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Monday 22 March, 2021

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**

On behalf of the ASU, I submit for certification the proposed deletion and replacement of the entire Division Two A rules, being the current rules of the Queensland Together Branch, with a new set of rules (being new branch rules 1 – 56 inclusive and Schedule 1) to provide for the operation of the Queensland Together Branch.

I have attached, as part of the application for rule change:

- a) a Notice Setting out the Particulars of the Alterations to the Rules of the ASU; and
- b) my Declaration in relation to the matters set out in the notice.

If you have any queries please, in the first instance, contact Mr John Nucifora, who has carriage of the matter on behalf of the ASU, on [jnucifora@asu.asn.au](mailto:jnucifora@asu.asn.au) tel (03) 9342 1477.

Yours faithfully

Robert Potter  
**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**

1. The particulars set out in this Notice are the particulars of the proposed alterations to the rules of the ASU.
2. The proposed alterations to the rules of the ASU attached as 'A' were made in accordance with the rules of the ASU.
3. In making the proposed alterations the following occurred, which ensured compliance with the rules of the ASU:
  - a) issues were experienced by the Together Branch ('**Branch**') in the last ASU Quadrennial Elections in relation to interpretation of the Branch rules by the AEC;
  - b) the Branch considered it appropriate for the rules/structures of the Branch be reviewed;
  - c) a full replacement set of rules was prepared by Branch officers, in consultation with the ASU National officers, during the latter part of 2020 (**Proposed Replacement Rules**);
  - d) the Proposed Replacement Rules were endorsed by a ballot of the Together Branch Council;
  - e) the Together Branch Assistant Secretary/National Executive member Vivienne Doogan, requested by correspondence dated 1 February 2021 ('**Correspondence**'), and attached as '**B**', that alterations be made to the rules of the ASU by deleting, in their entirety, the current Division Two A rules and replacing them with Proposed Replacement Rules;
  - f) Ms Doogan attached to the Correspondence a declaration of the Together Branch Secretary setting out the results of the ballot of the Together Branch Council which endorsed the Proposed Replacement Rules;
  - g) the Branches' Proposed Replacement Rules have been altered by the National Executive to remove typographical error and to ensure internal consistency, that alteration has not, however, altered the intention of the Proposed Replacement Rules;
  - h) the rule alterations proposed by the National Executive in Attachment A are to replace the current Branch rules;
  - i) the National Executive has determined that as the Proposed Replacement Rules were endorsed by a ballot of the Together Branch Council, the Together Branch has consented to the alteration under ASU Rule 49;
  - j) on 3 March 2021 in accordance with ASU Rule 8.j. a ballot seeking that the Branch rules be replaced with the rules set out in Attachment A, together with a copy of the Correspondence, was submitted to the members of the National Executive by e-mail;
  - k) a copy of the ballot resolution is attached as '**C**';
  - l) on the 10 March 2021, the members of the National Executive voted and more than the 2/3 voted and voted unanimously;
  - m) in accordance with ASU-Rule 8c, I declared the vote carried under ASU Rule 8j; and
  - n) by correspondence of 10 March 2021, I declared the result of the ballot to the National Executive and attach the declaration as '**D**'.

4. 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).

**Dated:** Monday 22<sup>nd</sup> March, 2021

A handwritten signature in black ink, appearing to read 'R Potter', written in a cursive style.

Robert Potter  
National Secretary

**DECLARATION REGULATION 126 (2)**

I, Robert Potter, of Ground Floor, 116-124 Queensberry Street, Carlton South, State of Victoria declare the following:

- 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 (**Act**).
- 2. I am authorised for, and on behalf of, the ASU, to:
  - a. sign the 'Notice Setting out the Particulars of the Alterations to the Rules of the Union' (**Notice**); and
  - b. make this declaration.
- 3. The particulars set out in the Notice being the particulars of the proposed alterations to the rules of the ASU dated 22 March 2021 are correct.
- 4. The proposed alterations to the rules of the ASU were made in accordance with the rules of the ASU.
- 5. That the particulars set out in the Notice are true and correct to the best of my knowledge and belief.



.....

**Robert Potter**  
**National Secretary**

**Date: 22 March 2021**

**DIVISION TWO A**  
**TOGETHER BRANCH RULES**

**1 – NAME**

- a. The name of the Branch is the Australian Municipal, Administrative, Clerical and Services Union, Together Branch.

**2 – REGISTERED OFFICE**

- a. Unless otherwise determined by the Branch Executive, the registered office of the Branch is 32 Peel Street, South Brisbane.

**3 – DEFINITIONS**

- a. In these Branch rules, unless the contrary intention appears:
- i. “Act” means Fair Work (Registered Organisations) Act 2009;
  - ii. “Agency Committee” means the committee formed in accordance with rule 46a.;
  - iii. “ASU” means the Australian Municipal, Administrative, Clerical and Services Union;
  - iv. “Auditor” means a person appointed in accordance with these Branch Rules who is qualified under the Act;
  - v. “Branch” means the Australian Municipal, Administrative, Clerical and Services Union, Together Branch;
  - vi. “Branch Communication” means a communication by print and/or electronic media from the Branch to the members attached to the Branch;
  - vii. “Branch Councillor” means severally a person holding office on Branch Council under sub-rules 14 a.ii. and iii.;
  - viii. “Branch Employee” means an employee of the ASU engaged in relation to, and performing services for, the Branch;
  - ix. “Branch Executive Office” means severally the offices of:
    - A. Branch President;
    - B. Branch Senior Vice-President;
    - C. three (3) Branch Industry Division Vice-Presidents;
    - D. Branch Secretary;
    - E. two (2) Branch Assistant Secretaries;
    - F. Branch Treasurer;
    - G. Branch Assistant Treasurer;
    - H. ten (10) Other Branch Executive Members; and
    - I. Branch Executive Member (Women) (if any);
  - x. “Branch Fund” means the Branch fund of the Branch;
  - xi. “Branch Industry Division” means, severally, the:

- A. Public Service Industry Division;
  - B. Public Health Industry Division; and
  - C. General Industry Division;
- xii. “Branch Journal” means a publication produced or adopted by the Branch and which is provided free of charge to financial members by means of print or electronic media;
- xiii. “Branch Rules” means rules 1 – 55 (inclusive) of these Branch rules;
- xiv. “Branch Vice-President” means severally a:
- A. Branch Senior Vice-President; and
  - B. Branch Industry Division Vice-President;
- xv. “Common Interest Group” means a group formed in accordance with Rule 47 a.;
- xvi. “Employer” means employers of Branch members;
- xvii. “Industry Sub-division” means those sub-divisions of a Branch Industry Division determined in accordance with rule 15;
- xviii. “National Rules” means the rules of the ASU, other than the rules of the branches of the ASU;
- xix. “Newspaper Advertisement” means a public notice circulating in relevant geographical locations;
- xx. “Paid Officer” means a person elected to an office, but who may perform their obligations on a full-time or part-time basis, as determined by these Branch Rules;
- xxi. “Quadrennial Election” means the election required by these Branch Rules to be held each four (4) years in accordance with the National Rules; and
- xxii. “Regional Zone” means those Regional Zones determined in accordance with rule 15.

#### 4 – INTERPRETATION

In these Branch Rules unless the context indicates a contrary contention:

- a. singular words includes the plural and vice versa;
- b. words importing any gender include every gender;
- c. all dollar (\$) amounts are in Australian currency;
- d. 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;
- e. where any word or phrase is given a defined meaning in these Branch Rules, any other part of speech or grammatical form in respect of such word or phrase will have a corresponding meaning;
- f. words denoting individuals include corporations and vice versa;

- g. a reference to a party includes that party's executors, administrators and/or permitted assigns, or being a corporation, its successors or permitted assigns;
- h. a reference to a corporation includes a reference to all related corporations;
- i. a reference to a member is to a member of the Branch but does not include an associate member;
- j. a reference to a financial member means a member of the Branch financial in accordance with these Branch Rules;
- k. every agreement or undertaking expressed or implied by which more than one person covenants, agrees, undertakes or appoints or are deemed to do so will be deemed to bind and extend to such persons and to any two (2) or greater number of them jointly and to each of them severally;
- l. a reference to a corporation exercising a power means a corporation's representative exercising that power on behalf of the corporation;
- m. signature and signing means due 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);
- n. document headings, rule headings, schedule headings and the table of contents are for convenience only and will not affect the interpretation of these Branch Rules;
- o. a reference to a "rule" is a reference to a particular rule of these Branch Rules;
- p. a reference to a "sub-rule" means a sub-rule of the rule in which the reference to the sub-rule is made;
- q. a reference to a "part" means a part of the sub-rule in which the reference to the part is made;
- r. a reference to a "sub-part" means a sub-part of the part in which the reference to a sub-part is made;
- s. a reference to a "schedule" will be a reference to a schedule to, and forming part of, these Branch Rules;
- t. a reference to a "month" is a reference to calendar months;
- u. a reference to a "financial year" is the period from 1 July to 30 June;
- v. a reference to a "majority" means at least half (1/2) the number of the votes cast;
- w. where any period of time, dating from a given day, act or event, is prescribed or allowed for any purpose, the period must be reckoned exclusive of such day or the day of such act or event;
- x. where the last day of any period prescribed or allowed for the doing of anything falls on a day which is a Saturday, Sunday or public holiday 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 not a Saturday, Sunday or public holiday in that place;
- y. a reference to the performance of a duty by any 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, or a part of the duty, being discharged by any other officer or person, entitled to hold a delegation in accordance with these Branch Rules, and holding a written delegation permitting the performance of the duty or part of the duty as the case may be;

- z. a word or expression that is not defined in these Branch Rules, but is defined in the National Rules has the meaning given by the National Rules;
- aa. “in writing” includes printing, typing, facsimile, text messaging, email and other means of representing or reproducing words, figures, drawings or symbols in a visible and tangible or electronic form, in English;
- bb. an agreement or document means that agreement or document as amended, novated or supplemented;
- cc. to appoint means to appoint in writing;
- dd. each paragraph or sub-paragraph in a list is to be read independently from the others in the list;
- ee. a reference to a person giving consent means prior written consent; and
- ff. a reference to a “written confirmation” includes a confirmation being given electronically.

### **5 – MEMBERSHIP OF THE BRANCH**

- a. Branch members will be attached to the Branch in accordance with the National Rules.

### **6 – BRANCH INDUSTRY SUB-DIVISIONS/DIVISIONS**

- a. Subject to this rule, the Branch Industry Sub-divisions and their attachment (if any) to the three (3) Branch Industry Divisions, established under these Branch rules, are provided under Schedule 1.
- b. For the purposes of these Branch rules a Branch Industry Sub-division may only be attached to one (1) Branch Industry Division at a time.
- c. A person who becomes a member:
  - i. is to be attached to a Branch Industry Sub-division; and
  - ii. may only be attached to one (1) Branch Industry Sub-division at a time.
- d. The Branch Council will, subject to this rule, attach the member under sub-rule c..
- e. Despite sub-rule c., the Branch Council may alter the attachment of a member to a Branch Industry Sub-division where the circumstances of the member change.
- f. The Branch Council may, but no later than three (3) months prior to the opening of nominations for a Branch Quadrennial Election, determine the allocation and/or reallocation of members to Branch Industry Sub-divisions.
- g. The Branch Council may, but no later than three (3) months prior to the opening of nominations for a Branch Quadrennial Election, determine the allocation of Branch Industry Sub-divisions to Branch Industry Divisions.
- h. A determination under sub-rules f. or g continues to have effect until a subsequent determination is made under respectively sub-rule f. or g., as the case may be.
- i. Subject to sub-rules f. and g. the Branch Council may, if machinery of government changes occur, determine the allocation and/or reallocation of:



- i. members to Branch Industry Sub-divisions; and/or
  - ii. Branch Industry Sub-divisions to Branch Industry Divisions.
- j. For the purposes of these Branch rules, a member is a member of the Branch Industry Sub-division and the Branch Industry Division (if any) to which they are attached by the Branch Council.
- k. The Branch Council may, subject to sub-rule l., delegate its authority under this rule to:
- i. the Branch Executive; and/or
  - ii. attach, and/or alter the attachment of, members to the Branch Secretary.
- l. The Branch Council may determine an administrative regulation for the:
- i. attachment of members to a Branch Industry Sub-division by the Branch Secretary; and/or
  - ii. circumstances when a delegation to the Branch Executive will occur.

### 7 – BRANCH EXECUTIVE

- a. The Branch Executive consists of the:
- i. Branch President;
  - ii. Branch Senior Vice-President;
  - iii. three (3) Branch Industry Division Vice-Presidents;
  - iv. Branch Secretary;
  - v. two (2) Branch Assistant Secretaries;
  - vi. Branch Treasurer;
  - vii. Branch Assistant Treasurer;
  - viii. ten (10) Other Branch Executive Members; and
  - ix. Branch Executive Member (Women) (if any).
- b. The Branch Executive Officers will be elected at the Quadrennial Election.
- c.
- i. The number of members of the Branch Executive, provided for by sub-rule a. is subject to the Branch Returning Officer confirming, at the declaration of the Quadrennial Election for the Branch, that the provisions of rule 38 have been met.
  - ii. In the event that the provisions of rule 38 have not been met, then nominations will be promptly called in accordance with these Branch Rules for that number of the offices of Branch Executive Member (Women) as are required to be elected to achieve compliance with the provisions of rule 38.
  - iii. The offices of Branch Executive Member (Women) (if any) for which nominations are to be called under part ii. are allocated to Branch Industry Divisions in proportion to the number of Other Branch Executive Members elected from each Branch Industry Division.

- iv. Only Branch Conference Delegates who are women, attached to the Branch Industry Divisions from which the Branch Executive Member (Women) are to be elected, may nominate for the office of Branch Executive Member (Women).
- v. Those members elected to the office of Branch Executive Member (Women), subject to this rule will:
  - A. hold office until the declaration of the next Quadrennial Election, they resign or they are removed from office in accordance with the National Rules or these Branch Rules; and
  - B. be entitled to exercise the same powers and have the same obligations as other members of the Branch Executive.
- vi. This sub-rule does not prevent the elections for the other offices of the Branch Executive from being declared, and those officers declared elected take office, even though there is a requirement for an election for an office, or offices, of Branch Executive Member (Women).
- d. A member of the Branch Executive who ceases to be a member attached to the Branch immediately ceases to be a Branch Executive Officer.
- e. A member of the Branch Executive continues to hold office as a Branch Executive Officer irrespective of whether the respective member is attached, during their term of office, to a different Industry Division from the Industry Division that they were elected from.

#### **8 – BRANCH EXECUTIVE - POWERS AND DUTIES**

- a. The Branch Executive will, subject to the National Rules and Branch Rule 49, determine the policy of the Branch and manage its affairs.
- b. The Branch Secretary will cause a report to be furnished to the next ordinary Branch Council meeting on the determinations, made and the actions taken by, the Branch Executive.
- c. The Branch Executive has the power to appoint Branch Employees.
- d. Branch Employees will be employed on the terms and conditions the Branch Executive determines, subject to any relevant awards and agreements binding on the ASU.
- e. The Branch Executive has the power to engage service providers.
- f. The Branch Executive will determine what services are required to be provided to the Branch that are necessary and appropriate to perform the obligations required by these Branch Rules.
- g. Service providers will be engaged on terms and conditions as the Branch Executive determines, subject to any Branch policy.

#### **9 – BRANCH EXECUTIVE - MEETINGS**

- a. The Branch Executive will meet at such times as its members determine, with at least six (6) meetings, including four (4) quarterly ordinary meetings each calendar year.
- b. The Branch Secretary will, upon the request of the Branch President or at least one half (1/2) of the Branch Executive Officers, summon a Branch Executive meeting to be held within seven (7) days of the Branch Secretary's receipt of the request.

- c. The Branch Secretary will give at least 24 hours’ notice when summoning members to Branch Executive meetings.
- d. Despite sub-rule c. where the Branch President or the Branch Secretary consider that a matter requires urgent attention, a Branch Executive meeting must be called by the Branch Secretary who will give notice of the meeting to the Branch Executive Officers as is practicable in the circumstances.
- e. A Branch Executive meeting may be conducted by a method by which the Branch Executive Officers can communicate each with each other.
- f. If the Branch President is absent from a Branch Executive meeting, or is not in attendance within 15 minutes of the time for the meeting commencing, the Branch Senior Vice-President will act as the chair with the powers of the Branch President.
- g. If the Branch President and the Branch Senior Vice-President are absent from a Branch Executive meeting, or are not in attendance within 15 minutes of the time for the meeting commencing, then one of the Branch Industry Division Vice-Presidents will act as the chair with the powers of the Branch President, provided that if the Vice-Presidents cannot by consensus determine which one of them will act, then those members of the Branch Executive in attendance at the meeting will determine which of the Branch Vice-Presidents will act.
- h. Determinations of the Branch Executive will be by majority.
- i. A member of the Branch Executive not present at a Branch Executive meeting, or part of a meeting, may appoint another member of the Branch Executive as proxy to exercise their vote, and the Branch Executive Member proxy will do so in addition to that Branch Executive Members’ own vote, provided that a member of the Branch Executive may only hold one proxy vote.
- j. Quorums for Branch Executive meetings are 50% of the Branch Executive Officers, entitled to attend and vote, and a proxy appointed under sub-rule i. counts for quorum.
- k. If at a Branch Executive meeting no quorum is present at the expiry of 30 minutes after the time fixed for the commencement of the meeting it will be adjourned for not less than seven (7) days nor more than 14 days and the Branch Executive Officers will be given two (2) clear days’ notice, by the Branch Secretary, of the date, time and place to which the meeting has been adjourned.
- l. If at the adjourned meeting quorum is not present within 15 minutes of the time the meeting commences then those present will be deemed to be a quorum for the purpose of the business to be determined, provided that only the unfinished business of the adjourned meeting may be dealt with.
- m. The minutes of each Branch Executive meeting will, following the meeting, be promptly prepared and forwarded by the Branch Secretary to each member of the Branch Executive.

**10 – VOTING ON BRANCH EXECUTIVE**

- a. Voting on Branch Executive is, for those offices set out in column A, an entitlement to exercise the vote set out in column B:

A	B
Branch President	One (1) vote

Branch Senior Vice-President	One (1) vote
Branch Industry Division Vice-Presidents	One (1) vote each
Branch Secretary	One (1) vote
Branch Assistant Secretaries	One (1) vote each
Branch Treasurer	One (1) vote
Branch Assistant Treasurer	One (1) vote
Branch Other Executive Member	One (1) vote each
Branch Executive Member (Women) (if any)	One (1) vote each

**11 – BRANCH EXECUTIVE BALLOT**

- a. Where the Branch Secretary considers a matter is urgent, a ballot of the Branch Executive may be conducted on matters by means of registered post, facsimile transfer, computer e-mail or by other electronic or telegraphic means as may be available, provided that in any such ballot:
  - i. a majority of the Branch Executive Officers, exercising a majority of the votes entitled to be cast and so voting, will constitute a quorum;
  - ii. determinations will be by simple majority of the votes cast; and
  - iii. no votes can be cast by proxy.
- b. In any ballot conducted under sub-rule a. of the Branch Executive, the Branch Executive Officers will be entitled to exercise the same number of votes as they would be severally entitled to exercise upon questions for determination by the Branch Executive in meeting assembled.

