



17 January 2017

Mr Andrew Johnson
Secretary

Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourse, Public Authorities, Water Boards Union
andrew.johnson@lgrceu.org

Dear Mr Johnson,

Reminder of actions required when persons elected to office

The Australian Electoral Commission has provided the Fair Work Commission (the Commission) a declaration of results for the election of uncontested offices for Union Council President, Union Vice-Presidents (4), Union Trustees (3) and Union Treasurer for [E2016/217]. This letter is a reminder of certain obligations imposed on organisations and on persons elected to office.

A notice must be published on the organisation's website

The organisation or branch must publish on its website a notice that a copy of the report is available from the organisation, branch or the AEC on request. The notice must be kept on the website for a period of at least 3 months (see regulation 141 of the Fair Work (Registered Organisations) Regulations 2009).

Holders of office required to undertake approved training

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. A list of approved training providers is attached.

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.

Organisation must notify the Commission of changes

Also, section 233(2) of the RO Act requires that an organisation must notify the Commission **within 35 days of any changes** to the holders of office in the organisation. **If there are no changes a notification is not required.** If the election has resulted in **any changes** to the holders of office, the Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourse, Public Authorities, Water Boards Union 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:

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone:
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

- 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. A template notification of changes, which may assist you, is attached. If any change does not apply until a date in the future, you do not 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

List of approved governance training packages

Approved training material	Provider	Contact person	Contact details
AHAWA Governance and Financial Training	Australian Hotels Association (WA Branch)	Mr Bradley Woods	(08) 9321 7701 ceo@ahawa.asn.au
APTIA Governance and Financial Training Package	Australian Public Transport Industrial Association	Mr Ian MacDonald	(02) 6247 5900 imacdonald@bic.asn.au
Handbook for Councillors of the Australian Industry Group	Australian Industry Group (for provision to Ai Group Councillors only. Not for external parties)	Ms Jenifer Leuba	(03) 9867 0174 jenifer.leuba@aigroup.asn.au
The Australian Workers' Union Professional Training Program Financial Duties of Officers	Australian Workers' Union	General enquiries	(02) 8005 3333 members@nat.awu.net.au
In-Boardroom: Governance and Finance for Registered Organisations	Australian Institute of Company Directors	Various	AICD state-based contacts
ACTU s.154C Training— Union Governance	Australian Council of Trade Unions (ACTU)	Organising Centre Enquiries	(03) 9664 7360 orgcentre@actu.org.au
Governance of Registered Organisations	Weston Woodley & Robertson Chartered Accountants	Mr Dennis Robertson	(02) 9264 9144 dennisr@wwr.com.au
Governance and Financial Accountability for Registered Organisations	Local Government New South Wales	Ms Sarah Artist	(02) 9242 4182 learning@lgnsw.org.au
Australian Hotels Association Financial Management Training	Australian Hotels Association (for provision to AHA officers only. Not for external parties)	Mr Stephen Ferguson	(02) 6273 4007 ceo@aha.org.au
Governance and Finance Training for Registered Organisations	Dickson Wohlsen Pty Ltd, trading as CTA Training	Mr Tom Streater	(07) 3878 9355 tom@dws.net.au
The Registered Organisation Training Act for Organisations and Boards	Vibe Public Relations Consultancy	Ms Anne Andrews	0400 021 679 vibeprctraining@bigpond.com
Training Course for Registered Organisations - Governance and Finance	Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourse, Public Authorities, Water Boards Union	Mr Andrew Johnson	andrew.johnson@lgrceu.org
MTAQ Registered Organisation Governance Course	Motor Trades Association of Queensland Industrial Organisation of Employers	Mr Paul Murray	paulm@mtaq.com.au

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 operation:
 1. *[include name of each new branch]*
 2. ...
 - CEASED operation:
 1. *[include name of each closed 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	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
National	1.1.2014	Secretary	Full Name	Full Name	c/- the Registered Organisation, postal address of Registered Organisation	Paid official
	25.12.2013	President	vacant	Full Name	As above	mechanic
...						
NSW	1.1.2014 (resigned) 7.1.2014 (appointed)	President	Full Name	Full Name	c/- the Branch, postal address of the Branch	mechanic
		Committee of Management Member	Full Name	Full Name	As above	mechanic
		Treasurer	Full Name	vacant	vacant	vacant
...						

