



11 April 2018

Executive Director
Australian Hotels Association-Western Australian Branch
exec@ahawa.asn.au

Dear Executive Director,

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 West Australia Branch [E2017/269]. 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 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-Western Australian 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>						

22/03/2018

Post-election Report

Australian Hotels Association E2017/269

Contents

Election(s) Covered in this Report	3
Rules	3
Roll of Voters.....	3
Irregularities.....	4
Other Matters	5
Attachments.....	5

Election(s) Covered in this Report

Election Decision No/s: E2017/269

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: None
Model Rule reference (if any) N/A

Roll of Voters

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

OR *(delete the option which does not apply and this text)*

Total number of voters on the Roll: See Attachment 1

Number of apparent workplace addresses: See Attachment 1

Number of non-current addresses: See Attachment 1

Other matters pertaining to the roll of voters: See Attachment 1

Irregularities

Details of written allegations of irregularities, and action taken by AEC: No

Other irregularities identified, and action taken: No

Other Matters

Insert here details of other matters it will be useful to bring to the attention of the organisation – this may include matters such as rules that, although not meeting the definition of difficult to apply or interpret, might be better if they were modernised or clarified or covered matters which the RO had to use their “fill the gap” power to apply.

Attachments

- 1) Consolidated Report on Roll of voters
- 2) Declaration of Results for Contested and Uncontested Offices – WA

Margret Mitchell
Returning Officer

22/03/2018

National Board Delegates

Total number of voters on the Roll: 15

Number of apparent workplace addresses: 15

Number of non-current addresses: Nil

Other matters pertaining to the roll of voters: Nil

National Accommodation Hotels Division Representative

Total number of voters on the Roll: 70

Number of apparent workplace addresses: 70

Number of non-current addresses: Nil

Other matters pertaining to the roll of voters: 1 Delectation from the Roll.

Australian Hotels Association
Western Australian Branch
DECLARATION OF RESULTS - E2017/269
Uncontested and Contested Offices

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:

Accommodation Hotels Division

Total number of persons on the roll of voters	69
Ballot Papers Issued	69
Replacement ballot papers issued	0
TOTAL BALLOT PAPERS ISSUED	69
Ballot papers/envelopes returned for scrutiny	17
Less ballot papers/envelopes rejected at preliminary scrutiny	0
Adjusting balance	0
TOTAL BALLOT PAPERS	17
Percentage of ballot papers returned to number issued	25
Ballot papers returned as unclaimed mail by closing date of ballot	1
Ballot papers not returned	51

Western Australian Branch National Accommodation Hotels Division Representative (1)

<u>Candidates</u>	<u>Votes</u>
	2
MCDONALD Adam	
CAIRNS Andrew	15
Total votes	17
Formal ballot papers	17
Informal ballot papers	0

I declare Andrew Cairns elected:

Branch Committee of Management

Western Australian Branch National Board Delegates (2)

Candidates

REID Sean K

PEIRSON- Martin
JONES

I declare the following elected:

Sean K REID and Martin PIERSON-JONES

Margret Mitchell
Returning Officer
Australian Electoral Commission
22 March 2018



DECISION

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

Australian Hotels Association
(E2017/269)

MR ENRIGHT

MELBOURNE, 8 JANUARY 2018

Arrangement for conduct of election.

[1] On 8 December 2017 and 3 January 2018 the Western Australian Branch of the Australian Hotels Association lodged with the Registered Organisations Commission prescribed information for an election to fill the following offices:

National Board Delegates (2)¹
National 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

Printed by authority of the Commonwealth Government Printer
<Price code A, PR350943>

¹ This number is in addition to the third Delegate required under the rules, which is the Branch President *ex officio*.

svc-adlib5

From: Marina Maidment <exec@ahawa.asn.au>
Sent: Wednesday, 3 January 2018 6:51 PM
To: ROC - Registered Org Commission
Subject: E2017/269 - AHA WA Branch - Request to hold Election
Attachments: DOC030118-03012018154326.pdf

I refer to our earlier correspondence emailed to you on Friday 8th December and your acknowledgement on Monday 11th December.

