



19 April 2018

Mr Peter Burnett
Branch President
Australian Hotels Association-Victorian Branch
p.osullivan@ahavic.com.au

Dear Mr Burnett,

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 offices for Victorian Branch [E2017/253]. 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-Victorian 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].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>						

18 April 2018

Post-election Report

Australian Hotels Association E2017/253

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Election(s) Covered in this Report

Election Decision No/s: E2017/253

Rules

Rules used for the election:	[024n: Incorporates alterations certified on 20/04/2017 in matters D2016/56 & R2016/145]
Rules difficult to apply/interpret:	N/A
Model Rule reference (if any)	N/A

Roll of Voters

Total number of voters on the Roll:	12
Number of apparent workplace addresses:	12
Number of non-current addresses:	0
Other matters pertaining to the roll of voters:	N/A

Irregularities

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

Other irregularities identified, and action taken: None

Other Matters

None

Attachments

- 1) Declaration of Results for Uncontested Offices – VIC



Rosemary Darwinkel
Returning Officer

18 April 2018

Australian Hotels Association
Victorian Branch
DECLARATION OF RESULTS - E2017/253
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:

Branch Delegates to the AHA National Board (6)

Candidates

BURKE	Michael
CANNY	David
CURRY	David John
MULLINS	Matthew
ROBERTSON	Mark Lane
STOCKS	Paul

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



Rosemary Darwinkel
Returning Officer

6 April 2018



DECISION

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

Australian Hotels Association
(E2017/253)

MR ENRIGHT

MELBOURNE, 21 FEBRUARY 2018

Arrangement for conduct of election.

[1] On 9 January and 2 February 2018 the Victorian Branch of the Australian Hotels Association lodged with the Registered Organisations Commission prescribed information for an election to fill the following offices:

Branch Delegates to the AHA National Board (6)

[2] The President of the Victorian Branch is an ex-officio Member of the National Board and will be the seventh Branch Delegate to the AHA National Board.

[3] I am satisfied that an election for the offices named in paragraph [1] above 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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2 February 2018

The Industrial Registrar
Registered Organisations Commission
Level 4
414 LaTrobe Street
GPO Box 2983
Melbourne Vic 3001

via email: regorgs@roc.gov.au

Dear Sir/Madam,

Delegates of AHA (Vic) to National Board of Australian Hotels Association - Notice and Statement of Prescribed Information for an Election¹

I, Peter M. Burnett AM, being the President of the Australian Hotels Association (Victoria), make the following statement:

I am the President of the Australian Hotels Association (Victorian Branch),

I am authorised to lodge the following prescribed information concerning forthcoming elections in the Victorian Branch of the Australian Hotels Association, and

I confirm that the following information is being lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009.

It is requested that FWC approve arrangements for the conduct of an election for six (6) AHA (Vic) Branch delegates to the AHA National Board. The President of the Victorian Branch is an ex-officio Member of the National Board.

Reasons for election:

Election for offices and positions is required as the terms of office are due to expire in the normal course of events under the rules of the organisation.

Elected by:

The electorate comprises members of the Australian Hotels Association (Victoria) branch Committee of Management.

The role of voters is to be closed 7 days before the day on which nominations for the election open, and

The electorate for collegiate electoral system is by and from the Branch Committee of Management of AHA (Vic).

Nominations open:

Nominations are required to be lodged on or before 1 April on any given year. The date and time of the beginning and end of the period in which nominations will be called for or may be made is to be determined by the Australian Electoral Commission (The Returning Officer);

Nominations close:

Nominations close at a date determined by the Returning Officer.

Please advise that this request meets your requirements and that the Australian Electoral Commission will conduct the elections as necessary.

Please contact Paddy O'Sullivan, telephone 0408 220909 or 86317910 or p.osullivan@ahavic.com.au should additional information be required.

Yours sincerely,



PETER BURNETT AM
President
Australian Hotels Association (Victoria)