



21 December 2017

Ms Gillian Robertson
Secretary
Australian Education Union-Victorian Branch
gillian.robertson@aeuvic.asn.au

Dear Ms Robertson,

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 the Victorian Branch [E2017/187]. 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-Victorian 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>						

21 November 2017

Post-election Report

**E2017-187 – Australian Education Union –
Victorian Branch**



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Election Covered in this Report

Election Decision No: E2017/187

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: N/A

Module Rule reference (if any) N/A

Roll of Voters

Total number of voters on the Roll: 114
Number of apparent workplace addresses: 0
Number of non-current addresses: 0
Other matters pertaining to the roll of voters: N/A

Irregularities

Details of written allegations of irregularities, and action taken by AEC: None

Other irregularities identified, and action taken: None

Other Matters

Attachments

- 1) Declaration of results for Uncontested Offices

Shane T Lanning
Returning Officer

4 December 2017

**Australian Education Union
Victorian Branch
Ordinary Members of Branch Executive**

Declaration of Results for Uncontested Offices

E2017/187

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.

Early Childhood Sector

Ordinary Member of Branch Executive (1)

Candidate

RATJE, Heidi

Primary Sector

Ordinary Member of Branch Executive (7)

Candidates

BURTON, Tanya Jane
CLIFTON, Peter
FEWKES, Rebekah
MASIERO, Antoinette
PONTIKIS, Mary-Anne
SLATTER, Vivien
TENSON, Katrina

Secondary Sector

Ordinary Member of Branch Executive (5)

Candidates

HARRIS, Justin
HUMPHRIES, Jessie Ann
JOHNSTON, Wayne
MORTON, Euan
QUINN, Wendy

TAFE & Adult Provision Sector

Ordinary Member of Branch Executive (1)

Candidate

SMITH, Phillip

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

Shane Lanning
Returning Officer

4 December 2017



DECISION

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

Australian Education Union
(E2017/187)

MR ENRIGHT

MELBOURNE, 28 AUGUST 2017

Arrangement for conduct of election.

[1] On 23 August 2017, the Victorian Branch of the Australian Education Union lodged with the Registered Organisations Commission prescribed information for an election to fill the following offices:

Ordinary members of Branch Executive representing the following:

Primary Sector	(7)
Secondary Sector	(5)
Early Childhood Sector	(1)
TAFE & Adult Provision 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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16 August, 2017

By email: regorgs@roc.gov.au

Mr Mark Bielecki
Registered Organisations Commissioner
Registered Organisations Commission
GPO Box 1994
Melbourne VIC 3001

Dear Mr Bielecki

I, **Gillian Robertson, Branch Secretary** of the Australian Education Union Victorian Branch, am authorised to lodge the following prescribed information in relation to elections in the Australian Education Union Victorian Branch. The information is being lodged under subsection 189(1) of the Fair Work (Registered Organisations) Regulations 2009.

1. **The offices and positions in respect of which an election is required are:**
Ordinary members of Branch Executive from all sectors.
2. **The reason for the elections:**
Consistent with Rule 49 (1), ordinary members of Branch Executive take office on 1 January following their election and hold office for one year or until their successors take office. The term of the current ordinary members is due to expire on **31 December 2017**.
3. **The electorate:**
 - a) Seven ordinary members of Branch Executive elected by and from all ordinary members of Primary Sector Council
 - b) Five ordinary members of Branch Executive elected by and from all ordinary members of Secondary Sector Council
 - c) One ordinary member of Branch Executive elected by ordinary members of Early Childhood Sector Council **from those councillors who** are also ordinary members of Branch Council. Rule 11 (1) (b).
 - d) One ordinary member of Branch Executive elected by ordinary members of the TAFE & Adult Provision Sector Council **from those councillors who** are also ordinary members of Branch Council. Rule 11 (1) (b).

The date and times for the opening and closing of nominations are:

The dates and times for the opening and closing of nominations **will be determined by the Returning Officer from the Australian Electoral Commission** having regard to Rule 49(5).

I would suggest the Returning Officer **consider** the following;

For the Primary, Secondary, Early Childhood and TAFE & Adult Provision Sectors;

20th November 2017 Nominations Open

1st December 2017 Nominations close during the various Sectors' Council Meetings to be held on Friday December 1,

1st December 2017 If a ballot is necessary it can be conducted at the Sector Council Meetings on Friday December 1.

4. Roll of voters shall close:

In accordance with Rule 57 (2A), the roll of voters closes 7 days before the opening of nominations.

5. Voting system:

- a) The voting system to be used in the conduct of the election of ordinary members of Branch Executive from Primary and Secondary Sectors is direct election by and from ordinary members of the relevant Sector Councils.
- b) The voting system to be used in the conduct of the election of ordinary members of Branch Executive from Early Childhood and TAFE & Adult Provisions Sectors is by ordinary members of the relevant Sector Council from the ordinary members of Branch Council from the relevant Sector.

6. Contact

The person to contact for lists of members and other necessary information in relation to this election is:

Gillian Robertson
Branch Secretary
Australian Education Union Victorian Branch
PO Box 363
Abbotsford Vic 3067

Direct Phone: (03) 9418 4814

Fax: (03) 9417 6198

E-mail: gillian.robertson@aeuvic.asn.au

7. Additional Information

Subject to Rule 11(3), the financial membership of the Branch at **30 June 2017** was **49,069**

The financial membership of each Sector at that date was:

Primary	26,442
Secondary	17,237
Early Childhood	2,846
TAFE & Adult Provision	<u>2,544</u>
	<u>49,069</u>

The application of Rule 11 (2) (a) results in a quota of **3775**
(49,069 ÷ 13 = **3774.5384**)

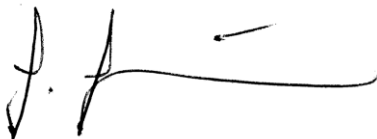
Therefore:

Primary	26,442 ÷ 3775 = 7.0045
Secondary	17,237 ÷ 3775 = 4.5660
Early Childhood	2,846 ÷ 3775 = 0.7539
TAFE & Adult Provision	2,544 ÷ 3775 = 0.6739

When Rule 11 (2) (b) is applied to each Sector, the entitlement to ordinary members of Branch Executive is:

Primary	7
Secondary	5
Early Childhood	1
TAFE & Adult Provision	1

Yours sincerely



GILLIAN ROBERTSON
Branch Secretary