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Monday 2 March, 2020

General Manager
Fair Work Commission
GPO Box 1944
MELBOURNE VIC 3001

By E-mail: ros@fwc.gov.au

**Australian
Services
Union**

**National Office
Melbourne & Sydney**

All correspondence to:

Ground Floor
116 Queensberry St
Carlton South VIC 3053

T: (03) 9342 1400
F: (03) 9342 1499

E: info@asu.asn.au
W: www.asu.asn.au

FB: [www.facebook.com/
australianservicesunion](https://www.facebook.com/australianservicesunion)
TW: @ASUnion

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, Declaration 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 DIVISION EIGHT - NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH as follows:

1. Delete the entirety of DIVISION EIGHT – NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH RULES ('**Branch Rules**') of the rules of the Australian, Municipal, Clerical and Services Union.
2. Insert the new Branch Rules 1 – 47 inclusive and Schedules 1 & 2 in accordance with **Schedule A** attached to **Attachment 1**.

If you require further information, please do not hesitate to contact John Nucifora at this office jnucifora@asu.asn.au tel (03) 9342 1477.

Yours faithfully

Robert Potter
Acting National Secretary

encl.

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, ROBERT POTTER, of Ground Floor, 116-124 Queensberry Street, Carlton South, State of Victoria:

1. I am the Acting 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 2 March 2020, 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) Graeme Kelly, Branch Secretary of the New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch and National Executive member, advised the Acting National Secretary in a letter dated 21 February 2020 '**Attachment 1**' that the Branch Executive had consented to the proposed Rule alterations set out in '**Schedule A**' and attached an explanatory two page bulletin.
 - b) The proposed rule alterations replace the current Branch rules with those proposed in Schedule A attached to Attachment 1.
 - c) The National Executive has determined that the declaration of the Branch Secretary of the New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch declaring that the Branch Executive has consented to the additions, changes, amendments, variations, repeal and/or deletions to the rules of the Branch in Attachment 1, 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 26 February 2020 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 New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch dated 21 February 2020 attached hereto as 'Attachment 1'.
 - e) On the 28 February 2020, a total of 118.5 affirmative votes were received. Of the total of 129 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 2**' is a copy of my correspondence to National Executive members of the February 2020, 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.
6. I declare that the particulars set out in this notice are true and correct to the best of my knowledge and belief.

DATED: Monday 2 March, 2020



Robert Potter
ACTING NATIONAL SECRETARY



United Services Union
Level 7, 321 Pitt St, Sydney NSW 2000
p (02) 9265 8211 | e united@usu.org.au
f (02) 9261 2265 | Support Team 1300 136 604

21 February 2020

Robert Potter
Acting National Secretary
Australian, Municipal, Administrative, Clerical and Services Union
Ground Floor, 116 Queensberry Street
CARLTON SOUTH VIC 3053

Contact: Graeme Kelly
Ref: 20190107DPA02USB

Also by email: Robert Potter <rpotter@asu.asn.au>

Dear Mr Potter,

New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch – Rule Alteration

I, Graeme Kelly, Branch Secretary, of the New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch ("**Branch**") confirm that, in accordance with the rules of the Union, the Branch Executive of the Branch resolved on 18 December 2019 to seek that the additions, changes, amendments, variations, repeal and/or deletions to the rules of the Branch, by deleting the current Branch rules and inserting the rules set out in **Schedule A**, be made by the National Executive, and consents to the National Executive making those additions, changes, amendments, variations, repeal and/or deletions to the rules of the Branch.

I would appreciate you arranging for the proposed rule change to be put to the ASU National Executive as soon as practicable.

Regards,

A handwritten signature in black ink, appearing to read 'G Kelly', written over a light blue horizontal line.

Graeme Kelly OAM
BRANCH SECRETARY

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DIVISION EIGHT

NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH RULES

SECTION 1: NAME/REGISTERED OFFICE

1 - NAME OF BRANCH

- a. The name of the Branch is the New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch of the Australian Municipal, Administrative, Clerical and Services Union.

2 - REGISTERED OFFICE OF BRANCH

- a. The location of the office of the Branch is 7/321 Pitt Street Sydney, or another place determined by the Branch Executive.
- b. The Branch Secretary will, if a determination is made under sub-rule a., notify the National Secretary of the location of the office.

SECTION 2: DEFINITIONS/INTERPRETATION

3 - DEFINITIONS

Act	<i>Fair Work (Registered Organisations) Act 2009 (Cth)</i>
ASU	Australian Municipal, Administrative, Clerical and Services Union
ASU Rules	the certified rules of the ASU inclusive of its branches
Auditor	a person appointed by the Branch as an auditor under Branch Rule 34
Authorised Deposit-taking Institutions	has the meaning given to that phrase in the Bank Act 1959 (Cth)
Branch	New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch
Branch Conference	a Branch conference held under Branch Rules 24, 26 or 28
Branch Conference in Council Session	a Branch conference held under Branch Rule 26
Branch Conference Delegates	Financial Industrial Members notified to the Branch Secretary under Branch Rule 24d.ii or Branch Rule 28f.ii. or appointed under Branch Rule 24d.iii or 28f.iii
Branch Employees	persons employed by the ASU to perform work solely for the Branch
Branch Executive	the body established under Branch Rule 13
Branch Fund	is comprised of the assets and real property of the Union held in relation to, and under the control of, the Branch
Branch Membership Register	the register of Industrial Members maintained by the Branch Secretary under Branch Rule 10
Branch Office	the office of:

	<p>Branch President;</p> <p>Branch Vice-President;</p> <p>Branch Secretary;</p> <p>Branch Treasurer; and</p> <p>Branch Executive Member</p>
Branch Officer	the holder of a Branch Office
Branch Officers Register	the register of Branch Officers maintained by the Branch Secretary
Branch Rules	Division Eight of the ASU Rules
Commencement Date	the date the Fair Work Commission certifies these rules numbered 1-47
Delegate's Credential Form	the form attached as Schedule 2
Financial Records	<p>records, however recorded or stored, to the extent that they relate to the finances or financial administration of the Branch and includes a:</p> <p>register;</p> <p>record of financial information;</p> <p>Financial Report;</p> <p>documents relating to or recording a financial transaction; and</p> <p>Financial Statement</p>
Financial Report	<p>unless the Act otherwise provides:</p> <p>a copy of the report of the Auditor in relation to the inspection and audit of the financial records of the reporting unit in relation to a Financial Year;</p> <p>a copy of the general purpose financial report to which the report relates;</p> <p>and</p> <p>a copy of the operating report to which the report relates</p>
Financial Statement	a financial document that explains the methods and calculations about how the Branch's accounts are made up and correctly recorded and explains the Branch transactions and financial position
Financial Industrial Member	an Industrial Member of the Branch and financial under the ASU Rules
Front Bench	the Sub-Branch positions under Branch Rule 32
Industrial Member	for the purpose of these Branch Rules, a person entitled to be attached to the Branch, who has been admitted as a member of the Branch under these Branch Rules and who is eligible to be industrially represented by the ASU
Life Member	for the purpose of these Branch Rules, a person who has been appointed as a life member under these Branch Rules
Member	<p>includes, for the purpose of these Branch Rules, the following membership types:</p> <p>an Industrial Member;</p> <p>a Life Member; and</p>

	a Retired Member
National Rules	the ASU Rules excluding the rules of the branches contained in Divisions Two A to Eleven
Occupation	an occupation that entitles a person performing the work of the occupation to be attached to the Branch under National Rule 10
Ordinary Branch Conference	a Branch conference held under Branch Rule 24
Principal Office	is the office of the Branch under Branch Rule 2
Quadrennial Election	the elections held each four (4) years for a Branch Office under the ASU Rules
Quadrennial Term	the period commencing, in relation to a Branch Office, on the declaration of the election for that office and ending on the declaration of the election for that office at the next Quadrennial Election
Retired Member	for the purpose of these Branch Rules, a person who has been admitted as a retired member under these Branch Rules
Special Branch Conference	a Branch conference held under Branch Rule 28
State Entity	New South Wales, Local Government, Clerical, Administrative, Energy, Airlines & Utilities Union, registered under the Industrial Relations Act 1996
Sub-Branch Committee Members	a financial Industrial Member elected to a position under Branch Rule 31

4 - INTERPRETATION

- a. In these Branch Rules if the context permits:
- i. singular words include the plural and vice versa;
 - ii. words importing any gender include every gender;
 - iii. all references to statutes will be construed so as to include all regulations or codes of practice made under the statute and any statutory modification, replacement or re-enactment of the statute (whether before or on or after the date of these Branch Rules) for the time being in force;
 - iv. words denoting individuals include corporations and vice versa;
 - v. clause headings, schedule headings and the table of contents may be used to assist in the interpretation of these Branch Rules;

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- vi. where a word or phrase is given a defined meaning in these Branch Rules, another part of speech or grammatical form in respect of that word or phrase has a corresponding meaning;
 - vii. a reference to a 'rule' is, a reference to a rule of these rules;
 - viii. a reference to a 'sub-rule' means, a sub-rule of the rule in which the reference to the sub-rule is made;
 - ix. a reference to a 'paragraph' means, a paragraph of the sub-rule in which the reference to the paragraph is made;
 - x. a reference to a 'sub-paragraph' means, a sub-paragraph of the paragraph in which the reference to a sub-paragraph is made;
 - xi. a reference to a 'schedule', is a reference to a schedule which is to be read in conjunction with these rules and have the effect provided by these rules;
 - xii. a reference to a 'majority' means at least half (1/2) the number of members required to be present at a meeting held under these rules, and present in person, plus one (1);
 - xiii. a reference to a business day is a reference to a day Monday to Friday during the hours 9 am to 4 pm, in the place where an act is to be performed, which day is not a designated public holiday in that place;
 - xiv. a reference to a 'month' is a reference to a calendar month;
 - xv. where a period, dating from a given day, act or event, is prescribed or allowed for a purpose the period is to be reckoned exclusive of such day or the day of such act or event;
 - xvi. where the last day of a period prescribed or allowed for the doing of anything falls on a day which is not a business day in the place in which the thing is to be or may be done, the thing may be done on the first day following which is a business day in that place;
 - xvii. a reference to the performance of a duty by an officer or person is inclusive of a reference to the officer or person causing the duty to be discharged and/or inclusive of the duty being discharged by another person, entitled to hold a delegation under these rules, and holding the delegation of the relevant officer or person;
 - xviii. a word or expression that is not defined in these rules, but is defined in the National Rules has the meaning given by the National Rules;
 - xix. 'in writing' includes printing, typing, facsimile, text messaging, e-mail and other means of representing or reproducing words, figures, drawings or symbols in a visible and tangible or electronic form, in English;
 - xx. 'signature' and 'signing' means the execution of a document by a person, corporation or other relevant entity and include signing by an agent or attorney or representative (if a body corporate);
 - xxi. each paragraph or sub-paragraph in a list is to be read independently from the others in the list;
 - xxii. a reference to a party giving consent means prior written consent;

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- xxiii. where these rules require the giving of a notice, whether by or to the Branch, that notice is to be in writing; and
 - xxiv. email means a communication sent to, or from, the email account that a respective officer or Member has nominated to the Branch Secretary for the receipt and sending of material where the email is not returned as undeliverable.