**12 – COMMITTEE OF MANAGEMENT**

- a. The Branch Executive is the committee of management of the Branch.

**13 – BRANCH AUTONOMY**

- a. The Branch has autonomy in matters affecting its members only.

**14 – BRANCH COUNCIL**

- a. The Branch Council consists of the persons elected to and holding, in accordance with these Branch Rules, the offices of:
  - i. Branch Executive Officer;
  - ii. 40 Branch Council Delegates elected by, and from, the Branch Conference; and
  - iii. Branch Council Delegate (Women) (if any).

- b. The Branch Council Delegates will be elected at the Quadrennial Election.
- c.
  - i. The number of members of the Branch Council, provided for by sub-rule a. is subject to the Branch Returning Officer confirming, at the declaration of the Quadrennial Election for the Branch, that the provisions of rule 38 have been met.
  - ii. In the event that the provisions of rule 38 have not been met, then nominations will be promptly called in accordance with these Branch Rules for that number of the offices of Branch Council Delegate (Women) as are required to be elected to achieve compliance with the provisions of rule 38.
  - iii. The offices of Branch Council Delegate (Women) for which nominations may be called under sub-rule c. ii. will be allocated to Branch Industry Divisions in proportion to the number of Branch Council Delegates elected from each Branch Industry Division.
  - iv. Only Branch Conference Delegates who are women may nominate for the office of Branch Council Delegate (Women).
  - v. Branch Conference Delegates may only nominate for the office of Branch Council Delegate (Women) allocated to the Branch Industry Division to which they are attached.
  - vi. Those members elected to the office of Branch Council Delegate (Women), subject to this sub-rule will:
    - A. hold office until the declaration of the next Quadrennial Election, they resign or they are removed from office in accordance with the National Rules or these Branch Rules; and
    - B. be entitled to exercise the same powers and have the same obligations as other members of the Branch Council.
  - vii. This sub-rule does not prevent the elections for the other offices of the Branch Council from being declared, and those officers declared elected take office, even though there is a requirement for an election for an office of Branch Council Delegate (Women).
- d. A member of the Branch Council who ceases to be a member attached to the Branch immediately ceases to be a Branch Councillor.
- e. A Branch Councillor continues to hold office irrespective of whether they are reallocated from the Industry Division that they have been elected to represent.

### **15 – BRANCH COUNCIL - POWERS AND DUTIES**

- a. The Branch Council has power to:
  - i. determine Industry Divisions, Industry Sub-divisions and the attachment of members to those Industry Divisions and Industry Sub-divisions;
  - ii. determine Regional Zones and the allocation of members to Regional Zones;
  - iii. determine the quantum of annual subscriptions, in accordance with the National Rules; and

- iv. add to, amend, alter or rescind these Branch Rules in accordance with these Branch Rules and the National Rules.

### **16 – BRANCH COUNCIL - MEETINGS**

- a. The Branch Council will meet at such times as the Branch Executive determines.
- b. The Branch Secretary will, upon the request of the Branch President, or at least one half (1/2) of the members of the Branch Council, summon a Branch Council meeting to be held within seven (7) days of the receipt of the request by the Branch Secretary.
- c. The Branch Secretary will give at least seven (7) days' notice when summoning members to meetings of the Branch Council.
- d. Despite sub-rule c. where the Branch President or the Branch Secretary consider that a matter requires urgent attention, a Branch Council meeting must be called by the Branch Secretary who will give notice of the meeting to the members of the Branch Council as is practicable in the circumstances.
- e. A Branch Council meeting may be conducted by a method by which members of the Branch Council can communicate each with each other.
- f. If the Branch President is absent from a Branch Council meeting, or is not in attendance within 15 minutes of the time for the meeting commencing, the Branch Senior Vice-President will chair the meeting with the powers of the Branch President.
- g. If the Branch President and the Branch Senior Vice-President are absent from a Branch Council meeting, or are not in attendance within 15 minutes of the time for the meeting commencing, then one of the Branch Industry Division Vice-Presidents will chair the meeting with the powers of the Branch President, provided that if the Vice-Presidents cannot by consensus determine which one of them will chair, then those members of the Branch Council in attendance will determine which of the Branch Vice-Presidents will chair.
- h. Determinations of the Branch Council will be by majority.
- i. A member of the Branch Council not present at a Branch Council meeting, or part of a meeting, may appoint another member of the Branch Council, being a member of the Branch Council attached as a member to the Branch Industry Division to which the member of the Branch Council giving the proxy is attached, as proxy to exercise their vote, and the Branch Council Member exercising the proxy will do so in addition to that Branch Council Members' own vote, provided that a member of the Branch Council may only hold one (1) proxy vote.
- j. Quorums for meetings of the Branch Council are 50% of the members of the Branch Council, entitled to attend and vote, and a proxy appointed in accordance with sub-rule i. counts for quorum.
- k. If at a Branch Council meeting no quorum is present at the expiry of 30 minutes after the time fixed for the commencement of the meeting it will be adjourned for not less than seven (7) days nor more than 14 days and the members of the Branch Council will be given two (2) clear days' notice of the date, time and place to which the meeting has been adjourned.
- l. If at the adjourned meeting quorum is not present within 15 minutes of the time the meeting commences then those present will be deemed to be a quorum for the purpose of the business to be determined provided that only the business of the adjourned meeting may be dealt with.

- m. The minutes of each Branch Council meeting will, following the meeting, be promptly prepared and forwarded by the Branch Secretary to each member of the Branch Council.
- n. The Branch Executive is the agenda committee for the Branch Council.

**17 – VOTING ON BRANCH COUNCIL**

- a. Voting on Branch Council is, for those offices set out in column A, an entitlement to exercise the vote set out in column B:

A	B
Branch President	One (1) vote
Branch Senior Vice-President	One (1) vote
Branch Industry Division Vice-Presidents	One (1) vote each
Branch Secretary	One (1) vote
Branch Assistant Secretaries	One (1) vote each
Branch Treasurer	One (1) vote
Branch Assistant Treasurer	One (1) vote
Other Branch Executive Members	One (1) vote each
Branch Council Delegates	One (1) vote each
Branch Executive Member (Women) (if any)	One (1) vote each
Branch Council Delegates (Women) (if any)	One (1) vote each

**18 – POSTAL BALLOT OF BRANCH COUNCIL**

- a. Notwithstanding rule 16 a determination which under these Branch Rules may be made by the Branch Council in meeting assembled, including, but not limited to, a proposed consent to the addition to or amendment of these Branch Rules, may be made in accordance with this rule.
- b. A postal ballot will be held when:
  - i. determined by the Branch Council or Branch Executive; or
  - ii. without limitation to part i. for an urgent matter, when determined by the Branch Secretary in consultation with the Branch President.
- c. For the purposes of this rule, “postal” means that each member of the Branch Council will be forwarded in writing and sent by post, facsimile, e-mail or other electronic means, courier or communication delivered by hand, a copy of the question upon which that member of the Branch Council is required to vote, together with advice of the period in which the member is to record a vote being:

- i. if the question requires the exercise of the Branch Council's powers pursuant to rule 51, not less than 28 days; and
  - ii. in all other cases, not less than 14 days.
- d. In any postal ballot of the Branch Council, members of the Branch Council will be entitled to exercise the same number of votes as they would be severally entitled to exercise upon questions for determination by the Branch Council in meeting assembled.
- e. The persons entitled to vote, in accordance with this rule, will be the persons holding office as voting members of the Branch Council at the time the question is forwarded and who are still holding such office at the time they cast their vote.
- f. A determination in accordance with this rule will become effective before the time appointed is reached if, and when, it has received in its favour an absolute majority of the total votes exercisable and the other requirements of this rule are satisfied.
- g. This rule will be construed liberally so as to facilitate its operation as a means of obtaining prompt determinations of the Branch Council in matters in which it is, or may be thought to be, desirable to obtain determinations expeditiously and in matters in which a substantial degree of consensus is known or believed to exist among the members of the Branch Council.
- h. No proxies can be exercised as part of the postal ballot under this rule.

**19 – NOT USED**

**20 – BRANCH CONFERENCE**

- a. There will be a Branch Conference held at least once each calendar year provided that if, taking into account the happening or likely happening, of a critical event, it is not possible to administratively and cost effectively program a Branch Conference following the receipt by the Branch Secretary of the audited accounts of the Branch for the respective financial year, then the Branch Executive may determine to hold the Branch Conference at another time.
- b. Branch Conference Delegates will be comprised of:
- i. the Branch Executive;
  - ii. delegates representing Industry Sub-divisions;
  - iii. delegates representing members residing in Regional Zones as determined by the Branch Council; and
  - iv. delegates representing members who have identified to the Branch as being of Aboriginal or Torres Strait Islander origin.
- c. Branch Conference will meet at the time and place the Branch Executive determines, but so as to ensure compliance with the obligations of the Branch and the ASU.
- d. The Branch Secretary will notify all Branch Conference Delegates, no later than 28 days prior to the Branch Conference, of the determination to hold a Branch Conference and will request Branch Conference Delegates to consider forwarding agenda items to the Branch Secretary for the consideration of the Branch Conference, no later than 21 days prior to the Branch Conference.



- e. The Branch Executive is the agenda committee for the Branch Conference.
- f. The business of the Branch Conference includes:
  - i. the agenda items determined by the agenda committee; and
  - ii. consideration of national conference agenda items (if any).
- g. The Branch Secretary will forward a copy of the agenda for the Branch Conference to the Branch Conference Delegates at least seven (7) days prior to the Branch Conference.
- h. The Branch is responsible for:
  - i. the payment of the travel costs of all Branch Conference Delegates;
  - ii. the costs of convening the Branch Conference; and
  - iii. all costs and outgoings associated with the utilisation of conference facilities.
- i. At a meeting of the Branch Conference a quorum will be a majority of those eligible to attend.
- j. In the absence of a quorum, the Branch Conference will not proceed and all conference agenda items will be considered by Branch Executive at the next ordinary meeting of the Branch Executive.
- k. If the Branch President is absent from a meeting of the Branch Conference, or is not in attendance within 15 minutes of the time for the meeting commencing, the Branch Senior Vice-President will chair the meeting with the powers of the Branch President.
- l. If the Branch President and the Branch Senior Vice-President are absent from a meeting of the Branch Conference, or are not in attendance within 15 minutes of the time for the meeting commencing, then one of the Branch Industry Division Vice-Presidents will chair the meeting with the powers of the Branch President, provided that if the Vice-Presidents cannot by consensus determine which one of them will chair, then those members of the Branch Conference in attendance will determine which of the Branch Vice-Presidents will chair.
- m. Each Branch Conference Delegate has one (1) vote in any ballot.
- n. A Branch Conference Delegate not present at a Branch Conference, or part of a Branch Conference, may appoint another Branch Conference Delegate, being a Branch Conference Delegate attached as a member to the Branch Industry Division to which the Branch Conference Delegate giving the proxy is attached, as proxy to exercise their vote, and the Branch Conference Delegate exercising the proxy will do so in addition to that Branch Conference Delegates' own vote, provided that a Branch Conference Delegate may only hold one (1) proxy vote.
- o. A proxy appointed in accordance with sub-rule n. counts for the purpose of quorum, both in their own right and as a proxy.
- p. Determinations of the Branch Conference will be by majority.
- q. The Branch Conference will receive, and consider, reports from the Branch President and the Branch Secretary and will provide advice to the Branch Executive on Branch policy, organising, campaigning and industrial affairs.
- r. The minutes of each Branch Conference meeting will, following the meeting, be promptly prepared and forwarded by the Branch Secretary to each Branch Conference Delegate.

- s. A member of the Branch Conference who ceases to be a member attached to the Branch immediately ceases to be a member of the Branch Conference.
- t. A member of the Branch Conference continues to hold office irrespective of whether they are reallocated from the Industry Division, Industry Sub-division or regional zone that they have been elected to represent.

### **21 – MINUTE BOOK**

- a. The Branch will keep separate minute books in which will be recorded proceedings and resolutions of respectively the:
  - i. Branch Executive;
  - ii. Branch Council;
  - iii. Branch Conference; and
  - iii. Branch Industry Division Executive (if any).
- b. Upon confirmation of the minutes of the respective meetings, the chair of that meeting will promptly sign those minutes confirming them as the minutes of the meeting concerned.
- c. The minutes of a meeting, if signed in accordance with this rule by the respective chair of the meeting concerned, are for the purposes of these Branch rules conclusive proof of the matters recorded in them.

### **22 – BRANCH PRESIDENT**

- a. A Branch President will be elected at the Quadrennial Election by, and from, the financial members.
- b. The Branch President will:
  - i. preside at all meetings of the Branch;
  - ii. preserve order at meetings of the Branch;
  - iii. ensure the business of a meeting is conducted in accordance with these Branch Rules; and
  - iv. act impartially when presiding.
- c. The Branch President may, in accordance with these Branch Rules, delegate part of the Branch President's powers and/or obligations to the Branch Senior Vice-President.
- d. The Branch President may, in accordance with these Branch Rules, delegate part of the Branch President's powers and/or obligations to a Branch Industry Division Vice-President.
- e. The Branch President has a deliberative vote only.

### **23 – BRANCH SENIOR VICE-PRESIDENT**

- a. A Branch Senior Vice-President will be elected at the Quadrennial Election by, and from, the financial members.
- b. A Branch Senior Vice-President will:
  - i. assist the Branch President at all meetings in connection with the business of the Branch; and
  - ii. generally assist the Branch President and Branch Secretary in carrying out the business of the Branch.

#### **24 – BRANCH INDUSTRY DIVISION VICE-PRESIDENTS**

- a. A Branch Industry Division Vice-President will be elected at the Quadrennial Election from each of the Branch Industry Divisions by, and from, the financial members attached to the relevant Branch Industry Division.
- b. If the Branch Executive authorises the formation of a Branch Industry Executive, the respective Branch Industry Division Vice-President will chair that Branch Industry Division Executive.
- c. A Branch Industry Division Vice-President will:
  - i. assist the Branch President at all meetings in connection with the business of the Branch; and
  - ii. generally assist the Branch President, Branch Senior Vice-President, the Branch Secretary and the Branch Assistant Secretaries in carrying out the business of the Branch.

#### **25 – BRANCH TREASURER**

- a. A Branch Treasurer will be elected at the Quadrennial Election by, and from, the financial members.
- b. The Branch Treasurer is to:
  - i. regularly, and as necessary, review the Branch accounts maintained by the Branch Secretary;
  - ii. present a detailed financial report including a quarterly statement of profit and loss and the balance sheet of the Branch Fund to each ordinary meeting of the:
    - A. Branch Executive; and
    - B. Branch Council; and
  - 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.
- c. The Branch Treasurer will be the Chair of the Finance Committee if a Finance Committee is established by the Branch Executive.

#### **26 – BRANCH ASSISTANT TREASURER**

- a. A Branch Assistant Treasurer will be elected at the Quadrennial Election by, and from, the financial members.
- b. The Branch Assistant Treasurer will assist the Branch Treasurer.
- c. The Branch Assistant Treasurer will be the Chair of the Audit, Risk and Compliance Committee if an Audit, Risk and Compliance Committee is established by the Branch Executive.

#### **27 – BRANCH SECRETARY**

- a. There will be a Branch Secretary elected at the Quadrennial Election by, and from, the financial members.
- b. The Branch Secretary is the chief executive officer of the Branch and will between meetings of the Branch Council and Branch Executive, conduct and manage the affairs of the Branch.

- c. Without limiting sub-rule b. the Branch Secretary will:
- i. in consultation with the Branch President deal with urgent matters requiring a determination between meetings of the Branch Executive which would ordinarily be the subject of a Branch Executive determination, provided that such determinations are reported to the next ordinary Branch Executive meeting;
  - ii. prepare and furnish all returns, statements and declarations for the Branch;
  - iii. have the right to attend and to be heard, or to have their representative attend and be heard, on a matter at a meeting of the Branch;
  - iv. have the right to inspect and examine or cause to be inspected and examined:
    - A. registers;
    - B. books;
    - C. papers;
    - D. deeds;
    - E. documents; and
    - F. accounts,in, or in connection with, the conduct and management of the affairs of the Branch or a section of the Branch;
  - v. ensure that the accounts of the Branch are maintained and are presented to each ordinary Branch Executive meeting;
  - vi. be responsible for the direction, control, supervision, allocation of duties to or dismissal of a Branch Employee;
  - vii. engage, suspend and dismiss service providers; and
  - viii. initiate, prosecute and defend proceedings in courts and tribunals, or intervene in such proceedings for the Branch.
- d. The Branch Secretary will maintain the register of members and officers in accordance with the National Rules and these Branch Rules.
- e. The Branch Secretary will ensure that a member's record on the membership register includes any section of the Branch to which the member is attached.
- f. A temporary vacancy or casual vacancy in the position of Branch Secretary will be managed in accordance with the National Rules.
- g. The Branch Secretary is a Paid Officer.
- h. Subject to the National Rules, the Branch Secretary is authorised to execute on behalf of the Branch, a contract of employment for a Branch Employee, collective industrial agreements, applications and all other documents or instruments.

**28 – BRANCH ASSISTANT SECRETARIES**

- a. Two (2) Branch Assistant Secretaries will be elected at the Quadrennial Election by, and from, the financial members.

- b. The Branch Secretary may delegate powers of the Branch Secretary to a Branch Assistant Secretary.
- c. A temporary vacancy or casual vacancy in the position of Branch Assistant Secretary will be managed in accordance with the National Rules.
- d. A Branch Assistant Secretary is a Paid Officer.

**29 – BRANCH AUDITOR**

- a. The Branch Executive will appoint an Auditor for the Branch.
- b. An Auditor cannot be:
  - i. a member; or
  - ii. an employee of,
 the ASU.
- c. A yearly audit of the Branch's accounts will be conducted by the Auditor.
- d. The Auditor is to audit the financial accounts of the Branch for the financial year and to present audited financial accounts and report to the Branch Executive and Branch Conference after the close of the financial year.

