



11 January 2018

Mr Mark Kadziolka  
Chief Executive Officer  
Police Federation of Australia - Tasmania Police Branch  
pat@pat.asn.au

Dear Mr Kadziolka,

CC: Mark Burgess, Chief Executive Officer, Police Federation of Australia

### **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 casual vacancy election of uncontested offices for Delegate to Branch Conference (7) TAS Branch [E2017/223]. 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-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.
  
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

**Mitch Webster**  
**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>						

GPO BOX 520, HOBART TAS 7001

Reference: ATABO

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

Dear Mr Kadziolka,

**Police Federation of Australia  
Tasmanian Sub-Branch Elections  
Casual Vacancies  
E2017/223**

The declaration of the election for uncontested offices is attached.

This election is now complete. A copy of the Declaration has been forwarded to all candidates, and is attached.

Yours sincerely



Louise Stokell  
Returning Officer

8 January 2018

Cc – all candidates

**Police Association of Tasmania**  
**Tasmanian Branch**  
**DECLARATION OF RESULTS – E2017/223**  
**Uncontested Offices**

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**Casual Vacancy Election**

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 are:

**Commissioned Officers Sub Branch**

**Delegate to Branch Conference (2)**

No nominations were received.

**Southern Sub Branch**

**Delegate to Branch Conference (1)**

HODGE            Dean Anthony

**Northern Sub Branch**

**Delegate to Branch Conference (1)**

No nominations were received

**Western Sub Branch**

**Delegate to Branch Conference (3)**

RAINBIRD	Ben
RYBARCZYK	Jason
RUSSELL	Danny Hilton

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.



Louise Stokell  
Returning Officer  
Australian Electoral Commission

8 January 2018



## DECISION

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

**Police Federation of Australia**  
(E2017/223)

MR ENRIGHT

SYDNEY, 28 NOVEMBER 2017

*Arrangement for conduct of election.*

[1] On 20 October 2017 the Tasmanian Police Branch of the Police Federation of Australia lodged with the Registered Organisations Commission prescribed information for an election to fill the following offices, due to insufficient nominations received in a previous election (**E2017/149**):

Southern Sub-branch Delegate to Branch Conference	
Northern Sub-branch Delegate to Branch Conference	
Western Sub-branch Delegate to Branch Conference	(3)
Commissioned Officers Sub-branch Delegate to Branch Conference	(2)

[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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# Police Federation of Australia

The National Voice of Policing

20 October 2017

Mr Mark Bielecki  
Commissioner  
Registered Organisations Commission  
GPO Box 2983  
Melbourne VIC 3001

Dear Commissioner,

**PRESCRIBED INFORMATION FOR ELECTIONS in accordance with Section 189 Fair Work (Registered Organisations) Act 2009 and Regulation 138 Fair Work (Registered Organisations) Regulations 2009**

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: Southern Sub-branch Delegate to Branch Conference (1 position); Northern Sub-branch Delegate to Branch Conference (1 position); Western Sub-branch Delegate to Branch Conference (3 positions) and Commissioned Officers Sub-branch Delegate to Branch Conference (2 positions).
2. The reason for the elections is that these positions failed to attract sufficient nominations when nominations were last called (E2017/149).
3. The electorates for the elections are:
  - For Southern Sub-branch Delegate to Branch Conference – the members of the Southern Sub-branch.
  - For Northern Sub-branch Delegate to Branch Conference – the members of the Northern Sub-branch.
  - For Western Sub-branch Delegate to Branch Conference – the members of the Western Sub-branch.
  - For Commissioned Officers Sub-branch – the members of the Commissioned Officers 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,

A handwritten signature in black ink, appearing to read 'Pat Allen', with a long horizontal flourish extending to the right.

**Pat Allen**  
**President**