



23 June 2016

Ms Susan Hopgood  
Federal Secretary  
Australian Education Union  
shopgood@aeufederal.org.au

Dear Ms Hopgood,

### **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 [E2016/80]. This letter is a reminder of certain obligations imposed on organisations and persons elected to office.

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.

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

Debbie Ball  
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 [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).]**

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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)

## 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	Reason for change	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
<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) 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 - NSWTF Branch

**Contact details:** Mr. John Dixon  
Branch Secretary  
Australian Education Union  
NSWTF Branch

**Email:** dixon@nswtf.org.au  
**Tel:** 02 92172100

**FWC contact officer:** Anastasia Kyriakidis  
**Email:** orgs@fwc.gov.au

### ELECTIONS COVERED IN THIS REPORT

**Election Decision No/s:** E2016/80

### RULES

**Rules used for elections Rule ID:** 284V: Incorporates alterations of 14/8/2015 [R2015/124 and R2015/136]

**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  
23 May 2016

# Australian Education Union

## National TAFE Council Delegate

### Declaration of Results for Uncontested Offices

**E2016/80**

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 Delegates**

#### Candidates

CHADWICK, Phillip

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  
11 May 2016



Fair Work (Registered Organisations) Act 2009

## POST ELECTION REPORT

**Client:** Australian Education Union - Federal Office

**Contact details:**

Susan Hopgood  
Federal Secretary  
Australian Education Union  
120 Clarendon Street  
Southbank , Melbourne VIC  
3006

**Email:** aeu@aeufederal.org.au  
sgraziano@aeufederal.org.au  
03 9693 1800

**FWC contact officer:**

Annastasia Kyriakidis

**Email:** orgs@fwc.gov.au

### ELECTIONS COVERED IN THIS REPORT

**Election Decision No/s:** E2016/80

### RULES

**Rules used for elections Rule ID:** 284V: Incorporates alterations of 14/8/2015 [R2015/124 and R2015/136]

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

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

**ROLL OF VOTERS** 9

### 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  
9 May 2016

# Australian Education Union

## Federal Executive ATSI Member

### Declaration of Results for Uncontested Offices

**E2016/80**

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 Executive Member**

#### **Aboriginal and Torres Strait Islander Federal Executive Member (1)**

#### Candidates

EMZIN-BOYD, Charline

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  
2 May 2016



## DECISION

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

**Australian Education Union**  
(E2016/80)

MR ENRIGHT

MELBOURNE, 23 MARCH 2016

*Arrangement for conduct of election.*

[1] On 10 February 2016 the Australian Education Union lodged with the Fair Work Commission the prescribed information in relation to an election for a casual vacancy for the remainder of the term of office in the following office:

NSWTF BRANCH - National TAFE Council Delegate (1)

[2] On 10 February 2016 the Australian Education Union also lodged with the Fair Work Commission the prescribed information in relation to an election for the following offices, due to insufficient nominations received in a previous election (E2015/238):

Aboriginal and Torres Strait Islander Federal Executive Member (1)

[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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Federal President : Correna Haythorpe

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Fax : +61 (0)3 9693 1805  
Email : [aeu@aeufederal.org.au](mailto:aeu@aeufederal.org.au)  
Web : [www.aeufederal.org.au](http://www.aeufederal.org.au)

10 February 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: Section 189(1) of the Fair Work  
(Registered Organisations) Act 2009**

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

I am the Deputy Federal Secretary of the Australian Education Union.

I am authorised to lodge the following prescribed information concerning forthcoming elections required in the NSWTF Branch and the Federal Office of the Australian Education Union for the undermentioned offices.

I confirm that the following information is being lodged under subsection 189(1) of the *Fair Work (Registered Organisations) Act 2009*.

1. Names of Office:

One (1) National TAFE Council Delegate representing the NSWTF Branch.

Term of Office:

1 January 2016 – 31 December 2017.

Reason for the Election:

This election is required following the resignation of James Nolan as from the 15<sup>th</sup> January 2016 from the position of National TAFE Council delegate representing the NSW Branch. The resignation is attached (Attachment 1).

Electorate

The electorate for this casual vacancy is the financial members who are assigned to the TAFE Division of the NSWTF Branch.

Date and Times:

AEU Federal Rule 47 (7) establishes the procedures for filling a casual vacancy on the National TAFE Council.

Closure of the Roll of Voters:

Federal Rule 30(4) states that the role of voters is to be closed seven days before the day on which nominations open.

Voting System:

The voting system to be employed in the conduct of the election is a direct voting system.

Contact list:

The relevant person to contact for lists of members and other necessary information in relation to this election is:

John Dixon  
 General Secretary  
 NSW Teachers Federation Branch  
 Locked Bag 3010  
 Darlinghurst NSW 1300  
 Email : [mail@nswtf.org.au](mailto:mail@nswtf.org.au)

2. Name of Office

One (1) Aboriginal and Torres Strait Islander Federal Executive Member;

Term of Office:

1 March 2016 – 28 February 2018.

Reason for the Election:

This election is required as a result of a vacancy resulting from insufficient nominations received for this position in the recent AEU election E2015/238. Attached is a copy of the AEC declaration of results for your information (Attachment 2).

Date and Times:

Rule 35 (4A) outlines the dates and times for the election of the Aboriginal and Torres Strait Islander Federal Executive Member.

Electorate:

The Aboriginal and Torres Strait Islander Federal Executive member is elected jointly by and from the members of the National Aboriginal and Torres Strait Islander Education Committees (General Division and TAFE Division).

Voting System:

The voting system to be employed in the conduct of the election for the office is a collegiate voting system.

Contact list:

The relevant person to contact for lists of members and other necessary information in relation to this election is:

Susan Hopgood,  
Federal Secretary,  
Australian Education Union,  
120 Clarendon Street,  
Southbank, Melbourne, 3006.  
Email: [aeu@aeufederal.org.au](mailto:aeu@aeufederal.org.au)

Yours sincerely,



Pat Forward  
Deputy Federal Secretary

# Australian Education Union Election of Federal Executive Member

## 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 Executive Member**

#### **Aboriginal and Torres Strait Islander Federal Executive Member**

Candidates

No nomination was received

#### **National Principal Federal Executive Member**

Candidates

POPE, Kevin

#### **Early Childhood Educator Federal Executive Member**

Candidates

MENZ, Martel

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

09 February 2016