



A•S•U

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Friday 14 December, 2018

General Manager  
Fair Work Commission  
GPO Box 1944  
MELBOURNE VIC 3001

By E-mail: [ros@fwc.gov.au](mailto:ros@fwc.gov.au)

Dear General Manager

**Re: Amendments to Australian Municipal, Administrative, Clerical and Services Union rules**

I submit the following rule changes for certification.

Accordingly, I lodge with this letter a Notice Setting out the Particulars of the Alterations to the Rules of the ASU, Declarations pursuant to Section 159(1) of the Fair Work (Registered Organisations) Act 2009 and Regulation 126 of the Fair Work (Registered Organisations) Regulations 2009.

The rule alteration concerns the National Rule DIVISION THREE QUEENSLAND (SERVICES AND NORTHERN ADMINISTRATIVE) BRANCH as follows:

1. In rule 7 – THE BRANCH EXECUTIVE delete sub rule a. v. and insert in lieu the words:  
'v. Branch Industry Division Vice-President of each Branch Industry Division, provided that an Industry Division with more than four thousand members will be entitled to an additional Industry Division Vice-President;'
2. In rule 18 – BRANCH COUNCIL MEMBERSHIP delete from the table in sub rule a. ii the words 'Number of Councillors' and 'Financial Members attached to an Industry Division' where they appear in the table.
3. In rule 33 - ELECTION OF BRANCH OFFICE/ POSITION HOLDERS delete from the table in sub rule a. the words 'whole membership' where they appear immediately opposite the words 'National Conference Delegates' and insert in lieu of those words 'Branch Council'.
4. In rule 33 - ELECTION OF BRANCH OFFICE/ POSITION HOLDERS delete from the table in sub rule a. the second reference to 'National Conference Delegate' elected by 'women members of the whole membership'.
5. In rule 33 - ELECTION OF BRANCH OFFICE/ POSITION HOLDERS delete from the table in sub rule a. the words 'whole membership' where they appear immediately opposite the words 'Alternate National Conference Delegate' and insert in lieu of these words 'Branch Council'.

If you require further information, please do not hesitate to contact John Nucifora [jnucifora@asu.asn.au](mailto:jnucifora@asu.asn.au) tel (03) 9342 1477.

**Australian  
Services  
Union**

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australianservicesunion](http://www.facebook.com/australianservicesunion)  
TW: @ASUnion

**National Secretary**  
David Smith

**Assistant National Secretaries**  
Linda White  
Robert Potter

Yours faithfully



David Smith  
NATIONAL SECRETARY

Tel: +61 3 9342 1401  
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**Fair Work (Registered Organisations) Act 2009**

**NOTICE SETTING OUT THE PARTICULARS OF THE ALTERATIONS TO THE RULES OF THE  
AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION  
REGULATION 126**

**DECLARATION REGULATION 126 (2)**

I, DAVID SMITH, of Ground Floor, 116-124 Queensberry Street, Carlton South, State of Victoria:

1. I am the National Secretary of the Australian Municipal, Administrative, Clerical and Services Union ("ASU"), an organisation of employees registered under the Fair Work (Registered Organisations) Act 2009 ("the Act"). I am authorised to make this statement for and on behalf of the ASU and to sign the 'Notice Setting out the Particulars of the Alterations to the Rules of the Union'.
2. The particulars set out in this 'Notice Setting out the Particulars of the Alterations to the Rules of the Australian Municipal, Administrative, Clerical and Services Union' dated 14 December 2018, lodged herein are correct.
3. The alterations were made in accordance with the Rules of the ASU.
4. The manner in which compliance with the Rules of the ASU was obtained is as follows:
  - a) Neil Henderson, Branch Secretary of the Queensland (Services and Northern Administrative) Branch and National Executive member, advised the National Secretary in a letter dated 13 December 2018, that the Branch Executive consented to the proposed Rule alterations on 13 December 2018.
  - b) The proposed rule alterations relate to variations correcting drafting errors in Rule 7 a. v, Rule 18 a. ii. and Rule 33 a.
  - c) The National Executive has determined that the letter from the Branch Secretary of the Queensland (Services and Northern Administrative) Branch declaring that the Branch Executive had consented to the amendments to the rules of the Branch, which have been provided to the National Executive, demonstrates consent of the Branch Executive for the purposes of National Rule 49.
  - d) I confirm that on 13 December 2018 a Postal/Fax/E-mail Ballot was submitted to all National Executive members via e-mail and members were provided with a copy of the letter from the Queensland (Services and Northern Administrative) Branch dated 13 December 2018 attached hereto and marked '**Attachment A**' and a current copy of the relevant rules with the proposed amendments using tracked changes attached hereto and marked '**Attachment B**'.
  - e) On the 14 December 2018, a total of 123.84 affirmative votes were received. Of the total of 138 votes allocated to members of the National Executive in accordance with sub-rule 8c, I declared the vote carried pursuant to sub-rule 8j of the rules of the ASU. Attached hereto and marked '**Attachment C**' is a copy of my correspondence to National Executive members on the 14 December 2018, declaring the result of the ballot.
5. Pursuant to Regulation 126(1)(b) the notice for this rule alteration has been published on the ASU website and can be viewed at [www.asu.asn.au/about/rules](http://www.asu.asn.au/about/rules).
6. I declare that the particulars set out in this notice are true and correct to the best of my knowledge and belief.

**DATED:** 14/12/2018



David Smith  
NATIONAL SECRETARY



BE PART OF  
A REAL CHANGE

13 December 2018

David Smith  
National Secretary  
Ground Floor  
116 Queensberry Street  
Carlton South VIC 3053

By email: [d.smith@asu.asn.au](mailto:d.smith@asu.asn.au)

Dear David,

**Re: Alteration of Branch Rules**

Herewith are a number of resolutions altering the branch's rules as carried by Branch Executive today and my statement recording consent for the alteration. Would you please submit these resolutions to the National Executive.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Neil Henderson', written over a horizontal line.

**Neil Henderson**  
**Secretary**

---

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AUSTRALIAN MUNICIPAL,  
ADMINISTRATIVE, CLERICAL  
AND SERVICES UNION  
QUEENSLAND (SERVICES  
AND NORTHERN  
ADMINISTRATIVE) BRANCH  
ABN 86 351 665 653

QUEENSLAND SERVICES,  
INDUSTRIAL UNION OF  
EMPLOYEES  
ABN 13 540 483 194

TRADING AS  
THE SERVICES UNION

SECRETARY:  
Neil Henderson  
EXECUTIVE PRESIDENT:  
Jennifer Thomas

*'I Neil Henderson, Branch Secretary, of the Queensland (Services and Northern Administrative) Branch ('Branch'), confirm that, in accordance with the rules of the Union, the Branch Executive resolved on the 13 December 2018 to consent to the additions, changes, amendments, variations, repeal and/or deletions to the rules of the Branch as follows.*

Rule 7 a. v.

- a) Delete rule 7 a.v. and insert in lieu the words:  
'Branch Industry Division Vice-President of each Branch Industry Division, provided that an Industry Division with more than four thousand members will be entitled to an additional Industry Division Vice-President;'

Moved: Neil Henderson

Seconded: Veronica Meachen

**CARRIED**

Rule 33 a.

- a) Delete from the table in rule 33a. the words 'whole membership' where they appear immediately opposite the words 'National Conference Delegates' and insert in lieu of those words the following:  
'Branch Council'.  
b) Delete the second reference to National Conference delegate elected by women members of the whole membership.  
c) Delete from the table in Rule 33 a. the words whole membership where they appear immediately opposite the words Alternate National Conference Delegate and insert in lieu of these words the following:  
'Branch Council'.

Moved: Neil Henderson

Seconded: Marianne Ryan

**CARRIED**

Rule 18 a. ii

- c) Delete from the table in rule 18 a. ii the words 'Number of Councillors' and 'Financial Members attached to an Industry Division' where they appear in the table.

