



4 November 2015

Ms Jo-Anne Schofield
National Secretary
United Voice

jo.schofield@unitedvoice.org.au

Dear Ms Schofield,

Reminder of actions required when persons elected to office

The Australian Electoral Commission has provided the Commission a declaration of results for the election [E2015/192]. 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 Voice 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: United Voice - Northern Territory Branch

Contact details: Erina Early **Email:** erina.early@unitedvoice.org.au
Branch Secretary **Tel:** 08 8981 8840

FWC contact officer: Carolyn Moloney **Email:** orgs@fwc.gov.au
Tel: 02 8374 6510

ELECTION COVERED IN THIS REPORT

Election Decision No: E2015/192

RULES

Rules used for the election: 108V: Incorporates alterations of 20/06/2014
[R2014/137]

Rules difficult to apply/interpret: None

Model Rule reference (if any): N/A

ROLL OF VOTERS

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

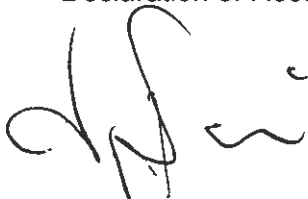
ALLEGATIONS OF IRREGULARITIES RECEIVED

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

Other irregularities identified and action taken: None

ATTACHMENT

Declaration of Results – Uncontested



Nigel Inglis
Returning Officer

9 September 2015

United Voice Northern Territory Branch

Declaration of Results for Uncontested Offices

E2015/192

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.

Branch Secretary (1)

Candidates

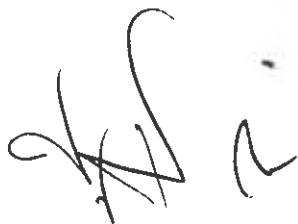
EARLY, Erina

Delegate to National Council (1)

Candidates

EARLY, Erina

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



Nigel Inglis
Returning Officer

9 September 2015

United Voice Northern Territory Branch

Declaration of Results for Uncontested Offices

E2015/192

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.

Branch Secretary (1)

Candidates

EARLY, Erina

Delegate to National Council (1)

Candidates

EARLY, Erina

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



Nigel Inglis
Returning Officer

9 September 2015



Copy of Signed Decision

Title of Matter: Application/Notification by United Voice
Section: s.189(1) RO Act - Notification of elections for office - Casual vacancy or insufficient nominations
Subject: NT Branch Secretary; NT Branch Delegate to National Council; QLD Branch Executive Members (2); QLD Branch National Council Delegates (4); QLD Branch Council Members (2)
Matter Number(s): E2015/192

A copy of the Delegate's election decision in relation to the above matter is attached for your information.

Please note: Section 233(2) of the *Fair Work (Registered Organisations) Act 2009* requires details of changes to an organisation's records be declared to the Fair Work Commission. This includes changes resulting from the conduct of elections. Changes must be declared within 35 days of their occurrence.

Inquiries:

Any inquiries relating to this are to be directed to Carolyn Moloney
Phone: 02 8374 6510, email: carolyn.moloney@fwc.gov.au, Fax: 02 9380 6990.

13 JULY 2015



Copy of Signed Decision

Title of Matter: Application/Notification by United Voice
Section: s.189(1) RO Act - Notification of elections for office - Casual vacancy or insufficient nominations
Subject: NT Branch Secretary; NT Branch Delegate to National Council; QLD Branch Executive Members (2); QLD Branch National Council Delegates (4); QLD Branch Council Members (2)
Matter Number(s): E2015/192

Dear Australian Electoral Commissioner via the Electoral Officer

Under subsection 189 of the *Fair Work (Registered Organisations) Act 2009*, please arrange for the conduct of the above election.

A copy of the Delegate's decision is attached for your information.

The relevant rulebook can be accessed via the Fair Work Commission's [website](#).

Contact: Jo-Anne Schofield of the organisation, as per the prescribed information.

Please send the declaration(s) and post election report to the Fair Work Commission at orgs@fwc.gov.au.

Inquiries:

Any inquiries relating to this matter are to be directed to Carolyn Moloney through orgs@fwc.gov.au.

