



6 March 2017

Ms Helen Richardson
President
Australian Education Union-Tasmania Branch
support@aeutas.org.au

Dear Ms Richardson,

cc: National Branch

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 [E2016/268]. 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-Tasmania 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:
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

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 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
...						



Fair Work (Registered Organisations) Act 2009

RETURNING OFFICER - POST ELECTION REPORT

Client: Australian Education Union

Contact details: Roz Madsen
State Manager
AEU, Tasmanian Branch
PO Box 117
North Hobart TAS 7002

Email: rozm@aeutas.org.au
Tel: 03 6234 9500

FWA contact officer: Catherine Bebbington
Sam Gallichio

Email: orgs@fwc.gov.au
Tel:

ELECTIONS COVERED IN THIS REPORT

Election Decision No/s: E2016/227 and E2016/268

Election: Australian Education Union, Tasmanian Branch, TAFE Vacancy Elections

Returning Officer: Michael Horwood

RULES

Rules used for elections Rule ID: 284V: Incorporates alterations of 03/10/2016 [R2016/164]

Rules difficult to apply/interpret:

Model Rule reference (if any):

Legal precedents considered:

Action taken under section 193 of RAO Schedule:

OTHER MATTERS PERTAINING TO ROLL OF VOTERS

ALLEGATIONS OF IRREGULARITIES RECEIVED

ATTACHMENTS

- A** Declaration of Results for Uncontested Office E2016/227
- B** Declaration of Results for Uncontested Offices E2016/268

Michael Horwood
Returning Officer

2 February 2017

Australian Education Union

TAFE Division 2016

Declaration of Results for Uncontested Offices

E2016/268

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

Branch Deputy President - TAFE Division/TAFE Division President

Candidates

No nomination was received

TAFE Division Vice President

Candidates

BAILEY, Simon

TAFE Division Women's Officer

Candidates

BREWER, Deborah

TAFE Division Executive Representative of LINC Members

Candidates

No nomination was received

TAFE, Hobart Sub-branch

Delegate to TAFE Division Council from Hobart Sub-branch (2)

Candidates

No nomination was accepted

TAFE, Clarence Sub-branch

TAFE Division Clarence Sub-branch Secretary

Candidates

No nomination was received

Delegate to TAFE Division Council from Clarence Sub-branch

Candidates

No nomination was received

TAFE, Launceston Sub-branch

TAFE Division Launceston Sub-branch Secretary

Candidates

No nomination was received

Delegate to TAFE Division Council from Launceston Sub-branch (3)

Candidates

No nominations were received

TAFE, Devonport Sub-branch

TAFE Division Devonport Sub-branch Secretary

Candidates

PINNER, Shane

Delegate to TAFE Division Council from Devonport Sub-branch

Candidates

No nomination was received

TAFE, Burnie Sub-branch

TAFE Division Burnie Sub-branch Secretary

Candidates

No nomination was received


TAFE, Drysdale Sub-branch

Delegate to TAFE Division Council from Drysdale Sub-branch

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.



Michael Horwood
Returning Officer
31 January 2017



DECISION

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

Australian Education Union-Tasmania Branch (E2016/268)

MR ENRIGHT

MELBOURNE, 2 DECEMBER 2016

Arrangement for conduct of election.

[1] On 25 November and 1 December 2016 the Tasmanian Branch of the Australian Education Union (the Branch) lodged with the Fair Work Commission (the Commission) the prescribed information in relation to an election for the following offices, due to insufficient nominations received in previous elections (**E2015/171**) and (**E2016/85**):

TAFE Division

Women's Officer
Executive Representative from LINC Members
Sub-branch Secretary from each of the following sub-branches:

Clarence
Launceston
Devonport
Burnie

Council Delegates from each of the following sub-branches:

Hobart (2)
Clarence
Devonport
Drysdale
Launceston (3)

[2] On the same dates, the Branch lodged with the Commission the prescribed information in relation to an election for a casual vacancy for the remainder of the term of office in the following offices:

TAFE Division

Branch Deputy President
Vice-President

[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

Printed by authority of the Commonwealth Government Printer

<Price code A, PR588139>

29 November 2016

Fair Work Australia
GPO Box 1994s
MELBOURNE VIC 3001

By email: sam.gallichio@fwc.gov.au

Statement: Prescribed Information
Section 214(1) of the Industrial Relations Act

AMENDED STATEMENT OF PRESCRIBED INFORMATION FOR AN ELECTION

I, Helen Richardson, being the President of the Australian Education Union, Tasmanian Branch, make the following statement:

As the President of the Australian Education Union, Tasmania Branch I am authorised to lodge the following prescribed information concerning forthcoming elections in the Tasmanian Branch of the Australian Education Union and

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

Please note that for ease of identification, I have highlighted the amendments on the attached schedule.

Signed: 

Dated: 29 November 2016

Reasons for election:

Resignations
Offices not filled in the previous election

Voting system:

Direct voting system as specified in the Union's Rules

Preferred Timeframe

Nominations open:	28 November 2016
Nominations close:	12 December 2016
Candidate Statements lodged by:	17 December 2016
Ballot opens:	2 January 2017
Ballot closes:	23 January 2017

Hobart Office

Level 132 Patrick Street
HOBART TAS 7000
Phone: 6234 9500
Fax: 6234 3052
e: support@aeutas.org.au

Launceston Office

39 Paterson Street
LAUNCESTON TAS 7250
p: 1800 001 313
e: support@aeutas.org.au

Devonport Office

63 Best Street
DEVONPORT TAS 7310
p: 1800 001 313
e: support@aeutas.org.au

Follow us Online

Web: www.aeutas.org.au
[facebook.com/aeutasmania](https://www.facebook.com/aeutasmania)
twitter.com/aeutasmania

Direct Voting System Elections:

POSITION and NUMBER	ELECTED BY & FROM	Rollcall 21/11/16
Branch Deputy Presidents		
1 Branch Deputy President – TAFE Division *	TAFE Division members	325
TAFE Division		
1 TAFE Division Vice President*	All members in the TAFE Division	
TAFE Sub-Branch Secretaries	<i>1 Secretary from each Sub-Branch.</i>	
<ul style="list-style-type: none"> • Clarence Sub-Branch 	Clarence Sub-Branch members	54
<ul style="list-style-type: none"> • Launceston Sub-Branch 	Launceston Sub-Branch members	97
<ul style="list-style-type: none"> • Devonport Sub-Branch 	Devonport Sub-Branch members	36
<ul style="list-style-type: none"> • Burnie Sub-Branch 	Burnie Sub-Branch members	32
1 TAFE Division Women’s Officer (member of TAFE Council & Executive)	TAFE Division Women members	154
TAFE Division Council Delegates	<i>> 1st 25, 1 for each 25 members or part thereof</i>	
<ul style="list-style-type: none"> • 2 Hobart Sub-branch 	Hobart Sub-branch members	59
<ul style="list-style-type: none"> • 1 Clarence Sub-Branch 	Clarence Sub-Branch members	54
<ul style="list-style-type: none"> • 1 Devonport Sub-Branch 	Devonport Sub-Branch members	36
<ul style="list-style-type: none"> • 1 Drysdale Sub-Branch 	Drysdale Sub-Branch members	34
<ul style="list-style-type: none"> • 3 Launceston Sub-Branch 	Launceston Sub-Branch Members	97
1 TAFE Division Executive		
<ul style="list-style-type: none"> • 1 LINC Representative 	TAFE Division LINC members	7

*Reason for Election – Resignation (letters attached); all others offices not filled in previous election.