



4 November 2015

Mr David Smith
National Secretary
Australian Municipal, Administrative, Clerical and Services Union
dsmith@asu.asn.au

Dear Mr Smith,

Reminder of actions required when persons elected to office

The Australian Electoral Commission has provided the Commission a declaration of results for the election [E2014/278]. This letter is a reminder of certain obligations imposed on organisations and persons elected to office.

Section 154D(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires the rules of organisations (and branches of organisations) to require 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 should be provided for in your organisation's rules.

Also, section 233(2) of the RO Act requires that an organisation must notify the Fair Work Commission (the Commission) within 35 days of any changes to the holders of office in the organisation. If the election has resulted in any changes to the holders of office, the Australian Municipal, Administrative, Clerical and Services Union-Queensland (Services and Northern Administrative) 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. I have attached a template notification of changes which may assist you. If any change does not apply until a specific date, you don't 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

Debbie Ball
Regulatory Compliance Branch

**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/CEASED operation:
 1. [include name of each new branch]
 2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to orgs@fwc.gov.au.]

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)

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	Reason for change	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
<i>National</i>	<i>1.1.2014</i>	<i>Secretary</i>	<i>Full Name</i>	<i>Retiring</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>Scheduled Election</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
...							
<i>NSW</i>	<i>1.1.2014 (resigned) 7.1.2014 (appointed)</i>	<i>President</i>	<i>Full Name</i>	<i>Resignation</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>Scheduled Election</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
		<i>Treasurer</i>	<i>Full Name</i>	<i>Scheduled Election</i>	<i>vacant</i>	<i>vacant</i>	<i>vacant</i>
...							



Australian Electoral Commission
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SUNSHINE PLAZA QLD 4558



Australian Electoral Commission
Christawood Corporate Centre
54 Baden Powell St
MAROOCHYDORE QLD 4558

Telephone: 07 5452 7371
Facsimile:

email:
sunshinecoastareaoffice@aec.gov.au
website: www.aec.gov.au

ABN 21 133 285 851

ATTACHMENT B
Post Election Report

Fair Work (Registered Organisations) Act 2009
POST ELECTION REPORT

Australian Services Union – Queensland (Services and Northern Administrative) Branch

ELECTION/S COVERED IN THIS REPORT
Election Decision No/s: Election E No 2014/278

RULES

Rules used for the election:

052V: Incorporates alterations of 27 February 2015 [R2015/34] National Rules Part VII – ELECTIONS

052V: Incorporates alterations of 27 February 2015 [R2015/34] Branch Rules

- 26 - RETURNING OFFICER and
- 27 - ELECTION OF BRANCH OFFICE HOLDERS

Rules difficult to apply/interpret: None

ROLL OF VOTERS

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

IRREGULARITIES

Nil

ATTACHMENTS

1. Declaration of Results for Uncontested Offices – Scheduled Election (Declaration of Uncontested Offices.pdf)
2. Declaration of Results for Uncontested Offices – Deputy Branch President (DBP S&NA Dec Ucon.pdf)
3. Declaration of Results for Uncontested Offices – Collegiate Election (Dec of results.pdf)

David McKenzie
Returning Officer

16 September 2015

**Australian Municipal, Administrative, Clerical and Services Union
Queensland (Services & Northern Administrative) Branch Scheduled
Election - E2014/278**

Declaration of Results for Contested and Uncontested Offices

E2014/278

Below are 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.

**Queensland (Services and Northern Administrative) Branch
Branch President**

Candidates

HENSON, Lyndy

I declare Lyndy Henson elected.

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

Candidates

HENDERSON, Neil

I declare Neil Henderson elected.

Branch Assistant Secretary

Candidates

THOMAS, Jennifer

I declare Jennifer Thomas elected.

Branch Treasurer

Candidates

DUFFY, Peter

I declare Peter Duffy elected.

**Brisbane City Council
Branch Vice-President**

Candidates

EVANS, Margaret

I declare Margaret Evans elected.

Branch Councillor (6)

Candidates

BOND, Angela
BUBBERS, Simon
MARSHALL, Louise
MINNS, Steve
TAMOU, Karen
WOOD, Neil

I declare Angela Bond, Simon Bubbers, Louise Marshall, Steve Minns, Karen Tamou and Neil Wood elected.

**Energy
Branch Vice-President**

Candidates

FELTHAM, Ken

I declare Ken Feltham elected.

Branch Councillor (6)

Candidates

ALVEY, Paul
BARRY, Paul
BRUIN, Wouter
HEGARTY, Peter
JARRETT, Susan
MILLIKEN, David

I declare Paul Alvey, Paul Barry, Wouter Bruin, Peter Hegarty, Susan Jarrett and David Milliken elected.