13 JULY 2015



DECISION

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

United Voice
(E2015/192)

MR ENRIGHT

MELBOURNE, 13 JULY 2015

Arrangement for conduct of election.

[1] On 23 June 2015, United Voice lodged with the Fair Work Commission the prescribed information in relation to a casual vacancy election, for the remainder of the term, for the following offices:

Queensland Branch

Branch Executive Committee Member	(2)
Delegate to National Council	(4)
Delegate to Branch Council representing the following Sections:	
Aged Care, Aboriginal Hostels	(1)
Prisons and Detention Centre Officers	(1)

Northern Territory Branch

Branch Secretary	(1)
Delegate to National Council	(1)

[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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Copy of Prescribed Information

Title of Matter: Application/Notification by United Voice
Section: s.189(1) RO Act - Notification of elections for office - Casual vacancy or insufficient nominations
Subject: NT Branch Secretary; NT Branch Delegate to National Council; QLD Branch Executive Members (2); QLD Branch National Council Delegates (4); QLD Branch Council Members (2)
Matter Number(s): E2015/192

Attn: Electoral Officer

A copy of the Prescribed Information in relation to the above matter is attached for your information.

The election decision will be forwarded to your office in due course.

Inquiries:

Any inquiries relating to this are to be directed to: orgs@fwc.gov.au.

23 JUNE 2015



23RD June 2015

The General Manager
Fair Work Australia
80 William Street
EAST SYDNEY NSW 2011
By email: orgs@fw.gov.au

Dear Sir/Madam,

Notice of Prescribed Information for Election

I write to request that an election be held for eight (8) vacant offices in the Queensland Branch Council and Executive.

The prescribed information pursuant to S189(1) of the Fair Work (Registered Organisations) Act 2009 and Regulation 138 of the Fair Work (Registered Organisations) Regulations 2009 is as follows:

1. The name of each office for which an election is required:
 - 1.1. QLD Branch Executives (2)
 - 1.2. QLD Branch National Council delegates (4)
 - 1.3. QLD Branch Council members (2)
 - 1.3.1. Aged Care, Aboriginal Hostels
 - 1.3.2. Prisons and Detention Centre Officers
2. The reason for the election is that vacancies in the offices referred to above have occurred, as follows:
 - 2.1. Resignation of Aaron Harper and Laura Miller from QLD Branch Executive;
 - 2.2. Resignation of Sharryn Ohlbrecht, Aaron Harper, Laura Miller and David O'Byrne from National Council;
 - 2.3. Resignation of Sharryn Ohlbrecht and Priya Ross from QLD Branch Council.
3. If more than one of the offices or positions for which an election is required has the same name, and the number of offices or positions can, under the Rules of the relevant organisation or branch, be determined before the prescribed day – the number of those offices or positions.
 - 3.1. QLD Branch Executive – 2
 - 3.2. QLD National Council delegates – 4
 - 3.3. QLD Branch Council - 2
4. The electorate for the office or position is as follows:
 - 4.1. QLD Branch Executive - All financial members of QLD Branch Council
 - 4.2. QLD National Council delegates – all financial members of QLD Branch

- 4.3. QLD Branch Council
- 4.3.1. One (1) all financial members attached to the Aged Care, Aboriginal Hostels Division of the Queensland Branch
- 4.3.2. One (1) all financial members attached to the Prisons and Detention Centres of the Queensland Branch.
5. The date and time of the beginning and end of the period in which the nominations of candidates will be called for or may be made under the Rules of United Voice in relation to the election are contained in Rule 42.
- 5.1. The vacancies referred to above are for a term of office that exceeds twelve (12) months and falls within Rule 42(e) of the Rules.
- 5.2. This Rule provides:
- 5.2.1. *Casual vacancies, other than those provided for in sub-rule (e), must be filled by the appropriate manner of election elsewhere provided in these rules.*
- 5.3. Rule 40 sets out the "appropriate manner of election".
6. The day on which the roll of voters is to be closed is provided for in Rule 40 of the Union Rules.
7. The voting system to be employed in the conduct of the election is prescribed in Rule 40(r), which provides:
- 7.1. *All elections conducted under this Rule will be conducted according to a "first past the post" system of voting such that in any election a person must mark his or her vote on the ballot paper by writing a cross (X) or by making any other legible mark which makes the voter's intention clear in the square opposite the name of the candidate or candidates for whom the person votes.*

Please contact Wayne Newell on [REDACTED] if you have any enquiries in relation to this matter.

