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Friday 18 November 2022

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 attached proposed alterations of the Division Three – Queensland (Services and Northern Administrative) Branch rules.

The Queensland (Services and Northern Administrative) Branch notified me in writing, in correspondence from the Branch Secretary dated 9 November 2022, that the Branch Executive had on 8 November 2022 consented to the proposed rule alterations and requested the National Executive approve them.

The proposed rule alterations are to restructure the offices of Vice President and include related transitional arrangements.

I have attached, as part of the application for the rule alterations my Declaration in relation to the matters set out in this notice.

I can confirm that the proposed rule alterations do not truncate a current Branch office.

It is requested that this application be considered in conjunction with Matter No. R2022/100 in relation to electoral rule alterations lodged by the ASU on 29 August 2022.

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.

**DECLARATION OF AUTHORISED OFFICER in accordance with Regulation 126 *Fair Work (Registered Organisations) Regulations 2009***

**ALTERATION OF OTHER RULES OF ORGANISATIONS in accordance with section 159 of the Fair Work (Registered Organisations) Act 2009)**

I, ROBERT POTTER, the National Secretary of the Australian Municipal, Administrative, Clerical and Services Union (**ASU**) declare:

- 1) I am authorised under the rules of the ASU to give this notice of particulars of alteration to the rules of the ASU and to make this declaration as required by Regulation 126 of the Fair Work (Registered Organisations) Regulations 2009 (Cth).
- 2) The alterations were made in accordance with the ASU Rules and the action taken under the ASU Rules is set out below.
- 3) Rules 8 cb. and j. and 49 a. and b. relevantly provide for rule alterations:

**8 - NATIONAL EXECUTIVE**

*cb. Each Branch National Executive Representative shall exercise equal proportions of the Branch votes in accordance with the number of National Conferences Delegates to which that Branch National Executive Representatives' Branch is entitled in accordance with Rule.*

*j. The National Secretary may, and shall when so requested in writing by National Executive representatives carrying at least one third of the votes of the branches on National Executive, submit a motion or question by letter or telegram or facsimile or electronic mail to each member of the National Executive. Upon a majority vote being received by letter or telegram or facsimile or electronic mail, (with members exercising votes in the manner provided in sub-rule c. hereof) the decision so obtained upon such motion or question shall have the same effect as a decision made by resolution of the National Executive passed at a duly constituted meeting;*

*Provided that, if within a period of twenty-one days from the dispatch of the letter or telegram or facsimile or electronic mail, the motion has not been determined in accordance with the foregoing provisions the motion shall be determined in accordance with the majority of opinions expressed (with members exercising votes in the manner provided in sub- rule c. hereof) and shall thereupon become a resolution of the National Executive as though it had been passed at a duly constituted meeting if the number of votes cast be not less than half of the eligible votes of the National Executive*

**49 - RULE ALTERATIONS**

*a. The Rules may be added to, changed, amended, varied, repealed and/or deleted by a resolution of the National Conference or a resolution of the*

*National Executive carried by a majority of votes cast in accordance with Rules 7 and 8 respectively.*

*b. Any proposed addition to, change, amendment, variation, repeal and/or deletion of the rules shall be submitted by a Branch Committee of Management or a member of the National Executive to the National Secretary or be proposed by the National Secretary for submission to National Conference or the National Executive in accordance with Rules 7 and 8 respectively, provided that Rules 6, 7, 8, 9, 10, 14, 16, 21, 46, 47 and 49 shall not be altered unless seventy percent of the votes entitled to be cast are cast in favour, and provided further a Branch Rule shall not be added to, changed, amended, varied, repealed and/or deleted, without the consent of the Committee of Management of the Branch or the Branch Council of the Branch where the Branch Rules so provide.*

