

File/Our Ref: UG Votes JN/db
Your Ref:



Thursday 30 March 2023

General Manager
Fair Work Commission
GPO Box 1944
MELBOURNE VIC 3001

By E-mail: regorgs@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 and ASU National rules.

The Queensland (Services and Northern Administrative) ('QSNA') Branch notified me in writing, in correspondence from the Branch Secretary dated 22 March 2023, that the Branch Executive had on 21 March 2023 consented to an ASU Rule 10 Agreement ('Agreement') with the Queensland Together ('QT') Branch along with consequential rule alterations and other rule alterations. Both Queensland Branches have consented to the Agreement, and all proposed Branch and National rules alterations subject to National Executive approval which was subsequently determined.

The proposed rule alterations are as follows:

- alterations to the Division 3 Queensland Services and Northern Administrative Branch rules to give effect to the Rule 10 Agreement and abolishing the office of 'Vice President (Youth)' and repurposing the office of 'Vice President (Women)' to 'Vice President Diversity' and establishing the positions of Branch Councillor for each of the equity groups, Women, Youth, Aboriginal and Torres Strait Islander peoples, LGBTQIA+ and Disabled as consented to, and requested, by the Branch Committee of Management;
- alterations to ASU Sub-rule 9 h. in relation to consequential amendments to the number of delegates to the National Airline Industry Division Council; and
- alterations to the ASU Sub-rule 79 a. in relation to a correction in the Queensland Together Branch election table.
- alterations to ASU Sub-rule 80 a. Queensland (Services and Northern Administrative) Branch in relation to consequential amendments to the Vice President offices and Branch Councillor Positions

Further written submissions in relation to the positive discrimination in the Queensland (Services and Northern Administrative) Branch rule alterations above will be forwarded as soon as possible.

It is requested that this application be considered as a matter of priority because of the effects on the conduct of ASU Branch Quadrennial elections due in May 2023.

If you have any queries, please, in the first instance, contact John Nucifora, who has carriage of the matter on behalf of the ASU, email jnucifora@asu.asn.au mobile 0419 595 417.

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 alterations 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) ASU rule 10 a. ii. provides, subject to the approval of the National Executive, that an ASU Branch may enter into a written agreement with another Branch in relation to the attachment and representation of members by the respective Branches.
- 3) On the 30 March 2023 the National Executive approved a written agreement providing for the attachment and representation of members of the Queensland Together Branch (**QT**) and the Queensland (Services and Northern Administration) Branch (**QSNA**) (**r10 Agreement**).
- 4) As a consequence of the approval of the r10 Agreement it was necessary to amend respectively the rules of the QSNA Branch and the ASU rules.
- 5) The QSNA, in addition to the alterations arising from the r10 Agreement, requested the National Executive to change the QSNA representative structure.
- 6) Further, it was necessary for the National Executive to correct a typographical error that had occurred in the preparation of ASU rule 79 prior to the recent certification of that rule – see **R2022/100**.
- 7) ASU 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.*

- 8) On 28 March 2023 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 Alterations**) under ASU sub-rule 49 b..
- 9) The Proposed Rule Alterations were submitted to the National Executive, consistent with the provisions of ASU sub-rule 8 j., by email.
- 10) The materials relevantly submitted by email were, inter alia:
 - a) explanatory correspondence from me in relation to how a vote was to be cast in the ballot relating to the four (4) resolutions dealing with the Proposed Rule Alterations;
 - b) a preamble to the four (4) resolutions dealing with the Proposed Rule Alterations;
 - c) the four (4) resolutions dealing with the Proposed Rule Alterations;
 - d) attachments 'D', 'E1', 'E2', 'F', 'G1,' and 'G2' to the four (4) resolutions dealing with the Proposed Rule Alterations; and
 - e) a voting paper in relation to the ballot for determining in favour, or against, each of the proposed rule alterations (**Ballot**).
- 11) Included with the materials was a resolution, and other associated materials, seeking the approval of the r10 Agreement, which resolution was dealt with as the first item of business.
- 12) I annexe as '**RP1**' the explanatory correspondence from me in relation to how a vote could be cast in the ballot.
- 13) I annexe as '**RP2**' the preamble/resolutions '2', '3', '4' and '5'.

- 14) I annexe, as '**RP3**' attachment 'D', 'E1' & 'E2' to resolution 2, correspondence from the QSNA Branch consenting to the alterations to the QSNA Branch rules.
- 15) I annexe, as '**RP4**' attachment 'F' to resolution 4, tracked changes to ASU sub-rule 79 a.
- 16) I annexe, as '**RP5**' attachments 'G1' & 'G2' to resolution 5, correspondence from the QSNA Branch consenting to the alterations to ASU sub-rule 80 a.
- (17) Each member of the National Executive was forwarded, and received, a copy of the materials set out above.
- (18) The Ballot opened on 28 March 2023.
- (19) By close of business on the 30 March 2023 members of the National Executive had voted in the Ballot.
- (20) ASU National 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 was, 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 in the quorate ballot and the vote for each resolution (inclusive of the approval of the r10 Agreement) was unanimous.
- (21) On the 30 March 2023 I declared the resolutions unanimously carried.
- (22) I annexe as '**RP6**' the declaration of the Ballot.
- (23) The majority required by ASU rule 49 a., was respectively met.
- (24) Pursuant to Regulation 126(1)(b) the notice for these rule alterations has been published on the website of the ASU (**Notice**).
- (25) I annexe as '**RP7**' a screenshot of the Notice.

I declare:

- that the alterations were made in accordance with the rules of the ASU;
- the action taken under the rules of the ASU to make the alterations is set out in this notice;
and
- that the particulars set out in this notice are true and correct to the best of my knowledge and belief.

DATED: 30 March 2023



Robert Potter
National Secretary
Australian Services Union

File/Our Ref: UG Votes JN:db



By your side

Tuesday 28 March 2023

TO: All National Executive members
As addressed

By E-mail

Dear National Executive Member

Email Vote No. 02/2023 - Proposed ASU Rule 10 Agreement between the QSNA and QT Branches, QSNA Branch Rule and ASU Rule alterations

This is a National Executive Vote along with explanatory notes in relation to the following:

- ASU Rule 10 Agreement between the Queensland Services and Northern Administrative ('QSNA') Branch and Queensland Together ('QT') Branch;
- alterations to the Division 3 Queensland Services and Northern Administrative Branch rules to give effect to the Rule 10 Agreement and abolishing the office of 'Vice President (Youth)' and repurposing the office of 'Vice President (Women)' to 'Vice President Diversity' and establishing the positions of Branch Councillor for each of the equity groups, Women, Youth, Aboriginal and Torres Strait Islander peoples, LGBTQIA+ and Disabled as consented to, and requested, by the Branch Committee of Management;
- alterations to ASU Sub-rule 9 h. in relation to consequential amendments to the number of delegates to the National Airline Industry Division Council; and
- alterations to the ASU Sub-rule 79 a. in relation to a correction in the Queensland Together Branch election table.
- alterations to ASU Sub-rule 80 a. Queensland (Services and Northern Administrative) Branch in relation to consequential amendments to the Vice President offices and Branch Councillor Positions.

I have attached:

- a preamble to the resolutions I propose;
- the five (5) resolutions proposing approval of the Rule 10 Agreement, amendments to the QSNA rules, and ASU Sub-rules 9 h., 79 a. & 80 a. respectively;
- an administrative resolution supporting the rule changes and the need, if there is any, for consequential typographical and other administrative change; and
- a National Executive Voting paper.

In accordance with ASU Rule 10 – BRANCHES and ASU Rule 49 – RULE ALTERATIONS the proposed QSNA and QT Branch Agreement and QSNA Branch and ASU Sub-rules 9 h., 79 a & 80 a. alterations are provided for approval by the National Executive via an email vote pursuant to ASU Sub-rule 8 j.

To assist in the process of voting I have provided you with 2 alternatives on the voting paper. The first alternative is that you print, complete, sign and scan the voting paper back to me and the second alternative is that you email me from your work email address setting out how you cast your vote in relation to each of the five (5) resolutions.

I commend the resolutions to you as facilitating the ASU Rule 10 agreement between the QSNA and QT Branches, consequential and additional alterations to the QSNA Branch rules & ASU Sub-rules 9 h., 79 a. & 80 a. and I request your prompt return of the voting paper in the context of the conduct of the ASU Quadrennial Elections.

If you have any queries in relation to completion of the voting paper, please, in the first instance contact John Nucifora at this office.

Yours faithfully



Robert Potter
National Secretary

Encl.

Email Vote No. 02/2023
Proposed Rule 10 Agreement between the QSNA and QT Branches, QSNA Branch Rule and ASU
Rule alterations

Preamble

As National Secretary, I propose to the National Executive approval of a QSNA and QT Branch Rule 10 Agreement, amendment resolutions to the QSNA Branch and National Rules which are set out in **Resolutions 1, 2, 3, 4 and 5** together with the other consequential amendments and authorities set out in **Resolutions 2, 3, 4 and 5**.

The proposed resolutions, subject to this National Executive vote, apply to National and Branch rules summarised as follows:

- **Resolution 1** – Approval of an ASU Rule 10 Agreement between the **Queensland (Services and Northern Administrative) Branch** and the **Queensland Together Branch** as agreed between both Branches as follows:

That coverage of the Queensland (Services and Northern Administrative) (QSNA) Branch of

- (a) employees employed in the clerical and administrative industry in North Queensland, originally covered by the North Queensland Clerical and Administrative Branch excluding employees employed in the:
- i. domestic and international airline industry
 - ii. the airline service industry
 - iii. existing members of the QSNA Branch employed by registered organisations as clerical employees.

AND

- (b) employees employed by Aboriginal Community Health Centres provided that the coverage of employees of organisations which provide a health service to First Nations peoples, but which are not described as Aboriginal Community Health Centres will be decided on a case by case basis further provided that employees employed in or in connection with the National Disability Insurance Scheme shall continue to be covered by the QSNA Branch and not be transferred to the Queensland Together Branch.
- (c) As a consequence of the transfer of coverage set out in clause 1(a) and (b), that members listed in Attachment A be transferred from the QSNA Branch to the Together Queensland Branch as at 31 March 2023.

- (a) That coverage of the Queensland Together Branch of employees employed in
- i. the domestic and international airline industry and,
 - ii. the airline service industry

be transferred to the QSNA Branch.

- (b) As a consequence of the transfer of coverage set out in clause 2(a), that the members listed in Attachment B be transferred from the Together, Queensland branch to the QSNA Branch as at 31 March 2023.

That members will be deemed to be financial upon transferring branches. Any subscriptions owing prior to 30 June 2023 will remain and will continue to be collected by the Branch which was collecting the subscriptions as at 1 March 2023.

The QNSA Branch waives any additional subscriptions due from 1 April to 30 June beyond the amounts which otherwise would have been due if the members had remained attached to the Together Queensland Branch.

That from 1 April all members employed in industries/employers/categories Clause 1 in Queensland will be attached to the Queensland Together Branch.

That from 1 April 2023 all members in employed in industries/employers/categories in Clause 2 in Queensland will be attached to the QSNA Branch.

The financial status and eligibility of members to nominate and participate in the ASU 2023 elections will not be affected by this decision other than the position for which they can nominate will be based on the Branch the member is attached to as at 1 April 2023 and the continuity of financial membership of a member will not change as a result of the transfer between Branches.

- **Resolution 2 – Queensland (Services and Northern Administrative) Branch** – Branch rule alterations to give effect to the ASU Rule 10 Agreement between the Queensland (Services and Northern Administrative) Branch and the Queensland Together Branch, abolishing the office of ‘Vice President (Youth)’ and repurposing the office of ‘Vice President (Women)’ to ‘Vice President Diversity’ and establishing the positions of Branch Councillor for each of the equity groups, Women, Youth, Aboriginal and Torres Strait Islander peoples, LGBTQIA+ and Disabled and amend pre-existing drafting errors.
- **Resolution 3 – ASU Sub-rule 9 h. – National Airlines Industry Division** - Consequential rule change to reflect the new number of Delegates (6) from the Queensland (Services & Northern Administrative) Branch and the removal of the Queensland Together Branch.
- **Resolution 4 – ASU Sub-rule 79 a. - Queensland Together Branch** – Inclusion of the office of Queensland Together Employee Branch Conference Delegate previously omitted in error in ASU Rule 79 so as it is consistent with Branch Rule 31.
- **Resolution 5 – ASU Sub-rule 80 a. - Queensland (Services and Northern Administrative) Branch** –Consequential national rule alteration to reflect the proposed alterations to the Branch Vice President Offices and Branch Council Positions.

