



22 August 2023

Nathan Finn  
Branch President  
Police Federation of Australia-Northern Territory Police Branch  
Sent via email: [correspondence@ntpa.com.au](mailto:correspondence@ntpa.com.au)

cc: Ian Leavers, [pfa@pfa.org.au](mailto:pfa@pfa.org.au)

Dear Nathan Finn



**IMMEDIATE ACTION REQUIRED:**

**You must take steps after your recent election E2023/43**

An election has recently been completed by the Australian Electoral Commission (AEC) for the Police Federation of Australia-Northern Territory Police Branch and a post-election report has been issued by the AEC.

This letter explains the next steps you must take, including what information you need to give to members and what information you need to lodge with the Fair Work Commission (the Commission).

**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 the Commission at [regorgs@fwc.gov.au](mailto:regorgs@fwc.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 (regulation 141). The notice must be on your website for at least three months.



Can we 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 three months. You can always do more than the regulatory minimum.

The Commission will also publish your declaration of results on our [website](#).

## 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 approved financial training (section 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 Commission website](#).

You must act on this now, as affected officers **MUST** complete approved financial training OR receive an [exemption by the Commission](#) **within six 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 *Fair Work (Registered Organisations) Act 2009* (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 Commission within **35 days** of the change occurring.

We have a [template](#) to help you with this, which you can send to [regorgs@fwc.gov.au](mailto:regorgs@fwc.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.

**Real-life example of penalties in Court** An 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](#).



#### 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@fwc.gov.au](mailto:regorgs@fwc.gov.au).

Yours sincerely

**Fair Work Commission**



The Commission has an interim [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.

21 August 2023

# Post-election report

**Police Federation of Australia**  
Northern Territory Police Branch  
Scheduled Election  
E2023/43

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# Election(s) Covered in this Report

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Organisation: PFA - Northern Territory Police Branch  
Election: Scheduled  
Election Decision No/s: E2023/43

## Rules

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Rules used for the election: 200V: Incorporates alterations of 13 July 2021 [R2021/31]

Rules difficult to apply/interpret: N/A.

Model Rule reference (if any): N/A.

For more details see the Model Rules on the AEC website: [www.aec.gov.au/ieb/](http://www.aec.gov.au/ieb/)

## Signed

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Benjamin Murray  
Returning Officer  
Australian Electoral Commission  
E: IEEvents@aec.gov.au  
P: 03 9285 7111  
21 August 2023

## Attachments

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A. Declaration of Results for Uncontested Offices

**Police Federation of Australia**  
**Northern Territory Police Branch**  
**DECLARATION OF RESULTS – E2023/43**  
**Uncontested Offices**

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**Scheduled 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:

**Northern Territory Police Branch**

**Branch Delegate to Federal Council (1)**

Candidates

BAYLISS Lisa

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

Benjamin Murray  
Returning Officer  
Telephone: 03 9285 7111  
Email: IEBevents@aec.gov.au  
15/08/2023







## DECISION

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

**Police Federation of Australia**  
(E2023/43)

MR STEENSON

SYDNEY, 28 JUNE 2023

*Arrangement for conduct of election.*

[1] On 26 May 2023, the Northern Territory Police Branch (**Branch**) of the Police Federation of Australia lodged with the Fair Work Commission prescribed information, and on 27 June 2023 lodged further information, for an election to fill the following office:

Branch Delegate to Federal Council (1)

[2] Under the rules of the organisation, the Branch is entitled to two Delegates to Federal Council, one of whom is the Branch President. (The election for Branch President was recently completed as part of election E2022/212).

[3] I am satisfied that an election for the abovenamed office 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

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PR755097



## NORTHERN TERRITORY POLICE ASSOCIATION

Working together to protect our future

26 May 2023

Our Ref: 0003/23

Delegate

Fair Work Commission

By email: [regorqs@fwc.gov.au](mailto:regorqs@fwc.gov.au)

Dear Sir/Madam

### Request for Election of Branch Delegate

The Delegate of the Commissioner, Registered Organisations Commission determined on 20 December 2022 for the arrangement for the conduct of elections for the Northern Territory Branch of the Police Federation of Australia for the following offices:

<b>Branch Senior Vice President</b>	<b>(1)</b>
<b>Branch Treasurer</b>	<b>(1)</b>
<b>Branch Executive Members</b>	<b>(5)</b>

Rule 52 DO (14) of the NT Branch of the Police Federation of Australia Rules (the Rules) provides for the "Election of Branch Delegates to Council". Pursuant to that rule the President is one delegate to council. An election is required pursuant to Rule 52DO at the conclusion of the Branch Executive elections for one (1) Branch Delegate to Federal Council.

The following information is provided in accordance with section 189 of the Act and Regulation 138 of the Fair Work (Registered Organisations) Regulations 2009:

- (a) The name of the office is Delegate to the Police Federation of Australia Council;
- (b) The reason for the election is that the term of the position is due to expire in the normal course of events;
- (c) There is only one office vacancy of Delegate to be filled, the other position being filled by the President of the NT Branch of the PFA (Rule 52DO(14)(a));

#### NORTHERN TERRITORY POLICE ASSOCIATION

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**NORTHERN TERRITORY  
POLICE ASSOCIATION**

Working together to protect our future

- (d) The electorate comprises only the Executive members of the NT Branch of the PFA (Rule 52DO(14)(a));
- (e) Nominations for the position of Branch Delegate to Federal Council shall be called as soon as possible after the declaration of the election of Branch Executive members and shall close at 5.00pm on the day before the first Branch Executive Meeting following the election of incoming Executive members (Rule 52DO(14)(b));
- (f) The Rules do not provide for the day on which the roll of voters is to be closed and is at the discretion of the Returning Officer however the effect of the voting system to be used is that the roll of voters closes with the declaration of successful candidates to the positions declared vacant on the PFA NT Branch Executive in each year that voting for the PFA Council Delegate falls due; and
- (g) The type of voting is “collegiate” (Rule 52DO(14)(a));

The Branch advises that the first meeting of the Branch Executive following the election of incoming Executive members is scheduled for Thursday 22 June 2023.

I therefore ask that you arrange for the carrying out of the above election.

Yours Sincerely

Lisa Bayliss  
Acting President