



## 2025 sub-branch elections

### Call for nominations

In accordance with the Rules of the AEU ACT Branch, I hereby call for nominations from financial members for the following sub-branch positions:

- Sub-branch President
- Sub-branch Secretary
- Sub-branch Deputy President
- Sub-branch delegates to Branch Council (delegates as specified on following pages)
- Sub-branch delegates to Branch TAFE Council

### Lodging a nomination form

Nominations must be in writing on the nomination form for 2025 sub-branch representatives. Forms are also available from the AEU ACT website. You must be a financial member to nominate for any of the positions. Nominees and nominators must be financial members from the same sub-branch.

Nomination forms must be properly completed including all necessary names and signatures and must reach the Returning Officer no later than 4.30pm, Monday 19 May 2025.

Nomination forms must be lodged by scanning and submitting the form as an electronic file by email to [elections@aeuact.org.au](mailto:elections@aeuact.org.au).

### Withdrawing nominations

Nominations can be withdrawn up until 4:30pm, Monday 26 May 2025.

### Voting period

If required, ballots will open on 26 May 2025 and close at 4:30pm on 23 June 2025. Voting material will be distributed to eligible members at their workplace.

### Sally Rose

AEU ACT Branch Returning Officer  
5 May 2025





## Nomination form for 2025 sub-branch representatives

Use this form to nominate for sub-branch positions of president, deputy president, secretary and delegates to Branch Council.

Nomination forms must be properly completed by including all necessary names and signatures and must reach the Returning Officer no later than **4:30pm, Monday 19 May 2025.**

Nomination forms must be lodged by scanning and submitting the form as an electronic file by email to [elections@aeuact.org.au](mailto:elections@aeuact.org.au)

<b>Sub-branch:</b>	
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### Sub-branch President Nomination:

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

### Sub-branch Deputy President Nomination:

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

### Sub-branch Secretary Nomination:

Nominee Name:		Signature:	
Nominator 1:		Signature:	
Nominator 2:		Signature:	

Please ensure **FULL NAMES** (as per membership) are clearly provided and two nominators sign for each nominee. **Nominations without signatures cannot be accepted.** Print and complete additional forms if required.





## Nomination of delegates to Branch Council

Sub-branch:	
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### Councillor Nomination 1

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

### Councillor Nomination 2

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

### Councillor Nomination 3

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

### Councillor Nomination 4

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

**Please ensure FULL NAMES (as per membership) are clearly provided and two nominators sign for each nominee. Nominations without signatures cannot be accepted. Print and complete additional forms if required.**



## Nomination of alternate delegates to Branch Council

Sub-branch:	
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### Alternate Councillor Nomination 1

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

### Alternate Councillor Nomination 2

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

### Alternate Councillor Nomination 3

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

### Alternate Councillor Nomination 4

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

**Please ensure FULL NAMES (as per membership) are clearly provided and two nominators sign for each nominee. Nominations without signatures cannot be accepted. Print and complete additional forms if required.**





## Other sub-branch positions

<b>Sub-branch:</b>	
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These positions are NOT subject to the AEU ACT Branch election processes and may simply be appointed by the sub-branch.

**Please advise the AEU office (aeuact@aeuact.org.au) of the names of the following contact people:**

New Educator Contact	
Name	
Email address	

Women's Contact	
Name	
Email address	

School Assistant Contact	
Name	
Email address	

### Health and Safety Representatives (HSRs)

HSRs are workers who are elected to represent your health and safety interests at your workplace. HSRs are important to ensure steps are taken by your employer to keep you safe at work. If your HSR is a member, they can call on the AEU office for support and advice around the role and functions of being an HSR.

The AEU encourages members to nominate for HSR positions and to vote for AEU members if an election is held.

There is no set number of HSRs that your school should have, however there should be a minimum of 1 HSR per campus, as well as 1 Deputy HSR.

