



14 January 2019

Mr Thomas McGuire
QLD Branch President / Chairman SZGC
Australian Hotels Association-Queensland Branch
info@qha.org.au

Dear Mr McGuire,

cc: Head Office, 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 offices for QLD Branch [E2018/127]. 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, as soon as practicable after receiving the post-election report, 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-Queensland 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

Matthew Indrigo
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].¹
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:²
 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]:³
 - COMMENCED operation:
 1. [include name of each new branch]
 2. ...
 - CEASED operation:
 1. [include name of each closed branch]

¹ s.230(1)(d); reg.147(d)

² s.230(1)(d); reg.147(a) & (d)

³ 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.]*

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
<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>						

6 November 2018

Post-election Report

Australian Hotels Association E 2018/127

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Election(s) Covered in this Report

Election Decision No/s: E2018/127

Rules

Rules used for the election: 024N-QLD
28/6/2004

Rules difficult to apply/interpret: None
Module Rule reference (if any) N/A

Roll of Voters

As there were no contested offices, no Roll of Voters was required.

Irregularities

Details of written allegations of irregularities, and action taken by AEC: *Nil*

Other irregularities identified, and action taken: Nil

Other Matters

N/A

Attachments

- 1) Declaration of Results for Uncontested Offices – QLD



Chris McCormack
Returning Officer

6 November 2018

Australian Hotels Association
QLD Branch
DECLARATION OF RESULTS - E2018/127
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:

Northern Zone General Committee

Chairman (1)

Candidates

HAKFOORT, Albert

Senior Vice-Chairman (1)

Candidates

CLARKE, Stephen

Vice-Chairman (2)

Candidates

O'DONNELL, Dominic

HOGG, Peter

Secretary/Treasurer (1)

Candidates

GIBSON, Stewart

Trustee (2)

Candidates

No Nominations Received

Southern Zone General Committee

Chairman (1)

Candidates

MCGUIRE, Thomas

Senior Vice-Chairman (1)

Candidates

DEERY, Richard

Vice-Chairman (2)

Candidates

ARMSTRONG, Scott Donald

DOUGLAS, John

Secretary/Treasurer (1)

Candidates

CONDON, Tony

Trustee (2)

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.



Chris McCormack
Returning Officer
Australian Electoral Commission
05/11/2018



6 December 2018

Mr Thomas McGuire
QLD Branch President / Chairman SZGC
Australian Hotels Association-Queensland Branch
info@qha.org.au

Dear Mr McGuire,

cc: aha@aha.org.au

Reminder of actions required when persons elected to office

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Regards

Christine Hibberd
Registered Organisations Commission

Australian Hotels Association
QLD Branch
DECLARATION OF RESULTS - E2018/127
Uncontested Offices

Scheduled Election

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Northern Zone General Committee

Chairman (1)

Candidates

HAKFOORT, Albert

Senior Vice-Chairman (1)

Candidates

CLARKE, Stephen

Vice-Chairman (2)

Candidates

O'DONNELL, Dominic

HOGG, Peter

Secretary/Treasurer (1)

Candidates

GIBSON, Stewart

Trustee (2)

Candidates

No Nominations Received

Southern Zone General Committee

Chairman (1)

Candidates

MCGUIRE, Thomas

Senior Vice-Chairman (1)

Candidates

DEERY, Richard

Vice-Chairman (2)

Candidates

ARMSTRONG, Scott Donald

DOUGLAS, John

Secretary/Treasurer (1)

Candidates

CONDON, Tony

Trustee (2)

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.



Chris McCormack
Returning Officer
Australian Electoral Commission
05/11/2018

Australian Hotels Association
QLD Branch
DECLARATION OF RESULTS - E2018/127
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:

Atherton Tablelands Division

Zone General Committee Representatives (1)

Candidates

CLARKE, Stephen

Bowen Division

Zone General Committee Representatives (1)

Candidates

HAKFOORT, Albert

Cairns Division

Zone General Committee Representatives (1)

Candidates

GIBSON, Stewart

Innisfail Division

Zone General Committee Representatives (1)

Candidates

HOGG, Peter

Mackay Division

Zone General Committee Representatives (1)

Candidates

No Nominations Received

Townsville Division

Zone General Committee Representatives (1)

Candidates

No Nominations Received

Accommodation Hotels Division

Zone General Committee Representatives (1)

Candidates

O'DONNELL, Dominic

Brisbane North Division

Zone General Committee Representatives (9)

Candidates

FARQUHAR, Ross

GREGORSKI, Nick

TAIT, Melinda

Brisbane South Division

Zone General Committee Representatives (9)

Candidates

DEERY, Richard

HOGAN, Scott

MCDONALD, Stuart

MCGUIRE, Matthew

MCGUIRE, Thomas

South West Queensland Division

Zone General Committee Representatives (1)

Candidates

No Nominations Received

Bundaberg Division

Zone General Committee Representatives (1)