The two Queensland Branches have considered, and have respectively consented as required by the rules, to the proposed changes as they relate to their Branches; see **Attachments ‘B, C, D. & G1’**.

Email Vote No. 02/2023
Proposed ASU Rule 10 Agreement between the QSNA and QT Branches and QSNA Branch Rules and ASU Rule alterations

Determinations

In accordance with ASU rule 10 - Branches and ASU rule 49 – Rule Alterations, the National Executive noting the following attachments:

Attachment A - QSNA & QT Branch r10 Agreement.

Attachment B - QT Branch Secretary email to National Secretary re Branch Consent to r10 Agreement dated 23 March 2023.

Attachment C - QSNA Branch Secretary letter to the National Secretary re Committee of Management approval for the r10 Agreement with QT Branch and consequential Branch Rule amendments dated 22 March 2023.

Attachment D - QSNA Branch Secretary letter to the National Secretary re Amendment to the QSNA Branch Rules dated 23 March 2023.

Attachment E 1 - QSNA Branch Rules – Tracked Alterations

Attachment E 2 - QSNA Branch Rules - Clean Copy.

Attachment F – ASU Sub-rule 79 a. Tracked Changes.

Attachment G 1 – QSNA Branch Secretary email to National Secretary re Branch Consent to amend ASU Sub-rule 80 a. dated 28 March 2023.

Attachment G 2 – ASU Sub-rule 80 a. Tracked Changes.

determines:

Resolution 1 – ASU Rule 10 Agreement between the Queensland (Services and Northern Administrative) Branch and the Queensland Together Branch

The National Executive, noting the written terms of the proposed rule 10 membership representation agreement entered into between the Queensland (Services and Northern Administrative) Branch and the Queensland Together Branch (**Attachment A - r10 Agreement**) and that the respective Branch Executives have approved the r10 Agreement (**Attachments B & C**) approves the proposed Rule 10 Agreement and determines that it operates from 23 March 20023.

Resolution 2 – Queensland (Services and Northern Administrative) Branch Rule Alterations

In accordance with ASU Rule 49 – Rule Alterations, the National Executive having considered the Branch correspondence to the National Secretary advising that the Branch has consented to the additions, changes, amendments, variations, repeal and/or deletions to the rules of the Branch (**Attachments C and D**) resolves:

- 1) To amend the Queensland (Services and Northern Administrative) Branch rules in accordance with the tracked changes to the current Branch Rules in **Attachments E 1** and clean copy with amendments in **Attachment E 2**.
- 2) To authorise the National Secretary to administratively amend the proposed rule amendments in clause 1 as may be required to ensure that they are:
 - a) lawful;
 - b) consistent with the rules of the ASU that have not been amended;
 - c) internally consistent; and
 - d) typographically correct,

provided that any such amendment is consistent with the intention of the National Executive in making the Proposed Rule Amendments.

Resolution 3 – ASU Sub-rule 9 h.

In accordance with ASU Rule 49 – Rule Alterations, the National Executive having noted the earlier consent of the Branch and considered the report of the National Secretary proposing the additions, changes, amendments, variations, repeal and/or deletions to the ASU Sub-rule 9 h. resolves:

To delete ASU Sub-rule 9 h. and insert as follows:

The National Airlines Industry Division Council shall consist of thirty-two (32) delegates nominated by the Branches as follows:

Branch:	No. of delegates:
Queensland (Services and Northern Administrative)	6
New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities	5
Victorian and Tasmanian Authorities and Services	1
Western Australian	2
New South Wales and ACT (Services)	8
Victorian Private Sector	8
South Australian and Northern Territory	2

- 2) To authorise the National Secretary to administratively amend the proposed rule amendments in clause 1 as may be required to ensure that they are:
 - a) lawful;
 - b) consistent with the rules of the ASU that have not been amended;
 - c) internally consistent; and
 - d) typographically correct,

provided that any such amendment is consistent with the intention of the National Executive in making the Proposed Rule Amendments.

Resolution 4 – ASU Sub-rule 79 a. re Queensland Together Branch Election

In accordance with ASU Rule 49 – Rule Alterations, the National Executive having noted the earlier consent of the Branch and considered the report of the National Secretary proposing the additions, changes, amendments, variations, repeal and/or deletions to the rules of the Branch in **Attachment F** resolves:

- 1) To amend the ASU Sub-rule 79 a. in accordance with the tracked changes to the current ASU Rule 79 in **Attachment F**.
- 2) To authorise the National Secretary to administratively amend the proposed rule amendments in clause 1 as may be required to ensure that they are:
 - a) lawful;
 - b) consistent with the rules of the ASU that have not been amended;
 - c) internally consistent; and
 - d) typographically correct,

provided that any such amendment is consistent with the intention of the National Executive in making the Proposed Rule Amendments.

Resolution 5 – ASU Sub-Rule 80 a.

In accordance with ASU Rule 49 – Rule Alterations, the National Executive noting the consent of the Branch in **Attachment G 1** and the National Secretary proposing the additions, changes, amendments, variations, repeal and/or deletions to the ASU Sub-rule 80 a. resolves:

- 1) To amend the ASU Sub-rule 80 a. in accordance with the tracked changes to the current ASU Sub-rule 80 a. in **Attachment G 2**.
- 2) To authorise the National Secretary to administratively amend the proposed rule amendments in clause 1 as may be required to ensure that they are:
 - a) lawful;
 - b) consistent with the rules of the ASU that have not been amended;
 - c) internally consistent; and
 - d) typographically correct,

provided that any such amendment is consistent with the intention of the National Executive in making the Proposed Rule Amendments.

23 March 2023

Robert Potter
National Secretary
Australian Services Union
Ground Floor, 116 Queensberry St.,
CARLTON SOUTH VIC 3053



By email: rpotter@asu.asn.au

Dear Rob,

Re: Amendment to the Queensland Services and Northern Administrative Branch rules Division 3

Please be advised that the Queensland Services and Northern Administrative Branch consents to the amendment of the rules in Division 3 by the National Executive in line with the attached amendments. Also provided herewith is a track change copy of the proposed rules.

Can you please organise a ballot of the National Executive to give effect to this.

The proposed alteration to the rules abolishes the position of Vice President Youth and repurposes the position of Vice President Women to Vice President Diversity. The amendment also establishes the positions of Branch Councillor for each of the equity groups, Women, Youth, Aboriginal and Torres Strait Islander Peoples, LGBTQIA+ and Disabled persons.

Yours sincerely

Neil Henderson
Branch Secretary

DIVISION THREE

QUEENSLAND (SERVICES AND NORTHERN ADMINISTRATIVE) BRANCH

1 – NAME

- a. The name of the Branch, is the Australian Municipal, Administrative, Clerical and Services Union, Queensland (Services and Northern Administrative) Branch.

2 – PRINCIPAL OFFICE

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

3 – DEFINITIONS

- a. In these Branch rules, unless the context provides a contrary intention:
- i. **‘Act’** means the Fair Work (Registered Organisations) Act 2009 (Cth);
 - ii. **‘annual subscription’** means the annual subscription fee determined in accordance with the National rules;
 - iii. **‘ASU’** means the Australian Municipal, Administrative, Clerical and Services Union;
 - iv. **‘Auditor’** means a person registered under a law of a State or Territory of the Commonwealth providing for the registration of public accountants, or is licensed or registered as an auditor under the law of a State or Territory relating to Companies and appointed by the Branch Executive;
 - v. **‘Branch employee’** means an employee of the ASU employed at the request of, and in relation to, the Branch;
 - vi. **‘Branch Executive Office’** means severably the offices of:
 - A. Branch President;
 - B. Branch Executive President;
 - C. **Branch Vice-President (Women) (Verit);**
 - D. ~~Branch Vice-President (Youth);~~
 - E. ~~Branch Industry Division Vice-President;~~
 - F. Branch Secretary;
 - G. Branch Assistant Secretary (if any);
 - H. Branch Treasurer; and
 - I. Provisional Branch Executive Member (Women) [see Rule 34d] (if any)
 - vii. **‘Branch Fund’** means the Branch Fund of the Branch;
 - viii. **‘Branch Industry Division’** means ~~severably~~ ~~severably~~ the:
 - A. **‘Energy ~~Industry~~ ~~Branch Industry~~ ~~Branch Industry~~ Division’** having attached to it members employed by energy authorities and/or corporations engaged in the energy industry;
 - B. **‘Local Authorities and Brisbane City Council ~~Branch~~ ~~Branch~~ Industry Division’** having attached to it members employed by the Brisbane City Council, local authorities and water entities;

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- C. **'Transport and ~~Northern Administrative~~Airline Branch Industry Division'** having attached to it members that have not been attached to the Energy Industry Division, the Local Authorities and Brisbane City Council Industry Division or the SACS Industry Division; and
- D. **'Social and Community Services ~~Branch~~ Industry Division'** having attached to it members employed in community and social work.
- 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~~Airline Branch Industry Division – Rail Sector);
 - E. Branch Industry Division Vice-President (Transport and ~~Northern Administrative~~Airline Branch Industry Division – Ports, ~~Private~~ and ~~North Queensland Clerical and Administrative~~Airline Sector); and
 - F. Branch Industry Division Vice-President (Social and Community Services Branch Industry Division);
- ix. **'Branch Journal'** means a publication produced or utilised by the Branch which is provided free of charge to financial members by means of print or electronic media;
- x. **'Branch Membership Register'** means the membership register of the ASU in so far as it provides for members attached to the Branch and is arranged to show a member's attachment to the Branch Industry Divisions;
- xi. **'Branch Rules'** means rules 1 - 44 inclusive of these rules;
- xii. **'Branch Website'** means a website maintained or utilised by the Branch for communication with its Branch members;
- xiii. **'Financial Member'** means a member of the ASU, attached to the Branch in accordance with the National rules, and financial in accordance with these Branch rules;
- xiv. **'Financial Records'** means records, however recorded or stored, to the extent that they relate to the finances or financial administration of the Branch inclusive of:
- A. registers;
 - B. records of financial information;
 - C. financial reports;
 - D. annual returns; and
 - E. documents relating to financial transactions;
- xv. **'National Rules'** means the rules of the ASU, other than the rules of the Branches and/or sections of the ASU;
- xvi. **'Quadrennial Elections'** means the elections required by these rules to be held each four (4) years in accordance with the National rules;
- xvii. **'Sub-committee'** means a sub-committee of the Branch established in accordance with these Branch rules;
- xviii. **'Union Rules'** means the National rules and these Branch rules; and

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- xix. **‘Workplace Delegate’** has the meaning provided by the National rules.

