



23 January 2017

Mr John Welch
Secretary
CPSU, the Community and Public Sector Union - SPSF Group, Western Australian Prison Officers'
Union Branch
wapou@wapou.asn.au

Dear Mr Welch,

cc: National Branch

Reminder of actions required when persons elected to office

The Australian Electoral Commission has provided the Fair Work Commission (the Commission) a declaration of results for the election of uncontested/contested offices for WAPOU Branch [E2016/221]. 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 154D(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires the rules of organisations (and branches of organisations) to require 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. A list of approved training providers is attached.

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 should be provided for in your organisation's rules.

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 CPSU, the Community and Public Sector Union - SPSF Group, Western Australian Prison Officers' Union 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.

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone:
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

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

Debbie Ball
Regulatory Compliance Branch

List of approved governance training packages

Approved training material	Provider	Contact person	Contact details
AHAWA Governance and Financial Training	Australian Hotels Association (WA Branch)	Mr Bradley Woods	(08) 9321 7701 ceo@ahawa.asn.au
APTIA Governance and Financial Training Package	Australian Public Transport Industrial Association	Mr Ian MacDonald	(02) 6247 5900 imacdonald@bic.asn.au
Handbook for Councillors of the Australian Industry Group	Australian Industry Group (for provision to Ai Group Councillors only. Not for external parties)	Ms Jenifer Leuba	(03) 9867 0174 jenifer.leuba@aigroup.asn.au
The Australian Workers' Union Professional Training Program Financial Duties of Officers	Australian Workers' Union	General enquiries	(02) 8005 3333 members@nat.awu.net.au
In-Boardroom: Governance and Finance for Registered Organisations	Australian Institute of Company Directors	Various	AICD state-based contacts
ACTU s.154C Training— Union Governance	Australian Council of Trade Unions (ACTU)	Organising Centre Enquiries	(03) 9664 7360 orgcentre@actu.org.au
Governance of Registered Organisations	Weston Woodley & Robertson Chartered Accountants	Mr Dennis Robertson	(02) 9264 9144 dennisr@wwr.com.au
Governance and Financial Accountability for Registered Organisations	Local Government New South Wales	Ms Sarah Artist	(02) 9242 4182 learning@lgnsw.org.au
Australian Hotels Association Financial Management Training	Australian Hotels Association (for provision to AHA officers only. Not for external parties)	Mr Stephen Ferguson	(02) 6273 4007 ceo@aha.org.au
Governance and Finance Training for Registered Organisations	Dickson Wohlsen Pty Ltd, trading as CTA Training	Mr Tom Streater	(07) 3878 9355 tom@dws.net.au
The Registered Organisation Training Act for Organisations and Boards	Vibe Public Relations Consultancy	Ms Anne Andrews	0400 021 679 vibeprctraining@bigpond.com
Training Course for Registered Organisations - Governance and Finance	Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourse, Public Authorities, Water Boards Union	Mr Andrew Johnson	andrew.johnson@lgrceu.org
MTAQ Registered Organisation Governance Course	Motor Trades Association of Queensland Industrial Organisation of Employers	Mr Paul Murray	paulm@mtaq.com.au

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]
 2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to orgs@fwc.gov.au.]

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)

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
National	1.1.2014	Secretary	Full Name	Full Name	c/- the Registered Organisation, postal address of Registered Organisation	Paid official
	25.12.2013	President	vacant	Full Name	As above	mechanic
...						
NSW	1.1.2014 (resigned) 7.1.2014 (appointed)	President	Full Name	Full Name	c/- the Branch, postal address of the Branch	mechanic
		Committee of Management Member	Full Name	Full Name	As above	mechanic
		Treasurer	Full Name	vacant	vacant	vacant
...						

Fair Work (Registered Organisations) Act 2009

POST ELECTION REPORT

Client: Community and Public Sector Union SPSF
Group, Western Australian Prison Officers' Union Branch

Contact details: John Welch

Email: johnwelch@wapou.asn.au
Tel: 08 9272 3222

FWA contact officer: Catherine Bebbington

Email: catherine.bebbington@fwc.gov.au
Tel: Not provided

ELECTION/S COVERED IN THIS REPORT

Election Decision No/s: E2016/221

RULES

090V: Incorporates alterations of 29/04/2016 [D2015/58]
Replaces rulebook dated 11/12/15 [R2015/231]

Model Rule reference (if any): N/A

Rules difficult to apply/interpret: Nil

ROLL OF VOTERS

Total number of voters on the Roll: 2199 (160 of which belong the Acacia Prison Sub-Branch)

Number of apparent workplace addresses: 2

Number of non-current addresses: 14

Other matters pertaining to the roll of voters: Nil

IRREGULARITIES

Details of written allegations of irregularities,
and action taken by AEC: Nil

Other irregularities identified, and action taken: Nil

ATTACHMENTS

Declaration of Results for Uncontested and Contested Offices is attached.



Simon Bulloch
Returning Officer
10 January 2017

**CPSU, the Community and Public Sector Union, SPSF Group
Western Australian Prison Officers' Union Branch Vacancy Election**

Declaration of Results for Contested and Uncontested Offices

E2016/221

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.