SECTION 3: MEMBERSHIP

5 - MEMBERSHIP OF THE BRANCH

- a. From the 1 July 1993 all members attached to the former MEU New South Wales Branch, and all members attached to the former New South Wales Clerical and Administrative Branch shall be attached to the New South Wales Local Government Clerical, Administrative, Energy, Airlines & Utilities Branch, together with all members subsequently attached to the Branch pursuant to National Rule 10.
- b. Notwithstanding any other rule, all members of the Federated Municipal and Shire Council Employees Union of Australia New South Wales Division as registered under the Industrial Relations Act 1996 (NSW), who are members of the Union, shall be attached to the New South Wales Local Government Clerical, Administrative, Energy, Airlines & Utilities Branch in accordance with National Rule 56.

6 - TYPES OF MEMBERSHIP

- a. The following person is a member of the Branch:
 - i. an Industrial Member;
 - ii. a Life Member; and
 - iii. a Retired Member.

7 - INDUSTRIAL MEMBER

- a. An Industrial Member is a person who:
 - i. is a member of the ASU;
 - ii. works, or ordinarily works, in an Occupation;
 - iii. is attached under National Rule 10 to the Branch; and
 - iv. may be industrially represented by the ASU.
- b. A Financial Industrial Member is, subject to the National Rules, the only Member entitled to:
 - i. vote in an election ballot of the Branch;
 - ii. vote in a plebiscite of the Branch;
 - iii. if otherwise qualified under these Branch Rules, nominate, or second nominations, for an Office or Position; and

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- iv. if otherwise qualified under these Branch Rules and elected to an Office, continue to hold that office.
 - c. A Financial Industrial Member is entitled to:
 - i. access the services of the Branch; and
 - ii. otherwise, as provided by the ASU Rules, participate in the business of the Branch.
 - d. So there can be no doubt, an Industrial Member is, for the purposes of the National Rules, a member of the ASU who is not an associate member or a life member.

8 - LIFE MEMBER

- a. Without limiting, or being limited by, National Rule 33 c. ii., a Life Member of the Branch is a person admitted as a life member by the Branch Executive under this rule.
- b. Appointment as a Life Member of the Branch is the highest honour the Branch may confer on a person for services rendered to the Branch.
- c. Life membership may only be conferred on an Industrial Member or on a former Industrial Member of the Branch, who has:
 - i. at least 20 years continuous membership of the Branch; and
 - ii. has given outstanding service to the Branch in any capacity.
- d. A Branch Conference may make a recommendation that life membership be conferred under sub-rule a. on:
 - i. its own motion; or
 - ii. the recommendation of a Sub-Branch.
- e. Life membership under sub-rule a. may be determined to be conferred by the Branch Executive on the recommendation of the Branch Conference under sub-rule d.
- f. A Life Member of the Branch is not required to pay Subscriptions, or other fees, except where the Life Member is working in an Occupation, in which case the Life Member must pay Subscriptions and/or other fees required to be paid by an Industrial Member and may then exercise the rights of a Financial Industrial Member.
- g. A Life Member of the Branch is only entitled to:
 - i. access the services of the Branch as determined by the Branch Executive;
 - ii. become, if not working in an Occupation, also a Retired Member without the payment of a fee; and
 - iii. the other rights that the Branch Executive determines.
- h. Nothing prevents Life Membership being awarded posthumously.

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- i. A person admitted as a Life Member of the Branch prior to the Commencement Date is deemed to have been admitted as a Life Member under these Branch Rules.
 - j. A person admitted as a Life Member of the New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Union registered under the *Industrial Relations Act 1996* (NSW) either prior to or after the Commencement Date, who was at the time of admission also an Industrial Member, is deemed to have been admitted as a Life Member under these Branch Rules.
 - k. So there can be no doubt, a Life Member is a life member for the purposes of the National Rules.

9 - RETIRED MEMBER

- a. A Retired Member is a person admitted as a retired member by the Branch Executive under this rule.
- b. A Financial Industrial Member no longer working in an Occupation, having retired from the workforce, may apply to the Branch Secretary, in the manner determined by the Branch Secretary, to be admitted as a Retired Member.
- c. The Branch Executive is to determine the fees (if any) to be paid by a Retired Member.
- d. A Retired Member who commences working in an Occupation ceases to be a Retired Member and will be invited by the Branch Secretary to again become an Industrial Member.
- e. A Retired Member is only entitled to the rights that the Branch Executive determines.
- f. So there can be no doubt, a Retired Member is not, for the purpose of the National Rules, a member of the ASU.

10 -BRANCH MEMBERSHIP REGISTER

- a. Without limitation to the powers of the National Secretary under National Rule 28 the Branch Secretary will record, in the Branch Membership Register, in relation to each Industrial Member admitted to membership under the ASU Rules, their:
 - i. name;
 - ii. postal address;
 - iii. financial status;
 - iv. Sub-Branch;
 - v. date of admission; and
 - vi. date of resignation.
- b. The Branch Secretary will record as far as the Branch Secretary is able to determine, in the Branch Membership Register, in relation to each Member, their:
 - i. phone numbers;

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- ii. e-mail address;
 - iii. residential or private postal address;
 - iv. employer;
 - v. place of employment;
 - vi. occupation;
 - vii. classification; and
 - viii. other information required by the:
 - A. Branch Executive; or
 - B. Act.
- c. The information recorded by the Branch Secretary under sub-rules a. and b. in relation to Industrial Members will be kept in the Branch Membership Register.
- d. The information recorded by the Branch Secretary under:
- i. sub-rule a. in relation to Members other than Industrial Members; and
 - ii. sub-rule b.,
- will be kept in a form appropriate for the keeping of such information and nothing prevents the information from being kept with the information in the Branch Membership Register but if kept in that manner does not, with the exception of sub-rule f., make that information part of the Branch Membership Register for the purposes of the Act or these Branch Rules.
- e. A Member must, within 14 days of a change to the information to be recorded either under sub-rule a. or b., notify the Branch Secretary of changes to the information to be recorded respectively under sub-rule a. or b., and the Branch Secretary will, within 28 days of being notified, amend the Branch Membership Register to incorporate the changes to the recorded information.
- f. The Branch Membership Register is:
- i. conclusive proof, under these Branch Rules, of the matters set out in the Branch Membership Register; and
 - ii. proof of the financial status of a Member until the contrary is proven.
- g. The Branch Membership Register will be purged by the Branch Secretary under National Rule 30.

11 -BRANCH OFFICERS REGISTER

- a. For the purpose of this rule, the words in column A have the meaning assigned opposite in column B:

A	B
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Branch Officer Information	the information about a Branch Officer under sub-rule b.
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- b. The Branch Secretary will maintain a Branch Officers Register containing the following information in relation to each Branch Officer:
 - i. name;
 - ii. postal address;
 - iii. occupation; and
 - iv. other information required by the:
 - A. Act; and/or
 - B. Branch Executive.
- c. A Branch Officer changing their Branch Officer Information must notify the Branch Secretary who will, as soon as practicable, amend the Branch Officers Register.
- d. The Branch Officers Register is conclusive proof, under these Branch Rules, of the matters set out in the Branch Officers Register.

SECTION 4: BRANCH EXECUTIVE

12 -POWER

- a. The management of the Branch is vested in the Branch Executive and, subject to the National Rules and the powers expressly reserved to the Branch Secretary, it will conduct the business of the Branch and advance the objects of the ASU, and in doing so the Branch Executive has all the powers of an individual.
- b. The Branch Executive is the Committee of Management of the Branch.

13 -COMPOSITION

- a. The Branch Executive consists of the:
 - i. Branch President;
 - ii. Branch Vice-President;
 - iii. Branch Secretary;
 - iv. Branch Treasurer; and
 - v. Executive Committee Members.
- b. For the purposes of sub-rule a., a Sub-Branch in column A is entitled to elect under these Branch Rules the number of Executive Committee Members set out opposite in column B:

A Sub-Branch	B Number of Executive Committee Members
ACT Clerical & Administrative	1
Airlines	1
Central West	1
Energy & Utilities	1
Murray	1
New England	1
Newcastle	1
North Western	1
Northern	1
NSW Clerical & Administrative	1
Riverina	1
Southern	1
Sydney Metropolitan	4

SECTION 5: OFFICERS & POSITION HOLDERS

14 -BRANCH PRESIDENT

- a. The Branch President will, when present, chair meetings of:
 - i. a Branch Conference;
 - ii. the Branch Executive;
 - iii. Members; and
 - iv. representatives of the Branch.

- b. The Branch President when chairing a meeting will:
 - i. ensure the meeting is conducted with propriety;
 - ii. ensure the meeting is conducted with impartiality; and
 - iii. take the steps necessary to conduct the business of the meeting effectively and efficiently.

- c. The Branch President:

-
- i. is to enforce the Branch Rules;
 - ii. is entitled, subject to these Branch Rules, to exercise an ordinary and a casting vote;
 - iii. is entitled to direct the holding of a meeting of a Sub-Branch and/or the Committee of Management of a Sub-Branch; and
 - iv. may require specific business to be dealt with at a meeting of a Sub-Branch and/or the Committee of Management of a Sub-Branch.
- d. The Branch President has the right to attend and be heard on any matter at a meeting of the Branch.
 - e. The Branch President may, when not able to be present at a meeting of the Branch, appoint a representative who has the right to attend and be heard on any matter at that meeting.
 - f. The Branch President will perform other duties as directed by the Branch Executive.
 - g. The Branch President may be paid an honorarium determined by the Branch Executive.

