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**Australian Municipal, Administrative, Clerical and
Services Union
Central and Southern Queensland Clerical and
Administrative Branch**

DECLARATION OF RESULTS FOR UNCONTESTED OFFICES

Results of the election for the following offices conducted in accordance with Section 214 of the Workplace Relations Act 1996 and the rules of the organisation

E No. 14 of 2003

Branch President 1

Candidates

BENTLEY, Michael Phillip

Branch Vice-President 1

Candidates

HEINEMANN, Terrence

**Branch Secretary/First National Executive Representative/First National Conference
Delegate 1**

Candidates

BIGNELL, Julie Anne

Assistant Branch Secretary 1

Candidates

O'NEILL, Mary- Anne

National Conference Delegate 8

Candidates

BENTLEY, Michael Phillip

COLLYER, Christine Ann

FINN, Colleen

HEINEMANN, Terrence

HICKS, Christine Ann

MCFARLANE, Ruth Ethel

STARKEY, Mark Douglas

No other nomination was received

Alternate National Executive Representative 1

Candidates

BENTLEY, Michael Phillip

First Alternate National Conference Delegate 1

Candidates

PLACE, Kevin Wayne

Second Alternate National Conference Delegate 1

Candidates

WEBSTER, Melissa

Third Alternate National Conference Delegate 1

Candidates

SHEPPARD, Jannette Kaye

National Executive Representative 1

Candidates

O'NEILL, Mary-anne

Branch Council District Representative (Metropolitan District) 4

Candidates

CARLYON, Gerard
COMERFORD, Janelle Cresina
KNIGHT, Gillian Brenda
WALDRON, Beverley Ann

Branch Council District Representative (Southern & Western District) 2

Candidates

STRACHOTTA, Tanya Maree
ZECKOMSKE, Lynn Patricia

Branch Council District Representative (Central & Central-West District) 2

Candidates

HOOLIHAN, Elizabeth-ann
MCFARLANE, Ruth Ethel

Branch Council District Representative (Wide Bay District) 1

Candidates

QUICKENDEN, Karyn Cathryn

Branch Council District Representative (Gold Coast District) 1

Candidates

NOEL, Patricia

Branch Council District Representative (Brisbane City Council District) 1

Candidates

COLLYER, Christine Ann

Branch Council District Representative (Airline District) 2

Candidates

FINN, Colleen
MAREROA, Steve

Branch Council District Representative (Call Centre Industry) 1

Candidates

HOGAN, Felicity Louise

Branch Council District Representative (Universities District) 2

Candidates

SMITH, Susan
STARKEY, Mark Douglas

Branch Council District Representative (Regional Health Authority District) 1

Candidates

WYETH, Graham Robert

Branch Council District Representative (TAB District) 1

Candidates

REED, Darlene Edwiena

Branch Council District Representative (Suncorp-Metway District) 1

Candidates

BARRY, John Ernest

Branch Conference District Representative (Metropolitan District) 4

Candidates

COX, Elaine Lynette
MCLEAN, Susan
MOWDAY, Robert John
RYAN, Sean Dermod

Branch Conference District Representative (Southern & Western District) 2

Candidates

FULTON, John
KRAUKSTS, Edwin Walter

Branch Conference District Representative (Central & Central-West District) 2

Candidates

HETERICK, Julianne Maree
MERRITT, Graham Donald

Branch Conference District Representative (Wide Bay District) 1

Candidates

ROYAN, Christine Anne

Branch Conference District Representative (Gold Coast District) 1

Candidates

KEECH, Peter John

Branch Conference District Representative (Brisbane City Council District) 1

Candidates

MAYO, Susan Elizabeth

Branch Conference District Representative (Airlines District) 2

Candidates

MCALONAN, Damien
RUSSELL, Graeme

Branch Conference District Representative (Call Centre Industry) 1

Candidates

BUTLER, Michelle

Branch Conference District Representative (Universities District) 2

Candidates

FISHER, Amanda Elizabeth
MOLLER, Michelle Therese

Branch Conference District Representative (Regional Health Authorities District) 1

Candidates

ROBERTSON, Peter

Branch Conference District Representative (TAB District) 1

Candidates

BLOOMFIELD, Lenore A

Branch Conference District Representative (Suncorp-Metway District) 1

Candidates

RIDINGS, Sandra Joyce

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

Tracey Gaw
Returning Officer
9 April 2003



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Mr. Paul Slape
National Secretary
Australian Municipal, Administrative, Clerical and Services Union
Ground Floor
116 Queensberry Street
CARLTON SOUTH VIC 3053

Dear Mr. Slape,

**Re: Victorian Private Sector Branch and the Victorian Authorities and Services Branch
R2002/220, E2003/29 and R2003/13**

I refer to my letter dated 11 February 2003 regarding receipt of a number of notifications lodged under section 214 of the Workplace Relations Act 1996 for arrangements to be made with the Australian Electoral Commission for the conduct of elections within various branches of the Australian Municipal, Administrative, Clerical and Services Union (the ASU).

