



7 March 2017

Mr Peter Remfrey
Secretary/Branch Administrator
Police Federation of Australia-New South Wales Police Branch
peter.remfrey@pansw.org.au

Dear Mr Remfrey,

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/positions for [E2016/286]. 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-New South Wales 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.

2. Person(s) who have commenced to hold office:
 - the name of the office now held;

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

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

- 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
...						

7 March 2017

Post-election Report

PFANSW – Vacancy Election- E2016/286

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Election(s) Covered in this Report

Election Decision No/s: E2016/286 - PFANSW Vacancy Election

Rules

Rules used for the election: 200V: Incorporates alterations of 17/8/2016 [R2016/92 & R2016/126] (replaces rulebook dated 28/1/2016 corrected on 17/6/2016 [R2015/202, R2015/248 & R2015/261])

Rules difficult to apply/interpret: None

Module Rule reference - N/A

Roll of Voters

As there were no contested offices, no Roll of Voters was required.

Irregularities: None

Other Matters None

Attachments

- 1) Declaration of Results for Uncontested Offices – PFANSW



Noopur Madan
Returning Officer

7 March 2017

Police Federation of Australia New South Wales Police Branch Vacancy Election

Declaration of Results for Uncontested Offices

E2016/286

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.

North West Metropolitan Region Area One

Ordinary Member Branch Executive

Candidates

No nomination was received

As no nominations were received, I declare no candidates elected.



Noopur Madan
Returning Officer

6 March 2017



DECISION

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

Police Federation of Australia
(E2016/286)

MR ENRIGHT

MELBOURNE, 12 JANUARY 2017

Arrangement for conduct of election.

[1] On 6 December 2016 the New South Wales Police Branch ('the Branch') of the Police Federation of Australia ('the organisation') lodged with the Fair Work Commission the prescribed information in relation to an election to fill a casual vacancy in the following office:

Ordinary Member of Branch Executive from the following region:

North West Metropolitan Region Area One (1)

[2] I am satisfied that an election for the above-named 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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From: KELLETT, Stephen
Sent: Thursday, 12 January 2017 12:26 PM
To: Peter.Remfrey@pansw.org.au
Subject: Election - E2016/286 - granted

Dear Mr Remfrey,

Please see attached a copy of the Delegate's decision in relation to the above.

Yours faithfully

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6746 3283
(mob.) 0429 462 979
(email) stephen.kellett@fwc.gov



E2016 286 PFA NSW
Election decision.pdf

From: KELLETT, Stephen
Sent: Thursday, 12 January 2017 12:28 PM
To: 'Industrial Elections'
Subject: Election - Police Federation of Aust. - NSW Police Branch - E2016/286 - granted

Dear Electoral Officer,

Please see attached a copy of the Delegate's decision in relation to the above.

Yours faithfully

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6746 3283
(mob.) 0429 462 979
(email) stephen.kellett@fwc.gov



E2016 286 PFA NSW
Election decision.pdf



Copy of Prescribed Information

Title of Matter: Application/Notification by Police Federation of Australia-New South Wales Police Branch
Section: s.189(1) RO Act - Notification of elections for office - Casual vacancy or insufficient nominations
Subject: Ordinary Executive Member North West Metropolitan Region Area 1.
Matter Number(s): E2016/286

Attn: Electoral Officer

A copy of the Prescribed Information in relation to the above matter is attached for your information.

The election decision will be forwarded to your office in due course.

Inquiries:

Any inquiries relating to this are to be directed to: orgs@fwc.gov.au.

7 DECEMBER 2016

From: Peter Remfrey [<mailto:Peter.Remfrey@pansw.org.au>]

Sent: Tuesday, 6 December 2016 6:41 PM

To: Orgs

Cc: ELLIOTT, Mark; PRICE, Rachel (Rachel.PRICE@fwc.gov.au); Mark Burgess; Renee Damasena; Scott Weber

Subject: ON CMS AR2016/53 RE: Notification of Changes to Records and S189 Statement re a Casual Election NSW Police Branch Police Federation of Australia

Importance: High

Sir/Madam

Please find attached documentation notifying of a change to records and seeking approval for the conduct of an election. Please advise if these are in order. If there are any issues please contact me on 0412 411159.

Kind regards

Peter Remfrey
Branch Administrator
NSW Police Branch
Police Federation of Australia

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Resignation
Letter.pdf



Notification of
Change to Records, p



s 189 Statement &
Prescribed Informati

POLICE FEDERATION OF AUSTRALIA NEW SOUTH WALES POLICE BRANCH

Level 4
154 Elizabeth Street
SYDNEY NSW 2000

Telephone : (02) 9265 6777
Facsimilie : (02) 9265 6789

STATEMENT IN ACCORDANCE WITH

SUBSECTION 189 (1) OF THE ACT

I, Scott Weber, Branch President, hereby state that I am authorised to lodge the prescribed information in accordance with subsection 189 (1) of the Act on behalf of the Police Federation of Australia, New South Wales Police Branch.

I say that the information lodged is in accordance with subsection 189 (1) of the Act.

Dated: 5 December 2016

Scott Weber



Branch President

Fair Work (Registered Organisations) Act, 2009

Fair Work Australia

Prescribed Information

The Police Federation of Australia, New South Wales Police Branch, hereby gives notice as follows:

a) In accordance with rule 52 EH (h) an election is required for a position of Ordinary Branch Executive Member North West Metropolitan Region Area 1. The period of office intended to be filled via the election is the remainder of the term of office.

b) The election is required as the incumbent, Allannah Anson, has resigned her position as an Ordinary Branch Executive member effective 2 December 2016. A copy of her resignation letter is attached and marked A.

c) The electorate comprises only financial members of the North West Metropolitan Region Area 1 of the Police Federation of Australia, New South Wales Police Branch. Rule 52 EG (b) (i) (1).

d) The rules do not specifically prescribe the time for the closure of the electoral roll for an election for an extraordinary vacancy. Rule 52EG (e) (i) (a) prescribes that the electoral roll of members will close seven (7) days before the calling of nominations in respect to scheduled elections.

e) The returning officer shall determine the dates for the opening and closing of nominations and the opening and closing of the ballot. Rule 52 EH (h) (ii).

f) The kind of voting system to be used in the conduct of the election is a direct voting System. Rule 52 EG (e) (iii).

Dated: 5 December 2016

Scott Weber



Branch President