15 -BRANCH VICE-PRESIDENT

- a. The Branch Vice-President will assist the Branch President in discharging the Branch President's duties.
- b. Despite sub-rule 14 a., if the Branch President is either not present within 15 minutes of the time the meeting is to commence, or if present is unable or unwilling to chair, then if the Branch Vice-President is present, and able and willing to chair, then the Branch Vice-President will chair the meeting.
- c. The Branch Vice-President when chairing a meeting under sub-rule b. is to exercise the powers, and perform the functions, of the President under sub-rule 14 b..
- d. Despite sub-rule 14 a. and sub-rule b., if the Branch President and Branch Vice-President are either not present within 15 minutes of the time the meeting is to commence, or if present are unable or unwilling to chair, then the meeting will appoint one of its members who is present and able and willing to chair, to chair the meeting.
- e. A member when chairing a meeting under sub-rule d. is to exercise the powers, and perform the functions, of the Branch President under sub rule 14 b..
- f. The Branch Vice-President will perform other duties as directed by the Branch Executive.
- g. The Branch Vice-President may be paid an honorarium determined by the Branch Executive.

16 -BRANCH SECRETARY

- a. The Branch Secretary will be the chief executive officer of the Branch, and, subject to a direction of the Branch Executive will:
 - i. control and manage the office;
 - ii. engage, supervise, discipline and dismiss, on behalf of the ASU, Branch Employees;

-
- iii. have charge, and ensure the security of, the Branch's records;
 - iv. keep, and maintain the:
 - A. Branch Membership Register; and
 - B. Branch Officers Register;
 - v. keep, and maintain accurate, permanent records of the Branch's activity;
 - vi. keep, and maintain a register of property held in the Branch Fund;
 - vii. keep, and maintain the Branch accounts;
 - viii. present the Branch accounts for audit;
 - ix. prepare and file returns, statements, declarations or other documents required to be prepared, filed or declared by these Branch Rules, the National Rules or the Act;
 - x. prepare a report for each ordinary meeting of the Branch Executive setting out the Branch's activity since the immediately preceding report;
 - xi. prepare a financial statement for each meeting of the Branch Conference, or more often as directed by the Branch Executive, setting out the Financial Statements of the Branch since the immediately preceding report;
 - xii. cause the Branch, where the Branch Secretary considers it appropriate to do so, to take action or defend action before courts and tribunals;
 - xiii. promptly deliver to the Branch Executive, if requested by the Branch Executive, the Branch's Financial Records and/or property held in the Branch Fund;
 - xiv. receive and carry on correspondence and execute documents on behalf of the Branch; and
 - xv. perform other duties as directed by the Branch Executive.
- b. The Branch Secretary has the right to attend and be heard on any matter at a meeting of the Branch.
 - c. The Branch Secretary may, when not able to be present at a meeting of the Branch, appoint a representative who has the right to attend and be heard on any matter at that meeting.
 - d. The Branch Executive may, during a temporary absence of the Branch Secretary, temporarily appoint a person, eligible to be elected as the Branch Secretary, to perform the functions of the Branch Secretary and the person will, whilst temporarily appointed, have the powers under National Rule 42A b.iv..
 - e. The Branch Secretary:
 - i. is a full-time officer of the Branch; and
 - ii. will be paid the salary (if any) determined by the Branch Executive.

17 -BRANCH TREASURER

- a. The Branch Treasurer is to:
 - i. regularly, and as necessary, review the Branch accounts maintained by the Branch Secretary;
 - ii. present the Branch accounts to each ordinary meeting of the:
 - A. Branch Executive; and
 - B. Branch Conference, other than a Special Conference.
 - iii. promptly deliver to the Branch Executive, if requested by the Branch Executive, the Branch's Financial Records in the custody or control of the Branch Treasurer.
- b. The Branch Treasurer will perform other duties as directed by the Branch Executive.
- c. The Branch Treasurer may be paid an honorarium determined by the Branch Executive.

18 -SUB-BRANCHES

- a. The Branch's Sub-Branches are the:
 - i. ACT Clerical & Administrative Sub-Branch;
 - ii. Airlines Sub-Branch;
 - iii. Central West Sub-Branch;
 - iv. Energy & Utilities Sub-Branch;
 - v. Murray Sub-Branch;
 - vi. New England Sub-Branch;
 - vii. Newcastle Sub-Branch;
 - viii. North Western Sub-Branch;
 - ix. Northern Sub-Branch;
 - x. NSW Clerical & Administrative Sub-Branch;
 - xi. Riverina Sub-Branch;
 - xii. Southern Sub-Branch; and
 - xiii. Sydney Metropolitan Sub-Branch.
- b. The Branch Secretary will, following the admission of an Industrial Member to the Branch, promptly attach the Industrial Member to a Sub-Branch under Schedule 1 as it may be amended by the Branch Executive in accordance with this rule.

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- c. Branch Executive may, subject to this rule, propose to:
- i. establish a new Sub-Branch;
 - ii. dissolve an existing Sub-Branch; or
 - iii. alter an existing Sub-Branch,
- and must set out the proposal in writing.
- d. The Branch Secretary must give notice to the Sub-Branch Committee Members, attached to a Sub-Branch which will be affected by a proposal under sub-rule c., of the proposal.
- e. A Sub-Branch Committee Member notified under sub-rule d., may make a submission to the Branch Secretary in relation to the proposal under sub-rule c..
- f. A Sub-Branch Committee Member who makes a submission under sub-rule e., must do so within 14 days of receiving the notice under sub-rule d.
- g. The Branch Secretary may, when giving notice referred to in sub-rule d., publish to the Sub-Branch Committee Members a:
- i. map which depicts the proposed altered Sub-Branch; and/or
 - ii. list that sets out the workplaces that comprise the proposed altered Sub-Branch.
- h. The Branch Executive may, no earlier than 15 days following the Branch Secretary giving notice under sub-rule d., determine to effect, or substantially effect, the proposal under sub-rule c. provided that the Branch Executive takes the following matters into account the:
- i. submissions received (if any) under sub-rule f.;
 - ii. commonality of industrial interest of the Industrial Members attached to the Sub-Branches concerned;
 - iii. geographical location of the Industrial Members attached to the Sub-Branches concerned;
and
 - iv. efficient administration of the affairs of the Branch.
- i. The Branch Secretary will promptly, following the making of a determination under sub-rule h. which results in the alteration of a Sub-Branch, give notice to the Industrial Members attached to the Sub-Branch of that determination and the alteration inclusive of the Sub-Branch to which members will be attached and may do so in a way provided under sub-rule g..
- j. In the event that a determination is made under sub-rule h. that has the consequence that the Branch Executive Member elected from a Sub-Branch will no longer be an Industrial Member attached to that Sub-Branch then that Branch Executive Member will from the date of the determination no longer hold office and the office will be filled under National Rule 42., provided that the term of the office filled will end no later than the date of declaration of the office at the next Quadrennial Elections.

19 - COMPOSITION OF A SUB-BRANCH COMMITTEE

- a. A Sub-Branch Committee consists of the:
 - i. Sub-Branch President;
 - ii. Sub-Branch Vice President;
 - iii. Sub-Branch Treasurer;
 - iv. Sub-Branch Secretary; and
 - v. number of Sub-Branch Committee Members determined by the Branch Executive, provided that the Branch Executive will, prior to making its determination, seek the recommendation of the respective Sub-Branch of the number of Sub-Branch Committee Members it considers appropriate.
- b. Despite paragraph a. v. the maximum number of Sub-Branch Committee Members on a Sub-Branch is not to exceed 30, other than the Sydney Metropolitan Sub-Branch which may have a maximum number of 40 Sub-Branch Committee Members.
- c. A Branch Executive Member attached to a Sub-Branch, but who has not been elected to that Sub-Branch's Sub-Branch Committee, is ex-officio a member of that Sub-Branch Committee.
- d. Despite paragraph b., a Branch Executive Member, who is ex-officio a member of a Sub-Branch Committee under sub-rule c., is not counted for determining the maximum number of Sub-Branch Committee Members of the respective Sub-Branch under sub-rule b..

20 -SUB-BRANCH PRESIDENT

- a. The Sub-Branch President, when present, will chair a meeting of their Sub-Branch.
- b. The Sub-Branch President, when chairing a meeting of their Sub-Branch, will:
 - i. ensure the meeting is conducted with propriety;
 - ii. ensure the meeting is conducted with impartiality; and
 - iii. take the steps necessary to conduct the business of the meeting effectively and efficiently.
- c. The Sub-Branch President:
 - i. is to enforce the rules in so far as their Sub-Branch is concerned; and
 - ii. is entitled to exercise an ordinary and casting vote at a meeting of their Sub-Branch Committee.

21 -SUB-BRANCH VICE-PRESIDENT

- a. The Sub-Branch Vice-President is to assist the Sub-Branch President, of their Sub-Branch, in discharging the Sub-Branch President's duties.
- b. Despite sub-rule 20 a., if the Sub-Branch President is either not present within 15 minutes of the time a meeting is to commence, or if present is unable or unwilling to chair, then if the Sub-

Branch Vice-President is present, and able and willing to chair, then the Sub-Branch Vice-President is to chair that meeting.

- c. The Sub-Branch Vice-President when chairing a meeting under sub-rule b. is to perform the functions, of the Sub-Branch President under sub-rule 20 b..
- d. Despite sub-rule 20 a. and sub-rule b., if the Sub-Branch President and Sub-Branch Vice-President are either not present within 15 minutes of the time the meeting is to commence, or if present are unable or unwilling to chair, then the Sub-Branch will be appoint one of its members who is present and able and willing to chair, to chair the meeting.
- e. A member when chairing a meeting under sub-rule d. is to exercise the powers, and perform the functions, of the Sub-Branch President under sub-rule 20 b..

22 -SUB-BRANCH SECRETARY

- a. A Sub-Branch Secretary is responsible for the performance of the administrative work of their Sub-Branch, and will, subject to sub-rule b.:
 - i. carry out their obligations under these Branch Rules;
 - ii. arrange for meetings of their:
 - A. Sub-Branch; and
 - B. Sub-Branch Committee; and
 - iii. perform other functions requested by their Sub-Branch Committee.
- b. A Sub-Branch Secretary is to act in accordance with the instructions and carry out the functions directed by the:
 - i. Branch Executive; or
 - ii. Branch Secretary.
- c. A Sub-Branch Secretary will, as required by the Branch Executive, provide the Branch Secretary a written report of the activities of the Sub-Branch.

