



18 May 2018

Mr Michael Burns  
NT Branch President  
Australian Hotels Association-Northern Territory Branch  
admin@ahant.com.au

Dear Mr Burns,

cc: aha@aha.org.au

### **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 and contested offices for Northern Territory Branch [E2017/240]. 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-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;
  - 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

**Christine Hibberd**  
**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>						

8 May 2018

# Post-election Report

**Australian Hotels Association – NT Branch  
E2017/240**

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## Election(s) Covered in this Report

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Election Decision No/s: E2017/240

## Rules

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Rules used for the election:	[024n: Incorporates alterations certified on 20/04/17 in matters D2016/56 & R2016/145] [024N-NT: Incorporates alterations of 1/2/2005] [R2004/462]
Rules difficult to apply/interpret: Module Rule reference (if any)	None N/A

## Roll of Voters

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Total number of voters on the Roll: 114  
Number of apparent workplace addresses: 114  
Number of non-current addresses: NIL  
Other matters pertaining to the roll of voters: NIL

## Irregularities

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Details of written allegations of irregularities, and action taken by AEC: *NIL*  
Other irregularities identified, and action taken: NIL



## Other Matters

NIL

## Attachments

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- 1) Declaration of results for Uncontested Offices – NT Representatives to the Board
- 2) Declaration of Results for Contested Offices – NT General Representatives to the Board
- 3) Declaration of Results for Uncontested Offices – NT National Accommodation Hotels  
Division Representative
- 4) Declaration of Results for Uncontested Offices – NT Executive



Andrew Reid  
Returning Officer

8 May 2018

**Australian Hotels Association**  
**Northern Territory Branch**  
**DECLARATION OF RESULTS - E2017/240**  
**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:

**Darwin Division**

**Hotels**

**Representatives to the Board(3)**

**Candidates**

SALLIS	Doug	Divisional President (1 <sup>st</sup> nomination received)
HANNA	Jason Mark	Divisional Senior Vice-President (2 <sup>nd</sup> nomination received)
COLEMAN	Justin	

**Accommodation**

**Representatives to the Board (2)**

**Candidates**

BURNS	Michael	Divisional President
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**Clubs**

**Representatives to the Board (1)**

**Candidates**

REID	Russell	Divisional President
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**Alice Springs & Ayers Rock Division**

**Hotels**

**Representatives to the Board(1)**

**Candidates**

LOECHEL	Ray	Divisional President
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**Accommodation**

**Representatives to the Board(1)**

**Candidates**

JERVIS	Craig	Divisional President
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## Clubs

### Representatives to the Board(1)

#### Candidates

PEARSON Kyle Divisional President

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

### Hotels

### Representatives to the Board(1)

#### Candidates

JENKINS Jon Divisional President

### Accommodation

### Representatives to the Board(1)

#### Candidates

TOURISH John Divisional President

## Clubs

### Representatives to the Board(1)

#### Candidates

DALTON Frank Divisional President

## Wayside Inns Division

### Representatives to the Board(2)

#### Candidates

MCARDLE Amy Jane Divisional President (1<sup>st</sup> nomination received)  
TARGETT Greg Divisional Senior Vice-President (2<sup>nd</sup> nomination received)

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



Andrew Reid  
Returning Officer

6 April 2018

**Australian Hotels Association**  
**Northern Territory Branch**  
**DECLARATION OF RESULTS - E2017/240**  
**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:

**Members of the Northern Territory Branch Board**

**President (ex officio Delegate to the National Board) (1)**

Candidates

PALMER, Paul Andrew

**Senior Vice-President (1)**

Candidates

BURNS, Michael

**Vice-President (1)**

Candidates

DALTON, Frank

**Secretary (1)**

Candidates

HANNA, Jason Mark

**Treasurer (1)**

Candidates

PHILLIPS, Penny

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



Andrew Reid  
Returning Officer  
Australian Electoral Commission  
08/05/2018

**Australian Hotels Association**  
**Northern Territory Branch**  
**DECLARATION OF RESULTS - E2017/240**  
**Contested 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:

**Northern Territory Branch**

Total number of persons on the roll of voters	114
Ballot Papers Issued	114
Replacement ballot papers issued	0
<b>TOTAL BALLOT PAPERS ISSUED</b>	<b>114</b>
Ballot papers/envelopes returned for scrutiny	16
Less ballot papers/envelopes rejected at preliminary scrutiny	0
Adjusting balance	0
<b>TOTAL BALLOT PAPERS</b>	<b>16</b>
Percentage of ballot papers returned to number issued	14%
Ballot papers returned as unclaimed mail by closing date of ballot	0
Ballot papers not returned	98

**General Representatives to the Board**

<u>Candidates</u>		<u>Votes</u>
PALMER	Paul Andrew	13
PHILLIPS	Penny	12
SLOAN	Leah Danielle	10
VELEMA	Timothy	5

Formal ballot papers	16
Informal ballot papers	0

I declare the following elected:	Order elected
• PALMER Paul Andrew	1
• PHILLIPS Penny	2
• SLOAN Leah Danielle	3



Andrew Reid  
Returning Officer  
Australian Electoral Commission  
16/04/2018

**Australian Hotels Association**  
**Northern Territory Branch**  
**DECLARATION OF RESULTS - E2017/240**  
**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:

**National Accommodation Hotels Division**

**Representatives to the Board**

**National Board Representative(1)**

Candidates

JERVIS

Craig

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



Andrew Reid  
Returning Officer

6 April 2018



## DECISION

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

**Australian Hotels Association**  
(E2017/240)

MR ENRIGHT

MELBOURNE, 23 NOVEMBER 2017

*Arrangement for conduct of election.*

[1] On 9 November 2017 the Northern Territory Branch of the Australian Hotels Association lodged with the Registered Organisations Commission prescribed information for an election to fill 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)

Wayside Inns Division

(2)

General Representatives

(3)

**Executive**

President ( <i>ex officio</i> Delegate to the National Board)	(1)
Senior Vice-President	(1)
Vice-President	(1)
Secretary	(1)
Treasurer	(1)

**National Accommodation Hotels Division**

Northern Territory Accommodation Hotels Division representative (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 COMMISSIONER**

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## **svc-adlib5**

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**From:** Leisa Marshall <admin@ahant.com.au>  
**Sent:** Thursday, 9 November 2017 5:41 PM  
**To:** ROC - Registered Org Commission  
**Subject:** AHA - NT Branch Election of Board Members  
**Attachments:** Election 2018 - AHA NT Branch.pdf

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

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Fax: 08 8981 5754

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# Northern Territory Branch AUSTRALIAN HOTELS ASSOCIATION



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[admin@ahant.com.au](mailto:admin@ahant.com.au)

9 November 2017

Registered Organisations Commission  
GPO Box 2983  
MELBOURNE VIC 3001

**By email:** [regorgs@roc.gov.au](mailto:regorgs@roc.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 financial members of the NT Accommodation Hotels Division.

### ***Nominations***

Nominations shall close no later than 1 April 2018.

### ***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