**Please advise the AEU Office of the names of your school's HSRs/deputy HSRs.**

Name:		HSR/Deputy HSR (please circle)	AEU member: Yes/No (please circle)
Name:		HSR/Deputy HSR (please circle)	AEU member: Yes/No (please circle)
Name:		HSR/Deputy HSR (please circle)	AEU member: Yes/No (please circle)

**If you do not have sufficient HSRs please contact the Branch for assistance with the HSR election process.**





## Nomination form for 2025 CIT representatives

Use this form to nominate for sub-branch positions of president, deputy president, secretary and delegates to Branch TAFE Council.

Nomination forms must be properly completed by including all necessary names and signatures and must reach the Returning Officer no later than **4:30pm, Monday 19 May 2025.**

Nomination forms must be lodged by scanning and submitting the form as an electronic file by email to [elections@aeuact.org.au](mailto:elections@aeuact.org.au)

<b>Sub-branch:</b>	Circle one: CIT Reid, CIT Bruce, CIT Fyshwick
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### Sub-branch President Nomination:

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

### Sub-branch Deputy President Nomination:

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

### Sub-branch Secretary Nomination:

Nominee Name:		Signature:	
Nominator 1:		Signature:	
Nominator 2:		Signature:	

Please ensure **FULL NAMES** (as per membership) are clearly provided and two nominators sign for each nominee. **Nominations without signatures cannot be accepted.** Print and complete additional forms if required.



## Nomination of delegates to Branch TAFE Council

<b>Sub-branch:</b>	Circle one: CIT Reid, CIT Bruce, CIT Fyshwick
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### Councillor Nomination 1

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

### Councillor Nomination 2

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

### Councillor Nomination 3

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

### Councillor Nomination 4

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

**Please ensure FULL NAMES (as per membership) are clearly provided and two nominators sign for each nominee. Nominations without signatures cannot be accepted. Print and complete additional forms if required.**





## Nomination of alternate delegates to Branch TAFE Council

Sub-branch:	Circle one: CIT Reid, CIT Bruce, CIT Fyshwick
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### Alternate Councillor Nomination 1

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

### Alternate Councillor Nomination 2

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

### Alternate Councillor Nomination 3

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

### Alternate Councillor Nomination 4

Nominee Name:		Signature:	
Nominator 1 Name:		Signature:	
Nominator 2 Name:		Signature:	

**Please ensure FULL NAMES (as per membership) are clearly provided and two nominators sign for each nominee. Nominations without signatures cannot be accepted. Print and complete additional forms if required.**



## 2025 Branch Council delegates

Sub-branches are allocated one delegate for the first 20 financial members or part thereof and a further delegate for every additional 20 financial members or part thereof. Sub-branches may elect one alternate delegate for each accredited delegate.

Each sub-branch's allocation of delegates to Branch Council as at the close of roll is set out below.

<b>Councillor Allocation</b>	<b>Sub-branch</b>
7.0	Relief Teachers Branch
6.0	Amaroo School P-10
6.0	Kingsford Smith School P-10
5.0	Harrison P-10 School
5.0	Gold Creek School P-10
5.0	CIT - Bruce Campus
4.0	Lyneham High School
4.0	Melba Copland Secondary School 7-12
4.0	CIT - Reid Campus
4.0	Gungahlin College
4.0	Narrabundah College
4.0	Telopea Park School P-10
4.0	Canberra College - Woden Campus
3.0	Black Mountain School
3.0	Melrose High School
3.0	Alfred Deakin High School
3.0	Education Support Office
3.0	Palmerston District Primary School
3.0	Namadgi School P-10
3.0	Evelyn Scott School P-10
3.0	Canberra High School
3.0	Mount Stromlo High School
3.0	Margaret Hendry Primary School
3.0	Malkara School
3.0	University of Canberra Senior Secondary College Lake Ginninderra
3.0	Neville Bonner Primary School
3.0	Ngunnawal Primary School
3.0	School Psychologists Sub Branch
3.0	Majura Primary School
3.0	Red Hill Primary School
3.0	Lanyon High School
3.0	Erindale College
3.0	Dickson College
3.0	University of Canberra High School Kaleen

