	(1)
Secretary	(1)
Representatives to National Board	(number to be determined in accordance with rule 42(d)(ii))

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



DELEGATE OF THE COMMISSIONER

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**From:** KELLETT,Stephen  
**Sent:** Thursday, 18 May 2017 10:05 AM  
**To:** 'ceo@aha.org.au'  
**Subject:** Attention Mr Stephen Ferguson - election - NAHD - E2017/133 - granted  
[SEC=UNCLASSIFIED]

**UNCLASSIFIED**

Dear Mr Ferguson,

Please see attached a copy of the Delegate's decision in relation to the above.

Yours faithfully

**STEPHEN KELLETT**  
Senior Adviser  
Financial Reporting  
**Registered Organisations Commission**

Tel: (02) 6746 3283  
Email: [stephen.kellett@roc.gov.au](mailto:stephen.kellett@roc.gov.au)

Level 13, 175 Liverpool Street, Sydney NSW 2000

[www.roc.gov.au](http://www.roc.gov.au)



**Australian Government**  
**Registered Organisations Commission**

Please consider the environment before printing this message



E2017 133  
Decision.pdf

**From:** KELLETT,Stephen  
**Sent:** Thursday, 18 May 2017 10:03 AM  
**To:** 'industrial.elections@aec.gov.au'  
**Subject:** Election - Aust Hotels Assoc - NAHD - E2017/133 - granted [SEC=UNCLASSIFIED]

**UNCLASSIFIED**

Dear Electoral Commissioner

Please see attached a copy of the Delegate's decision in relation to the above.

Yours faithfully

**STEPHEN KELLETT**  
Senior Adviser  
Financial Reporting  
**Registered Organisations Commission**

Tel: (02) 6746 3283  
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**Australian Government**  
**Registered Organisations Commission**

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E2017 133  
Decision.pdf

**From:** HIBBERD,Christine  
**Sent:** Wednesday, 17 May 2017 5:05 PM  
**To:** 'industrial.elections@aec.gov.au'  
**Subject:** E2017/133 AHA-National Accommodation Hotels Division-Copy of Prescribed Information [SEC=UNCLASSIFIED]



**Australian Government**  
**Registered Organisations Commission**

## Copy of Prescribed Information

**Title of Matter:** Application/Notification by Australian Hotels Association-National Accommodation Hotels Division  
**Section:** s.189(1) RO Act - Notification of elections for office  
**Subject:** President; Vice President; Secretary; Additional Delegates to National Board (3)  
**Matter Number(s):** E2017/133

Attn: Electoral Officer

A copy of the Prescribed Information in relation to the above matter is attached for your information.

The election decision will be forwarded to your office in due course.

### **Inquiries:**

Any inquiries relating to this are to be directed to: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)

**17 May 2017**

**From:** Ceo AHA [mailto:ceo@aha.org.au]  
**Sent:** Thursday, 4 May 2017 1:50 PM  
**To:** ROC - Registered Org Commission  
**Subject:** AHA/NAD election notifications

Dear Sir/Madam,  
Please see the attached.

Thanks

**STEPHEN FERGUSON**  
**NATIONAL CEO**  
**AUSTRALIAN HOTELS ASSOCIATION**



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*Fair Work (Registered Organisations) Act 2009*  
Section 189(1);  
*Fair Work (Registered Organisations) Regulations 2009*  
Regulation 138

**Prescribed Information**  
**Elections in Australian Hotels Association**  
**Officers of the National Accommodation Hotels Division for 2017/18**

**a) Name of each office for which election is required:**

- President
- Vice President
- Secretary
- Additional Delegates to the National Board to be determined in accordance with the rules

**b) Reasons for election:**

Elections for these offices are required to be conducted annually under the Rules of the organisation and the terms of office are due to expire.

It is intended that these elections will be conducted at the meeting of the Committee of the National Accommodation Hotel Division in Melbourne at the Offices of AHA Victoria, 1 Little Collins Street Melbourne on Monday 6 November 2017.

**c) The number of offices to be filled:**

One for each of the offices of President, Vice-President and Secretary, plus three additional Delegates to the National Board.

**d) Date and time of the commencement and expiration of period for calling of nominations:**

The Returning Officer shall call for nominations in the presence of all members at the time designated in paragraph (b).

**e) The day provided in the Rules of the Organisation as the day on which the roll of voters is to close:**

Not applicable as the second stage of a collegiate election.

**f) Method of election:**

Collegiate voting system.

The information referred to in this statement is lodged in accordance with Section 189(1) of the Act. I am an officer of the Organisation authorised to make this statement.



**Greg Moore**  
**Vice President**  
**AHA National Accommodation Hotels Division**  
**2 May 2017**