

21 July 2016

Ms Pat Forward  
Federal TAFE Secretary  
Australian Education Union  
aeu@aeufederal.org.au



Dear Ms Forward,

cc:

Branch Secretary

Australian Education Union-Queensland Branch

qtu@qtu.asn.au

### **Reminder of actions required when persons elected to office**

The Australian Electoral Commission has provided the Fair Work Commission (the Commission) a declaration of results for the election [E2016/130] for the Queensland Branch. 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 154D(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act) requires the rules of organisations (and branches of organisations) to require 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.

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 should be provided for in your organisation's rules.

#### **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 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. I have attached a template notification of

changes which may assist you. If any change does not apply until a specific date, you don't 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

Jennifer Raeburn  
Regulatory Compliance Branch

**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].<sup>1</sup>
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:<sup>2</sup>
  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]:<sup>3</sup>
  - COMMENCED/CEASED operation:
    1. [include name of each new branch]
    2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

**[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to.]**

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<sup>1</sup> s.230(1)(d); reg.147(d)

<sup>2</sup> s.230(1)(d); reg.147(a) & (d)

<sup>3</sup> s.230(1)(d); reg.147(b) & (c)

- 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.*

| <b>Branch</b>   | <b>Date of Change</b>                               | <b>Name of Office that has changed</b> | <b>Name of <u>Outgoing</u> Office Holder</b> | <b>Reason for change</b>  | <b>Name of <u>New</u> Office Holder</b> | <b>Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)</b> | <b>Occupation of <u>New</u> Office Holder</b> |
|-----------------|---|--|--|---------------------------|---|---|---|
| <i>National</i> | <i>1.1.2014</i>                                     | <i>Secretary</i>                       | <i>Full Name</i>                             | <i>Retiring</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>Scheduled Election</i> | <i>Full Name</i>                        | <i>As above</i>   | <i>mechanic</i>                               |
| ...             |   |  |  |                           |   |   |   |
| <i>NSW</i>      | <i>1.1.2014 (resigned)<br/>7.1.2014 (appointed)</i> | <i>President</i>                       | <i>Full Name</i>                             | <i>Resignation</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>Scheduled Election</i> | <i>Full Name</i>                        | <i>As above</i>   | <i>mechanic</i>                               |
|                 |   | <i>Treasurer</i>                       | <i>Full Name</i>                             | <i>Scheduled Election</i> | <i>vacant</i>                           | <i>vacant</i>   | <i>vacant</i>                                 |
| ...             |   |  |  |                           |   |   |   |



Fair Work (Registered Organisations) Act 2009

## POST ELECTION REPORT

**Client:** Australian Education Union - Queensland Branch

**Contact details:** Mr Graham Moloney  
Branch Secretary  
Australian Education Union  
Queensland Teachers Union  
21 Graham St  
MILTON QLD 4064

**Email:** qtu@qtu.asn.au  
**Tel:** 07 3512 9000

**FWC contact officer:** Debbie Ball  
**Email:** orgs@fwc.gov.au

### ELECTIONS COVERED IN THIS REPORT

**Election Decision No/s:** E2016/130

### RULES

**Rules used for elections Rule ID:** 284V: Incorporates alterations of 7/4/2016  
[R2015/256 and R2015/293]

**Rules difficult to apply/interpret:** None

**Model Rule reference (if any):** N/A

**ROLL OF VOTERS** N/A

### ALLEGATIONS OF IRREGULARITIES RECEIVED

Details of written allegations of irregularities, and action taken by AEC: N/A

Other irregularities identified, and action taken: N/A

### ATTACHMENTS

Declaration of results for uncontested offices

Chris Cox  
Returning Officer  
20 July 2016

# Australian Education Union Queensland Branch

## Declaration of Results for Uncontested Offices

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.