3.0	Caroline Chisholm P-10 School
3.0	Belconnen High School
2.0	Lake Tuggeranong College
2.0	Torrens Primary School
2.0	Hawker College
2.0	Florey Primary School
2.0	Forrest Primary School
2.0	Lyneham Primary School
2.0	Turner Primary School & O'Connor Coop EC
2.0	Throsby Primary School
2.0	Latham Primary School
2.0	Maribyrnong Primary School
2.0	Macgregor Primary School
2.0	Campbell High School
2.0	North Ainslie Primary School
2.0	Fraser Primary School
2.0	Garran Primary School
2.0	Mawson Primary School
2.0	Monash Primary School
2.0	Bonython Primary School
2.0	Miles Franklin Primary School
2.0	Kaleen Primary School
2.0	Chapman Primary School
2.0	Charles Weston Primary School
2.0	Wanniassa School P-10
2.0	Duffy Primary School
2.0	Calwell High School
2.0	Franklin School
2.0	Aranda Primary School
2.0	Fadden Primary School
2.0	Charnwood-Dunlop Primary School
2.0	Cranleigh School
2.0	Ainslie Primary School
2.0	Charles Conder Primary School
2.0	Gordon Primary School
2.0	Macquarie Primary School
2.0	Curtin Primary School
2.0	Weetangera Primary School
2.0	Taylor Primary School
2.0	Richardson Primary School
2.0	Mount Rogers Primary School

2.0	Hughes Primary School
2.0	Farrer Primary School
2.0	The Woden School
2.0	Wanniassa Hills Primary School
2.0	Shirley Smith High School
2.0	Calwell Primary School
2.0	Evatt Primary School
2.0	CIT - Fyshwick Campus
2.0	Giralang Primary School
2.0	Yarralumla Primary School
2.0	Southern Cross Early Childhood School
1.0	Campbell Primary School
1.0	Arawang Primary School
1.0	Theodore Primary School
1.0	Gilmore Primary School
1.0	Gowrie Primary School
1.0	Hawker Primary School
1.0	Lyons Early Childhood School
1.0	Instrumental Music Program
1.0	Isabella Plains Early Childhood School
1.0	Aunty Agnes Shea High School
1.0	Narrabundah Early Childhood School
1.0	Flexible Education
1.0	Birrigai Outdoor School
1.0	Jervis Bay Primary School

## 2025 Branch TAFE Council delegates

CIT Sub-branches are allocated one delegate for the first 10 financial members or part thereof and a further delegate for every additional 20 financial members or part thereof. Sub-branches may elect one alternate delegate for each accredited delegate.

Note that a CIT Woden sub-branch is anticipated to be established in the second part of the year, but staff should participate in this election based on the campus they are currently working in.

Each sub-branch's allocation of delegates to Branch Council as at the close of roll is set out below.

Councillor Allocation	Sub-branch
5	CIT Reid
5	CIT Bruce
2	CIT Fyshwick

# Sub-branch elections procedures

## Background

1. As a consequence of changes to AEU ACT Branch rules, the term of office for sub-branch executive positions and Branch Council delegates elected in 2024 was for a period from the declaration of election at the beginning of the school year until 30 June 2025. (Decision of General Manager, FWC dated 10 March 2023)
2. The 2025/6 term of office for sub-branch executive positions and Branch Council delegates is from 1 July 2025 to 30 June 2026 in accordance with the Branch Rules.

## Conduct of elections

Elections for sub-branch and Branch Council positions are conducted by the Branch Returning Officer.

Sally Rose is the current Branch Returning Officer.

## Processes for CIT members

A distinct form has been provided for CIT sub-branches that includes nominations for Branch TAFE Council (CIT Council). If CIT sub-branch members wish to nominate for general Branch Council positions, they can do so by submitting the Branch Council section of the nomination form that is provided to non-CIT sub-branches.

## Election of sub-branch executive

Elections in each sub-branch will be held for the positions of:

- sub-branch President,
- sub-branch Deputy President, and
- sub-branch Secretary.

**Electorate:** by and from the financial members of the sub-branch.

**Term of office:** the date of the declaration by the Returning Officer until 30 June 2026, unless they cease to be eligible.

### Election period

The Branch Returning Officer has determined that the period for the conduct of these elections opens on **5 May 2025** and **nominations close on 19 May 2025**.

