



21 April 2017

Mick Burns  
President  
Australian Hotels Association-Northern Territory Branch  
Email: [admin@ahant.com.au](mailto:admin@ahant.com.au)

Dear Executive Director,

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

The Australian Electoral Commission has provided the Fair Work Commission (the Commission) a declaration of results for the election of stage 1 for [E2016/269]. 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 154D(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires the rules of organisations (and branches of organisations) to require 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. A list of approved training providers is attached.

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 should be provided for in your organisation's rules.

#### **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-Northern Territory Branch 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;

Level 10, Terrace Tower  
80 William Street  
East Sydney NSW 2011

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- 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

Michael Moutevelis

Regulatory Compliance Branch

# List of approved governance training packages

Approved training material	Provider	Contact person	Contact details
AHAWA Governance and Financial Training	Australian Hotels Association (WA Branch)	Mr Bradley Woods	(08) 9321 7701 <a href="mailto:ceo@ahawa.asn.au">ceo@ahawa.asn.au</a>
APTIA Governance and Financial Training Package	Australian Public Transport Industrial Association	Mr Ian MacDonald	(02) 6247 5900 <a href="mailto:imacdonald@bic.asn.au">imacdonald@bic.asn.au</a>
Handbook for Councillors of the Australian Industry Group	Australian Industry Group (for provision to Ai Group Councillors only. Not for external parties)	Ms Jenifer Leuba	(03) 9867 0174 <a href="mailto:jenifer.leuba@aigroup.asn.au">jenifer.leuba@aigroup.asn.au</a>
The Australian Workers' Union Professional Training Program Financial Duties of Officers	Australian Workers' Union	General enquiries	(02) 8005 3333 <a href="mailto:members@nat.awu.net.au">members@nat.awu.net.au</a>
In-Boardroom: Governance and Finance for Registered Organisations	Australian Institute of Company Directors	Various	<a href="#">AICD state-based contacts</a>
ACTU s.154C Training— Union Governance	Australian Council of Trade Unions (ACTU)	Organising Centre Enquiries	(03) 9664 7360 <a href="mailto:orgcentre@actu.org.au">orgcentre@actu.org.au</a>
Governance of Registered Organisations	Weston Woodley & Robertson Chartered Accountants	Mr Dennis Robertson	(02) 9264 9144 <a href="mailto:dennisr@wwr.com.au">dennisr@wwr.com.au</a>
Governance and Financial Accountability for Registered Organisations	Local Government New South Wales	Ms Sarah Artist	(02) 9242 4182 <a href="mailto:learning@lgnsw.org.au">learning@lgnsw.org.au</a>
Australian Hotels Association Financial Management Training	Australian Hotels Association (for provision to AHA officers only. Not for external parties)	Mr Stephen Ferguson	(02) 6273 4007 <a href="mailto:ceo@aha.org.au">ceo@aha.org.au</a>
Governance and Finance Training for Registered Organisations	Dickson Wohlsen Pty Ltd, trading as CTA Training	Mr Tom Streater	(07) 3878 9355 <a href="mailto:tom@dws.net.au">tom@dws.net.au</a>
The Registered Organisation Training Act for Organisations and Boards	Vibe Public Relations Consultancy	Ms Anne Andrews	0400 021 679 <a href="mailto:vibeprctraining@bigpond.com">vibeprctraining@bigpond.com</a>
Training Course for Registered Organisations - Governance and Finance	Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourse, Public Authorities, Water Boards Union	Mr Andrew Johnson	<a href="mailto:andrew.johnson@lgrceu.org">andrew.johnson@lgrceu.org</a>
MTAQ Registered Organisation Governance Course	Motor Trades Association of Queensland Industrial Organisation of Employers	Mr Paul Murray	<a href="mailto:paulm@mtaq.com.au">paulm@mtaq.com.au</a>

**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]*
    2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

*[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]*

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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)

## 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.

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

**svc-adlib5**

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**From:** Chris Roper <Chris.Roper@aec.gov.au>  
**Sent:** Wednesday, 19 April 2017 4:20 PM  
**To:** Orgs  
**Cc:** Nigel Inglis  
**Subject:** AHA E2016.269 - Stage 1 - Declaration of Results [SEC=UNCLASSIFIED]  
**Attachments:** AHA E2016.269 - Stage 1 - Declaration of Results.pdf

Attention: Stephen Kellett

For your records, please find attached the Declaration of Results for Stage 1 of the election.