I have since received correspondence from Ryan Carlisle Thomas, Lawyers, and Mr. William Jacomb about the matter.

With the exception of the notifications from the Victorian Private Sector Branch and the Victorian Authorities and Services Branch, I have today made arrangements for the conduct of the elections within the branches of the ASU.

It is my view that the nature of the appeals lodged in the Australian Industrial Relations Commission against my earlier decisions in respect of alterations of the rules of the ASU prevent me from considering the notifications lodged by the abovementioned Victorian branches until determination of the appeals by the Commission.

For the same reason, I am unable to consider the alterations lodged to the rules of the Victorian Private Sector Branch.

Should you wish to discuss the matter in the meantime, please contact Mr. Clency Lapierre on (03) 8661 7787.

Yours sincerely,



Terry Nassios
Deputy Industrial Registrar
24 February 2003

cc: Mr. Orm Thomas
cc: Mr. William Jacomb
cc: Mr. Neil Kean

WORKPLACE RELATIONS ACT 1996
s.214 arrangement for conduct of an election

Australian Municipal, Administrative, Clerical and Services Union
(E 2003/14)

T. NASSIOS
DEPUTY INDUSTRIAL REGISTRAR

MELBOURNE, 24 FEBRUARY 2003

DECISION

On 23 January and 21 February 2003, the Central and Southern Queensland Branch of the abovementioned organisation lodged in the Industrial Registry the prescribed information in relation to an election for the following offices:

- Branch President
- Branch Vice-President
- Branch Secretary/ First National Executive Representative /First National Conference Delegate
- Assistant Branch Secretary
- National Conference Delegates (number to be determined in accordance with the rules)
- National Executive Representative
- Alternate National Executive Representative
- First Alternate National Conference Delegate
- Second Alternate National Conference Delegate
- Third Alternate National Conference Delegate

Branch Council Representatives from the following:

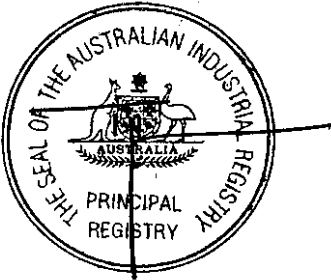
- Metropolitan District (4)
- Southern and Western District (2)
- Central and Central-West District (2)
- Wide Bay District (1)
- Gold Coast District (1)
- Brisbane City Council District (1)
- Airlines District (2)
- Call Centre Industry (1)
- Universities District (2)
- Regional Health Authorities District (1)
- TAB District (1)
- Suncorp-Metway District (1)

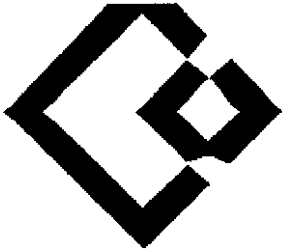
Branch Conference Representatives from the following:

- Metropolitan District (4)
- Southern and Western District (2)

- Central and Central-West District (2)
- Wide Bay District (1)
- Gold Coast District (1)
- Brisbane City Council District (1)
- Airlines District (2)
- Call Centre Industry (1)
- Universities District (2)
- Regional Health Authorities District (1)
- TAB District (1)
- Suncorp-Metway District (1)

I am satisfied that an election for the abovementioned offices is required to be held under the rules of the organisation and, under subsection 214(2) of the Workplace Relations Act 1996, I am making arrangements for the conduct of the election by the Australian Electoral Commission.





A•S•U

Our Ref: Br Ele JB/mm

25 February 2003

Mr Clency Lapierre
Team Manager
Industrial Registrar
Australian Industrial Registry

By Facsimile – 03 9654 6672

Dear Mr Lapierre,

RE – Section 214 and Regulation 61 – Union Elections

I refer to my telephone discussions with Liz of your office, seeking clarification of the offices to be elected in this Branch, and our most recent correspondence dated Friday, 21st February 2003.

National Executive.

The Officers to be elected are:

1. Branch Secretary/National Executive Representative/ National Conference Representative (one person to occupy all 3 positions simultaneously)
2. Second National Executive Representative
3. Alternate National Executive Representative

This means that there are two positions to be elected to the National Executive, as well as the additional Alternate.

Branch Executive and Trustees:

1. Six members of the Branch Executive are elected by collegiate vote on the first day of the Branch Council meeting, immediately following the completion of the Branch elections.
2. Two trustees are elected in the same manner as the Branch Executive.