I, Jo-anne Schofield, confirm that I am authorised by United Voice and by the Rules of United Voice to make this statement on behalf of United Voice and that this information is lodged under s.189 of the Fair Work (Registered Organisations) Act 2009.

Yours faithfully



Jo-anne Schofield
NATIONAL PRESIDENT

ANNEXURE A – Queensland Branch Resignations from Offices Held

- Changes to Offices and Office Holders in the Organisation and its Branches

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	Occupation of <u>New</u> Office Holder
Queensland	9/2/15	QLD Branch Executive; Queensland representative on National Council	Aaron Harper	Resigned			
Queensland	3/6/15	QLD representative National Council; QLD Branch Council	Sharryn Ohlbrecht	Resigned			
Queensland	19/5/2015	QLD representative National Council	David O'Byrne	Resigned			
Queensland	12/1/15	QLD Branch Executive; QLD representative on National Council	Laura Miller	Resigned			
Queensland	4/5/15	QLD Branch Council	Priya Ross	Resigned			



19th June 2015

The General Manager
Fair Work Australia
80 William Street
EAST SYDNEY NSW 2011
By email: orgs@fw.gov.au

Dear Sir/Madam,

Notice of Prescribed Information and Request for Election

I write to request that an election be held for one vacant office in the Northern Territory Branch of United Voice and for one vacant NT Branch delegate position for National Council.

The prescribed information pursuant to S189(1) of the Fair Work (Registered Organisations) Act 2009 and Regulation 138 of the Fair Work (Registered Organisations) Regulations 2009 advising Fair Work of Matthew Gardiner's resignation as NT Branch Secretary, was provided on 10th February 2015. Following a process, as previously advised, of undertaking a review of the NT Branch structure, the National Executive at its meeting on 11th/12th June 2015 resolved to proceed to request an election for the office of NT Branch Secretary.

1. The name of each office for which an election is required:
 - 1.1. NT Branch Secretary
 - 1.2. National Council – NT Branch Delegate
2. The reason for the election is that casual vacancies in the office referred to above has occurred, as follows:
 - 2.1. Matthew Gardiner resigned from the office of Branch Secretary, effective 19th January 2015.
3. If more than one of the offices or positions for which an election is required has the same name
...
 - 3.1. Not applicable
4. The electorate for the office or position is as follows:
 - 4.1. All financial members of NT Branch of United Voice.
5. The date and time of the beginning and end of the period in which the nominations of candidates will be called for or may be made under the Rules of United Voice in relation to the election are contained in Rule 42.
 - 5.1. The vacancy referred to in Paragraphs 1 and 2 above is for a term of office that exceeds twelve (12) months and therefore does not fall within Rule 42(e) of the Rules.

5.2. This Rule provides:

5.2.1. Casual vacancies, other than those provided for in sub-rule (e), must be filled by the appropriate manner of election elsewhere provided in these rules.

5.3. Rule 40 sets out the "appropriate manner of election".

6. The day on which the roll of voters is to be closed is provided for in Rule 40 of the Union Rules.

7. The voting system to be employed in the conduct of the election is prescribed in Rule 40(r), which provides:

7.1. All elections conducted under this Rule will be conducted according to a "first past the post" system of voting such that in any election a person must mark his or her vote on the ballot paper by writing a cross (X) or by making any other legible mark which makes the voter's intention clear in the square opposite the name of the candidate or candidates for whom the person votes.

Please contact Wayne Newell on [REDACTED] if you have any enquiries in relation to this matter.

I, Jo-anne Schofield, confirm that I am authorised by United Voice and by the Rules of United Voice to make this statement on behalf of United Voice and that this information is lodged under s.189 of the Fair Work (Registered Organisations) Act 2009.

Yours faithfully



Jo-anne Schofield
NATIONAL PRESIDENT