



27 October 2022

Jenna Benison
Executive Officer
Australian Principals Federation
Sent via email: jbenison@apf.net.au



IMMEDIATE ACTION REQUIRED:

You must take steps after your recent election E2022/48

Dear Jenna Benison,

An election has recently been completed by the Australian Electoral Commission (**AEC**) for the Australian Principals Federation.

This letter explains the next steps you must take and what information you need to lodge with the Registered Organisations Commission (**ROC**).

What you must do right now

- Let your members know about the election report issued by the AEC
- Arrange financial training for officers newly elected to an office with financial management duties. (This includes all members of the committee of management).
- Complete the notification of change and email it to regorgs@roc.gov.au

This letter explains these steps and the tools available to help you.

STEP 1: Notify members

You must put a notice on your website once you receive your post-election report. It must tell your members they can request a copy of the post-election report from you or the AEC (r. 141). The notice must be on your website for at least 3 months.



Can I put more information on our website?

Yes! Being transparent is part of good governance. You can publish the whole report or the declaration of results, as well as your notice and leave them up longer than 3 months. You can always do more than the regulatory minimum.

The ROC will also publish your declaration of results on our [website](http://www.roc.gov.au).

STEP 2: Financial training

You may have to arrange financial training for people elected to new roles.

All officers with financial management duties must complete financial training (s 293K). For information on when officers must redo training and hints on when to book training for officers taking up multiple offices [please see our fact sheet](#).

There are face to face and online [financial training packages on the ROC website](#).

You must act on this now, as affected officers **MUST** complete approved financial training OR been granted an [exemption by the ROC within 6 months](#) of beginning to hold office.



Good governance tip:

Organisations should instruct officer holders about their other obligations. This is especially important for committee of management members.

Our podcast covers the [benefits of officer induction](#). Officers have responsibilities under the rules, the RO Act, and disclosure requirements around conflicts of interest, remuneration and material personal interests. Officers will benefit from our [officer induction kit](#) and our [podcast, such as episode 17 - conflicts of interest](#).

STEP 3: Notifications of change

A notification of change must be lodged with the ROC within **35 days** of the change occurring.



We have a [template](#) to help you with this, which you can send to regorgs@roc.gov.au. An officer must sign the completed notification template.

You must lodge a notification of change if:

- any of your officers have not been re-elected;
- officers have changed offices; or
- you have new officers.

Only notify us of changes that have **already occurred**. If people take up office in the future, you must wait until the change happens before lodging the notification within 35 days of the change.

Note: One election may result in many notifications of change.



Penalties apply

Failing to lodge your notifications of change on time can expose your organisation and its officers to significant penalties.

ROC v CEPU

The organisation failed to make a series of notifications of change on time.

The Full Court said 'The record-keeping obligations imposed under the Registered Organisations Act are treated by the legislature as important and serious, and contravention of those obligations are correspondingly serious.'

The organisation was ordered to pay a penalty. More information is available in our [case summary](#).

Questions?



Why do I need to tell you the results of the election when you've already received them?

The RO Act requires that **you** tell us this information about your officers – it is a legal obligation. The notification of change also contains information that is not in the declaration of results.

What if the officer has already done training?

Check out our [fact sheet](#) for when officers need to redo training, when they can get an exemption and when further training isn't required.

If you have any queries we can be contacted on 1300 341 665 or by email at regorgs@roc.gov.au.

Yours sincerely

Registered Organisations Commission



The ROC has a [Compliance Policy](#) which explains how we respond to issues of non-compliance. The policy is available on our website if you would like further information on the steps the compliance team may take in response to non-lodgement of a financial report.

26 October 2022

Post-Election Report

Australian Principals Federation
Scheduled Election
E2022/48

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Election Covered in this Report

Organisation: Australian Principals Federation

Election: Scheduled

Election Decision No: E2022/48

Rules

Rules used for the election: [300V: Incorporates alterations of 28 August 2020 [R2020/72]
(replaces rulebook dated 12 April 2018 [R2017/296])

Rules difficult to apply/interpret: No

Model Rule reference (if any): N/A

For more details see the Model Rules on the AEC website: www.aec.gov.au/ieb/

Roll of Voters

Based on an analysis of the register of members the Returning Officer has formed the opinion that the:

- There were no concerns in the construction of the Roll of Voters
- There are no concerns in the data provided by the organisation

Other Matters

Returning Officer actions required (Section 193): Yes

Details:

- Rules regarding the timetable of the election were set aside as the AEC held concerns that the coronavirus pandemic may impact on the ability for stakeholders to fully participate in the election. A timetable for the conduct of the ballot which varied from the rules was set when the AEC was satisfied that stakeholders would be able to fully participate.
- Rules requiring an in-person ballot were set aside as the AEC held concerns that the coronavirus pandemic would impact on the ability for all stakeholders to attend. Instead, the ballot was conducted via post.
- Rules specifying the method of lodgement of nominations were set aside as the AEC held concerns that the coronavirus pandemic would impact on the ability for potential candidates to nominate. Instead, nominations were received electronically, via email/the AEC's portal.
- As there is no rule pertaining to the withdrawal of nominations, I am fixing a closing time for the withdrawal of nominations to coincide with the closing date.

Signed

Jenna Hales
Returning Officer
Australian Electoral Commission
E: IEEvents@aec.gov.au
P: 03 9285 7111
26 October 2022

Attachments

- A. Declaration of Results Uncontested Offices – Stage One
- B. Declaration of results for Uncontested Offices – Stage Two

Australian Principals Federation
DECLARATION OF RESULTS - E2022/48 - Stage 2
Uncontested Offices

Scheduled 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:

Federal President (1)

Candidates

CHANT Chris

Federal Senior Vice President (1)

Candidates

GRAVES Kya-Louise

Federal Junior Vice President (1)

Candidates

KENDALL Rod

Federal Treasurer (1)

Candidates

KING Tina

Victorian Branch Council

Branch President (1)

Candidates

KING Tina

Branch Vice President (1)

Candidates

POWSON Wendy

Branch Treasurer (1)

Candidates

COCK Andrew

Branch Executive Member - Primary (1)

Candidates

WILSON Michelle

Branch Executive Member - Secondary (1)

Candidates

TEMPEST Kimberley

Branch Executive Member - Comprehensive (1)

Candidates

No Nominations Received

Western Australia Branch Council

Branch President (1)

Candidates

RIPP Bevan

Branch Vice President (1)

Candidates

GRAVES Kya

Branch Treasurer (1)

Candidates

UPCOTT Natasha

Branch Executive Member - Primary (1)

Candidates

BECKINGHAM Peter

Branch Executive Member - Secondary (1)

Candidates

LONGWORTH Laurie

Branch Executive Member - District High (1)

Candidates

LISTER Adrian

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

Jenna Hales
Returning Officer
Telephone: 03 9285 7111
Email: IEBevents@aec.gov.au
21/10/2022





26 September 2022

Jenna Benison
Executive Officer
Australian Principals Federation
Sent via email: jbenison@apf.net.au



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Yours sincerely

Registered Organisations Commission



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Australian Principals Federation
Australian Principals Federation
DECLARATION OF RESULTS - E2022/48 - Stage 1
Uncontested Offices

Scheduled 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:

Victorian Branch Council - Secondary Sector

Federal Councillor - Secondary Sector (2)

Candidates

KENDALL Rod

POWSON Wendy

Branch Councillor (1)

Candidates

STRATFORD Ann

Victorian Branch Council - Primary Sector

Federal Councillor - Primary Sector (2)

Candidates

CHANT Chris

KING Tina

Branch Councillor (1)

Candidates

GROSSEK Henry

Victorian Branch Council - Primary Sector - North East Region

Branch Councillor (2)

Candidates

COCK Andrew

STALEY Margaret

Victorian Branch Council - Primary Sector - South East Region

Branch Councillor (2)

Candidates

ARNOLD Kathie

JONES MICHAEL

Victorian Branch Council - Primary Sector - North West Region

Branch Councillor (2)

Candidates

KING Tina

TOOSE Laban

Victorian Branch Council - Primary Sector - South West Region

Branch Councillor (2)

Candidates

PRENDERGAST Suzanne

WILSON Michelle

Victorian Branch Council - Secondary Sector - North East Region

Branch Councillor (2)

Candidates

POWSON Wendy

TEMPEST Kimberley

Victorian Branch Council - Secondary Sector - South East Region

Branch Councillor (2)