4 – INTERPRETATION

- a. In these Branch rules unless the context provides a contrary intention:
- i. the singular includes the plural and the plural includes the singular;
 - ii. a reference to a statute includes any:
 - A. statute amending, consolidating or replacing the statute; and
 - B. regulation made under the statute as that regulation is in force;
 - iii. headings will not be taken into account in interpreting these Branch rules;
 - iv. a reference to a ‘rule’ is, a reference to a rule of these Branch rules;
 - v. a reference to a ‘sub-rule’ means a sub-rule of the rule in which the reference to the sub-rule is made;
 - vi. a reference to a ‘part’ means a part of the sub-rule in which the reference to the part is made;
 - vii. a reference to a ‘sub-part’ means a sub-part of the part in which the reference to a sub-part is made;
 - viii. a reference to a ‘schedule’ is a reference to a schedule to, and which forms part of, these Branch rules;
 - ix. a reference to a ‘month’ is a reference to a calendar month;
 - x. a reference to ‘present in person’ includes attendance in person or by a means of communication where the person may participate in deliberating on business without being in physical attendance;
 - xi. a reference to a ‘majority’ means at least half (1/2) of the number of the votes cast;
 - xii. a reference to a ‘special majority’ means at least 70% of the votes cast;
 - xiii. where any period of time, dating from a given day, act or event, is prescribed or allowed for any purpose, the period must, unless the contrary intention appears, be reckoned exclusive of such day or the day of such act or event;
 - xiv. 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;
 - xv. 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;
 - xvi. a word or expression that is not defined in these Branch rules, but is defined in the National rules has, if the context permits, the meaning given by the National rules;

- xvii. writing includes printing, typing, facsimile and other means of representing or reproducing words, figures, drawing or symbols in a visible and tangible or electronic form, in English;
- xviii. a reference to a 'document' includes documents in hard copy and electronic form;
- xix. an agreement or document means that agreement or document as amended, novated or supplemented;
- xx. a reference to an entity includes a reference to a body corporate, consortium, trustee in respect of a trust and/or a partnership;
- xxi. to consent means to give the consent in writing prior to the doing of the act the subject of the consent;
- xxii. to appoint means to appoint in writing;
- xxiii. each paragraph or sub-paragraph in a list is to be read independently from the others in the list; and
- xxiv. notice where it is required to be given by these Branch rules, and the particular means of giving the notice have not been stated or where it is required to be given by practicable means, includes giving the notice by:
 - A. delivery;
 - B. facsimile;
 - C. email; and/or
 - D. SMS text message.

5 – ATTACHMENT TO BRANCH

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

6 – ATTACHMENT TO 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 Divisions; 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.

7 – THE BRANCH EXECUTIVE

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

8 – THE COMMITTEE OF MANAGEMENT

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

9 – BRANCH AUTONOMY

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

10 – THE BRANCH EXECUTIVE - POWERS AND DUTIES

- a. The Branch Executive manages the Branch's affairs.
- b. Without limitation to sub-rule a. or to other power expressly provided by the National rules or these Branch rules, the Branch Executive is to:

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- i. control, administer and manage the Branch Fund;
- ii. determine, subject to these Branch rules, policy for the Branch;
- iii. take appropriate steps to enforce the National rules in so far as the National rules affect the members of the Branch;
- iv. take appropriate steps to enforce these Branch rules;
- v. exercise, in accordance with the National rules, the power granted to a Branch Committee of Management:
 - A. for disciplinary matters;
 - B. to determine the quantum of annual subscriptions; and
 - C. to add to, amend, alter or rescind these Branch rules; and
- vi. determine to instruct the National Executive members representing the Branch, or their proxy, how to vote in ballots of the National Conference and National Executive.

11 – BRANCH EXECUTIVE – BRANCH EMPLOYEES

- a. The Branch Executive will determine the number of employees required to perform the obligations required by these Branch rules.
- b. Branch employees will be employed by the ASU on the terms and conditions the Branch Executive determines, subject to awards and/or agreements and/or another law binding the ASU in respect of the Branch.

12 – BRANCH EXECUTIVE SERVICE PROVIDERS

- a. The Branch Executive will determine what services are required to perform the obligations required by these Branch rules.
- b. Service providers will be engaged by the ASU on the terms and conditions the Branch Executive determines, subject to policy binding the ASU in respect of the Branch.

13 – THE BRANCH EXECUTIVE - MEETINGS

- a. The Branch Executive will meet:
 - i. at least four (4) times each calendar year; and
 - ii. at other times as it determines.
- b. The Branch Secretary will on the request of the Branch President, or at least one-third (1/3) of the Branch Executive, summon a meeting of the Branch Executive.
- c. The meeting to be held under sub-rule b. is to be held within seven (7) days of the receipt of the request by the Branch Secretary.
- d. The Branch Secretary will give to the Branch Executive members at least 24 hours' notice, by practicable means, of a meeting of the Branch Executive.

- e. Despite sub-rule d. where the Branch President and/or the Branch Secretary consider that a matter requires urgent attention, a meeting of the Branch Executive may be called by the Branch President or the Branch Secretary who will give to the Branch Executive members the length of notice that is practicable in the circumstances, by practicable means, of the meeting of the Branch Executive.
- f. A meeting of the Branch Executive may be conducted by a method by which members of the Branch Executive are able to communicate with each other without being physically present.
- g. If the Branch President is not present within 30 minutes of the time for the commencement of a Branch Executive meeting the Branch Deputy President, or in the absence of the Branch Deputy President a Vice-President as determined by the meeting, will act as, and with the powers of, the Branch President.
- h. Decisions of the Branch Executive are by majority.
- i. A member of the Branch Executive not present at a meeting, or part of a meeting, may appoint a Financial Member of the Branch as proxy to exercise the member's vote, who will if a Branch Executive member do so in addition to their own vote.
- j. Quorums for meetings of the Branch Executive are 50% of the members of the Branch Executive, entitled to attend and vote, provided that a proxy appointed in accordance with sub-rule (i) does not count for quorum.
- k. If at a meeting of the Branch Executive no quorum is present at the expiry of 30 minutes after the time fixed for the commencement of the meeting the meeting will be adjourned for not less than seven (7) days nor more than 14 days and the Branch Secretary will give the Branch Executive members 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 30 minutes of the time for the commencement of the meeting 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 a Branch Executive meeting will be promptly prepared by the Branch Secretary, signed by the President or the person who chaired the respective Branch Executive meeting and forwarded to each member of the Branch Executive.
- n. If a Branch Executive member is absent from three (3) consecutive meetings of the Branch Executive, without giving an explanation that is considered satisfactory by the Branch Executive, then that conduct may constitute misconduct and be dealt with in accordance with the National rules.

14 – EXPENSES OF THE EXECUTIVE MEETINGS

- a. The Branch Executive is responsible for the:
 - i. costs of convening and running a Branch Executive meeting; and
 - ii. the payment of the actual travel costs of the Branch Executive members attending a Branch Executive meeting.

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:

A	B
Branch President	one (1) vote
Branch Executive President	one (1) vote
Branch Vice-President Diversity (Women)	one (1) vote
Branch Secretary	one (1) vote
Branch Assistant Secretary (if any)	one (1) vote
Branch Treasurer	one (1) vote
Provisional 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:

C	D
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 Branch Deputy President is only entitled to exercise the vote they would otherwise be entitled to exercise as a Branch Industry Division Vice-President.

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16 – THE BRANCH SUB-COMMITTEES

- a. The Branch Executive may establish or revoke Branch sub-committees.
- b. A determination of a Branch sub-committee does not bind the Branch Executive and is recommendatory only.
- c. A Branch sub-committee can only consider the matters referred to it by the Branch Executive.
- d. The Branch Executive will determine the Branch Executive members (if any) who will comprise a Branch sub-committee.
- e. Sub-rule d. does not prevent the Branch Executive from appointing a Financial Member, with the member's consent, to a Branch sub-committee.
- f. Sub-rule d. does not prevent the Branch Executive determining to:
 - i. appoint a professional advisor to assist a Branch sub-committee; and
 - ii. pay the professional advisor an appropriate fee, subject to policy binding the ASU in respect of the Branch.
- g. The Branch Secretary is entitled to be a member of a Branch sub-committee.
- h. A Branch sub-committee is responsible to, and under the control of, the Branch Executive.
- i. A Branch sub-committee must regularly report to the Branch Executive.

17 – POWERS OF THE BRANCH COUNCIL

- a. The Branch Council will formulate policy for recommendation to the Branch Executive.
- b. The Branch Council, subject to the Union rules, may formulate and recommend to the Branch Executive:
 - i. policies for adoption by the Branch;
 - ii. policies for adoption by the ASU;
 - iii. recommendations in relation to the Branch's position on National Conference agenda items;
 - iv. that National Conference or National Executive, receive and consider reports from the Branch President, Branch Executive President and/or Branch Secretary; and
 - v. its position on other matters referred to it by the Branch Executive and/or an Industry Division Committee.
- c. Policy formulated by the Branch Council for the Branch will be referred to the Branch Executive for:
 - i. consideration;
 - ii. determination; and
 - iii. if ratified, implementation.

18 – BRANCH COUNCIL MEMBERSHIP

- a. Membership of the Branch Council consists of:
 - i. the Branch Executive;
 - ii. Branch Councillor Aboriginal and Torres Strait Islander peoples elected by, and from, Financial Members who identify as Aboriginal and Torres Strait Islander peoplesFirst Nations;
 - iii. Branch Councillor Women; elected by, and from, Financial Members who are women;
 - iv. Branch Councillor Youth; elected by, and from, Financial Members who are Youth;
 - v. Branch Councillor Disability; elected by, and from, Financial Members who identify as having a disability;
 - vi. Branch Councillor LGBTIQ+ elected by, and from, Financial Members who identify as LGBTIQ+; and
 - vii. 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:

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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 Provisional Branch Councillor (Women) elected under rule 34.

19 – MEETINGS OF THE BRANCH COUNCIL

- a. The Branch Council must meet annually on a date, and at a location, determined by the Branch Executive.
- b. Despite sub-rule a. the Branch Secretary will, upon the request of the Branch Executive or at least one-quarter (1/4) of the members of the Branch Council, summon a meeting of the Branch Council to be held within 30 days of the receipt of the request by the Branch Secretary.
- c. The Branch Secretary will give at least seven (7) days' notice, by practicable means, to the members of the Branch Council of a Branch Council meeting.

- d. If the Branch President is not present within 30 minutes of the time for the commencement of a Branch Council meeting the Deputy Branch President, or in the absence of the Deputy Branch President a Vice-President as determined by the meeting, will act as, and with the powers of, the Branch President.
- e. A member of the Branch Council not present at, or part of, a Branch Council meeting may appoint in writing another member of the Branch Council as their proxy to exercise the member's vote or votes, provided that no member can hold more than one (1) proxy at a meeting.
- f. A majority of members of the Branch Council constitute a quorum.
- g. If at a meeting of the Branch Council a quorum is not present at the expiry of 30 minutes after the time fixed for the commencement of the meeting, the meeting will be adjourned for not less than seven (7) days nor more than 14 days.
- h. Branch Council members will be given two (2) clear days' notice of the date, time and place to which the meeting has been adjourned under sub-rule g.
- i. If at the adjourned meeting under sub-rule g. a quorum is not present, those present are deemed to be a quorum for the purpose of the business to be determined.
- j. The minutes of a meeting will be promptly prepared by the Branch Secretary, signed by the President or the person who chaired the respective Branch Council meeting and forwarded to each member of the Branch Council and to the National Secretary.
- k. A copy of the minutes of a Branch Council meeting will be available for the inspection of financial Branch members during the opening hours of the principal office.

20 – SPECIAL MEETINGS OF THE BRANCH COUNCIL

- a. A Branch Council special general meeting will be held if:
 - i. the Branch Executive requests;
 - ii. the Branch Council requests; or
 - iii. on a written request made to the Branch Secretary and signed by at least ten (10) percent of the Financial Members,where the request sets out the business to be placed before the special meeting.
- b. The business of a Branch Council special meeting is limited to the business set out on the request provided under sub-rule a.
- c. The duration of a special meeting is limited to two (2) hours, unless a motion to extend the meeting is carried, provided that a meeting cannot be extended beyond 10.30pm.

21 – VOTING ON THE BRANCH COUNCIL

- a. A member of the Branch Council is entitled to one (1) vote.

22 – THE NATIONAL EXECUTIVE REPRESENTATIVES

- a. The Branch is to be represented on the National Executive by that number of National Executive Representatives provided under the National Rule 8 ca. who will exercise an equal proportion of the votes in accordance with National Rule 8 cb..
- b. The first (1st) National Executive Representative is the Branch Secretary.
- c. The second (2nd) National Executive Representative is the Branch Executive President.
- d. The third (3rd) National Executive Representative (if any) will be elected at the Quadrennial Elections by, and from, the Financial Members.

23 – NATIONAL CONFERENCE DELEGATES

- a. The Branch is to be represented on the National Conference by the:
 - i. Branch National Executive Representatives; and
 - ii. National Conference Delegates to be elected by, and from, the Financial Members in accordance with the formula provided in National rule 7.

24 – ALTERNATE NATIONAL CONFERENCE DELEGATES

- a. There will be a first (1st), second (2nd) and third (3rd) Alternate National Conference Delegate elected by, and from, the Financial Members every four (4) years.
- b. In the event of a casual vacancy arising in the office of National Conference Delegate, the Alternate National Conference Delegates will fill the vacancy in the order of first (1st), second (2nd) and third (3rd).

