



6 March 2017

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

Dear Ms Forward,

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 3 uncontested offices for ACT, NSWTF and Tasmania Branch [E2016/227]. 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 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;

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Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

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Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

- 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

Christine Hibberd
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
...						

Post-election Report

Australian Education Union

E2016/227

6/3/2017



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Election(s) Covered in this Report

Election Decision No/s: E2016/227

Rules

Rules used for the election: 284V: alternations of
16/12/2016 R2016/285 NSWTF Branch Rules
284V: alterations of
16/12/2016 R2016/285 ACT Branch Rules
284V: Incorporates alterations of 03/10/2016 R2016/164
TAS Branch Rules

Rules difficult to apply/interpret: None
Module Rule reference (if any) N/A

Roll of Voters

Total number of voters on the Roll: Roll not used no ballots
Number of apparent workplace addresses: N/A
Number of non-current addresses: N/A
Other matters pertaining to the roll of voters: None

Irregularities

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

Other Matters

None

Attachments

1. Declaration of Uncontested Elections for NSWTF Branch, ACT Branch and Tasmanian Branch.

A handwritten signature in black ink, appearing to be 'Chris Cox', with a long horizontal stroke extending to the right.

Chris Cox
Returning Officer
6 March 2017

Australian Education Union

ACT Branch Vacancy Election E2016/227

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.

TAFE Division

National TAFE Council Delegate

Candidates

BROWN , Anne

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
3 March 2017

Australian Education Union

National TAFE Council Delegate

Declaration of Results for Uncontested Offices

E2016/227

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.

TAFE Division

National TAFE Council Delegate

Candidates

No nomination was accepted

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



Michael Horwood
Returning Officer

31 January 2017

Australian Education Union

AEU NSWTF Vacancy Election

Declaration of Results for Uncontested Offices

E2016/227

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

Federal Conference Delegate representing the General Division

Candidates

BELLACH, Kathryn

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
3 March 2017



7 February 2017

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

Dear Ms Forward,

cc: TAS Branch

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 uncontested/contested offices/positions for [E2016/227]. 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

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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;

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- 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

Debbie Ball
Regulatory Compliance Branch

List of approved governance training packages

Approved training material	Provider	Contact person	Contact details
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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
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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
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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*:

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 - 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*]:
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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
...						

Fair Work (Registered Organisations) Act 2009

RETURNING OFFICER - POST ELECTION REPORT

Client: Australian Education Union

Contact details: Roz Madsen
State Manager
AEU, Tasmanian Branch
PO Box 117
North Hobart TAS 7002

Email: rozm@aeutas.org.au
Tel: 03 6234 9500

FWA contact officer: Catherine Bebbington
Sam Gallichio

Email: orgs@fwc.gov.au
Tel:

ELECTIONS COVERED IN THIS REPORT

Election Decision No/s: E2016/227 and E2016/268

Election: Australian Education Union, Tasmanian Branch, TAFE Vacancy Elections

Returning Officer: Michael Horwood

RULES

Rules used for elections Rule ID: 284V: Incorporates alterations of 03/10/2016 [R2016/164]

Rules difficult to apply/interpret:

Model Rule reference (if any):

Legal precedents considered:

Action taken under section 193 of RAO Schedule:

OTHER MATTERS PERTAINING TO ROLL OF VOTERS

ALLEGATIONS OF IRREGULARITIES RECEIVED

ATTACHMENTS

- A** Declaration of Results for Uncontested Office E2016/227
- B** Declaration of Results for Uncontested Offices E2016/268

Michael Horwood
Returning Officer

2 February 2017

Australian Education Union

National TAFE Council Delegate

Declaration of Results for Uncontested Offices

E2016/227

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.

TAFE Division

National TAFE Council Delegate

Candidates

No nomination was accepted

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



Michael Horwood
Returning Officer

31 January 2017



DECISION

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

Australian Education Union (E2016/227)

MR ENRIGHT

MELBOURNE, 28 OCTOBER 2016

Arrangement for conduct of election.

[1] On 21 September 2016, the Australian Education Union (the organisation) lodged with the Fair Work Commission (the Commission) the prescribed information in relation to an election for casual vacancies, for the remainder of the term of office, in the following offices:

Tasmanian Branch
National TAFE Council Delegate

New South Wales Teachers Federation (NSWTF) Branch
Federal Conference Delegate representing the General Division

[2] On the same day, the organisation lodged with the Commission prescribed information in relation to an election for the following office, due to insufficient nominations received in a previous election (E2016/149):

ACT Branch
National TAFE Council Delegate

[3] 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

Federal Office

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PO Box 1158, South Melbourne, Victoria, 3205
Federal Secretary : Susan Hopgood
Federal President : Correna Haythorpe*

