



6 September 2017

Mr Ian Leavers  
Branch President  
Police Federation of Australia - Queensland Police Branch  
pfaqlld@qpu.asn.au

Dear Mr Leavers,

cc: Mr Mark Burgess, Police Federation of Australia, [pfa@pfa.org.au](mailto:pfa@pfa.org.au)

### **Reminder of actions required when persons elected to office**

The Australian Electoral Commission has provided the Registered Organisations Commission (the ROC) a declaration of results for the election of uncontested and contested offices for Queensland Branch [E2017/140]. 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 293K of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires 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. 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 are provided for in the RO Act.

#### **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 - Queensland 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;
  - 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**  
**Registered Organisations Commission**

**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]*

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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)

2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within **35 days** of the change. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).]*

**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.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>National</i>	<i>1.1.2014</i>	<i>Secretary</i>	<i>Full Name</i>	<i>Full Name</i>	<i>c/- the Registered Organisation, postal address of Registered Organisation</i>	<i>Paid official</i>
	<i>25.12.2013</i>	<i>President</i>	<i>vacant</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
<i>...</i>						
<i>NSW</i>	<i>1.1.2014 (resigned) 7.1.2014 (appointed)</i>	<i>President</i>	<i>Full Name</i>	<i>Full Name</i>	<i>c/- the Branch, postal address of the Branch</i>	<i>mechanic</i>
		<i>Committee of Management Member</i>	<i>Full Name</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
		<i>Treasurer</i>	<i>Full Name</i>	<i>vacant</i>	<i>vacant</i>	<i>vacant</i>
<i>...</i>						

31 August 2017

# Post-election Report

Qld Police Branch Collegiate Election E2017/140

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## Election(s) Covered in this Report

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Election Decision No/s: E2017/140

## Rules

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Rules used for the election: 200V: Incorporates alterations of 11/4/2017 [R2017/2]  
(replaces rulebook dated 15/2/2017 [R2016/317])

Rules difficult to apply/interpret: None

Module Rule reference (if any) N/A

## Roll of Voters

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Total number of voters on the Roll: 10

## Irregularities

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

Other irregularities identified, and action taken: Nil





## Other Matters

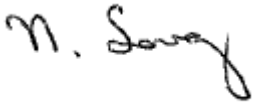
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Nil

## Attachments

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- 1) E2017/140 PFA Dec of Results for Cont & Uncon

A handwritten signature in black ink, appearing to read "N. Long".

Narelle Long  
Returning Officer

31 August 2017

**Police Federation of Australia  
Queensland Police Branch Collegiate Election E2017/140**

**Declaration of Results for Contested and Uncontested Offices**

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.

**Queensland Branch**

Total number of names on the roll of voters	10
Ballot papers issued	10
Replacement ballot papers issued	0
<b>Total Ballot Papers Issued</b>	<b>10</b>
Ballot papers / envelopes returned for scrutiny	10
Less ballot papers / envelopes rejected at preliminary scrutiny	0
Adjusting balance	0
<b>Total Ballot Papers Admitted to Scrutiny</b>	<b>10</b>
Percentage of ballot papers returned to number issued	100
Ballot papers returned as unclaimed mail	0
Ballot papers not returned	0

**Federal Council Delegate**

<u>Candidates</u>	<u>First Preference Votes</u>	<u>Votes</u>
GROTH, Kevin John	8	8
PRIOR, Shane Allan	2	2
Exhausted Votes		0
Loss/Gain by Fraction		0
Total votes	10	10
Formal ballot papers	10	10
Informal ballot papers	0	0

I declare Kevin John Groth elected.

**Vice-President**

Candidates

MAXWELL, Shayne Robert

I declare Shayne Robert Maxwell elected.

**Treasurer**

Candidates

THOMAS, Peter John

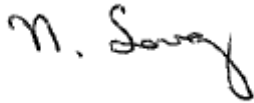
I declare Peter John Thomas elected.

**Assistant Treasurer (2)**

Candidates

COLLINS, Anthony Paul Collins  
WILCOX, Grant

I declare Anthony Paul Collins Collins and Grant Wilcox elected.



Narelle Long  
Returning Officer  
Australian Electoral Commission

31 August 17



## DECISION

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

**Police Federation of Australia**  
(E2017/140)

MR ENRIGHT

MELBOURNE, 30 JUNE 2017

*Arrangement for conduct of election.*

[1] On 17 May 2017 the Queensland Police Branch of the Police Federation of Australia Branch lodged with the Registered Organisations Commission prescribed information for an election to fill the following offices:

Vice President  
Treasurer  
Assistant Treasurers (2)  
Federal Council Delegate

[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 COMMISSIONER

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## **PRESCRIBED INFORMATION FOR ELECTION**

Section 189 of the *Fair Work (Registered Organisations) Act 2009* (Cth)

Section 138 of the *Fair Work (Registered Organisations) Regulations 2009* (Cth)

I am an officer of the Queensland Police Branch of the Police Federation of Australia and am authorised to sign this statement which is lodged in accordance with section 187(1) and 189(1) of the *Fair Work (Registered Organisations) Act 2009* (Cth).

### Each office or position for which an election is required

Queensland Police Branch – Branch Vice President  
Queensland Police Branch – Branch Treasurer  
Queensland Police Branch – Branch Assistant Treasurer (2)  
Queensland Police Branch – Federal Council Delegate (1)

### The reason for the elections

The term of the position has expired or is due to expire in the normal course of events.

### Electorates

Branch Vice President, Branch Treasurer and Branch Assistant Treasurers (2) will be elected from the Branch Regional Representatives – see rule 39(c)

Federal Council Delegate will be elected by and from the Branch Executive – see rule 39(f) and 41(b).

### Dates and time of nominations opening and closing

Nominations will open and close at the first meeting of the Branch Executive next following the declaration of elections for the offices of Branch Regional Representatives in any year of election of Branch Regional Representatives under rule 72.

The officers of Branch Regional Representatives have not been declared, however if an election is required the ballot will close on 12 June 2017 and declared shortly after. The next meeting of the Branch Executive, after declaration, is scheduled for 27 July 2017.

### Day provided for in the rules as the day on which the roll of voters is to be closed

Each attending Branch Executive Member is entitled to cast a vote in relation to each office the subject of election.

### Voting system

Collegiate electoral system.



Shayne Maxwell  
Branch Vice President  
Police Federation of Australia, Queensland Police Branch