23 -SUB-BRANCH TREASURER

- a. A Sub-Branch Treasurer is responsible, in relation to their Sub-Branch, to:
 - i. keep the accounts of the Sub-Branch (if any) to present to the Branch Secretary;
 - ii. perform other functions requested by their respective Sub-Branch Committee; and
 - iii. promptly deliver to the Sub-Branch Committee, if requested by the Sub-Branch Committee, the Sub-Branch's Financial Records, any part of the Branch Fund or any property of which the Sub-Branch has beneficial use, that is in the custody or control of the Sub-Branch Treasurer.

24 -ORDINARY BRANCH CONFERENCE

- a. An Ordinary Branch Conference is a forum at which Branch Conference Delegates may consult with the members of the Branch Executive on:
- i. the activities of the Branch; and
 - ii. the development of policy priorities of the Branch for the period to the next Branch Conference.
- b. An Ordinary Branch Conference is comprised of:
- i. the Branch Executive; and
 - ii. Branch Conference Delegates from each Sub-Branch under paragraph d ii..
- c.
- i. The number of Branch Conference Delegates a respective Sub-Branch is entitled to is the number in column B that appears opposite the number in column A, where the number in column A represents the number of Financial Industrial Members attached to that Sub-Branch on 31 December in the year immediately preceding an Ordinary Branch Conference:

A	B
1 – 300	2
301 – 550	4
551 – 649	5
650 – 749	6
750 – 849	7
850 – 949	8
950 – 1049	9
1050 – 1549	10
1550 – 2049	11
2050 – 2549	12
2550 – 3049	13
3050 – 3549	14
3550 – 4249	15
4250 – 4749	16
4750 – 5249	17
5250 – 5749	18
5750 – 6249	19
6250 – 6749	20
6750 - 7000	21
7001 - 7500	22
7501 - 8000	23
8001 - 8500	24
8501 - 9000	25
9001 - 9500	26
9501 - 10000	27
10001 - 10500	28
10501 - 11000	29

11001 - 11500	30
11501 - 12000	31
12001 - 12500	32
12501 - 13000	33
13001 - 13500	34
13501 - 14000	35
14001 - 14500	36
14501 - 15000	37

- ii. Despite paragraph i. if the number of Financial Industrial Members attached to a Sub-Branch exceeds 15,000, on 31 December in the year immediately preceding an Ordinary Branch Conference then that Sub-Branch is entitled to an additional Branch Conference Delegate for each additional 500 Financial Industrial Members it has attached to it.

- d. Not less than three (3) months prior to the date on which an Ordinary Branch Conference commences:
 - i. the Sub-Branch Committee of a respective Sub-Branch is to determine, having regard to its entitlement to Branch Conference Delegates under sub-rule c. for the purposes of sub-rule b., the Branch Conference Delegates from their Sub-Branch who may attend the Ordinary Branch Conference, provided that the members of the Sub-Branch Committee, who are not otherwise under these Branch Rules entitled to attend an Ordinary Branch Conference, are to be appointed and in the event there are more members of the Sub-Branch Committee than the Sub-Branch is entitled to appoint as Branch Conference Delegates the Sub-Branch Committee will determine its delegation from amongst the members of the Sub-Branch Committee and in the event there are less members of the Sub-Branch Committee than the Sub-Branch is entitled to appoint as Branch Conference Delegates the Sub-Branch Committee will appoint the further Branch Conference Delegates from the Financial Industrial Members attached to the Sub-Branch;
 - ii. the Sub-Branch Secretary of that Sub-Branch is to notify the Branch Secretary, on the Delegate's Credential Form, of the names of the Branch Conference Delegates from their Sub-Branch who the Sub-Branch Committee has determined may attend the Ordinary Branch Conference; and
 - iii. in the event that a Branch Conference Delegate notified to the Branch Secretary under sub-rule d ii. is unable to attend the Ordinary Branch Conference, the Sub-Branch Committee may appoint, subject to the approval of the Branch Secretary, another member of the Sub-Branch Committee, or in the event there are less members of the Sub-Branch Committee than the Sub-Branch is entitled to appoint as Branch Conference Delegates, a Financial Industrial Member attached to the Sub-Branch, to attend the Ordinary Union Conference as a Branch Conference Delegate.

- e. A quorum for an Ordinary Branch Conference is a majority of the Branch Executive and half the number of Branch Conference Delegates entitled to vote at the Ordinary Branch Conference, and in the absence at any time of a quorum, the Ordinary Branch Conference will not proceed until a quorum is present.

- f. A recommendation of an Ordinary Branch Conference is determined by a simple majority of votes cast in favour of the recommendation.

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- g. Each person comprising an Ordinary Branch Conference under this rule is entitled to one (1) vote other than the Chairperson, who is entitled to a casting vote only.
 - h. An Ordinary Branch Conference cannot bind the Branch and its deliberations are recommendatory only.
 - i. The Branch Secretary must submit recommendations determined by an Ordinary Branch Conference to the Branch Executive for the Branch Executive's prompt consideration at a meeting of the Branch Executive to be held immediately after the conclusion of business on each day that the business of an Ordinary Branch Conference is conducted.
 - j. The Branch Secretary is at the commencement of business on the second day, and each subsequent day, of an Ordinary Branch Conference to provide a verbal report to the Ordinary Branch Conference on the determination of the Branch Executive on each recommendation made by the Ordinary Branch Conference on the previous day.
 - k. The Branch Secretary is, in relation to recommendations determined by an Ordinary Branch Conference on the final day of business of the Ordinary Branch Conference, to submit those recommendations to the Branch Executive for the Branch Executive's prompt consideration at a meeting of the Branch Executive to be held immediately after the conclusion of business on the final day that the business of the Ordinary Branch Conference is conducted.
 - l. The Branch Secretary is to provide to each Sub-Branch Secretary, within 14 days of the conduct of the meeting under sub-rule k., a written report of the Branch Executive determinations in relation to each recommendation made by an Ordinary Branch Conference.
 - m. Nothing prevents the determinations to be made under sub-rules k. being made at an out of session meeting of the Branch Executive.

25 -HOLDING BRANCH CONFERENCE

- a. Commencing in 2021, a Conference under rule 24 is to be held biennially at a time and place determined by the Branch Executive

26 -BRANCH CONFERENCE IN COUNCIL SESSION

- a. A Branch Conference in Council Session is a forum at which Industrial Members entitled to attend under this rule may consult with the members of the Branch Executive on:
 - i. the activities of the Branch; and
 - ii. the development of policy priorities of the Branch for the period to the next Branch Conference.
- b. A Branch Conference in Council Session is comprised of the:
 - i. Branch Executive;
 - ii. Sub-Branch President of each Sub-Branch; and
 - iii. Sub-Branch Secretary of each Sub-Branch.

- c. In the event that a Sub-Branch President or Sub-Branch Secretary is unable to attend a Branch Conference in Council Session, the respective Sub-Branch may appoint a Sub-Branch Committee Member from their Sub-Branch to attend the Branch Conference in Council Session and exercise the voting entitlement of the Sub-Branch President or Sub-Branch Secretary, as the case may be.
- d. A quorum for a Branch Conference in Council Session is a majority of the Branch Executive members and such number of Sub-Branch Presidents and Secretaries, or Sub-Branch Committee Members appointed in accordance with sub-rule c., whose voting entitlement, under sub-rule e., constitutes a majority of the total number of votes for persons, excluding the Branch Executive, entitled to vote at the Branch Conference in Council Session, and in the absence at any time of a quorum the Branch Conference will not proceed until a quorum is present.
- e. Each person comprising a Branch Conference in Council Session under sub-rule b. and set out in column A is entitled to exercise the number of votes set out opposite in column B:

A	B
Chairperson	a casting vote
a member of the Branch Executive	one (1) vote
a Sub-Branch President	the number of votes equalling one-half of the number of Branch Conference Delegates to which the Sub-Branch is entitled under paragraph 24 c.
a Sub-Branch Secretary	the number of votes equalling one-half of the number of Branch Conference Delegates to which the Sub-Branch is entitled under paragraph 24 c.

- f. Nothing in sub-rule e. prevents a person holding more than one (1) office or position set out in column A of sub-rule e. from exercising the cumulative number of votes to which that office or position is entitled to exercise under column B of sub-rule e..
- g. Despite sub-rule f. the Chairperson is not entitled to exercise a vote as a member of a Branch Executive.
- h. A recommendation of a Branch Conference in Council Session is determined by a simple majority of votes cast in favour of the recommendation.
- i. A Branch Conference in Council Session cannot bind the Branch and its deliberations are recommendatory only.
- j. The Branch Secretary must submit recommendations determined by a Branch Conference in Council Session to the Branch Executive for the Branch Executive’s prompt consideration at a meeting of the Branch Executive to be held immediately after the conclusion of business on each day that the business of a Branch Conference in Council Session is conducted.
- k. The Branch Secretary is at the commencement of business on the second day, and each subsequent day, of a Branch Conference in Council Session to provide a verbal report to the Branch Conference in Council Session on the determination of the Branch Executive on each recommendation made by the Branch Conference in Council Session on the previous day.

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- l. The Branch Secretary is, in relation to recommendations determined by the Branch Conference in Council Session on the final day of business of a Branch Conference in Council Session, to submit those recommendations to the Branch Executive for the Branch Executive's prompt consideration at a meeting of the Branch Executive to be held immediately after the conclusion of business on the final day that the business of the Branch Conference in Council Session is conducted.
 - m. The Branch Secretary is to provide to each Sub-Branch Secretary, within 14 days of the conduct of the meeting under sub-rule l., a written report of the Branch Executive determinations in relation to each recommendation made by the Branch Conference in Council Session.
 - n. Nothing prevents the determinations to be made under sub-rules or l. being made at an out of session meeting of the Branch Executive.