**30 – RETURNING OFFICER**

- a. The Branch Executive will appoint a Returning Officer for the Branch.
- b. A Returning Officer cannot be:
  - i. the holder of any office in; or
  - ii. an employee of,
 the ASU.

**31 – ELECTION OF BRANCH OFFICE HOLDERS**

- a. This rule will commence operation for the Quadrennial Election to be held in 2023.
- b. Commencing in 2023 and thereafter a Quadrennial Election will be held to elect a person to the office set out in column A by, and from, the electorate set out in column B:

A	B
Branch President	the Branch financial members
Branch Senior Vice-President	the Branch financial members
Branch Vice-President (Industry)	the financial members attached to the respective Branch Industry Division
Branch Secretary/First National Executive Representative	the Branch financial members

Branch Assistant Secretary	the Branch financial members
Other Branch Executive Member	the Branch Conference Delegates attached to the respective Branch Industry Division
Branch Executive Members (Women)	the Branch Conference Delegates attached to the respective Branch Industry Division
Branch Treasurer	the Branch financial members
Branch Assistant Treasurer	the Branch financial members
National Executive Representative	the Branch financial members
National Conference Delegate	the Branch Conference Delegates attached to the respective Branch Industry Division
Branch Council Delegate	the Branch Conference Delegates attached to the respective Branch Industry Division
Branch Council Delegate (Women)	the Branch Conference Delegates attached to the respective Branch Industry Division
Branch Conference Delegate representing Industry Sub-Divisions	the financial members attached to the respective Branch Industry Sub-Division
Branch Conference Delegate representing Regional Zones	the financial members belonging to the respective Regional Zone
Branch Conference Delegate representing Aboriginal and Torres Strait Islander members	Aboriginal and Torres Strait Islander financial members
Branch Conference Delegate representing Branch Employees	the financial members attached to the Branch Employee Sub-division

- c. A Branch Employee cannot be nominated to stand for election for any office other than as:
- i. a Paid Officer; or
  - ii. the Branch Conference Delegate representing the Branch Employee Sub-division.
- d. The Branch Council will, at a meeting of Branch Council held at least three (3) months prior to the opening of nominations in the Quadrennial Election, determine the geographical location of the Regional Zones, provided that the Regional Zones will be as determined in accordance with this sub-rule until a further determination (if any) is made by the Branch Council under this sub-rule.

- e. The financial members of an Industry Sub-division will be entitled to elect Branch Conference Delegates on the following basis:
  - i. up to 100 financial members as at 1 July in the year preceding the Quadrennial Election – one (1) Delegate; and
  - ii. for each additional 100 financial members as at 1 July in the year preceding the Quadrennial Election – one (1) Delegate.
- f. The financial members residing in a Regional Zone, except the Regional Zone that includes the City of Brisbane, are entitled to elect one (1) Branch Conference Delegate for that Regional Zone.
- g. The financial members who have identified to the Branch as being of Aboriginal or Torres Strait Islander origin, will be entitled to elect Branch Conference Delegates on the following basis:
  - i. up to 100 financial members, who have identified to the Branch as being of Aboriginal or Torres Strait Islander origin, as at 1 July in the year preceding the Quadrennial Election – one (1) Delegate; and
  - ii. for each additional 100 financial members, who have identified to the Branch as being of Aboriginal or Torres Strait Islander origin, as at 1 July in the year preceding the Quadrennial Election – one (1) Delegate.
- h. The financial members of an Industry Division will be entitled to elect Other Branch Executive Members from their Branch Industry Division on the basis of one (1) Other Branch Executive Member for each whole quota number of financial members as at 1 July in the year preceding the Quadrennial Election, and for the purposes of this sub-rule the quota number of financial members for Other Branch Executive Members is calculated on the following formula:

$$\frac{\text{number of financial members at 1 July in the year preceding the Quadrennial Election}}{11} + 1$$

- i.. If the formula in sub-rule h. does not equate to a whole number, the quota will be rounded down to the nearest whole number.
- j. In the event that the number of members equalling whole quotas of the Branch Industry Divisions is less than the total number of financial members of the Branch as at 1 July in the year preceding the Quadrennial Election then that Branch Industry Division having the highest number of financial members remaining after taking into account whole quotas, is entitled to an additional Other Branch Executive Member.
- k. The financial members of an Industry Division will be entitled to elect Branch Council Delegates to be elected from their Branch Industry Division on the basis of one (1) Branch Council Delegate for each whole quota number of financial members as at 1 July in the year preceding the Quadrennial Election, and for the purposes of this sub-rule the quota number of Branch members for Branch Council Delegates is calculated on the following formula:

$$\frac{\text{number of financial members at 1 July in the year preceding the Quadrennial Election}}{41} + 1$$

- l. If the formula in sub-rule k. does not equate to a whole number, the quota will be rounded down to the nearest whole number.
- m. In the event that the number of financial members equalling whole quotas of the Branch Industry Divisions is less than the total number of financial members of the Branch as at 1 July in the year preceding the Quadrennial Election then that Branch Industry Division having the highest number of

members remaining after taking into account whole quotas, is entitled to an additional Branch Council Delegate.

### **32 – NOMINATION OF CANDIDATES**

- a. The Returning Officer will call for nominations by placing a notice in a Branch Communication for:
  - i. all offices which are elected by all the financial members;
  - ii. offices which are elected by all the financial members of a Branch Industry Division; and
  - iii. Branch Conference Delegates,and will also comply with additional requirements (if any) of the National Rules.
- b. The Returning Officer will call for nominations for the offices of Other Branch Executive Member after the completion and declaration of elections for the offices in sub-rule a. hereof.
- c. The Returning Officer will call for nominations for the offices of Branch Council Delegate after the completion and declaration of elections for the offices in sub-rule b. hereof.
- d. The Returning Officer will conduct the election for the offices by way of a secret postal ballot.
- e. An election required by these Branch Rules will, subject to the requirements of these Branch Rules, be conducted in accordance with PART VII of the National Rules.

### **33 – CASUAL VACANCY**

- a. Casual vacancies arising in any office will be filled in accordance with the National Rules.
- b. Despite sub-rule a. a casual vacancy in an office of Branch Conference provided for under paragraphs 20 b. ii., iii. and iv. will, other than in a year of a Quadrennial Election, only be filled by election once each calendar year, with nominations to be called prior to 30 June in a respective year.
- c. The election under sub-rule b., will be conducted in the same way as an election for the respective offices would be conducted in a Quadrennial Election, with the necessary changes being made.

### **34 – BRANCH FUND**

- a. The Branch Fund is established in accordance with the National Rules.
- b. All transactions in respect of the Branch Fund will occur strictly in accordance with the National Rules.

### **35 – NOT USED**

### **36 – NATIONAL EXECUTIVE REPRESENTATIVES**

- a. The Branch will be represented on National Executive by National Executive Representatives who will each exercise the votes as determined by the National Rules.
- b. The first National Executive Representative will be the Branch Secretary.



- c. The other National Executive Representatives will be elected at the Quadrennial Election by, and from, the Branch financial members.

### **37 – NATIONAL CONFERENCE DELEGATES**

- a. The number of National Conference Delegates for the Branch to be elected by, and from, the Branch Conference Delegates will be determined in accordance with the formula provided in the National Rules and subject to this rule.
- b. The Branch will be represented on the National Conference by its National Executive Representatives and National Conference Delegates.
- c. One (1) National Conference Delegate for each Branch Industry Division must be elected by, and from, the Branch Conference Delegates attached to the relevant Branch Industry Division.
- d. Each Branch Industry Division will elect, in addition to the National Conference Delegate elected in accordance with sub-rule c., one (1) National Conference Delegate for each whole quota they obtain on the basis of the number of financial members of that Branch Industry Division as at 31 December in the year preceding the Quadrennial Election.
- e. The quota number for the purpose of sub-rule d. is calculated on the following formula:

$$\frac{\text{number of Branch members at 31 December in the year preceding the Quadrennial Election}}{(\text{number of National Conference Delegates to be elected} - \text{number of Branch Industry Divisions}) + 1} + 1$$

- f. If the formula in sub-rule e. does not equate to a whole number, the quota will be rounded down to the nearest whole number.
- g. In the event that the number of National Conference Delegates elected in accordance with sub-rules c. and d. does not equal the number of National Conference Delegates to be elected, then the Branch Industry Division having the highest number of members remaining after taking into account whole quotas, is entitled to an additional National Conference Delegate.
- h. National Conference Delegates elected pursuant to sub-rules d. and g. will be elected by, and from, the Branch Conference Delegates attached to the relevant Branch Industry Division.
- i. National Conference Delegates representing the Branch can only exercise a proxy from a National Conference Delegate representing the Branch who is, as a member, attached to the same Branch Industry Division as they are.
- j. The National Rules in relation to casual vacancies will apply to casual vacancies for National Conference Delegates and each casual vacancy will be filled by a Branch Conference Delegate who is attached to the same Branch Industry Division, as the person the subject of the casual vacancy.

### **38 – PROPORTIONAL REPRESENTATION**

- a. Notwithstanding any provisions of these Branch Rules, commencing in 2015 women will be represented on the Branch Executive and Branch Council as follows:
  - i. where the Branch has more than 50% women financial members, not less than 50% of the offices on Branch Council and Branch Executive will be filled by women; and
  - ii. where the Branch has more than 30% but less than 50% women financial members, not less than 30% of the offices on Branch Council and Branch Executive will be filled by women.

- b. At each Quadrennial Election, in addition to the requirements of PART VII of the National Rules, and any other requirements of these Branch Rules, the Branch Secretary will provide to the Returning Officer a certificate showing the percentage of women financial members at the close of nominations.
- c. In the event that, at the declaration of the election, the number of women elected to the Branch Executive does not equal or exceed the number required by the relevant provision of sub-rule a. of this rule, the Returning Officer will call for sufficient nominations from Branch Conference Delegates for the requisite number of Branch Executive Member (Women) to be filled by women as required by sub-rule a. is achieved.
- d. Each Branch Industry Division will elect one (1) Branch Executive Member (Women) for each whole number quota they obtain on the basis of the number of financial members of that Branch Industry Division as at 1 July in the year preceding the Quadrennial Election.
- e. The quota number for the purpose of sub-rule d. is calculated on the following formula:
- $$\frac{\text{Number of financial members as at 1 July in the year preceding the Quadrennial Election}}{\text{(Number of Branch Executive Member (Women) to be elected + 1)}} + 1$$
- f. If the formula in sub-rule e. does not equate to a whole number, the quota will be rounded down to the nearest whole number.
- g. In the event that the number of Branch Executive Member (Women) elected in accordance with sub-rule d. does not equal the number of Branch Executive Member (Women) to be elected, then the Branch Industry Division having the highest number of members remaining after taking into account whole quotas, is entitled to an additional Branch Executive Member (Women).
- h. In the event that, at the declaration of the election in the case of Branch Council, the number of women elected to the Branch Council does not equal or exceed the number required by the relevant provision of sub-rule a., the Returning Officer will call for sufficient nominations from Branch Conference Delegates for the requisite number of Branch Council (Women) to be filled by women as is required for sub-rule a. to be achieved.
- i. Each Branch Industry Division will elect one (1) Branch Council (Women) for each whole quota they obtain on the basis of the number of financial members of that Branch Industry Division as at 1 July in the year preceding the Quadrennial Election.
- j. The quota number for the purpose of sub-rule (i) is calculated on the following formula:
- $$\frac{\text{Number of financial members as at 1 July in the year preceding the Quadrennial Election}}{\text{(Number of Branch Council (Women) to be elected + 1)}} + 1$$
- k. If the formula in sub-rule j. does not equate to a whole number, the quota will be rounded down to the nearest whole number.
- l. In the event that the number of Branch Council (Women) elected in accordance with sub-rule (i) does not equal the number of Branch Council (Women) to be elected, then the Branch Industry Division having the highest number of members remaining after taking into account whole quotas, is entitled to an additional Branch Council (Women).

### 39 – HOLDING OF OFFICE

- a. An officer will hold office in the Branch in accordance with the National Rules.

**40 – GENERAL MEETINGS OF THE BRANCH**

- a. A general meeting of Branch 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 S 266(1) of the Act after the end of the financial year, bearing the name, address and signature of five percent (5%) of the Branch members.
- b. Where a general meeting is to be held in accordance with sub-rule a. the Branch Secretary will cause notice of not less than seven (7) days and not more than 21 days to be given to members by Newspaper Advertisement and/or the Branch Journal and/or the Branch website setting out the time and place of the meeting and the business of the meeting.
- c. The quorum for a general meeting of the Branch will be five percent (5%) of the Branch members, or 50 Branch members, whichever is the lesser.
- d. Each financial member in attendance at the general meeting is entitled to one (1) vote.
- e. A financial member is not entitled to appoint a proxy to represent them at a general meeting.
- f. Determinations of the general meeting will be by majority vote of those in attendance and entitled to vote.
- g. If the Branch President is absent from a general meeting, or is not in attendance within 15 minutes of the time for the meeting commencing, the Branch Senior Vice-President will chair the meeting with the powers of the Branch President.
- h. If the Branch President and the Branch Senior Vice-President are absent from a general meeting, or are not in attendance within 15 minutes of the time for the meeting commencing, then one of the Branch Industry Division Vice-Presidents will chair the meeting with the powers of the Branch President, provided that if the Branch Industry Division Vice-Presidents cannot by consensus determine which one of them will chair, then those members in attendance will determine which of the Branch Industry Division Vice-Presidents will chair.
- i. A general meeting held in accordance with sub-rule a. ii. will only consider the adoption or otherwise of the Auditor's report, the general purpose financial report and the operating report.

**41 – SPECIAL GENERAL MEETINGS OF THE BRANCH**

- a. A special general meeting of the Branch will be held if:
  - i. the Branch Executive determines;
  - ii. the Branch Council determines; or
  - iii. a written requisition is made to the Branch Secretary signed by at least five percent (5%) of the financial members, where the requisition states the business to be placed before the meeting.
- b. Where a special general meeting of the Branch is held under sub-rule a., the business of the meeting is limited to the business set out in the determination or requisition.

- c. The business for a special general meeting is limited to two (2) hours duration, unless a motion to extend the meeting has been moved, seconded and carried by a majority of the financial members present at the meeting, provided that no meeting can be extended beyond 10.30 p.m.
- d. The quorum for a special general meeting of the Branch is five percent (5%) of the financial members, or 500 Branch members, whichever is the lesser.
- e. In the absence of a quorum, the special general meeting will not proceed.
- f. Each financial member in attendance at the special general meeting is entitled to one (1) vote.
- g. A financial member is not entitled to appoint a proxy to represent them at a special general meeting.
- h. Determinations of the special general meeting will be by majority vote of those in attendance and entitled to vote.
- i. If the Branch President is absent from a special general meeting, or is not in attendance within 15 minutes of the time for the meeting commencing, the Branch Senior Vice-President will chair the meeting with the powers of the Branch President.
- j. If the Branch President and the Branch Senior Vice-President are absent from a special general meeting, or are not in attendance within 15 minutes of the time for the meeting commencing, then one of the Branch Industry Division Vice-Presidents will chair the meeting with the powers of the Branch President, provided that if the Branch Industry Division Vice-Presidents cannot by consensus determine which one of them will chair, then those members in attendance will determine which of the Branch Industry Division Vice-Presidents will chair.
- k. A special general meeting can only provide advice to the Branch Executive in relation to the matters the subject of the determination or requisition.

**42 –BRANCH INDUSTRY DIVISION EXECUTIVE**

- a. The Branch Executive may determine to establish a Branch Industry Division Executive for a Branch Industry Division.
- b. If the Branch Executive makes a determination under sub-rule a. then the Branch Executive will also determine:
  - i. who comprises it;
  - ii. how frequently it will meet;
  - iii. how it will meet;
  - iv. how it will be chaired;
  - v. how it will conduct its business
  - vi. how it will be resourced;
  - vii. how it will report; and
  - viii. how often it will report.
- c. The Branch Executive may determine an administrative regulation providing for the matters set out under sub-rule b.
- d. A determination of a Branch Industry Division Executive does not bind the Branch Industry Division or the Branch.

**43 – NOT USED**

**44 – NOT USED**

**45 – NOT USED**

**46 – AGENCY COMMITTEES**

- a. The Branch Conference Delegates of a respective Industry Sub-division may authorise the formation of an agency committee to represent, in accordance with Branch policy, Branch members employed in a single employer.
- b. If an Agency Committee is formed it will exercise the powers as provided under rule 49.

**47 – COMMON INTEREST GROUPS**

- a. Branch Conference Delegates for each Industry Sub-division may authorise the formation of a common interest group by members whose duties are closely similar or identical, provided that such a group consists of no fewer than twenty financial members.
- b. If a Common Interest Group is formed it will have the functions provided under rule 49.

**48 – NOT USED**

**49 – BRANCH POLICY**

- a. Branch Conference Delegates for each Industry Sub-division will determine Branch policy on any matter specific to members attached to their Industry Sub-division, which does not affect members attached to another Industry Sub-division including to:
  - i. determine the Branch’s response to any matters raised by their employer, which does not affect members attached to another Industry Sub-division;
  - ii. determine Branch policy and strategy in collective bargaining campaigns and ensure:
    - A. members, who are affected by a collective bargaining campaign (for this rule “affected members”), determine the range of issues to be included in any claim as part of a collective bargaining campaign;
    - B. that appropriate delegate structures are established for affected members, and that delegate structures of the affected members are able to determine the strategy initiatives and Branch policy that should be adopted for collective bargaining campaigns relating to affected members except where strategy and policy is determined by the direct determination of the whole of the affected members attached to the Industry Sub-division;

- C. that all affected members will determine any collective industrial action to be taken during a collective bargaining campaign; and
      - D. that the endorsement of all affected members is to be sought in determining the Branch policy on whether to approve or reject collective agreements to which the Branch may be a party following collective bargaining campaigns; and
    - iii. provide advice to Branch Council on Branch levies, in addition to the subscriptions, for Branch members employed in their Industry Sub-division.
  - b. The endorsement of a respective Agency Committee established under rule 46 is to be sought in determining the Branch policy on a matter specific to members employed by the relevant Agency.
  - c. The endorsement of a respective Common Interest Group established under rule 47 is to be sought in determining the Branch policy on any matter specific to members in the Common Interest Group.
  - d. Where collective bargaining affects members across more than one Industry Sub-division, Branch Executive may establish delegate structures to determine Branch policy and strategy in collective bargaining campaigns to ensure:
    - i. members, who are affected by a collective bargaining campaign (for this rule “affected members”) determine the issues to be included in any claim as part of a collective bargaining campaign;
    - ii. that the delegate structures of the affected members have the power to determine the strategy and Branch policy for collective bargaining campaigns relating to affected members except where strategy and policy is determined by the direct determination of the whole of the affected members;
    - iii. that all affected members will determine any collective industrial action to be taken during a collective bargaining campaign; and
    - iv. that all affected members will determine the Branch policy on whether to approve or reject collective agreements to which the Branch may be a party following collective bargaining campaigns.
  - e. Branch Executive will determine Branch policy relating to the management of the affairs of the Branch, the financial management of the Branch or the disbursement of the Branch Fund or Branch resources.
  - f. Branch Executive will determine if any matter considered by Delegates representing Industry Sub-divisions, an Agency Committee or a Common Interest Group affects Branch members who are not members of the Industry Sub-division, Agency Committee or Common Interest Group.
  - g. If Branch Executive determines under sub-rule f. that the matter does affect other Branch members, then Branch Executive may either refer the matter to Branch Conference for a determination or determine the Branch policy on the matter, and the Branch Executive determination will prevail over any other determination.
  - h. By giving notice in writing, any member of the Branch Conference has the right to raise with the Branch Executive or Branch Secretary a matter which they consider has effect beyond a single Industry Sub-division, Agency Committee or Common Interest Group.
  - i. If a notice is given under sub-rule h. the matter the subject of the notice cannot be Branch policy until the matter has been endorsed by the Branch Executive.

