



4 April 2017

Mr Mark Burgess  
Chief Executive Officer  
Police Federation of Australia  
pfa@pfa.org.au

Dear Mr Burgess,

cc: Tasmania 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 of (2) uncontested/(1) contested offices for Tasmania Branch [E2016/285]. 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 Police Federation of Australia-Tasmania Police 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: (03) 8656 4783  
Email : [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Internet : [www.fwc.gov.au](http://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

Christine Hibberd  
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 <a href="mailto:ceo@ahawa.asn.au">ceo@ahawa.asn.au</a>
APTIA Governance and Financial Training Package	Australian Public Transport Industrial Association	Mr Ian MacDonald	(02) 6247 5900 <a href="mailto:imacdonald@bic.asn.au">imacdonald@bic.asn.au</a>
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 <a href="mailto:jenifer.leuba@aigroup.asn.au">jenifer.leuba@aigroup.asn.au</a>
The Australian Workers' Union Professional Training Program Financial Duties of Officers	Australian Workers' Union	General enquiries	(02) 8005 3333 <a href="mailto:members@nat.awu.net.au">members@nat.awu.net.au</a>
In-Boardroom: Governance and Finance for Registered Organisations	Australian Institute of Company Directors	Various	<a href="#">AICD state-based contacts</a>
ACTU s.154C Training— Union Governance	Australian Council of Trade Unions (ACTU)	Organising Centre Enquiries	(03) 9664 7360 <a href="mailto:orgcentre@actu.org.au">orgcentre@actu.org.au</a>
Governance of Registered Organisations	Weston Woodley & Robertson Chartered Accountants	Mr Dennis Robertson	(02) 9264 9144 <a href="mailto:dennisr@wwr.com.au">dennisr@wwr.com.au</a>
Governance and Financial Accountability for Registered Organisations	Local Government New South Wales	Ms Sarah Artist	(02) 9242 4182 <a href="mailto:learning@lgnsw.org.au">learning@lgnsw.org.au</a>
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 <a href="mailto:ceo@aha.org.au">ceo@aha.org.au</a>
Governance and Finance Training for Registered Organisations	Dickson Wohlsen Pty Ltd, trading as CTA Training	Mr Tom Streater	(07) 3878 9355 <a href="mailto:tom@dws.net.au">tom@dws.net.au</a>
The Registered Organisation Training Act for Organisations and Boards	Vibe Public Relations Consultancy	Ms Anne Andrews	0400 021 679 <a href="mailto:vibeprctraining@bigpond.com">vibeprctraining@bigpond.com</a>
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	<a href="mailto:andrew.johnson@lgrceu.org">andrew.johnson@lgrceu.org</a>
MTAQ Registered Organisation Governance Course	Motor Trades Association of Queensland Industrial Organisation of Employers	Mr Paul Murray	<a href="mailto:paulm@mtaq.com.au">paulm@mtaq.com.au</a>

**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].<sup>1</sup>
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:<sup>2</sup>
  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]:<sup>3</sup>
  - 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](mailto:orgs@fwc.gov.au).]*

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<sup>1</sup> s.230(1)(d); reg.147(d)

<sup>2</sup> s.230(1)(d); reg.147(a) & (d)

<sup>3</sup> 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
...						



Mr Mark Kadziolka  
General Secretary  
Police Federation of Australia  
107 New Town Rd  
NEW TOWN TAS 7008

cc Fair Work Commission [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)

Dear Mr Kadziolka

**Post Election Report for:  
Police Federation of Australia – Tasmania Police Branch  
E2016/285**

I refer to the above election for your organisation. Section 197(1) of the *Fair Work (Registered Organisations) Act 2009* (“the Act”) requires the AEC to provide a written report on the conduct of the election to the Fair Work Commission and to the organisation or branch for whom the election was conducted. A copy of the report in relation to this election is attached.

Section 198 of the Act requires that if an organisation or branch is given a Post Election Report under Section 197 that identifies a rule that was difficult to interpret or apply, the organisation or branch must, within 30 days, give a written response to the AEC on that aspect of the report. The response must specify whether the organisation or branch intends to take any action in relation to the rule, and if so, what action it intends to take. If the attached report identifies a rule that was difficult to interpret or apply, you should forward your response to the AEC by email to ‘[industrial.elections@aec.gov.au](mailto:industrial.elections@aec.gov.au)’ within thirty days of the date of the report.

Section 198 and the regulations also require an organisation to make the Post Election Report and the organisation’s response to the report (if applicable) available to members. Further, Regulation 141(4) of the *Fair Work (Registered Organisations) Regulations 2009* requires an organisation or branch to publish a notice on its website advising members that a copy of the Post Election Report is available upon request. If a website is not available, publishing a notice in a journal or newsletter would be considered appropriate. Please contact me if you wish to clarify any aspect of this report.