25 – BRANCH PRESIDENT

- a. A Branch President will be elected at the Quadrennial Election by, and from, the Financial Members.
- b. The Branch President is to:
 - i. preside at meetings of the Branch;
 - ii. preserve order at meetings of the Branch;
 - iii. ensure the business of a meeting is conducted in accordance with the Union and the 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 a Branch Vice-President.
- d. The Branch President having chaired a meeting must promptly, on receipt of the minutes from the Branch Secretary, ensure that they are accurate and then sign them.
- e. The minutes of a meeting, if signed in accordance with this rule by the Branch President, or the person chairing a respective meeting, are proof of the matters recorded in them.

f. The office of Branch President is honorary.

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 Branch Deputy President position is vacant, one (1) of the Branch Vice-Presidents is to be elected as the Branch Deputy President by the Branch Executive under the National Rules.

b. The Branch Deputy 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 Diversity (~~Women~~) elected every four (4) years by, and from, the Financial Members who:

- i. identify as Aboriginal and Torres Strait Islander peoples;
- ii. who are women;
- iii. who have not attained the age of 35;
- iv. who identify as having a disability; and
- v. who identify as LGBTIQ+.

f. 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.

g. The office of Branch Vice-President is honorary.

27 – BRANCH TREASURER

a. A Branch Treasurer is to be elected at each Quadrennial Election by, and from, the Financial Members.

b. The Branch Treasurer must:

i. cause the Branches' Financial Records to be maintained;

ii. cause all monies received by the Branch, to be promptly receipted and paid to the credit of the Branch Fund;

iii. cause the Branches' accounts to be audited annually by the Auditor;

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- iv. cause to be submitted to the Branches' Annual General Meeting a detailed report of the financial position of the Branch Fund with a statement of receipts and expenditure and of assets and liabilities; and
 - v. produce to, or hand over, the Branches' Financial Records when required to do so by the Branch Executive.
- c. The office of Branch Treasurer is honorary.

28 – THE BRANCH EXECUTIVE PRESIDENT

- a. A Branch Executive President will be elected at the Quadrennial Election by, and from, the Financial Members.
- b. The Branch Executive President:
- i. is a member of the Branch Executive;
 - ii. may attend, be represented and/or be heard on a matter at any meeting of the Branch;
 - iii. is to assist the Branch Secretary to conduct and manage the affairs of the Branch; and
 - iv. will perform duties allocated by the Branch Secretary.
- c. In the temporary absence of the Branch Secretary or if the office of Branch Secretary is vacant, the Branch Executive President is to perform the functions and obligations of the Branch Secretary.
- d. The office of Branch Executive President is full-time.

29 – THE BRANCH SECRETARY

- a. A Branch Secretary will be elected at the Quadrennial Election by, and from, the Financial Members.
- b. The Branch Secretary:
- i. is the Branch's chief executive officer;
 - ii. will between meetings of the Branch Executive conduct and manage the affairs of the Branch; and
 - iii. do the things practicable to ensure the Branch complies with the law.
- c. The Branch Secretary without limitation to sub-rule b.:
- i. will in consultation with the Branch President deal with urgent matters requiring a determination between meetings of the Branch Executive, provided that such determinations are reported to the next Branch Executive meeting;
 - ii. is to prepare and furnish returns, statements and declarations required for the Branch to comply with the law;
 - iii. may attend, be represented and/or be heard on a matter at any meeting of the Branch;

- 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;
 - v. ensure that the accounts of the Branch are kept, and presented, to each Branch Executive meeting other than Branch Executive special meetings; and
 - vi. initiate, defend and/or intervene in proceedings for the Branch.
- d. The Branch Secretary may, with the Branch Executive's consent, delegate such of the Branch Secretary's powers and authorities to the Branch Executive President and/or employees employed in relation to the Branch and/or members of the Branch Executive as the Branch Secretary determines is required for the Branch's efficient administration, provided always that a delegation will be in writing and that the:
- i. delegate is subject to the supervision of the Branch Secretary;
 - ii. delegate is subject to the direction of the Branch Secretary;
 - iii. delegation will be on the conditions prescribed by the Branch Executive and/or the Branch Secretary; and
 - iv. delegation will be subject to determination by the Branch Executive or Branch Secretary without notice.
- e. The Branch Secretary will present to the Branch Council a report on the business of the Branch during the year preceding the respective meeting of the Branch Council.
- f. The Branch Secretary may, on behalf of the ASU, employ or dismiss Branch employees.
- g. The Branch Secretary may, on behalf of the ASU, engage or dismiss Service Providers.
- h. The Branch Secretary will supervise and allocate duties to Branch employees in consultation with the Branch Executive President.
- i. The office of Branch Secretary is full-time.

30 – BRANCH ASSISTANT SECRETARY

- a. Subject to the determination of the Branch Executive under these Branch rules an Assistant Branch Secretary is to be elected at the Quadrennial Election by, and from, the Financial Members.
- b. If the Branch Executive does not make a determination under sub-rule 7 b., then no Assistant Branch Secretary will be elected for the quadrennial term following the Quadrennial Election.
- c. When an Assistant Branch Secretary is elected, the Assistant Branch Secretary will, subject to the direction of the Branch Secretary:
 - i. assist the Branch Secretary to conduct and manage the affairs of the Branch; and
 - ii. will perform duties allocated by the Branch Secretary.
- d. In the temporary absence of the Branch Secretary and the Branch Executive President, or if these offices are vacant, the Assistant Branch Secretary (if any) is to perform the functions and obligations of the Branch Secretary.

- e. The office of Assistant Branch Secretary (if any) is full-time.

31 – BRANCH AUDITOR

- a. The Branch Executive must ensure that an auditor for the Branch is appointed by it, provided that no member or employee of the ASU can be appointed as the Auditor.
- b. The Auditor is to conduct a yearly audit of the Branch's accounts.
- c. The Auditor is, after the close of the financial year, to audit the financial accounts of the Branch for the financial year that has passed, present audited financial accounts and report to the Branch Executive.
- d. The Auditor can request Financial Records and the Branch's officers and the Branch employees will, if called upon, promptly:
 - i. produce requested Financial Records in their possession or control to the Auditor; and
 - ii. provide an explanation in relation to the Financial Records if requested by the Auditor.

32 – RETURNING OFFICER

- a. The Branch Executive is to appoint a Returning Officer for the Branch.
- b. No ASU member or employee can be appointed under sub-rule a.

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:

A	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 Airlines Branch Industry Division – Rail Sector)	Financial Members attached to the Transport and AirlinesNorthern Administrative Branch Industry Division employed in rail
Branch Industry Division Vice-President (Transport and Northern Administrative Airlines Branch Industry Division – Ports and Private and North Queensland Clerical and Administrative Airline Sector)	Financial Members attached to the Transport and Northern Administrative Airlines Branch Industry Division employed in the: Ports and or Private Sector; or North Queensland Clerical and Administrative Airlines 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)Diversity	Branch Financial Members who identify as Aboriginal and Torres Strait Islander peoples; who are women; who have not attained the age of 35; who identify as having a disability; or who identify as LGBTIQ+
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
Provisional Branch Executive Members (Women)	Branch Financial Members who are women
Third National Executive Representative (if any)	Branch Financial Members
National Conference Delegates	Branch Financial Members
Alternate National Conference Delegates (1st, 2nd and 3rd)	Branch Financial Members
Branch Councillor Aboriginal and Torres Strait Islander peoples First Nations	Branch Financial Members who identify as Aboriginal and Torres Strait Islander peoples First Nation

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<u>Branch Councillor Women</u>	Branch Financial Members who are women
<u>Branch Councillor Youth</u>	Branch Financial Members who have not attained the age of 35
<u>Branch Councillor Disability</u>	Branch Financial Members who identify with as having a disability
<u>Branch Councillor LGBTIQ+</u>	<u>Branch Financial Members who identify as LGBTIQ+</u>
<u>Branch Councillors</u> Financial Members	Financial Members attached to a respective Industry Division
Provisional Branch Councillors (Women)	Branch Financial Members who are women

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- b. In addition to the qualifications for candidates required by the National Rules a candidate for the office set out in column A must have the qualification set out opposite in column B:

A	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
<u>Provisional Branch Executive members (Women)</u>	a Financial Member who is a woman
<u>Provisional Branch Councillors (Women)</u>	a Financial Member who is a woman
Branch Vice-President Diversity	<u>a Financial Member:</u> <u>who identifies as Aboriginal and Torres Strait Islander peoples;</u> <u>who is a women;</u> <u>who has not attained the age of 35;</u> <u>who identifies as having a disability; or</u> <u>who identifies as LGBTIQ+.</u>

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- ~~a-c.~~ In addition to the qualifications for nominators required by the National Rules, a candidate for the office in column A must also be nominated by Financial Members as required by column B:

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A	B
Branch President	two (2) members of Branch Council

Branch Industry Division Vice-President	two (2) members of Branch Council
Branch Deputy President	two (2) members of Branch Executive
Third National Executive Representative	two (2) members of Branch Council
Branch Vice-President Diversity(Women)	two (2) members of Branch Council
Branch Vice President (Youth)	two (2) members of Branch Council
Branch Secretary	two (2) members of Branch Council
Branch Executive President	two (2) members of Branch Council
Branch Assistant Secretary (if any)	two (2) members of Branch Council
Branch Treasurer	two (2) members of Branch Council
National Conference Delegates	two (2) members of Branch Council
Alternate National Conference Delegate	two (2) members of Branch Council
Provisional Branch Executive Member (Women)	two (2) members of Branch Council
Provisional Branch Councillor (Women)	two (2) members of Branch Council

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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).

~~a-c.~~ For the purpose of sub-rules f. and g.:

- a) 'Branch Industry Division' means severably the Financial Members attached to the:
 - i) Energy Branch Industry Division; and
 - ii) Social and Community Services Branch Industry Division; and
- b) 'Branch Industry Division Sector', means severably the Financial Members attached to the:
 - i) Local Authorities and Brisbane City Council Branch Industry Division other than employees of the Brisbane City Council;
 - ii) Local Authorities and Brisbane City Council Branch Industry Division who are employees of the Brisbane City Council;

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- iii) ~~Transport and Airlines Branch Industry Division who are Transport and Northern Administrative Branch Industry Division~~ employed in rail; and
- iv) ~~Transport and Airlines Branch Industry Division who are Transport and Northern Administrative Branch Industry Division~~ employed in the:
 1. ~~Ports and Private Sector~~; or
 2. ~~North Queensland Clerical and Administrative Industry~~ Airline Sector.

~~a-f.~~ Despite sub-rule a. if there are, 90 days prior to the opening of nominations for the Quadrennial Elections of the Branch, more than 5000 Financial Members attached to a Branch Industry Division or Branch Industry Division Sector, then the respective Branch Industry Division or Branch Industry Division Sector will be entitled to elect an additional Branch Industry Division Vice-President by, and from, the Financial Members attached to the respective Branch Industry Division or Branch Industry Division Sector.

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~~a-g.~~ If a member attached to a respective Branch Industry Division or Branch Industry Division Sector is elected as:

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- i. Branch President;
- ii. Branch Vice-President ~~(Women)~~ Diversity;
- ~~iii. Branch Vice President (Youth);~~ or
- iv. Branch Treasurer,

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where a respective Branch Industry Division or Branch Industry Division Sector is entitled to elect a further Industry Vice-President under sub-rule f., then whilst that member holds that office the additional Branch Industry Division Vice-President to be elected under sub-rule f. will not be elected.

