



29 March 2017

Mr Jack Major  
Secretary  
Australian Education Union-South Australian Branch

Sent via email: [aeusa@aeusa.asn.au](mailto:aeusa@aeusa.asn.au)

Dear Mr Major,

cc: Ms Susan Hoggood [shopgood@aeufederal.org.au](mailto:shopgood@aeufederal.org.au)

### **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 contested and uncontested offices for the South Australian Branch of the Australian Education Union [E2016/236]. 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 South Australian Branch of 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.

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

Telephone: (03) 8656 4699  
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.

Kind Regards



Sam Gallichio  
Adviser  
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).]*

---

<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
...						



## DECISION

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

### **Australian Education Union** (E2016/236)

MR ENRIGHT

MELBOURNE, 22 NOVEMBER 2016

*Arrangement for conduct of election.*

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

General Division Delegates to Branch Council and Alternate General Division Delegates to Branch Council from the following areas:

<b>Area</b>	<b>Delegates</b>	<b>Alternate Delegates</b>
Barossa	2	2
Central Urban	6	6
Eastern Urban	5	5
Elizabeth Munno Para	5	5
Eyre	2	2
Far North	2	2
Far West	2	2
Fleurieu	3	3
Flinders	3	3
Gawler	2	2
Hills	3	3
Kangaroo Island	2	2
Le Fevre	2	2
Lincoln	2	2
Lower North	2	2
Lower South East	4	4
Mid North	2	2
Mitcham	4	4
Murraylands	3	3
Noarlunga	9	9
North East Urban	6	6

North West	2	2
North West Urban	4	4
Northern Urban	4	4
Pirie	2	2
Riverland	4	4
Southern Urban	5	5
Southern Vales	2	2
Tea Tree Gully	7	7
Torrens	5	5
Upper South East	2	2
Western Urban	5	5
Whyalla	3	3
Yorke	2	2

[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

Printed by authority of the Commonwealth Government Printer

<Price code A, PR587728>



## Australian Education Union

SA Branch | 163 Greenhill Road, Parkside, SA 5063

phone: [08] 8272 1399

email: aeusa@aeusa.asn.au

fax: [08] 8373 1254

website: www.aeusa.asn.au

Our reference: JAM:RH

1 November 2016

General Manager  
Fair Work Commission  
GPO Box 1994  
MELBOURNE VIC 3001

Dear Ms O'Neill

### Re: Australian Education Union (SA Branch) Elections

I hereby lodge prescribed information in accordance with Section 189(1) and (2) of the *Fair Work (Registered Organisations) Act 2009*. I am authorised to lodge the prescribed information in relation to this Australian Education Union (SA Branch) election.

#### 1. Name of Office

An election is required for each of the following offices:

- I. General Division Delegates to Branch Council
- II. Alternate General Division Delegates to Branch Council

#### 2. Reason for the Elections

Elections for the offices identified in (I) and (II) are required because the terms of office will expire on 20 March 2017.

#### 3. Number of Offices and Electorate

The number of offices and electorate for the elections identified in (I) and (II) is attached as Annexure A.

The electorate for these offices is by and from financial members of the General Division of the Branch.

#### 4. Date and Times

Federal Branch Rule 50 requires the Branch Returning Officer to determine a timeline which will enable the elections identified in (I) and (II) to be completed by 20 March 2017. The date for opening nominations is to be a date not less than 14 days before the closing of nominations.

#### 5. Close of Roll of Voters

Federal Branch Rule 52(1A) requires the Roll of Voters to be closed seven days before the day on which nominations open.

#### 6. Voting System

The voting system to be employed in the conduct of these elections is a direct voting system. The register of members is held at the Branch Office at 163 Greenhill Road, Parkside, South Australia.

Yours sincerely



**JACK MAJOR**  
Branch Secretary



**Area Delegate Entitlement – 2017**

**Annexure A**

<b>Electorate</b>	<b>Number of members</b>	<b>Number of Area Delegates</b>	<b>Number of Alternate Delegates</b>
Barossa	279	2 (1)	2 (1)
Central Urban	633	6 (3)	6 (3)
Eastern Urban	518	5 (3)	5 (3)
Elizabeth Munno Para	524	5 (3)	5 (3)
Eyre	92	2 (1)	2 (1)
Far North	109	2 (1)	2 (1)
Far West	125	2 (1)	2 (1)
Fleurieu	314	3 (2)	3 (2)
Flinders	303	3 (2)	3 (2)
Gawler	290	2 (1)	2 (1)
Hills	395	3 (2)	3 (2)
Kangaroo Island	77	2 (1)	2 (1)
Le Fevre	266	2 (1)	2 (1)
Lincoln	239	2 (1)	2 (1)
Lower North	208	2 (1)	2 (1)
Lower South East	483	4 (2)	4 (2)
Mid North	145	2 (1)	2 (1)
Mitcham	451	4 (2)	4 (2)
Murraylands	368	3 (2)	3 (2)
Noarlunga	984	9 (5)	9 (5)
North East Urban	663	6 (3)	6 (3)
North West	97	2 (1)	2 (1)
North West Urban	431	4 (2)	4 (2)
Northern Urban	435	4 (2)	4 (2)
Pirie	202	2 (1)	2 (1)
Riverland	426	4 (2)	4 (2)
Southern Urban	553	5 (3)	5 (3)
Southern Vales	264	2 (1)	2 (1)
Tea Tree Gully	724	7 (4)	7 (4)
Torrens	569	5 (3)	5 (3)
Upper South East	236	2 (1)	2 (1)
Western Urban	530	5 (3)	5 (3)
Whyalla	311	3 (2)	3 (2)
Yorke	294	2 (1)	2 (1)

Numbers in brackets indicate the minimum number of females to be elected.