National Conference:

1. Please note that the Branch Secretary is also the first National Conference Representative.
2. The number of National Conference Delegates is 9, including the Branch Secretary, leaving 8 to be separately elected. This has been determined by the number of AME's at 31 December 2002, which was 7031.

Branch Council Districts (19):

3. Four (4) Delegates are to be elected from the Brisbane Metropolitan District.

**Australian
Services
Union**

**Central & Southern
Queensland
Clerical and
Administrative
Branch**

29 Amelia St
Fortitude Valley
QLD 4006

PO Box 478
Fortitude Valley
QLD 4006

Tel: (07) 3252 8666
Tel: 1800 177 891
Fax: (07) 3252 1208
Email: info@qld.asu.asn.au

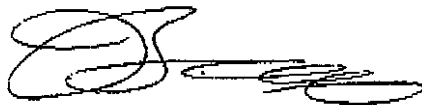
4. Two (2) Delegates are to be elected from the Southern and Western District.
5. Two (2) Delegates are to be elected from the Central and Central-West District.
6. One (1) Delegate is to be elected from the Wide Bay District.
7. One (1) Delegate is to be elected from the Gold Coast District.
8. One (1) Delegate is to be elected from the Brisbane City Council District.
9. Two (2) Delegates are to be elected from the Airlines District.
10. One (1) Delegate is to be elected from the Call Centre District.
11. Two (2) Delegates are to be elected from the Universities District.
12. One (1) Delegate is to be elected from the Regional Health Authorities District.
13. One (1) Delegate is to be elected from the TAB District.
14. One (1) Delegate is to be elected from the Suncorp-Metway District.

Branch Conference Districts (19):

1. Four (4) Delegates are to be elected from the Brisbane Metropolitan District.
2. Two (2) Delegates are to be elected from the Southern and Western District.
3. Two (2) Delegates are to be elected from the Central and Central-West District.
4. One (1) Delegate is to be elected from the Wide Bay District.
5. One (1) Delegate is to be elected from the Gold Coast District.
6. One (1) Delegate is to be elected from the Brisbane City Council District.
7. Two (2) Delegates are to be elected from the Airlines District.
8. One (1) Delegate is to be elected from the Call Centre District.
9. Two (2) Delegates are to be elected from the Universities District.
10. One (1) Delegate is to be elected from the Regional Health Authorities District.
11. One (1) Delegate is to be elected from the TAB District.
12. One (1) Delegate is to be elected from the Suncorp-Metway District.

Please do not hesitate to contact me directly on 07 3252 8666 or 0404 820 627 should you require any further information.

Yours faithfully



JULIE BIGNELL
BRANCH SECRETARY

Cc Ms Tracey Gaw
Returning Officer
Australian Electoral Commission
Fax 3832 4727



A•S•U

Our Ref: BRRULESF KAP/CB

21 February 2003

**Australian
Services
Union**

**Central & Southern
Queensland
Clerical and
Administrative
Branch**

29 Amelia St
Fortitude Valley
QLD 4006

PO Box 478
Fortitude Valley
QLD 4006

Tel: (07) 3252 8666
Tel: 1800 177 891
Fax: (07) 3252 1208
Email: info@qld.asu.asn.au


Mr Clency Lapiere
Team Manager
Australian Industrial Relations Commission
BY FACSIMILE: 03 9654 6672

Dear Mr Lapiere

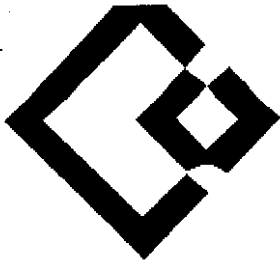
Further to your discussions with our Industrial Officer, Kerrie Parkin, in relation to our Branch election, we confirm that there are two (2) National Executive positions, one (1) of which will be the Branch Secretary.

Should you require any further information concerning this matter please do not hesitate to contact Ms Parkin on (07) 3252 8666 or 0404 820 630.

Yours sincerely


for **JULIE BIGNELL**
BRANCH SECRETARY

Australian Municipal, Administrative, Clerical and Services Union
Central and Southern Queensland Clerical and Administrative Branch
Union of Employees



A•S•U

Our Reference BR RULES F JBjs

23 January 2003

Industrial Registrar
Australian Industrial Registry

Attention: Clency Lapierre

Fax – 03 9654 6672

Dear Mr Lapierre,

Re: Section 214 and Regulation 61 – Union Elections

**Australian
Services
Union**

**Central & Southern
Queensland
Clerical and
Administrative
Branch**

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QLD 4006

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Fax: (07) 3252 1208
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Pursuant to Section 214 and Regulation 61 of the Workplace Relations Act 1996, I advise that elections for the following Offices within the Australian Municipal, Administrative, Clerical and Services union (ASU) Central and Southern Queensland Clerical and Administrative Branch are due to be held in 2003.

