**Checklist CL 002** | 6 March 2023

Election checklist (RO Act section 189)

|  |  |  |
| --- | --- | --- |
| **E number**[insert hyperlink] | **Action officer**  | **Date received**Click or tap to enter a date.**KPI date**Click or tap to enter a date. |
| **Organisation and/or branch name** | **Org/branch code** |
| **Reason for election**Expiry of term of office / new offices / insufficient noms / casual vacancy | **Previous relevant election**[insert hyperlink] |

**For internal use only (click on arrow to show more): At lodgement**

|  | **Comments** |
| --- | --- |
| Is this election already on caseHQ? | **Y/N** |  |
| Relevant offices/positions summarised in the free text field under ‘Title’ | **Y/N** |  |
| If lodged by Branch, enter head office on caseHQ as a participant | **Y/N/n/a** |  |
| If lodged by head office and includes offices elected by branch, enter relevant branch on caseHQ as a participant | **Y/N/n/a** |  |
| If insufficient noms or casual vacancy, check entered on caseHQ as matter type: ‘section 189(1) RO Act - Notification of elections for office - Casual vacancy or insufficient nominations’, and link matter/s under ‘Related Matter’ to originating election or elections | **Y/N/n/a** |  |
| PI emailed to AEC through caseHQ, using template letter ‘ORG Letter - prescribed info to AEC’ | **Y/N** |  |

| **Lodgement of prescribed information** | **Comments** |
| --- | --- |
| Prescribed day [regulation 138(3)] (no less than 2 months before date specified under rules for opening nominations) |  |  |
| Was the PI lodged before the prescribed day?*[If yes, go to the next section ‘Prescribed Information and Statement’]* | **Y/N** |  |
| Has a request for an extension of time been made?  | **Y/N/n/a** |  |
| **IF YES:** Make sure the request is entered on E Matter as ‘Add Event’ with ‘Event Type’ ‘Request for Extension of Time’ with Event Performed ‘Request extension received’ANDInsert when request made and reasons for request in Comments section below. | **Y/N/n/a** |  |
| Was an extension requested in previous election? | **Y/N/n/a** | [If applicable, matter number of previous request] |
| **IF YES:** Summarise reasons for request and if granted for the previous decision in Comments section below. | **Y/N/n/a** |  |

| **Prescribed information and Statement (Reg. 138)** | **Comments** |
| --- | --- |
| Name of each office for which election requested [regulation 138(1)(a)] | **Y/N** |  |
| Reason for election:Expiry of term of office / new office created / insufficient noms / casual vacancy *[regulation 138(1)(b)(i), (ii), (iii), (iv)]* |  |  |
| If casual vacancy, evidence of casual vacancy provided | **Y/N/n/a** |  |
| If insufficient nominations, declaration of results of originating election provided by AEC and on caseHQ | **Y/N/n/a** |  |
| Number of each office *[regulation 138(1) (c)]* | **Y/N** |  |
| Electorate identified – branch, section, division name *[regulation 138(1)(d)]* | **Y/N** |  |
| Date and time of opening and closing of nominations *[regulation 138(1)(e)]* | **Y/N** |  |
| Day roll of voters closes *[regulation 138(1)(f)]* | **Y/N** |  |
| Voting system to be used: collegiate *[regulation 138(1)(g)(ii)]* or direct voting *[regulation 138(1)(g)(i)]* |  |  |
| Statement that information lodged under section 189 *[regulation 138(2)]* | **Y/N** |  |
| Statement signed by authorised officer *[regulation 138(2)]* | **Y/N** | [insert name & office] |
| Request for positions other than offices included *[section 187(3)]* | **Y/N** | [If the election concerns office positions AND non-office positions, insert the name(s) of the non-office position(s)] |
| The rules support the statement that the position(s) is a non-office position(s) | **Y/N/n/a** | [insert rule] |
| The rules require that an election be conducted for the non-office position(s)  | **Y/N/n/a** | [insert rule] |
| A copy of the org or branch’s written request to the AEC for the election of the non-office position(s) is on caseHQ  | **Y/N/n/a** | [insert date of the request] |

| **Rulebook** | **Comments** |
| --- | --- |
| Date of rulebook used |  | Click or tap here to enter text. |
| Any relevant rule alterations pending?**NOTE:** if the PI is silent, phone the organisation or branch to ask whether any rule alterations pending, and if so whether they impact the current election. | **Y/N** |  |
| If so, do they impact this election? | **Y/N/n/a** |  |
| **If this election impacted, recommended action:** |  |

| **Check against relevant election rules (or see attached)**  |
| --- |
|  | **Office/ Position and number** | **Election method and electorate** | **Term of office** | **When last election held** | **Notes** | **Election due?** |
| **Details and rule no.** |  |  |  |  |  | **Y/N** |
| **Details and rule no.** |  |  |  |  |  | **Y/N** |
| **Details and rule no.** |  |  |  |  |  | **Y/N** |

**For internal use only (click on arrow to show more): update caseHQ**

|  | **Comments** |
| --- | --- |
| If scheduled election, check election data on entity in caseHQ (Election Alert Programme) | **Y/N** |  |
| If election alert information incorrect, update the information | **Y/N/n/a** |  |

**For internal use only (click on arrow to show more): PRE-Decision**

|  | **Comments** |
| --- | --- |
| Checked against previous election material | **Y/N** |  |
| caseHQ file note - assessed with copy of Checklist and other notes on caseHQ | **Y/N** |  |
| Print/MNC booked as ‘Prints’ > ‘Add New’ with ‘Print Category Decision’ and ‘Print Type ‘Delegate Decision’ or ‘General Manager Decision’ | **Y/N** |  |
| Generate template decision through caseHQ ‘Org decision – section 189 elections’ selecting relevant prompts | **Y/N** |  |
| Forward all relevant materials to supervisor/Fair Work Commission (Commission) officer for second review | **Y/N** |  |
| Send email to the General Manager or Delegate containing recommendation, risk assessment, notes, draft template decision and checklist and file note email on caseHQ as event type ‘file note’ > ‘file note’ and note in comments ‘email to Delegate/General Manager.’ | **Y/N** |  |

| **Comments***Insert comments about anything unusual in this election, considerations and actions taken to ensure compliance* |
| --- |
|  |

| **Risk Assessment** |
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| **Static Risk:** Medium**Dynamic Risk:** Satisfied**Response Level:** One**Response Option:** Make arrangement for election | Having regard to the Commission risk-based framework, the recommended response is level one and the recommended response option is to make arrangement for election and request for extension of time granted. |

**For internal use only (click on arrow to show more): POST-Decision**

|  | **Comments** |
| --- | --- |
| If extension requested, enter ‘Add Event’ > ‘Request for Extension of Time’ with event type ‘Extension granted’ or ‘Extension NOT granted’ in caseHQ | **Y/N/n/a** |  |
| Result ‘Election arranged’ or ‘Election arrangement refused’ recorded in caseHQ | **Y/N** |  |
| In the result under the heading ‘Related Prints’ confirm that the Print ID has been related to the result | **Y/N** |  |
| Decision dispatched to org/branch, AEC and other participants | **Y/N** |  |
| Combine file for Website comprising of PI and decision and save using Commission naming convention e.g. 215v-e2019-27.pdf. | **Y/N** |  |
| OCR and optimise file and ensure any private information has been redacted | **Y/N** |  |
| File uploaded to Website (see Commission Reference Guide for process) | **Y/N** |  |
| Attach final checklist as event type ‘file note’ > ‘file note’ | **Y/N** |  |
| Matter closed in caseHQ | **Y/N** |  |

**Date:** Click or tap to enter a date.