**Local Authorities
Branch Vice-President (2)**

Candidates

MACDONALD, Kate
RYAN, Marianne

I declare Kate MacDonald and Marianne Ryan elected.

Branch Councillor (12)

Candidates

CAVANOUGH, Tina
COLBURN, Kristie
ELIOTT, Dale
ELPHINSTONE, Jenny
HAYNE, Jennifer
HODGES, Greg
MAGILL, Lisa
MCDOWELL, David
MEHONOSHEN, Christopher
MOREHOUSE, Colin
SMITH, Jeff
WATT, Annette

I declare Tina Cavanough, Kristie Colburn, Dale Elliott, Jenny Elphinstone, Jennifer Hayne, Greg Hodges, Lisa Magill, David McDowell, Christopher Mehonoshen, Colin Morehouse, Jeff Smith and Annette Watt elected.

**Ports and Private Sector
Branch Vice-President**

Candidates

MCDONALD, Debbie

I declare Debbie McDonald elected.

Branch Councillor (3)

Candidates

CARTER, Sharone
COLLOCOTT, Henry
RASSMUSSEN, Peter

I declare Sharone Carter, Henry Collocott and Peter Rassmussen elected.

**Rail
Branch Vice-President**

Candidates

DENHAM-JARVIS, Tehanne

I declare Tehanne Denham-jarvis elected.

Branch Councillor (4)

Candidates

ADAMSON, Patricia
PEACOCK, Steve
SMITH, Terry
SPALL, Brett

I declare Patricia Adamson, Steve Peacock, Terry Smith and Brett Spall elected.

**Social & Community Services
Branch Vice-President**

Candidates

CARR, Penny

I declare Penny Carr elected.

Branch Councillor (8)

Candidates

BAKER, Chelsea
BECKER, Demi
CLARE, Michael
DOWMAN, Sandra
FLYNN, Kate
GREEN, Tracy
KINGSTON, Terese
PATEN, Robin

I declare Chelsea Baker, Demi Becker, Michael Clare, Sandra Dowman, Kate Flynn, Tracy Green, Terese Kingston and Robin Paten elected.

**Women
Branch Vice-President**

Candidates

MEACHEN, Ronnee

I declare Ronnee Meachen elected.

Provisional Branch Executive Member (5)

Candidates

CAVANOUGH, Tina
DOWMAN, Sandra
FLYNN, Kate
HAYNE, Jennifer

MARSHALL, Louise

I declare Tina Cavanough, Sandra Dowman, Kate Flynn, Jennifer Hayne and Louise Marshall elected.

Provisional Branch Councillor (10)

Candidates

CHRISTIANSEN, Melanie
CLEELAND, Cheryl
FOLEY, Tracey
GARDNER, Stacey
IVANCIC, Rose
LAHERTY, Catherine
O'CALLAGHAN, Sian
O'NEILL, Veronica
ROGASH, Kylie
WALKER, Charmaine

I declare Melanie Christiansen, Cheryl Cleeland, Tracey Foley, Stacey Gardner, Rose Ivancic, Catherine Laherty, Sian O'callaghan, Veronica O'neill, Kylie Rogash and Charmaine Walker elected.

**Youth
Branch Vice-President**

Candidates

FITTON, Rita

I declare Rita Fitton elected.

**North Queensland Clerical and Administrative Industry Division
Branch Vice-President**

Candidates

WALTER, Lorraine

I declare Lorraine Walter elected.

Branch Councillor (2)

Candidates

MOLLER, Mish
THOMPSON, Adam

I declare Mish Moller and Adam Thompson elected.

National Executive Representative (2)

Candidates

HENSON, Lindy
THOMAS, Jennifer

I declare Lindy Henson and Jennifer Thomas elected.



David McKenzie
Returning Officer
Australian Electoral Commission

26 March 2015

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES
UNION**

**QUEENSLAND SERVICES and NORTHERN
ADMINISTRATIVE BRANCH ELECTION E2014/278**

Declaration of Result for Uncontested Offices

E2014/278

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

QUEENSLAND (Services and Northern Administrative) Branch election
Deputy Branch President (1)

Candidate

MEACHEN, Veronica

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

Anthea Featherstone
Assistant Returning Officer
Australian Electoral Commission

29 May 2015

**- Australian Municipal, Administrative, Clerical and Services
Union
Queensland (Services & Northern Administrative)
Branch Collegiate Election - E2015/278**

Declaration of Results for Uncontested Offices

E2014/278

Below are 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.