Name of Office	Number of Positions
1. Branch President	1
2. Branch Vice-President	1
3. Branch Secretary/First National Executive Representative/First National Conference Representative	1
4. District Representatives (Branch Council and Branch Conference)	38
5. National Conference Delegates	8 *
6. National Executive Representatives	2
7. Alternative National Executive Representative	1
8. First Alternate National Conference Delegate	1
9. Second Alternate National Conference Delegate	1
10. Third Alternate National Conference Delegate	1
11. Assistant Branch Secretary	1

The ASU Rules provide that nominations shall open on the first Wednesday in March and shall close 21 days after they are called.

The reasons for the elections are either that the term of office has expired or that new offices have been created.

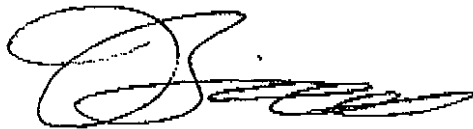
In all cases, the electorate is the whole of the financial membership of the Branch. The voting system to be employed is a direct voting system, except in the case of the election of the Branch Executive, which is collegiately elected from the Branch Council, on the first day of the new Council meeting, and the Trustees who are elected in the same manner. I have attached a copy of the rules for your information.

.2/..

Please note that the rules are in the process of being changed, through the removal of Retail District representatives, and their replacement with Call Centre District representatives. I have attached a copy of the current rules, as well as the proposed change, which is now being finalised.

I apologise for the late lodgement of this notice, which is due to some confusion regarding the correct procedure for lodgement, as well as matters arising out of our recent amalgamation with our former Airlines Branch on 1 January 2003.

Yours faithfully



Julie Bignell
BRANCH SECRETARY

* Subject to certification of former Airlines Branch membership, this number may increase to 9.

Encl.

21 - BRANCH ELECTIONS

- a. Commencing in 1995 and thereafter in every fourth year an election shall be held for the purpose of electing the following:
 - 1. Branch President
 - 2. Branch Vice-President
 - 3. Branch Secretary/First National Executive Representative/First National Conference Representative;
 - 4. District Representatives required to be elected by the Districts.
 - 5. National Conference Delegates
 - 6. National Executive Representative or Representatives
 - 7. The Alternate National Executive Representative
 - 8. First, Second and Third Alternate National Conference Delegates.

- b. Commencing from the elections due in 1999, and then in every fourth year thereafter, an election shall be held for the purpose of electing the Assistant Branch Secretary.

- c. Commencing from the election due in 1999, and then in every fourth year thereafter, an election shall be held for the Suncorp-Metway District Council and Conference Representatives to be elected by that District.

- d. Prior to the elections referred to in b., an election shall be held for the purpose of electing a person to the office of Assistant Branch Secretary.

- e. Prior to the elections due in 1999, elections are to be held to elect:-
 - i. a person from that District to the office of Council District Representative to Branch Council; and
 - ii. a person from that District to the office of Conference District Representative to Branch Conference,for the Suncorp-Metway District.

- f. Nominations for the offices in the elections referred to in d. and e. shall be called within one month of registration of the relevant Rule changes. The elections shall be conducted in accordance with the Rules with the necessary changes.

3 - BRANCH EXECUTIVE

- a. The Branch Executive shall be the Committee of Management of the Branch and shall consist of the President, Vice-President, Branch Secretary, Assistant Branch Secretary and six (6) further members, those six (6) members being elected by and from members of Branch Council.
- b. The six (6) Branch Executive members to be elected in accordance with a. hereof, shall be elected in every fourth year in accordance with these Rules, provided that:
 - i. Nominations shall be called one (1) week prior to the first Branch Council meeting to be held after the elections prescribed in Rule 21 and shall close at noon on the first day of Branch Council.
 - ii. Only members of Branch Council may nominate or be nominated provided that members may only nominate for one (1) of the six (6) positions who were members of the Airlines Branch on the day before the date of the certification of this Rule.
 - iii. Only members of Branch Council may vote in the election.

Such election shall be conducted in accordance with sub-rule 43e and Schedule B of the National Rules.

4 - POWERS AND DUTIES OF BRANCH EXECUTIVE

The Branch Executive shall, subject to a review of its actions by Branch Conference and Branch Council, have the care control custody superintendence management and administration, in all respects of the affairs, business, funds and property of the Branch, and without limiting the generality of the foregoing:

- a. It may engage and dismiss all paid servants of the Branch, other than the Auditor and pay such salaries and allowances as it may deem proper.
- b. It shall be responsible for organising the Branch and may establish Sections and Sub-branches, and may disband, amalgamate or re-organise such Sections or Sub-branches.
- c. It may conduct the affairs of any Section or Sub-branch until it is sufficiently organised to conduct its own affairs, or during any period that a Section or Sub-branch is being re-organised.
- d. It may appoint Stewards, office representatives and authorised collectors of the Branch and may dispense with their services.