34 – PROPORTIONAL REPRESENTATION

- a. Notwithstanding the other provisions of these Branch Rules women will be represented on the Branch Executive and the Branch Council where the Branch has more than:
 - i. 50% Financial Members who are women, not less than 50% of the offices will be filled by women; and
 - ii. 30% but less than 50% Financial Members who are women, not less than 30% of the offices will be filled by women.
- b. At Quadrennial Elections, 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 Financial Members who are women at the date three (3) months prior to the opening of nominations.
- c. In the case of the Branch Executive, nominations will be called in each Quadrennial Election for five (5) offices of Provisional Branch Executive Member (Women), to be elected by, and from, the Financial Members who are women.
- d. In the event that, at the declaration of the election, the number of women elected to the Branch Executive as Branch Vice-Presidents (Industry) representing Industry Divisions does not equal or exceed the number required by the relevant provision of sub-rule a., the Returning Officer will declare elected a number of Branch Executive Members (Women), beginning with the candidate who polled the greatest number of votes for the office of Provisional Branch Executive Member

(Women), and declaring elected further such candidates in order of the greatest number of votes received, until the required number of offices are filled by women in accordance with sub-rule a.

- e. If the required number of offices on the Branch Executive of Branch Vice-Presidents (Industry) are filled by women, or if only one (1) or some of the Provisional Branch Executive Members (Women) are required to be declared elected, the Returning Officer's report and declaration will show the:
 - i. names and votes obtained by all candidates for the provisional offices; and
 - ii. undeclared candidates who polled the highest votes for each such office.
- f. In the event of a Casual Vacancy arising in the office of Branch Executive members (Women), the candidate with the next greatest number of votes will automatically fill that vacancy.
- g. A Branch Executive member (Women) will exercise one (1) vote on Branch Executive.
- h. To ensure the application of sub-rule a. for the Branch Council, the procedure provided by this rule for the Branch Executive will be followed, with the necessary changes except that nominations will be called for ten (10) Provisional Branch Councillors (Women) to be elected by, and from, the Financial Members who are women.

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 rule 26, 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.

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.
- l. 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.

37 – FUND DISBURSEMENT

- a. Funds can only be disbursed from the Branch Fund in accordance with National rule 21.

38 – GENERAL MEETINGS OF THE BRANCH

- a. A general meeting of members attached to the Branch will be held if:
 - i. the Branch Executive determines; or
 - ii. a request for 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 5 (five) months after the end of the financial year, bearing the name, address and signature of five (5) percent of the Financial 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 7 (seven) days and not more than twenty one days to be given to members by newspaper advertisement setting out the time, place and business of the meeting.

- c. The quorum for a General meeting of the Branch will be ten (10) percent of the Financial Members, or 500 Financial Members, whichever is the lesser.

39 – 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 request is made to the Branch Secretary signed by at least ten (10) percent of the Financial Members, where the requisition states the business to be placed before the meeting.
- b. Only the business stated in the request for the meeting is to be considered at the special general meeting.
- c. The duration of a special meeting is limited to two (2) hours, unless a motion to extend the meeting has been moved, seconded and carried by a majority of the members present at the meeting, and provided that no meeting will be extended beyond 10.30pm.

40 – ALTERATION OF RULES

- a. Subject to the approval of the National Conference or the National Executive, the Branch Executive may amend these Branch rules.
- b. The National Conference or the National Executive will not amend these Branch rules unless the Branch Executive consents.

41 – 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 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 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.

42 – STANDING ORDERS

- a. The standing orders of the Branch are in accordance with the National rules.

43 – RULES OF DEBATE

- a. The rules of debate for the Branch are in accordance with the National rules.

44 – TRANSITIONAL RULE

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

A	B
2023 Quadrennial Election	the quadrennial elections of the Branch following the Commencement Day
Branch	Australian Municipal, Administrative, Clerical and Services Union, Queensland (Services and Northern Administrative) Branch
Branch Industry Vice-President	a Branch Industry Vice-President under the Commencement Day Rules
Commencement Day	the day on which this rule is certified by the Fair Work Commission
Commencement Day Rules	the rules of the Branch that apply on, and from, the Commencement Day
Pre commencement Day Officer	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
Pre-commencement Day Rules	the rules of the Branch that applied on the day immediately preceding the Commencement Day
Replacement Officer	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.

ca. ~~Commencing at the 2023 Quadrennial Election there will be a new office of Branch Vice-President Diversity and the offices of Branch Vice-President (Women) and Branch Vice-President (Youth) will cease.~~

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cb. Commencing at the 2023 Quadrennial Election there will be new positions of:

i. **Branch Councillor Aboriginal and Torres Strait Islander peoples;**

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ii. **Branch Councillor Women;**

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iii. **Branch Councillor Youth;**

iv. **Branch Councillor Disability; and**

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v. **Branch Councillor LGBTIQ+.**

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- 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 in column D:

C	D
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 Airlines Branch Industry Division – Rail Sector)	Financial Members attached to the Transport and Airlines Branch Industry Division employed in rail
Branch Industry Division Vice-President (Transport and Airlines Branch Industry Division – Ports and Airlines Sector)	Financial Members attached to the Transport and Airlines Branch Industry Division employed in the: Ports and Airlines Industry
Branch Industry Division Vice-President (Social and Community Services Branch Industry Division)	Financial Members attached to the Social and Community Services Branch Industry Division

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- 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 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 Vice-President (Local Authorities and Brisbane City Council Industry Division – BCC)
<u>Branch Industry Division Vice-President (Transport and <u>Airlines</u> Branch Industry Division – Rail Sector)</u>	Branch Vice-President (Transport and Northern Administrative Industry Division – Rail)
<u>Branch Industry Division Vice-President (Transport and <u>Airlines</u> Branch Industry Division – Ports and <u>Airlines</u> Sector)</u>	Branch Vice-President (Transport and Northern Administrative – Ports and Private)
<u>Branch Industry Division Vice-President (Transport and <u>Airlines</u> Branch Industry Division – Ports and <u>Airlines</u> Sector)</u>	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 Vice-President (Social and Community Sector Industry Division)

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- 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-commencements Day Rules.

DIVISION THREE

QUEENSLAND (SERVICES AND NORTHERN ADMINISTRATIVE) BRANCH

1 – NAME

- a. The name of the Branch, is the Australian Municipal, Administrative, Clerical and Services Union, Queensland (Services and Northern Administrative) Branch.

2 – PRINCIPAL OFFICE

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

3 – DEFINITIONS

- a. In these Branch rules, unless the context provides a contrary intention:
- i. **‘Act’** means the Fair Work (Registered Organisations) Act 2009 (Cth);
 - ii. **‘annual subscription’** means the annual subscription fee determined in accordance with the National rules;
 - iii. **‘ASU’** means the Australian Municipal, Administrative, Clerical and Services Union;
 - iv. **‘Auditor’** means a person registered under a law of a State or Territory of the Commonwealth providing for the registration of public accountants, or is licensed or registered as an auditor under the law of a State or Territory relating to Companies and appointed by the Branch Executive;
 - v. **‘Branch employee’** means an employee of the ASU employed at the request of, and in relation to, the Branch;
 - vi. **‘Branch Executive Office’** means severably the offices of:
 - A. Branch President;
 - B. Branch Executive President;
 - C. Branch Vice-President Diversity;
 - D. Branch Industry Division Vice-President;
 - F. Branch Secretary;
 - G. Branch Assistant Secretary (if any);
 - H. Branch Treasurer; and
 - I. Provisional Branch Executive Member (Women) [see Rule 34d] (if any)
 - vii. **‘Branch Fund’** means the Branch Fund of the Branch;
 - viii. **‘Branch Industry Division’** means severably the:
 - A. **‘Energy Branch Industry Division’** having attached to it members employed by energy authorities and/or corporations engaged in the energy industry;
 - B. **‘Local Authorities and Brisbane City Council Branch Industry Division’** having attached to it members employed by the Brisbane City Council, local authorities and water entities;
 - C. **‘Transport and Airline Branch Industry Division’** having attached to it members that have not been attached to the Energy Industry Division, the Local

Authorities and Brisbane City Council Industry Division or the SACS Industry Division; and

- D. **‘Social and Community Services Branch Industry Division’** having attached to it members employed in community and social work.
- 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 Airline Branch Industry Division – Rail Sector);
 - E. Branch Industry Division Vice-President (Transport and Airline Branch Industry Division – Ports and Airline Sector); and
 - F. Branch Industry Division Vice-President (Social and Community Services Branch Industry Division);
- ix. **‘Branch Journal’** means a publication produced or utilised by the Branch which is provided free of charge to financial members by means of print or electronic media;
- x. **‘Branch Membership Register’** means the membership register of the ASU in so far as it provides for members attached to the Branch and is arranged to show a member’s attachment to the Branch Industry Divisions;
- xi. **‘Branch Rules’** means rules 1 - 44 inclusive of these rules;
- xii. **‘Branch Website’** means a website maintained or utilised by the Branch for communication with its Branch members;
- xiii. **‘Financial Member’** means a member of the ASU, attached to the Branch in accordance with the National rules, and financial in accordance with these Branch rules;
- xiv. **‘Financial Records’** means records, however recorded or stored, to the extent that they relate to the finances or financial administration of the Branch inclusive of:
- A. registers;
 - B. records of financial information;
 - C. financial reports;
 - D. annual returns; and
 - E. documents relating to financial transactions;
- xv. **‘National Rules’** means the rules of the ASU, other than the rules of the Branches and/or sections of the ASU;
- xvi. **‘Quadrennial Elections’** means the elections required by these rules to be held each four (4) years in accordance with the National rules;
- xvii. **‘Sub-committee’** means a sub-committee of the Branch established in accordance with these Branch rules;
- xviii. **‘Union Rules’** means the National rules and these Branch rules; and
- xix. **‘Workplace Delegate’** has the meaning provided by the National rules.

4 – INTERPRETATION

- a. In these Branch rules unless the context provides a contrary intention:
- i. the singular includes the plural and the plural includes the singular;
 - ii. a reference to a statute includes any:
 - A. statute amending, consolidating or replacing the statute; and
 - B. regulation made under the statute as that regulation is in force;
 - iii. headings will not be taken into account in interpreting these Branch rules;
 - iv. a reference to a ‘rule’ is, a reference to a rule of these Branch rules;
 - v. a reference to a ‘sub-rule’ means a sub-rule of the rule in which the reference to the sub-rule is made;
 - vi. a reference to a ‘part’ means a part of the sub-rule in which the reference to the part is made;
 - vii. a reference to a ‘sub-part’ means a sub-part of the part in which the reference to a sub-part is made;
 - viii. a reference to a ‘schedule’ is a reference to a schedule to, and which forms part of, these Branch rules;
 - ix. a reference to a ‘month’ is a reference to a calendar month;
 - x. a reference to ‘present in person’ includes attendance in person or by a means of communication where the person may participate in deliberating on business without being in physical attendance;
 - xi. a reference to a ‘majority’ means at least half (1/2) of the number of the votes cast;
 - xii. a reference to a ‘special majority’ means at least 70% of the votes cast;
 - xiii. where any period of time, dating from a given day, act or event, is prescribed or allowed for any purpose, the period must, unless the contrary intention appears, be reckoned exclusive of such day or the day of such act or event;
 - xiv. 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;
 - xv. 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;
 - xvi. a word or expression that is not defined in these Branch rules, but is defined in the National rules has, if the context permits, the meaning given by the National rules;
 - xvii. writing includes printing, typing, facsimile and other means of representing or reproducing words, figures, drawing or symbols in a visible and tangible or electronic form, in English;
 - xviii. a reference to a ‘document’ includes documents in hard copy and electronic form;

- xix. an agreement or document means that agreement or document as amended, novated or supplemented;
- xx. a reference to an entity includes a reference to a body corporate, consortium, trustee in respect of a trust and/or a partnership;
- xxi. to consent means to give the consent in writing prior to the doing of the act the subject of the consent;
- xxii. to appoint means to appoint in writing;
- xxiii. each paragraph or sub-paragraph in a list is to be read independently from the others in the list; and
- xxiv. notice where it is required to be given by these Branch rules, and the particular means of giving the notice have not been stated or where it is required to be given by practicable means, includes giving the notice by:
 - A. delivery;
 - B. facsimile;
 - C. email; and/or
 - D. SMS text message.

5 – ATTACHMENT TO BRANCH

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

6 – ATTACHMENT TO 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 Divisions; 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.