### **50 – POLITICAL AFFILIATION**

- a. A Branch Industry Division will not affiliate to or dis-affiliate from a political party unless authorised to do so by a ballot of the members attached to the Industry Division.
- b. Where a ballot of the members of a Branch Industry Division is held to authorise a Branch Industry Division to affiliate to or disaffiliate from a political party:
  - i. only the financial members attached to the Branch Industry Division will be entitled to vote;
  - ii. the ballot will be carried by a majority of the Branch members who cast a vote;
  - iii. the Branch Returning Officer will declare the result of the ballot in writing;
  - iv. nothing contained in the rules prevents the conduct of the ballot by the Australian Electoral Commission; and
  - v. following the declaration of the ballot, the Branch Executive will take such steps as are reasonable and necessary to implement the result of the ballot.
- c. An Industry Vice-President may request a ballot of Branch Conference Delegates attached to the relevant Branch Industry Division on the question of affiliation to or dis-affiliation from a political party.
- d. The Branch Executive will authorise and conduct a ballot under sub-rule b. if a majority of the Branch Conference Delegates attached to a Branch Industry Division recommend that the relevant Branch Industry Division should affiliate to or dis-affiliate from a political party

### **51 – ALTERATION OF RULES**

- a. The Branch Council may determine to consent to the amendment of these Branch Rules by the National Executive or National Conference.
- b. Any resolution determining to amend these Branch Rules must be approved by a 66% majority.
- c. Despite sub-rule b. any resolution to amend Rule 50 Political Affiliation must be approved by a 75% special majority.

### **52 – INTERPRETATION OF RULES**

- a. The Branch Executive has, subject to the National Rules, authority to interpret the meaning of the Branch Rules and will settle any disputes and determine any matter relating to the Branch on which the Branch Rules and National Rules are silent.

### **53 – NOTICES TO MEMBERS**

- a. Unless otherwise required or provided by these Branch Rules a notice required to be given by these Branch Rules, may be given:
  - i. personally;
  - ii. by facsimile;

- iii. by email;
  - iv. by sms text; or
  - v. by sending the notice through the post in a prepaid letter,  
addressed respectively to the person who is to receive the notice at their address, their facsimile number, email address or mobile phone number, as entered in the Branch membership register.
- b. The non-receipt of a notice by a financial member will not invalidate a meeting held in accordance with the notice concerned.

#### **54 – STANDING ORDERS**

- a. The Branch Executive will approve standing orders of the Branch which will be consistent with the National Rules

#### **55 – RULES OF DEBATE**

- a. The Branch Executive will approve rules of debate of the Branch which will be consistent with the National Rules.

#### **56 – TRANSITIONAL RULE**

- a. The purpose of this rule is to provide for structural and representational changes of the Together Branch.
- b. To the extent of any inconsistency with rules 1 to 55 of these Branch rules, this rule will prevail.
- c. A Branch Industry Division Executive member, elected at the 2019 Quadrennial Elections will hold office, subject to the pre-certification rules, up to the opening of nominations for the Branch Offices at the 2023 Quadrennial Election.
- d. Branch Industry Division Vice-Presidents will be ex-officio members of the Branch Industry Division Executive, in their Branch Industry Division, and will chair any meetings of the Branch Industry Division Executive.
- e. A member of the Branch Industry Division Executive who is no longer attached to that Branch Industry Division will immediately cease to be a member of the Branch Industry Division Executive.
- f. If a casual vacancy occurs in an office of Branch Industry Division Executive member, that casual vacancy will not be filled.
- g. In the event that the number of members on a Branch Industry Division Executive falls below three (3) the Branch Industry Division Executive will cease to operate.
- h. The Branch Industry Division Executive will meet as determined by Branch Executive.
- i. The Branch Secretary will give at least 24 hours' notice when summoning members to meetings of the Branch Industry Division Executive.
- j. A Branch Industry Division Executive meeting may be conducted by a method by which the members of the Branch Industry Division Executive are able to communicate each with each other.



- k. At any Branch Industry Division Executive meeting a majority of the total membership of the Branch Industry Division Executive will constitute a quorum.
- l. If at any Branch Industry Division Executive meeting no quorum is established at the expiry of 30 minutes after the time fixed for the commencement of the meeting, the meeting will be adjourned for no more than 14 days.
- m. Branch Industry Division Executive members will be given 24 hours' notice of the date, time and place to which the meeting has been adjourned and if at the adjourned meeting no quorum is present, those present are deemed to be quorum for the purpose of the adjourned business to be determined.
- n. At Branch Industry Division Executive meetings each member has one (1) vote.
- o. Voting will be by show of hands, except in such cases as the Branch Industry Division Executive determines otherwise.
- p. The Branch Industry Division Vice-President has a deliberative vote only.
- q. Determinations will be by simple majority of the votes cast by those present and entitled to vote unless otherwise provided by these Branch Rules.
- r. The Branch Industry Division Vice-President will:
  - A. preside at all Branch Industry Division Executive meetings;
  - B. preserve order at Branch Industry Division Executive meetings;
  - C. ensure the business of a meeting is conducted in accordance with these Branch Rules; and
  - D. act impartially when presiding.
- s. If the Branch Industry Division Vice-President is absent from a Branch Industry Division Executive meeting, or not in attendance within 15 minutes of the time for the meeting commencing, then those in attendance at the meeting will appoint a member of the Branch Industry Division Executive in attendance at the meeting to chair the meeting with the powers of the Branch Industry Division Vice-President.
- t. The Branch Industry Division Executive will determine policies on any matter specific to members attached to their Branch Industry Division, which do not affect members attached to another Branch Industry Division, but which does affect members attached to more than one Industry Sub-division of the Branch Industry Division.

**SCHEDULE 1**

**BRANCH INDUSTRY DIVISIONS**

- a. All Branch members, other than Branch Employees are allocated to a Branch Industry Division as follows:
- i. Public Service Industry Division: subject to sub-clause a. iii. B. and C, all members working in State Government departments, agencies and statutory authorities representing the Crown, except for those members employed in the health industry;
  - ii. Public Health Industry Division: subject to sub-clause a. iii. B. and C, all members working in State Government departments, agencies and statutory authorities representing the Crown in the health industry together with members working in the Mater Misericordiae Public Hospital; and
  - iii. General Industry Division:
    - A. all members who are not eligible to be attached to the Public Service Industry Division or the Public Health Industry Division in accordance with parts i. and ii.;
    - B. all members working in the higher education and TAFE;
    - C. all members working in the following entities:
      - 1. Residential Tenancy Authority;
      - 2. Building Services Authority;
      - 3. Parliament House;
      - 4. Government House;
      - 5. QSuper;
      - 6. Legal Aid Queensland;
      - 7. WorkCover;
      - 8. QComp;
      - 9. Tourism Queensland;
      - 10. Stadiums Queensland;
      - 11. Queensland Studies Authority;
      - 12. Queensland College of Teachers;
      - 13. Queensland Rural Adjustment Authority;
      - 14. Health Quality and Complaints Commission;
      - 15. Queensland Curriculum and Assessment Authority;

16. Crime and Corruption Commission Queensland;
  17. Australian Health Practitioner Regulation Agency;
  18. Office of Information Commissioner;
  19. Queensland Ombudsman;
  20. National Heavy Vehicle Regulator; and
  21. Queensland Agricultural Training Colleges; and
- D. all members employed in the water, energy, ports and rail industries not eligible to be attached to the Public Service Industry Division.
- b. All new members will be promptly attached by the Branch Secretary, between meetings of the Branch Executive, to a Branch Industry Division in accordance with their eligibility under sub-clause a.

### **BRANCH INDUSTRY SUB-DIVISIONS**

#### Industry Sub-Divisions:

Public Service Industry Sub-Division 1  
Public Service Industry Sub-Division 2  
Public Service Industry Sub-Division 3  
Public Service Industry Sub-Division 4  
Public Service Industry Sub-Division 5  
Public Service Industry Sub-Division 6  
Public Service Industry Sub-Division 7  
Public Service Industry Sub-Division 8  
Public Service Industry Sub-Division 9

Public Health Industry Sub-Division 1  
Public Health Industry Sub-Division 2  
Public Health Industry Sub-Division 3  
Public Health Industry Sub-Division 4  
Public Health Industry Sub-Division 5  
Public Health Industry Sub-Division 6  
Public Health Industry Sub-Division 7  
Public Health Industry Sub-Division 8  
Public Health Industry Sub-Division 9

General Industry Sub-Division 1  
General Industry Sub-Division 2  
General Industry Sub-Division 3  
General Industry Sub-Division 4  
General Industry Sub-Division 5  
General Industry Sub-Division 6

Together Union employees

#### **Allocation of employers to sub-divisions**

The following employers are allocated to the following industry sub-divisions:

Public Service Industry Sub-Division 1

Department of Education – excluding schools  
Public Service Industry Sub-Division 2  
Department of Education - schools  
Public Service Industry Sub-Division 3  
Department of Corrective Services  
Public Service Industry Sub-Division 4  
Department of Child Safety, Youth and Women  
Department of Communities, Disability Services and Seniors  
Public Service Industry Sub-Division 5  
Department of Justice and Attorney General  
Public Service Industry Sub-Division 6  
Queensland Police Service  
Public Service Industry Sub-Division 7  
Department of Transport and Main Roads  
Public Service Industry Sub-Division 8  
Department of Agriculture and Fisheries  
Department of Natural Resources, Mines and Energy  
Department of Environment and Science  
Public Service Industry Sub-Division 9  
Department of Innovation, Tourism, Industry Development and the Commonwealth Games  
Department of Employment, Small Business and Training  
Department of Local Government, Racing and Multicultural Affairs  
Department of Premier and Cabinet  
Queensland Treasury  
Department of State Development, Manufacturing, Infrastructure and Planning  
Queensland Fire and Emergency Services  
Public Safety Business Agency  
Gallery of Modern Art  
Queensland Art Gallery  
Queensland State Library  
Queensland Museum  
Department of Housing and Public Works  
Competition Authority  
Jobs Qld  
Safefood Queensland  
Department of Aboriginal and Torres Strait Islander Partnerships  
Office of the Chief Information Officer  
Audit Office  
Family and Child Commission  
Any other employers with members allocated to the Public Service Industry Division under superseded Branch Rule 6(a)(i) not allocated to an industry sub-division.

Public Health Industry Sub-Division 1  
Metro North Hospital and Health Service  
Public Health Industry Sub-Division 2  
Metro South Hospital and Health Service  
Public Health Industry Sub-Division 3  
Gold Coast Hospital and Health Service  
Public Health Industry Sub-Division 4  
Cairns and Hinterland Hospital and Health Service  
Torres and Cape Hospital and Health Service  
Public Health Industry Sub-Division 5  
Townsville Hospital and Health Service  
North West Hospital and Health Service

Public Health Industry Sub-Division 6

Darling Downs Hospital and Health Service  
West Moreton Hospital and Health Service  
South West Hospital and Health Service

Public Health Industry Sub-Division 7

Central Queensland Hospital and Health Service  
Mackay Hospital and Health Service  
Wide Bay Hospital and Health Service  
Central West Hospital and Health Service

Public Health Industry Sub-Division 8

Sunshine Coast Hospital and Health Service

Public Health Industry Sub-Division 9

Mater Misericordiae Public Hospital  
Queensland Ambulance Service  
Children's Health Queensland Hospital Health Service  
Department of Health – Corporate Office  
Health Support Queensland  
eHealth

All other employers with members allocated to the Public Health Industry Division under superseded Branch Rule 6(a)(ii) not allocated to an industry sub-division

General Industry Sub-Division 1

Residential Tenancy Authority;  
Building Services Authority;  
Parliament House;  
Government House;  
QSuper;  
Legal Aid Queensland;  
WorkCover;  
QComp;  
Tourism Queensland;  
Stadiums Queensland;  
Queensland Studies Authority;  
Queensland College of Teachers;  
Queensland Rural Adjustment Authority;  
Health Quality and Complaints Commission;  
Queensland Curriculum and Assessment Authority;  
Crime and Corruption Commission Queensland;  
Australian Health Practitioner Regulation Agency;  
Office of Information Commissioner;  
Queensland Ombudsman;  
National Heavy Vehicle Regulator;  
Queensland Agricultural Training Colleges

General Industry Sub-Division 2

TAFE Queensland

General Industry Sub-Division 3

University of Queensland  
Queensland University of Technology  
Griffith University  
Central Queensland University  
University of Southern Queensland  
James Cook University  
All other universities

General Industry Sub-Division 4

All employers in the Health Industry excluding those with members allocated to the Public Health Industry Division under Branch Rule 6(a)(ii)

All employers in the Aged Care Industry

All employers performing work as part of National Disability Insurance Scheme

All employers with members eligible for Union membership under National Rule 5 Part XXIX b(ii) and b(iii)

General Industry Sub-Division 5

QANTAS

Virgin Australia

Jetstar

All other airlines

Flight Centre

All employers in the Travel, Transport and Logistics industries

General Industry Sub-Division 6

All other employers with members allocated to the General Industry Division under superceded Branch Rule 6(a)(iii) not allocated to an industry sub-division

Together Union Employees sub-division

Queensland Together Branch of the Australian Municipal, Administrative, Clerical and Services Union

#### **Definition of Regional Zones**

Regional Zones are defined as follows:

Cairns and Hinterland (postcodes 4852-4873, 4877-4888)

Central Queensland (postcodes 4678-4720, 4722, 4723)

Central West (postcodes 4472, 4478, 4481, 4482, 4724-4736, 4829)

Darling Downs (4350-4416, 4418-4427, 4494-4496, 4498, 4605-4611, 4613-4615)

Mackay (postcodes 4721, 4737-4805)

North West (postcodes 4823-4828, 4830, 4890, 4891)

South West (postcodes 2406, 4417, 4428-4470, 4474-4477, 4479-4480, 4486-4493, 4497)

Torres and Cape (postcodes 4874-4876, 4892, 4895)

Townsville (postcodes 4806-4822, 4849-4850)

Wide Bay (postcodes 4580-4601, 4612, 4620-4677)

**From:** [Vivienne Doogan](#)  
**To:** [Robert Potter](#)  
**Cc:** [Dani Brooks](#); [John Nucifora](#); [Alex Scott](#)  
**Subject:** Together Branch rules changes  
**Date:** Monday, 1 February 2021 12:45:55 PM  
**Attachments:** [image001.png](#)  
[210125- Declaration of Branch Council Postal Vote 02-2020.pdf](#)  
[Draft Branch Rules tracked 26.11.20.docx](#)  
[Draft Branch Rules clean 26.11.20.docx](#)

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Hi Rob

As you are aware we have been working on updating our Branch rules.

Our Branch Council recently endorsed a substantial number of changes to our Branch rules. John Payne has been involved in formulating these changes.

I have attached the following documents

- Declaration of the Branch Council email ballot endorsing the proposed changes. There were two resolutions, one for the changes and the second to cover any additional changes that may be required for consistency, lawfulness etc.
- Tracked changes version of the rules changes
- Clean copy of the rules incorporating the changes

Let me know if you require any further information to progress these changes to the National Executive.

In union

Vivienne Doogan | Branch Assistant Secretary | Together

**\*\*Please note I work Monday to Wednesday each week\*\***

[www.together.org.au](http://www.together.org.au) | [Vivienne.doogan@together.org.au](mailto:Vivienne.doogan@together.org.au) | 07 3017 6125 | 0409 761 071

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27 January 2021  
TO: All Branch Council Members

**By E-mail**

Dear Branch Council Member,

**Postal/ Email Vote No 02/2020 - Rules Changes**

At the 23 November 2020 Branch Conference meeting, delegates were briefed on the proposed rules changes. On 2 December 2020, the Branch Executive authorised the Branch Secretary to undertake a postal ballot of the rules changes under Branch Rule 18 – Postal Ballot of Branch Council.

The result of the postal ballot submitted to members of Branch Council via e-mail and mail on 1 December 2020, is as follows.

The return rate was 92.7% (51 delegates voted out of 55 total) as at 5pm Monday 25 January 2021.

Under Branch Rule 51 – Alteration of Rules, changes to some rules require a majority of 66% approval and some require 75% in favour.

All the proposed rules changes have achieved an absolute majority of over 75% in favour (see the table below). Therefore, under the provisions in Rule 18 – Postal ballot of Branch Council, the ballot can be declared prior to the advertised closing date, which was Friday 29 January 2021.

I advise that Branch Council Postal Vote No. 02/2020 was carried for all the proposed rules changes on 25 January 2021.

Resolution 2, provided below, was also endorsed, with 50 votes in favour, no votes against and one ballot returned with no vote recorded (100% of those who voted were in favour).

*“The Branch Council determines, without limitation to its determination under Resolution 1, to:*

1. *subject to item 3 of this resolution, direct the Branch Secretary to make such alterations, to the Proposed New Branch Rules under Resolution 1, as may be required and are necessary to ensure that the Proposed New Branch Rules are:
  - a. *lawful;*
  - b. *typographically correct; and*
  - c. *internally consistent;**
2. *direct the Branch Secretary to affirm alterations, to the Proposed New Branch Rules under Resolution 1, as may be required by the National Executive or the Fair Work Commission to ensure that the Proposed New Branch Rules are lawful; and*
3. *provided that the Branch Secretary must not make or affirm an alteration to the Proposed New Branch Rules under item 1 of this determination that alters the substance and intent of the Proposed New Branch Rules.”*



The rules changes will now be submitted to ASU National Executive for approval.

