



25 July 2019

David Smith  
National Secretary  
Australian Municipal, Administrative, Clerical and Services Union  
Sent via email: info@asu.asn.au

Dear David Smith,

### **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 in matter E2018/286. 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 Municipal, Administrative, Clerical and Services Union 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.

Yours faithfully,

**Christine Hibberd**  
**Registered Organisations Commission**

24 July 2019

# Post-election report

Australian Municipal, Administrative,  
Clerical and Services Union  
Scheduled election  
E2018/286

# Contents

Election(s) Covered in this Report.....	3
Rules .....	3
Roll of Voters.....	3
Irregularities.....	3
Other Matters.....	4
Signed.....	4
Attachments.....	5
A. Declaration of Results for Uncontested Offices – National .....	5

# Election(s) Covered in this Report

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Organisation: Australian Municipal, Administrative, Clerical and Services Union  
Election: Scheduled  
Election Decision No/s: E2018/286

## Rules

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Rules used for the election: 052V: Incorporates alterations of 24 June 2019  
[R2019/65] (replaces rulebook dated 18 April 2019 [R2019/35])

Rules difficult to apply/interpret: Nil  
Model Rule reference (if any): N/A  
For more details see the Model Rules on the AEC website:  
([https://www.aec.gov.au/About\\_AEC/AEC\\_Services/Industrial\\_Elections](https://www.aec.gov.au/About_AEC/AEC_Services/Industrial_Elections))

## Roll of Voters

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

## Irregularities

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

Other irregularities identified, and action taken: N/A

## Other Matters

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Returning Officer actions required (Section 193): No

Other Matters: Part 7 (40) (c ) provides for receipt of nominations at "...places and postal addresses...". The ASU may wish to consider broadening this Rule to allow for alternative means of nomination lodgement via facsimile or electronic methods (eg. email/web portal).

## Signed

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A handwritten signature in blue ink that reads "Allison Valentine". The signature is written in a cursive style with a large initial 'A'.

Allison Valentine  
Returning Officer  
Australian Electoral Commission  
E: [vicelections@aec.gov.au](mailto:vicelections@aec.gov.au)

24 July 2019

# Attachments

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## A. Declaration of Results for Uncontested Offices – National

### Australian Municipal, Administrative, Clerical and Services Union DECLARATION OF RESULTS - E2018/286 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 President (1)

Candidates

ONEILL Paul

#### National Vice-President (1)

Candidates

THOMAS Jennifer

#### National Secretary (1)

Candidates

SMITH David

#### Assistant National Secretaries (2)

Candidates

POTTER Robert

WHITE Linda

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



Allison Valentine  
Returning Officer

Email: [vicelections@aec.gov.au](mailto:vicelections@aec.gov.au)

24/07/2019





## DECISION

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

**Australian Municipal, Administrative, Clerical and Services Union**  
(E2018/286)

MR ENRIGHT

MELBOURNE, 22 FEBRUARY 2019

*Arrangement for conduct of election.*

[1] On 20 December 2018 the Australian Municipal, Administrative, Clerical and Services Union lodged with the Registered Organisations Commission prescribed information for an election to fill the following offices:

National President	(1)
National Vice-President	(1)
National Secretary	(1)
Assistant National Secretaries	(2)

[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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<PR351265>



**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, Robert Potter, being the Acting National Secretary of the Australian Municipal, Administrative, Clerical and Services Union (“ASU”), make the following statement:

1. I am authorised to sign this statement containing prescribed information for the ASU.
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. No rule alterations are pending that will impact the election.
5. This statement is lodged at least 2 months before nominations open for the election attached.



Signed: .....  
Robert Potter  
Acting National Secretary

Dated: 20<sup>th</sup> December, 2018

**ANNEXURE A**

- Elections that are required:

Branch	Name of Office	Number required	Voting System	Reason for Election	Electorate
<i>National</i>	<i>National President</i>	<i>1</i>	<i>Collegiate</i>	<i>Scheduled</i>	<i>National Executive (ASU National rules 37 a.i &amp; 40 a.)</i>
	<i>National Vice-President</i>	<i>1</i>	<i>Collegiate</i>	<i>Scheduled</i>	<i>National Executive (ASU National rules 37 a.i &amp; 40 a.)</i>
	<i>National Secretary</i>	<i>1</i>	<i>Collegiate</i>	<i>Scheduled</i>	<i>National Executive (ASU National rules 37 a.i &amp; 40 a.)</i>
	<i>Assistant National Secretary</i>	<i>2</i>	<i>Collegiate</i>	<i>Scheduled</i>	<i>National Executive (ASU National rules 37 a.i, 37 a.ii &amp; 40 a.)</i>

- Important dates:

	<b>Direct Voting System – Branch Elections</b> <i>(Branch National Executive representatives)</i>	<b>Collegiate Electoral System – National Offices Election</b>
<b>Nominations OPEN</b>	<i>First Wednesday in March (6 March 2019) (ASU National rule 40.b)</i>	<i>Nominations called by the Returning Officer on the Wednesday following the expiration of 28 days after the completion and declaration of all Branch elections for the elections of Branch National Executive representatives, or first Wednesday in July, whichever is earlier (ASU National rule 40 (a)).</i>
<b>Nominations CLOSE</b>	<i>21 Days after nominations called (27 March 2019) (ASU National rule 40.d)</i>	<i>21 days after nominations open (ASU National rule 40 d).</i>
<b>Roll of Voters cut-off date</b>	<i>15<sup>th</sup> day of the month preceding the date of calling nominations (15 February 2019) (National rule 41.c.vi)</i>	<i>When required by the Returning Officer, or no later than 7 days after close of nominations (National Secretary to provide a certified list of members of the National Executive entitled to vote. (National rule 41 c. vi.)).</i>