- e. It may demand, sue for, recover and keep possession of all books, accounts and other property of the Branch.
- f. It may submit any question to Branch Conference or Branch Council.
- g. Subject to the National Rules it may initiate, control and manage all actions, proceedings, claims, industrial disputes and other matters, appoint agents, solicitors or counsel to represent the Union or any of its members in arbitral, legal, or other proceedings.
- h. Subject to the National Rules, it may enter into any industrial agreement on behalf of the Union.
- i. It may set up Office Committees consisting of two to five members willing to act in such capacity. Such Committees shall assist in improving wages and conditions, promote Union policy, and shall be elected by the members in the establishment concerned.
- j. It may conduct an enquiry into any matter affecting the Branch. It shall have the power to summon any member to appear before it.
- k. Meetings of Branch Executive shall be held as decided, or when called by the President, or within one week of a written request by four Branch Executive members.
- l. Five Branch Executive members shall form a quorum.

5 - BRANCH COUNCIL

- a. The Branch Council shall consist of a Branch President, Branch Vice- President, Branch Secretary, Assistant Branch Secretary, together with nineteen Council District Representatives, elected in each fourth year as provided by Rule 21.
- b. For the purpose of the management of the Branch, which shall comprise that portion of the State along or south of a line commencing at the junction of the sea-coast with the 22nd degree 30 minute parallel of south latitude; thence by that parallel of latitude due west to the western border of the State, it shall be divided into the following districts:-

Brisbane Metropolitan District; Southern and Western District (Ipswich, Toowoomba and Warwick); Central and Central-west District (Rockhampton, Mt. Morgan and Gladstone); Wide Bay District (Maryborough and Bundaberg); Gold Coast District; Brisbane City Council District; Airlines District; Retail District; Universities District; Regional Health Authorities District; TAB District; and Suncorp-Metway District.

All members employed in the Southern and Western District; Central and Central-west District and Wide Bay district and Gold Coast District shall be eligible for election of District Representatives in their respective districts of employment only: District Representatives from Airlines; Retail; Universities; Regional Health Authorities; TAB; Suncorp-Metway District shall be employed in the Metropolitan area.

- c. The Branch President, Branch Vice-President, Branch Secretary and Assistant Branch Secretary shall be elected in every fourth year as provided by Rule 21 hereof. Representatives numbering four (4) from Metropolitan District; two (2) from Southern and Western District; two (2) from Central and Central-West District; one (1) from Wide Bay District; one (1) from Gold Coast District; one (1) from Brisbane City Council District; two (2) from Airlines District provided that one (1) of the representatives was a member of the Airlines Branch on the day before the date of the dissolution of the Airlines Branch; one (1) from Retail District; two (2) from Universities District; one (1) from Regional Health Authorities District; one (1) from TAB District; one (1) from Suncorp-Metway District shall be elected in every fourth year as provided by Rule 20 hereof.

- d. The Branch Council may, where the number of members in a workplace, section or industry group region exceeds 600 members, alter the rules to create a new District consisting of those members. However the Branch Council, in creating a new District which is based on employees in a workplace, section, or industry group, must do so on the basis that the employees in and representatives from that new District shall be employed in the Metropolitan area.

Further, where the number of members in a District referred to in sub rule b. is less than 500 members, the Branch Council may amend these rules to dissolve that District. When dissolving a District, the Branch Council may amend the rules to make any necessary or consequential changes to the boundaries of any other District.

The following shall be the boundaries of the various districts:-

- i. **CENTRAL AND CENTRAL WEST DISTRICT:-** Rockhampton and all towns west thereof on the main line to Longreach, together with those towns on the branch lines to Aramac, Yarka, Clermont, Blair Athol, Springsure, Theodore, Monto and Gladstone and those towns on the main northern line as far south as Miriamvale and as far north as Ogmoo.

The main towns in this district are as follows: Rockhampton, Emerald, Springsure, Clermont, Jericho, Blackall, Barcaldine, Aramac, Longreach, Mt. Morgan, Rannes, Theodore, Monto, Miriamvale, Gladstone, Biloela and Blair Athol.

- ii. **WIDE BAY DISTRICT:-** Those towns on the main line south of Miriamvale to Bundaberg. From Bundaberg to Mt. Perry. Those towns south of Monto to Maryborough, including Childers. Those towns south of Maryborough to Nanango and on the main line to Kilcoy and Caboolture.

