



10 November 2016

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

cc: Mr Paul McCue
President
Police Federation of Australia Northern Territory Police Branch
reception@ntpa.com.au

Dear Mr Burgess,

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 and contested positions for NT Police Branch [E2016/54]. 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-Northern Territory 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;

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Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone: (03) 8656 4753
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

- 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;
 - 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

Marianne Kay
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

**Police Federation of Australia
Northern Territory Police Branch**

ELECTION COVERED IN THIS REPORT

Election Decision No: E2016/54

RULES

Rules used for the election: 200V: Incorporates alterations of 28/01/2016
[R2015/202, R2015/248 & R2015/261]
Rules difficult to apply/interpret: None
Model Rule reference (if any): N/A

ROLL OF VOTERS

Total number of voters on the Roll	1395
Number of apparent workplace addresses	904
Number of non-current addresses	5
Other matters pertaining to the roll of voters	None

ALLEGATIONS OF IRREGULARITIES RECEIVED

Details of written allegations of irregularities and action taken by AEC: None
Other irregularities identified and action taken: None

ATTACHMENT

- Declaration of Results -- Contested and Uncontested Offices



Chris Roper
Returning Officer
Elections Services

30 May 2016

**Police Federation of Australia
Northern Territory Police Branch**

Declaration of Results for Contested and Uncontested Offices

E2016/54

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 Executive Member (5)

Total number of names on the roll of voters	1395
Ballot papers issued	1395
Replacement ballot papers issued	6
Total Ballot Papers Issued	1401
Ballot papers / envelopes returned for scrutiny	501
Less ballot papers / envelopes rejected at preliminary scrutiny	5
Total Ballot Papers Admitted to Scrutiny	496
Percentage of ballot papers returned to number issued	35%
Ballot papers returned as unclaimed mail	5
Ballot papers not returned	895

<u>Candidates</u>	<u>Primary Votes</u>
PROCTOR, Kylie Michelle	403
CUBIS, David Neil	287
BEALE, Simone	300
TURNER, Mark	269
LANGDON, Steve	216
BAHNERT, Geoff	230
AIKEN, Scott	182
MORGAN, Lee	327
MARSHALL, Matthew	231

Formal primary votes	2445
Primary votes each ballot paper	Divided by 5
Formal ballot papers	489
Informal ballot papers	7

I declare Simone Beale, David Neil Cubis, Lee Morgan, Kylie Michelle Proctor and Mark Turner elected.

Branch Senior Vice President (1)

Candidates

GOODSELL, Colin James

I declare Colin James Goodsell elected.

Branch Treasurer (1)

Candidates

GARGAN, Crispin T.

I declare Crispin T. Gargan elected.



Chris Roper
Returning Officer
Australian Electoral Commission

16 May 2016



DECISION

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

Police Federation of Australia (E2016/54)

MR ENRIGHT

MELBOURNE, 18 FEBRUARY 2016

Arrangement for conduct of election.

[1] On 8 January 2016 the Police Federation of Australia-Northern Territory Police Branch (the Branch) lodged with the Fair Work Commission (the Commission) the prescribed information in relation to an election for the following offices:

Senior Vice President	1
Treasurer	1
Branch Executive Members	5

[2] The prescribed information was not lodged before the day prescribed by regulation 138(3) of the *Fair Work (Registered Organisations) Regulations 2009*. That day is the day occurring 2 months before the first day when a person may, under the rules of the organisation or branch, become a candidate in the election. I have decided to grant an extension of time for lodgement of the prescribed information. A notification of alterations to the rules of the Branch was before me that included alterations to the election rules (R2015/261). These alterations were subject to extensive consultation between staff of the Branch, the Police Federation of Australia and the Commission. As a result, the alterations were not certified until 28 January 2016 ([2016] FWCD 589). Lodgement of the prescribed information was delayed pending consultations regarding the alterations to the election rules.

[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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8 January 2016

Our Ref: 0003/16

Delegate
Fair Work Australia
By email: orgs@fwc.gov.au

Dear Sir/Madam

NT Police Association Executive Elections 2016

I, **Paul Damien McCue** state as follows:

I am the President of the Northern Territory Police Association Inc and the Police Federation of Australia Northern Territory Police Branch, organisations registered under the *Fair Work Act 2009*, and am authorised to make this statement.

The following information in respect of an election is being lodged in accordance with s.189(1) of the *Fair Work (Registered Organisations) Act 2009*:

(a) an election is required in respect of the following offices of the Northern Territory Police Association:

Senior Vice President (1)

Treasurer (1)

Branch Executive Members (5)

(b) the reason for the election being:

Senior Vice President the term of office is due to expire in the normal course of events

Treasurer the term of office is due to expire in the normal course of events

Executive Members the term of office is due to expire in the normal course of events

(c) the electorate for this election is the financial members of the Police Federation of Australia, Northern Territory Branch. Pursuant to Regulation 138(1)(f) and Rule 52DO (11)(iii) the roll of voters shall close on 19 February 2016.

Northern Territory Police Association

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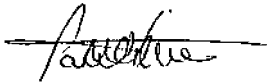
- (d) the voting system to be used in this election is the Direct Voting System.
- (e) the date and time of the commencement and expiration of the period for nomination is as follows:

Nominations open: 1 March 2016

Nominations close: 30 March 2016

I ask that you please make arrangements with the Australian Electoral Commission for the above elections.

Yours Sincerely

A handwritten signature in black ink, appearing to read "Paul McCue", written over a horizontal line.

Paul McCue
President