Candidates

MINACK Richard

WALKER Johanna

Victorian Branch Council - Secondary Sector - North West Region

Branch Councillor (2)

Candidates

FORRESTER Graeme

WOOD Simon

Victorian Branch Council - Secondary Sector - South West Region

Branch Councillor (2)

Candidates

KENDALL Rod

WALKER MERIDITH

Victorian Branch Council - Comprehensive Sector

Branch Councillor (2)

Candidates

DIAMOND Scott

MOONEY John

West Australian Branch Council - Primary Sector

Federal Councillor - Primary Sector (2)

Candidates

BECKINGHAM Peter

UPCOTT Natasha

Branch Councillor (4)

Candidates

BECKINGHAM Peter

JENNINGS MICHAEL

RIPP Bevan

UPCOTT Natasha

West Australian Branch Council - Secondary Sector

Federal Councillor - Secondary Sector (2)

Candidates

GRAVES Kya

LONGWORTH Laurie

Branch Councillor (4)

Candidates

GRAVES Kya

GRAYSON Kate

LILLYWHITE Peter

LONGWORTH Laurie

West Australian Branch Council - District High

Branch Councillor (4)

Candidates

GAZE Fiona

LISTER Adrian

PICKERING Tracy

POETT Sharon

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

Alex Lochland
Returning Officer
Telephone:
Email:
21/09/2022





DECISION

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

Australian Principals Federation (E2022/48)

MR STEENSON

SYDNEY, 5 APRIL 2022

Arrangement for conduct of election.

[1] On 15 March 2022 the Australian Principals Federation lodged with the Registered Organisations Commission prescribed information for an election to fill the following offices for a new term of office:

| | |
|-------------------------------|-----|
| Federal President | (1) |
| Federal Senior Vice President | (1) |
| Federal Junior Vice President | (1) |
| Federal Treasurer | (1) |
| Federal Councillors | |
| Victorian Branch | (4) |
| West Australian Branch | (4) |

West Australian Branch

| | |
|---|-----|
| Branch President | (1) |
| Branch Vice President | (1) |
| Branch Treasurer | (1) |
| Branch Executive Member – Primary | (1) |
| Branch Executive Member – Secondary | (1) |
| Branch Executive Member – District High | (1) |
| Branch Councillors: | |
| Primary Sector | (4) |
| Secondary Sector | (4) |
| District High | (4) |

Victorian Branch

| | |
|---|-----|
| Branch President | (1) |
| Branch Vice President | (1) |
| Branch Treasurer | (1) |
| Branch Executive Member – Primary | (1) |
| Branch Executive Member – Secondary | (1) |
| Branch Executive Member – Comprehensive | (1) |
| Branch Councillors: | |
| Primary Sector – North East region | (2) |
| Primary Sector – South East region | (2) |
| Primary Sector – North West region | (2) |
| Primary Sector – South West region | (2) |
| Secondary Sector – North East region | (2) |
| Secondary Sector – South East region | (2) |
| Secondary Sector – North West region | (2) |
| Secondary Sector – South West region | (2) |
| Statewide – Primary Sector | (1) |
| Statewide – Secondary Sector | (1) |
| Statewide – Comprehensive Sector | (2) |

[2] The rules of the organisation provide that where a collegiate election for office-bearers is required, this is to be held by secret ballot at the first meeting of the relevant electoral college, which is to meet within one (1) month of the direct election being declared.

[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 COMMISSIONER

Printed by authority of the Commonwealth Government Printer

PR352207

PRESCRIBED INFORMATION FOR THE CONDUCT OF AN ELECTION

REGISTERED ORGANISATIONS COMMISSION

FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009

Section 189 – Conduct of elections

FAIR WORK (REGISTERED ORGANISATIONS) REGULATIONS 2009 – REG 138

Australian Principals Federation

PRESCRIBED INFORMATION FOR CONDUCT OF ELECTION

A. The following information is in relation to an election that is to be conducted by the Australian Electoral Commission (“AEC”).