The main towns in this district are as follows:- Bundaberg, Mt. Perry, Eidsvold, Mundubbera, Gayndah, Biggenden, Childers, Howarā, Maryborough, Tiaro, Theebine, Kilkivan, Murgon, Wondai, Kingaroy, Nanango, Gympie, Cooran, Pomona, Nambour, Woombye, Landsborough, Kilcoy, Woodford, Caboolture.

- iii. **SOUTHERN AND WESTERN DISTRICT:-** Ipswich and those towns north thereof to Yarraman; south thereof to Boonah and all towns on the main western line and branches thereof, including the branch lines to Wallangarra and Dirranbandi, and all other towns west of Ipswich, not included in the abovementioned districts.

The main towns in this district are as follows:- Ipswich, Yarraman, Toogoolawah, Esk, Harrisville, Beaudesert, Boonah, Rosewood, Laidley, Gatton, Helidon, Toowoomba, Greenmount, Clifton, Allora, Warwick, Killarney, Stanthorpe, Wallangarra, Inglewood, Goondiwindi, Dirranbandi, Millmerran, Pittsworth, Cakey, Dalby, Chinchilla, Miles, Taroom, Roma, Surat, St. George, Mitchell, Morven, Charleville, Cunnamulla, Quilpie.

- iv. **GOLD COAST DISTRICT:-** Gold Coast and those towns south of Beenleigh to the New South Wales Border, and west to the borders of South and South West District boundaries.

The main towns in this District are Beenleigh, Gold Coast.

- v. **METROPOLITAN:-** The Metropolitan areas shall, apart from Brisbane, consist of all towns south of Caboolture to Beenleigh and towns east of Ipswich.

6 - POWERS AND DUTIES OF BRANCH COUNCIL

The Powers and Duties of Branch Council shall be as follows:

- a. Branch Council shall meet at least three times a year, provided that extraordinary meetings may be held as hereinafter provided.
- b. Branch Council shall, between meetings of Branch Conference, govern the Branch and shall have powers, authorities, functions and duties of Branch Conference.
- c. It shall have power to decide all questions of policy and give directions to Branch Executive or refer issues to Branch Conference.
- d. It shall hear appeals by Sections, Sub-Branches or members and make a determination or refer to Branch Conference.
- e. It shall fix, reduce increase or alter, the salaries and allowances of each and every officer of the Branch.
- f. It shall receive and consider Auditor's reports.
- g. It may exercise the powers and functions of the Branch Executive.
- h. It shall fix the expenses and allowances payable to all delegates and representatives, and it shall receive and consider such reports from delegates as it may determine.
- i. It shall elect or appoint delegates, and decide questions of affiliation; provided that where Branch Council elects delegates at a meeting reasonable provision shall be made for absentee voting.
- j. The business of Branch Council shall be limited to matters appearing on the agenda paper, or any matter or report referred to it by Branch Conference or Branch Executive. Provided that additional items may be added to the agenda if agreed by four-fifths of the members of Branch Council.
- k. It may dismiss any servant of the Branch.
- l. It may set up committees of members of the Branch for any special purpose.
- m. It may establish or maintain a Mortuary Fund and make by-laws for the operation of the Fund, and for the payment of benefits from the Fund.
- n. A member of Branch Council may at any time attend meetings of any Sub-branch or Section or Committee thereof and shall be entitled to exercise all rights contained in the Standing Orders, except that of voting.
- o. It may fix a moratorium period for the payment of contributions pursuant to Rule 17.
- p. Twelve members of Branch Council shall form a quorum.
- q. Extraordinary meetings of Branch Council may be called by the Branch President, or any member of the Branch Executive authorised by resolution to do so, or upon a written request of four members of Branch Council, specifying the business to be dealt with, provided that such request is circulated to all Branch Councillors and a majority agree in writing to the holding of such meeting. Any meeting so requested and agreed shall be called by the President. Extraordinary meetings shall be held within fourteen days of the issuing of the notice to Branch Council members, and the agenda shall be limited to the business specified in the notice.

- r. Questions may be submitted by Branch Executive, or by any two Branch Councillors moving and seconding a motion, by letter or telegram and the decision of the majority of members of Branch Council so taken shall be as valid and binding for all purposes as though taken at a meeting of the Branch Council. Provided that if within a period of fourteen days from the despatch of the letter or telegram, a resolution has not been determined in accordance with the foregoing provision, the resolution shall be determined in accordance with the majority of opinions expressed, provided further that no less than eleven (11) votes are returned, and shall thereupon become a resolution of the Branch Council.

