



3 December 2015

Mr Peter O'Keeffe
Branch Secretary
Shop, Distributive and Allied Employees Association-Western Australian Branch
sda@sdawa.asn.au

Dear Mr O'Keeffe,

Reminder of actions required when persons elected to office

The Australian Electoral Commission has provided the Commission a declaration of results for the election [E2015/142]. 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 Shop, Distributive and Allied Employees 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. 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> |
| ... | | | | | | | |

Fair Work (Registered Organisations) Act 2009

POST ELECTION REPORT

Client: Shop, Distributive and Allied Employees Association Western Australian Branch
Contact details: Peter O' Keeffe
Email: Peter.O'Keeffe@sdawa.asn.au
Tel: 08 9221 4321

FWA contact officer: Larry Powell
Email: larry.powell@fwc.gov.au
Tel: Not Provided

ELECTION/S COVERED IN THIS REPORT

Election Decision No/s: E2015/142

RULES

Rules used for the election: [006N-WA: Incorporates alterations of 1/9/2005] (replaces 10/3/1998 version) & [006N: Incorporates alterations of 05/02/2014] [R2013/453] (replaces 01/01/2014 (R2013/52) version)

Model Rule reference (if any): N/A
Rules difficult to apply/interpret: None
Model Rule reference (if any) N/A

ROLL OF VOTERS

The roll of voters was provided by the SDAEA WA Branch. As there was not a contest the roll was not used.

IRREGULARITIES

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

Other irregularities identified, and action taken: Nil

ATTACHMENTS

Declaration of Results for Uncontested Offices



Simon Bulloch
Returning Officer
21 August 2015

Shop, Distributive and Allied Employees Association WA Branch Scheduled Election

Declaration of Results for Uncontested Offices

E2015/142

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.

Western Australian Branch

Branch President

Candidates

BULLOCK, Joe

Branch Vice President

Candidates

BOWMAN, Pamela

Branch Secretary

Candidates

O'KEEFFE, Peter Francis

Branch Assistant Secretary

Candidates

HARRIS, Ben

Branch Treasurer

Candidates

HOH, Tony Yong Chai

Branch Committee of Management Member (7)

Candidates

ADAMS, Teegan
BRYMER, Tennille
COOK, Trevor John
MOYES, Michele
PUGH, Kerrie
THOMSON, Grace Maree
ZURAKOWSKI, Margaret

Branch Delegate to National Council (5)

Candidates

BOWMAN, Pamela
BULLOCK, Joe
HOH, Tony Yong Chai
O'KEEFFE, Peter Francis
THOMSON, Grace Maree

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



Simon Bulloch
Returning Officer
20 August 2015

Shop, Distributive and Allied Employees Association WA Branch Scheduled Election

Declaration of Results for Uncontested Offices

E2015/142

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.

Western Australian Branch

Branch President

Candidates

BULLOCK, Joe

Branch Vice President

Candidates

BOWMAN, Pamela

Branch Secretary

Candidates

O'KEEFFE, Peter Francis

Branch Assistant Secretary

Candidates

HARRIS, Ben

Branch Treasurer

Candidates

HOH, Tony Yong Chai

Branch Committee of Management Member (7)

Candidates

ADAMS, Teegan
BRYMER, Tennille
COOK, Trevor John
MOYES, Michele
PUGH, Kerrie
THOMSON, Grace Maree
ZURAKOWSKI, Margaret

Branch Delegate to National Council (5)

Candidates

BOWMAN, Pamela
BULLOCK, Joe
HOH, Tony Yong Chai
O'KEEFFE, Peter Francis
THOMSON, Grace Maree

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



Simon Bulloch
Returning Officer
20 August 2015



DECISION

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

Shop, Distributive and Allied Employees Association (E2015/142)

MR ENRIGHT

MELBOURNE, 3 JULY 2015

Arrangement for conduct of election.

[1] On 3 and 30 June 2015 the Western Australian Branch of the Shop, Distributive and Allied Employees Association lodged with the Fair Work Commission the prescribed information in relation to an election for the following offices:

- Branch President
- Branch Vice President
- Branch Secretary
- Branch Assistant Secretary
- Branch Treasurer
- Branch committee of Management Members (7)
- Delegates to National Council (5)

[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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30th June 2015

Larry Powell
Fair Work Commission
Via Email

Re: SDA WA Branch Elections 2015

Dear Larry,

Please accept my apologies for omitting some of the required details with respect to our upcoming elections from my initial correspondence. As per our conversation this morning, I can advise as follows:

1. The membership of the Western Australian Branch of the SDA as at 31 December 2014 was 23,578. I believe that, as per SDA National Rule 8(a), this entitles the WA Branch to 5 National Councillors.
2. I can confirm that the electors for both the Committee of Management of the Branch and the National Councillors are the financial members of the Branch.
3. As per Rule 14(b)(i) of the WA Branch rules, nominations for National Councillors should be called not later than two weeks preceding the third Tuesday in August. The WA Branch rules are silent with respect to the date of calling for nominations for the Committee of Management. However, as per Rule 10(c)(i) of the WA Branch rules, nominations for both Committee of Management and National Councillors should close at 5.00pm on the third Tuesday in August.

