



30 May 2017

Mr Glenn Fowler
Branch Secretary
Australian Education Union-ACT Branch
Email: aeuact@aeuact.org.au

Dear Mr Fowler,

cc: aeu@aeufederal.org.au

Reminder of actions required when persons elected to office

The Australian Electoral Commission has provided the Registered Organisations Commission (the ROC) a declaration of results for the election of [E2017/2]. This letter is a reminder of certain obligations imposed on organisations and on persons elected to office.

A notice must be published on the organisation's website

The organisation or branch must publish on its website a notice that a copy of the report is available from the organisation, branch or the AEC on request. The notice must be kept on the website for a period of at least 3 months (see regulation 141 of the Fair Work (Registered Organisations) Regulations 2009).

Holders of office required to undertake approved training

Section 293K of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe. A list of approved training providers is attached.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are provided for in the RO Act.

Organisation must notify the Commission of changes

Also, section 233(2) of the RO Act requires that an organisation must notify the Commission **within 35 days of any changes** to the holders of office in the organisation. **If there are no changes a notification is not required.** If the election has resulted in **any changes** to the holders of office, the Australian Education Union-ACT Branch must notify the Commission of these changes. In particular, please advise:

1. Person(s) who have ceased to hold office:
 - the name of the office vacated;
 - the date of the change of office holder; and
 - the name of the person vacating the office.

2. Person(s) who have commenced to hold office:
 - the name of the office now held;
 - the date of the change of office holder;
 - the name of the person now holding the office;

- the postal address of the person (generally the postal address of the organisation); and
- the occupation of the person now holding the office.

The notification must include a declaration by the Secretary (or other prescribed officer) that the information is a correct statement of the changes made. A template notification of changes, which may assist you, is attached. If any change does not apply until a date in the future, you do not need to notify until then (e.g. AGM, 1 January, 2nd Monday in March). If you have already lodged this information, please disregard this reminder.

Regards

Michael Moutevelis

Registered Organisations Commission

List of approved governance training packages

Approved training material	Provider	Contact person	Contact details
AHAWA Governance and Financial Training	Australian Hotels Association (WA Branch)	Mr Bradley Woods	(08) 9321 7701 ceo@ahawa.asn.au
APTIA Governance and Financial Training Package	Australian Public Transport Industrial Association	Mr Ian MacDonald	(02) 6247 5900 imacdonald@bic.asn.au
Handbook for Councillors of the Australian Industry Group	Australian Industry Group (for provision to Ai Group Councillors only. Not for external parties)	Ms Jenifer Leuba	(03) 9867 0174 jenifer.leuba@aigroup.asn.au
The Australian Workers' Union Professional Training Program Financial Duties of Officers	Australian Workers' Union	General enquiries	(02) 8005 3333 members@nat.awu.net.au
In-Boardroom: Governance and Finance for Registered Organisations	Australian Institute of Company Directors	Various	AICD state-based contacts
ACTU s.154C Training— Union Governance	Australian Council of Trade Unions (ACTU)	Organising Centre Enquiries	(03) 9664 7360 orgcentre@actu.org.au
Governance of Registered Organisations	Weston Woodley & Robertson Chartered Accountants	Mr Dennis Robertson	(02) 9264 9144 dennisr@wwr.com.au
Governance and Financial Accountability for Registered Organisations	Local Government New South Wales	Ms Sarah Artist	(02) 9242 4182 learning@lgnsw.org.au
Australian Hotels Association Financial Management Training	Australian Hotels Association (for provision to AHA officers only. Not for external parties)	Mr Stephen Ferguson	(02) 6273 4007 ceo@aha.org.au
Governance and Finance Training for Registered Organisations	Dickson Wohlsen Pty Ltd, trading as CTA Training	Mr Tom Streater	(07) 3878 9355 tom@dws.net.au
The Registered Organisation Training Act for Organisations and Boards	Vibe Public Relations Consultancy	Ms Anne Andrews	0400 021 679 vibeprctraining@bigpond.com
Training Course for Registered Organisations - Governance and Finance	Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourse, Public Authorities, Water Boards Union	Mr Andrew Johnson	andrew.johnson@lgrceu.org
MTAQ Registered Organisation Governance Course	Motor Trades Association of Queensland Industrial Organisation of Employers	Mr Paul Murray	paulm@mtaq.com.au

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, [NAME], being the [OFFICER] of the [ORGANISATION NAME], declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:

[delete all that do not apply]

- On [DATE] the address of the organisation changed to [STREET ADDRESS].¹
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:²
 1. *[include OLD name and address and NEW name and address of every branch that has changed]*
 2. ...
- A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.
- On [DATE] the following branch[es]:³
 - COMMENCED operation:
 1. *[include name of each new branch]*
 2. ...
 - CEASED operation:
 1. *[include name of each closed branch]*
 2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au .]