### Submitting a nomination

Nominations must be in writing, signed by 2 financial members eligible to vote in the ballot, signed by the nominee and lodged with [elections@aeuact.org.au](mailto:elections@aeuact.org.au) not later than 4:30pm on 19 May 2025.

### Vacancies or unfilled positions

In accordance with Rule 25.3.2 vacancies and any unfilled positions which occur in the positions of sub-branch President, sub-branch Deputy President or sub-branch Secretary following the annual elections shall be filled by and from the sub-branch membership at a general meeting.

## Election of Branch Council delegates

Elections will be held for Council delegates on the basis of one sub-branch delegate for the first twenty (20) financial members or part thereof and a further delegate for every additional 20 financial members of part thereof allocated to the sub-branch.

Sub-branches are entitled to elect one alternate delegate for each accredited delegate.

**NOTE FOR CIT SUB-BRANCHES:** CIT sub-branches are entitled to nominate delegates to both of Branch Council and Branch TAFE Council. When considering nominations for Branch Council, CIT members are urged to ensure that they will be available to participate in 8 meetings a year, 4 of which occur on a Saturday morning.

Details on nominating for Branch TAFE Council (composed only of CIT members) are provided further below.

**Electorate:** by and from the financial members of the sub-branch.

**Term of office:** the date of the declaration by the Returning Officer until 30 June 2026, unless they cease to be eligible.

### Election period

The Branch Returning Officer has determined that the period for the conduct of these elections opens on **5 May 2025 and nominations close on 19 May 2025.**

### Submitting a nomination

Nominations must be in writing, signed by 2 financial members eligible to vote in the ballot, signed by the nominee and lodged with [elections@aeuact.org.au](mailto:elections@aeuact.org.au) not later than 4:30pm on 19 May 2025.

### Vacancies or unfilled positions

In accordance with Rules 9.3.1 & 9.4.1 vacancies which occur in the office of a sub-branch Council representative or alternate delegates after the annual election shall be filled by appointment of a member of the sub-branch at a general meeting of the sub-branch.

## Branch TAFE Council

In addition to their entitlement to Branch Councillors, CIT Sub-branches are entitled to elected members to Branch TAFE Council (sometimes referred to as CIT Council). Elections will be held for Branch TAFE Council delegates on the basis of one delegate for the first ten (10) financial members or part thereof and a further delegate for every additional 20 financial members of part thereof allocated to the TAFE sub-branch.

TAFE sub-branches are entitled to elect one alternate delegate for each accredited delegate.

**Electorate:** by and from the financial members of the TAFE sub-branch.

**Term of office:** the date of the declaration by the Returning Officer until 30 June 2026, unless they cease to be eligible.

### Election period

The Branch Returning Officer has determined that the period for the conduct of these elections opens on **5 May 2025 and nominations close on 19 May 2025.**

### **Submitting a nomination**

Nominations must be in writing, signed by 2 financial members eligible to vote in the ballot, signed by the nominee and lodged with [elections@aeuact.org.au](mailto:elections@aeuact.org.au) not later than 4:30pm on 19 May 2025.

### **Vacancies or unfilled positions**

In accordance with Rule 13.2.3 casual vacancies for representatives of Branch TAFE Council shall be filled from the TAFE sub-branch membership concerned by a general meeting of that sub-branch.



# Frequently Asked Questions: Sub-branch elections

## **What is a sub-branch?**

Every AEU member belongs to a sub-branch which is made up of all the members within your school or workplace.

Within your sub-branch you nominate for a variety of roles, pass motions and, most importantly, ensure that members have a collective voice.

## **What sub-branch positions are filled by election?**

The positions of sub-branch President, Deputy President and Secretary and the sub-branch Council delegates. Information on the sub-branch roles is available [here](#).

## **What is the term of office?**

For sub-branch President, Deputy President, Secretary, Councillors and Alternates, the term of office is from 1 July 2025 (or, if later, the date of declaration by the Returning Officer) until 30 June 2026.

## **Why is the term of office changing?**

Branch Council approved changes to the Branch rules in 2023. These included changes to the terms of office for sub-branch representatives and Council delegates. The transition to the new arrangements occurs during 2024. From 2025, sub-branch elections will occur in May so that newly elected representatives can take office from 1 July.

