



25 October 2016

Mr Jarvis Ryan
President
Australian Education Union-Northern Territory Branch

Sent via email: admin@aeunt.org.au

Dear Mr Ryan,

cc: Australian Education Union National Office

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 of contested and uncontested offices for the Northern Territory Branch of the Australian Education Union [E2016/146]. 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. 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 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-Northern Territory 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.

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone: (03) 8656 4699
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

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



Sam Gallichio

Adviser

Regulatory Compliance Branch

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 Fair Work Commission within 35 days of the change. It can be submitted to orgs@fwc.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
National	1.1.2014	Secretary	Full Name	Full Name	c/- the Registered Organisation, postal address of Registered Organisation	Paid official
	25.12.2013	President	vacant	Full Name	As above	mechanic
...						
NSW	1.1.2014 (resigned) 7.1.2014 (appointed)	President	Full Name	Full Name	c/- the Branch, postal address of the Branch	mechanic
		Committee of Management Member	Full Name	Full Name	As above	mechanic
		Treasurer	Full Name	vacant	vacant	vacant
...						

**AEC**

Australian Electoral Commission

Fair Work (Registered Organisations) Act 2009**POST ELECTION REPORT****Australian Education Union
Northern Territory Branch****ELECTION COVERED IN THIS REPORT**

Election Decision No: E2016/146

RULES

Rules used for the election: 284v: Incorporates alterations of 10 June 2016
[R2016/89]
Rules difficult to apply/interpret: None
Model Rule reference (if any): N/A

ROLL OF VOTERS – GENERAL DIVISION

Total number of voters on the roll: 1439
Number of apparent workplace addresses: 295
Number of non-current addresses: 29
Other matters pertaining to the roll of voters: None

ALLEGATIONS OF IRREGULARITIES RECEIVED

Details of written allegations of irregularities and action taken by AEC: None

Other irregularities identified and action taken: None

ATTACHMENT

Declaration of Results – Contested and Uncontested

Chris Roper
Returning Officer

24 October 2016

Australian Education Union Northern Territory Branch

Declaration of Results for Contested and Uncontested Offices

E2016/146

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.

Total number of names on the roll of voters	1439
Ballot papers issued	1439
Replacement ballot papers issued	5
Total Ballot Papers Issued	1444
Ballot papers / envelopes returned for scrutiny	296
Less ballot papers / envelopes rejected at preliminary scrutiny	8
Total Ballot Papers Admitted to Scrutiny	288
Percentage of ballot papers returned to number issued	20%
Ballot papers returned as unclaimed mail	29
Ballot papers not returned	1119

Branch President (1)

<u>Candidates</u>	<u>First Preference Votes</u>	<u>Votes</u>
RYAN, Jarvis	207	207
GIBSON, Neil	79	79
Total votes	286	286
Formal ballot papers	286	286
Informal ballot papers	2	2

I declare Jarvis Ryan elected.

Branch Treasurer (1)

<u>Candidates</u>	<u>First Preference Votes</u>	<u>Votes</u>
LAMPE, Adam	148	148
DANVERS, Julie	135	135
Total votes	283	283
Formal ballot papers	283	283
Informal ballot papers	5	5

I declare Adam Lampe elected.

Women's Officer (1)

<u>Candidates</u>	<u>First Preference Votes</u>	<u>Votes</u>
WEBB, Rachel	196	196
DANVERS, Julie	80	80
Total votes	276	276
Formal ballot papers	276	276
Informal ballot papers	12	12

I declare Rachel Webb elected.

Executive Councillor representing Indigenous Teachers & Indigenous Education Workers in Schools and Educational Institutions (1)

<u>Candidates</u>	<u>First Preference Votes</u>	<u>Votes</u>
BROWN, Cassandra	147	147
TUCKER, Kym	130	130
Total votes	277	277
Formal ballot papers	277	277
Informal ballot papers	11	11

I declare Cassandra Brown elected.

Branch Vice-President (General) (1)Candidate

PELIZZO, Stephen

I declare Stephen Pelizzo elected.

Branch Vice-President (TAFE) (1)

One nomination received but not accepted.

Branch Secretary (1)Candidate

JONSBURG, Anita Jacqueline

I declare Anita Jacqueline Jonsberg elected.



Chris Roper
Returning Officer
Australian Electoral Commission

18 October 2016



DECISION

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

Australian Education Union
(E2016/146)

MR ENRIGHT

MELBOURNE, 22 JUNE 2016

Arrangement for conduct of election.

[1] On 17 May 2016 the Northern Territory Branch of the Australian Education Union lodged with the Fair Work Commission the prescribed information in relation to an election for the following offices:

Branch President (1)

Branch Vice-President (General Division) (1)

Branch Vice-President (TAFE Division) (1)

Branch Secretary (1)

Branch Treasurer (1)

Women's Officer (1)

Executive Councillor representing Indigenous teachers and Indigenous education workers in schools and educational institutions (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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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, Jarvis Anthony Ryan, being the Branch President of the Australian Education Union NT Branch, make the following statement:

1. I am authorised to sign this statement containing prescribed information for the Northern Territory Branch of the Australian Education Union.
2. The following information is lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).
3. The elections that are required are set out in the table in Annexure A.
4. This statement is lodged at least 2 months before nominations open for the election below.

Signed:

A handwritten signature in black ink, appearing to be 'JARVIS', is written over a horizontal line.

Dated: Tuesday 17 May 2016

- Elections that are required:

Branch	Name of Office	Number required	Voting System	Reason for Election	Electorate
<i>NT</i>	<i>President</i>	<i>1</i>	<i>Direct</i>	<i>Scheduled</i>	<i>All members of NT Branch (rule 108)</i>
<i>NT</i>	<i>Vice-President (General)</i>	<i>1</i>	<i>Direct</i>	<i>Scheduled</i>	<i>Members of the General Division of the Branch (rule 108)</i>
<i>NT</i>	<i>Vice-President (TAFE)</i>	<i>1</i>	<i>Direct</i>	<i>Scheduled</i>	<i>Members of the TAFE Division of the Branch (rule 108)</i>
<i>NT</i>	<i>Secretary</i>	<i>1</i>	<i>Direct</i>	<i>Scheduled</i>	<i>All members of NT Branch (rule 108)</i>
<i>NT</i>	<i>Treasurer</i>	<i>1</i>	<i>Direct</i>	<i>Scheduled</i>	<i>All members of NT Branch (rule 108)</i>
<i>NT</i>	<i>Women's Officer</i>	<i>1</i>	<i>Direct</i>	<i>Scheduled</i>	<i>All members of NT Branch (rule 108)</i>
<i>NT</i>	<i>Indigenous Officer*</i>	<i>1</i>	<i>Direct</i>	<i>Scheduled</i>	<i>All members of NT Branch (rule 108)</i>

*"An Executive Councillor representing Indigenous teachers and Indigenous education workers in schools and educational institutions."
(Rule 18)

- Important dates:

	Direct Voting System
Nominations OPEN	<i>Friday 22 July 2016 (rule 109)</i>
Nominations CLOSE	<i>5pm, Sunday 21 August 2016 (rule 109)</i>
Roll of Voters cut off date	<i>7 days prior to nominations opening (rule 105)</i>