¹ s.230(1)(d); reg.147(d)

² s.230(1)(d); reg.147(a) & (d)

³ s.230(1)(d); reg.147(b) & (c)

ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches [*insert as many pages as required*]:
Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
<i>National</i>	<i>1.1.2014</i>	<i>Secretary</i>	<i>Full Name</i>	<i>Full Name</i>	<i>c/- the Registered Organisation, postal address of Registered Organisation</i>	<i>Paid official</i>
	<i>25.12.2013</i>	<i>President</i>	<i>vacant</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
<i>...</i>						
<i>NSW</i>	<i>1.1.2014 (resigned) 7.1.2014 (appointed)</i>	<i>President</i>	<i>Full Name</i>	<i>Full Name</i>	<i>c/- the Branch, postal address of the Branch</i>	<i>mechanic</i>
		<i>Committee of Management Member</i>	<i>Full Name</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
		<i>Treasurer</i>	<i>Full Name</i>	<i>vacant</i>	<i>vacant</i>	<i>vacant</i>
<i>...</i>						

From: Christine Cox <Christine.Cox@aec.gov.au>
Sent: Friday, 26 May 2017 2:18 PM
To: ROC - Registered Org Commission
Cc: Industrial Elections
Subject: E2017/2 AEU ACT Post Election Report and Declaration of Scheduled Election
Attachments: Declaration Report Uncontested and Contested.pdf; PER AEU ACT E2017-2.pdf

Good Afternoon

I refer to the above election for AEU ACT Branch.

Section 197(1) of the *Fair Work (Registered Organisations) Act 2009* ("the Act") requires the AEC to provide a written report on the conduct of the election to the Fair Work Commission and to the organisation or branch for whom the election was conducted. A copy of the report in relation to this election is attached.

Section 198 of the Act requires that if an organisation or branch is given a Post Election Report under Section 197 that identifies a rule that was difficult to interpret or apply, the organisation or branch must, within 30 days, give a written response to the AEC on that aspect of the report. The response must specify whether the organisation or branch intends to take any action in relation to the rule, and if so, what action it intends to take.

If the attached report identifies a rule that was difficult to interpret or apply, you should forward your response to the AEC by email to 'industrial.elections@aec.gov.au' within thirty days of the date of the report.

Section 198 and the regulations also require an organisation to make the Post Election Report and the organisation's response to the report (if applicable) available to members.

Further, Regulation 141(4) of the *Fair Work (Registered Organisations) Regulations 2009* requires an organisation or branch to publish a notice on its website advising members that a copy of the Post Election Report is available upon request. If a website is not available, publishing a notice in a journal or newsletter would be considered appropriate.

Please contact me if you wish to clarify any aspect of this report.

Regards
Chris

Chris Cox | Senior Returning Officer
Industrial & Commercial Elections | NSW State Office
Australian Electoral Commission
T: (02) 9375 6301 | F: (02) 6215 9910



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Australian Education Union

AEU ACT Branch Executive Reps

Declaration of Results for Contested and Uncontested Offices

E2017/2

Below are 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.

AEU ACT Branch

Total number of names on the roll of voters	2870
Ballot papers issued	2870
Replacement ballot papers issued	1
Total Ballot Papers Issued	2871
Ballot papers / envelopes returned for scrutiny	264
Less ballot papers / envelopes rejected at preliminary scrutiny	5
Adjusting balance	0
Total Ballot Papers Admitted to Scrutiny	259
Percentage of ballot papers returned to number issued	9.1
Ballot papers returned as unclaimed mail	26
Ballot papers not returned	2581

Representative on Branch Executive Public School Sector (8)

Must Achieve Absolute Majority 123 votes in Elections 1-6

Must Achieve Absolute Majority 114 votes in Elections 7-8

<u>Candidates</u>	<u>First Preference Votes</u>	<u>Final Votes</u>
PAASONEN, Karl-Erik	20	Excluded
COX, Emma	41	135 Elected 1
CONNORS, Cherie	16	127 Elected 4
SLATER, Katie	16	133 Elected 5
BEMROSE, Donald Joseph	17	Excluded
CURTIS, Peter	20	118 Elected 7
BLAK, Tania	13	135 Elected 6
MARSHALL, Ian	12	*114
GODFREE, Holly	36	132 Elected 2
GODWIN, Ben	5	*114 Elected 8
GORMAN, Shane	49	132 Elected 3
Total votes	245	
Formal ballot papers	245	
Informal ballot papers	14	

I declare Tania Blak, Cherie Connors, Emma Cox, Peter Curtis, Holly Godfree, Ben Godwin, Shane Gorman and Katie Slater elected.