1. The name of each office or position for which an election is required. [**Regulation 139 (1) (a)**]

| <i>Electorate</i> | <i>Office</i> | <i>Number of Offices</i> |
|----------------------------------|--|--------------------------|
| Federal Electoral College | Federal President | 1 |
| | Federal Senior Vice President | 1 |
| | Federal Junior Vice President | 1 |
| | Federal Treasurer | 1 |
| | Federal Councillors – West Australian branch ¹ | 4 |
| | Federal Councillors - Victorian branch ² | 4 |

¹ The number of councillors being determined in accordance with Rule 17(a)

² Ibid

West Australian Electoral College

| | |
|---|---|
| Branch President | 1 |
| Branch Vice President | 1 |
| Branch Treasurer | 1 |
| Branch Executive Member – Primary | 1 |
| Branch Executive Member – Secondary | 1 |
| Branch Executive Member – District High | 1 |

West Australian Branch

Branch Councillors as defined at Rule 47(8)(b) and as follows:

| | |
|--|---|
| Councillors from each Primary Sector | 4 |
| Councillors from each Secondary Sector | 4 |
| Councillors from each District High Sector | 4 |

Victorian Electoral College

| | |
|---|---|
| Branch President | 1 |
| Branch Vice President | 1 |
| Branch Treasurer | 1 |
| Branch Executive Member – Primary | 1 |
| Branch Executive Member – Secondary | 1 |
| Branch Executive Member – Comprehensive | 1 |

Victorian Branch

Branch Councillors, as defined at Rule 47(8)(b) and as follows:

| | |
|---|---|
| Councillors from each Primary Sector – North East | 2 |
| Councillors from each Primary Sector – South East | 2 |
| Councillors from each Primary Sector – North West | 2 |

| | |
|---|---|
| Councillors from each Primary Sector – South West | 2 |
| Councillors from each Secondary Sector – North East | 2 |
| Councillors from each Secondary Sector – South East | 2 |
| Councillors from each Secondary Sector – North West | 2 |
| Councillors from each Secondary Sector – South West | 2 |
| Councillor – Statewide Primary Sector | 1 |
| Councillor – Statewide Secondary Sector | 1 |
| Councillor –Statewide Comprehensive Sector | 2 |

2. The reason for the election is that the term of office will expire in the normal course of events. **[Regulation 138 (1) (b) (i)]**
3. Those offices or positions which have the same name and the number of such offices or positions required to be determined appears at paragraph A.1 above. **[Regulation 138 (1) (c)].**
4. The electorates comprising only members of a branch, section or division of the organisation appears at paragraph A.1 above. **[Regulation 138 (1) (d)]**
5. The date and time of the beginning of the nomination period for directly elected offices is not later than 1 September 2022 in accordance with Rules 21 (e)(i) and 47(10)(h)(i).**[Regulation 138 (1) (e)];**
6. The date and time of the end of the nomination period for directly elected officers is not later than 22 September 2022 at 5.00pm in accordance with Rules 21(e) (ii) and 47(10) (h) (ii).**[Regulation 138 (1) (e)]**
7. The date and time of the beginning and the end of the nomination period for all other offices is within one month after the declaration of the election of the directly elected officers in accordance with Rules 21A(b)(f) and 47(15).**[Regulation 138 (1) (e)]**

8. The day upon which the roll of voters closes is seven days prior to the opening of nominations in accordance with Rules 21(e)(xv) and 47(10)(h)(xv).
[Regulation 138 (1) (f)].

9. The kind of voting is:

9.1 A collegial voting system for the offices of Federal Councillors and Branch Councillors.

9.2 A direct voting system for all other offices.

[Regulation 138 (1) (g)]

B. A statement in accordance with Regulation 138 (2) is attached hereto.

A handwritten signature in black ink, appearing to read "Chris Chant", enclosed in a thin black rectangular border.

Chris Chant
FEDERAL PRESIDENT
DATED: 15/03/2022

**REGISTERED ORGANISATIONS COMMISSION
FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009**

Section 189 – Conduct of elections

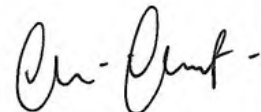
FAIR WORK (REGISTERED ORGANISATIONS) REGULATIONS 2009 -REG 138

Australian Principals Federation

AUTHORISED STATEMENT

I, Chris Chant, Federal President of the Australian Principals Federation state as follows:

1. The information attached is lodged in accordance with and under subsection 189 (1) of the *Fair Work (Registered Organisations) Act 2009*; and
2. I am an officer of the organisation authorised to sign this statement.



Chris Chant
FEDERAL PRESIDENT
DATED: 15/03/2022