



23 October 2017

Mr Glenn Fowler
Branch Secretary
Australian Education Union-ACT Branch
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 uncontested offices for ACT Branch [E2017/159]. 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. 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

Christine Hibberd
Registered Organisations Commission

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]*

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)

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.]*

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>						

16 October 2017

Post-election Report

Australian Education Union ACT Branch
E2017/159

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Election(s) Covered in this Report

Election Decision No/s: E2017/159

Rules

Rules used for the election: 284V: Incorporates alterations of 23 June 2017[R2017/54] (replaces rulebook dated 29 march 2017 [R2017/13 & R2017/34])

Rules difficult to apply/interpret: NIL

Model Rule reference (if any): NIL

Roll of Voters

As there were no contested offices, no Roll of Voters was required.

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 Uncontested Offices



Chris Cox
Returning Officer
16 October 2017

Australian Education Union ACT Branch Branch Executive Reps E2017/159

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.

AEU ACT Branch

Representative on Branch Executive Public Vocational Education and Training Sector

Candidates

BROWN, Anne

Representative on Branch Executive Public School Assistants Sector

Candidates

No nomination was received

Alternate Representative on Branch Executive Public School Assistants Sector

Candidates

No nomination was received

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 October 2017



DECISION

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

Australian Education Union
(E2017/159)

MR ENRIGHT

MELBOURNE, 29 JUNE 2017

Arrangement for conduct of election.

[1] On 27 June 2017 the ACT Branch of the Australian Education Union lodged with the Registered Organisations Commission prescribed information for an election to fill the following offices, due to insufficient nominations received in a previous election (**E2017/2**):

Branch Executive Representatives for the following electorate(s):

Public Vocational Education and Training Sector (1)
Public School Assistants Sector (1)

Alternate Branch Executive Representatives for the following electorate(s):

Public School Assistants Sector (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 COMMISSIONER

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From: Lauren McCarthy <lauren.mccarthy@aeuact.org.au>
Sent: Tuesday, 27 June 2017 3:00 PM
To: ROC - Registered Org Commission
Cc: Dawn Nixon; Glenn Fowler
Subject: AEC-ACT Request for Election
Attachments: Request for Election - Branch Executive Positions.pdf

Please find attached a request for the election of members of the AEU ACT Branch Executive.

Lauren McCarthy

Business Manager

Australian Education Union – ACT Branch

40 Brisbane Avenue, Barton ACT 2600
PO Box 3042, Manuka ACT 2603
Ph: (02) 6272 7900 | Fax: (02) 6273 1828



The Australian Education Union acknowledges the traditional owners of country throughout Australia and recognises their continuing connection to land, waters and community. We pay our respects to them and their cultures, and to elders both past and present.

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 two months before nominations open for the election below.

Signed:



Dated: 27/6/2017

Offices/Positions

- 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 - School Assistant Alternate x 1: 1 July 2017 to 30 June 2019

Proposed timetable:

- Close of rolls: Tuesday 5 September 2017
- Nominations open: Tuesday 12 September 2017
- Nominations close: Tuesday 3 October 2017
- Withdrawal period closes: Tuesday 10 October 2017

Annexure A

Position	Number Required	Voting System	Reason for Election	Electorate
Branch Executive - TAFE	1	Direct Voting System	Vacant	TAFE Member
Branch Executive - School Assistant	1	Direct Voting System	Vacant	School Assistant Members
Branch Executive - School Assistant Alternate	1	Direct Voting System	Vacant	School Assistant Members