



New South Wales Teachers Federation

a branch of the Australian Education Union
AEU NSW Teachers Federation Branch ABN 86 600 150 697



ORGANISERS — SCHOOLS

CITY ORGANISERS (9)

COUNTRY ORGANISERS (12)

Organisers are responsible for carrying out the general work of organising within Federation, including the recruitment of members. Organisers are assigned to specific, geographic areas and are responsible for promoting and defending the collective and individual industrial rights and working conditions of members.

Organisers may be allocated responsibility for a specialist area as part of their duties. The list below is indicative of these areas or projects. Work in these areas may be allocated either on a permanent basis or on a project basis. At times, Organisers may be required to travel to other parts of the state and/or service other sections of the membership as deemed necessary by the General Secretary.

It is expected that all Officers designated as Organisers shall have a current NSW driver's licence.

In implementing the decisions of Branch Conference, Branch Council and Branch Executive, all Organisers shall:

- a. Attend Federation meetings on request and by arrangement;
- b. Recruit members in all workplaces;
- c. Attend and report to Associations, where practicable;
- d. Liaise with Federation Representatives, Women's Contacts and Workplace Committee members around workplace issues by discussion with appropriate persons including the principal;
- e. Attend consultation sessions at local and central level including those with employing authorities, departments, and Members of Parliament;
- f. In consultation with the Senior Officers, organise and respond to media publicity on Federation policy and local issues;
- g. Attend and speak at meetings of parents and other community organisations about Federation and its policies and/or campaigns;
- h. Assist and advise individual members about problems related to their employment and actively deal with these issues in consultation with Federation's Professional Support Officers;
- i. Be responsible for the handling of industrial disputes, and where required, seek assistance from the appropriate Deputy Secretary or Senior Officers. This may include advocacy in the Industrial Relations Commission, Fair Work Commission or other appropriate tribunals as well as briefing other appropriate Officers and legal representatives in such matters;
- j. Report to the Deputy Secretary (Organising) on a regular basis about the number of workplace visits, members recruited or upgraded, members trained/and/or activated in Federation's campaigns and activities, so that the Deputy Secretary (Schools) can create a report for Branch Executive;
- k. Liaise with provincial labour councils; and
- l. Support schools and other workplaces as appropriate in work health and safety matters.

Specialist areas

The following list is indicative of the areas of responsibility or project areas that will be allocated to Organisers on a permanent or project basis.

1. small schools
2. central schools
3. OCAA

4. casual and temporary teachers
5. low socio-economic status equity areas
6. such other areas as may arise from time to time.

The General Secretary, in consultation with the Deputy Secretary (Schools) and Organisers, will allocate responsibility for a specialist area or project to Organisers.

Responsibilities in these categories are as follows:

- a. Research on issues affecting the specialist area and the development of Federation policy;
- b. Attend meetings as agreed to by the General Secretary or Deputy Secretary;
- c. Where necessary, attend consultation sessions at district and central level;
- d. Attend and speak at, meetings of parents and other community organisations, where appropriate;
- e. Liaise with associated organisations, as required.

The General Secretary will ensure that Organisers are assisted by Research/Industrial Officers in negotiations with the employers concerning specialist areas.

Industrial matters relating to these groups, such as developing logs of claims, award applications and compulsory conferences before industrial tribunals, shall be the responsibility of Research/Industrial Officers.

ORGANISERS — COUNTRY

1. The Federation currently maintains regional offices at Bathurst, Dubbo, Lismore, Newcastle, Port Macquarie, Queanbeyan, Tamworth, Wagga Wagga and Wollongong with 12 Country Organisers located around the state.
2. The General Secretary shall determine the area where Country Organisers serve. When making the allocation, the General Secretary shall consider individual circumstances including the region from which each candidate for Country Organiser stood for election. However, candidature for the position must be on the understanding that appointment is conditional on an acceptance of the necessity to relocate within the Organising area and within a reasonable distance from the office. Any relocation, including transfer costs consistent with the Transferred Officers Determination available to teachers, will be negotiated with the successful candidates involved.

While Officers are generally elected to specialised positions, Officers may be required to undertake other duties as requested by the General Secretary. Professional Officers and Officers under the Act are expected to understand the major campaigns being pursued by the various sectors of the union from time to time. All Officers are expected to be able to assist members to obtain information or services from the union and to have a working knowledge of the major awards, agreements, determinations and regulations that cover the membership of Federation.

Professional Officers and Officers under the Act may be required to work hours that take into account the extended hours of operation of some work sites.

Recruitment of members is a priority for the Federation and a responsibility of all Officers.

Federation recognises its obligation to ensure that information is available and that Officers are trained in order to achieve this requirement.

The General Secretary position and the four Deputy Secretary positions are Officers under the Act and the Rules of the organisation and their election is undertaken by the Australian Electoral Commission.

Duties common to all Professional Officers (2025 – 2026)

As Professional Officers are elected by Branch Council and responsible to the General Secretary for the implementation of the decisions of Branch Conference, Branch Council and Branch Executive, all

Officers are required to:

- a. Attend Branch Conference, Branch Council and Officers' meetings, whenever not prevented by carrying out other duties, and attend Branch Executive when possible and appropriate, to provide reports and advice to the Branch Executive;
- b. Participate in campaigns;
- c. Maintain close relationships with the membership and assist them with issues related to their employment. This will include participation in rosters as negotiated, including phone duties, where Officers may be required to participate at least four hours per fortnight (Professional Support Officers are exempt from the phone duty roster);
- d. Recruit new members as a continuous part of their work;
- e. Address school, college and Association meetings when required by the General Secretary;
- f. Irrespective of the elected area of responsibility, the General Secretary may require an Officer to service any other area as the need arises;
- g. Be assigned to assist the activities of a Committee or Special Interest Group within the Federation by attending its meetings and providing liaison between the Committee/SIG and the Federation office;
- h. Address the demands of the priority campaigns of Federation. All Officers may, from time to time, be required by the General Secretary to work outside the duties specified in the duty statement for the position held. For a specified period of time, this may involve performing duties outlined in the duty statements of other Officers;
- i. Comply with NESAs accreditation requirements for officers in the general division;
- j. Engage with a negotiated performance and development process over time.