A handwritten signature in black ink, appearing to be 'LR', with a small dot at the end.

Lynn Ransley  
Returning Officer

4 April 2017

4 April 2017

# Post-election Report

**Police Federation of Australia – Tasmania Police Branch  
E2016/285**



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## Election(s) Covered in this Report

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Election Decision No/s: E2016/285

## Rules

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Rules used for the election: 200V incorporates alterations of 23/12/16 (R2016/283)

Rules difficult to apply/interpret: None

Module Rule reference N/A

## Roll of Voters

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Total number of voters on the Roll: 453 (Southern Sub-Branch, no ballot required for Eastern)

Number of apparent workplace addresses: 453

Number of non-current addresses: 0

Other matters pertaining to the roll of voters: As membership of a Sub-Branch is determined by workplace, membership addresses are also maintained by workplace. This is usual, as was the fact that some members had moved workplaces without informing the Federation

## Irregularities

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

Other irregularities identified and action taken: Nil

## Other Matters

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Nil

## Attachments

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- 1) Declaration of results for Contested and Uncontested Offices



Lynn Ransley  
Returning Officer

4 April 2017

# Police Federation of Australia Sub-branch elections

## Declaration of Results for Contested and Uncontested Offices

E2016/285

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.

### Southern Sub Branch

Total number of names on the roll of voters	453
Ballot papers issued	453
Replacement ballot papers issued	0
<b>Total Ballot Papers Issued</b>	<b>453</b>
Ballot papers / envelopes returned for scrutiny	178
Less ballot papers / envelopes rejected at preliminary scrutiny	3
<b>Total Ballot Papers Admitted to Scrutiny</b>	<b>175</b>
Percentage of ballot papers returned to number issued	39
Ballot papers returned as unclaimed mail	0
Ballot papers not returned	275

### Delegate to Branch Conference

<u>Candidates</u>	<u>Votes</u>
OSBORN, Marita	63
TAWS, Jayson	112

I declare Jayson Taws elected.

### Eastern Sub Branch Delegate to Branch Conference (2)

#### Candidates

MCCULLOCH, Terry  
MCVILLY, Damien

I declare Terry McCulloch and Damien McVilly elected.



Lynn Ransley  
Returning Officer  
Australian Electoral Commission

30 March 2017



## DECISION

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

**Police Federation of Australia**  
(E2016/285)

MR ENRIGHT

MELBOURNE, 25 JANUARY 2017

*Arrangement for conduct of election.*

[1] On 6 December 2016 and 24 January 2017 the Tasmania Police Branch of the Police Federation of Australia lodged with the Fair Work Commission the prescribed information in relation to an election for the following offices, due to insufficient nominations received in previous elections (E2015/202 and E2015/263):

Delegate to Branch Conference Southern Sub-branch (1 position); and  
Delegate to Branch Conference Eastern Sub-branch (2 positions)

[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 GENERAL MANAGER

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# Police Federation of Australia

The National Voice of Policing

6 December 2016

Ms Bernadette O'Neill  
General Manager  
Fair Work Australia  
GPO Box 1994  
Melbourne VIC 3001

Dear Ms O'Neill,

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 an election 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 positions of: Delegate to Branch Conference (1 position) Southern Sub-branch and Delegate to Branch Conference (2 positions) Eastern Sub-branch
2. The reason for the elections is that these positions failed to attract sufficient nominations when nominations were last called (E2015/263).
3. The electorates for the elections are the Southern Sub-branch and Eastern Sub-branch
4. The date requested for nominations to open is at a date to be determined by the Returning Officer.
5. The date requested for nominations to close is at a date to be determined by the Returning Officer.
6. The date the roll of voters will close is at a date to be determined by the Returning Officer.
7. The voting system that we request be employed is the direct voting system for each election.

I thank you for your attention to this matter.

Yours sincerely,

**Pat Allen**  
President



# Police Federation of Australia

The National Voice of Policing

6 December 2016

Ms Bernadette O'Neill  
General Manager  
Fair Work Australia  
GPO Box 1994  
Melbourne VIC 3001

Dear Ms O'Neill,

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 an election 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 positions of: Delegate to Branch Conference (2 positions) Southern Sub-branch and Delegate to Branch Conference (2 positions) Eastern Sub-branch
2. The reason for the elections is that these positions failed to attract sufficient nominations when nominations were last called (E2015/263).
3. The electorates for the elections are the Southern Sub-branch and Eastern Sub-branch
4. The date requested for nominations to open is 9 January 2017.
5. The date requested for nominations to close is 23 January 2017.
6. The date the roll of voters will close is 6 January 2017.
7. The voting system that we request be employed is the direct voting system for each election.

I thank you for your attention to this matter.

Yours sincerely,

**Pat Allen**  
President