27 -HOLDING BRANCH CONFERENCE IN COUNCIL SESSION

- a. Commencing in 2020, a Branch Conference in Council Session under rule 26 is to be held biennially at a time and place determined by the Branch Executive

28 -SPECIAL BRANCH CONFERENCE

- a. The Branch Executive may convene a Special Branch Conference, at a time and place determined by the Branch Executive, on:
 - i. its own determination; or
 - ii. at the written request of at least 50% of the Sub-Branches.
- b. The business for a Special Branch Conference is the business determined by the Branch Executive or in the written request under paragraph a. ii., and only that business may be conducted at the Special Branch Conference.
- c. A Special Branch Conference is comprised of:
 - i. the Branch Executive; and
 - ii. Branch Conference Delegates from each Sub-Branch under paragraph d..
- d.
 - i. The number of Branch Conference Delegates a respective Sub-Branch is entitled to is the number in column B opposite the number in column A, where the number in column A represents the number of Financial Industrial Members attached to that Sub-Branch on 31 December in the year immediately preceding the Branch Conference:

A	B
1 – 300	2
301 – 550	4
551 – 649	5
650 – 749	6
750 – 849	7

850 – 949	8
950 – 1049	9
1050 – 1549	10
1550 – 2049	11
2050 – 2549	12
2550 – 3049	13
3050 – 3549	14
3550 – 4249	15
4250 – 4749	16
4750 – 5249	17
5250 – 5749	18
5750 – 6249	19
6250 – 6749	20
6750 - 7000	21
7001 - 7500	22
7501 - 8000	23
8001 - 8500	24
8501 - 9000	25
9001 - 9500	26
9501 - 10000	27
10001 - 10500	28
10501 - 11000	29
11001 - 11500	30
11501 - 12000	31
12001 - 12500	32
12501 - 13000	33
13001 - 13500	34
13501 - 14000	35
14001 - 14500	36
14501 - 15000	37

- ii. Despite paragraph i. if the number of Financial Industrial Members attached to a Sub-Branch exceeds 15,000, on 31 December in the year immediately preceding the Special Branch Conference then that Sub-Branch is entitled to elect an additional Branch Delegate for each additional 500 Financial Industrial Members it has attached to it.
- e. Each Sub-Branch is to receive at least six (6) weeks’ notice of the time, place, and business of the Special Branch Conference.
 - f. Not less than four (4) weeks prior to the date on which a Special Branch Conference commences:
 - i. the Sub-Branch Committee of a respective Sub-Branch is to determine, having regard to its entitlement to Branch Conference Delegates under sub-rule d. for the purposes of sub-rule c., the Branch Conference Delegates from their Sub-Branch who may attend the Special Branch Conference, provided that the members of the Sub-Branch Committee, who are not otherwise under these Branch Rules entitled to attend a Special Branch Conference, are to be appointed and in the event there are more members of the Sub-Branch Committee than the Sub-Branch is entitled to appoint as Branch Conference Delegates the Sub-Branch Committee will determine its delegation from amongst the members of the Sub-Branch Committee and in the event there are less members of the Sub-Branch Committee than the Sub-Branch is entitled to appoint as Branch Conference Delegates the Sub-Branch Committee will appoint the further Branch Conference Delegates from the Financial Industrial Members attached to the Sub-Branch;

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- ii. the Sub-Branch Secretary of that Sub-Branch is to notify the Branch Secretary, on the Delegate's Credential Form, of the names of the Branch Conference Delegates from their Sub-Branch who the Sub-Branch Committee has determined may attend the Special Branch Conference; and
 - iii. in the event that a Branch Conference Delegate notified to the Branch Secretary under sub rule f ii. is unable to attend the Special Branch Conference, the Sub-Branch Committee may appoint, subject to the approval of the Branch Secretary, another member of the Sub-Branch Committee, or in the event there are less members of the Sub-Branch Committee than the Sub-Branch is entitled to appoint as Branch Conference Delegates, a Financial Industrial Member attached to the Sub-Branch, to attend the Special Union Conference as a Branch Conference Delegate.
 - g. A quorum for a Special Branch Conference is a majority of the Branch Executive and half the number of Branch Conference Delegates entitled to vote at the Special Branch Conference, and in the absence at any time of a quorum, the Special Branch Conference will not proceed until a quorum is present.
 - h. A recommendation of a Special Branch Conference is determined by a simple majority of votes cast in favour of the recommendation.
 - i. Each person comprising a Special Branch Conference under sub-rule c. is entitled to one (1) vote, with the Chairperson entitled to a casting vote only.
 - j. A Special Branch Conference cannot bind the Branch and its deliberations are recommendatory only.
 - k. The Branch Secretary must submit recommendations determined by a Special Branch Conference to the Branch Executive for the Branch Executive's prompt consideration at a meeting of the Branch Executive to be held immediately after the conclusion of business on each day that the business of a Special Branch Conference is conducted.
 - l. The Branch Secretary is at the commencement of business on the second day, and each subsequent day, of a Special Branch Conference to provide a verbal report to the Special Branch Conference on the determination of the Branch Executive on each recommendation made by the Special Branch Conference on the previous day.
 - m. The Branch Secretary is, in relation to recommendations determined by the Special Branch Conference on the final day of business of a Special Branch Conference, to submit those recommendations to the Branch Executive for the Branch Executive's prompt consideration at a meeting of the Branch Executive to be held immediately after the conclusion of business on the final day that the business of a Special Branch Conference is conducted.
 - n. The Branch Secretary is to provide to each Sub-Branch Secretary, within 14 days of the conduct of the meeting under sub-rule m., a written report of the Branch Executive determinations in relation to each recommendation made by the Special Branch Conference.
 - o. Nothing prevents the determinations to be made under sub-rules k. or m. being made at an out of session meeting of the Branch Executive.

29 -HOLDING SPECIAL BRANCH CONFERENCE

- a. A Special Branch Conference under rule 28 is to be held at a time and place determined by the Branch Executive.
- b. Where a Special Branch Conference is held in a calendar year, neither a Branch Conference nor a Branch Conference in Council Session will be held in the same calendar year unless:
 - i. the Branch Executive determines otherwise; or
 - ii. the determination, or request, to hold the Special Branch Conference is made after the Branch Conference or Branch Conference in Council Session has been held.

SECTION 5: ELECTIONS

30 -ELECTION OF OFFICERS

- a. Commencing in 2023 and thereafter a Quadrennial Election will be held under the National Rules to elect a Financial Industrial Member to an office set out in column A by, and from, the electorate set out opposite in column B:

A	B
Branch President/Second National Executive Representative	Branch Financial Industrial Members
Branch Vice President	Branch Financial Industrial Members
Branch Secretary/First National Executive Representative	Branch Financial Industrial Members
Branch Treasurer	Branch Financial Industrial Members
Committee Members of the Branch Executive (one (1) per Sub-Branch)	Financial Industrial Members attached to a respective Sub-Branch
three (3) additional Committee Members of the Branch Executive	Financial Industrial Members attached to the Sydney Metropolitan Sub-Branch
National Conference Delegates	Branch Financial Industrial Members
Six (6) alternate National Conference Delegates	Branch Financial Industrial Members
Third National Executive Representative if required by the National Rules	Branch Financial Industrial Members

- b. A Branch Employee can only nominate for, and be elected to, the following offices:
 - i. Branch Secretary/First National Executive Representative;
 - ii. National Conference Delegate;
 - iii. Alternate National Conference Delegate; and
 - iv. Third National Executive Representative.

31 -ELECTION OF POSITIONS

- a. For the purpose of this rule the words in column A have the meaning assigned opposite in column B:

A	B
Workplace	a workplace determined under paragraph d. i.
Returning Officer	a person appointed by the Branch Executive under paragraph d. ii.

- b. Commencing in 2023 and thereafter, and concurrent with an election held for officers under rule 30, a Quadrennial Election will be held to elect a Financial Industrial Member to a position set out in column A by, and from, the electorate set out opposite in column B:

A	B
Sub-Branch Committee Members	Financial Industrial Members attached to the Sub-Branch who work in a Workplace determined by the Branch Executive in accordance with paragraph d. i.

- c. For the purpose of the election under sub-rule b., the following National Rules apply as if the positions to be elected were officers:
- i. National Rule 39;
 - ii. National Rule 40 b.-f., h. and i.; and
 - iii. National Rule 43 a.-c..
- d. The Branch Executive will, for the purposes of elections under this rule:
- i. at a meeting held prior to the end of the Quadrennial Term, determine the workplaces, or combinations of workplaces, from which Sub-Branch Committee members may be elected by and from; and
 - ii. appoint a person to act as a returning officer, under National Rule 38 b., to conduct an election under this rule.
- e. Despite sub-rules b., c. and d., if an election is held for a branch office in the State Entity that corresponds to the similar position in a Sub-Branch required to be filled by election under sub-rule b., a person elected to a corresponding office in the branch of the State Entity will be appointed by the Branch Executive to the similar position in the respective Sub-Branch.
- f. A Branch Employee is not eligible to nominate for, or be elected to, any position identified in sub-rule b..
- g. Where a casual vacancy occurs in a position of Sub-Branch Committee Member and an election or appointment to the casual vacancy occurs in the State Entity in respect of a branch office that corresponds to the similar position in a Sub-Branch, then the person elected or appointed in the State Entity will, subject to these Branch Rules, hold the position on the respective Sub-Branch Committee.

32 -ELECTION OF FRONT BENCH POSITIONS

- a. At the next Sub-Branch meeting occurring after an election conducted pursuant to Branch Rule 31, an election conducted under these Branch Rules will be held to elect a person to a position set out in column A by, and from, the electorate set out in column B;

A	B
Sub-Branch President	Sub-Branch Committee Members of a respective Sub-Branch
Sub-Branch Vice President	Sub-Branch Committee Members of a respective Sub-Branch

Sub-Branch Secretary	Sub-Branch Committee Members of a respective Sub-Branch
Sub-Branch Treasurer	Sub-Branch Committee Members of a respective Sub-Branch

- b. For the purpose of the election under sub-rule a., the following National Rules apply as if the positions to be elected were offices:
 - i. National Rule 39;
 - ii. National Rule 41 e.; and
 - iv. National Rule 43a.-c..
- c. Despite sub-rules a. and b., if an election is held for a branch office in the State Entity that corresponds to the similar position in a Sub-Branch required to be filled by election under sub-rule a., a person elected to a corresponding office in the branch of the State Entity will be appointed by the Branch Executive to the similar position in the respective Sub-Branch.
- d. Where a casual vacancy occurs in a position elected under sub-rule a. and an election or appointment to the casual vacancy occurs in the State Entity in respect of a branch office corresponding to the position, then the person elected or appointed in the State Entity will, subject to these Branch Rules, hold the position on the respective Sub-Branch Committee.