7 – THE BRANCH EXECUTIVE

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

8 – THE COMMITTEE OF MANAGEMENT

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

9 – BRANCH AUTONOMY

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

10 – THE BRANCH EXECUTIVE - POWERS AND DUTIES

- a. The Branch Executive manages the Branch's affairs.
- b. Without limitation to sub-rule a. or to other power expressly provided by the National rules or these Branch rules, the Branch Executive is to:
 - i. control, administer and manage the Branch Fund;
 - ii. determine, subject to these Branch rules, policy for the Branch;

- iii. take appropriate steps to enforce the National rules in so far as the National rules affect the members of the Branch;
- iv. take appropriate steps to enforce these Branch rules;
- v. exercise, in accordance with the National rules, the power granted to a Branch Committee of Management:
 - A. for disciplinary matters;
 - B. to determine the quantum of annual subscriptions; and
 - C. to add to, amend, alter or rescind these Branch rules; and
- vi. determine to instruct the National Executive members representing the Branch, or their proxy, how to vote in ballots of the National Conference and National Executive.

11 – BRANCH EXECUTIVE – BRANCH EMPLOYEES

- a. The Branch Executive will determine the number of employees required to perform the obligations required by these Branch rules.
- b. Branch employees will be employed by the ASU on the terms and conditions the Branch Executive determines, subject to awards and/or agreements and/or another law binding the ASU in respect of the Branch.

12 – BRANCH EXECUTIVE SERVICE PROVIDERS

- a. The Branch Executive will determine what services are required to perform the obligations required by these Branch rules.
- b. Service providers will be engaged by the ASU on the terms and conditions the Branch Executive determines, subject to policy binding the ASU in respect of the Branch.

13 – THE BRANCH EXECUTIVE - MEETINGS

- a. The Branch Executive will meet:
 - i. at least four (4) times each calendar year; and
 - ii. at other times as it determines.
- b. The Branch Secretary will on the request of the Branch President, or at least one-third (1/3) of the Branch Executive, summon a meeting of the Branch Executive.
- c. The meeting to be held under sub-rule b. is to be held within seven (7) days of the receipt of the request by the Branch Secretary.
- d. The Branch Secretary will give to the Branch Executive members at least 24 hours' notice, by practicable means, of a meeting of the Branch Executive.
- e. Despite sub-rule d. where the Branch President and/or the Branch Secretary consider that a matter requires urgent attention, a meeting of the Branch Executive may be called by the Branch President or the Branch Secretary who will give to the Branch Executive members the length of notice that is practicable in the circumstances, by practicable means, of the meeting of the Branch Executive.

- f. A meeting of the Branch Executive may be conducted by a method by which members of the Branch Executive are able to communicate with each other without being physically present.
- g. If the Branch President is not present within 30 minutes of the time for the commencement of a Branch Executive meeting the Branch Deputy President, or in the absence of the Branch Deputy President a Vice-President as determined by the meeting, will act as, and with the powers of, the Branch President.
- h. Decisions of the Branch Executive are by majority.
- i. A member of the Branch Executive not present at a meeting, or part of a meeting, may appoint a Financial Member of the Branch as proxy to exercise the member's vote, who will if a Branch Executive member do so in addition to their own vote.
- j. Quorums for meetings of the Branch Executive are 50% of the members of the Branch Executive, entitled to attend and vote, provided that a proxy appointed in accordance with sub-rule (i) does not count for quorum.
- k. If at a meeting of the Branch Executive no quorum is present at the expiry of 30 minutes after the time fixed for the commencement of the meeting the meeting will be adjourned for not less than seven (7) days nor more than 14 days and the Branch Secretary will give the Branch Executive members 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 30 minutes of the time for the commencement of the meeting 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 a Branch Executive meeting will be promptly prepared by the Branch Secretary, signed by the President or the person who chaired the respective Branch Executive meeting and forwarded to each member of the Branch Executive.
- n. If a Branch Executive member is absent from three (3) consecutive meetings of the Branch Executive, without giving an explanation that is considered satisfactory by the Branch Executive, then that conduct may constitute misconduct and be dealt with in accordance with the National rules.

14 – EXPENSES OF THE EXECUTIVE MEETINGS

- a. The Branch Executive is responsible for the:
 - i. costs of convening and running a Branch Executive meeting; and
 - ii. the payment of the actual travel costs of the Branch Executive members attending a Branch Executive meeting.

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:

A	B
Branch President	one (1) vote
Branch Executive President	one (1) vote
Branch Vice-President Diversity	one (1) vote
Branch Secretary	one (1) vote
Branch Assistant Secretary (if any)	one (1) vote
Branch Treasurer	one (1) vote
Provisional 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:

C	D
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 Branch Deputy President is only entitled to exercise the vote they would otherwise be entitled to exercise as a Branch Industry Division Vice-President.

16 – THE BRANCH SUB-COMMITTEES

- a. The Branch Executive may establish or revoke Branch sub-committees.
- b. A determination of a Branch sub-committee does not bind the Branch Executive and is recommendatory only.
- c. A Branch sub-committee can only consider the matters referred to it by the Branch Executive.
- d. The Branch Executive will determine the Branch Executive members (if any) who will comprise a Branch sub-committee.
- e. Sub-rule d. does not prevent the Branch Executive from appointing a Financial Member, with the member's consent, to a Branch sub-committee.
- f. Sub-rule d. does not prevent the Branch Executive determining to:
 - i. appoint a professional advisor to assist a Branch sub-committee; and
 - ii. pay the professional advisor an appropriate fee, subject to policy binding the ASU in respect of the Branch.
- g. The Branch Secretary is entitled to be a member of a Branch sub-committee.
- h. A Branch sub-committee is responsible to, and under the control of, the Branch Executive.
- i. A Branch sub-committee must regularly report to the Branch Executive.

17 – POWERS OF THE BRANCH COUNCIL

- a. The Branch Council will formulate policy for recommendation to the Branch Executive.
- b. The Branch Council, subject to the Union rules, may formulate and recommend to the Branch Executive:
 - i. policies for adoption by the Branch;
 - ii. policies for adoption by the ASU;
 - iii. recommendations in relation to the Branch's position on National Conference agenda items;
 - iv. that National Conference or National Executive, receive and consider reports from the Branch President, Branch Executive President and/or Branch Secretary; and
 - v. its position on other matters referred to it by the Branch Executive and/or an Industry Division Committee.
- c. Policy formulated by the Branch Council for the Branch will be referred to the Branch Executive for:
 - i. consideration;
 - ii. determination; and
 - iii. if ratified, implementation.

18 – BRANCH COUNCIL MEMBERSHIP

- a. Membership of the Branch Council consists of:
 - i. the Branch Executive;
 - ii. Branch Councillor Aboriginal and Torres Strait Islander peoples elected by, and from, Financial Members who identify as Aboriginal and Torres Strait Islander peoples;
 - iii. Branch Councillor Women; elected by, and from, Financial Members who are women;
 - iv. Branch Councillor Youth; elected by, and from, Financial Members who are Youth;
 - v. Branch Councillor Disability elected by, and from, Financial Members who identify as having a disability;
 - vi. Branch Councillor LGBTIQ+ elected by, and from, Financial Members who identify as LGBTIQ+; and
 - vii. 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 Provisional Branch Councillor (Women) elected under rule 34.

19 – MEETINGS OF THE BRANCH COUNCIL

- a. The Branch Council must meet annually on a date, and at a location, determined by the Branch Executive.
- b. Despite sub-rule a. the Branch Secretary will, upon the request of the Branch Executive or at least one-quarter (1/4) of the members of the Branch Council, summon a meeting of the Branch Council to be held within 30 days of the receipt of the request by the Branch Secretary.
- c. The Branch Secretary will give at least seven (7) days' notice, by practicable means, to the members of the Branch Council of a Branch Council meeting.

- d. If the Branch President is not present within 30 minutes of the time for the commencement of a Branch Council meeting the Deputy Branch President, or in the absence of the Deputy Branch President a Vice-President as determined by the meeting, will act as, and with the powers of, the Branch President.
- e. A member of the Branch Council not present at, or part of, a Branch Council meeting may appoint in writing another member of the Branch Council as their proxy to exercise the member's vote or votes, provided that no member can hold more than one (1) proxy at a meeting.
- f. A majority of members of the Branch Council constitute a quorum.
- g. If at a meeting of the Branch Council a quorum is not present at the expiry of 30 minutes after the time fixed for the commencement of the meeting, the meeting will be adjourned for not less than seven (7) days nor more than 14 days.
- h. Branch Council members will be given two (2) clear days' notice of the date, time and place to which the meeting has been adjourned under sub-rule g.
- i. If at the adjourned meeting under sub-rule g. a quorum is not present, those present are deemed to be a quorum for the purpose of the business to be determined.
- j. The minutes of a meeting will be promptly prepared by the Branch Secretary, signed by the President or the person who chaired the respective Branch Council meeting and forwarded to each member of the Branch Council and to the National Secretary.
- k. A copy of the minutes of a Branch Council meeting will be available for the inspection of financial Branch members during the opening hours of the principal office.

20 – SPECIAL MEETINGS OF THE BRANCH COUNCIL

- a. A Branch Council special general meeting will be held if:
 - i. the Branch Executive requests;
 - ii. the Branch Council requests; or
 - iii. on a written request made to the Branch Secretary and signed by at least ten (10) percent of the Financial Members,

where the request sets out the business to be placed before the special meeting.
- b. The business of a Branch Council special meeting is limited to the business set out on the request provided under sub-rule a.
- c. The duration of a special meeting is limited to two (2) hours, unless a motion to extend the meeting is carried, provided that a meeting cannot be extended beyond 10.30pm.

21 – VOTING ON THE BRANCH COUNCIL

- a. A member of the Branch Council is entitled to one (1) vote.

22 – THE NATIONAL EXECUTIVE REPRESENTATIVES

- a. The Branch is to be represented on the National Executive by that number of National Executive Representatives provided under the National Rule 8 ca. who will exercise an equal proportion of the votes in accordance with National Rule 8 cb..
- b. The first (1st) National Executive Representative is the Branch Secretary.
- c. The second (2nd) National Executive Representative is the Branch Executive President.
- d. The third (3rd) National Executive Representative (if any) will be elected at the Quadrennial Elections by, and from, the Financial Members.

23 – NATIONAL CONFERENCE DELEGATES

- a. The Branch is to be represented on the National Conference by the:
 - i. Branch National Executive Representatives; and
 - ii. National Conference Delegates to be elected by, and from, the Financial Members in accordance with the formula provided in National rule 7.

24 – ALTERNATE NATIONAL CONFERENCE DELEGATES

- a. There will be a first (1st), second (2nd) and third (3rd) Alternate National Conference Delegate elected by, and from, the Financial Members every four (4) years.
- b. In the event of a casual vacancy arising in the office of National Conference Delegate, the Alternate National Conference Delegates will fill the vacancy in the order of first (1st), second (2nd) and third (3rd).

25 – BRANCH PRESIDENT

- a. A Branch President will be elected at the Quadrennial Election by, and from, the Financial Members.
- b. The Branch President is to:
 - i. preside at meetings of the Branch;
 - ii. preserve order at meetings of the Branch;
 - iii. ensure the business of a meeting is conducted in accordance with the Union and the 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 a Branch Vice-President.
- d. The Branch President having chaired a meeting must promptly, on receipt of the minutes from the Branch Secretary, ensure that they are accurate and then sign them.
- e. The minutes of a meeting, if signed in accordance with this rule by the Branch President, or the person chairing a respective meeting, are proof of the matters recorded in them.

- f. The office of Branch President is honorary.

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 Branch Deputy President position is vacant, one (1) of the Branch Vice-Presidents is to be elected as the Branch Deputy President by the Branch Executive under the National Rules.
- b. The Branch Deputy 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 Diversity elected every four (4) years by, and from, the Financial Members who:
 - i. identify as Aboriginal and Torres Strait Islander peoples;
 - ii. who are women;
 - iii. who have not attained the age of 35;
 - iv. who identify as having a disability; and
 - v. who identify as LGBTIQ+.
- f. A Branch Vice-President will assist the:
 - i. Branch President with business at meetings of the Branch; and
 - ii. Branch President and Branch Secretary in carrying out the business of the Branch.
- g. The office of Branch Vice-President is honorary.