- 4) On 14 November 2022 I proposed to the National Executive, as the National Secretary, an addition to, change, amendment, variation, repeal and/or deletion of the rules (**Proposed Rule Alteration**) under sub-rule 49 b..
- 5) The Proposed Rule Alterations were submitted to the National Executive, consistent with the provisions of rule 8 j., by E-mail.
- 6) The materials submitted by email were:
  - a) explanatory correspondence from me in relation to how a vote was to be cast in the ballot (**Explanatory Correspondence**);
  - b) a preamble to the resolution;
  - c) resolutions 1 and 2;
  - d) attachment 'A' to resolution 1.
- 7) I annexe as '**RP1**' the explanatory correspondence from me in relation to how a vote was to be cast in the ballot.
- 8) I annexe as '**RP2**' the preamble to the resolution and resolution 1 and 2.
- 9) I annexe, as '**RP3**', attachment 'A' to resolution 1 including the Branch request communication and the proposed alterations to the Branch rules as per Items 1 to 12.
- 10) Each member of the National Executive was forwarded, and received, a copy of the materials set out in clause 6.
- 11) The ballot opened on 14 November 2022.
- 12) By close of business on the 17 November 2022 each member of the National Executive had voted in the Ballot in the manner set out in the Explanatory Correspondence, and I had, as National Secretary, received their ballot by email.
- 13) Rule 8 cb. provides that a Branch National Executive Representative exercises a proportional vote in accordance with the number of National Conferences Delegates to which the Branch of the National Executive Representative is entitled. It is, however, unnecessary for the proportional value of the vote of each member of the National Executive to be calculated as each member of the National Executive voted and the vote was in favour of the Proposed Rule Alteration.

- 14) On the 17 November 2022, I declared the resolution carried. I annexe as '**RP4**' the declaration of the National Executive vote.
- 15) The majority required by rule 49 a., has been met.
- 16) Pursuant to Regulation 126(1)(b) the notice for this rule alteration has been published on the website of the ASU (**Notice**).
- 17) I annexe as '**RP5**' a screenshot of the Notice.

I declare that the particulars set out in this notice are true and correct to the best of my knowledge and belief.

**DATED:** 18 November 2022

Declared by me,

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

Robert Potter  
NATIONAL SECRETARY ASU

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



Monday 14 November 2022

TO: All National Executive members  
 As addressed

By E-mail

Dear National Executive Member

**Email Vote No. 07/2022**  
**Proposed Queensland (Services and Northern Administrative) Branch rule changes**

This is a National Executive Vote, along with an explanatory preamble, in relation to proposed alterations to the Queensland (Services and Northern Administrative) ('QSNA') Branch rules effecting the restructuring of the offices of Vice President and related transitional arrangements.

The QSNA Branch notified me in writing in an email dated 9 November 2022, that the Branch proposes rule alterations be considered for approval by the National Executive. The proposed rule alterations were considered and consented to by the Branch Executive on 8 November 2022 in accordance with Branch Rule 40.

In accordance with Rule 49 – RULE ALTERATIONS the proposed rule alterations are provided for approval by the National Executive via an email vote pursuant to ASU sub-rule 8 j.

Please find attached the voting paper in relation to the two resolutions for the proposed alterations to the ASU National Rules. The proposed alterations only affect the Queensland (Services and Northern Administrative) Branch, and I recommend that you vote to support them.

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

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

Yours faithfully

Robert Potter  
**NATIONAL SECRETARY**

encl.

## Preamble

The Queensland (Services and Northern Administrative) Branch Executive endorsed the proposed rule alterations on 8 November 2022 in accordance with Branch Rule 40 – Alteration of Rules.

The proposed rule alterations seek to restructure the offices of Vice President and include related transitional arrangements.

The proposed amendments to the Queensland (Services and Northern Administrative) Branch rules are set out in **Attachment 'A'**, which includes the Branch communication to the National Secretary dated 9 November 2022, referring to the Branch Executive decision to endorse rule alterations.

The correspondence confirms that the Branch has consented to the additions, changes, amendments, variations, repeal and/or deletions to the rules of the Branch included in Items 1 to 12 in Attachment A, and demonstrates consent of the Branch for the purposes of National Rule 49.

Consequently, as National Secretary, I propose to the National Executive the alterations to the National Rules of the ASU which are set out in Items 1 to 12 in **Attachment 'A'**, together with the other consequential amendments and authorities set out in resolutions 1 and 2.

Email Vote No. 07/2022  
Proposed Queensland (Services and Northern Administrative) Branch rule alterations

## Resolution 1

In accordance with Rule 49 – Rule Alterations, the National Executive having considered the Branch correspondence 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** resolves:

To amend the Queensland (Services and Northern Administrative) Branch rules in accordance with Items 1 to 12 in **Attachment A**.

