



13 December 2023

Erin Aulich  
Branch Secretary  
Australian Education Union - Victorian Branch  
Sent via email: [melbourne@aeuvic.asn.au](mailto:melbourne@aeuvic.asn.au)

cc: Kevin Bates, [federalsecretary@aeufederal.org.au](mailto:federalsecretary@aeufederal.org.au)

Dear Erin Aulich



**IMMEDIATE ACTION REQUIRED:**

**You must take steps after your recent election E2023/145**

An election has recently been completed by the Australian Electoral Commission (AEC) for the Australian Education Union - Victorian Branch and a post-election report has been issued by the AEC.

This letter explains the next steps you must take, including what information you need to give to members and what information you need to lodge with the Fair Work Commission (the Commission).

**What you must do right now**

- Let your members know about the election report issued by the AEC
- Arrange financial training for officers newly elected to an office with financial management duties. (This includes all members of the committee of management).
- Complete the notification of change and email it to the Commission at [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)

This letter explains these steps and the tools available to help you.

## STEP 1: Notify members

You must put a notice on your website once you receive your post-election report. It must tell your members they can request a copy of the post-election report from you or the AEC (regulation 141). The notice must be on your website for at least three months.



Can we put more information on our website?

Yes! Being transparent is part of good governance. You can publish the whole report or the declaration of results, as well as your notice and leave them up longer than three months. You can always do more than the regulatory minimum.

The Commission will also publish your declaration of results on our [website](#).

## STEP 2: Financial training

You may have to arrange financial training for people elected to new roles.

All officers with financial management duties must complete approved financial training (section 293K). For information on when officers must redo training and hints on when to book training for officers taking up multiple offices [please see our fact sheet](#).

There are face-to-face and online [financial training packages on the Commission website](#).

You must act on this now, as affected officers **MUST** complete approved financial training OR receive an [exemption by the Commission](#) **within six months** of beginning to hold office.



### Good governance tip:

Organisations should instruct officer holders about their other obligations. This is especially important for committee of management members.

Our podcast covers the [benefits of officer induction](#). Officers have responsibilities under the rules, the *Fair Work (Registered Organisations) Act 2009* (the RO Act), and disclosure requirements around conflicts of interest, remuneration and material personal interests. Officers will benefit from our [officer induction kit](#) and our [podcast](#), such as [episode 17 - conflicts of interest](#).

## STEP 3: Notifications of change



A notification of change must be lodged with the Commission within **35 days** of the change occurring.

We have a [template](#) to help you with this, which you can send to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au). An officer must sign the completed notification template.

You must lodge a notification of change if:

- any of your officers have not been re-elected;
- officers have changed offices; or
- you have new officers.

Only notify us of changes that have **already occurred**. If people take up office in the future, you must wait until the change happens before lodging the notification within 35 days of the change.

**Note:** One election may result in many notifications of change.



#### Penalties apply

Failing to lodge your notifications of change on time can expose your organisation and its officers to significant penalties.

**Real-life example of penalties in Court** An organisation failed to make a series of notifications of change on time.

The Full Court said ‘The record-keeping obligations imposed under the Registered Organisations Act are treated by the legislature as important and serious, and contravention of those obligations are correspondingly serious.’

The organisation was ordered to pay a penalty. More information is available in our [case summary](#).

If you have any queries we can be contacted on 1300 341 665 or by email at [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au).

Yours sincerely

**Fair Work Commission**



The Commission has an interim [Compliance Policy](#) which explains how we respond to issues of non-compliance. The policy is available on our website if you would like further information on the steps the compliance team may take in response to non-lodgement of a financial report.

11 December 2023

# Post-election report

**Australian Education Union**

Victoria Branch

Scheduled election

E2023/145

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# Election(s) Covered in Post-Election Report (PER)

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Organisation:	Australian Education Union – Victoria Branch
Election Decision No:	E2023/145
Election:	Scheduled
Date ballot closed:	8 December 2023
(If uncontested) Date the nominations closed:	
Date results declared:	11 December 2023
Date PER due:	7 January 2024

## Relevant legal provisions

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### *Fair Work (Registered Organisations) Act 2009* ('the Act')

#### **197 Post-election report by AEC**

##### *Requirement for AEC to make report*

- (1) After the completion of an election conducted under this Part by the AEC, the AEC must give a written report on the conduct of the election to:
  - (a) the General Manager; and
  - (b) the organisation or branch for whom the election was conducted.