Candidates

No Nominations Received

Central Division

Zone General Committee Representatives (8)

Candidates

No Nominations Received

Dalby Division

Zone General Committee Representatives (1)

Candidates

HILL, Rodney

Gold Coast Division

Zone General Committee Representatives (1)

Candidates

CONDON, Tony

Gympie Division

Zone General Committee Representatives (1)

Candidates

No Nominations Received

Ipswich Division

Zone General Committee Representatives (2)

Candidates

JOHNSON, Rachel

INGHAM-MYERS, Sam

Maryborough Division

Zone General Committee Representatives (1)

Candidates

No Nominations Received

Sunshine Coast Division

Zone General Committee Representatives (2)

Candidates

MORROW, Terence

ARMSTRONG, Scott

Burnett Division

Zone General Committee Representatives (1)

Candidates

No Nominations Received

Toowoomba Division

Zone General Committee Representatives (2)

Candidates

No Nominations Received

Warwick Division

Zone General Committee Representatives (1)

Candidates

No Nominations Received

Brisbane Accommodation Hotels Division

Zone General Committee Representatives (1)

Candidates

DOUGLAS, John

Gold Coast Accommodation Hotels Division

Zone General Committee Representatives (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.



Chris McCormack
Returning Officer
Australian Electoral Commission
14/09/2018



DECISION

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

Australian Hotels Association
(E2018/127)

MR ENRIGHT

MELBOURNE, 21 JUNE 2018

Arrangement for conduct of election.

[1] On 13 June 2018 the Queensland Hotels Association of the Australian Hotels Association lodged with the Registered Organisations Commission prescribed information for an election to fill the following offices:

Northern Zone General Committee

Chairman	(1)
Senior Vice-Chairman	(1)
Vice-Chairman	(2)
Secretary/Treasurer	(1)
Trustee	(2)

Zone General Committee Representatives from each of the following Divisions:

Atherton Tablelands Division	(1)
Bowen Division	(1)
Cairns Division	(1)
Innisfail Division	(1)
Mackay Division	(1)
Townsville Division	(1)
Accommodation Hotels Division	(1)

Southern Zone General Committee

Chairman	(1)
Senior Vice-Chairman	(1)
Vice-Chairman	(2)
Secretary/Treasurer	(1)
Trustee	(2)

Zone General Committee Representatives from each of the following Divisions:

Brisbane North Division	(9)
Brisbane South Division	(9)
South West Queensland Division	(1)
Bundaberg Division	(1)
Central Division	(8)
Dalby Division	(1)
Gold Coast Division	(1)
Gympie Division	(1)
Ipswich Division	(2)
Maryborough Division	(1)
Sunshine Coast Division	(2)
Burnett Division	(1)
Toowoomba Division	(2)
Warwick Division	(1)
Brisbane Accommodation Hotels Division	(1)
Gold Coast Accommodation Hotels Division	(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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<PR351095>

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, Thomas Harrington McGuire, being the President of the Australian Hotels Association (Queensland Branch), make the following statement:

1. I am authorised to sign this statement containing prescribed information for Australian Hotels Association (Queensland Branch).
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. This statement **IS** lodged at least 2 months before nominations open for the election below.

Signed:



Thomas Harrington McGuire

President

Dated: 13th June 2018

ANNEXURE A

- Elections that are required :

Branch	Name of Office	Number required	Voting System	Reason for Election	Electorate
			<i>Direct voting system; Collegiate electoral system</i>	<i>Scheduled; Casual vacancy; New office created; Insufficient nominations</i>	
Northern Zone General Committee	Representative	1	Collegiate	Scheduled	Divisional Management Committee Atherton Tablelands Division
	Representative	1	Collegiate	Scheduled	Divisional Management Committee Bowen Division
	Representative	1	Collegiate	Scheduled	Divisional Management Committee Cairns Division
	Representative	1	Collegiate	Scheduled	Divisional Management Committee Innisfail Division
	Representative	1	Collegiate	Scheduled	Divisional Management Committee Mackay Division
	Representative	1	Collegiate	Scheduled	Divisional Management Committee Townsville Division
	Representative	1	Collegiate	Scheduled	Divisional Management Committee Accommodation Hotels Division
Southern Zone General Committee	Representative	9	Collegiate	Scheduled	Divisional Management Committee Brisbane North Division
	Representative	9	Collegiate	Scheduled	Divisional Management Committee Brisbane South Division
	Representative	1	Collegiate	Scheduled	Divisional Management Committee South West Queensland Division
	Representative	1	Collegiate	Scheduled	Divisional Management Committee Bundaberg Division
	Representative	8	Collegiate	Scheduled	Divisional Management Committee Central Division
	Representative	1	Collegiate	Scheduled	Divisional Management Committee Dalby Division
	Representative	1	Collegiate	Scheduled	Divisional Management Committee Gold Coast Division