## Resolution 2

In accordance with Rule 49 – Rule Alterations, if Resolution 1 is approved, the National Executive resolves:

- a. To direct the National Secretary to lodge with the Fair Work Commission the rules made in accordance with Resolution 1; and
- b. To authorise the National Secretary to administratively amend the proposed rule alterations as may be required to ensure that the proposed rule alterations are:
  1. lawful;
  2. consistent with the rules of the ASU that have not been amended;
  3. internally consistent; and
  4. typographically correct,

provided that any such amendment is not inconsistent with the intention of the Branch in making the proposed rule alterations.

Qld SNA Branch Rule Change

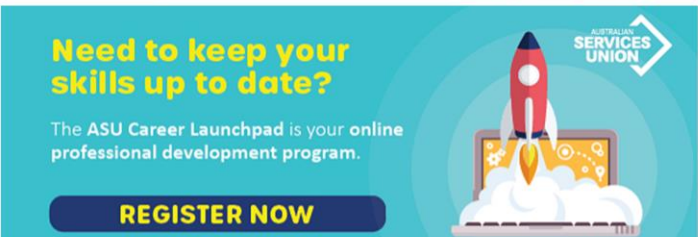
**NH** Neil Henderson  
To: Robert Potter  
Cc: John Nucifora; Dani Brooks

👍 Reply ↩️ Reply All → Forward 📧 ⋮  
Wed 9/11/2022 9:29 AM

 Resolution - Restructure of VP's .docx  
48 KB

Hi Rob,  
Herewith is a proposed rule change which the Branch requests that you now put to the National Executive for approval so that it can be filed with Fair Work.  
Thanks

**Neil Henderson** | Secretary  
The Services Union  
DDI: (07) 3010 4442 M: 0418 753 054  
P: (07) 3844 5300 F: (07) 3846 5046  
PO Box 3347, South Brisbane, QLD, 4101  
[www.theservicesunion.com.au](http://www.theservicesunion.com.au)



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AUSTRALIAN SERVICES UNION

The Services Union acknowledges the traditional custodians of this land and also pays respect to Elders past, present and emerging. We celebrate and support the LGBTQ+ and diverse communities.





## Resolution

The Branch Executive, being the committee of management of the Australian Municipal, Administrative, Clerical and Services Union, Queensland (Services and Northern Administrative) Branch, consents to the rules of the Branch being amended by the National Executive as follows:

1. Paragraph 3 a. vi. be deleted and the following inserted:

vi. 'Branch Executive Office' means severably the offices of:

- A. Branch President;
- B. Branch Executive President;
- C. Branch Vice-President (Women);
- D. Branch Vice-President (Youth);
- E. Branch Industry Division Vice-President;
- F. Branch Secretary;
- G. Branch Assistant Secretary (if any); and
- H. Branch Treasurer; and
- I. Branch Executive Member (Women) [see Rule 34d] (if any)

2. A new paragraph 3 a. viii. A. be inserted immediately following paragraph 3 a. viii. as follows:

viii. A. '**Branch Industry Division Vice-President**' means severably the Members holding the office of:

- A. Branch Industry Division Vice-President (Energy Branch Industry Division);
- B. Branch Industry Division Vice-President (Local Authorities and Brisbane City Council Branch Industry Division – Local Authorities/Water Sector);
- C. Branch Industry Division Vice-President (Local Authorities and Brisbane City Council Branch Industry Division – BCC Sector);
- D. Branch Industry Division Vice-President (Transport and Northern Administrative Branch Industry Division – Rail Sector);
- E. Branch Industry Division Vice-President (Transport and Northern Administrative Branch Industry Division – Ports, Private and North Queensland Clerical and Administrative Sector); and
- F. Branch Industry Division Vice-President (Social and Community Services Branch Industry Division);

3. Rule 6 be deleted and the following inserted:

### **6 - ATTACHMENT TO A BRANCH INDUSTRY DIVISION**

- a. A Branch member, other than a Branch Employee, will subject to this rule be attached to a Branch Industry Division under these Branch rules.
- b. A Branch employee will be attached to a Branch Industry Division by determination of the Branch Executive.
- c. A Member or a Branch employee may, at any one time, only be attached to one (1) Branch Industry Division.
- d. The Branch Executive may determine to:
  - i. add a new Branch Industry Division;
  - ii. dissolve a Branch Industry Division; and/or

- iii. attach members to a different Branch Industry Division.
- e. The Branch Secretary will promptly, following a determination under sub-rule d., give notice to affected Branch members of the determination.
- f. The notice required to be given under sub-rule e. may be given by publication of the notice on the Branch website.