Queensland (Services and Northern Administrative) Branch

National Conference Delegate (Services) (14)

Candidates

CARR, Penny
DENHAM-JARVIS, Tehanne
DUFFY, Peter
EVANS, Marg
FELTHAM, Ken
FITTON, Rita
KINGSTON, Terese
MACDONALD, Kate
MCDONALD, Debbie
MEACHEN, Veronica
PATEN, Bob
RYAN, Marianne
WALTER, Lorraine
WATT, Anne

First Alternate National Conference Delegate

Candidates

MILLIKEN, David

Second Alternate National Conference Delegate

Candidates

THOMPSON, Adam

Third Alternate National Conference Delegate

Candidates

BUBBERS, Simon

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



David McKenzie
Returning Officer

11 September 2015



DECISION

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

Australian Municipal, Administrative, Clerical and Services Union (E2014/278)

MR ENRIGHT

MELBOURNE, 16 FEBRUARY 2015

Arrangement for conduct of election.

[1] On 24 December 2014 and 13 February 2015 the Queensland (Services and Northern Administrative) Branch of the Australian Municipal, Administrative, Clerical and Services Union lodged with the Fair Work Commission the prescribed information in relation to an election for the following offices:

- Branch President
- Branch Vice-President Brisbane City Council
- Branch Vice-President Energy
- Branch Vice-President Local Authorities (2)
- Branch Vice-President North Queensland Clerical and Administrative
- Branch Vice-President Ports and Private Sector
- Branch Vice-President Rail
- Branch Vice-President Social and Community Services
- Branch Vice-President Women
- Branch Vice-President Youth
- Branch Secretary
- Branch Assistant Secretary
- Branch Treasurer
- Branch Councillors for each of the following Industry Divisions:
 - Brisbane City Council (6)
 - Energy (6)
 - Local Authorities (12)
 - North Queensland Clerical and Administrative (2)
 - Ports and Private (3)
 - Rail (4)
 - Social and Community Services (8)
- Provisional Branch Executive Members (Women) (5)
- Provisional Branch Councillors (Women) (10)
- National Executive Representatives (2)

Deputy Branch President
National Conference Delegates (14)
First Alternate National Conference Delegate
Second Alternate National Conference Delegate
Third Alternate National Conference Delegate

[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 GENERAL MANAGER

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Australian Services Union

ABN 86 351 665 653

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(Services and
Northern
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Branch Secretary:
Neil Henderson

Assistant Secretary:
Jennifer Thomas

12 February 2015

The General Manager
Fair Work Commission
ATT: Larry Powell, Fair Work Commission

Email: larry.powell@fwc.gov.au

Dear General Manager,

Re: ASU Queensland (Services and Northern Administrative) Branch – Prescribed Information

I refer to the ASU Queensland (Services and Northern Administrative) Branch's Prescribed Information ("PI Table") lodged with the FWC on 24 December 2014.

As per telephone discussions between Larry Powell and the ASU's John Nucifora earlier today the following are amendments to the Prescribed Information provided:

Branch Deputy President

The office of Branch Deputy President was omitted from the PI Table and should be included. The office is 1 position and the Type of vote is: Collegiate.

Branch Secretary

The Branch Secretary is also the First National Executive representative.

National Executive Representatives

Contrary to the PI Table there are 2, not 3, National Executive Representatives as the First National Executive representative is the Branch Secretary.

Reasons for election

The three dot points in the PI Table to be replaced with:

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

Elected by

The two dot points in the PI Table to be replaced with:

- The electorate for the direct voting system is by the whole of the branch members.
- The electorate for the collegiate electoral system is by and from the Branch Council.
- The Branch Deputy President vote is Collegiate by the Branch Executive from the vice presidents.
- Branch Vice President – Women members

- Branch Vice President Youth – Members 28 years of age and younger.
- Branch vice President's industry by the relevant industry division members.
- Branch Councillors by the relevant industry division members.

Nominations Open

The two dot points in the PI Table to be amended as follows:

- For offices to be elected by direct voting system – first Wednesday in March i.e. **4 March 2015** (ASU Rule 40 (b))

The two dot points in the PI Table to be amended as follows:

- For offices to be elected by direct voting system – 21 days after nominations open i.e. **25 March 2015** (ASU Rule 40 (d))
- For offices to be elected by collegiate election – at the Branch Council in September 2015.

Cutoff date for Roll

The dot point in the PI Table is amended as follows:

- The 15th day of the month preceding the election i.e. **15 February 2015** (ASU Rule 41 c.vi)

Yours sincerely,



Neil Henderson
Branch Secretary

Australian Services Union

ABN 86 351 665 653

24 December 2014

General Manager
Fair Work Commission
11 Exhibition Street
Melbourne Vic. 3000

By email: Melbourne@fwc.gov.au

Dear General Manager

Re: Statement of Prescribed information for an Election – Australian Municipal, Administrative, Clerical and Services Union, Queensland Services and Northern Administrative Branch

Herewith is the above form as required.