27 – BRANCH TREASURER

- a. A Branch Treasurer is to be elected at each Quadrennial Election by, and from, the Financial Members.
- b. The Branch Treasurer must:
 - i. cause the Branches' Financial Records to be maintained;
 - ii. cause all monies received by the Branch, to be promptly receipted and paid to the credit of the Branch Fund;
 - iii. cause the Branches' accounts to be audited annually by the Auditor;
 - iv. cause to be submitted to the Branches' Annual General Meeting a detailed report of the financial position of the Branch Fund with a statement of receipts and expenditure and of assets and liabilities; and

- v. produce to, or hand over, the Branches' Financial Records when required to do so by the Branch Executive.
- c. The office of Branch Treasurer is honorary.

28 – THE BRANCH EXECUTIVE PRESIDENT

- a. A Branch Executive President will be elected at the Quadrennial Election by, and from, the Financial Members.
- b. The Branch Executive President:
 - i. is a member of the Branch Executive;
 - ii. may attend, be represented and/or be heard on a matter at any meeting of the Branch;
 - iii. is to assist the Branch Secretary to conduct and manage the affairs of the Branch; and
 - iv. will perform duties allocated by the Branch Secretary.
- c. In the temporary absence of the Branch Secretary or if the office of Branch Secretary is vacant, the Branch Executive President is to perform the functions and obligations of the Branch Secretary.
- d. The office of Branch Executive President is full-time.

29 – THE BRANCH SECRETARY

- a. A Branch Secretary will be elected at the Quadrennial Election by, and from, the Financial Members.
- b. The Branch Secretary:
 - i. is the Branch's chief executive officer;
 - ii. will between meetings of the Branch Executive conduct and manage the affairs of the Branch; and
 - iii. do the things practicable to ensure the Branch complies with the law.
- c. The Branch Secretary without limitation to sub-rule b.:
 - i. will in consultation with the Branch President deal with urgent matters requiring a determination between meetings of the Branch Executive, provided that such determinations are reported to the next Branch Executive meeting;
 - ii. is to prepare and furnish returns, statements and declarations required for the Branch to comply with the law;
 - iii. may attend, be represented and/or be heard on a matter at any meeting of the Branch;
 - 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;

- v. ensure that the accounts of the Branch are kept, and presented, to each Branch Executive meeting other than Branch Executive special meetings; and
 - vi. initiate, defend and/or intervene in proceedings for the Branch.
- d. The Branch Secretary may, with the Branch Executive's consent, delegate such of the Branch Secretary's powers and authorities to the Branch Executive President and/or employees employed in relation to the Branch and/or members of the Branch Executive as the Branch Secretary determines is required for the Branch's efficient administration, provided always that a delegation will be in writing and that the:
- i. delegate is subject to the supervision of the Branch Secretary;
 - ii. delegate is subject to the direction of the Branch Secretary;
 - iii. delegation will be on the conditions prescribed by the Branch Executive and/or the Branch Secretary; and
 - iv. delegation will be subject to determination by the Branch Executive or Branch Secretary without notice.
- e. The Branch Secretary will present to the Branch Council a report on the business of the Branch during the year preceding the respective meeting of the Branch Council.
- f. The Branch Secretary may, on behalf of the ASU, employ or dismiss Branch employees.
- g. The Branch Secretary may, on behalf of the ASU, engage or dismiss Service Providers.
- h. The Branch Secretary will supervise and allocate duties to Branch employees in consultation with the Branch Executive President.
- i. The office of Branch Secretary is full-time.

30 – BRANCH ASSISTANT SECRETARY

- a. Subject to the determination of the Branch Executive under these Branch rules an Assistant Branch Secretary is to be elected at the Quadrennial Election by, and from, the Financial Members.
- b. If the Branch Executive does not make a determination under sub-rule 7 b., then no Assistant Branch Secretary will be elected for the quadrennial term following the Quadrennial Election.
- c. When an Assistant Branch Secretary is elected, the Assistant Branch Secretary will, subject to the direction of the Branch Secretary:
 - i. assist the Branch Secretary to conduct and manage the affairs of the Branch; and
 - ii. will perform duties allocated by the Branch Secretary.
- d. In the temporary absence of the Branch Secretary and the Branch Executive President, or if these offices are vacant, the Assistant Branch Secretary (if any) is to perform the functions and obligations of the Branch Secretary.
- e. The office of Assistant Branch Secretary (if any) is full-time.

31 – BRANCH AUDITOR

- a. The Branch Executive must ensure that an auditor for the Branch is appointed by it, provided that no member or employee of the ASU can be appointed as the Auditor.
- b. The Auditor is to conduct a yearly audit of the Branch's accounts.
- c. The Auditor is, after the close of the financial year, to audit the financial accounts of the Branch for the financial year that has passed, present audited financial accounts and report to the Branch Executive.
- d. The Auditor can request Financial Records and the Branch's officers and the Branch employees will, if called upon, promptly:
 - i. produce requested Financial Records in their possession or control to the Auditor; and
 - ii. provide an explanation in relation to the Financial Records if requested by the Auditor.

32 – RETURNING OFFICER

- a. The Branch Executive is to appoint a Returning Officer for the Branch.
- b. No ASU member or employee can be appointed under sub-rule a.

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:

A	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 Airlines Branch Industry Division – Rail Sector)	Financial Members attached to the Transport and Airlines Branch Industry Division employed in rail
Branch Industry Division Vice-President (Transport and Airlines Branch Industry Division – Ports and Airline Sector)	Financial Members attached to the Transport and Airlines Branch Industry Division employed in the: Ports or Airlines Industry
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 Diversity	Branch Financial Members: who identify as Aboriginal and Torres Strait Islander peoples; who are women; who have not attained the age of 35; who identify as having a disability; or who identify as LGBTIQ+
Branch Treasurer	Branch Financial Members
Branch Secretary/First National Executive Representative	Branch Financial Members
Assistant Branch Secretary (if any)	Branch Financial Members
Provisional Branch Executive Members (Women)	Branch Financial Members who are women
Third National Executive Representative (if any)	Branch Financial Members
National Conference Delegates	Branch Financial Members
Alternate National Conference Delegates (1st, 2nd and 3rd)	Branch Financial Members
Branch Councillor Aboriginal and Torres Strait Islander peoples	Branch Financial Members who identify as Aboriginal and Torres Strait Islander peoples
Branch Councillor Women	Branch Financial Members who are women
Branch Councillor Youth	Branch Financial Members who have not attained the age of 35
Branch Councillor Disability	Branch Financial Members who identify as having a disability

Branch Councillor LGBTIQ+	Branch Financial Members who identify as LGBTIQ+
Branch Councillors	Financial Members attached to a respective Industry Division
Provisional Branch Councillors (Women)	Branch Financial Members who are women

- b. In addition to the qualifications for candidates required by the National Rules a candidate for the office set out in column A must have the qualification set out opposite in column B:

A	B
Provisional Branch Executive members (Women)	a Financial Member who is a woman
Provisional Branch Councillors (Women)	a Financial Member who is a woman
Branch Vice-President Diversity	a Financial Member: who identifies as Aboriginal and Torres Strait Islander peoples; who is a women; who has not attained the age of 35; who identifies as having a disability; or who identifies as LGBTIQ+

- c. In addition to the qualifications for nominators required by the National Rules, a candidate for the office in column A must also be nominated by Financial Members as required by column B:

A	B
Branch President	two (2) members of Branch Council
Branch Industry Division Vice-President	two (2) members of Branch Council
Branch Deputy President	two (2) members of Branch Executive
Third National Executive Representative	two (2) members of Branch Council
Branch Vice-President Diversity	two (2) members of Branch Council
Branch Secretary	two (2) members of Branch Council
Branch Executive President	two (2) members of Branch Council

Branch Assistant Secretary (if any)	two (2) members of Branch Council
Branch Treasurer	two (2) members of Branch Council
National Conference Delegates	two (2) members of Branch Council
Alternate National Conference Delegate	two (2) members of Branch Council
Provisional Branch Executive Member (Women)	two (2) members of Branch Council
Provisional Branch Councillor (Women)	two (2) members of Branch Council

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. For the purpose of sub-rules f. and g.:

a) 'Branch Industry Division' means severably the Financial Members attached to the:

- i) Energy Branch Industry Division; and
- ii) Social and Community Services Branch Industry Division; and

b) 'Branch Industry Division Sector', means severably the Financial Members attached to the:

- i) Local Authorities and Brisbane City Council Branch Industry Division other than employees of the Brisbane City Council;
- ii) Local Authorities and Brisbane City Council Branch Industry Division who are employees of the Brisbane City Council;
- iii) Transport and Airlines Branch Industry Division who are employed in rail; and
- iv) Transport and Airlines Branch Industry Division who are employed in the:
 1. Ports Sector; or
 2. Airline Sector.

f. Despite sub-rule a. if there are, 90 days prior to the opening of nominations for the Quadrennial Elections of the Branch, more than 5000 Financial Members attached to a Branch Industry Division or Branch Industry Division Sector, then the respective Branch Industry Division or Branch Industry Division Sector will be entitled to elect an additional Branch Industry Division Vice-President by, and from, the Financial Members attached to the respective Branch Industry Division or Branch Industry Division Sector.

g. If a member attached to a respective Branch Industry Division or Branch Industry Division Sector is elected as:

- i. Branch President;
- ii. Branch Vice-President Diversity; or
- iv. Branch Treasurer,

where a respective Branch Industry Division or Branch Industry Division Sector is entitled to elect a further Industry Vice-President under sub-rule f., then whilst that member holds that office the

additional Branch Industry Division Vice-President to be elected under sub-rule f. will not be elected.

34 – PROPORTIONAL REPRESENTATION

- a. Notwithstanding the other provisions of these Branch Rules women will be represented on the Branch Executive and the Branch Council where the Branch has more than:
 - i. 50% Financial Members who are women, not less than 50% of the offices will be filled by women; and
 - ii. 30% but less than 50% Financial Members who are women, not less than 30% of the offices will be filled by women.
- b. At Quadrennial Elections, 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 Financial Members who are women at the date three (3) months prior to the opening of nominations.
- c. In the case of the Branch Executive, nominations will be called in each Quadrennial Election for five (5) offices of Provisional Branch Executive Member (Women), to be elected by, and from, the Financial Members who are women.
- d. In the event that, at the declaration of the election, the number of women elected to the Branch Executive as Branch Vice-Presidents (Industry) representing Industry Divisions does not equal or exceed the number required by the relevant provision of sub-rule a., the Returning Officer will declare elected a number of Branch Executive Members (Women), beginning with the candidate who polled the greatest number of votes for the office of Provisional Branch Executive Member (Women), and declaring elected further such candidates in order of the greatest number of votes received, until the required number of offices are filled by women in accordance with sub-rule a.
- e. If the required number of offices on the Branch Executive of Branch Vice-Presidents (Industry) are filled by women, or if only one (1) or some of the Provisional Branch Executive Members (Women) are required to be declared elected, the Returning Officer's report and declaration will show the:
 - i. names and votes obtained by all candidates for the provisional offices; and
 - ii. undeclared candidates who polled the highest votes for each such office.
- f. In the event of a Casual Vacancy arising in the office of Branch Executive members (Women), the candidate with the next greatest number of votes will automatically fill that vacancy.
- g. A Branch Executive member (Women) will exercise one (1) vote on Branch Executive.
- h. To ensure the application of sub-rule a. for the Branch Council, the procedure provided by this rule for the Branch Executive will be followed, with the necessary changes except that nominations will be called for ten (10) Provisional Branch Councillors (Women) to be elected by, and from, the Financial Members who are women.

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 rule 26, 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.

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.
- l. 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.

37 – FUND DISBURSEMENT

- a. Funds can only be disbursed from the Branch Fund in accordance with National rule 21.

38 – GENERAL MEETINGS OF THE BRANCH

- a. A general meeting of members attached to the Branch will be held if:
 - i. the Branch Executive determines; or
 - ii. a request for 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 5 (five) months after the end of the financial year, bearing the name, address and signature of five (5) percent of the Financial 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 7 (seven) days and not more than twenty one days to be given to members by newspaper advertisement setting out the time, place and business of the meeting.
- c. The quorum for a General meeting of the Branch will be ten (10) percent of the Financial Members, or 500 Financial Members, whichever is the lesser.