4. Paragraph 7 a. v. be deleted and the following inserted:

- v. Branch Industry Division Vice-Presidents;

5. Rule 15 be deleted and the following inserted:

**15 - VOTING ON THE BRANCH EXECUTIVE**

a. A Branch Executive member is, if:

- i. holding an office set out in column A, entitled to exercise the number of votes set out in column B:

<b>A</b>	<b>B</b>
Branch President	one (1) vote
Branch Executive President	one (1) vote
Branch Vice-President (Women)	one (1) vote
Branch Vice-President (Youth)	one (1) vote
Branch Secretary	one (1) vote
Branch Assistant Secretary (if any)	one (1) vote
Branch Treasurer	one (1) vote
Branch Executive Members (Women)	one (1) vote

- ii. subject to sub-rule c., a Branch Industry Division Vice-President having attached to their respective Branch Industry Division the number of Financial Members set out in column C is entitled to exercise the number of votes set out in column D:

<b>C</b>	<b>D</b>
Less than 200	one (1) vote
200 to 399	two (2) votes
400 to 599	three (3) votes

600 to 999	four (4) votes
1000 to 1999	six (6) votes
2000 to 2999	eight (8) votes
3000 to 3999	ten (10) votes
4000 to 4999	12 votes
5000 to 5999	14 votes
6000 to 6999	16 votes
7000 to 7999	18 votes
8000 to 9999	21 votes
10,000 to 11,999	24 votes
12,000 to 13,999	28 votes

- b. For the purposes of sub rule a. the number of members for the purposes of column C will be determined by the lowest number of Financial Members attached to a respective Branch Industry Division on the last day of the months of October, November and December in the year preceding the Quadrennial Election.
- c. Where a Branch Industry Division has more than one (1) Vice-President the votes which those Vice-Presidents are entitled to exercise in accordance with sub-rule a. is the total that would otherwise be exercised by a single Branch Industry Division Vice-President divided equally between the Branch Industry Division's Vice-Presidents.
- d. The Deputy Branch President is only entitled to exercise the vote they would otherwise be entitled to exercise as a Branch Industry Division Vice-President.

6. Rules 18 be deleted and the following inserted:

**18 – BRANCH COUNCIL MEMBERSHIP**

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

A	B
Less than 200	one (1)

200 to 399	two (2)
400 to 599	three (3)
600 to 999	four (4)
1000 to 1999	six (6)
2000 to 2999	eight (8)
3000 to 3999	ten (10)
4000 to 4999	12
5000 to 5999	14
6000 to 6999	16
7000 to 7999	18
8000 to 9999	21
10,000 to 11,999	24
12,000 to 13,999	28

- b. The number of Branch Councillors will be determined by the lowest number of Financial Members in a respective Branch Industry Division on the last day of each of the months of October, November and December in the year preceding a Quadrennial Election.
- c. In addition to the Branch Councillors elected from the Branch Industry Divisions in accordance with sub-rule a., membership of the Branch Council will also include Branch Councillors (Women) elected under rule 34.

7. Rule 26 be deleted and the following inserted:

**26 – BRANCH VICE-PRESIDENTS**

- a. At the first meeting of the Branch Executive following the Quadrennial Election of the Branch Vice-Presidents, or when the Deputy Branch President position is vacant, one (1) of the Branch Vice-Presidents is to be elected as the Deputy Branch President by Branch Executive under the National Rules.
- b. The Deputy Branch President will deputise for the Branch President when the Branch President is absent.
- c. The Branch Industry Division Vice-President of a respective Branch Industry Division will, subject to sub-rule d., be the chair of that Branch Industry Division Committee.