	Representative	1	Collegiate	Scheduled	Divisional Management Committee Gympie Division
	Representative	2	Collegiate	Scheduled	Divisional Management Committee Ipswich Division
	Representative	1	Collegiate	Scheduled	Divisional Management Committee Maryborough Division
	Representative	2	Collegiate	Scheduled	Divisional Management Committee Sunshine Coast Division
	Representative	1	Collegiate	Scheduled	Divisional Management Committee Burnett Division
	Representative	2	Collegiate	Scheduled	Divisional Management Committee Toowoomba Division
	Representative	1	Collegiate	Scheduled	Divisional Management Committee Warwick Division
	Representative	1	Collegiate	Scheduled	Divisional Management Committee Brisbane Accommodation Hotel Division
	Representative	1	Collegiate	Scheduled	Divisional Management Committee Gold Coast Accommodation Hotel Division
Northern Zone General Committee Officers	Chairman	1	Collegiate	Scheduled	Northern Zone General Committee
	Senior Vice-Chairman	1	Collegiate	Scheduled	
	Vice-Chairman	2	Collegiate	Scheduled	
	Secretary / Treasurer	1	Collegiate	Scheduled	
	Trustee	2	Collegiate	Scheduled	
Southern Zone General Committee Officers	Chairman	1	Collegiate	Scheduled	Southern Zone General Committee
	Senior Vice-Chairman	1	Collegiate	Scheduled	
	Vice-Chairman	2	Collegiate	Scheduled	
	Secretary / Treasurer	1	Collegiate	Scheduled	
	Trustee	2	Collegiate	Scheduled	

- Important dates:

	Direct Voting System	Collegiate Electoral System
Nominations OPEN	<i>To be determined by returning officer</i>	<i>To be determined by returning officer</i>
Nominations CLOSE	<i>To be determined by returning officer</i>	<i>To be determined by returning officer</i>
Roll of Voters cut off date	<i>7 days prior to nominations opening (Rule 76)</i>	<i>7 days prior to nominations opening (Rule 10)</i>



5 June 2018

Mr Tony Condon
QLD Branch & SZGC Secretary/Treasurer
Australian Hotels Association-Queensland Hotels Association
Sent via email: info@qha.org.au

CC: AEC Returning Officer by email: industrial.elections@aec.gov.au

Dear Mr Condon,

Courtesy Letter - Election for offices [E2018/127]

The rules of the Australian Hotels Association-Queensland Hotels Association indicate that an election for offices within the branch is due to commence shortly.

- Zone General Committee

It appears that nominations for the election for the above-named offices open in September this year.

Reminder: prescribed information must be lodged

This is a courtesy letter to remind you of your obligation to lodge information about the election (known as the 'prescribed information') pursuant to sub-sections 189(1) and (2) of the *Fair Work (Registered Organisations) Act 2009* (the 'Act') within the month. Prescribed information must be lodged with the Registered Organisations Commission (the ROC) two months before nominations open for the election.

If you do NOT agree that an election is due

If you have a different interpretation for the commencement of the election or the offices due for election under your rules, please let the ROC know on regorgs@roc.gov.au as soon as possible.

If you agree that an election is due

If you agree that an election is due, the prescribed information must be lodged within the month. The prescribed information should contain details of the election as required by regulation 138(1) of the *Fair Work (Registered Organisations) Regulations 2009* (the 'Regulations'), and any subsequent collegiate elections, if that is relevant. A sample of the prescribed information can be found on our website at <http://www.roc.gov.au/resources-and-decisions/fact-sheets-templates-and-webinars>.

The prescribed information should be emailed to regorgs@roc.gov.au. When lodging the prescribed information, please quote [E2018/127]

If you are unable to lodge the prescribed information on time

If your branch believes that it will be unable to comply with the prescribed day as set out in the Regulations, it will need to apply to the Commissioner within the month for a later date. Such request will need to set out in detail the reason why your organisation is unable to comply with the requirement. While the Commissioner will consider such an application, there is no assurance that

consent to a later day will be allowed.

Penalties apply

It should be noted Section 189(2) is a civil penalty provision. Failure for an organisation to lodge prescribed information at least two months before nominations open may result in legal proceedings being issued with the possibility of a pecuniary penalty being imposed upon an officer and/or the organisation.

The ROC intends to continue to provide reminders that an election is due as a courtesy. However failure to receive a reminder from the ROC cannot be relied on as a reason for late, incorrect or non-lodgment of prescribed information. The obligation to lodge prescribed information consistent with the Act and the rules of the organisation rests with the organisation.

Insufficient nominations

If there are insufficient nominations, or if a casual vacancy arises after the conduct of this election, then those unfilled or vacated offices must be filled in accordance the organisation's rules, and in any event in a timely manner.

Should you seek any clarification in relation to the above, please contact the ROC on regorgs@roc.gov.au.

Yours faithfully,



Sam Gallichio
Registered Organisations Commission