SECTION 6: BRANCH FINANCES

33 -BRANCH FUND

- a. The Branch Executive has the control, custody, administration and management of all income and assets which constitute the Branch Fund in accordance with National Rule 21.
- b. Without limitation to National Rule 21 f. iv., the Branch Fund is to be banked in an Authorised Deposit-taking Institution in the accounts determined by the Branch Executive.
- c. The Branch Fund will be invested and disbursed under the financial policies determined by the Branch Executive under National Rule 57 for the purposes of:
 - i. seeking to attain, in relation to the Branch, the objects of the ASU; and
 - ii. for the purposes of administering the Branch.
- d. Funds will be disbursed from the Branch Fund under National Rule 21 f..

34 -AUDIT OF BRANCH FUNDS

- a. A yearly audit of the accounts of the Branch will be conducted by an auditor, qualified under the Act, appointed under this rule.
- b. The Auditor will be appointed by the Branch Executive and the appointment will continue unless the Auditor resigns, dies or is replaced by the Branch Executive.
- c. Where the Auditor resigns or dies, the Branch Executive will, as soon as practicable, replace the Auditor under this rule.

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- d. The Auditor will audit the financial accounts of the Branch for the financial year and will promptly present those audited financial accounts and report to the Branch Executive.

35 -LEVY

- a. Despite National Rule 22 b. and without limitation to National Rule 22 b., the Branch Executive may impose a levy on:
- i. all of the Industrial Members; or
 - ii. a group of the Industrial Members.
- b. Monies received under a levy imposed under paragraph a. ii. on a group may only be applied to the benefit of the Industrial Members of that group.
- c. A levy is to be expressed in dollars.
- d. The Branch Secretary must give notice under these Branch Rules to an Industrial Member liable to pay a levy, of its:
- i. imposition;
 - ii. amount;
 - iii. duration; and
 - iv. purpose.
- e. A levy is to be paid by a respective member within 28 days of the Branch Secretary giving notice to the member under sub-rule d..
- f. A levy is to be paid by one (1) of the following means:
- i. by cash, cheque or electronic funds transfer; or
 - ii. under a Scheme under National Rule 18 e..
- g. The Branch will provide a written receipt to a member within 28 days of a member paying their Levy under paragraph f. i..
- h. The Branch will provide, annually, a receipt to a member paying their levy under paragraph f. ii..
- i. Receipts under sub-rules g. and h. may be electronic.
- j. The Branch Executive may determine to waive payment of a levy either in whole, or in part, by an Industrial Member or a group of Industrial Members where the Branch Executive is satisfied that the circumstances justify waiver.
- k. Despite sub-rule b. where, following the imposition of a levy, its purpose is achieved and there remains an amount of unexpended funds derived from the levy, the unexpended funds will form part of the Branch Fund and may be expended by the Branch Executive on attaining the objects of the ASU.

36 -AFFILIATION

- a. The Branch Executive may by resolution affiliate the Branch with:
 - i. a branch of the ACTU; or
 - ii. other organisations having aims and philosophies compatible with those of the Union.

37 -WAIVER

- a. Without limitation to National Rule 18 j., the Branch Secretary may, where the Branch Secretary considers it is appropriate, on the:
 - i. application of an Industrial Member; or
 - ii. application of a group of Industrial Members;determine to waive in whole, or in part:
 - iii. subscriptions;
 - iv. levies (if any); or
 - v. fines (if any),for that member, or group of members.
- b. A determination made in accordance with sub-rule a., cannot make an Industrial Member financial for a period of time prior to the date of the determination.

SECTION 7: PROCEDURAL

38 -NOTICE

- a. A notice to be given under these Branch Rules to a Member, can be given, unless otherwise required by the Act, by one (1), or more, of the following means:
 - i. an advertisement in the Journal;
 - ii. the Branch Website;
 - iii. being posted at a conspicuous place at an Industrial Member's place of employment;
 - iv. post to a Member;
 - v. e-mail communication to a Member; and/or
 - vi. another means by which notice can be given to bring the notice, as far as is practicable, to the attention of a Member.
- b. A notice delivered by the Branch in accordance with the information in the Membership Register is, for the purposes of these Branch Rules, deemed to have been received by the respective Member.

- c. The non-receipt of a notice by a Member does not invalidate a meeting held in accordance with the respective notice.

39 -AN ORDINARY MEETING

- a. For the purpose of this rule, the words in column A have the meaning assigned opposite in column B:

A	B
Governing Body	Branch Executive; and Sub-Branch Committee
Ordinary Meeting	a programmed meeting of a Governing Body that is not a special meeting or an out of session meeting

Agenda and Scheduling

- b. An Ordinary Meeting of a Governing Body will be held for the Governing Body set out in column C on at least the number of occasions set out opposite in column D:

C	D
Branch Executive	four (4) times each year of the Quadrennial Term
Sub-Branch Committee	three (3) times each year of the Quadrennial Term

Branch Executive

- c. An Ordinary Meeting of the Branch Executive will be held at a date and time to be determined by the Branch Executive.
- d. The members of the Branch Executive will be notified in writing by the Branch Secretary of the time, date, place and agenda of a meeting under sub-rule c..
- e. The Branch Secretary will give members of the Branch Executive notice of a meeting under sub-rule c. as practicable, but at least seven (7) days' notice must be given by the means available.

Sub-Branch Committee

- f. Ordinary Meetings of the Sub-Branch Committee will be held as frequently as are required to conduct the business of the Sub-Branch Committee at the dates and time determined by the Sub-Branch Committee.
- g. The members of the Sub-Branch Committee will be notified in writing by the Sub-Branch Secretary of the time, date, place and agenda of a meeting under sub-rule f..
- h. The Sub-Branch Secretary will give members of the Sub-Branch Committee notice of a meeting under sub-rule f. as practicable, but at least seven (7) days' notice must be given by the means available.

Attendance and Quorum

- i. An Ordinary Meeting of:
- i. the Branch Executive will be held at the Principal Office of the Branch unless the Branch Secretary or the Branch Executive determines that another location is more convenient and is to be conducted by a method by which the members of the respective Governing Body can communicate each with each other; and

- ii. a Sub-Branch Committee will be held at the place the Sub-Branch Secretary determines unless the Sub-Branch Committee determines that another location is more convenient and is to be conducted by a method by which the members of the respective Governing Body can communicate each with each other.
- j. The quorum for an Ordinary Meeting is 50% of the total number of persons holding an office or position on the Governing Body, plus one (1).
- k. If no quorum is present at an Ordinary Meeting within 30 minutes after the time fixed for the commencement of the meeting, the meeting is adjourned for seven (7) days to the Principal Office at the same time for commencement and those members of the Governing Body in attendance, within 15 minutes of the time for commencing the meeting, will be quorum.
- l. The Union must pay reasonable travel expenses to a Branch Officer attending an Ordinary Meeting.

Voting

- m. A question arising at an Ordinary Meeting will wherever possible be determined by consensus, provided that a question arising at the meeting which cannot be determined by consensus will, unless these Branch Rules otherwise require, be determined by a simple majority of the votes entitled to be cast by those present, in person, and entitled to vote at the meeting.
- n. At an Ordinary Meeting a member of the Governing Body, other than the Chair has a deliberative vote only.

Late Items of Business

- o. Items of business not included in the agenda for an ordinary meeting of a Governing Body can only be considered at the ordinary meeting if a three-quarter (3/4) majority of the persons in attendance at the meeting of the respective Governing Body, and entitled to vote, determine to do so.

Waiver of Notice

- p. A member of a Governing Body may at any time waive the period of notice required in relation to an Ordinary Meeting.

40 -A SPECIAL MEETING

- a. For the purpose of this rule, the words in column A have the meaning assigned opposite in column B:

A	B
Governing Body	Branch Executive; and Sub-Branch Committee
Special Meeting	a meeting of a Governing Body that is not an ordinary meeting or out of session ballot

Calling

- b. A Special Meeting will be held as soon as practicable on the requisition of:
 - i. the Branch Secretary where the Branch Secretary considers that a matter of business needs urgent attention by the Branch Executive;

-
- ii. the Sub-Branch Secretary where the Sub-Branch Secretary considers that a matter of business needs urgent attention by the Sub-Branch Committee; or
 - iii. five (5) members of the Governing Body where those members consider that a matter of business needs urgent attention.
- c. A requisition of a Special Meeting under sub-rule b. must set out the business to be dealt with at the Special Meeting and be provided to the Branch Secretary or Sub-Branch Secretary, as the case may be.

Notice

- d. The Branch Secretary will give the members of Branch Executive notice of a Special Meeting as is practicable, but at least 72 hours' notice must be given by the means available.
- e. The Sub-Branch Secretary will give the members of the Sub-Branch Committee notice of a Special Meeting as is practicable, but at least 72 hours' notice must be given by the means available.

Business

- f. The business to be dealt with at a respective Special Meeting is the business respectively requisitioned under sub-rule b..

Attendance & Quorum

- g. A Special Meeting of:
 - i. the Branch Executive will be held at the Principal Office unless the Branch Secretary determines that another location is more convenient; and
 - ii. a Sub-Branch Committee will be held at the place that the last meeting of the Sub-Branch Committee was held unless the Branch Secretary determines that another location is more convenient.
- h. A Special Meeting is to be conducted by a method by which the members of the Governing Body can communicate each with each other.
- i. The quorum for a Special Meeting is a simple majority of the members of the Governing Body, who are entitled to attend and vote at the meeting, plus one (1).
- j. If, at a Special Meeting, no quorum is present within 30 minutes after the time fixed for the commencement of the Special Meeting, the meeting lapses.

Voting

- k. A question arising at a Special Meeting will wherever possible be determined by consensus, provided that a question arising at the meeting which cannot be determined by consensus will, unless these Branch Rules otherwise require, be determined by a simple majority of the votes entitled to be cast by those present, in person, and entitled to vote at the meeting.
- l. At a Special Meeting a member of the Governing Body, other than the Chair has a deliberative vote only.

Waiving Notice

- m. A member of a Governing Body may at any time waive the period of notice required in relation to a Special Meeting.