- d. Where there is more than one (1) Branch Industry Division Vice-President representing a Branch Industry Division the first (1st) meeting of the Branch Industry Division Committee following the election of the committee will elect one (1) of the Branch Industry Division Vice-Presidents as chairperson of that Branch Industry Division.
- e. There is to be a Branch Vice-President (Women) elected every four (4) years by, and from, the Financial Members who are women.
- f. There is to be a Branch Vice-President (Youth) elected every four (4) years by, and from, the Financial Members who are less than 35 years of age on the last day of the month immediately preceding the date of calling of nominations for Quadrennial Elections.
- g. A Branch Vice-President will:
  - i. assist the Branch President with business at meetings of the Branch; and
  - ii. assist the Branch President and Branch Secretary in carrying out the business of the Branch.
- h. The office of Branch Vice-President is honorary.

8. Paragraph 29 c. iv. be deleted and the following inserted:

- iv. may inspect, examine, cause to be inspected and/or cause to be examined documents in, or in connection with, the conduct of the affairs of the Branch or of a Branch Industry Division;

9. Rule 33 be deleted and the following inserted:

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

- a. At the Quadrennial Elections the office or position set out in column A will be elected by, and from, the electorate set out in column B:

<b>A</b>	<b>B</b>
Branch President	Branch Financial Members
Branch Executive President/Second National Executive Representative	Branch Financial Members
Branch Deputy President	Branch Executive
Branch Industry Division Vice-President (Energy Branch Industry Division)	Financial Members attached to the Energy Branch Industry Division
Branch Industry Division Vice-President (Local Authorities and Brisbane City Council Branch Industry Division – Local Authorities/Water Sector)	Financial Members attached to the Local Authorities and Brisbane City Council Branch Industry Division other than employees of the Brisbane City Council
Branch Industry Division Vice-President (Local Authorities and Brisbane City Council Branch Industry Division – BCC Sector)	Financial Members attached to the Local Authorities and Brisbane City Council Branch Industry Division who are employees of the Brisbane City Council
Branch Industry Division Vice-President (Transport and Northern Administrative Branch Industry Division – Rail Sector)	Financial Members attached to the Transport and Northern Administrative Branch Industry Division employed in rail

Branch Industry Division Vice-President (Transport and Northern Administrative Branch Industry Division – Ports, Private and North Queensland Clerical and Administrative Sector)	Financial Members attached to the Transport and Northern Administrative Branch Industry Division employed in the: Ports and Private Sector; or North Queensland Clerical and Administrative Industry Sector
Branch Industry Division Vice-President (Social and Community Services Branch Industry Division)	Financial Members attached to the Social and Community Services Branch Industry Division
Branch Vice-President (Women)	Branch Financial Members who are women
Branch Vice-President (Youth)	Branch Financial Members who have not attained the age of 35
Branch Treasurer	Branch Financial Members
Branch Secretary/First National Executive Representative	Branch Financial Members
Assistant Branch Secretary (if any)	Branch Financial Members
Branch Executive Members	Branch Financial Members
Third National Executive Representative	Branch Financial Members
Alternative National Executive Representative	Branch Financial Members
National Conference Delegates	Branch Financial Members
Alternate National Conference Delegates	Branch Financial Members
Branch Council Delegates	Financial Members attached to a respective Industry Division

- b. In addition to the qualifications for candidates required in sub-rules a., c., d. and e. of National rule 39, a candidate for the office set out in column A must have the qualification set out opposite in column B:

<b>A</b>	<b>B</b>
Branch Vice-President (Women)	a Financial Member who is a woman
Branch Vice-President (Youth)	a Financial Member under the age of 35 years on the last day of the month preceding the opening of nominations for the Quadrennial Elections
Provisional Branch Executive members (Women)	a Financial Member who is a woman
Provisional Branch Councillors (Women)	a Financial Member who is a woman