**Outcome of voting for each group of rule changes**

<b>Description</b>	<b>Rules</b>	<b>Yes</b>	<b>No</b>	<b>DNV*</b>	<b>% in favour</b>	<b>Absolute % in favour</b>
Branch Name	Title Rule 1.	51	0		100	93
Registered Office	Rule 2	51	0		100	93
Definitions	Rule 3.	51	0		100	93
Elections	Rule 6 Rule 24 Rule 31 Rule 42 Rule 43 Rule 44 Rule 45 Rule 56 Schedule 1	51	0		100	93
Branch Executive and Branch Council	Rule 7 Rule 15	51	0		100	93
Branch Policy and Powers	Rule 8 Rule 49 Rule 52	50	1		98	91
Branch Executive - meetings	Rule 9	51	0		100	93
Voting on Branch Executive	Rule 10	51	0		100	93
Branch Autonomy	Rule 13	51	0		100	93
Branch Council	Rule 14	51	0		100	93
Branch Council Meetings	Rule 16	50	1		98	
Voting on Branch Council	Rule 17	51	0		100	93
Postal Ballot of Branch Council	Rule 18	51	0		100	93
Branch Council Sub-committees	Rule 19	51	0		100	93
Branch Conference	Rule 20	51	0		100	93
Special Meetings of Branch Conference	Rule 21	50	1		98	91

Branch President	Rule 22	51	0		100	93
Branch Treasurer	Rule 25	51	0		100	93
00Branch Assistant Treasurer	Rule 26	51	0		100	93
Branch Secretary	Rule 27	51	0		100	93
Branch Assistant Secretaries	Rule 28	51	0		100	93
Branch Auditor	Rule 29	51	0		100	93
Nominations	Rule 32	50	0	1	100	91
Casual vacancy	Rule 33	51	0		100	93
National Executive Representatives	Rule 36	51	0		100	93
National Conference Delegates	Rule 37	51	0		100	93
Proportional Representation	Rule 38	51	0		100	93
Holding of Office	Rule 39	51	0		100	93
General meetings of the Branch	Rule 40	51	0		100	93
Special General Meetings of the Branch	Rule 41	50	1		98	91
Agency Committees	Rule 46	51	0		100	93
Common Interest Groups	Rule 47	51	0		100	93
Regional Organising Committees	Rule 48	51	0		100	93
Political Affiliation	Rule 50	51	0		100	93
Alteration of Rules	Rule 51	51	0		100	93
Model Rules	Schedule A	50	0	1	100	91

\*DNV = did not vote

In union

Alex Scott  
Branch Secretary

**DIVISION TWO A**  
**TOGETHER BRANCH RULES**

**1 – NAME**

- a. The name of the Branch is the Australian Municipal, Administrative, Clerical and Services Union, Together Branch.

**2 – REGISTERED OFFICE**

- a. Unless otherwise determined by the Branch Executive, the registered office of the Branch is 32 Peel Street, South Brisbane.

**3 – DEFINITIONS**

- a. In these rules, unless the contrary intention appears:
- i. “Act” means Fair Work (Registered Organisations) Act 2009;
  - ii. “Agency Committee” means the committee formed in accordance with rule 46;
  - iii. “ASU” means the Australian Municipal, Administrative, Clerical and Services Union;
  - iv. “Auditor” means a person appointed in accordance with these Branch Rules who is qualified under the Act;
  - v. “Branch” means the Australian Municipal, Administrative, Clerical and Services Union, Together Branch;
  - vi. “Branch Communication” means a communication by print and/or electronic media from the Branch to the members attached to the Branch;
  - vii. “Branch Councillor” means severally a person holding office on Branch Council under sub-rules 14 a.ii. and iii.;
  - viii. “Branch Employee” means an employee of the ASU engaged in relation to, and performing services for, the Branch;
  - ix. “Branch Executive Office” means severally the offices of:
    - A. Branch President;
    - B. Branch Senior Vice-President;
    - C. three (3) Branch Industry Division Vice-Presidents;
    - D. Branch Secretary;
    - E. two (2) Branch Assistant Secretaries;
    - F. Branch Treasurer;
    - G. Branch Assistant Treasurer;
    - H. ten (10) Other Branch Executive Members; and
    - I. Branch Executive Member (Women) (if any);

- x. “Branch Fund” means the Branch fund of the Branch;
- xi. “Branch Industry Division” means, severally, the:
  - A. Public Service Industry Division;
  - B. Public Health Industry Division; and
  - C. General Industry Division;
- xii. “Branch Journal” means a publication produced or adopted by the Branch and which is provided free of charge to financial members by means of print or electronic media;
- xiii. “Branch Rules” means rules 1 – 55 (inclusive) of these Branch rules;
- xiv. “Branch Vice-President” means severally a:
  - A. Branch Senior Vice-President; and
  - B. Branch Industry Division Vice-President;
- xv. “Divisions’ has the meaning under sub-rule 6. j.;
- xvi. “Employer” means employers of Branch members;
- xvii. “Industry Sub-division” means those sub-divisions of a Branch Industry Division determined in accordance with rule 15;
- xviii. “National Rules” means the rules of the ASU, other than the rules of the branches of the ASU;
- xix. “Newspaper Advertisement” means a public notice circulating in relevant geographical locations;
- xx. “Paid Officers” means persons elected to an office, but who may perform their obligations on a full- time or part-time basis, as determined by these Branch Rules;
- xxi. “Quadrennial Election” means the elections required by these Branch Rules to be held each four (4) years in accordance with the National Rules; and
- xxii. “Regional Zone” means those Regional Zones determined in accordance with rule 15.

#### 4 – INTERPRETATION

In these Branch Rules unless the context indicates a contrary contention:

- a. singular words includes the plural and vice versa;
- b. words importing any gender include every gender;
- c. all dollar (\$) amounts are in Australian currency;
- d. 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;
- e. where any word or phrase is given a defined meaning in these Branch Rules, any other part of speech or grammatical form in respect of such word or phrase will have a corresponding meaning;
- f. words denoting individuals include corporations and vice versa;
- g. a reference to a party includes that party's executors, administrators and/or permitted assigns, or being a corporation, its successors or permitted assigns;
- h. a reference to a corporation includes a reference to all related corporations;
- i. a reference to a member is to a member of the Branch but does not include an associate member;
- j. a reference to a financial member means a member of the Branch financial in accordance with these Branch Rules;
- k. every agreement or undertaking expressed or implied by which more than one person covenants, agrees, undertakes or appoints or are deemed to do so will be deemed to bind and extend to such persons and to any two or greater number of them jointly and to each of them severally;
- l. a reference to a corporation exercising a power means a corporation's representative exercising that power on behalf of the corporation;
- m. signature and signing means due 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);
- n. document headings, rule headings, schedule headings and the table of contents are for convenience only and will not affect the interpretation of these Branch Rules;
- o. a reference to a "rule" is a reference to a particular rule of these Branch Rules;
- p. a reference to a "sub-rule" means a sub-rule of the rule in which the reference to the sub-rule is made;
- q. a reference to a "part" means a part of the sub-rule in which the reference to the part is made;
- r. a reference to a "sub-part" means a sub-part of the part in which the reference to a sub-part is made;
- s. a reference to a "schedule" will be a reference to a schedule to, and forming part of, these Branch Rules;
- t. a reference to a "month" is a reference to calendar months;
- u. a reference to a "financial year" is the period from 1 July to 30 June;

- v. a reference to a “majority” means at least half (1/2) the number of the votes cast;
- w. where any period of time, dating from a given day, act or event, is prescribed or allowed for any purpose, the period must be reckoned exclusive of such day or the day of such act or event;
- x. where the last day of any period prescribed or allowed for the doing of anything falls on a day which is a Saturday, Sunday or public holiday 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 not a Saturday, Sunday or public holiday in that place;
- y. a reference to the performance of a duty by any 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, or a part of the duty, being discharged by any other officer or person, entitled to hold a delegation in accordance with these Branch Rules, and holding a written delegation permitting the performance of the duty or part of the duty as the case may be;
- z. a word or expression that is not defined in these Branch Rules, but is defined in the National Rules has the meaning given by the National Rules;
- aa. “in writing” includes printing, typing, facsimile, text messaging, email and other means of representing or reproducing words, figures, drawings or symbols in a visible and tangible or electronic form, in English;
- bb. an agreement or document means that agreement or document as amended, novated or supplemented;
- cc. to appoint means to appoint in writing;
- dd. each paragraph or sub-paragraph in a list is to be read independently from the others in the list;
- ee. a reference to a person giving consent means prior written consent; and
- ff. a reference to a “written confirmation” includes a confirmation being given electronically.

## **5 – MEMBERSHIP OF THE BRANCH**

- a. Branch members will be attached to the Branch in accordance with the National Rules.

## **6 – BRANCH INDUSTRY SUB-DIVISIONS/DIVISIONS**

- a. Subject to this rule, the Branch Industry Sub-divisions and their attachment (if any) to the three (3) Branch Industry Divisions, established under these rules, are provided under Schedule 1.
- b. For the purposes of these rules a Branch Industry Sub-division may only be attached to one (1) Branch Industry Division at a time.
- c. A person who becomes a member:
  - i. is to be attached to a Branch Industry Sub-division; and
  - ii. may only be attached to one (1) Branch Industry Sub-division at a time.
- d. The Branch Council will, subject to this rule, attach the member under sub-rule c..

- e. Despite sub-rule c., the Branch Council may alter the attachment of a member to a Branch Industry Sub-division where the circumstances of the member change.
- f. The Branch Council may, but no later than three (3) months prior to the opening of nominations for a Branch Quadrennial Election, determine the allocation and/or reallocation of members to Branch Industry Sub-divisions.
- g. The Branch Council may, but no later than three (3) months prior to the opening of nominations for a Branch Quadrennial Election, determine the allocation of Branch Industry Sub-divisions to Branch Industry Divisions.
- h. A determination under sub-rules f. or g continues to have effect until a subsequent determination is made under respectively sub-rule f. or g., as the case may be.
- i. Subject to sub-rules f. and g. the Branch Council may, if machinery of government changes occur, determine the allocation and/or reallocation of:
  - i. members to Branch Industry Sub-divisions; and/or
  - ii. Branch Industry Sub-divisions to Branch Industry Divisions.
- j. For the purposes of these rules, a member is a member of the Branch Industry Sub-division and the Branch Industry Division (if any) to which they are attached by the Branch Council.
- k. The Branch Council may, subject to sub-rule l., delegate its authority under this rule to:
  - i. the Branch Executive; and/or
  - ii. attach, and/or alter the attachment of, members to the Branch Secretary.
- l. The Branch Council may determine an administrative regulation for the:
  - i. attachment of members to a Branch Industry Sub-division by the Branch Secretary; and/or
  - ii. circumstances when a delegation to the Branch Executive will occur.

## 7 – BRANCH EXECUTIVE

- a. The Branch Executive consists of the:
  - i. Branch President;
  - ii. Branch Senior Vice-President;
  - iii. three (3) Branch Industry Division Vice-Presidents;
  - iv. Branch Secretary;
  - v. two (2) Branch Assistant Secretaries;
  - vi. Branch Treasurer;
  - vii. Branch Assistant Treasurer;
  - viii. ten (10) Other Branch Executive Members; and
  - ix. Branch Executive Member (Women) (if any).
- b. The Branch Executive Officers will be elected at the Quadrennial Elections.

- c.
  - i. The number of members of the Branch Executive, provided for by sub-rule a. is subject to the Branch Returning Officer confirming, at the declaration of the Quadrennial Elections for the Branch, that the provisions of rule 38 have been met.
  - ii. In the event that the provisions of rule 38 have not been met, then nominations will be promptly called in accordance with these Branch Rules for that number of the offices of Branch Executive Member (Women) as are required to be elected to achieve compliance with the provisions of rule 38.
  - iii. The offices of Branch Executive Member (Women) (if any) for which nominations are to be called under part ii. are allocated to Branch Industry Divisions in proportion to the number of Other Branch Executive Members elected from each Branch Industry Division.
  - iv. Only Branch Conference Delegates who are women, attached to the Branch Industry Divisions from which the Branch Executive Member (Women) are to be elected, may nominate for the office of Branch Executive Member (Women).
  - v. Those members elected to the office of Branch Executive Member (Women), subject to this rule will:
    - A. hold office until the declaration of the next Quadrennial Elections, they resign or they are removed from office in accordance with the National Rules or these Branch Rules; and
    - B. be entitled to exercise the same powers and have the same obligations as other members of the Branch Executive.
  - vi. This sub-rule does not prevent the elections for the other offices of the Branch Executive from being declared, and those officers declared elected take office, even though there is a requirement for an election for an office, or offices, of Branch Executive Member (Women).
- d. A member of the Branch Executive who ceases to be a member attached to the Branch immediately ceases to be a Branch Executive Officer.
- e. A member of the Branch Executive continues to hold office as a Branch Executive Officer irrespective of whether the respective member is attached, during their term of office, to a different Industry Division from the Industry Division that they were elected from.

## 8 – BRANCH EXECUTIVE - POWERS AND DUTIES

- a. The Branch Executive will, subject to the National Rules and Branch Rule 49, determine the policy of the Branch and manage its affairs.
- b. The Branch Secretary will cause a report to be furnished to the next ordinary Branch Council meeting on the determinations, made and the actions taken by, the Branch Executive.
- c. The Branch Executive has the power to appoint Branch Employees.
- d. Branch Employees will be employed on the terms and conditions the Branch Executive determines, subject to any relevant awards and agreements binding on the ASU.
- e. The Branch Executive has the power to engage service providers.



- f. The Branch Executive will determine what services are required to be provided to the Branch that are necessary and appropriate to perform the obligations required by these Branch Rules.
- g. Service providers will be engaged on terms and conditions as the Branch Executive determines, subject to any Branch policy.

### **9 – BRANCH EXECUTIVE - MEETINGS**

- a. The Branch Executive will meet at such times as its members determine, with at least six (6) meetings, including four (4) quarterly ordinary meetings each calendar year.
- b. The Branch Secretary will, upon the request of the Branch President or at least one half (1/2) of the Branch Executive Officers, summon a Branch Executive meeting to be held within seven (7) days of the Branch Secretary's receipt of the request.
- c. The Branch Secretary will give at least 24 hours' notice when summoning members to Branch Executive meetings.
- d. Despite sub-rule c. where the Branch President or the Branch Secretary consider that a matter requires urgent attention, a Branch Executive meeting must be called by the Branch Secretary who will give notice of the meeting to the Branch Executive Officers as is practicable in the circumstances.
- e. A Branch Executive meeting may be conducted by a method by which the Branch Executive Officers can communicate each with each other.
- f. If the Branch President is absent from a Branch Executive meeting, or is not in attendance within 15 minutes of the time for the meeting commencing, the Branch Senior Vice-President will act as the chair with the powers of the Branch President.
- g. If the Branch President and the Branch Senior Vice-President are absent from a Branch Executive meeting, or are not in attendance within 15 minutes of the time for the meeting commencing, then one of the Branch Industry Division Vice-Presidents will act as the chair with the powers of the Branch President, provided that if the Vice-Presidents cannot by consensus determine which one of them will act, then those members of the Branch Executive in attendance at the meeting will determine which of the Branch Vice-Presidents will act.
- h. Determinations of the Branch Executive will be by majority.
- i. A member of the Branch Executive not present at a Branch Executive meeting, or part of a meeting, may appoint another member of the Branch Executive as proxy to exercise their vote, and the Branch Executive Member proxy will do so in addition to that Branch Executive Members' own vote, provided that a member of the Branch Executive may only hold one proxy vote.
- j. Quorums for Branch Executive meetings are 50% of the Branch Executive Officers, entitled to attend and vote, and a proxy appointed under sub-rule i. counts for quorum.
- k. If at a Branch Executive meeting no quorum is present at the expiry of 30 minutes after the time fixed for the commencement of the meeting it will be adjourned for not less than seven (7) days nor more than 14 days and the Branch Executive Officers will be given two (2) clear days' notice, by the Branch Secretary, of the date, time and place to which the meeting has been adjourned.
- l. If at the adjourned meeting quorum is not present within 15 minutes of the time the meeting commences then those present will be deemed to be a quorum for the purpose of the business to be determined, provided that only the unfinished business of the adjourned meeting may be dealt with.

- m. The minutes of each Branch Executive meeting will, following the meeting, be promptly prepared and forwarded by the Branch Secretary to each member of the Branch Executive.

### 10 – VOTING ON BRANCH EXECUTIVE

- a. Voting on Branch Executive is, for those offices set out in column A, an entitlement to exercise the vote set out in column B:

A	B
Branch President	One (1) vote
Branch Senior Vice-President	One (1) vote
Branch Industry Division Vice-Presidents	One (1) vote each
Branch Secretary	One (1) vote
Branch Assistant Secretaries	One (1) vote each
Branch Treasurer	One (1) vote
Branch Assistant Treasurer	One (1) vote
Branch Other Executive Member	One (1) vote each
Branch Executive Member (Women) (if any)	One (1) vote each

### 11 – BRANCH EXECUTIVE BALLOT

- a. Where the Branch Secretary considers a matter is urgent, a ballot of the Branch Executive may be conducted on matters by means of registered post, facsimile transfer, computer e-mail or by other electronic or telegraphic means as may be available, provided that in any such ballot:
- i. a majority of the Branch Executive Officers, exercising a majority of the votes entitled to be cast and so voting, will constitute a quorum;
  - ii. determinations will be by simple majority of the votes cast; and
  - iii. no votes can be cast by proxy.
- b. In any ballot conducted under sub-rule a. of the Branch Executive, the Branch Executive Officers will be entitled to exercise the same number of votes as they would be severally entitled to exercise upon questions for determination by the Branch Executive in meeting assembled.

### 12 – COMMITTEE OF MANAGEMENT

- a. The Branch Executive is the committee of management of the Branch.

### 13 – BRANCH AUTONOMY

- a. The Branch has autonomy in matters affecting its members only.