If you have any other queries or concerns please feel free to call me on either 08 9221 4321 or on my mobile, 0407 088 296.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Peter O'Keeffe', is written over a white background.

Peter O'Keeffe

WA BRANCH SECRETARY

All correspondence to be addressed to the Branch Secretary

Shop, Distributive and Allied Employees' Association (Western Australian Branch)

Branch Secretary: Peter O'Keeffe

ABN 49 055 257 014

Registered Office: 5th Floor, 25 Barrack Street, Perth WA 6000 • Postal Address: GPO Box 2556, Perth WA 6001

Phone: (08) 9221 4321 • Facsimile: (08) 9221 2774 • Email: sda@sdawa.asn.au • Website: www.sdawa.asn.au



29th May 2015

The General Manager
Fair Work Commission
PO Box 1994
MELBOURNE VIC 3001

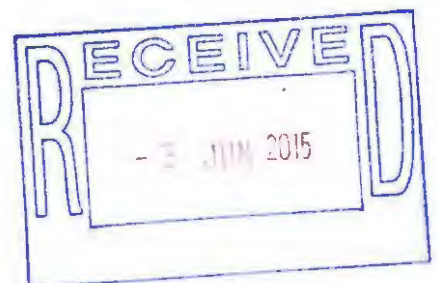
Dear Madam,

Pursuant to the provisions of s189(1) of the Fair Work (Registered Organisations) Act 2009, please find attached a Statement of Prescribed Information for an election to be held in the Western Australian Branch of the Shop, Distributive and Allied Employees' Association.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Peter O'Keeffe', is written over a horizontal line.

Peter O'Keeffe
WA BRANCH SECRETARY



All correspondence to be addressed to the Branch Secretary

Shop, Distributive and Allied Employees' Association (Western Australian Branch)

Branch Secretary: Peter O'Keeffe

ABN 49 055 257 014

Registered Office: 5th Floor, 25 Barrack Street, Perth WA 6000 • Postal Address: GPO Box 2556, Perth WA 6001

Phone: (08) 9221 4321 • Facsimile: (08) 9221 2774 • Email: sda@sdawa.asn.au • Website: www.sdawa.asn.au



Statement of Prescribed Information for an Election

I, Peter Francis O'Keeffe, being the Secretary of the Shop, Distributive and Allied Employees' Association Western Australian Branch, make the following statement:

I am the Secretary of the Shop, Distributive and Allied Employees' Association Western Australian Branch,

I am authorised to lodge the following prescribed information concerning forthcoming elections in the Western Australian Branch of the Shop, Distributive and Allied Employees' Association,

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

Signed: 

Dated: 29/5/15

The name and number of each office for which an election is required:

Branch President (1)
Branch Vice President (1)
Branch Secretary (1)
Branch Assistant Secretary (1)
Branch Treasurer (1)
Branch Committee of Management Member (7)
Delegate to National Council (5)

The reason for the election:

The term of each office is due to expire.

All correspondence to be addressed to the Branch Secretary

Shop, Distributive and Allied Employees' Association (Western Australian Branch)

Branch Secretary: Peter O'Keeffe

ABN 49 055 257 014

Registered Office: 5th Floor, 25 Barrack Street, Perth WA 6000 • Postal Address: GPO Box 2556, Perth WA 6001

Phone: (08) 9221 4321 • Facsimile: (08) 9221 2774 • Email: sda@sdawa.asn.au • Website: www.sdawa.asn.au

Voting system to be used:

Direct voting system.

Nominations open:

The rules of the Branch are silent with respect to the beginning of the period in which nominations are called with this date customarily being set at the discretion of the Returning Officer.

Nominations close:

The Branch rules prescribe 5.00 p.m. on the third Tuesday in August each fourth year as the time of closing of nominations. The relevant date is thus Tuesday 18th August 2015.

Cut off date for roll:

Seven days before the date on which nominations are first called.