- c. In addition to the qualifications for nominators required by the National Rules, a candidate for the following offices must also be nominated by two (2) members of the Branch Council, the:
- i. Third National Executive Representative;
  - ii. Branch President;
  - iii. Branch Industry Division Vice-President;
  - iv. Branch Vice-President (Women);
  - v. Branch Vice-President (Youth)
  - vi. Branch Secretary;
  - vii. Branch Executive President;
  - viii. Branch Assistant Secretary (if any);
  - ix. Branch Treasurer;
  - x. National Conference Delegate;
  - xi. Alternate National Conference Delegate;
  - xii. Provisional Branch Executive Member (Women); and
  - xiii. Provisional Branch Councillors (Women).
- d. Branch employees may only nominate for one (1) of the following offices, the:
- i. Branch Executive President;
  - ii. Branch Secretary; and
  - iii. Branch Assistant Secretary (if any).
- e. Despite sub-rule a. if there are, 90 days prior to the opening of nominations for the Quadrennial Elections of the Branch, more than 4000 Financial Members attached to the Local Authorities and Brisbane City Council Industry Division, other than employees of the Brisbane City Council, then the Local Authorities and Brisbane City Council Industry Division will be entitled to elect an additional Branch Industry Division Vice-President by, and from, the Financial Members attached to the Local Authorities and Brisbane City Council Industry Division other than the employees of the Brisbane City Council.
- f. If a member attached to the Local Authorities and Brisbane City Council Industry Division, who is not employed by the Brisbane City Council, is elected as the:
- i. Branch President;
  - ii. Branch Vice-President (Women);
  - iii. Branch Vice-President (Youth); or
  - iv. Branch Treasurer,

then whilst that member holds that office the additional Branch Industry Division Vice-President (Local Authorities and Brisbane City Council Industry Division – Local Authorities/Water Sector) to be elected under sub-rule e. will not be elected.

**10.** Rule 35 be deleted and the following inserted:

**35 – BRANCH INDUSTRY DIVISION COMMITTEE**

- a. There will be in each Branch Industry Division a Branch Industry Division Committee comprised of:
- i. workplace representatives; and
  - ii. a respective Branch Industry Division Vice-President.

- b. Subject to sub-rule 26 e., the Branch Industry Division Vice-President will chair the Branch Industry Division.
- c. The Branch Industry Division Committee will provide advice to the Branch Executive on industrial affairs, organising and campaigning within the Branch Industry Division.
- d. A Branch Industry Division Committee may, subject to the consent of Branch Executive, adopt rules for the conduct of its meetings.

11. Rule 36 be deleted and following inserted:

**36 – BRANCH INDUSTRY DIVISION GENERAL MEETINGS**

- a. A Branch Industry Division Committee may determine to hold a general meeting of the Financial Members attached to the Branch Industry Division and will promptly on making that determination advise the Branch Secretary.
- b. The Branch Secretary will give the Financial Members attached to the respective Branch Industry Division, by the means practicable, 21 days' notice of a general meeting determined to be held under sub-rule a.
- c. A Financial Member attached to a Branch Industry Division will be entitled to submit a notice of motion to be considered at the general meeting determined to be held under sub-rule a., provided that the motion is submitted to the Branch Secretary or the chair of the Branch Industry Division Committee no later than 14 days prior to the general meeting.
- d. On the submission to the Branch Secretary of a written request of not less than ten (10) percent of the Financial Members attached to a Branch Industry Division, which request must clearly state the business proposed to be considered, the Branch Secretary will call a special general meeting of the Branch Industry Division to take place within one (1) month of the date of the receipt of the request.
- e. The Branch Executive may determine that a special general meeting of a Branch Industry Division be held for a purpose determined by the Branch Executive.
- f. In determining whether a special general meeting of a Branch Industry Division should be held the Branch Executive will take into account a recommendation (if any) of the respective Branch Industry Division Committee.
- g. When the Branch Executive has determined that a special general meeting of a Branch Industry Division is to be held, that meeting is to take place within one (1) month of that determination.
- h. A Financial Member attached to a Branch Industry Division will be given seven (7) days' notice of the special general meeting and the notice must set out the business to be dealt with at the special general meeting.
- i. Only the business stated in the request for the meeting is to be considered at the special general meeting.
- j. A Financial Member attached to the respective Branch Industry Division who is unable to attend a general meeting may appoint another Financial Member, attached to that Branch Industry Division, as a proxy.
- k. A proxy under sub-rule j. must be in writing and handed to the Branch Secretary or the chair of the Branch Industry Division Committee prior to the commencement of the general meeting.



- i. A Financial Member appointed as a proxy under sub-rule j. may at the meeting exercise a vote as proxy as well as their own vote, provided that a member cannot be appointed by more than one (1) member as a proxy at a meeting.