### 14 – BRANCH COUNCIL

- a. The Branch Council consists of the persons elected to and holding, in accordance with these Branch Rules, the offices of:
- i. Branch Executive Officer;
  - ii. 40 Branch Council Delegates elected by, and from, the Branch Conference; and
  - iii. Branch Council Delegate (Women) (if any).
- b. The Branch Council Delegates will be elected at the Quadrennial Elections.
- c.
- i. The number of members of the Branch Council, provided for by sub-rule a. is subject to the Branch Returning Officer confirming, at the declaration of the Quadrennial Elections for the Branch, that the provisions of rule 38 have been met.
  - ii. In the event that the provisions of rule 38 have not been met, then nominations will be promptly called in accordance with these Branch Rules for that number of the offices of Branch Council Delegate (Women) as are required to be elected to achieve compliance with the provisions of rule 38.
  - iii. The offices of Branch Council Delegate (Women) for which nominations may be called under sub-rule c. ii. will be allocated to Branch Industry Divisions in proportion to the number of Branch Council Delegates elected from each Branch Industry Division.
  - iv. Only Branch Conference Delegates who are women may nominate for the office of Branch Council Delegate (Women).
  - v. Branch Conference Delegates may only nominate for the office(s) of Branch Council Delegate (Women) allocated to the Branch Industry Division to which they are attached.
  - vi. Those members elected to the office of Branch Council Delegate (Women), subject to this sub-rule will:
    - A. hold office until the declaration of the next Quadrennial Elections, they resign or they are removed from office in accordance with the National Rules or these Branch Rules; and
    - B. be entitled to exercise the same powers and have the same obligations as other members of the Branch Council.
  - vii. This sub-rule does not prevent the elections for the other offices of the Branch Council from being declared, and those officers declared elected take office, even though there is a requirement for an election for an office of Branch Council Delegate (Women).
- d. A member of the Branch Council who ceases to be a member attached to the Branch immediately ceases to be a Branch Councillor.

- e. A Branch Councillor continues to hold office irrespective of whether they are reallocated from the Industry Division that they have been elected to represent.

### **15 – BRANCH COUNCIL - POWERS AND DUTIES**

- a. The Branch Council has power to:
  - i. determine Industry Divisions, Industry Sub-divisions and the attachment of members to those Industry Divisions and Industry Sub-divisions;
  - ii. determine Regional Zones and the allocation of members to Regional Zones;
  - iii. determine the quantum of annual subscriptions, in accordance with the National Rules; and
  - iv. add to, amend, alter or rescind these Branch Rules in accordance with these Branch Rules and the National Rules.

### **16 – BRANCH COUNCIL - MEETINGS**

- a. The Branch Council will meet at such times as the Branch Executive determines.
- b. The Branch Secretary will, upon the request of the Branch President, or at least one half (1/2) of the members of the Branch Council, summon a Branch Council meeting to be held within seven (7) days of the receipt of the request by the Branch Secretary.
- c. The Branch Secretary will give at least seven (7) days' notice when summoning members to meetings of the Branch Council.
- d. Despite sub-rule c. where the Branch President or the Branch Secretary consider that a matter requires urgent attention, a Branch Council meeting must be called by the Branch Secretary who will give notice of the meeting to the members of the Branch Council as is practicable in the circumstances.
- e. A Branch Council meeting may be conducted by a method by which members of the Branch Council are can communicate each with each other.
- f. If the Branch President is absent from a Branch Council meeting, or is not in attendance within 15 minutes of the time for the meeting commencing, the Branch Senior Vice-President will chair the meeting with the powers of the Branch President.
- g. If the Branch President and the Branch Senior Vice-President are absent from a Branch Council meeting, or are not in attendance within 15 minutes of the time for the meeting commencing, then one of the Branch Industry Division Vice-Presidents will chair the meeting with the powers of the Branch President, provided that if the Vice-Presidents cannot by consensus determine which one of them will chair, then those members of the Branch Council in attendance will determine which of the Branch Vice-Presidents will chair.
- h. Determinations of the Branch Council will be by majority.
- i. A member of the Branch Council not present at a Branch Council meeting, or part of a meeting, may appoint another member of the Branch Council, being a member of the Branch Council attached as a member to the Branch Industry Division to which the member of the Branch Council giving the proxy is attached, as proxy to exercise their vote, and the Branch Council Member exercising the proxy will do so in addition to that Branch Council Members' own vote, provided that a member of the Branch Council may only hold one (1) proxy vote.

- j. Quorums for meetings of the Branch Council are 50% of the members of the Branch Council, entitled to attend and vote, and a proxy appointed in accordance with sub-rule i. counts for quorum.
- k. If at a Branch Council meeting no quorum is present at the expiry of 30 minutes after the time fixed for the commencement of the meeting it will be adjourned for not less than seven (7) days nor more than 14 days and the members of the Branch Council will be given two (2) clear days' notice of the date, time and place to which the meeting has been adjourned.
- l. If at the adjourned meeting quorum is not present within 15 minutes of the time the meeting commences then those present will be deemed to be a quorum for the purpose of the business to be determined provided that only the business of the adjourned meeting may be dealt with.
- m. The minutes of each Branch Council meeting will, following the meeting, be promptly prepared and forwarded by the Branch Secretary to each member of the Branch Council.
- n. The Branch Executive is the agenda committee for the Branch Council.

**17 – VOTING ON BRANCH COUNCIL**

- a. Voting on Branch Council is, for those offices set out in column A, an entitlement to exercise the vote set out in column B:

A	B
Branch President	One (1) vote
Branch Senior Vice-President	One (1) vote
Branch Industry Division Vice-Presidents	One (1) vote each
Branch Secretary	One (1) vote
Branch Assistant Secretaries	One (1) vote each
Branch Treasurer	One (1) vote
Branch Assistant Treasurer	One (1) vote
Other Branch Executive Members	One (1) vote each
Branch Council Delegates	One (1) vote each
Branch Executive Member (Women) (if any)	One (1) vote each
Branch Council Delegates (Women) (if any)	One (1) vote each

**18 – POSTAL BALLOT OF BRANCH COUNCIL**

- a. Notwithstanding rule 16 a determination which under these Branch Rules may be made by the Branch Council in meeting assembled, including, but not limited to, a proposed consent to the addition to or amendment of these Branch Rules, may be made in accordance with this rule.

- b. A postal ballot will be held when:
  - i. determined by the Branch Council or Branch Executive; or
  - ii. without limitation to part i. for an urgent matter, when determined by the Branch Secretary in consultation with the Branch President.
- c. For the purposes of this rule, “postal” means that each member of the Branch Council will be forwarded in writing and sent by post, facsimile, e-mail or other electronic means, courier or communication delivered by hand, a copy of the question upon which that member of the Branch Council is required to vote, together with advice of the period in which the member is to record a vote being:
  - i. if the question requires the exercise of the Branch Council’s powers pursuant to rule 51, not less than 28 days; and
  - ii. in all other cases, not less than 14 days.
- d. In any postal ballot of the Branch Council, members of the Branch Council will be entitled to exercise the same number of votes as they would be severally entitled to exercise upon questions for determination by the Branch Council in meeting assembled.
- e. The persons entitled to vote, in accordance with this rule, will be the persons holding office as voting members of the Branch Council at the time the question is forwarded and who are still holding such office at the time they cast their vote.
- f. A determination in accordance with this rule will become effective before the time appointed is reached if, and when, it has received in its favour an absolute majority of the total votes exercisable and the other requirements of this rule are satisfied.
- g. This rule will be construed liberally so as to facilitate its operation as a means of obtaining prompt determinations of the Branch Council in matters in which it is, or may be thought to be, desirable to obtain determinations expeditiously and in matters in which a substantial degree of consensus is known or believed to exist among the members of the Branch Council.
- h. No proxies can be exercised as part of the postal ballot under this rule.

**19 – NOT USED**

**20 – BRANCH CONFERENCE**

- a. There will be a Branch Conference held at least once each calendar year provided that if, taking into account the happening or likely happening, of a critical event, it is not possible to administratively and cost effectively program a Branch Conference following the receipt by the Branch Secretary of the audited accounts of the Branch for the respective financial year, then the Branch Executive may determine to hold the Branch Conference at another time.
- b. Branch Conference Delegates will be comprised of:
  - i. the Branch Executive;
  - ii. delegates representing Industry Sub-divisions;
  - iii. delegates representing members residing in Regional Zones as determined by the Branch Council; and

- iv. delegates representing members who have identified to the Branch as being of Aboriginal or Torres Strait Islander origin.
- c. Branch Conference will meet at the time and place the Branch Executive determines, but so as to ensure compliance with the obligations of the Branch and the ASU.
- d. The Branch Secretary will notify all Branch Conference Delegates, no later than 28 days prior to the Branch Conference, of the determination to hold a Branch Conference and will request Branch Conference Delegates to consider forwarding agenda items to the Branch Secretary for the consideration of the Branch Conference, no later than 21 days prior to the Branch Conference.
- e. The Branch Executive is the agenda committee for the Branch Conference.
- f. The business of the Branch Conference includes:
  - i. the agenda items determined by the agenda committee; and
  - ii. consideration of national conference agenda items (if any).
- g. The Branch Secretary will forward a copy of the agenda for the Branch Conference to the Branch Conference Delegates at least seven (7) days prior to the Branch Conference.
- h. The Branch is responsible for:
  - i. the payment of the travel costs of all Branch Conference Delegates;
  - ii. the costs of convening the Branch Conference; and
  - iii. all costs and outgoings associated with the utilisation of conference facilities.
- i. At a meeting of the Branch Conference a quorum will be a majority of those eligible to attend.
- j. In the absence of a quorum, the Branch Conference will not proceed and all conference agenda items will be considered by Branch Executive at the next ordinary meeting of the Branch Executive.
- k. If the Branch President is absent from a meeting of the Branch Conference, or is not in attendance within 15 minutes of the time for the meeting commencing, the Branch Senior Vice-President will chair the meeting with the powers of the Branch President.
- l. If the Branch President and the Branch Senior Vice-President are absent from a meeting of the Branch Conference, or are not in attendance within 15 minutes of the time for the meeting commencing, then one of the Branch Industry Division Vice-Presidents will chair the meeting with the powers of the Branch President, provided that if the Vice-Presidents cannot by consensus determine which one of them will chair, then those members of the Branch Conference in attendance will determine which of the Branch Vice-Presidents will chair.
- m. Each Branch Conference Delegate has one (1) vote in any ballot.
- n. A Branch Conference Delegate not present at a Branch Conference, or part of a Branch Conference, may appoint another Branch Conference Delegate, being a Branch Conference Delegate attached as a member to the Branch Industry Division to which the Branch Conference Delegate giving the proxy is attached, as proxy to exercise their vote, and the Branch Conference Delegate exercising the proxy will do so in addition to that Branch Conference Delegates' own vote, provided that a Branch Conference Delegate may only hold one proxy vote.
- o. A proxy appointed in accordance with sub-rule n. counts for the purpose of quorum, both in their own right and as a proxy.

- p. Determinations of the Branch Conference will be by majority.
- q. The Branch Conference will receive, and consider, reports from the Branch President and the Branch Secretary and will provide advice to the Branch Executive on Branch policy, organising, campaigning and industrial affairs.
- r. The minutes of each Branch Conference meeting will, following the meeting, be promptly prepared and forwarded by the Branch Secretary to each Branch Conference Delegate.
- s. A member of the Branch Conference who ceases to be a member attached to the Branch immediately ceases to be a member of the Branch Conference.
- t. A member of the Branch Conference continues to hold office irrespective of whether they are reallocated from the Industry Division, Industry Sub-division or regional zone that they have been elected to represent.

### **21 – MINUTE BOOK**

- a. The Branch will keep separate minute books in which will be recorded proceedings and resolutions of respectively the:
  - i. the Branch Executive;
  - ii. Branch Council;
  - iii. Branch Conference; and
  - iv. Branch Industry Division Executive (if any).
- b. Upon confirmation of the minutes of the respective meetings, the chair of that meeting will promptly sign those minutes confirming them as the minutes of the meeting concerned.
- c. The minutes of a meeting, if signed in accordance with this rule by the respective chair of the meeting concerned, are for the purposes of these rules conclusive proof of the matters recorded in them.

### **22 – BRANCH PRESIDENT**

- a. A Branch President will be elected at the Quadrennial Elections by, and from, the financial members.
- b. The Branch President will:
  - i. preside at all meetings of the Branch;
  - ii. preserve order at meetings of the Branch;
  - iii. ensure the business of a meeting is conducted in accordance with these Branch Rules; and
  - iv. act impartially when presiding.
- c. The Branch President may, in accordance with these Branch Rules, delegate part of the Branch President's powers and/or obligations to the Branch Senior Vice-President.
- d. The Branch President may, in accordance with these Branch Rules, delegate part of the Branch President's powers and/or obligations to a Branch Industry Division Vice-President.



- e. The Branch President has a deliberative vote only.

### **23 – BRANCH SENIOR VICE-PRESIDENT**

- a. A Branch Senior Vice-President will be elected at the Quadrennial Elections by, and from, the financial members.
- b. A Branch Senior Vice-President will:
  - i. assist the Branch President at all meetings in connection with the business of the Branch; and
  - ii. generally assist the Branch President and Branch Secretary in carrying out the business of the Branch.

### **24 – BRANCH INDUSTRY DIVISION VICE-PRESIDENTS**

- a. A Branch Industry Division Vice-President will be elected at the Quadrennial Elections from each of the Branch Industry Divisions by, and from, the financial members attached to the relevant Branch Industry Division.
- b. If the Branch Executive authorises the formation of Branch Industry Executive, the respective Branch Industry Division Vice-President will chair that Branch Industry Division Executive.
- c. A Branch Industry Division Vice-President will:
  - i. assist the Branch President at all meetings in connection with the business of the Branch; and
  - ii. generally assist the Branch President, Branch Senior Vice-President, the Branch Secretary and the Branch Assistant Secretaries in carrying out the business of the Branch.

### **25 – BRANCH TREASURER**

- a. A Branch Treasurer will be elected at the Quadrennial Elections by, and from, the financial members.
- b. The Branch Treasurer is to:
  - i. regularly, and as necessary, review the Branch accounts maintained by the Branch Secretary;
  - ii. present a detailed financial report including a quarterly statement of profit and loss and the balance sheet of the Branch Fund to each ordinary meeting of the:
    - A. Branch Executive; and
    - B. Branch Council.
  - 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.
- c. The Branch Treasurer will be the Chair of the Finance Committee if a Finance Committee is established by the Branch Executive.

## 26 – BRANCH ASSISTANT TREASURER

- a. A Branch Assistant Treasurer will be elected at the Quadrennial Elections by, and from, the financial members.
- b. The Branch Assistant Treasurer will assist the Branch Treasurer.
- c. The Branch Assistant Treasurer will be the Chair of the Audit, Risk and Compliance Committee if an Audit, Risk and Compliance Committee is established by the Branch Executive.

## 27 – BRANCH SECRETARY

- a. There will be a Branch Secretary elected at the Quadrennial Elections by, and from, the financial members.
- b. The Branch Secretary is the chief executive officer of the Branch and will between meetings of the Branch Council and Branch Executive, conduct and manage the affairs of the Branch.
- c. Without limiting sub-rule b. the Branch Secretary will:
  - i. in consultation with the Branch President deal with urgent matters requiring a determination between meetings of the Branch Executive which would ordinarily be the subject of a Branch Executive determination, provided that such determinations are reported to the next ordinary Branch Executive meeting;
  - ii. prepare and furnish all returns, statements and declarations for the Branch;
  - iii. have the right to attend and to be heard, or to have their representative attend and be heard, on a matter at a meeting of the Branch;
  - iv. have the right to inspect and examine or cause to be inspected and examined:
    - A. registers;
    - B. books;
    - C. papers;
    - D. deeds;
    - E. documents; and
    - F. accounts,in, or in connection with, the conduct and management of the affairs of the Branch or a section of the Branch;
  - v. ensure that the accounts of the Branch are maintained and are presented to each ordinary Branch Executive meeting;
  - vi. be responsible for the direction, control, supervision, allocation of duties to or dismissal of all Branch Employees;
  - vii. engage, suspend and dismiss service providers; and
  - viii. initiate, prosecute and defend proceedings in courts and tribunals, or intervene in such proceedings for the Branch.
- d. The Branch Secretary will maintain the register of members and officers in accordance with the National Rules and these Branch Rules.

- e. The Branch Secretary will ensure that a member's record on the membership register includes any section of the Branch to which the member is attached.
- f. A temporary vacancy or casual vacancy in the position of Branch Secretary will be managed in accordance with the National Rules.
- g. The Branch Secretary is a Paid Officer.
- h. Subject to the National Rules, the Branch Secretary is authorised to execute on behalf of the Branch, contracts of employment for Branch staff, collective industrial agreements, applications and all other documents or instruments.

### **28 – BRANCH ASSISTANT SECRETARIES**

- a. Two (2) Branch Assistant Secretaries will be elected at the Quadrennial Election by, and from, the financial members.
- b. The Branch Secretary may delegate powers of the Branch Secretary to a Branch Assistant Secretary.
- c. A temporary vacancy or casual vacancy in the position of Branch Assistant Secretary will be managed in accordance with the National Rules.
- d. The Branch Assistant Secretaries are Paid Officers.

### **29 – BRANCH AUDITOR**

- a. The Branch Executive will appoint an Auditor for the Branch.
- b. An Auditor cannot be:
  - i. a member; or
  - ii. an employee of,the ASU.
- c. A yearly audit of the Branch's accounts will be conducted by the Auditor.
- d. The Auditor is to audit the financial accounts of the Branch for the financial year and to present audited financial accounts and report to the Branch Executive and Branch Conference after the close of the financial year.

### **30 – RETURNING OFFICER**

- a. The Branch Executive will appoint a Returning Officer for the Branch.
- b. A Returning Officer cannot be:
  - i. the holder of any office in; or
  - ii. an employee of,the ASU.