### General Division

#### National Early Childhood Committee (General Division) Member

#### Candidates

ROOS, Nikki

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



Chris Cox  
Returning Officer  
20 July 2016



## DECISION

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

**Australian Education Union**  
(E2016/130)

MR ENRIGHT

MELBOURNE, 13 MAY 2016

*Arrangement for conduct of election.*

[1] On 22 April 2016, the Australian Education Union lodged with the Fair Work Commission the prescribed information in relation to a casual vacancy election, for the remainder of the term, for the following office:

**Queensland Branch**

National Early Childhood Committee (General Division) Member (1)

[2] I am satisfied that an election for the abovenamed office 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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<Price code A, PR580230>

**From:** Pat Forward <PForward@aeufederal.org.au>  
**Sent:** Friday, 22 April 2016 4:10 PM  
**To:** Orgs  
**Subject:** Prescribed Information - Election required in the QLD Branch of the AEU  
**Attachments:** 2016-2017 NECC (QLD casual vacancy).pdf

**Attention:**  
**Ms Bernadette O'Neill**  
**General Manager**  
**Fair Work Commission**

Dear Ms O'Neill

Attached please find Prescribed Information from Pat Forward, AEU Deputy Federal Secretary in relation to an election required in the QLD Branch of the AEU for a National Early Childhood Committee (General Division) Member.

Yours sincerely  
Sam Graziano  
(on behalf of Pat Forward, AEU Deputy Federal Secretary)

**Sam Graziano**  
**Australian Education Union – Federal Office**  
120 Clarendon Street  
Southbank 3006  
Telephone: (03) 9693 1808  
Fax: (03) 9693 1805  
Website: <http://www.aeufederal.org.au>

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# Australian Education Union

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22 April 2016

031.001.001

Ms Bernadette O'Neill  
General Manager  
Fair Work Commission  
GPO Box 1994  
Melbourne VIC 3001  
Email: [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)

Dear Ms O'Neill

**Statement: Prescribed Information for Elections: Section 189(1) of the Fair Work (Registered Organisations) Act 2009 and Regulation 138 Fair Work (Registered Organisations) Regulations 2009**

I, Pat Forward, being the Deputy Federal Secretary of the Australian Education Union make the following statement:

1. I am the Deputy Federal Secretary of the Australian Education Union and am authorised to sign this prescribed information for a forthcoming election required in the QLD Branch of the Australian Education Union for the undermentioned office.
2. I confirm that the following information is being lodged under subsection 189(1) of the *Fair Work (Registered Organisations) Act 2009*.
3. The election that is required is set out in the table in **Annexure A**.
4. The resignation letter is attached for the casual vacancy created by the resignation of Natalie Meyer as from the 11<sup>th</sup> April 2016 from the position of National Early Childhood Committee (General Division) representing the QLD Branch. The resignation is attached (**Annexure B**).
5. The relevant person to contact for lists of members and other necessary information in relation to this election is: Graham Moloney, General Secretary, Queensland Teachers Union, PO Box 1750, Milton BC, QLD 4064, Email: [qtu@qtu.asn.au](mailto:qtu@qtu.asn.au)

Yours sincerely,

A handwritten signature in blue ink that reads 'Pat Forward'.

Pat Forward  
Deputy Federal Secretary

**ANNEXURE A**

**ELECTION REQUIRED:**

| <b>BRANCH</b> | <b>NAME OF OFFICE</b>  | <b>TERM OF OFFICE</b>           | <b>NUMBER REQUIRED</b> | <b>VOTING SYSTEM</b> | <b>REASON FOR ELECTION</b>   | <b>ELECTORATE</b>   |
|---------------|--|---------------------------------|------------------------|----------------------|--|---|
| QLD Branch    | National Early Childhood Committee (General Division) Member | 1 January 2016-31 December 2017 | One                    | Direct Voting System | Casual vacancy created by resignation of Natalie Meyer (resignation is attached) | The electorate is the financial members assigned to the General Division of the QLD Branch except that the member being nominated and the nominators must be a current teacher in a preschool, preparatory year, or an early special education setting.<br><br><i>(Federal Rule 76 and Rule 13D of the Federal Branch Rules for the QLD Branch are the relevant Rules for the election of the National Early Childhood Committee member).</i> |

**DATES AND TIMES:**

|                                    | <b>DIRECT VOTING SYSTEM</b>  |
|------------------------------------|--|
| <b>NOMINATIONS OPEN</b>            | To be determined by the returning officer  |
| <b>NOMINATIONS CLOSE</b>           | To be determined by the returning officer  |
| <b>ROLL OF VOTERS CUT OFF DATE</b> | To be closed seven days before the day on which nominations open - <i>Federal Rule 30(4)</i> |