Note: The AEC may be able, in the same report, to report on more than one election it has conducted for an organisation. However, regulations made under paragraph 359(2)(c) may impose requirements about the manner and timing of reports.

- (2) The report must include details of the prescribed matters.

##### *Contents of report—register of members*

- (3) If the AEC is of the opinion that the register of members, or the part of the register, made available to the AEC for the purposes of the election contained, at the time of the election:
  - (a) an unusually large proportion of members' addresses that were not current; or
  - (b) in the case of a register kept by an organisation of employees—an unusually large proportion of members' addresses that were workplace addresses;

this fact must be included in the report, together with a reference to any relevant model rules which, in the opinion of the AEC, could assist the organisation or branch to address this matter.

Note: Model rules are relevant only to the conduct of elections for office, not for elections for other positions (see section 147).

##### *Contents of report—difficult rules*

- (4) If the report identifies a rule of the organisation or branch that, in the AEC's opinion, was difficult to interpret or apply in relation to the conduct of the election, the report must also refer to any relevant model rules, which in the opinion of the AEC, could assist the organisation or branch to address this matter.

Note: For model rules, see section 147.

##### *Subsection (3) relevant only for postal ballots*

- (5) Subsection (3) applies only in relation to elections conducted by postal ballot.

Note: An organisation can obtain an exemption from the requirement to hold elections for office by postal ballot (see section 144).

## 190 Organisation or branch must not assist one candidate over another

An organisation or branch commits an offence if it uses, or allows to be used, its property or resources to help a candidate against another candidate in an election under this Part for an office or other position.

Penalty: 100 penalty units.

## 193 Provisions applicable to elections conducted by AEC

- (1) If an electoral official is conducting an election, or taking a step in relation to an election, for an office or other position in an organisation, or branch of an organisation, the electoral official:
  - (a) subject to paragraph (b), must comply with the rules of the organisation or branch; and
  - (b) may, in spite of anything in the rules of the organisation or branch, take such action, and give such directions, as the electoral official considers necessary:
    - (i) to ensure that no irregularities occur in or in relation to the election; or
    - (ii) to remedy any procedural defects that appear to the electoral official to exist in the rules; or
    - (iii) to ensure the security of ballot papers and envelopes that are for use, or used, in the election.
- (2) A person commits an offence if the person does not comply with a direction under subsection (1).

Penalty: 30 penalty units.
- (3) Subsection (2) does not apply so far as the person is not capable of complying.

Note: A defendant bears an evidential burden in relation to the matter in subsection (3) (see subsection 13.3(3) of the *Criminal Code*).
- (4) Subsection (2) does not apply if the person has a reasonable excuse.

Note: A defendant bears an evidential burden in relation to the matter mentioned in subsection (4), see subsection 13.3(3) of the *Criminal Code*.
- (5) An offence against subsection (2) is an offence of strict liability.

Note: For *strict liability*, see section 6.1 of the *Criminal Code*.
- (6) An election for an office or other position conducted by an electoral official, or step taken in relation to such an election, is not invalid merely because of a breach of the rules of the organisation or branch because of:
  - (a) action taken under subsection (1); or
  - (b) an act done in compliance with a direction under subsection (1).
- (7) If an electoral official conducting, or taking a step in connection with, an election for an office or other position:
  - (a) dies or becomes unable to complete the conduct of the election or the taking of the step; or
  - (b) ceases to be qualified to conduct the election or to take the step;the Electoral Commissioner must arrange for the completion of the conduct of the election, or the taking of the step, by another electoral official.

## 6 Definitions

**irregularity**, in relation to an election or ballot, includes:

- (a) a breach of the rules of an organisation or branch of an organisation; and
- (b) an act or omission by means of which:
  - (i) the full and free recording of votes by all persons entitled to record votes and by no other persons; or
  - (ii) a correct ascertainment or declaration of the results of the voting;is, or is attempted to be, prevented or hindered; and
- (c) a contravention of section 190.