**31 – ELECTION OF BRANCH OFFICE HOLDERS**

- a. This rule will commence operation for the Quadrennial Election to be held in 2023.
- b. Commencing in 2023 and thereafter a Quadrennial Election will be held to elect a person to the office set out in column A by, and from, the electorate set out in column B:

A	B
Branch President	the Branch financial members
Branch Senior Vice-President	the Branch financial members
Branch Vice-President (Industry)	the financial members attached to the respective Branch Industry Division
Branch Secretary/First National Executive Representative	the Branch financial members
Branch Assistant Secretary	the Branch financial members
Other Branch Executive Members	the Branch Conference Delegates attached to the respective Branch Industry Division
Branch Executive Members (Women)	the Branch Conference Delegates attached to the respective Branch Industry Division
Branch Treasurer	the Branch financial members
Branch Assistant Treasurer	the Branch financial members
National Executive Representatives	the Branch financial members
National Conference Delegates	the Branch Conference Delegates attached to the respective Branch Industry Division
Branch Council Delegates	the Branch Conference Delegates attached to the respective Branch Industry Division
Branch Council Delegates (Women)	the Branch Conference Delegates attached to the respective Branch Industry Division
Branch Conference Delegates representing Industry Sub-Divisions	the financial members attached to the respective Branch Industry Division
Branch Conference Delegates representing Regional Zones	the financial members belonging to the respective Regional Zone

Branch Conference Delegates representing Aboriginal and Torres Strait Islander members	Aboriginal and Torres Strait Islander financial members
Branch Conference Delegates representing Branch Employees	the financial members attached to the Branch Employee Sub-division

- c. Branch Employees cannot be nominated to stand for election for any office other than as:
- i. a Paid Office; or
  - ii. the Branch Conference Delegate representing the Branch Employee Sub-division.
- d. The Branch Council will, at a meeting of Branch Council held at least three (3) months prior to the opening of nominations in the Quadrennial Elections, determine the geographical location of the Regional Zones, provided that the Regional Zones will be as determined in accordance with this sub-rule until a further determination (if any) is made by the Branch Council under this sub-rule.
- e. The financial members of an Industry Sub-division will be entitled to elect Branch Conference Delegates on the following basis:
- i. up to 100 financial members as at 1 July in the year preceding the Quadrennial Elections – one (1) Delegate; and
  - ii. for each additional 100 financial members as at 1 July in the year preceding the Quadrennial Elections – one (1) Delegate.
- f. The financial members residing in a Regional Zone, except the Regional Zone that includes the City of Brisbane, are entitled to elect one (1) Branch Conference Delegate for that Regional Zone.
- g. The financial members who have identified to the Branch as being of Aboriginal or Torres Strait Islander origin, will be entitled to elect Branch Conference Delegates on the following basis:
- i. up to 100 financial members, who have identified to the Branch as being of Aboriginal or Torres Strait Islander origin, as at 1 July in the year preceding the Quadrennial Elections – one (1) Delegate; and
  - ii. for each additional 100 financial members, who have identified to the Branch as being of Aboriginal or Torres Strait Islander origin, as at 1 July in the year preceding the Quadrennial Elections – one (1) Delegate.
- h. The financial members of an Industry Division will be entitled to elect Other Branch Executive Members from their Branch Industry Division on the basis of one (1) Other Branch Executive Member for each whole quota number of financial members as at 1 July in the year preceding the Quadrennial Elections, and for the purposes of this sub-rule the quota number of financial members for Other Branch Executive Members is calculated on the following formula:
- $$\frac{\text{number of financial members at 1 July in the year preceding the Quadrennial Election}}{11} + 1$$
- i. If the formula in sub-rule h. does not equate to a whole number, the quota will be rounded down to the nearest whole number.
- j. In the event that the number of members equalling whole quotas of the Branch Industry Divisions is less than the total number of financial members of the Branch as at 1 July in the year preceding the

Quadrennial Elections then that Branch Industry Division having the highest number of financial members remaining after taking into account whole quotas, is entitled to an additional Other Branch Executive Member.

- k. The financial members of an Industry Division will be entitled to elect Branch Council Delegates to be elected from their Branch Industry Division on the basis of one (1) Branch Council Delegate for each whole quota number of financial members as at 1 July in the year preceding the Quadrennial Election, and for the purposes of this sub-rule the quota number of Branch members for Branch Council Delegates is calculated on the following formula:

$$\frac{\text{number of financial members at 1 July in the year preceding the Quadrennial Election}}{41} + 1$$

- l. If the formula in sub-rule k. does not equate to a whole number, the quota will be rounded down to the nearest whole number.
- m. In the event that the number of financial members equalling whole quotas of the Branch Industry Divisions is less than the total number of financial members of the Branch as at 1 July in the year preceding the Quadrennial Elections then that Branch Industry Division having the highest number of financial members remaining after taking into account whole quotas, is entitled to an additional Branch Council Delegate.

### 32 – NOMINATION OF CANDIDATES

- a. The Returning Officer will call for nominations by placing a notice in a Branch Communication for:
- i. all offices which are elected by all the financial members;
  - ii. offices which are elected by all the financial members of a Branch Industry Division; and
  - iii. Branch Conference Delegates,
- and will also comply with additional requirements (if any) of the National Rules.
- b. The Returning Officer will call for nominations for the positions of Other Branch Executive Member after the completion and declaration of elections for the offices in sub-rule a. hereof.
- c. The Returning Officer will call for nominations for the positions of Branch Council Delegate after the completion and declaration of elections for the offices in sub-rule b. hereof.
- d. The Returning Officer will conduct the election for the offices by way of a secret postal ballot.
- e. An election required by these Branch Rules will, subject to the requirements of these Branch Rules, be conducted in accordance with PART VII of the National Rules.

### 33 – CASUAL VACANCY

- a. Casual vacancies arising in any office will be filled in accordance with the National Rules.
- b. Despite sub-rule a. a casual vacancy in an office of Branch Conference provided for under paragraphs 20 b. ii., iii. and iv. will, other than in a year of a Quadrennial Election, only be filled by election once each calendar year, with nominations to be called prior to 30 June in a respective year.
- c. The election under sub-rule b., will be conducted in the same way as an election for the respective offices would be conducted in a Quadrennial Election, with the necessary changes being made.

### 34 – BRANCH FUND

- a. The Branch Fund is established in accordance with the National Rules.
- b. All transactions in respect of the Branch Fund will occur strictly in accordance with the National Rules.

### 35 – NOT USED

### 36 – NATIONAL EXECUTIVE REPRESENTATIVES

- a. The Branch will be represented on National Executive by National Executive Representatives who will each exercise the votes as determined by the National Rules.
- b. The first National Executive Representative will be the Branch Secretary.
- c. The other National Executive Representatives will be elected at the Quadrennial Elections by, and from, the Branch financial members.

### 37 – NATIONAL CONFERENCE DELEGATES

- a. The number of National Conference Delegates for the Branch to be elected by and from the Branch Conference Delegates will be determined in accordance with the formula provided in the National Rules and subject to this rule.
- b. The Branch will be represented on the National Conference by its National Executive Representatives and National Conference Delegates.
- c. One (1) National Conference Delegate for each Branch Industry Division must be elected by, and from, the Branch Conference Delegates attached to the relevant Branch Industry Division.
- d. Each Branch Industry Division will elect, in addition to the National Conference Delegate elected in accordance with sub-rule c., one (1) National Conference Delegate for each whole quota they obtain on the basis of the number of financial members of that Branch Industry Division as at 31 December in the year preceding the Quadrennial Election.
- e. The quota number for the purpose of sub-rule d. is calculated on the following formula:  
$$\frac{\text{number of Branch members at 31 December in the year preceding the Quadrennial Election}}{(\text{number of National Conference Delegates to be elected} - \text{number of Branch Industry Divisions})} + 1$$
- f. If the formula in sub-rule e. does not equate to a whole number, the quota will be rounded down to the nearest whole number.

- g. In the event that the number of National Conference Delegates elected in accordance with sub-rules c. and d. does not equal the number of National Conference Delegates to be elected, then the Branch Industry Division having the highest number of members remaining after taking into account whole quotas, is entitled to an additional National Conference Delegate.
- h. National Conference Delegates elected pursuant to sub-rules d. and g. will be elected by, and from, the Branch Conference Delegates attached to the relevant Branch Industry Division.
- i. National Conference Delegates representing the Branch can only exercise a proxy from a National Conference Delegate representing the Branch who is, as a member, attached to the same Branch Industry Division as they are.
- j. The National Rules in relation to casual vacancies will apply to casual vacancies for National Conference Delegates and each casual vacancy will be filled by a Branch Conference Delegate who is attached to the same Branch Industry Division, as the person the subject of the casual vacancy.

### 38 – PROPORTIONAL REPRESENTATION

- a. Notwithstanding any provisions of these Branch Rules, commencing in 2015 women will be represented on the Branch Executive and Branch Council as follows:
  - i. where the Branch has more than 50% women financial members, not less than 50% of the offices on Branch Council and Branch Executive will be filled by women; and
  - ii. where the Branch has more than 30% but less than 50% women financial members, not less than 30% of the offices on Branch Council and Branch Executive will be filled by women.
- b. At each quadrennial election, in addition to the requirements of PART VII of the National Rules, and any other requirements of the Branch Rules, the Branch Secretary will provide to the Returning Officer a certificate showing the percentage of women financial members at the close of nominations.
- c. In the event that, at the declaration of the election, the number of women elected to the Branch Executive does not equal or exceed the number required by the relevant provision of sub-rule a. of this rule, the Returning Officer will call for sufficient nominations from Branch Conference Delegates for the requisite number of Branch Executive Member (Women) to be filled by women as required by sub-rule a. is achieved.
- d. Each Branch Industry Division will elect one (1) Branch Executive Member (Women) for each whole number quota they obtain on the basis of the number of financial members of that Branch Industry Division as at 1 July in the year preceding the Quadrennial Election.
- e. The quota number for the purpose of sub-rule d. is calculated on the following formula:
$$\frac{\text{Number of financial members as at 1 July in the year preceding the Quadrennial election}}{\text{(Number of Branch Executive Member (Women) to be elected + 1)}} + 1$$
- f. If the formula in sub-rule e. does not equate to a whole number, the quota will be rounded down to the nearest whole number.
- g. In the event that the number of Branch Executive Member (Women) elected in accordance with sub-rule d. does not equal the number of Branch Executive Member (Women) to be elected, then the Branch Industry Division having the highest number of members remaining after taking into account whole quotas, is entitled to an additional Branch Executive Member (Women).



- h. In the event that, at the declaration of the election in the case of Branch Council, the number of women elected to the Branch Council does not equal or exceed the number required by the relevant provision of sub-rule a., the Returning Officer will call for sufficient nominations from Branch Conference Delegates for the requisite number of Branch Council (Women) to be filled by women as is required for sub-rule a. to be achieved.
- i. Each Branch Industry Division will elect one (1) Branch Council (Women) for each whole quota they obtain on the basis of the number of financial members of that Branch Industry Division as at 1 July in the year preceding the Quadrennial Elections.
- j. The quota number for the purpose of sub-rule (i) is calculated on the following formula:  
$$\frac{\text{Number of financial members as at 1 July in the year preceding the Quadrennial election}}{(\text{Number of Branch Council (Women) to be elected} + 1)} + 1$$
- k. If the formula in sub-rule (j) does not equate to a whole number, the quota will be rounded down to the nearest whole number.
- l. In the event that the number of Branch Council (Women) elected in accordance with sub-rule (i) does not equal the number of Branch Council (Women) to be elected, then the Branch Industry Division having the highest number of members remaining after taking into account whole quotas, is entitled to an additional Branch Council (Women).

### 39 – HOLDING OF OFFICE

- a. An officer will hold office in the Branch in accordance with the National Rules.

### 40 – GENERAL MEETINGS OF THE BRANCH

- a. A General Meeting of Branch 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 S 266(1) of the Act after the end of the financial year, bearing the name, address and signature of five percent (5%) of the Branch members.
- b. Where a General Meeting is to be held in accordance with sub-rule a. the Branch Secretary will cause notice of not less than seven (7) days and not more than 21 days to be given to members by Newspaper Advertisement and/or the Branch Journal and/or the Branch website setting out the time and place of the meeting and the business of the meeting.
- c. The quorum for a General Meeting of the Branch will be five percent (5%) of the Branch members, or 50 Branch members, whichever is the lesser.
- d. Each financial member in attendance at the General Meeting is entitled to one (1) vote.
- e. A financial member is not entitled to appoint a proxy to represent them at a General Meeting.
- f. Determinations of the General Meeting will be by majority vote of those in attendance and entitled to vote.

- g. If the Branch President is absent from a General Meeting, or is not in attendance within 15 minutes of the time for the meeting commencing, the Branch Senior Vice-President will chair the meeting with the powers of the Branch President.
- h. If the Branch President and the Branch Senior Vice-President are absent from a Special General Meeting, or are not in attendance within 15 minutes of the time for the meeting commencing, then one of the Branch Industry Division Vice-Presidents will chair the meeting with the powers of the Branch President, provided that if the Vice-Presidents cannot by consensus determine which one of them will chair, then those members of the Special General Meeting in attendance will determine which of the Branch Vice-Presidents will chair.
- i. A General Meeting held in accordance with sub-rule a. ii. will only consider the adoption or otherwise of the Auditor's Report, the General Purpose Financial Report and the Operating Report.

#### **41 – SPECIAL GENERAL MEETINGS OF THE BRANCH**

- a. A Special General Meeting of the Branch will be held if:
  - i. the Branch Executive determines;
  - ii. the Branch Council determines; or
  - iii. a written requisition is made to the Branch Secretary signed by at least five percent (5%) of the financial members, where the requisition states the business to be placed before the meeting.
- b. Where a Special General Meeting of the Branch is held under sub-rule a., the business of the meeting is limited to the business set out in the requisition.
- c. The business for a special meeting is limited to two (2) hours duration, unless a motion to extend the meeting has been moved, seconded and carried by a majority of the financial members present at the meeting, provided that no meeting can be extended beyond 10.30 p.m.
- d. The quorum for a Special General Meeting of the Branch is five percent (5%) of the financial members, or 500 Branch members, whichever is the lesser.
- e. In the absence of a quorum, the Special General Meeting will not proceed.
- f. Each financial member in attendance at the Special General Meeting is entitled to one (1) vote.
- g. A financial member is not entitled to appoint a proxy to represent them at a Special General Meeting.
- h. Determinations of the Special General Meeting will be by majority vote of those in attendance and entitled to vote.
- i. If the Branch President is absent from a Special General Meeting, or is not in attendance within 15 minutes of the time for the meeting commencing, the Branch Senior Vice-President will chair the meeting with the powers of the Branch President.
- j. If the Branch President and the Branch Senior Vice-President are absent from a Special General Meeting, or are not in attendance within 15 minutes of the time for the meeting commencing, then one of the Branch Industry Division Vice-Presidents will chair the meeting with the powers of the Branch President, provided that if the Vice-Presidents cannot by consensus determine which one of them will chair, then those members of the Special General Meeting in attendance will determine which of the Branch Vice-Presidents will chair.

- k. A Special General Meeting can only provide advice to the Branch Executive in relation to the matters the subject of the requisition.

#### **42 –BRANCH INDUSTRY DIVISION EXECUTIVE**

- a. The Branch Executive may determine to establish a Branch Industry Division Executive for a Branch Industry Division.
- b. If the Branch Executive makes a determination under sub-rule a. then the Branch Executive will also determine:
  - i. who comprises it;
  - ii. how frequently it will meet;
  - iii. how it will meet;
  - iv. how it will be chaired;
  - v. how it will conduct its business
  - vi. how it will be resourced;
  - vii. how it will report; and
  - viii. how often it will report.
- c. The Branch Executive may determine an administrative regulation providing for the matters set out under sub-rule b..
- d. A determination of a Branch Industry Division Executive does not bind the Branch Industry Division or the Branch.

**43 – NOT USED**

**44 –NOT USED**

**45 – NOT USED**

#### **46 – AGENCY COMMITTEES**

- a. The Branch Conference Delegates of a respective Industry Sub-division may authorise the formation of an Agency Committee to represent, in accordance with Branch policy, Branch members employed in a single employer.
- b. If an Agency Committee is formed it will exercise the powers as provided under rule 49.

#### **47 – COMMON INTEREST GROUPS**

- a. Branch Conference Delegates for each Industry Sub-division may authorise the formation of Common Interest Groups by members whose duties are closely similar or identical, provided that such groups consist of no fewer than twenty financial members.
- b. If a Common Interest Group is formed it will have the functions provided under rule 49.

#### **48 – NOT USED**

#### **49 – BRANCH POLICY**

- a. Branch Conference Delegates for each Industry Sub-division will determine Branch policy on any matter specific to members attached to their Industry Sub-division, which does not affect members attached to another Industry Sub-division including to:
  - i. determine the Branch's response to any matters raised by their employer, which does not affect members attached to another Industry Sub-division;
  - ii. determine Branch policy and strategy in collective bargaining campaigns and ensure:
    - A. members, who are affected by a collective bargaining campaign (for this rule "affected members"), determine the range of issues to be included in any claim as part of a collective bargaining campaign;
    - B. that appropriate delegate structures are established for affected members, and that delegate structures of the affected members are able to determine the strategy initiatives and Branch policy that should be adopted for collective bargaining campaigns relating to affected members except where strategy and policy is determined by the direct determination of the whole of the affected members attached to the Industry Sub-division;
    - C. that all affected members will determine any collective industrial action to be taken during a collective bargaining campaign; and
    - D. that the endorsement of all affected members is to be sought in determining the Branch policy on whether to approve or reject collective agreements to which the Branch may be a party following collective bargaining campaigns;
  - iii. provide advice to Branch Council on Branch levies, in addition to the subscriptions, for Branch members employed in their Industry Sub-division; and
- b. The endorsement of Agency Committees established under rule 46 is to be sought in determining the Branch policy on a matter specific to members employed by the relevant Agency.
- c. The endorsement of Common Interest Groups established under rule 47 is to be sought in determining the Branch policy on any matter specific to members in the Common Interest Group.
- d. Where collective bargaining affects members across more than one Industry Sub-division, Branch Executive may establish delegate structures to determine Branch policy and strategy in collective bargaining campaigns to ensure:

- i. members, who are affected by a collective bargaining campaign (for this rule “affected members”) determine the issues to be included in any claim as part of a collective bargaining campaign;
  - ii. that the delegate structures of the affected members have the power to determine the strategy and Branch policy for collective bargaining campaigns relating to affected members except where strategy and policy is determined by the direct determination of the whole of the affected members;
  - iii. that all affected members will determine any collective industrial action to be taken during a collective bargaining campaign; and
  - iv. that all affected members will determine the Branch policy on whether to approve or reject collective agreements to which the Branch may be a party following collective bargaining campaigns.
- e. Branch Executive will determine Branch policy relating to the management of the affairs of the Branch, the financial management of the Branch or the disbursement of the Branch Fund or Branch resources.
- f. Branch Executive will determine if any matter considered by Delegates representing Industry Sub-divisions, an Agency Committee or Common Interest Group affects Branch members who are not members of the Industry Sub-division, Agency Committee or Common Interest Group.
- g. If Branch Executive determines under sub-rule b. that the matter does affect other Branch members, then Branch Executive may either refer the matter to Branch Conference for a determination or determine the Branch policy on the matter, and the Branch Executive determination will prevail over any other determination.
- h. By giving notice in writing, any member of the Branch Conference has the right to raise with the Branch Executive or Branch Secretary a matter which they consider has effect beyond a single Industry Sub-division, Agency Committee or Common Interest Group.
- i. If a notice is given under sub-rule h. the matter the subject of the notice cannot be Branch policy until the matter has been endorsed by the Branch Executive.