Please note that this form is submitted in accordance with the requirements of the Act in relation to the offices in the Branch as presently described.

A Rule change which will alter the names and composition of the various Industry Committees and the names of the offices within those Committees is imminent.

It is intended to progress the Rule change early in 2015 and to then seek to amend the information contained in this form.

If you require any additional information or for further enquiries please contact me on 07 30104442.

Yours sincerely,



Neil Henderson
Secretary

cc: Eve Anderson, FWC – Brisbane, eve.anderson@fwc.gov.au

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(Services and
Northern
Administrative)
Branch

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Branch Secretary:
Neil Henderson

Assistant Secretary:
Jennifer Thomas

Australian Services Union

ABN 86 351 665 653

Queensland (Services and Northern Administrative) Branch

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Branch Secretary:
Neil Henderson

**Acting Assistant
Secretary:**
Justine Moran

General Manager
Fair Work Commission
11 Exhibition Street
Melbourne Vic. 3000

Statement of Prescribed Information for an Election

I, Neil Henderson, being the Branch Secretary of the Australian Municipal, Administrative, Clerical and Services Union, Queensland (Services and Northern Administrative) Branch, make the following statement:

I am the Branch Secretary of the Australian Municipal, Administrative, Clerical and Services Union, Queensland (Services and Northern Administrative) Branch, I am authorised to lodge the following prescribed information concerning forthcoming elections in the Queensland (Services and Northern Administrative) Branch of the Australian Municipal, Administrative, Clerical and Services Union, and I confirm that the following information is being lodged under subsection 189(1) of the *Fair Work (Registered Organisations) Act 2009*.

Signed:



Date:

24 December 2014

Notice of Prescribed Information for an Election

Category	Office / Position	No. of positions	Type of vote	
A	Branch President	1	Direct Voting System	
	Branch Vice President Brisbane City Council	1	Direct Voting System	
	Branch Vice President Energy	1	Direct Voting System	
	Branch Vice President Local Authorities – Total members as at 31 December 2014 = 4968	2	Direct Voting System	
	Branch Vice President North Qld Clerical and Administrative	1	Direct Voting System	
	Branch Vice President Ports and Private Sector	1	Direct Voting System	
	Branch Vice President Rail	1	Direct Voting System	
	Branch Vice President Social and Community Services	1	Direct Voting System	
	Branch Vice President Women	1	Direct Voting System	
	Branch Vice President Youth	1	Direct Voting System	
	Branch Secretary	1	Direct Voting System	
	Branch Treasurer	1	Direct Voting System	
	Branch Assistant Secretary	1	Direct Voting System	
	Branch Councillors representing the Branch Industries as follows:			
	Brisbane City Council – Lowest members Oct/Nov/Dec - 1251	6	Direct Voting System	
	Energy – Lowest members Oct/Nov/Dec - 1676	6	Direct Voting System	
	Local Authorities – Lowest members Oct/Nov/Dec - 4962	12	Direct Voting System	
	North Qld Clerical & Admin – Lowest members Oct/Nov/Dec - 317	2	Direct Voting System	
	Ports and Private – Lowest members Oct/Nov/Dec - 414	3	Direct Voting System	
	Rail – Lowest members Oct/Nov/Dec - 765	4	Direct Voting System	
Social and Community Services – Lowest members Oct/Nov/Dec - 2987	8	Direct Voting System		

	National Executive Representatives	3	Direct Voting System
	National Conference Delegates	14	Collegiate
	First, Second and Third Alternate National Conference Delegates	3	Collegiate
	Provisional Branch Executive members (Women)	5	Direct Voting System
	Provisional Branch Councillors (Women)	10	Direct Voting System

Reasons for election:

- Election for offices and positions marked A and D respectively is required as the terms of office are due to expire in the normal course of events under the rules of the organisation.
- Election for offices marked B is required to fill casual vacancies that have recently occurred (documentary information relating to the resignation of the persons holding the offices of Branch Councillor is enclosed)
- Election for the office marked C is required because this is a new position that has been created under the rules.

Elected by:

- The electorate for the direct voting system is the whole of the Branch (rule 9.1).
- The electorate for collegiate electoral system is by and from the Branch Committee, totalling 21 persons (rule 9.2)

Nominations open:

- For offices to be elected by direct voting system – first Monday in June (rule 9.3)
- For offices to be elected by collegiate election – at the AGM in September (rule 9.4)

Nominations close:

- For offices to be elected by direct voting system – 12 noon, first Friday in July (rule9.3)
- For offices to be elected by collegiate election – at the AGM in September (rule 9.4)

Cut off date for roll:

- In all cases – 7 days prior to the opening date for nominations (rule 9.5)