** Ben Godwin was elected in accordance with Federal Rule Schedule A (C) which states in part when two or more candidates have an equal number of votes the Returning Officer shall determine by lot which candidate is to be eliminated.*

Representative on Branch Executive Public Vocational Education and Training

Candidates

No nomination was received
No candidates elected.

Representative on Branch Executive Public School Assistants

Candidates

No nomination was received
No candidates elected.

Alternate Representative on Branch Executive Public Vocational Education and Training

Candidates

SINCLAIR, Gillian

I declare Gillian Sinclair elected.

Alternate Representative on Branch Executive Public School Assistants

Candidates

No nomination was received
No candidates elected.



Chris Cox
Returning Officer

26 May 2017

Post-election Report

AEU ACT

Representatives on Branch Executive E2017/2

Contents

Election(s) Covered in this Report.....	3
Rules	3
Roll of Voters	3
Irregularities	3
Other Matters.....	4
Attachments	4

Election(s) Covered in this Report

Election Decision No/s: E2017/2

Rules

Rules used for the election: 284V: Incorporates alterations of 16/12/2016{R2016/285}

Rules difficult to apply/interpret: None

Module Rule reference (if any) : N/A

Roll of Voters

Total number of voters on the Roll (for contested offices only):

1. Representative on Branch Executive Public School Sector - 2871

Number of apparent workplace addresses:

1. Representative on Branch Executive Public School Sector – 1

Number of non-current addresses:

1. Representative on Branch Executive Public School Sector - 1

Other matters pertaining to the roll of voters: NIL

Irregularities

Details of written allegations of irregularities,
and action taken by AEC: NIL

Other irregularities identified, and action taken: NIL

Other Matters

NIL

Attachments

- 1) Declaration of Results for Contested and Uncontested Offices

A handwritten signature in black ink, appearing to be 'Chris Cox', with a stylized, looped initial 'C' and a horizontal line extending to the right.

Chris Cox

Returning Officer

26 May 2017



DECISION

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

Australian Education Union (E2017/2)

MR ENRIGHT

MELBOURNE, 8 FEBRUARY 2017

Arrangement for conduct of election.

[1] On 10 January 2017 the ACT Branch of the Australian Education Union lodged with the Fair Work Commission the prescribed information in relation to an election for the following newly created offices:

Branch Executive Representatives for the following electorates:

Public School Sector	8
Public Vocational Education and Training	1
Public School Assistants	1

Alternate Branch Executive Representatives for the following electorates:

Public Vocational Education and Training	1
Public School Assistants	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

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Australian Education Union – ACT Branch

Notice and Statement of Prescribed Information for an Election

I, Glenn Fowler, being the Branch Secretary of the Australian Education Union - ACT Branch, make the following statement:

I am authorised to lodge the following prescribed information concerning elections at the Australian Education Union ACT Branch, and I confirm that the following information is being lodged under Rule Six of the AEU ACT Branch Rules and subsection 189(1) of the *Fair Work (Registered Organisations) Act 2009*.

The elections that are required are set out in the table in Annexure A.

This statement is lodged at least 2 months before nominations open for the election below.

Signed:



Dated: 10/1/2017

Offices/Positions

- Branch Executive - School Teachers & Psychologists x 8: 1 July 2017 to 30 June 2019.
- Branch Executive - TAFE x 1: 1 July 2017 to 30 June 2019.
- Branch Executive - School Assistant x 1: 1 July 2017 to 30 June 2019.
- Branch Executive – TAFE Alternate x 1: 1 July 2017 to 30 June 2019.
- Branch Executive - School Assistant Alternate x 1: 1 July 2017 to 30 June 2019.

Proposed timetable

- Close of rolls: Monday 13 March 2017
- Nominations open: Monday 20 March 2017
- Nominations close: Monday 10 April 2017
- Withdrawal period closes: Monday 17 April 2017

Annexure A

Position	Number Required	Voting System	Reason for Election	Electorate
Branch Executive - School Teachers & Psychologists	8	Direct Voting System	New Office Created	School Teachers and School Psychologists
Branch Executive - TAFE	1	Direct Voting System	New Office Created	TAFE Teachers
Branch Executive - TAFE Alternate	1	Direct Voting System	New Office Created	TAFE Teachers
Branch Executive - School Assistant	1	Direct Voting System	New Office Created	School Assistants
Branch Executive - School Assistant Alternate	1	Direct Voting System	New Office Created	School Assistants