This new timing allows for proper training of sub-branch reps to occur in semester two each year to ensure they are adequately equipped to undertake some of their key responsibilities that fall within term 1. This includes negotiating the Enterprise Agreement Implementation Plan with the school principal.

## **How formal is the sub-branch election process?**

It is a formal process that is defined by the Branch Rules and overseen by the Branch Returning Officer. The Returning Officer determines the opening and closing dates for nominations, the process for submitting nominations and makes formal declarations on outcomes of the election process.

## **How do I nominate for a sub-branch position?**

Follow the instructions issued by the Branch Returning Officer. All members will be advised of the process via a member email and information posted on the AEU website. Current sub-branch representatives will also be contacted directly and provided with the new election materials.

## **Does the nomination process have to occur at a sub-branch meeting?**

No. During the formal nomination period announced by the Returning Officer, any member may submit a nomination. To be valid, the nomination must be signed by the nominee and two sub-branch members.



## Frequently Asked Questions: Sub-branch elections

However, it is common practice for nominations to be discussed and nomination forms to be completed at a sub-branch meeting.

### **What if there are vacancies after the formal election process has concluded?**

Unfilled positions can be filled by and from the sub-branch membership at a general meeting. The meeting should formally record its decision, including who moved and seconded the decision. Please then advise the AEU ACT office ([aeuact@aeuact.org.au](mailto:aeuact@aeuact.org.au)) so that our records can be updated.

### **What if an office holder leaves the sub-branch?**

The person immediately ceases to hold that office and a casual vacancy arises. The casual vacancy can be filled at a general meeting (see above).

### **What about other sub-branch positions like women's contact officer, new educator contact, school assistant contact?**

These are important positions in the sub-branch but they are not subject to the election processes under our Branch rules. This means that members can volunteer for these positions and do not need to be formally nominated by two other members. Please keep the AEU ACT office ([aeuact@aeuact.org.au](mailto:aeuact@aeuact.org.au)) informed of who holds these positions. While we target our messaging to different groups of members, we also rely on contact officers to pass on information to specific groups.

### **What about HSRs?**

Your [Health and Safety Representative](#) (HSR) is one of the most important people in your sub-branch. While they are elected, they are not subject to the Branch's rules about elections. On this basis it may be the case that the election for an HSR does not occur at the same time as elections for sub-branch positions. In our experience, often an election for an HSR is held at the start of the school year.

An HSR does not need to be an AEU member, but the Branch strongly encourages members to nominate and vote for an AEU member to hold the HSR role. A Deputy HSR can and should be elected from the AEU membership.

The AEU office has expertise in WHS matters and can assist and advise HSRs to keep the worksite safe. Please advise the AEU office ([aeuact@aeuact.org.au](mailto:aeuact@aeuact.org.au)) as soon as you elect HSR(s) for the 2025 school year.

Updated April 2025



# Frequently Asked Questions: Sub-branch roles

## **What is a sub-branch?**

Every AEU member belongs to a sub-branch which is made up of all the members within your school or workplace.

Within your sub-branch you nominate for a variety of roles, pass motions and, most importantly, ensure that members have a collective voice.

## **What are sub-branch roles?**

### **President**

The President is responsible for overseeing the sub-branch, local events, attending training and working with the principal on Enterprise Agreement implementation plans.

### **Secretary**

The Secretary works closely with the President in managing the affairs of the sub-branch, including Enterprise Agreement Implementation Plan negotiations.

### **Deputy President**

The Deputy President supports the President and Secretary as appropriate.

### **Councillors**

Councillors represent all members of the sub-branch at Branch Council meetings where they have voting rights to decide on AEU policy.

### **Women's Contact**

The Women's contact officer position is designed to promote issues affecting women and to ensure that full and proportional participation for our women members is facilitated.

### **New Educator Contact**

The New Educator Contact ensures that information, action and issues of specific relevance to new educators are given priority and communicated to new educator members.

### **School Assistant Contact**

The School Assistant Contact ensures that information, action and issues of specific relevance to school assistants are given priority and communicated to school assistant members.

Updated January 2024