## 50 – POLITICAL AFFILIATION

- a. A Branch Industry Division will not affiliate to or dis-affiliate from a political party unless authorised to do so by a ballot of the members attached to the Industry Division.
- b. Where a ballot of the members of a Branch Industry Division is held to authorise a Branch Industry Division to affiliate to or disaffiliate from a political party:
  - i. only the financial members attached to the Branch Industry Division will be entitled to vote;
  - ii. the ballot will be carried by a majority of the Branch members who cast a vote;
  - iii. the Branch Returning Officer will declare the result of the ballot in writing;
  - iv. nothing contained in the rules prevents the conduct of the ballot by the Australian Electoral Commission; and
  - v. following the declaration of the ballot, the Branch Executive will take such steps as are reasonable and necessary to implement the result of the ballot.

- c. An Industry Vice-President may request a ballot of Branch Conference Delegates attached to the relevant Branch Industry Division on the question of affiliation to or dis-affiliation from a political party.
- d. The Branch Executive will authorise and conduct a ballot as per sub-rule b. if a majority of the Branch Conference Delegates attached to a Branch Industry Division recommend that the relevant Branch Industry Division should affiliate to or dis-affiliate from a political party

### **51 – ALTERATION OF RULES**

- a. The Branch Council may determine to consent to the amendment of these Branch Rules by the National Executive or National Conference.
- b. Any resolution determining to amend these Branch Rules must be approved by a 66% majority.
- c. Despite sub-rule b. any resolution to amend Rule 50 Political Affiliation must be approved by a 75% special majority.

### **52 – INTERPRETATION OF RULES**

- a. The Branch Executive has, subject to the National Rules, authority to interpret the meaning of the Branch Rules and will settle any disputes and determine any matter relating to the Branch on which the Branch Rules and National Rules are silent.

### **53 – NOTICES TO MEMBERS**

- a. Unless otherwise required or provided by these Branch Rules a notice required to be given by these Branch Rules, may be given:
  - i. personally;
  - ii. by facsimile;
  - iii. by email;
  - iv. by sms text; or
  - v. by sending the notice through the post in a prepaid letter,  
addressed respectively to the person who is to receive the notice at their address, their facsimile number, email address or mobile phone number, as entered in the Branch membership register.
- b. The non- receipt of a notice by a financial member will not invalidate a meeting held in accordance with the notice concerned.

### **54 – STANDING ORDERS**

- a. The Branch Executive will approve standing orders of the Branch which will be consistent with the National Rules

**55 – RULES OF DEBATE**

- a. The Branch Executive will approve rules of debate of the Branch which will be consistent with the National Rules.

**56 – TRANSITIONAL RULE**

- a. The purpose of this rule is to provide for structural and representational changes of the Together Branch.
- b. To the extent of any inconsistency with the rules 1 to 55 of the Branch, this rule will prevail.
- c. A Branch Industry Division Executive member, elected at the 2019 Quadrennial Elections will hold office, subject to the pre-certification rules, up to the opening of nominations for the Branch Offices at the 2023 Quadrennial Elections.
- d. Branch Industry Division Vice-Presidents will be ex-officio members of the Branch Industry Division Executive, in their Branch Industry Division, and will chair any meetings of the Branch Industry Division Executive.
- e. A member of the Branch Industry Division Executive who is no longer attached to that Branch Industry Division will immediately cease to be a member of the Branch Industry Division Executive.
- f. If a casual vacancy occurs in an office of Branch Industry Division Executive member, that casual vacancy will not be filled.
- g. In the event that the number of members on a Branch Industry Division Executive falls below three (3) the Branch Industry Division Executive will cease to operate.
- h. The Branch Industry Division Executive will meet as determined by Branch Executive.
- i. The Branch Secretary will give at least 24 hours' notice when summoning members to meetings of the Branch Industry Division Executive.
- j. A Branch Industry Division Executive meeting may be conducted by a method by which the members of the Branch Industry Division Executive are able to communicate each with each other.
- k. At any Branch Industry Division Executive meeting a majority of the total membership of the Branch Industry Division Executive will constitute a quorum.
- l. If at any Branch Industry Division Executive meeting no quorum is established at the expiry of 30 minutes after the time fixed for the commencement of the meeting, the meeting will be adjourned for no more than 14 days.
- m. Branch Industry Division Executive members will be given 24 hours' notice of the date, time and place to which the meeting has been adjourned and if at the adjourned meeting no quorum is present, those present are deemed to be quorum for the purpose of the adjourned business to be determined.
- n. At Branch Industry Division Executive meetings each member has one (1) vote.

- o. Voting will be by show of hands, except in such cases as the Branch Industry Division Executive determines otherwise.
- p. The Branch Industry Division Vice-President has a deliberative vote only.
- q. Determinations will be by simple majority of the votes cast by those present and entitled to vote unless otherwise provided by these Branch Rules.
- r. The Branch Industry Division Vice-President will:
  - A. preside at all Branch Industry Division Executive meetings;
  - B. preserve order at Branch Industry Division Executive meetings;
  - C. ensure the business of a meeting is conducted in accordance with these Branch Rules;  
and
  - D. act impartially when presiding.
- s. If the Branch Industry Division Vice-President is absent from a Branch Industry Division Executive meeting, or not in attendance within 15 minutes of the time for the meeting commencing, then those in attendance at the meeting will appoint a member of the Branch Industry Division Executive in attendance at the meeting to chair the meeting with the powers of the Branch Industry Division Vice- President.
- t. The Branch Industry Division Executive will determine policies on any matter specific to members attached to their Branch Industry Division, which do not affect members attached to another Branch Industry Division, but which does affect members attached to more than one Industry Sub-division of the Branch Industry Division.



## SCHEDULE 1

### BRANCH INDUSTRY DIVISIONS

- a. All Branch members, other than Branch Employees are allocated to a Branch Industry Division as follows:
- i. Public Service Industry Division: subject to sub-clause a. iii. B. and C, all members working in State Government departments, agencies and statutory authorities representing the Crown, except for those members employed in the health industry;
  - ii. Public Health Industry Division: subject to sub-clause a. iii. B. and C, all members working in State Government departments, agencies and statutory authorities representing the Crown in the health industry together with members working in the Mater Misericordiae Public Hospital; and
  - iii. General Industry Division:
    - A. all members who are not eligible to be attached to the Public Service Industry Division or the Public Health Industry Division in accordance with parts i. and ii.;
    - B. all members working in the higher education and TAFE;
    - C. all members working in the following entities:
      - 1. Residential Tenancy Authority;
      - 2. Building Services Authority;
      - 3. Parliament House;
      - 4. Government House;
      - 5. QSuper;
      - 6. Legal Aid Queensland;
      - 7. WorkCover;
      - 8. QComp;
      - 9. Tourism Queensland;
      - 10. Stadiums Queensland;
      - 11. Queensland Studies Authority;
      - 12. Queensland College of Teachers;
      - 13. Queensland Rural Adjustment Authority;
      - 14. Health Quality and Complaints Commission;
      - 15. Queensland Curriculum and Assessment Authority;
      - 16. Crime and Corruption Commission Queensland;

- 17. Australian Health Practitioner Regulation Agency;
  - 18. Office of Information Commissioner;
  - 19. Queensland Ombudsman;
  - 20. National Heavy Vehicle Regulator; and
  - 21. Queensland Agricultural Training Colleges; and
- D. all members employed in the water, energy, ports and rail industries not eligible to be attached to the Public Service Industry Division.
- b. All new members will be promptly attached by the Branch Secretary, between meetings of the Branch Executive, to a Branch Industry Division in accordance with their eligibility under sub-clause a.

### **BRANCH INDUSTRY SUB-DIVISIONS**

#### Industry Sub-Divisions:

Public Service Industry Sub-Division 1  
Public Service Industry Sub-Division 2  
Public Service Industry Sub-Division 3  
Public Service Industry Sub-Division 4  
Public Service Industry Sub-Division 5  
Public Service Industry Sub-Division 6  
Public Service Industry Sub-Division 7  
Public Service Industry Sub-Division 8  
Public Service Industry Sub-Division 9

Public Health Industry Sub-Division 1  
Public Health Industry Sub-Division 2  
Public Health Industry Sub-Division 3  
Public Health Industry Sub-Division 4  
Public Health Industry Sub-Division 5  
Public Health Industry Sub-Division 6  
Public Health Industry Sub-Division 7  
Public Health Industry Sub-Division 8  
Public Health Industry Sub-Division 9

General Industry Sub-Division 1  
General Industry Sub-Division 2  
General Industry Sub-Division 3  
General Industry Sub-Division 4  
General Industry Sub-Division 5  
General Industry Sub-Division 6

Together Union employees

#### **Allocation of employers to sub-divisions**

The following employers are allocated to the following industry sub-divisions:

Public Service Industry Sub-Division 1

Department of Education – excluding schools

Public Service Industry Sub-Division 2

Department of Education - schools

Public Service Industry Sub-Division 3

Department of Corrective Services

Public Service Industry Sub-Division 4

Department of Child Safety, Youth and Women

Department of Communities, Disability Services and Seniors

Public Service Industry Sub-Division 5

Department of Justice and Attorney General

Public Service Industry Sub-Division 6

Queensland Police Service

Public Service Industry Sub-Division 7

Department of Transport and Main Roads

Public Service Industry Sub-Division 8

Department of Agriculture and Fisheries

Department of Natural Resources, Mines and Energy

Department of Environment and Science

Public Service Industry Sub-Division 9

Department of Innovation, Tourism, Industry Development and the Commonwealth Games

Department of Employment, Small Business and Training

Department of Local Government, Racing and Multicultural Affairs

Department of Premier and Cabinet

Queensland Treasury

Department of State Development, Manufacturing, Infrastructure and Planning

Queensland Fire and Emergency Services

Public Safety Business Agency

Gallery of Modern Art

Queensland Art Gallery

Queensland State Library

Queensland Museum

Department of Housing and Public Works

Competition Authority

Jobs Qld

Safefood Queensland

Department of Aboriginal and Torres Strait Islander Partnerships

Office of the Chief Information Officer

Audit Office

Family and Child Commission

Any other employers with members allocated to the Public Service Industry Division under superseded Branch Rule 6(a)(i) not allocated to an industry sub-division.

Public Health Industry Sub-Division 1

Metro North Hospital and Health Service

Public Health Industry Sub-Division 2

Metro South Hospital and Health Service

Public Health Industry Sub-Division 3

Gold Coast Hospital and Health Service

Public Health Industry Sub-Division 4

Cairns and Hinterland Hospital and Health Service

Torres and Cape Hospital and Health Service

Public Health Industry Sub-Division 5

Townsville Hospital and Health Service

North West Hospital and Health Service

Public Health Industry Sub-Division 6

Darling Downs Hospital and Health Service

West Moreton Hospital and Health Service

South West Hospital and Health Service

Public Health Industry Sub-Division 7

Central Queensland Hospital and Health Service

Mackay Hospital and Health Service

Wide Bay Hospital and Health Service

Central West Hospital and Health Service

Public Health Industry Sub-Division 8

Sunshine Coast Hospital and Health Service

Public Health Industry Sub-Division 9

Mater Misericordiae Public Hospital

Queensland Ambulance Service

Children's Health Queensland Hospital Health Service

Department of Health – Corporate Office

Health Support Queensland

eHealth

All other employers with members allocated to the Public Health Industry Division under superseded Branch Rule 6(a)(ii) not allocated to an industry sub-division

General Industry Sub-Division 1

Residential Tenancy Authority;

Building Services Authority;

Parliament House;

Government House;

QSuper;

Legal Aid Queensland;

WorkCover;

QComp;

Tourism Queensland;

Stadiums Queensland;

Queensland Studies Authority;

Queensland College of Teachers;

Queensland Rural Adjustment Authority;

Health Quality and Complaints Commission;

Queensland Curriculum and Assessment Authority;

Crime and Corruption Commission Queensland;

Australian Health Practitioner Regulation Agency;

Office of Information Commissioner;

Queensland Ombudsman;

National Heavy Vehicle Regulator;

Queensland Agricultural Training Colleges

General Industry Sub-Division 2

TAFE Queensland

General Industry Sub-Division 3

University of Queensland

Queensland University of Technology

Griffith University

Central Queensland University

University of Southern Queensland

James Cook University

All other universities

General Industry Sub-Division 4

All employers in the Health Industry excluding those with members allocated to the Public Health Industry Division under Branch Rule 6(a)(ii)

All employers in the Aged Care Industry

All employers performing work as part of National Disability Insurance Scheme

All employers with members eligible for Union membership under National Rule 5 Part XXIX b(ii) and b(iii)

General Industry Sub-Division 5

QANTAS

Virgin Australia

Jetstar

All other airlines

Flight Centre

All employers in the Travel, Transport and Logistics industries

General Industry Sub-Division 6

All other employers with members allocated to the General Industry Division under superceded Branch Rule 6(a)(iii) not allocated to an industry sub-division

Together Union Employees sub-division

Queensland Together Branch of the Australian Municipal, Administrative, Clerical and Services Union

**Definition of Regional Zones**

Regional Zones are defined as follows:

Cairns and Hinterland (postcodes 4852-4873, 4877-4888)

Central Queensland (postcodes 4678-4720, 4722, 4723)

Central West (postcodes 4472, 4478, 4481, 4482, 4724-4736, 4829)

Darling Downs (4350-4416, 4418-4427, 4494-4496, 4498, 4605-4611, 4613-4615)

Mackay (postcodes 4721, 4737-4805)

North West (postcodes 4823-4828, 4830, 4890, 4891)

South West (postcodes 2406, 4417, 4428-4470, 4474-4477, 4479-4480, 4486-4493, 4497)

Torres and Cape (postcodes 4874-4876, 4892, 4895)

Townsville (postcodes 4806-4822, 4849-4850)

Wide Bay (postcodes 4580-4601, 4612, 4620-4677)

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



Wednesday 3 March, 2021

TO: All National Executive members  
As addressed

By E-mail:

Dear National Executive Member

**Postal/Fax/Email Vote No. 02/2021  
Proposed Queensland Together Branch rule change**

The Queensland Together Branch notified me in writing on 1 February 2021 (**Attachment 'A'**) that in accordance with National rule 49 the Branch proposes rule alterations (**Attachment B**) be considered and approved by the National Executive.

Attachment A, being correspondence from Vivienne Doogan, Together Branch Assistant Secretary and National Executive member, attaches a declaration signed by the Together Branch Secretary of the results of a ballot of the Together Branch Council endorsing the proposed alterations replacing **Division Two A** of the ASU Rules.

The Branches' proposed rule alterations have been adjusted for typographical error and to ensure consistency, that adjustment has not, however, resulted in an alteration to the intention or the substance of the rule alterations proposed by the Branch.

The proposed alterations only affect the Together Branch and I recommend that you vote to approve them.

The voting papers form part of **Attachment B**.

I request your prompt response so that the proposed amendments (if adopted by the National Executive) can be submitted to the Fair Work Commission for certification.

If you have any queries in regards to this request, please do not hesitate to contact John Nucifora at this office.

Yours faithfully

Robert Potter  
**National Secretary**

Encl.

**VOTING PAPER**  
**Proposed Queensland Together Branch rule changes**

**Preamble**

The National Executive notes:

- a. issues were experienced by the Together Branch ('**Branch**') in the last Quadrennial Elections in relation to interpretation of rules by the AEC, and as a consequence it was appropriate for the rules/structures of the Branch to be reviewed;
- b. as a consequence, a full replacement set of rules was prepared by Branch Officers (in consultation with the National Office) during the latter part of 2020;
- c. the Branch Officers gave a briefing, in relation to the proposed rule alterations, to the delegates to the Branch Conference on 23 November 2020;
- d. the Conference supported the Branch Officers in seeking change;
- e. on the 2 December 2020 the Branch Executive authorised the Branch Secretary to undertake a postal ballot of the Branch Council, as per Branch Rule 18, in relation to seeking endorsement of the proposed rule changes;
- f. the Branch Council endorsed the proposed rule changes on 25 January 2021;
- g. the Branch has sought that the proposed alterations to the rules be considered and approved by the National Executive;
- h. the proposed rule alterations endorsed by the Branch have been corrected for typographical error and to ensure consistency, that correction has not, however, resulted in an alteration to the intention or the substance of the rule alterations proposed by the Branch; and
- i. the proposed alterations only affect the Together Branch.

**Recommendation 1**

1. The National Executive has determined that the email dated 1 February 2021 from the Branch Assistant Secretary to the National Secretary declaring that the Branch had consented to the additions, changes, amendments, variations, repeal and/or deletions to the rules of the Branch in the attached **Attachment A**, which has been provided to the National Executive, and demonstrates consent of the Branch for the purposes of NR 49, and hereby resolves to make additions, changes, amendments, variations, repeals and/or deletions to the rules of the Branch as follows:
  - a. delete the entirety of DIVISION TWO A – QUEENSLAND TOGETHER BRANCH RULES ('**Branch Rules**') of the rules of the Australian, Municipal, Clerical and Services Union; and
  - b. make new Branch Rules in accordance with **Attachment B**.

**Recommendation 2**

2. That National Executive directs, as a consequence of recommendation 1, the:
  - a. National Secretary to lodge with the Fair Work Commission the rules made in accordance with recommendation 1; and
  - b. authorises the National Secretary, prior to lodging the rules made in accordance with recommendation 1 with the Fair Work Commission as required by recommendation 2(a), to make any further amendments to the rules in Attachment B that are required to ensure that the additions, changes, amendments, variations, repeals and/or deletions set out in Attachment B are typographically correct and consistent, and in compliance with the law, provided that no such amendment alters the intention to the rules at Attachment B consented to by the Branch.

**National Executive  
VOTE No.: 02/2021  
Page 2 of 2**

*I support the recommendations:*

YES

NO

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Dated \_\_\_\_\_

**Please complete and return to:  
Robert Potter, ASU National Secretary Email: [rpotter@asu.asn.au](mailto:rpotter@asu.asn.au)**



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Wednesday 10 March, 2021

TO: All National Executive members  
As addressed

By Email

Dear National Executive Member

**Postal/Fax/Email Vote No. 02/2021  
Proposed Queensland Together Branch rule changes**

The result of the email ballot submitted to members of National Executive via email on 3 March 2021, regarding the above is as follows:

A total of 119 affirmative votes were received from:

Robert Potter  
Emeline Gaske  
Alex Scott  
Vivienne Doogan  
Kate Flanders  
Natalie Lang  
Judith Wright  
Angus McFarland  
Graeme Kelly  
Glen McAtear  
Sharon Sewell  
Neil Henderson

Jennifer Thomas  
Lynette Henson  
Abbie Spencer  
Scott Cowen  
Jeff Lapidus  
Ancel Greenwood  
Lisa Darmanin  
Billy King  
Imogen Sturni  
Paul O'Neill  
Wayne Wood

No negative votes were received. I advise that National Executive E-mail Vote No. 02/2021 is carried.

Yours faithfully

Robert Potter  
NATIONAL SECRETARY