Moved: Neil Henderson

Seconded: Kathleen Cotter

**CARRIED**

13 December 2018

  
**Neil Henderson**  
Secretary

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Neil Henderson  
EXECUTIVE PRESIDENT:  
Jennifer Thomas

## 7 – THE BRANCH EXECUTIVE

- a. The Branch Executive consists of the:
  - i. Branch President;
  - ii. Branch Executive President;
  - iii. Branch Vice-President (Woman);
  - iv. Branch Vice-President (Youth);
  - v. Seven (7) Branch Industry Division Vice Presidents; Branch Industry Division Vice-President of each Branch Industry Division, provided that an Industry Division with more than four thousand members will be entitled to an additional Industry Division Vice-President;
  - vi. Branch Secretary;
  - vii. Branch Assistant Secretary (if any);
  - viii. Branch Treasurer; and
  - ix. Branch Executive Member (Women) (if any elected under Rule 34).
- b. The Branch Executive will, subject to these Branch rules, determine prior to the opening of nominations in the Quadrennial Elections, if there is to be an office of Branch Assistant Secretary following the Quadrennial Elections.
- c. A member of the Branch Executive who ceases to be:
  - i. a member attached to the Branch; or
  - ii. eligible to nominate for election to their office on the Branch Executive, ceases at the time of the happening of the event under parts i. or ii. to be a member of the Branch Executive.
- d. A casual vacancy occurs when a member ceases to be a member of the Branch Executive under sub-rule c.

**18 – BRANCH COUNCIL MEMBERSHIP**

- a. Membership of the Branch Council consists of:
- i. the Branch Executive; and
  - ii. Branch Councillors from each respective Industry Division on the basis that a respective Industry Division having the number of Financial Members set out in column A will be represented by the number of Branch Councillors set out immediately opposite in column B:

A	B
<b>Number of Councillors</b>	<b>Financial Members attached to an Industry Division</b>
Less than 200	one (1)
200 to 399	two (2)
400 to 599	three (3)
600 to 999	four (4)
1000 to 1999	six (6)
2000 to 2999	eight (8)
3000 to 3999	ten (10)
4000 to 4999	12
5000 to 5999	14
6000 to 6999	16
7000 to 7999	18
8000 to 9999	21
10,000 to 11,999	24
12,000 to 13,999	28

- b. The number of Branch Councillors will be determined by the lowest number of Financial Members in a respective Industry Division on the last day of each of the months of October, November and December in the year preceding a Quadrennial Election.

- c. In addition to the Branch Councillors elected from the Industry Divisions in accordance with sub-rule a., membership of the Branch Council will also include Branch Councillors (Women) elected under rule 34.

**33 – ELECTION OF BRANCH OFFICE/ POSITION HOLDERS**

- a. Commencing in 2019 Quadrennial Elections will be held to elect to the office or position, as the case may be, set out in column A from the electorate, comprised of Financial Members, set out in column B, the:

A - OFFICE	B - ELECTORATE
Branch President	whole membership
Branch Executive President/Second National Executive Representative	whole membership
Branch Vice-President	whole membership
Branch Vice-President (Energy Industry Division)	members of the Energy Industry Division
Branch Vice-President (Local Authorities and Brisbane City Council Industry Division – Local Authorities)	members of the Local Authorities and Brisbane City Council Industry Division other than those employed by the Brisbane City Council
Branch Vice-President (Local Authorities and Brisbane City Council Industry Division - BCC)	members of the Local Authorities and Brisbane City Council Industry Division employed by the Brisbane City Council
Branch Vice-President (Transport and Northern Administrative - Rail)	members of the Transport and Northern Administrative employed in rail
Branch Vice-President (Transport and Northern Administrative – Ports and Private)	members of the Transport and Northern Administrative employed in ports and private sector
Branch Vice-President (Transport and Northern Administrative - North Queensland Clerical and Administrative)	members of the Transport and Northern Administrative employed in the North Queensland Clerical and Administrative Industry
Branch Vice-President (Social and Community Sector Industry Division)	members of the Social and Community Sector Industry Division
Branch Vice-President (Women)	women members of the whole membership