## *Fair Work (Registered Organisations) Regulations 2009 ('the Regulations')*

### **140 Declaration of result of election (s 193)**

- (1) Within 14 days after the closing day of an election, the AEC must issue a declaration stating the following:
  - (a) the total number of persons on the roll of voters;
  - (b) the total number of ballot papers issued (if applicable);
  - (c) the total number of envelopes that were returned undelivered by the closing day of the ballot to the AEC (if applicable);
  - (d) the total number of ballot papers received by the electoral official by the closing day of the ballot (if applicable);
  - (e) the result of the election;
  - (f) the total number of informal ballot papers (if applicable).
- (2) In subregulation (1), ***closing day***, for an election, means:
  - (a) if a ballot is not required—the day on which nominations for the election close; or
  - (b) if a ballot is required—the closing day of the ballot.
- (3) Immediately after issuing a declaration under subregulation (1), the AEC must give a copy of the declaration to:
  - (a) the General Manager; and
  - (b) the organisation or branch for whom the election was conducted.

### **141 Post-election report by AEC (s 197(2))**

- (1) For subsection 197(2) of the Act, the following matters are prescribed for inclusion in the report (the ***post-election report***) given under subsection 197(1) of the Act:
  - (a) the declaration mentioned in regulation 140;
  - (b) any rules of the organisation or branch which because of ambiguity or other reason, were difficult to interpret or apply;
  - (c) any matters in relation to the roll of voters including those matters contained in subsection 197(3) of the Act;
  - (d) the number of written allegations (if any) of irregularities made to the AEC during the election;
  - (e) action taken by the AEC in relation to those allegations;
  - (f) any other irregularities identified by the AEC and action taken by the AEC in relation to those other irregularities.
- (2) The AEC must:
  - (a) give the post-election report within 30 days after the closing day of the election; and
  - (b) publish a notice on its web site advising that a copy of the post-election report can be obtained from the AEC on the request of a member who was eligible to vote in the election.
- (3) The AEC must supply a copy of the post-election report to the member as soon as practicable, but no later than 7 days, after receiving a request under paragraph (2)(b).

### **145 Elections conducted by AEC—no unauthorised action**

- (1) For any election conducted by the AEC under Part 2 of Chapter 7 of the Act, a person other than the person conducting the election must not do, or purport to do, any act in the conduct of the election other than as directed or authorised by the person conducting the election.

Note: This subregulation is a civil penalty provision (see regulation 168).
- (2) The AEC must advise the General Manager of a possible contravention of subregulation (1) not later than 21 days after the AEC has become aware of the possible contravention.



## Declaration of result of election

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In accordance with reg 140 of the Regulations, the AEC issued a declaration of the result of election E2023/145 on 11 December 2023. For a copy, see **Attachment A**.

## Australian Education Union Rules

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Australian Education Union Rules used for the election:

- 284V: Incorporates alterations of 9 August 2023 [R2023/54]

There were no rules of the organisation or branch which because of ambiguity or other reason, were difficult to interpret or apply for this election.

## Roll of Voters

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There were no matters in relation to the Roll of Voters to report.

## Written allegations of any irregularities

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There were no allegations of irregularities to report.

## Other irregularities

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There were no other irregularities to report.

## Signed

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Ann Dougan  
Returning Officer  
Australian Electoral Commission  
E: [IEBevents@aec.gov.au](mailto:IEBevents@aec.gov.au)  
P: 03 9285 7111  
11 December 2023

## Attachments

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### A. Declaration of Results for Uncontested Offices

**Australian Education Union**  
**Victoria Branch**  
**DECLARATION OF RESULTS - E2023/145**  
**Uncontested Offices**

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**Scheduled Election**

The results of the election for the following offices conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation are:

**Early Childhood Sector**

**Ordinary Member of Branch Executive (1)**

Candidates

BRYAN Kay

**Primary Sector**

**Ordinary Member of Branch Executive (7)**

Candidates

BURTON Tanya

MANSFIELD Meagan

MASIERO Antoinette

PACE Michael

PONTIKIS Mary-Anne

TENSON Katrina

WARING-DALLWITZ Claire

**Secondary Sector**

**Ordinary Member of Branch Executive (5)**

Candidates

COLES Simon Matthew

HARRIS Justin

HUMPHRIES Ann

KOLBER Jem

MARTIN Keith

**TAFE and Adult Provision Sector**

**Ordinary Member of Branch Executive (1)**

Candidates

RIGONI Anthony

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.