Regards

Chris

**Chris Roper | Assistant Divisional Office Manager**  
Elections Services | Northern Territory Office  
Australian Electoral Commission  
T: (08) 8982 8038 | M: 0413 271 206

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# Australian Hotels Association Northern Territory Branch

## Declaration of Results for Contested and Uncontested Offices

E2016/269 – Stage 1

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.

### Contested Office

#### **Regional Towns (Katherine, Tennant Creek, Jabiru & Gove) Division – Divisional Representative – Clubs (1)**

Total number of names on the roll of voters	21
Ballot papers issued	21
Replacement ballot papers issued	0
<b>Total Ballot Papers Issued</b>	<b>21</b>
Ballot papers / envelopes returned for scrutiny	8
Less ballot papers / envelopes rejected at preliminary scrutiny	0
<b>Total Ballot Papers Admitted to Scrutiny</b>	<b>8</b>
Percentage of ballot papers returned to number issued	38%
Ballot papers returned as unclaimed mail	0
Ballot papers not returned	13

### Candidates

DALTON, Frank	7
THOMPSON, Paula	1
Total votes	8
Formal ballot papers	8
Informal ballot papers	0

I declare Frank Dalton elected.

**Wayside Inns Division**

**Wayside Inns - Divisional Representative (2)**

Candidates

CARMICHAEL, Lindsay  
TARGETT, Gregory David

**Northern Territory Branch**

**General Representative (3)**

Candidates

PALMER, Paul Andrew  
SLOAN, Ian  
WINN, Ashleigh

**Accommodation Hotels Division**

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

Candidate

JERVIS, Craig

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



Chris Roper  
Returning Officer  
Australian Electoral Commission

19 April 2017





# DECISION

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

## **Australian Hotels Association** (E2016/269)

MR ENRIGHT

MELBOURNE, 30 NOVEMBER 2016

*Arrangement for conduct of election.*

[1] On 24 November 2016 the Northern Territory Branch of the Australian Hotels Association lodged with the Fair Work Commission the prescribed information in relation to an election for the following offices:

Representatives to the Board (as follows):

### Darwin Division

Hotels	(3)
Accommodation	(2)
Clubs	(1)

### Alice Springs & Ayers Rock Division

Hotels	(1)
Accommodation	(1)
Clubs	(1)

### Regional Towns (Katherine, Tennant Creek, Jabiru and Gove) Division

Hotels	(1)
Accommodation	(1)
Clubs	(1)

<u>Wayside Inns Division</u>	(2)
------------------------------	-----

<u>General Representatives</u>	(3)
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Executive Committee

President <sup>1</sup>	(1)
Senior Vice-President	(1)
Vice-President	(1)
Secretary	(1)
Treasurer	(1)

National Accommodation Hotels Division

Northern Territory Accommodation Hotels Division representative <sup>2</sup>	(1)
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[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

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<sup>1</sup> The President is *ex officio* Delegate to the National Board by virtue of sub-rule 11(aa)(D) of the national rules

<sup>2</sup> As described in sub-rule 42(c) of the national rules

**From:** KELLETT, Stephen  
**Sent:** Wednesday, 30 November 2016 3:37 PM  
**To:** 'admin@ahant.com.au'  
**Subject:** Attention Ms Leisa Marshall - Election - AHA NT Branch - E2016/269 - decision

Dear Ms Marshall,

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

Yours faithfully

**STEPHEN KELLETT**  
Regulatory Compliance Branch  
**FAIR WORK COMMISSION**

80 William Street  
EAST SYDNEY NSW 2011

(ph) (02) 6746 3283  
(mob.) 0429 462 979  
(email) [stephen.kellett@fwc.gov](mailto:stephen.kellett@fwc.gov)



E2016 269 AHA NT  
decision.pdf

**From:** KELLETT, Stephen  
**Sent:** Wednesday, 30 November 2016 3:34 PM  
**To:** 'Industrial Elections'  
**Subject:** Election - AHA NT Branch - E2016/269 - decision

Dear Electoral Officer

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

STEPHEN KELLETT  
Senior Adviser  
Regulatory Compliance Branch  
FAIR WORK COMMISSION

80 William Street  
EAST SYDNEY NSW 2011

(ph) (02) 6746 3283  
(mob) 0429 462 979  
(em) [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au)



E2016 269 AHA NT  
decision.pdf



# Copy of Prescribed Information

**Title of Matter:** Application/Notification by Australian Hotels Association-Northern Territory Branch  
**Section:** s.189(1) RO Act - Notification of elections for office  
**Subject:**  
**Matter Number(s):** E2016/269

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: [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).