7 - THE BRANCH CONFERENCE

- a. The supreme government of the Branch shall be vested in the Branch Conference, which shall consist of the Branch Council and nineteen Conference District representatives.
- b. District representatives numbering four (4) from Metropolitan District; two (2) from Southern and Western District; two (2) from Central and Central-West District; one (1) from Wide Bay District; one (1) from Gold Coast District; one (1) from Brisbane City Council District; two (2) from Airlines District provided that one (1) of the representatives was a member of the Airlines Branch on the day before the date of the dissolution of the Airlines Branch; one (1) from Retail District; two (2) from Universities District; one (1) from Regional Health Authorities District; one (1) from TAB District; and one (1) from Suncorp-Metway District shall be elected in every fourth year as provided by Rule 21 hereof.

The boundaries of the Districts shall be as provided for in Sub-Rule 5(c).

However, this rule is subject to sub-rule 5(d), which empowers the Branch Council to dissolve and create Districts, and make necessary or consequential changes to the boundaries of any other District.

8 - POWERS AND DUTIES OF BRANCH CONFERENCE

- a. Branch Conference shall meet at least one time per year, provided that extraordinary meetings may be held as hereinafter provided.
- b. In addition to powers elsewhere conferred on it by these Rules Branch Conference shall have the general management and control of the affairs of the Branch. Unless specific provision is made to the contrary it shall have the powers conferred by these Rules on the Branch Council and it shall have all such powers and authorities as are necessary or convenient for carrying into effect these Rules and the objects of the Union.
- c. Branch Conference may exercise any power conferred on it by these Rules notwithstanding that the Branch Council has exercised a like power in the same matter, and where a decision of Branch Conference is inconsistent with a decision of the Branch Council, the decision of the Branch Conference shall prevail.
- d. The business of Branch Conference shall be limited to matters appearing on the agenda paper, or any matter or report referred to it by Branch Executive or Branch Council. Provided that additional items may be added to the agenda if agreed by four-fifths of the members of Branch Conference.
- e. Nineteen members of Branch Conference shall form a quorum.

- f. Extraordinary meetings of Branch Conference may be called by the Branch President, or any member of the Branch Executive authorised by resolution to do so, or upon a written request of eight members of Branch Conference, specifying the business to be dealt with, provided that such request is circulated to all Branch Conference members and a majority agree in writing to the holding of such meeting. Any meeting so requested and agreed shall be called by the President. Extraordinary meetings shall be held within fourteen days of the issuing of the notice to Branch Conference members, and the agenda shall be limited to the business specified in the notice.

9 - BRANCH OFFICERS

The Branch President, Branch Vice President, Branch Secretary and the Assistant Branch Secretary shall be Branch Officers and shall be responsible for all such matters as may be referred to them by Branch Conference and/or Branch Council and/or Branch Executive provided that any action or decisions taken by them in the performance of such commission remain subject to the endorsement of Branch Conference and/or Branch Council.

10 - BRANCH PRESIDENT

The Branch President when available shall preside at all meetings of Branch Conference, Branch Council, Branch Executive, and all Sub-Committees thereof, but shall not be entitled to exercise a deliberative vote at any of these meetings. However, in the event of the voting being equal at these meetings she/he shall exercise a casting vote. She/he shall be entitled to a vote in all ballots for election and for appointments made by Branch Conference and/or Branch Council.

On all matters requiring decision between meetings of Branch Conference and/or Branch Council and/or Branch Executive, the Branch President shall confer with such of the Branch Officers who are available, and shall then give such directions consistent with Branch Rules and Policy, as she/he and these Branch Officers shall determine to be warranted subject to ratification by Branch Executive.

The Branch President shall generally enforce the Rules and lawful Resolutions of the Branch. When available, she/he shall sign all cheques. She/he shall have authority to suspend any employee, provided within seven (7) days of such suspension, a full report covering grounds for suspension shall be submitted to a special meeting of the Branch Executive. Branch Executive shall have power to confirm or remove such suspension.

11 - BRANCH VICE-PRESIDENT

The duties of the Branch Vice-President shall be to assist the Branch President in her/his powers and duties under these rules and/or deputise for the Branch President and in her/his absence shall, when available, preside over all meetings of Branch Conference, Branch Council, Branch Executive and Sub-Committees with like power and under similar conditions. The Branch Vice-President shall be an ex-officio member of all Sub-Committees and shall be entitled to exercise a primary vote at any of the above meetings except when she/he is occupying the Chair; in which event, if voting be equal, she/he shall only exercise a casting vote.

The Branch Vice-President shall exercise the powers and duties under these Rules of the Branch President:

- i. in the absence from duty of the Branch President;
- ii. when the Branch President is acting for the Branch Secretary;
- iii. pending the filling of a vacancy in the position of Branch President.