Ann Dougan  
Returning Officer  
Telephone: 03 9285 7111  
Email: [IEBevents@aec.gov.au](mailto:IEBevents@aec.gov.au)  
11/12/2023



Fair Work  
Commission

## DECISION

*Fair Work (Registered Organisations) Act 2009*  
s.189—Arrangement for conduct of an election

**Australian Education Union**  
(E2023/145)

MS GUINA

MELBOURNE, 29 AUGUST 2023

*Arrangement for conduct of election.*

[1] On 10 August 2023 the Victorian Branch of the Australian Education Union lodged with the Fair Work Commission prescribed information for an election to fill the following offices for a new term of office:

Ordinary Members of Branch Executive representing the following sectors:

Primary Sector	(7)
Secondary Sector	(5)
Early Childhood Sector	(1)
TAFE and Adult Provision Sector	(1)

[2] I am satisfied that an election for the abovenamed offices is required to be held under the rules of the organisation and, under subsection 189(3) of the *Fair Work (Registered Organisations) Act 2009*, I am making arrangements for the conduct of the election by the Australian Electoral Commission.



DELEGATE OF THE GENERAL MANAGER

Printed by authority of the Commonwealth Government Printer

PR755127



10 August 2023

Murray Furlong  
General Manager  
Fair Work Commission  
GPO Box 1994 Melbourne VIC 3001

via email [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)

Dear General Manager Furlong

**PRESCRIBED INFORMATION FOR ELECTIONS in accordance with Section 189 Fair Work (Registered Organisations) Act 2009 and Regulation 138 Fair Work (Registered Organisations) Regulations 2009**

I, Erin Aulich, being the Branch Secretary of the Australian Education Union Victorian Branch, make the following statement:

1. I am authorised to sign this statement containing prescribed information for the Australian Education Union Victorian Branch.
2. The following information is lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).
3. The scheduled election to be held is, **Election of Ordinary Members of the Branch Executive (AEU Victorian Branch Rule 49)** as set out in the table in Annexure A.
4. No rule alterations are pending that will impact these elections.
5. This statement **IS** lodged at least 2 months before nominations open for the elections as set out in the table in Annexure A.
6. The voting system to be employed in the conduct of the election is a collegiate electoral system.
7. Pursuant to AEU Victorian Branch rule 11(3) the financial branch and sector membership numbers as at 30th June 2023 will determine the number of persons elected as Ordinary Members of the Branch Executive. The number of positions to be elected is set out at Schedule 1 to Annexure A:
  - Part A - Number of financial members as at 30 June 2023 by Sectors;
  - Part B - Calculations as per AEU Victorian Branch rule 11 determining the number of persons elected as Ordinary Members of the Branch Executive.
8. The dates and times for nominations open and close to be determined by the Returning Officer from the Australian Electoral Commission with regards to AEU Victorian Branch rule 49(5).

AEU Victorian Branch Rules contain respective timetables for the conduct of these elections as set out at *Annexure A - Important dates*.

Yours sincerely

Erin Aulich  
**Branch Secretary**  
**AEU Victoria**

## ANNEXURE A

<b>AEU VIC BRANCH ELECTION OF ORDINARY MEMBERS OF THE BRANCH EXECUTIVE:</b> In accordance with Australian Education Union Victorian Branch Rule 49 elections are required for Ordinary Members of the Branch Executive (Refer AEU Vic Branch Rule 49)						
Branch	Name of Office	Term of Office	Number required	Voting System  Direct voting system (DVS); Collegiate electoral system	Reason for Election  Scheduled; Casual vacancy; New office created; Insufficient nominations	Electorate
VIC	Ordinary Members of Branch Executive from Primary Sector Council	1 January 2024 to 31 December 2024	7	Collegiate electoral system	Scheduled - current term of office expires on 31 December 2023	The electorate is all the ordinary members of the Primary Sector Council. [Rule 11(1)(b)]
	Ordinary Members of Branch Executive from Secondary Sector Council	1 January 2024 to 31 December 2024	5	Collegiate electoral system	Scheduled - current term of office expires on 31 December 2023	The electorate is all the ordinary members of the Secondary Sector Council. [Rule 11(1)(b)]
	Ordinary Members of Branch Executive from Early Childhood Sector Council	1 January 2024 to 31 December 2024	1	Collegiate electoral system	Scheduled - current term of office expires on 31 December 2023	The electorate is persons elected as ordinary members of the Branch Executive by members of the Early Childhood Sector Council from persons who are ordinary members of the Branch Council from the relevant sector council. [Rule 11(1)(b)]
	Ordinary Members of Branch Executive from TAFE and Adult Provision Sector Council	1 January 2024 to 31 December 2024	1	Collegiate electoral system	Scheduled - current term of office expires on 31 December 2023	The electorate is persons elected as ordinary members of the Branch Executive by members of TAFE and Adult Provision Sector Council from persons who are ordinary members of the Branch Council from the relevant sector council. [Rule 11(1)(b)]