**25 NOVEMBER 2016**

**From:** Leisa Marshall [<mailto:admin@ahant.com.au>]

**Sent:** Thursday, 24 November 2016 5:51 PM

**To:** Orgs

**Subject:** On CMS E2016/269 Election of Board Members - Australian Hotels Association NT Branch

Good afternoon,

Please find attached correspondence regarding the upcoming election for the Australian Hotels Association Northern Territory Branch.

Regards,

**Leisa Marshall**  
**Finance & Administration**

**Australian Hotels Association (NT Branch)**

GPO Box 3270 | DARWIN NT 0801

Ph: 08 8981 3650

Fax: 08 8981 5754

W: [www.ahant.com.au](http://www.ahant.com.au)



Election 2017 - AHA  
NT Branch.pdf



# AUSTRALIAN HOTELS ASSOCIATION

Northern Territory Branch



Telephone: (08) 8981 3650 Facsimile: (08) 8981 5754  
20/24 Cavenagh Street Darwin Northern Territory 0800  
PO Box 3270 Darwin Northern Territory 0801  
[admin@ahant.com.au](mailto:admin@ahant.com.au)

24 November 2016

Fair Work Commission  
GPO Box 1994  
MELBOURNE VIC 3011

**By email:** [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)

Dear Sir / Madam,

## **Upcoming Election – Australian Hotels Association Northern Territory Branch**

In accordance with section 189(1) of the *Fair Work (Registered Organisations) Act 2009* and Regulation 138, I lodge the following prescribed information in relation to the upcoming election of Board members of the Australian Hotels Association Northern Territory Branch.

As President of the Australian Hotels Association Northern Territory Branch, I am authorised to lodge the prescribed information:

### ***Names of Office of Position for which election required***

Board Members from the following Divisions:

- (1) Darwin
  - a. Hotels – 3 Divisional Representatives
  - b. Accommodation – 2 Divisional Representatives
  - c. Clubs – 1 Divisional Representative
- (2) Alice Springs & Ayers Rock
  - a. Hotels – 1 Divisional Representative
  - b. Accommodation – 1 Divisional Representative
  - c. Clubs – 1 Divisional Representative
- (3) Regional Towns (Katherine, Tennant Creek, Jabiru and Gove)
  - a. Hotels – 1 Divisional Representative
  - b. Accommodation – 1 Divisional Representative
  - c. Clubs – 1 Divisional Representative
- (4) Wayside Inns – 2 Divisional Representatives
- (5) General Board Division – 3 Representatives

The Executive Committee consisting of:

- (1) President / Delegate to National Board
- (2) Senior Vice President
- (3) Vice President
- (4) Secretary
- (5) Treasurer

The following position pursuant to Rule 42 of the National Rules of the Australian Hotels Association is also required:

- NT Accommodation Hotels Division – 1 Representative to the AHA National Accommodation Division Board

### ***Reason for Election***

An election is required to be conducted annually. The term of office is due to expire in the normal course of events.

### ***Electorate***

The Divisional members are elected to the Board by and from the financial members of each Division.

The Executive Committee is to be elected by and from the Board.

The National Accommodation Hotels Division is elected by and from the financials members of the NT Accommodation Hotels Division.

### ***Nominations***

Nominations shall close no later than 1 April 2017.

### ***Closure of Voting Rolls***

The roll of voters is closed 7 days before the day which nominations for the election open.

### ***Voting System***

The voting system for the Board positions is a direct voting system. The voting system for the Executive is the collegiate electoral system.

If you require any further information, please contact Des Crowe, Chief Executive Officer, by telephone on 08 8981 3650.

Yours sincerely,



Mick Burns  
President