12. Rule 44 be deleted and the following inserted:

**44 - TRANSITIONAL RULE**

- a. For the purposes of this rule the words in column A have the meaning set out opposite in column B:

<b>A</b>	<b>B</b>
<b>2023 Quadrennial Election</b>	the quadrennial elections of the Branch following the Commencement Day
<b>Branch</b>	Australian Municipal, Administrative, Clerical and Services Union, Queensland (Services and Northern Administrative) Branch
<b>Branch Industry Vice-President</b>	a Branch Industry Vice-President under the Commencement Day Rules
<b>Commencement Day</b>	the day on which this rule is certified by the Fair Work Commission
<b>Commencement Day Rules</b>	the rules of the Branch that apply on, and from, the Commencement Day
<b>Pre commencement Day Officer</b>	those persons elected, or appointed, as officers of the Branch under the Pre-commencement Day Rules to the offices set out in sub-rule e. column F
<b>Pre-commencement Day Rules</b>	the rules of the Branch that applied on the day immediately preceding the Commencement Day
<b>Replacement Officer</b>	the officer provided under sub-rule e.

- b. The purpose of this rule is to:
  - i. provide for the transition in office of Members elected to an office of Branch Industry Division Vice-President following changes in electorates under the Pre-commencement Day Rules by the Commencement Day Rules; and
  - ii. other matters of a transitional nature.
- c. Commencing at the 2023 Quadrennial Election a Branch Industry Vice-President set out in column C will be elected by, and from, the Financial Members attached to the Industry Division, or a sector of the respective Branch Industry Division, set out opposite in column D:

<b>C</b>	<b>D</b>
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Branch Industry Division Vice-President (Energy Branch Industry Division)	Financial Members attached to the Energy Branch Industry Division
Branch Industry Division Vice-President (Local Authorities and Brisbane City Council Branch Industry Division – Local Authorities/Water Sector)	Financial Members attached to the Local Authorities and Brisbane City Council Branch Industry Division other than employees of the Brisbane City Council
Branch Industry Division Vice-President (Local Authorities and Brisbane City Council Branch Industry Division – BCC Sector)	Financial Members attached to the Local Authorities and Brisbane City Council Branch Industry Division who are employees of the Brisbane City Council
Branch Industry Division Vice-President (Transport and Northern Administrative Branch Industry Division - Rail)	Financial Members attached to the Transport and Northern Administrative Branch Industry Division employed in rail
Branch Industry Division Vice-President (Transport and Northern Administrative Branch Industry Division – Ports, Private and North Queensland Clerical and Administrative)	Financial Members attached to the Transport and Northern Administrative Branch Industry Division employed in the: Ports and Private Sector; or North Queensland Clerical and Administrative Industry Sector
Branch Industry Division Vice-President (Social and Community Services Branch Industry Division)	Financial Members attached to the Social and Community Services Branch Industry Division

- d. A Pre-commencement Day Officer who held office, on the day immediately preceding the Commencement Day, will continue to hold that office:
- i. under the Pre-commencement Day Rules; and
  - ii. until their Replacement Officer is declared elected at the 2023 Quadrennial Election under the Commencement Day Rules.
- e. The Member holding the office in column E is the Replacement Officer for the office under the Pre-commencement Day Rules in column F:

E	F
Branch Industry Division Vice-President (Energy Branch Industry Division)	Branch Industry Division Vice-President (Energy Industry Division)

Branch Industry Division Vice-President (Local Authorities and Brisbane City Council Branch Industry Division – Local Authorities/Water Sector)	Branch Vice-President (Local Authorities and Brisbane City Council Industry Division – Local Authorities)
Branch Industry Division Vice-President (Local Authorities and Brisbane City Council Branch Industry Division – BCC Sector)	Branch Industry Division Vice-President (Local Authorities and Brisbane City Council Industry Division - BCC)
Branch Industry Division Vice-President (Transport and Northern Administrative Branch Industry Division – Rail Sector)	Branch Industry Division Vice-President (Transport and Northern Administrative Industry Division - Rail)
Branch Industry Division Vice-President (Transport and Northern Administrative Branch Industry Division – Ports, Private and North Queensland Clerical and Administrative Sector)	Branch Vice-President (Transport and Northern Administrative – Ports and Private)
Branch Industry Division Vice-President (Transport and Northern Administrative Branch Industry Division – Ports, Private and North Queensland Clerical and Administrative Sector)	Branch Vice-President (Transport and Northern Administrative - North Queensland Clerical and Administrative)
Branch Industry Division Vice-President (Social and Community Services Branch Industry Division)	Branch Industry Division Vice-President (Social and Community Sector Industry Division)