Resolution out of Session

- n. An out of session ballot of the Branch Executive may be conducted where the Branch Secretary considers that a matter needs to be dealt with expeditiously by a ballot of the Branch Executive.
- o. An out of session ballot is to be conducted by means of:
 - i. post;
 - ii. e-mail;
 - iii. text message;
 - iv. other electronic communication; and/or
 - v. a mixture of those means.
- p. Where an out of session ballot of a Governing Body is conducted:
 - i. the Branch Secretary will determine a time limit within which the ballots must be received, but which is no less than seven (7) days;
 - ii. in a ballot 50% of the members of the Branch Executive casting a ballot plus one (1) in the time limited under paragraph i., constitutes a quorum; and
 - iii. determination of the ballot will, unless these Branch Rules otherwise require, be by simple majority of the votes cast.

SECTION 8: MISCELLANEOUS

41 -BRANCH SUB-COMMITTEES

- a. The Branch Executive may, subject to this rule, establish or revoke a Branch Sub-Committee.
- b. A determination of a Branch Sub-Committee does not bind the Branch and is recommendatory only.
- c. A Branch Sub-Committee can only consider the matters referred to it by the Branch Executive.
- d. The Branch Executive will determine the Officers (if any) who will comprise a Branch Sub-Committee.
- e. Sub-rule d, does not prevent the Branch Executive from appointing a Member, with the Member's consent, to a Branch Sub-Committee.
- f. A Branch Sub-Committee is responsible to, and under the control of, the Branch Executive, provided that the Branch Executive may delegate its responsibility to the Branch Secretary.
- g. The Branch Executive will, subject to these Branch Rules, determine in relation to a Branch Sub-Committee how:
 - iv. frequently it will meet;
 - v. it will meet;
 - vi. it will be chaired;

-
- vii. it will conduct its business
 - viii. it will be resourced;
 - ix. it will report; and
 - x. often it will report.

42 -DISTINGUISHED SERVICE CERTIFICATE

- a. A person who has performed distinguished service on behalf of the Branch may be granted a Distinguished Service Certificate should the Branch Executive determine to do so on the recommendation of the Branch Conference or a Sub-Branch.

43 - MINUTE BOOK

- a. The minutes of each meeting of the Branch Executive, which are the record of the proceedings and resolutions of meetings of the Branch Executive, will be prepared as soon as practicable by the Branch Secretary and provided to each member of the Branch Executive.
- b. Upon confirmation, at the next meeting of the Branch Executive, the minutes will be signed by the chair of that meeting.
- c. A copy of the minutes of each Branch Executive meeting will, upon their being confirmed:
 - i. be forwarded to each member of the Branch Executive;
 - ii. be stored at, or if kept in electronic form be accessible at, the Principal Office during Business Hours; and
 - iii. are prima facie evidence under these Branch Rules of the matters set out in them.
- d. The minutes of each meeting of the Branch Executive will be prepared in compliance with the Act.

44 -PLEBISCITE

- a. A request for a plebiscite to be conducted may be made to the National Secretary under National Rule 44 b iv. or v. on any question except as limited by National Rule 44 a..

45 - GENERAL MEETING OF BRANCH MEMBERS

- a. A General Meeting of Branch Industrial Members will be held if:
 - i. the Branch Executive determines; or
 - ii. a request to summon a General Meeting for the purpose of considering the Auditor's Report, the General Purpose Financial Report and the Operating Report is received by the Branch Secretary within the period provided by s266(1) of the Act after the end of the financial year, bearing the name, address and signature of five percent (5%) of the Branch Industrial Members.

46 -ALTERATION OF BRANCH RULES

- a. The Branch Secretary is, subject to this rule, to request the National Executive amend the Branch Rules when the Branch Executive determines to amend.
- b. A request under sub-rule a. will only be made where the Branch Executive:
 - i. has been given 14 days' notice of a proposed change to these Branch Rules by the Branch Secretary or another Branch Officer;
 - ii. the Branch Executive has subject to sub-rule d., following the receipt of the notice under paragraph i., resolved to seek amendment of these Branch Rules.
- c. Where a request is to be made under sub-rule a., it must be made promptly.
- d. Despite sub-rule b. ii. a Branch Officer at a meeting of the Branch Executive considering a proposed change to these Branch Rules who has not received the period of notice under sub-rule b. i. may determine to waive the required period of notice.

47 -TRANSITIONAL RULE

- a. In this rule the words in column A have the meaning assigned opposite in column B:

A	B
Commencement Day	the date the Fair Work Commission certifies these Branch Rules
Former Branch Rules	the rules of the Branch on the day preceding the Commencement Day
Governance Body	Conference; Branch Executive; Sub-Branch Committee
Inaugural Quadrennial Election	the elections for offices and positions to be conducted under the National Rules and these Branch Rules in 2023
Position	a position under these Branch Rules
USU Branch	the Branch on the day preceding the Commencement Day

- b. The purpose of this rule is to provide for:
 - i. structural and representational changes of the USU Branch; and
 - ii. other matters of a transitional nature.
- c. This rule will apply on, and from, the Commencement Day.
- d. On, and from, the Commencement Day:
 - i. subject to paragraph ii., the following offices provided for under the Former Branch Rules will cease to exist:
 - A. Conference Delegates;
 - B. Alternate Conference Delegates.
 - ii. the offices provided for under the Former Branch Rules in column A will be replaced by the Positions opposite in column B:

A	B
Sub Branch Committee of Management members	Sub-Branch Committee Members
Sub Branch President/First Branch Conference Delegate	Sub-Branch President
Sub Branch Secretary/Second Branch Conference Delegate	Sub-Branch Secretary
Sub Branch Vice President/Third Branch Conference Delegate	Sub-Branch Vice President
Sub Branch Treasurer/Fourth Branch Conference Delegate	Sub-Branch Treasurer

- iii. a person who held an office provided for under the Former Branch Rules in column A on the day preceding the Commencement Day, will, subject to these Branch Rules, hold the Position opposite in column B on and from, the Commencement Day up to the declaration of the Inaugural Quadrennial Election:

A	B
Sub Branch Committee of Management members	Sub-Branch Committee Members
Sub Branch President/First Branch Conference Delegate	Sub-Branch President
Sub Branch Secretary/Second Branch Conference Delegate	Sub-Branch Secretary
Sub Branch Vice President/Third Branch Conference Delegate	Sub-Branch Vice President
Sub Branch Treasurer/Fourth Branch Conference Delegate	Sub-Branch Treasurer

- iv. a casual vacancy that existed on the day preceding the Commencement Day in an office provided for under the Former Branch Rules in column A is to be filled, on and from the Commencement Day, under these Branch Rules as a Position set out opposite in column B and the person filling the Position as a consequence will hold that Position, subject to these Branch Rules up to the declaration of the Inaugural Quadrennial Election:

A	B
Sub Branch Committee of Management members	Sub-Branch Committee Members
Sub Branch President/First Branch Conference Delegate	Sub-Branch President
Sub Branch Secretary/Second Branch Conference Delegate	Sub-Branch Secretary

Sub Branch Vice President/Third Branch Conference Delegate	Sub-Branch Vice President
Sub Branch Treasurer/Fourth Branch Conference Delegate	Sub-Branch Treasurer

- v. a casual vacancy that occurs in a Position following the Commencement Day, is to be filled under these Branch Rules.

- e. A decision made prior to the Commencement Day, by an officer or a committee of the Branch, that was binding on the Branch will continue to bind the Branch on, and from, the Commencement Day subject to these Branch Rules.

- f. A meeting, called under the Former Branch Rules for a Governance Body prior to the Commencement Day but which is to occur after the Commencement Day, will occur on the date, in the place and at the time determined and will be held under these Branch Rules.

- g. A person who was on the day preceding the Commencement Day a member of the Branch who works, or usually works in an Occupation will be an Industrial Member on, and from, the Commencement Day subject to these Branch Rules.

- h. A person who was on the day preceding the Commencement Day a financial member of the Branch who works, or usually works in an Occupation will be a Financial Industrial Member on, and from, the Commencement Day subject to these Branch Rules.

- i. A person who was on the day preceding the Commencement Day a retired member of the Branch will be a Retired Member on, and from, the Commencement Day subject to these Branch Rules.

- j. A person who was on the day preceding the Commencement Day a life member of the Branch will be a Life Member on, and from, the Commencement Day subject to these Branch Rules.

Schedule 1

a. For the purposes of Branch Rule 18 b.:

i. a Sub-Branch in column A has attached to it the Industrial Members described opposite in column B:

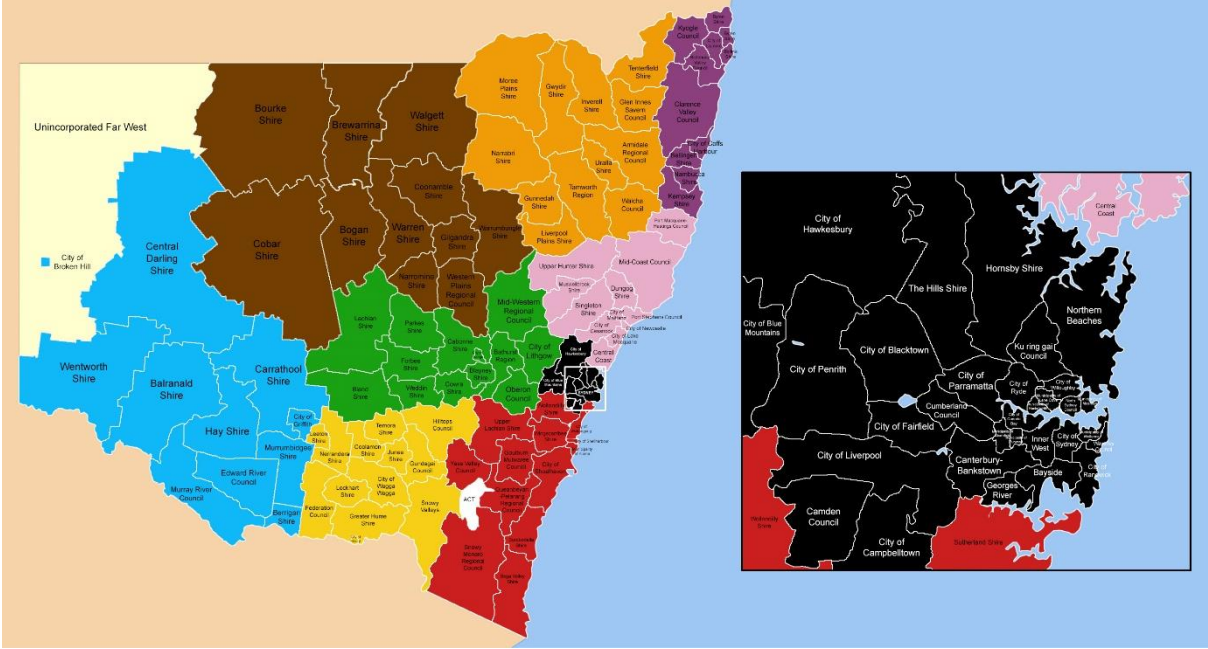
A	B
ACT Clerical & Administrative Sub-Branch	Industrial Members working in the Australian Capital Territory
Airlines Sub-Branch	Industrial Members working in the airlines industry
Energy & Utilities Sub-Branch	Industrial Members working in the energy industry or for Goldenfields Water County Council or Riverina Water County Council
NSW Clerical & Administrative Sub-Branch	Industrial Members working in the Sydney Metropolitan, Hunter, or Illawarra areas who: <ol style="list-style-type: none"> 1. are not otherwise attached to any of the following Sub-Branches: <ol style="list-style-type: none"> A. Airlines; or B. Energy & Utilities; and 2. do not work in the local government industry; and 3. are not Branch Employees.

