



2 March 2016

Mr Henry Lawrence  
Branch Secretary  
United Firefighters' Union of Australia-Aviation Branch  
ufuavat1@bigpond.com.au

Dear Mr Lawrence,

**Reminder of actions required when persons elected to office**

The Australian Electoral Commission has provided the Commission a declaration of results for the election [E2015/281]. 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 United Firefighters' Union of Australia-Aviation 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

Nick Salzberg  
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].<sup>1</sup>
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:<sup>2</sup>
  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]:<sup>3</sup>
  - 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](mailto:orgs@fwc.gov.au).]**

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<sup>1</sup> s.230(1)(d); reg.147(d)

<sup>2</sup> s.230(1)(d); reg.147(a) & (d)

<sup>3</sup> 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:** United Firefighters' Union of Australia – Aviation Branch

**ELECTIONS COVERED IN THIS REPORT**

**Election Decision No/s:** E2015/281

**RULES**

**Rules used for elections Rule ID:** [259V:Incorporates alteration of 1/9/2014 [R2014/166]  
Replaces rulebook dated 10/12/2013 [R2013/95]

**Rules difficult to apply/interpret:** NIL

**Model Rule reference (if any):**

**ROLL OF VOTERS – NA**

**Total number of voters on the roll**

**Number of apparent workplace addresses**

**Number of non-current addresses**

**Other Matters**

Nil

**ALLEGATIONS OF IRREGULARITIES RECEIVED**

Details of written allegations of irregularities, and action taken by AEC: None

Other irregularities identified, and action taken: None

**ATTACHMENTS**

**A:** Declaration of Uncontested Offices (1)

**B:**

Rhys Richards  
Returning Officer  
1 March 2016

# United Firefighters' Union of Australia Aviation Branch

## Declaration of Results for Uncontested Offices

**E2015/281**

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.

### **Alice Springs Rescue & Firefighting Unit**

#### **Branch Organisers**

Candidates

ANDERSON, Kane

### **Broome Rescue & Firefighting Unit**

#### **Branch Organisers**

Candidates

No nomination was received

### **Cairns Rescue & Firefighting Unit**

#### **Branch Organisers**

Candidates

No nomination was received

### **Coffs Harbour Rescue & Firefighting Unit**

#### **Branch Organisers**

Candidates

CROCKFORD, Steven

### **Gladstone Rescue & Firefighting Unit**

#### **Branch Organisers**

Candidates

No nomination was received

### **Launceston Rescue & Firefighting Unit**

#### **Branch Organisers**

Candidates

No nomination was received

**Melbourne Rescue & Firefighting Unit**

**Branch Organisers**

Candidates

No nomination was received

**Newman Rescue & Firefighting Unit**

**Branch Organisers**

Candidates

No nomination was received

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



Rhys Richards  
Returning Officer  
18 February 2016



## DECISION

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

**United Firefighters' Union of Australia**  
(E2015/281)

MR ENRIGHT

MELBOURNE, 2 DECEMBER 2015

*Arrangement for conduct of election.*

[1] On 26 and 30 November 2015 the Aviation Branch of the United Firefighters' Union of Australia lodged with the Fair Work Commission the prescribed information in relation to an election for the following offices, due to insufficient nominations received in previous elections (E2015/72 and E2015/165):

- Branch Organiser – Alice Springs Rescue and Firefighting Unit
- Branch Organiser – Broome Rescue and Firefighting Unit
- Branch Organiser – Cairns Rescue and Firefighting Unit
- Branch Organiser – Coffs Harbour Rescue and Firefighting Unit
- Branch Organiser – Gladstone Rescue and Firefighting Unit
- Branch Organiser – Launceston Rescue and Firefighting Unit
- Branch Organiser – Melbourne Rescue and Firefighting Unit
- Branch Organiser – Newman Rescue and Firefighting Unit

[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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<Price code A, PR574548>

**PRESCRIBED INFORMATION IN RESPECT OF ELECTION**

**UNITED FIREFIGHTERS' UNION OF AUSTRALIA  
AVIATION BRANCH**

The United Firefighters' Union of Australia Aviation Branch lodges the following information under subsection 189 (1) of the *Fair Work (Registered Organisations) Act 2009*:

- (a) The name of each office in respect of which an election is required:

Branch Organisers – one (1) elected by and from the members employed in each of the following Rescue and Firefighting Units:

Alice Springs Rescue and Firefighting Unit	(1)
Broome Rescue and Firefighting Unit	(1)
Cairns Rescue and Firefighting Unit	(1)
Coffs Harbour Rescue and Firefighting Unit	(1)
Gladstone Rescue and Firefighting Unit	(1)
Launceston Rescue and Firefighting Unit	(1)
Melbourne Rescue and Firefighting Unit	(1)
Newman Rescue and Firefighting Unit	(1)

**Reasons for election:**

The reason for the election is that these offices were not filled in the election conducted by the Australian Electoral Commission which concluded on Wednesday 7<sup>th</sup> May 2015. Under Rule 71 (3) of the Rules of the United Firefighters' Union of Australia, if the unexpired portion of term of office exceeds three quarters there must be an election and an appointment cannot occur.

**Nominations open:**

Date to be determined by Australian Electoral Commission



**Nominations close:**

Date to be determined by Australian Electoral Commission

**Cut off date for roll:**

7 days prior to the opening date for nominations as determined by Australian Electoral Commission.

DATED: 30<sup>th</sup> November 2015



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Henry Lawrence

Branch Secretary

United Firefighters' Union of Australia Aviation Branch