



23 February 2017

Mr John Dixon
Branch Secretary
Australian Education Union-New South Wales Teachers Federation (NSWTF) Branch
dixon@nswtf.org.au

Dear Mr Dixon,

cc: Ms Susan Hoggood, Federal Secretary Australian Education Union

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 positions for NSW Branch [E2016/200]. 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-New South Wales Teachers Federation (NSWTF) 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:

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

Telephone: (03) 8656 4783
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

- 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
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 NSWTF Branch

E2016/200

22/2/2017



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Election(s) Covered in this Report

Election Decision No/s: E2016/200

Rules

Rules used for the election: 284V: alternations of
3/10/2016 R2016/164

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

Roll of Voters

Total number of voters on the Roll: 285
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 Contested and Uncontested Elections.

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

Chris Cox
Returning Officer
22/2/2017

Australian Education Union

Branch Executive Officers

Declaration of Results for Contested and Uncontested Offices

E2016/200

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.

NSW Branch Executive

Total number of names on the roll of voters	285
Ballot papers issued	231
Replacement ballot papers issued	0
Total Ballot Papers Issued	231
Ballot papers returned for scrutiny	231
Total Ballot Papers Admitted to Scrutiny	231

Association Representatives on the Branch Council (8) Must Achieve Absolute Majority 116 votes

<u>Candidates</u>	<u>First Preference Votes</u>	<u>Votes</u>
MORGAN, Mike	19	126
DAWSON, Kylie	27	121
BENNETT, Annette	21	121
ROSS, Julie	35	133
COOKE, Philip	21	125
PURINS, Damian	16	83
BARTULOVICH, Robert	18	122
WATT, Natasha	49	137
BELLACH, Kathryn	25	127
Total votes	231	
Formal ballot papers	231	
Informal ballot papers	0	

I declare the following candidates elected in order determined by the ballot held:

1. Natasha Watt
2. Kylie Dawson
3. Julie Ross
4. Mike Morgan
5. Annette Bennett
6. Philip Cooke
7. Kathryn Bellach
8. Robert Bartulovich

Branch Vice President (4)
Must Achieve Absolute Majority 116 votes

Candidates	First Preference Votes	Votes
MACE, Jennifer	26	79
ACKROYD, Gemma	49	119
MULROY, Tim	43	152
FITZGERALD, Denis	113	148
Total votes	231	
Formal ballot papers	231	
Informal ballot papers	0	

I declare the following candidates elected in order determined by the ballot held,

1. Denis Fitzgerald
2. Gemma Ackroyd
3. Tim Mulroy
4. Jennifer Mace

Branch Custodians (2)

Candidates

BYERS, Dianne
VOS, Margaret

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

Member of the Branch Council who is representative of members on the ATSI Members Roll

Candidates

HONNERY, Russell

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



Chris Cox
Returning Officer
22 February 2017



DECISION

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

Australian Education Union
(E2016/200)

MR ENRIGHT

MELBOURNE, 13 SEPTEMBER 2016

Arrangement for conduct of election.

[1] On 2 September 2016 the New South Wales Teachers Federation (NSWTF) 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 Vice Presidents (4)
- Branch Custodians (2)
- Member of the Branch Council who is a representative of members on the ATSI Member's Roll
- Association Representatives on the Branch Council (8)

[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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**New South Wales Teachers Federation
a branch of the Australian Education Union**

AEU NSW Teachers Federation Branch ABN 86 600 150 697

Locked Bag N^o 3010, Darlinghurst NSW 1300 • 02 9217 2100 • www.nswtf.org.au
NSW PRESIDENT: Maurie Mulheron • NSW GENERAL SECRETARY: John Dixon



2 September 2016

In reply please quote: 817/Sep2016/JD:pm

Attention: Regulatory Compliance Branch

General Manager
Fair Work Australia
GPO BOX 1994
MELBOURNE VIC 3001

By Email: orgs@fwc.gov.au

Re: Election for offices [E2016/200]

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, John Dixon, being the Branch Secretary of the Australian Education Union NSW Teachers Federation Branch, make the following statement:

1. I am authorised to sign this statement containing prescribed information for Australian Education Union NSW Teachers Federation Branch.
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.

Yours sincerely

**John Dixon
Branch Secretary**

Att. Annexure A

ANNEXURE A

Election that is required: Branch Executive

Branch	Name of Office	Number required	Voting System	Reason for Election	Electorate
NSW	<i>Branch Vice-Presidents</i>	4	<i>Collegiate</i>	<i>Scheduled</i>	<i>Branch Council Rule 14 (2) in accordance with Rule 38</i>
	<i>Branch Custodians</i>	2	<i>Collegiate</i>	<i>Scheduled</i>	<i>Branch Council Rule 14 (2) in accordance with Rule 38</i>
	<i>Representative of members on the ATSI Members' Roll</i>	1	<i>Collegiate</i>	<i>Scheduled</i>	<i>Branch Council Rule 14 (2) in accordance with Rule 38</i>
	<i>Association Representatives</i>	8	<i>Collegiate</i>	<i>Scheduled</i>	<i>Branch Council Rule 14 (2) in accordance with Rule 38</i>

Important dates:

	Collegiate voting system – by and from Branch Council
Nominations OPEN	<i>26 November 2016 as per Rule 38 (3) "...nominations shall open at the final Branch Council meeting of each year..."</i>
Nominations CLOSE	<i>8 February 2017 as per Rule 38 (3) "... close no later than 10 days prior to the first Branch Council meeting of the year." (rule 38 (2))</i>
Roll of Voters cut-off date	<i>n/a</i>