



17 November 2022

Colin Riley
Branch President
Police Federation of Australia-Tasmania Police Branch
Sent via email: colin.riley@pat.asn.au



IMMEDIATE ACTION REQUIRED:

You must take steps after your recent election E2022/164

Dear Colin Riley,

An election has recently been completed by the Australian Electoral Commission (**AEC**) for the Police Federation of Australia-Tasmania Police Branch.

This letter explains the next steps you must take and what information you need to lodge with the Registered Organisations Commission (**ROC**).

What you must do right now

- Let your members know about the election report issued by the AEC
- Arrange financial training for officers newly elected to an office with financial management duties. (This includes all members of the committee of management).
- Complete the notification of change and email it to regorgs@roc.gov.au

This letter explains these steps and the tools available to help you.

STEP 1: Notify members

You must put a notice on your website once you receive your post-election report. It must tell your members they can request a copy of the post-election report from you or the AEC (r. 141). The notice must be on your website for at least 3 months.



Can I put more information on our website?

Yes! Being transparent is part of good governance. You can publish the whole report or the declaration of results, as well as your notice and leave them up longer than 3 months. You can always do more than the regulatory minimum.

The ROC will also publish your declaration of results on our [website](http://www.roc.gov.au).

STEP 2: Financial training

You may have to arrange financial training for people elected to new roles.

All officers with financial management duties must complete financial training (s 293K). For information on when officers must redo training and hints on when to book training for officers taking up multiple offices [please see our fact sheet](#).

There are face to face and online [financial training packages on the ROC website](#).

You must act on this now, as affected officers **MUST** complete approved financial training OR been granted an [exemption by the ROC within 6 months](#) of beginning to hold office.



Good governance tip:

Organisations should instruct officer holders about their other obligations. This is especially important for committee of management members.

Our podcast covers the [benefits of officer induction](#). Officers have responsibilities under the rules, the RO Act, and disclosure requirements around conflicts of interest, remuneration and material personal interests. Officers will benefit from our [officer induction kit](#) and our [podcast, such as episode 17 - conflicts of interest](#).

STEP 3: Notifications of change

A notification of change must be lodged with the ROC within **35 days** of the change occurring.



We have a [template](#) to help you with this, which you can send to regorgs@roc.gov.au. An officer must sign the completed notification template.

You must lodge a notification of change if:

- any of your officers have not been re-elected;
- officers have changed offices; or
- you have new officers.

Only notify us of changes that have **already occurred**. If people take up office in the future, you must wait until the change happens before lodging the notification within 35 days of the change.

Note: One election may result in many notifications of change.



Penalties apply

Failing to lodge your notifications of change on time can expose your organisation and its officers to significant penalties.

ROC v CEPU

The organisation failed to make a series of notifications of change on time.

The Full Court said 'The record-keeping obligations imposed under the Registered Organisations Act are treated by the legislature as important and serious, and contravention of those obligations are correspondingly serious.'

The organisation was ordered to pay a penalty. More information is available in our [case summary](#).

Questions?



Why do I need to tell you the results of the election when you've already received them?

The RO Act requires that **you** tell us this information about your officers – it is a legal obligation. The notification of change also contains information that is not in the declaration of results.

What if the officer has already done training?

Check out our [fact sheet](#) for when officers need to redo training, when they can get an exemption and when further training isn't required.

If you have any queries we can be contacted on 1300 341 665 or by email at regorgs@roc.gov.au.

Yours sincerely

Registered Organisations Commission



The ROC has a [Compliance Policy](#) which explains how we respond to issues of non-compliance. The policy is available on our website if you would like further information on the steps the compliance team may take in response to non-lodgement of a financial report.

4 November 2022

Post-election report

Police Federation of Australia

Tasmania Police Branch

Casual Vacancy election

E2022/164

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Election(s) Covered in this Report

Organisation: Police Federation of Australia - Tasmania Police Branch
Election: Casual Vacancy
Election Decision No/s: E2022/164

Rules

Rules used for the election: 200V: Incorporates alterations of 13 July 2021 [R2021/31] Note: Also includes alterations certified on 11 April 2017 [R2017/2] and 8 May 2019 [R2019/26] which were not included in this rulebook when it was published on 13 July 2021.
(replaces rulebook dated 21 June 2021 [R2021/35])

Rules difficult to apply/interpret: No

Model Rule reference (if any): N/A

For more details see the Model Rules on the AEC website: www.aec.gov.au/ieb/

Other Matters

Returning Officer actions required (Section 193): Yes

Details: As there was no rule pertaining to the withdrawal of the nomination, the Returning Officer applied subparagraph 193(1) (b)(ii) of the Fair Work (Registered Organisation) Act 2009 to fix a closing time for the withdrawal of the nomination and the withdrawal period was aligned with the close of the nomination period.

Signed

Ishtiaq Ahmed
Returning Officer
Australian Electoral Commission
E: IEEvents@aec.gov.au
P: 03 9285 7111
4 November 2022

Attachments

A. Declaration of Results for Uncontested Offices – TAS

Police Federation of Australia
Tasmania Police Branch
DECLARATION OF RESULTS - E2022/164
Uncontested Offices

Casual Vacancy Election

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 are:

Trustee (1)

Candidates

SHEA Matt

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

Ishtiaq Ahmed
Returning Officer
Telephone: 02 9375 6395
Email: IEBevents@aec.gov.au
28/10/2022





DECISION

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

Police Federation of Australia
(E2022/164)

MR STEENSON

SYDNEY, 24 AUGUST 2022

Arrangement for conduct of election.

[1] On 12 August 2022 the Tasmania Police Branch of the Police Federation of Australia lodged with the Registered Organisations Commission prescribed information for an election to fill a casual vacancy in the following office for the remainder of the term:

Trustee (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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PR352316



POLICE ASSOCIATION OF TASMANIA

107 Newtown Road
Newtown TAS 7008
Phone: (03) 6278 1900
Email: pat@pat.asn.au

12 August 2022

Mr Mark Bielecki
Commissioner
Registered Organisations Commission
GPO Box 2983
Melbourne VIC 3001

Dear Commissioner

PRESCRIBED INFORMATION FOR ELECTIONS in accordance with Section 189 Fair Work (Registered Organisations) Act 2009 and Regulation 138 Fair Work (Registered Organisations) Regulations 2009

I am an officer of the Tasmanian Branch of the Police Federation of Australia and am authorised to sign this statement, which is prescribed for elections lodged in accordance with subsection 189 (1) of the Fair Work (Registered Organisations) Act 2009. I request that you arrange elections with regard to the following information provided.

1. Elections are required for the following positions: Trustee (1 position).
2. The reason for the election is that the incumbent position: Adam Lloyd (Trustee) has resigned his position (see **attached**) (refer to rules 52BF(14) and 52BU(6)).
3. The electorate is the total membership for the Trustee.
4. The date requested for nominations to open is at a date to be determined by the Returning Officer (Rules 52BF(15) and 52BU(7)).
5. The date requested for nominations to close is at a date to be determined by the Returning Officer (Rules 52BF(15) and 52BU(7)).
6. The date the roll of voters will close is at a date to be determined by the Returning Officer which will be 7 days before the day nominations are declared open (rules 52BF(17) & 52BF(1) for office bearers and trustees).
7. The voting system that we request be employed is the direct voting system.

I thank you for your attention to this matter.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Colin Riley', with a long, sweeping horizontal stroke extending to the right.

Colin Riley
President
Police Association of Tasmania