- f. Sub-rules 33 e. and f. of the Commencement Day Rules will commence at the 2023 Quadrennial Election.
- g. Despite the Commencement Day Rules, a Pre-commencement Day Officer will, whilst holding that office, exercise their powers and discharge their obligations under the Pre-commencement Day Rules.

13. The Branch Secretary is to promptly request that:

- (a) the National Executive consider the proposed amendment to the Branch rules in items 1 to 12 inclusive (**Proposed Amendments**); and
- (b) if the National Executive approves the Proposed Amendments, that the National Secretary apply to the Fair Work Commission for the certification of the Proposed Amendments.

14. The Branch Secretary is directed to make or consent to such alterations to the Proposed Amendments as may be required to ensure that the Proposed Amendments are lawful, typographically correct and internally consistent, provided that the Branch Secretary must not make an alteration to the Proposed Amendments that alters the substance or intention of the Proposed Amendments.

MOVED: Neil Henderson  
 SECONDED: Lucas Garretty

CARRIED

File/Our Ref: UG NE Vote RP:db  
 Your Ref:  
 Please quote in reply



**By your side**

Thursday 17 November 2022

TO: All National Executive members  
 By email

Dear National Executive Member

**Re: Result - Email Vote No. 07/2022 - Proposed Queensland (Services and Northern Administrative) Branch rule changes**

The result of the email ballot submitted to members of National Executive via email on 14 November 2022, regarding the above is as follows:

A total of 130.5 affirmative votes were received from:

Robert Potter	Jennifer Thomas
Emeline Gaske	Kate Cotter
Alex Scott	Abbie Spencer
Sharon Abbott	Jeff Lapidos
Dee Spink	Ancel Greenwood
Angus McFarland	Lisa Darmanin
Judith Wright	Billy King
Tom Patton	Barry Gough
Graeme Kelly	Imogen Sturni
Glen McAtear	Cassie Farley
Sharon Sewell	Paul O'Neill
Neil Henderson	Wayne Wood

No negative votes were received. I advise that National Executive E-mail Vote No. 07/2022 is carried.

Yours faithfully

Robert Potter  
 NATIONAL SECRETARY



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SHARE

### ASU Rules

There are separate rules covering all entities of the "ASU". These rules can be found at the links below "Federally registered union rules" and "State registered union rules".

All employee organisations (unions) registered under the *Fair Work (Registered Organisations) Act 2009* are governed by rules which set out the way they are run and are responsible to their members.

To ensure good governance within unions, we must lodge documents as required by the *Fair Work (Registered Organisations) Act 2009* and the *Fair Work (Registered Organisations) Regulations 2009*. [Those documents can be found here.](#)

If you have any queries about Rules matters, please [email us](#).

#### Notice of alteration to ASU rules

- On 29 August 2022 the Australian Services Union (ASU) lodged a notice of alteration to the ASU Rules (Notice) with the Fair Work Commission. You can download a copy of the Notice and attachments [here](#).
- On 15 September 2022 the Australian Services Union (ASU) lodged a notice of alteration to the ASU Rules (Notice) with the Fair Work Commission in relation to the Queensland (Services & Northern Administrative) Branch. You can download a copy of the Notice and attachments [here](#).
- On 11 November 2022 the Australian Services Union (ASU) lodged a notice of alteration to the ASU Rules (Notice) with the Fair Work Commission in relation to the South Australian and Northern Territory Branch. You can download a copy of the Notice and attachments [here](#).
- On 18 November 2022 the Australian Services Union (ASU) lodged a notice of alteration to the ASU Rules (Notice) with the Fair Work Commission in relation to the Queensland (Services and Northern Administrative) Branch. You can download a copy of the Notice and attachments [here](#).

#### Federally registered rules

- [Australian Municipal, Administrative, Clerical and Services Union](#) (trading as Australian Services Union)