



13 February 2017

Mr Graham Moloney  
Branch Secretary  
Australian Education Union-Queensland Branch  
qtu@qtu.asn.au

Dear Mr Moloney,

cc: 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 uncontested/contested offices/positions for QLD Branch [E2016/235]. 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-Queensland 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:  
Email : [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Internet : [www.fwc.gov.au](http://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

Debbie Ball  
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 <a href="mailto:ceo@ahawa.asn.au">ceo@ahawa.asn.au</a>
APTIA Governance and Financial Training Package	Australian Public Transport Industrial Association	Mr Ian MacDonald	(02) 6247 5900 <a href="mailto:imacdonald@bic.asn.au">imacdonald@bic.asn.au</a>
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 <a href="mailto:jenifer.leuba@aigroup.asn.au">jenifer.leuba@aigroup.asn.au</a>
The Australian Workers' Union Professional Training Program Financial Duties of Officers	Australian Workers' Union	General enquiries	(02) 8005 3333 <a href="mailto:members@nat.awu.net.au">members@nat.awu.net.au</a>
In-Boardroom: Governance and Finance for Registered Organisations	Australian Institute of Company Directors	Various	<a href="#">AICD state-based contacts</a>
ACTU s.154C Training— Union Governance	Australian Council of Trade Unions (ACTU)	Organising Centre Enquiries	(03) 9664 7360 <a href="mailto:orgcentre@actu.org.au">orgcentre@actu.org.au</a>
Governance of Registered Organisations	Weston Woodley & Robertson Chartered Accountants	Mr Dennis Robertson	(02) 9264 9144 <a href="mailto:dennisr@wwr.com.au">dennisr@wwr.com.au</a>
Governance and Financial Accountability for Registered Organisations	Local Government New South Wales	Ms Sarah Artist	(02) 9242 4182 <a href="mailto:learning@lgnsw.org.au">learning@lgnsw.org.au</a>
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 <a href="mailto:ceo@aha.org.au">ceo@aha.org.au</a>
Governance and Finance Training for Registered Organisations	Dickson Wohlsen Pty Ltd, trading as CTA Training	Mr Tom Streater	(07) 3878 9355 <a href="mailto:tom@dws.net.au">tom@dws.net.au</a>
The Registered Organisation Training Act for Organisations and Boards	Vibe Public Relations Consultancy	Ms Anne Andrews	0400 021 679 <a href="mailto:vibeprctraining@bigpond.com">vibeprctraining@bigpond.com</a>
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	<a href="mailto:andrew.johnson@lgrceu.org">andrew.johnson@lgrceu.org</a>
MTAQ Registered Organisation Governance Course	Motor Trades Association of Queensland Industrial Organisation of Employers	Mr Paul Murray	<a href="mailto:paulm@mtaq.com.au">paulm@mtaq.com.au</a>

**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 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](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	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  
POST ELECTION REPORT**

**Australian Education Union  
Queensland Branch Executive 2017**

**ELECTION/S COVERED IN THIS REPORT**

Election Decision No/s: *E2016/235*

**RULES**

Rules used for the election: *284V: Incorporates alterations of 3 October 2016  
R2016/164*

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

**ROLL OF VOTERS**

As the offices were not contested, the Roll of Voters was not required for this election.

**IRREGULARITIES**

Details of written allegations of irregularities and action taken by AEC: *Nil*  
Other irregularities identified, and action taken: *Nil*

**ATTACHMENTS**

Declaration of Results for Uncontested Offices dated 8 February 2016

Justine McErlean  
Returning Officer

8 February 2017

**Australian Education Union**  
**Australian Education Union - Queensland Branch**  
**E2016/235**

**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.

**Queensland Branch**

**Branch President**

Candidates

BATES, Kevin

**Branch Deputy President**

Candidates

PIDGEON, Samantha

**Branch Secretary**

Candidates

MOLONEY, Graham

**Branch Deputy Secretary**

Candidates

RUTTIMAN, Kate

**Branch Executive Member (9)**

Candidates

BEATTIE, Andrew  
COOK, Allan  
DARBEN, Peter  
OLSSON, Leah  
RICHARDSON, Cresta  
ROOS, Nicole  
SHIRLEY, Nicholas  
SWADLING, Jennifer  
TAYLOR, Leslea (Penny)

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

  
Justine McErlean  
Returning Officer

7 February 2017



## DECISION

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

**Australian Education Union**  
(E2016/235)

MR ENRIGHT

MELBOURNE, 2 NOVEMBER 2016

*Arrangement for conduct of election.*

[1] On 4 October 2016, the Queensland Branch of the Australian Education Union lodged with the Fair Work Commission prescribed information in relation to an election for the following offices:

Branch President  
Branch Deputy President  
Branch Secretary  
Branch Deputy Secretary  
Branch Executive Member (9)

[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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## AUSTRALIAN EDUCATION UNION

Queensland Branch ABN 47 599 010 588

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Address all correspondence to: The Branch Secretary, PO Box 1591, Milton BC, Q 4064

kjr:laa

General Manager  
Fair Work Australia  
GPO Box 1994  
MELBOURNE VIC 3001

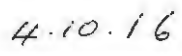
Dear Sir/Madam

**Re: 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, Kate Julie Ruttiman of the Australian Education Union (Queensland) Branch, make the following statement:

1. I am authorised to sign this statement containing prescribed information for the Australian Education Union (Queensland) 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.

  
Signed: Kate Julie RUTTIMAN

  
Date

## ANNEXURE A

Elections that are required:

Branch	Name of Office	Number required	Voting System	Reason for Election	Electorate
Queensland	Branch President	1	Collegiate	Scheduled – 1 year term commencing 1 March 2017	Financial members of the AEU (Qld Branch) Branch Council as at the close of the roll – Federal Branch Rule 6(1)(a)
Queensland	Branch Deputy President	1	Collegiate	Scheduled - 1 year term commencing 1 March 2017	Financial members of the AEU (Qld Branch) Branch Council as at the close of the roll – Federal Branch Rule 6(1)(a)
Queensland	Branch Secretary	1	Collegiate	Scheduled - 1 year term commencing 1 March 2017	Financial members of the AEU (Qld Branch) Branch Council as at the close of the roll – Federal Branch Rule 6(1)(a)
Queensland	Branch Deputy Secretary	1	Collegiate	Scheduled - 1 year term commencing 1 March 2017	Financial members of the AEU (Qld Branch) Branch Council as at the close of the roll – Federal Branch Rule 6(1)(a)
Queensland	Branch Executive	9	Collegiate	Scheduled - 1 year term commencing 1 March 2017	Financial members of the AEU (Qld Branch) Branch Council as at the close of the roll – Federal Branch Rule 6(1)(b)

Important dates:

	Collegiate Electoral System
Nominations OPEN	At least seven (7) days prior to the date on which nominations close – Federal Branch Rule 9(2)
Nominations CLOSE	Between 20 January and 1 March 2017 - Federal Branch Rule 6(2)
Roll of Voters cut off date	Seven (7) days before the day on which nominations are opened – Federal Branch Rule 13(9A)