



A•S•U

File/Our Ref: [DS:MP:10.4](#)

[15.4](#)

Your Ref:

Please quote in reply

4th March, 2013

General Manager
Fair Work Commission
GPO Box 1944
MELBOURNE VIC 3001

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

**Australian
Services
Union**

National Office
Melbourne & Sydney

All correspondence to:

Ground Floor
116 Queensberry St
Carlton South VIC 3053

T: (03) 9342 1400
F: (03) 9342 1499
E: info@asu.asn.au
W: www.asu.asn.au

National Secretary
David Smith

Assistant National Secretaries
Greg McLean
Linda White

Dear Sir,

Amendment to Rule 32 – FUND DISBURSEMENT - Division Three of the Rules of the Queensland (Services and Northern Administrative) Branch

I submit the following rule change for certification.

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

The alterations concerned are to the Rules of the Queensland (Services and Northern Administrative) Branch (Division Three – Part 32) of the Australian Municipal, Administrative, Clerical and Services Union.

The proposed alteration to the Rules is:

- a. Renumbering the first paragraph of Rule 32, sub-paragraph “a.”
- b. Renumbering the second paragraph of Rule 32, sub-paragraph “b.”
- c. By inserting the following paragraphs c — d:
 - c. The Branch Executive may, on the recommendation of the Branch Secretary, approve a budget for the Branch’s expenditure.
 - d. Expenditure for the following purposes may be disbursed by the Branch Secretary:
 - i. the ordinary expenses of management;
 - ii. recurrent expenditure;
 - iii. budgeted expenditure; and
 - iv. amounts up to \$5,000.00 or other sum as the Branch Executive may determine;

provided that the Branch Secretary must report the expenditure, and seek the ratification of that expenditure, at the next meeting of the Branch Executive following the expenditure.

The full rule in its entirety is attached and as follows:

- a. Funds may be disbursed from the Branch Fund upon resolution of the Branch Executive or when necessary upon the order of the Branch President and the Branch Secretary.
- b. All disbursements shall be certified as correct by the Branch Executive and where paid by cheque or electronic funds transfer will be signed by the Treasurer and the Secretary or by the President and the Secretary. Where the President is not immediately available the Deputy President may sign, where the Secretary is not immediately available the Branch Deputy Secretary (if any) or the Branch Assistant Secretary may sign.
- c. The Branch Executive may, on the recommendation of the Branch Secretary, approve a budget for the Branch's expenditure.
- d. Expenditure for the following purposes may be disbursed by the Branch Secretary:
 - i. the ordinary expenses of management;
 - ii. recurrent expenditure;
 - iii. budgeted expenditure; and
 - iv. amounts up to \$5,000.00 or other sum as the Branch Executive may determine;

provided that the Branch Secretary must report the expenditure, and seek the ratification of that expenditure at the next meeting of the Branch Executive following the expenditure.

If you require further information, please do not hesitate to contact me at this office.

Yours faithfully,



David Smith
National Secretary

Tel: +61 3 9342 1401
Mobile: 0419 644 238
E-mail: dsmith@asu.asn.au

Encl.

Fair Work (Registered Organisations) Act 2009

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

DECLARATION REGULATION 126 (2)

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

1. I am National Secretary of the Australian Municipal, Administrative, Clerical and Services Union ("ASU"), an organisation of employees registered under the Fair Work (Registered Organisations) Act 2009 ("the Act") and I am authorised to make this statement for and on behalf of the ASU and to sign the "Notice Setting out the Particulars of the Alterations to the Rules of the Union".
2. The particulars set out in this "Notice Setting out the Particulars of the Alterations to the Rules of the Australian Municipal, Administrative, Clerical and Services Union" dated Monday 4th March, 2013, lodged herein are correct.
3. The alterations were made in accordance with the Rules of the ASU.
4. The manner in which compliance with the Rules of the ASU was obtained is as follows:
 - a) The Queensland (Services and Northern Administrative) Branch Executive on the 23rd November, 2012, endorsed to change Rule 32 – FUND DISBURSEMENT – Division Three of the Rules of their Branch.
 - b) The Queensland (Services and Northern Administrative) Branch advised the National Secretary in a letter dated 6th February, 2013, requesting the proposed changes to the rules of the Branch be submitted to a vote of National Executive as soon as possible.
 - c) I confirm that on 7th February, 2013, a Postal/Fax/Email Ballot was submitted to all National Executive members via e-mail and that members were provided with a copy of the letter from the Queensland (Services and Northern Administrative) Branch Secretary together with the proposed amendments to the rules.
 - d) On the 8th February, 2013, the result of the Postal/Fax/Email Ballot submitted to members of National Executive via e-mail was declared carried.
5. I declare that the particulars set out in this notice are true and correct to the best of my knowledge and belief.