Unfortunately there were some errors in this application to hold an election and I have attached for your attention a corrected copy and application.

My apologies for this error and inconvenience.

I would appreciate it if you could please acknowledge receipt.

Kind Regards,

Tricia Clark

Australian Hotels Association
Western Australia
38 Parliament Place
West Perth WA 6005

T: (08) 9321 7701 E: exec@ahawa.asn.au
F: (08) 9321 7730 W: www.ahawa.asn.au

This e-mail and any attachment contains information which is private and confidential and is intended for the addressee only. Internet communications are not secure and therefore the AHA does not accept legal responsibility for the contents of this message. If you are not an addressee, you are not authorised to read, copy or use the e-mail or any attachment. If you have received this e-mail in error, please notify the sender by return e-mail and then destroy it.

--

Message protected by MailGuard: e-mail anti-virus, anti-spam and content filtering.
<http://www.mailguard.com.au>



Australian Hotels Association
WESTERN AUSTRALIA

38 Parliament Place West Perth WA 6005
PO Box 660 West Perth Western Australia 6872
T. 08 9321 7701 F 08 9321 7730 W www.ahawa.asn.au

3rd January 2018

General Manager
Fair Work Commission
GPO Box 1994S
MELBOURNE VIC 3001

By email: regorgs@roc.gov.au

Dear Sir

**NOTIFICATION OF ELECTIONS PURSUANT OF SECTION 189 AND
REGULATION 138 OF FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009
- AUSTRALIAN HOTELS ASSOCIATION WA BRANCH**

In accordance with the Fair Work (Registered Organisations) Act 2009, I enclose the prescribed information and statement of Mr Neil Randall, President of the Australian Hotels Association Western Australian Branch (Attachment 1).

PART A

Under Section 11 (aa) B of the National Rules of the Australian Hotels Association, the Western Australian Branch is permitted 3 representatives on the National Board. Of these 3 members, in accordance the President shall be ex officio with the other two being elected by the Branch Committee of Management.

Therefore it is requested that the following be elected by the Branch Committee of Management:

- 2 representatives to the Australian Hotels Association National Board

Under Section 42 (c) of the National Rules of the Australian Hotels Association, the Western Australian Branch is permitted one (1) representative on the National Accommodation Board. This representative shall be elected by members of the Western Australian Accommodation Division.

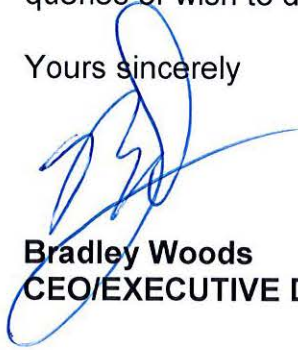
Therefore, it is requested that the following be elected by the Western Australian Accommodation Division:

- 1 representative to the Australian Hotels Association National Accommodation Board

Rule 11 (e) requires that the Returning Officer shall call for nominations of representatives to the National Board at least 14 days prior to 1 April 2018.

Please do not hesitate to contact either myself or Marina Maidment if you have any queries or wish to discuss the matter further.

Yours sincerely



Bradley Woods
CEO/EXECUTIVE DIRECTOR

**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, Neil Randall, President of the Australian Hotels Association, Western Australian Branch state, make the following statement:

1. I am authorised to sign this statement containing prescribed information for Australian Hotels Association, Western Australian 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.

This statement is lodged at least 2 months before nominations open for the election below.

Signed:



Neil Randall
President
Australian Hotels Association
Western Australian Branch

Date: 3rd January 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>	
<i>AHA WA</i>	<i>National Board Delegate</i>	<i>2</i>	<i>Collegiate</i>	<i>Scheduled [Rule 11 (aa) B]</i>	<i>National Board</i>
<i>AHA WA</i>	<i>National Accommodation Hotels Division Representative</i>	<i>1</i>	<i>Collegiate</i>	<i>Scheduled [Rule 11 (e)]</i>	<i>National Board</i>

Important dates:

	Collegiate Electoral System
Nominations OPEN	<i>At least 14 days prior to 1 April 2018 (rule 11 (e))</i>
Nominations CLOSE	
Roll of Voters cut off date	