39 – 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 request is made to the Branch Secretary signed by at least ten (10) percent of the Financial Members, where the requisition states the business to be placed before the meeting.
- b. Only the business stated in the request for the meeting is to be considered at the special general meeting.
- c. The duration of a special meeting is limited to two (2) hours, unless a motion to extend the meeting has been moved, seconded and carried by a majority of the members present at the meeting, and provided that no meeting will be extended beyond 10.30pm.

40 – ALTERATION OF RULES

- a. Subject to the approval of the National Conference or the National Executive, the Branch Executive may amend these Branch rules.
- b. The National Conference or the National Executive will not amend these Branch rules unless the Branch Executive consents.

41 – 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 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 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.

42 – STANDING ORDERS

- a. The standing orders of the Branch are in accordance with the National rules.

43 – RULES OF DEBATE

- a. The rules of debate for the Branch are in accordance with the National rules.

44 – TRANSITIONAL RULE

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

A	B
2023 Quadrennial Election	the quadrennial elections of the Branch following the Commencement Day
Branch	Australian Municipal, Administrative, Clerical and Services Union, Queensland (Services and Northern Administrative) Branch
Branch Industry Vice-President	a Branch Industry Vice-President under the Commencement Day Rules
Commencement Day	the day on which this rule is certified by the Fair Work Commission
Commencement Day Rules	the rules of the Branch that apply on, and from, the Commencement Day
Pre commencement Day Officer	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

Pre-commencement Day Rules	the rules of the Branch that applied on the day immediately preceding the Commencement Day
Replacement Officer	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.
- ca. Commencing at the 2023 Quadrennial Election there will be a new office of Branch Vice-President Diversity and the offices of Branch Vice-President (Women) and Branch Vice-President (Youth) will cease.
- cb. Commencing at the 2023 Quadrennial Election there will be new positions of:
- i. Branch Councillor Aboriginal and Torres Strait Islander peoples;
 - ii. Branch Councillor Women;
 - iii. Branch Councillor Youth;
 - iv. Branch Councillor Disability; and
 - v. Branch Councillor LGBTIQ+.
- 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 in column D:

C	D
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 Airlines Branch Industry Division – Rail Sector)	Financial Members attached to the Transport and Airlines Branch Industry Division employed in rail

Branch Industry Division Vice-President (Transport and Airlines Branch Industry Division – Ports and Airlines Sector)	Financial Members attached to the Transport and Airlines Branch Industry Division employed in the: Ports or Airlines Industry
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 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 Vice-President (Local Authorities and Brisbane City Council Industry Division – BCC)
Branch Industry Division Vice-President (Transport and Airlines Branch Industry Division – Rail Sector)	Branch Vice-President (Transport and Northern Administrative Industry Division – Rail)
Branch Industry Division Vice-President (Transport and Airlines Branch Industry Division – Ports and Airlines Sector)	Branch Vice-President (Transport and Northern Administrative – Ports and Private)

Branch Industry Division Vice-President (Transport and Airlines Branch Industry Division – Ports and Airlines 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 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-commencements Day Rules.

79 - QUEENSLAND TOGETHER BRANCH

- a. Under this rule the office in column A is to be elected by, and from, the financial members attached to the electorate of the Branch set out opposite in column B or forming the Electoral College set out opposite in column C with the number of offices to be filled set out opposite in column D:

A OFFICE	B ELECTORATE	C ELECTORAL COLLEGE	D NUMBER OF OFFICES
Branch President	Branch		1
Branch Senior Vice-President	Branch		1
Branch Vice-President (Industry)	relevant Branch Industry Division		3
Branch Secretary/First National Executive Representative	Branch		1
Branch Assistant Secretary	Branch		2
Other Branch Executive Members		relevant Branch Industry Divisions' Conference Delegates	see PART IX Division Two A rule 7
Branch Executive Members (Women)		relevant Branch Industry Divisions' Conference Delegates	see PART IX Division Two A rule 7
Branch Treasurer	Branch		1
Branch Assistant Treasurer	Branch		1
National Executive Representatives	Branch		see PART II sub-rule 8ca.
National Conference Delegates		relevant Branch Industry Divisions' Conference Delegates	see PART IX Division Two A rule 37
Branch Council Delegates		relevant Branch Industry Divisions' Conference Delegates	see PART IX Division Two A rule 14
Branch Council Delegates (Women)		relevant Branch Industry Divisions' Conference Delegates	see PART IX Division Two A rule 14
Branch Conference Delegates representing Industry	relevant Industry Sub-Divisions		see PART IX Division Two A

Sub-Divisions			rule 31
Branch Conference Delegates representing Regional Zones	relevant Regional Zone		see PART IX Division Two A rule 20
Branch Conference Delegates representing Aboriginal and Torres Strait Islander members	Aboriginal and Torres Strait Islander		see PART IX Division Two A rule 20
<u>Branch Conference Delegate representing Branch Employees</u>	<u>the financial members attached to the Branch Employee Sub-division</u>		<u>see PART IX Division Two A rule 20</u>

Dani Brooks

From: Neil Henderson
Sent: Tuesday, 28 March 2023 10:31 AM
To: Robert Potter
Cc: John Nucifora
Subject: QSNA branch

Dear Rob,

I advise that the QSNA Branch Executive requests, on behalf of the Branch and as consequential changes to the National Rules following directly from the requested changes to the Branch rules, that rule 80 a. be altered to reflect the changes to the Vice-Presidents and to the positions of Councillors.

If you have any queries please contact me.

Regards

Sent from my iPhone

Neil Henderson | Secretary

The Services Union
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PO Box 3347, South Brisbane, QLD, 4101
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The Services Union acknowledges the traditional custodians of this land, and also pays respect to the Elders past, present and emerging.
We celebrate and support the LGBTIQ+ and diverse communities.

Authorised by Branch Secretary Neil Henderson, Australian, Administrative, Clerical and Services Union Queensland (Services and Northern Administrative) Branch ABN 86 351 665 653. Trading as The Services Union.



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80 - QUEENSLAND (SERVICES AND NORTHERN ADMINISTRATIVE) BRANCH

- a. Under this rule the office in column A is to be elected by, and from, the financial members attached to the electorate of the Branch set out opposite in column B or forming the Electoral College set out opposite in column C with the number of offices/positions to be filled set out opposite in column D:

A OFFICE	B ELECTORATE	C ELECTORAL COLLEGE	D NUMBER OF OFFICES
Branch President	Branch		1
Branch Executive President/Second National Executive Representative	Branch		1
Branch Deputy President		Branch Executive see PART IX Division Three sub-rule 26 b.	1
Branch Industry Division Vice-President (Energy Industry Division)	members attached to the Energy Branch Industry Division		1 subject to PART IX Division Three sub-rules 33 e., f. and g.
Branch Industry Division Vice-President (Local Authorities and Brisbane City Council Branch Industry Division – Local Authorities/Water Sector)	members attached to the Local Authorities and Brisbane City Council Branch Industry Division other than employees of the Brisbane City Council		1 subject to PART IX Division Three sub-rules 33 e., f. and g.
Branch Industry Division Vice-President (Local Authorities and Brisbane City Council Branch Industry Division – BCC Sector)	members attached to the Local Authorities and Brisbane City Council Branch Industry Division who are employees of the Brisbane City Council		1 subject to PART IX Division Three sub-rules 33 e., f. and g.

<p>Branch Industry Division Vice-President (Transport and Northern Administrative Airlines Branch Industry Division – Rail Sector)</p>	<p>members attached to the Transport and Northern Administrative Airlines Branch Industry Division employed in rail</p>		<p>1 subject to PART IX Division Three sub-rules 33 e., f. and g.</p>
<p>Branch Industry Division Vice-President (Transport and Northern Administrative Airlines Branch Industry Division – Ports, and Private and North Queensland Clerical and Administrative Airline Sector)</p>	<p>members attached to the Transport and Northern Administrative Airlines Branch Industry Division employed in the: Ports and or Private sector; or North Queensland Clerical and Administrative Airlines Industry Sector</p>		<p>1 subject to PART IX Division Three sub-rules 33 e., f. and g.</p>
<p>Branch Industry Division Vice-President (Social and Community Services Branch Industry Division)</p>	<p>members attached to the Social and Community Services Branch Industry Division</p>		<p>1 subject to PART IX Division Three sub-rules 33 e., f. and g.</p>
<p>Branch Vice-President (Women <u>Diversity</u>)</p>	<p>members of the Branch who are women <u>members of the Branch who identify as Aboriginal and Torres Strait Islander peoples;</u> <u>who are women;</u> <u>who have not attained the age of 35;</u> <u>who identify as having a disability; or</u> <u>who identify as LGBTIQ+</u></p>		<p>1</p>

Branch Vice-President (Youth)	members of the Branch who have not attained the age of 35		1
Branch Treasurer	Branch		1
Branch Secretary/First National Executive Representative	Branch		1
Assistant Branch Secretary (if any)	Branch		1
Provisional Branch Executive Member (Women)	members of the Branch who are women		see PART IX Division Three rule 34
Third National Executive Representative (if any)	Branch		see PART II sub-rule 8 ca.
National Conference Delegates	Branch		see PART II rule 7
Alternate National Conference Delegates (1st, 2nd and 3rd)	Branch		see PART IX Division Three rule 24
Branch Council Delegates Councillor Aboriginal and Torres Strait Islander peoples	members attached to a respective Industry Division Branch Industry Divisions members of the Branch who identify as <u>Aboriginal and Torres Strait Islander peoples</u>	<u>1</u>	see PART IX Division Three rule 18

<u>Branch Councillor Women</u>	<u>members of the Branch who are women</u>	<u>1</u>	
<u>Branch Councillor Youth</u>	<u>members of the Branch who have not attained the age of 35</u>	<u>1</u>	
<u>Branch Councillor Disability</u>	<u>members of the Branch who identify with as having a disability</u>	<u>1</u>	
<u>Branch Councillor LGBTIQ+</u>	<u>members of the Branch who identify with as LGBTIQ+</u>	<u>1</u>	
<u>Branch Councillors</u>	<u>members of the Branch attached to a respective Industry Division</u>		<u>see PART IX Division Three rule 18</u>
Provisional Branch Councillors (Women)	members of the Branch who are women		see PART IX Division Three rule 34

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



By your side

Thursday 30 March 2023

TO: All National Executive members
 By email

Dear National Executive Member

Re: Result - Email Vote No. 02/2023 - proposed ASU Rule 10 Agreement between the QSNA and QT Branches, QSNA Branch Rule and ASU Rule alterations

The result of the email ballot submitted to members of National Executive via email on 28 March 2023, regarding the above is as follows:

A total of 120.17 affirmative votes were received from:

Robert Potter
 Emeline Gaske
 Alex Scott
 Dee Spink
 Sharon Abbott
 Angus McFarland
 Judith Wright
 Tom Patton
 Graeme Kelly
 Sharon Sewell
 Neil Henderson
 Jennifer Thomas

Kate Cotter
 Abbie Spencer
 Scott Cowen
 Jeff Lpidos
 Lisa Darmanin
 Billy King
 Barry Gough
 Imogen Sturni
 Cassie Farley
 Paul O'Neill
 Wayne Wood

No negative votes were received. I advise that National Executive E-mail Vote No. 02/2023 is carried.

Yours faithfully

Robert Potter
 NATIONAL SECRETARY

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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](#).
- On 29 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 Victorian and Tasmanian Authorities and Services Branch. You can download a copy of the Notice and attachments [here](#).
- On 19 December 2022 the Australian Services Union (ASU) lodged a notice of further amendments to the ASU Rules with the Fair Work Commission in relation to R2022/100, R2022/131 and R2022/133. You can download a copy of the Notice and attachments [here](#).
- On 25 January 2023 the Australian Services Union (ASU) lodged a notice of alteration to the ASU Rules (Notice) with the Fair Work Commission in relation to the Victorian Private Sector Branch. You can download a copy of the Notice and attachments [here](#).
- On 30 March 2023 the Australian Services Union (ASU) lodged a notice of alteration to the ASU Rules (Notice) with the Fair Work Commission in relation to consequential rule alterations to the Queensland Together and the Queensland (Services and Northern Administrative) Branch rules and Branch related ASU rules as a result of an ASU rule 10 Agreement. 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)