DATED: Monday, 4th March, 2013.



David Smith
National Secretary
Australian Municipal, Administrative, Clerical and Services Union

6 February 2013

David Smith
National Secretary
ASU National Office
Ground Floor, 116 Queensberry Street
CARLTON SOUTH VICTORIA 3053

Via email: dsmith@asu.asn.au

Dear David,

I advise that at its meeting on 23 November 2012 the Branch Executive of the Queensland (Services and Northern Administrative) Branch of the Australian Municipal, Administrative, Clerical and Services Union endorsed the following rule change:

1. To approve the following amendment to Rule 32 of Division Three of the rules of the Queensland (Services and Northern Administrative) Branch of the Australian Municipal, Administrative, Clerical and Services Union by:
 - a. Renumbering the first paragraph of Rule 32, sub-paragraph "a."
 - b. Renumbering the second paragraph of Rule 32, sub-paragraph "b."
 - c. By inserting the following paragraphs c – d:
 - c. The Branch Executive may, on the recommendation of the Branch Secretary, approve a budget for the Branch's expenditure.
 - d. Expenditure for the following purposes may be disbursed by the Branch Secretary:
 - i. the ordinary expenses of management;
 - ii. recurrent expenditure;
 - iii. budgeted expenditure; and
 - iv. amounts up to \$5,000.00 or other sum as the Branch Executive may determine,

provided that the Branch Secretary must report the expenditure, and seek the ratification of that expenditure, at the next meeting of the Branch Executive following the expenditure.

2. To authorise the Branch Secretary to submit to the National Secretary the proposed amendment to be considered by the National Executive.

The full rule in its entirety is attached.

Accordingly, I request that you put this rule change to the National Executive for their consideration as soon as possible.

Yours faithfully



Kathrine Nelson
Secretary

GROUND FLOOR
32 PEEL STREET
SOUTH BRISBANE
QLD 4101

PO BOX 3347
SOUTH BRISBANE
QLD 4101

W theservicesunion.com.au

P 07 3844 5300
F 07 3846 5046

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

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

TRADING AS
THE SERVICES UNION

SECRETARY:
Kathrine Nelson
ASSISTANT SECRETARY:
Jennifer Thomas

Rules of the Queensland (Services and Northern Administrative) Branch

32 - FUND DISBURSEMENT

- a. Funds may be disbursed from the Branch Fund upon resolution of the Branch Executive or when necessary upon the order of the Branch President and the Branch Secretary.
- b. All disbursements shall be certified as correct by the Branch Executive and where paid by cheque or electronic funds transfer will be signed by the Treasurer and the Secretary or by the President and the Secretary. Where the President is not immediately available the Deputy President may sign, where the Secretary is not immediately available the Branch Deputy Secretary (if any) or the Branch Assistant Secretary may sign.
- c. The Branch Executive may, on the recommendation of the Branch Secretary, approve a budget for the Branch's expenditure.
- d. Expenditure for the following purposes may be disbursed by the Branch Secretary:

- i. the ordinary expenses of management;

- ii. recurrent expenditure;

- iii. budgeted expenditure; and

- iv. amounts up to \$5,000.00 or other sum as the Branch Executive may determine,

provided that the Branch Secretary must report the expenditure, and seek the ratification of that expenditure, at the next meeting of the Branch Executive following the expenditure.