Fair Work (Registered Organisations) Act 2009

POST ELECTION REPORT

Client: Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourse, Public Authorities, Water Boards Union

Contact details: Andrew Johnson

Email: lgrceu@tpg.com.au

Tel: 08 9328 7159

FWA contact officer: Sam Gallichio

Email: Sam.Gallichio@fwc.gov.au

Tel:

ELECTION/S COVERED IN THIS REPORT

Election Decision No/s:

E2016/217

RULES

Rules used for the election: [297V: Incorporates alterations of 9/1/2014 in matter R2013/38 corrected on 6 June 2016]
(replaces alterations of 10/12/2013 [R2013/473])

Model Rule reference (if any): N/A

Rules difficult to apply/interpret: None

ROLL OF VOTERS

The roll of voters was provided and used to post out the election notice and nomination form to eligible members.

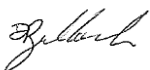
IRREGULARITIES

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
13 December 2016

**Western Australian Shire Councils, Municipal Road
Boards, Health Boards, Parks, Cemeteries and
Racecourse, Public Authorities, Water
Boards Union
Collegiate Election**

Declaration of Results for Uncontested Offices

E2016/217

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.

Union Council

Union President

Candidates

CRAWFORD, Peter

Union Vice-Presidents (4)

Candidates

LOVE, Martyn
MAGOR, Greg
SIGGLEKOW, Graham H
WILTON, Richard

Union Trustees (3)

Candidates

No nominations were received

Union Treasurer

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.



Simon Bulloch
Returning Officer

13 December 2016



DECISION

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

Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourse, Public Authorities, Water Boards Union
(E2016/217)

MR ENRIGHT

MELBOURNE, 11 OCTOBER 2016

Arrangement for conduct of election.

[1] On 14 September 2016 the Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourse, Public Authorities, Water Boards Union (the organisation) lodged with the Fair Work Commission the prescribed information in relation to an election for the following offices:

Union President
Union Vice Presidents (4)
Union Trustees (3)
Union Treasurer

[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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LGRCEU



*Western Australian Shire Councils, Municipal Road Boards,
Health Boards, Parks, Cemeteries and Racecourses,
Public Authorities Water Boards Union*

SECRETARY ANDREW JOHNSON

PO BOX 183 LEEDERVILLE WA 6007

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Website: www.lgrceu.org


ABN: 66 605 469 322

TEL: (08) 9328 5854

(08) 9328 7159

FAX: (08) 9328 4792

1800 199 945

FORMERLY THE 
FOR OVER 113 YEARS

September 14th 2016

The General Manager
Fair Work Commission, 11 Exhibition Street, MELBOURNE VIC 3001
BY EMAIL: orgs@fwc.gov.au

Dear General Manager,

UNION EXECUTIVE ELECTION(S) FEDERAL

I am the duly elected Secretary of the Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries, Racecourse, Public Authorities and Water Boards Union, (the Union) having been declared elected for a four year term by the Returning Officer appointed by the Australian Electoral Commission in October 8th 2013.

As the duly Secretary, and as authorised by the executive committee of management (on the of September 12 2016) of the Federal Union I hereby make application for the conduct of an election **pursuant to Section 189(1) of the Fair Work (Registered Organisations) Act 2009** to be held for the offices of Union President, Union Vice Presidents (4), Union Trustees (3) and Union Treasurer pursuant to the requirements of Rule 17 of the Union General Rules.

It will be noted from the Rules that the existing election process is carried out at the Annual General Meeting and does not provide for an express period for nominations to be lodged or for the closing of the roll. In the request for an election, the Union has nominated time frames that it considers reasonable having regard for the size of the electorate and the union's rules.

The details of the request are as set out below.

1. OFFICES FOR WHICH AN ELECTION IS TO BE CONDUCTED

Union President (1 year term)

Union Vice President (4 positions) (1 year term)

Union Treasurer (1 year term)

Union Trustees (3 positions) (1 year term)

2. REASON FOR THE ELECTION

The terms of the existing office holders will expire on the 14th of December 2016.

3. ELECTORATE

In respect of the offices of Union President, Union Vice President, Union Treasurer and Union Trustee the electorate shall mean all members of the Union Council elected in accordance with the Rules of the Division that they represent. This means in practice the WA Division as it is the only Division in the Union

4. NOMINATION PERIOD

Nominations for the said offices should be called for at the Annual General Meeting to be held pursuant to Rule 26 of the UNION GENERAL RULES PART 1, by the Returning Officer /Agent determined by the Fair Work Commission pursuant to the requirements of the Fair Work (Registered Organisations) Act 2009.

The Union's rules generally provide that the nominations for office(s) and the elections take place at and on the day(s) of the Union Annual General Meeting . The Annual General Meeting will be held **December 12 2016.**

5. TYPE OF VOTING SYSTEM

Collegiate

The union requests that in issuing the necessary orders for elections to be held that the current persons holding or acting in the Offices for which an election are to be held, continue until such time as the declaration of results is issued by the Australian Electoral Commission.



Signed by Andrew Gerard Johnson as the Officer of the Union authorised to make this application