12 - BRANCH SECRETARY

- a. The Branch Secretary may resign from the said office by giving one calendar month's notice in writing to the Branch President of her/his intention to do so, and upon the acceptance of her/his resignation all documents and property of the Union in her/his power or control shall be delivered by her/him to the Branch President or such person as may be authorised by the Branch Conference or Branch Council to receive delivery of same.
- b. The Branch Secretary shall, whenever possible, attend all meetings of Branch Conference, Branch Council, Branch Executive, and Sub-Committees thereof, and shall have the right to attend any meeting of a Sub-branch or Section.
- c. The Branch Secretary shall:
 - i. Keep or cause to be kept a correct register of members of the Branch.
 - ii. Prepare books of account showing the receipts and expenditure of the Branch, and, where necessary, separate accounts of receipts from all Sub-branches or Sections.
 - iii. Keep or cause to be kept correct records of all moneys received or paid on account of any particular Fund; and separate accounts of all contributions and expenses, as required by the Industrial Relations Act 1988 as amended.
 - iv. Bank forthwith all moneys of the Branch received by her/him in the Bank, as provided for in Rule 26 of these Rules.
 - v. Endorse all vouchers for payment, certifying to their correctness, and shall prepare and submit, on or before the thirty-first day of January of each year, to the Auditor or Auditors an annual Balance Sheet setting out the true position of the affairs of the Branch as at the 31st December of the preceding year.
 - vi. Submit, half-yearly, to Branch Council, a statement of receipts and payments.
 - vii. See that all accounts shall be paid by cheque, signed by the persons as authorised under Rule 26 of these Rules.
 - viii. Arrange that all correspondence be efficiently conducted.
 - ix. When called upon to do so, prepare and present all necessary returns and reports.
 - x. Be responsible for the preparation of all necessary material required for applications to Industrial Tribunals, and shall when required present the cases on behalf of the Union to such Tribunals.
 - xi. Have power to inspect and examine all books and documents of any Sub-branch or Section.
 - xii. See that all members of the staff carry out their duties in a proper and efficient manner.
 - xiii. Cause to be kept all Minutes of all meetings of the Branch Conference, Branch Council, Branch Executive, Sub-branches, Sections and Committees.
 - xiv. Be the Officer to sue and prosecute or to be sued and prosecuted on behalf of the Branch.
- d. The Branch Secretary shall be the first National Executive Representative and the first National Conference delegate for the Branch.

13 - ASSISTANT BRANCH SECRETARY

- a. The Assistant Branch Secretary shall assist the Branch Secretary and shall act in the place of the Branch Secretary:
 - i. in the absence from duty of the Branch Secretary;
 - ii. when and to the extent and/or for the purposes the Assistant Branch Secretary is directed by Branch Council; or
 - iii. pending the filling of a vacancy in the position of Branch Secretary,and the term "Branch Secretary" in these Rules shall, except where the context otherwise requires, include the Assistant Branch Secretary when so acting.
- b. The Assistant Branch Secretary shall have the right to attend any meeting of Sub-branches or Sections.
- c. The Assistant Branch Secretary shall submit to each meeting of Branch Council, and, as required, to each Branch Executive Meeting, a written report of all work performed.

14 - TRUSTEES

The Branch Council shall elect two of its members to act as Trustees and they shall hold office only while members of the Branch Council. Such Trustees shall, from time to time, be responsible for the investment of any funds of the Branch as directed by the Branch Council. Provided that invested funds may only be withdrawn with the consent of the Trustees, and subject to Rule 26.

Such election shall be conducted in accordance with Sub-rule 41 e. and Schedule B of the National Rules.

RULE CHANGES REGARDING RETAIL INDUSTRY AND CALL CENTRE REPRESENTATIVES

1. *Rule 5.a. is amended by adding after the word "District" the words "or Industry"*
2. *Rule 5.b. is amended by:*
 - a. *adding after the words "divided into the following Districts" the words "or industries".*
 - b. *deleting from the second paragraph the words "Retail District" and inserting in lieu thereof the words "Call Centre Industry".*
 - c. *deleting from the third paragraph the words "District Representatives from Airlines" where they appear after the colon and inserting in lieu the words "District or Industry Representatives from Airlines".*
 - d. *by deleting in the third paragraph the word "Retail" and inserting in lieu the words "Call Centres"*
3. *Rule 5.c. is amended by:*
 - a. *deleting the words "Retail District" and inserting in lieu thereof the words "Call Centre Industry".*
 - b. *deleting the number "20" where it appears and inserting in lieu thereof the number "21".*
4. *Rule 7.a. is amended by inserting after the word "District" the words "or Industry".*
5. *Rule 7.b. is amended by deleting the words "Retail District" and inserting in lieu thereof the words "Call Centre Industry".*
6. *Rule 21 is amended by deleting sub-rule 21.a.4. and substituting the following instead:*
 - "4. District or Industry Representatives who are required to come from and be elected by the Districts or Industries."