*Phone : +61 (0)3 9693 1800
Fax : +61 (0)3 9693 1805
Email : aeu@aeufederal.org.au
Web : www.aeufederal.org.au*

21 September 2016

031.001.001

Ms Bernadette O'Neill
General Manager
Fair Work Commission
GPO Box 1994
Melbourne VIC 3001
Email: 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 NSWTF Branch, the ACT Branch and the Tasmanian Branch of the Australian Education Union, for the undermentioned offices.
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 for the casual vacancy created by the resignation of Kirsten Bacon as from the 29th July 2016 from the position of National TAFE Council delegate representing the Tasmanian Branch is attached at **Annexure B**.
5. Insufficient nominations were received in an earlier election (E2016/149) for the National TAFE Council delegate in the ACT Branch. The declaration of results for this election is attached in **Annexure C**.
6. The election of one Federal Conference Delegate representing the General Division of the NSWTF Branch is required following the election of Maurie Mulheron to the position of Deputy Federal President in election E2015/238 (**Annexure D**) thereby creating a casual vacancy in the above position pursuant to Federal Rule 24(6).
7. This statement is lodged at least 2 months before nominations open for the elections below.

8. The relevant person to contact for lists of members and other necessary information in relation to these elections is as follows:

For the National TAFE Council Delegate – ACT Branch:

Glenn Fowler
Branch Secretary
AEU ACT Branch
PO Box 3042
Manuka ACT 2603
Email: aeuact@aeuact.org.au

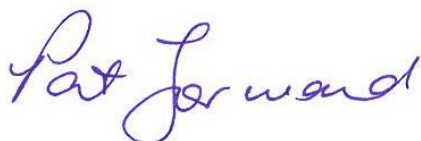
For the National TAFE Council Delegate – Tasmanian Branch:

Ros Madsen
State Manager
AEU Tasmanian Branch
PO Box 117
Hobart North TAS 7002
Email: support@aeutas.org.au

For the Federal Conference Delegate – NSWTF Branch:

John Dixon
Branch Secretary
NSWTF Branch
Locked Bag 3010
Darlinghurst NSW 1300
Email: mail@nswtf.org.au

Yours sincerely,

A handwritten signature in blue ink that reads "Pat Forward". The signature is written in a cursive, flowing style.

Pat Forward
Deputy Federal Secretary

ELECTION REQUIRED:

BRANCH	NAME OF OFFICE	TERM OF OFFICE	NUMBER REQUIRED	VOTING SYSTEM	REASON FOR ELECTION	ELECTORATE
ACT Branch	National TAFE Council Delegate	1 January 2016-31 December 2017	One	Direct Voting System	Insufficient nominations in election E2016/149 (declaration attached)	The electorate is the financial members assigned to the TAFE Division of the ACT Branch. <i>(Federal Rule 47(7) establishes the procedures for filling a casual vacancy on the National TAFE Council).</i>
TAS Branch	National TAFE Council Delegate	1 January 2016-31 December 2017	One	Direct Voting System	Casual vacancy created by resignation of Kirsten Bacon (resignation is attached)	The electorate is the financial members assigned to the TAFE Division of the Tasmanian Branch. <i>(Federal Rule 47(7) establishes the procedures for filling a casual vacancy on the National TAFE Council).</i>
NSWTF Branch	Federal Conference Delegate	1 January 2016-31 December 2017	One	Direct Voting System	Casual vacancy created by the election of Maurie Mulheron as Deputy Federal President pursuant to Rule 24(6) (declaration attached)	The electorate is the financial members assigned to the General Division of the NSWTF Branch. <i>(Federal Rule 24(7) &(8) establishes the procedures for filling a casual vacancy on Federal Conference).</i>

DATES AND TIMES:

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

Australian Education Union AEU ACT

Vacancy Elections E2016/149

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.

TAFE Division

National TAFE Council Delegate

Candidates

No nomination was received



Chris Cox
Returning Officer
12 August 2016

Australian Education Union

Election for Federal Officers, Federal TAFE Officers & Members of International Trust Fund Committee

Declaration of Results for Uncontested Offices

E2015/238

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.

Federal Officers

Federal President

Candidates

HAYTHORPE, Correna

Deputy Federal President

Candidates

MULHERON, Maurie

Federal TAFE Officers

Federal TAFE President

Candidates

PURDY, Michelle

Federal TAFE Secretary

Candidates

FORWARD, Patricia Ann


International Trust Fund Committee

Members of the International Trust Fund Committee (6)

Candidates

BYRNE, Pat
MAJOR, Jack
MOLONEY, Graham John
PEACE, Meredith
RAJENDRA, Henry
MADSEN, Roz

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



Ishtiaq Ahmed
Returning Officer

4 December 2015