Branch Council

Total number of names on the roll of voters	160
Ballot papers issued	160
Replacement ballot papers issued	0
Total Ballot Papers Issued	160
Ballot papers / envelopes returned for scrutiny	27
Less ballot papers / envelopes rejected at preliminary scrutiny	0
Adjusting balance	0
Total Ballot Papers Admitted to Scrutiny	27
Percentage of ballot papers returned to number issued	16
Ballot papers returned as unclaimed mail	2
Ballot papers not returned	131

Branch Councillor (Delegate to Branch Council) - Acacia Prison

<u>Candidates</u>	<u>First Preference Votes</u>	<u>Votes</u>
RAYDEN, Catherine	13	13
TOTTERDELL, Charles	14	14
Exhausted Votes		0
Loss/Gain by Fraction		0
Total votes	27	27
Formal ballot papers	27	27
Informal ballot papers	0	0

I declare Charles Totterdell elected.

Branch Councillor (Delegate to Branch Council) - Broome Regional Prison

Candidates

SHAW, Peter

I declare Peter Shaw elected.

Branch Councillor (Delegate to Branch Council) - Greenough Regional Prison (2)

Candidates

MITCHELL, Nicholas Timothy
PIZZEY, Caroline

I declare Nicholas Timothy Mitchell and Caroline Pizzey elected.

Branch Councillor (Delegate to Branch Council) - Hakea Prison

Candidates

REYNOLDS, Sigi

I declare Sigi Reynolds elected.

Branch Councillor (Delegate to Branch Council) - West Kimberly Regional Prison

Candidates

MACDONALD, Robert Keith

I declare Robert Keith MacDonald elected.

Branch Councillor (Delegate to Branch Council) - Academy

Candidates

No nomination was received

No candidates elected.

Branch Councillor (Delegate to Branch Council) - Karnet

Candidates

No nomination was received

No candidates elected.

Branch Councillor (Delegate to Branch Council)- Wandoo

Candidates

No nomination was received

No candidates elected.

Branch Councillor (Delegate to Branch Council) - Boronia

Candidates

No nomination was received

No candidates elected.

Branch Councillor (Delegate to Branch Council) - Pardelup

Candidates

STONE, Bradley

I declare Bradley Stone elected.

Branch Councillor (Delegate to Branch Council) - Work Camps

Candidates

ZOUCH, Adrian Paul

I declare Adrian Paul Zouch elected.



Simon Bulloch
Returning Officer
Australian Electoral Commission

9 January 2017



DECISION

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

CPSU, the Community and Public Sector Union
(E2016/221)

MR ENRIGHT

MELBOURNE, 25 OCTOBER 2016

Arrangement for conduct of election.

[1] On 6 September 2016, the Western Australian Prison Officers' Union Branch (the branch) of the CPSU, the Community and Public Sector Union, lodged with the Fair Work Commission (the Commission) prescribed information for various officers. Following consultation with the staff of the Commission, replacement prescribed information was lodged on 24 October 2016 in relation to an election to fill a casual vacancy, for the remainder of the term of office, in the following office:

Delegate to Branch Council for the following sub branch:

Work Camps

[2] On the same day the branch also lodged with the Commission replacement prescribed information in relation to an election, due to insufficient nominations received in previous elections (E2016/74 and E2016/103), for the following offices:

Delegates to Branch Council for each of the following sub branches

Broome
Greenough (2)
Hakea
West Kimberly Regional Prison
Academy
Karnet
Wandoo
Acacia
Boronia
Pardelup

[3] 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 GENERAL MANAGER

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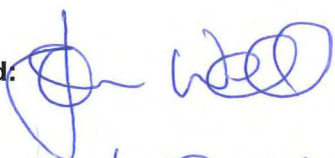
Notice and Statement of Prescribed Information for an Election

I, **John Welch** being the Secretary of the CPSU SPSF WAPOU Branch make the following statement:

I am the Secretary of the CPSU SPSF WAPOU Branch,

I am authorised to lodge the following prescribed information concerning forthcoming elections in the WAPOU Branch of the CPSU SPSF and

I confirm that the following information is being lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009.

Signed: 

Dated: *24th October 2016*

Offices/Positions

	Delegates to Branch Council:
A	Broome (1) vacant
	Greenough (2) 2 vacant
	Hakea (4) 1 vacant
	WKRP(1) 1 vacant
B	Academy (1) vacant
	Karnet (2) 1 vacant
	Wandoo (1) vacant
	Acacia (2) 1 vacant
	Boronia (1) 1 vacant
	Pardelup (1) vacant
C	Work Camps (1) vacant – resignation of J Harrington

Reasons for election:

Election for positions marked A are elections to fill positions that remained vacant after the elections held earlier this year under CPSU – Chapter C Schedule B Rule 25.3 Transition Provisions (Northern Region Sub-Branches)

Election for offices and positions marked B are to fill positions remained vacant from the previous round of elections.

Election for positions marked C are to fill vacancies created by resignations.

Elected by:

For all the positions under A, B and C the electorate is all financial members of each Sub Branch identified - below is a table of these Sub Branches. This list identifies the total number of financial members for each branch as at September 30 2016 as per Rule 8.1.

Acacia	164	Academy	8	Boronia	37
Broome	32	Greenough	136	Hakea	392
Karnet	125	Pardelup	38	Wandoo	22
WKRP	90	Work Camps	19		

Nominations open:

At the earliest permissible date as determined by the returning officer (Rule 17.2 Rules of the CPSU - SPSF rules)

Nominations close:

At 12 noon, on the earliest permissible date as determined by the returning officer (Rule 17.2 CPSU - SPSF Group Rules)

Cut-off date for roll:

As directed by the Returning Officer under Rule 17.2 CPSU – SPSF Group Rules

Voting system;

All the elections shall take place by direct election by the members of each sub branch.