ii. where an Industrial Member is not attached to a Sub-Branch under paragraph i., a Sub-Branch in Column A has attached to it the Industrial Members described opposite in column B:

A	B
Central West Sub-Branch	Industrial Members working within the geographical area identified in Green in sub-rule b..
Murray Sub-Branch	Industrial Members working within the geographical area identified in Yellow in sub-rule b..
New England Sub-Branch	Industrial Members working within the geographical area identified in Orange in sub-rule b..
Newcastle Sub-Branch	Industrial Members working within the geographical area identified in Pink in sub-rule b..
North Western Sub-Branch	Industrial Members working within the geographical area identified in Brown in sub-rule b..
Northern Sub-Branch	Industrial Members working within the geographical area identified in Purple in sub-rule b..
Riverina Sub-Branch	Industrial Members working within the geographical area identified in Blue in sub-rule b..
Southern Sub-Branch	Industrial Members working within the geographical area identified in Red in sub-rule b..

Sydney Metropolitan Sub-Branch.	Industrial Members working within the geographical area identified in Black in sub-rule b., and all Branch Employees
---------------------------------	--

b.



SCHEDULE 2 – DELEGATE’S CREDENTIALS FORM

NAME OF SUB-BRANCH →	
DATE OF CONFERENCE →	
FULL NAME (as appears on ID for flight purposes)	PREFERRED NAME

Signed: _____
Sub-Branch Secretary

Date: _____



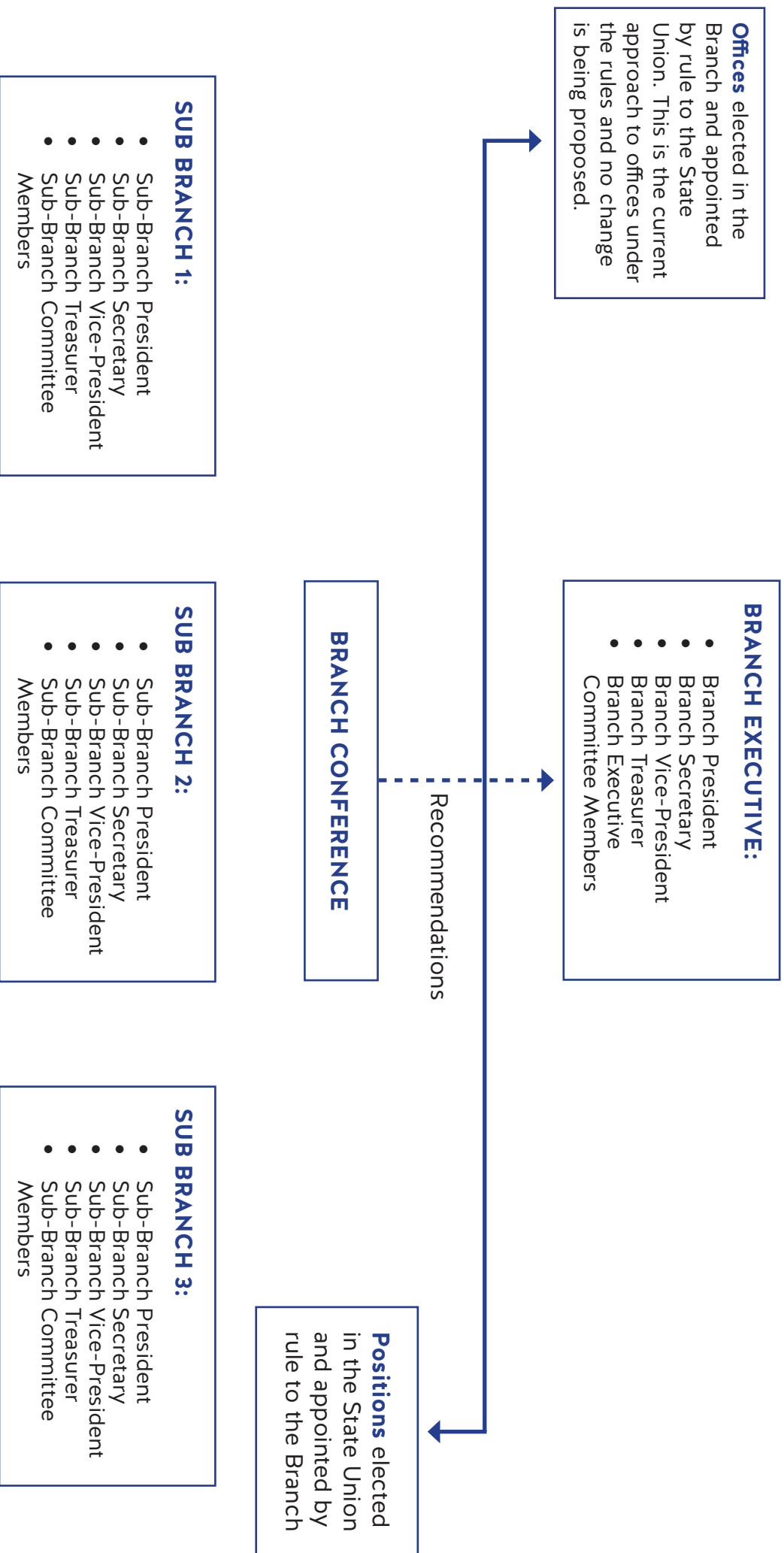
US BRANCH RULE CHANGES – MAJOR PROPOSED CHANGES

Changes are being sought to the US Branch Rules to:

- prevent potential compliance issues; and
- make the Branch Rules more readable;

PROPOSED CHANGE	COMMENT
<p>Changing the relationship between the Branch Executive and Branch Conference</p>	<p>The proposed rules will turn the Branch Conference into a recommendatory body established for consultation between members and the Branch Executive.</p> <p>The Branch Executive will be the Committee of Management of the Branch and its supreme governing body.</p> <p>This reduces compliance burden and limits the exposure of rank and file members to liability under legislation and improves democracy by ensuring members are free to speak about issue of importance to the Branch.</p>
<p>Improved transparency for decisions made by Branch Executive at Branch Conference</p>	<p>The proposed rules require the Branch Executive to consider recommendations made by the Branch Conference on the day that those recommendations were made.</p> <p>It also requires the Branch Secretary (typically the following day) to report back to the Branch Conference on the decision of the Branch Executive in relation to those recommendations.</p>
<p>Changing the status of office holders to position holders</p>	<p>The proposed rules will see all current elected officer holders (excluding the Branch Executive and the Branch’s representatives to National Conference and the National Executive) converted to position holders by consent.</p> <p>See Branch Structure overleaf.</p> <p>This reduces compliance burden and limits the exposure of rank and file members to liability under legislation and improves democracy by ensuring members are free to speak about issue of importance to the Branch.</p>
<p>Changing the way elections are conducted</p>	<p>The proposed rules make no change to the conduct of elections for the Branch Executive or the Branch’s representatives to National Conference and the National Executive.</p> <p>However all Sub-Branch positions (with the exception of the ACT Sub-Branch which doesn’t have a corresponding Branch in the State Union) will be elected in the State Union under the <i>Industrial Relations Act 1996</i> (NSW) and appointed to corresponding positions in the Sub-Branch.</p>
<p>Clarifying the rights of existing members to avoid confusion</p>	<p>The proposed rules clarifies the rights of:</p> <ul style="list-style-type: none"> • Industrial Members; • Retired Members; and • Life Members. <p>The proposed rules have been drafted in such a way to ensure that these membership categories do not cause any conflict with the existing National Rules or the rules of any other Branch.</p> <p>The changes are being proposed to provide greater internal clarity for operations within the Branch surrounding elections and servicing obligations.</p>

USU BRANCH STRUCTURE



Note: The proposed changes **do not** alter the number of sub-branches. There are 13 sub-branches but only 3 are represented here for brevity.



File/Our Ref: 12.21 RP/db
Your Ref:
Please quote in reply

Friday 28 February, 2020

TO: All National Executive Members
As addressed

By E-mail

Dear National Executive Member

**Postal/Fax/Email Vote No. 02/2020
Proposed New South Wales Local Government, Clerical, Administrative,
Energy, Airlines and Utilities Branch rule change**

The result of the e-mail ballot submitted to members of National Executive via e-mail on 26 February 2020, regarding the above is as follows:

A total of 118.5 affirmative votes were received from:

Linda White	Jennifer Thomas
Robert Potter	Lynette Henson
Alex Scott	Abbie Spencer
Vivienne Doogan	Scott Cowen
Kate Flanders	Jeff Lapidus
Natalie Lang	Ancel Greenwood
Judith Wright	Lisa Darmanin
Angus McFarland	Billy King
Graeme Kelly	Matt Norrey
Glen McAtear	Imogen Sturni
Clare Raffan	Wayne Wood
Neil Henderson	

No negative votes were received. I advise that National Executive E-mail Vote No. 02/2020 is carried.

Yours faithfully

Tel: +61 2 9283 9280
Mobile: 0448 203 392
E-mail: rpotter@asu.asn.au

Robert Potter
ACTING NATIONAL SECRETARY

**Australian
Services
Union**

**National Office
Melbourne & Sydney**

All correspondence to:

Ground Floor
116 Queensberry St
Carlton South VIC 3053

T: (03) 9342 1400
F: (03) 9342 1499

E: info@asu.asn.au
W: www.asu.asn.au

FB: [www.facebook.com/
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TW: @ASUnion