Branch Vice-President (Youth)	all members of the Branch who have not attained the age of 35
Branch Secretary/First National Executive Representative	whole membership
Assistant Branch Secretary (if any)	whole membership
Branch Executive Members	whole membership
Third National Executive Representative	whole membership
Alternative National Executive Representative	whole membership
National Conference Delegates	<del>whole membership</del> <a href="#">Branch Council</a>
<a href="#">National Conference Delegates</a>	<del>women members of the whole membership</del>
Alternate National Conference Delegates	<del>whole membership</del> <a href="#">Branch Council</a>
Branch Council Delegates	Industry Divisions

- b. In addition to the qualifications for candidates required in sub-rules a., c., d. and e. of National rule 39, the following applies:

OFFICE	ELIGIBILITY
Branch Vice-President (Women)	a Financial Member who is a woman
Branch Vice-President (Youth)	a Financial Member under the age of 35 years on the last day of the month preceding the opening of nominations for the Quadrennial Elections
National Conference Delegates	a Branch Council member
Alternate National Conference Delegates	a Branch Council member
Provisional Branch Executive members (Women)	a Financial Member who is a woman
Provisional Branch Councillors (Women)	a Financial Member who is a woman

- c. In addition to the qualifications for nominators required by sub-rules (e), (i) and (j) of National rule 40, the following applies:

OFFICE	ADDITIONAL QUALIFICATIONS
Third National Executive Representative	two (2) members of the Branch Council
Branch President	two (2) members of the Branch Council
Branch Vice-Presidents (Industry)	two (2) members of the Branch Council
Branch Vice-Presidents (Women)	two (2) members of the Branch Council
Branch Vice-President (Youth)	two (2) members of the Branch Council
Branch Secretary	two (2) members of the Branch Council
Branch Executive President	two (2) members of the Branch Council
Branch Assistant Secretary	two (2) members of the Branch Council
Branch Treasurer	two (2) members of the Branch Council
National Conference Delegates	two (2) members of the Branch Council
Alternate National Conference Delegates	two (2) members of the Branch Council
Provisional Branch Executive Member (Women)	two (2) members of the Branch Council
Provisional Branch Councillors (Women)	two (2) members of the Branch Council

- d. An election will be held, at the first Branch Council meeting following the Quadrennial Elections, for the offices of National Conference Delegates and Alternate National Conference Delegates.
- e. Branch employees may only nominate for one (1) of the following offices:
- i. Branch Executive President;
  - ii. Branch Secretary; and
  - iii. Branch Assistant Secretary (if any).



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Friday 14 December, 2018

TO: All National Executive Members  
As addressed

**By E-mail**

Dear National Executive Member

**Postal/Fax/Email Vote No. 10/2018 Proposed  
Queensland (Services & Northern Administrative) Branch rule change**

The result of the e-mail ballot submitted to members of National Executive via e-mail on 13 December 2018, regarding the above is as follows:

A total of 123.84 affirmative votes were received from:

David Smith	Jennifer Thomas
Linda White	Lynette Henson
Robert Potter	Abbie Spencer
Alex Scott	Scott Cowen
Irene Monro	Jeff Lapidos
Vivienne Doogan	Ancel Greenwood
Natalie Lang	Lisa Darmanin
Judith Wright	Billy King
Angus McFarland	Wendy Phillips
Graeme Kelly	Matt Norrey
Sharon Sewell	Imogen Sturni
Neil Henderson	Paul O'Neill

No negative votes were received. I advise that National Executive E-mail Vote No. 10/2018 is carried.

Yours faithfully

David Smith  
NATIONAL SECRETARY

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**National Secretary  
David Smith**

**Assistant National Secretaries  
Linda White  
Robert Potter**