- Important dates - AEU Victorian Branch Election of Ordinary Members of Branch Executive:

	Collegiate Voting System	Notes
<b>Nominations OPEN</b>	To be determined by the Returning Officer from the Australian Electoral Commission  <i>It is recommended that nominations open on Monday <b>20 November 2023</b>.</i>	<p><i>The notice calling for nominations ...shall specify a date for the opening of nominations which shall be a date not less than 14 days before the date for holding the meeting provided that, where the election is to be conducted at the meeting of the sector council at which ordinary members of the Branch Council are elected, nominations shall be called by the Branch Returning Officer announcing to the meeting that nominations are open and allowing sufficient time for persons seeking to nominate to submit their nominations [Rule 49(5)]</i></p> <p><i>The Branch Returning Officer shall call for nominations for the positions of ordinary members of the Branch Executive by sending a notice to each member or member elect of the relevant sector council provided that, where the election is to be conducted at the meeting of the sector council at which ordinary members of the Branch Council are elected, nominations shall be called immediately after the conclusion of the election of ordinary members of Branch Council. [Rule 49 (4)]</i></p> <p><i>Pursuant to notification received by the AEC regarding the AEC's COVID-19 response and in person (attendance) ballots the AEU will work with the AEC on an alternative approach, as required.</i></p>
<b>Nominations CLOSE</b>	To be determined by the Returning Officer from the Australian Electoral Commission  <i>It is recommended that nominations close during the respective Sectors' Council Meetings on <b>Friday 8 December 2023</b>.</i>	
<b>Roll of Voters cut- off date</b>	<i>7 days prior to nominations opening [rule 57(2A)]</i>	
<b>Ballot (if required)</b>	<i>If a ballot is required it can be conducted at the respective Sector Council Meetings on <b>Friday 8 December 2023</b>.</i>	

## SCHEDULE 1 – PART A

### AEU VICTORIAN BRANCH FINANCIAL MEMBERSHIP AS AT 30 JUNE 2023 BY SECTOR

SECTOR		FINANCIAL MEMBERS
EARLY CHILDHOOD		2,707
PRIMARY		22,919
SECONDARY		16,047
TAFE & ADULT PROVISION (TAP)		2,096
<b>TOTAL</b>		<b>43,769</b>

## SCHEDULE 1 – PART B: ELECTION OF ORDINARY MEMBERS OF THE BRANCH EXECUTIVE

Pursuant to AEU Victorian Branch Rule 11(3) the financial membership numbers of the Branch and each sector as at 30 June 2023 will determine the number of persons elected as ordinary members of Branch Executive.

The financial membership of the Branch at 30 June 2023 was **43,769**.

The financial membership of each Sector at 30 June 2023 was:

Primary	22,919
Secondary	16,047
Early Childhood	2,707
TAFE & Adult Provision	2,096
<b>TOTAL MEMBERSHIP</b>	<b>43,769</b>

The application of AEU Victorian Branch sub-rule 11(2)(a) results in a quota of **3367**. This determination is based on the total financial membership of the Branch divided by 13 and the result rounded off to the nearest whole number (the quota) =  $43,769 / 13 = 3367$

Therefore:

Primary	$22,919 / 3367 = 6.80$
Secondary	$16,047 / 3367 = 4.76$
Early Childhood	$2,707 / 3367 = 0.80$
TAFE & Adult Provision	$2,096 / 3367 = 0.62$

When Rule 11(2)(b) is applied to each Sector, the entitlement to ordinary members of Branch Executive is:

Primary	7
Secondary	5
Early Childhood	1
TAFE & Adult Provision	1