



18 March 2024

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

cc: Victoria Branch apf@apf.net.au

Dear Jenna Benison

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Principals Federation (AR2024/74).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the Commission's [Officer Induction Kit](#)

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties

- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The Commission has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement



eLearning module – notifications of change

The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

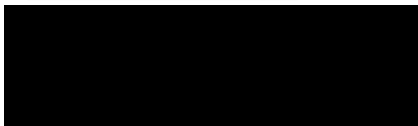
| Date of lodgement | Branch | Change | Within prescribed period (Yes/No). If No, how many days late |
|-------------------|------------------|--------------------------------------|---|
| 8 March 2024 | Victorian Branch | Committee of Management - NE Primary | Yes |

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, Tina King, being the President of the Australian Principals Federation- Victorian Branch, 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*:
 - On Friday 23rd February 2024, I received notification that Margaret Staley, resigned from the position of Committee of Management Member- Northeast Primary, from the Victorian Branch of the Australian Principals Federation.

Signed:

A large black rectangular redaction box covering the signature area.

Tina King
APF Victorian President
08/03/2024

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

| 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 |
|-----------|----------------|-------------------------------------|---------------------------------------|----------------------------------|--|--|
| Victorian | 23/02/2024 | Committee of Management- NE Primary | Margaret Staley | Vacant | | |



Fair Work
Commission

15 March 2024

Chris Chant
President
Australian Principals Federation
Sent via email: apf@apf.net.au

cc: jbenison@apf.net.au

Dear Chris Chant

The Australian Principals Federation's annual return of information (annual return) lodged under subsection 233(1) of the RO Act

Thank you for providing your annual return lodged under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Summary of your annual return and its assessment

| | |
|----------------|------------------|
| Year | 2024 |
| Matter number | AR2024/74 |
| Lodgement date | 23 February 2024 |
| Review | Advanced Review |
| Result | FILED |

Your advanced review

Your annual return had an **advanced review** which is a comprehensive review that evaluates compliance with the requirements of the RO Act.



Your annual return satisfied the requirements of the advanced review and has been uploaded to the Fair Work Commission (the Commission) website.

The Commission's risk-based approach

The Commission takes a risk-based approach to the assessment of annual returns. Consistent with that approach, most organisations have their annual returns assessed with a 'primary review', with the remainder being assessed using an advanced review. The advanced review is a more comprehensive review.

The Commission's [advanced review checklist](#) is published on our website.

This year your annual return was assessed against an advanced review.

Do you have any questions?

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the Commission's subscription service to find out when we release new materials](#).

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

Yours sincerely

Fair Work Commission

ANNUAL RETURN OF INFORMATION (organisation with branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and sections 230 and 233 *Fair Work (Registered Organisations) Act 2009*

I, Chris Chant, being the Federal President of the Australian Principals Federation (APF), declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by section 230(1)(a) and section 230(2) of the *Fair Work (Registered Organisations) Act 2009* (the Act).
3. The following is a correct statement of the information contained in the records required to be kept by the organisation in accordance with section 230(1)(b), (c), and (d) of the Act:
 - The address of the organisation is Suite 311/19 Milton Parade, Malvern, Victoria, 3144.
 - The name and address of each branch of the organisation is:¹

APF Victorian Branch Suite
311/19 Milton Parade,
Malvern, Victoria 3144

APF Western Australian Branch
106 Burswood Road
Burswood, Western Australia 6100

- On 31 December in the previous year the number of members was 1361
- A list of offices and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at Annexure A and forms part of this declaration.

¹ Section 230(1)(d); reg.147(a) & (d)

- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of THIS YEAR:²

1. There are no elections scheduled THIS YEAR (this does not include casual vacancy elections)

- During the previous 12 months:³

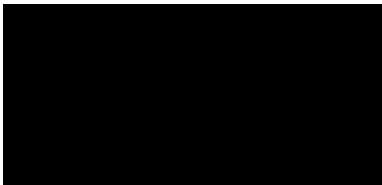
– NO branches COMMENCED or CEASED operation.

- The organisation:

– Has not entered into an agreement under section 151(1) of the Act with a state union.

– Has not entered into an agreement under section 151(1) of the Act with a state union.

Signed:



Dated: 19/02/2024

*[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to regorgs@fwc.gov.au. If at any time in the year this information changes a Notification of Changes must be lodged with the Commission within **35 days** of the change.⁴]*

² Section 230(1)(d); reg.147(e)

³ Section 230(1)(d); reg.147(b) & (c)

⁴ Section 233(2); reg. 151

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

- Offices and Office Holders in the Organisation and its Branches *[insert as many pages as required]*:

| Victorian Branch | | | | | | |
|------------------|-------------|---------------------|----------------------------|---------------|-----------|---|
| First Name | Last Name | Occupation | Office | Region | Sector | Address c/o |
| Tina | King | Union Official | President | North Western | Primary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Wendy | Powson | Principal | Vice President | North Eastern | Secondary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Andrew | Cock | Principal | Treasurer | North Eastern | Primary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Michelle | Wilson | Principal | Executive Primary Member | South Western | Primary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Kimberley | Tempest | Principal | Executive Secondary Member | North Eastern | Secondary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Kimberley | Tempest | Principal | Councillor | North Eastern | Secondary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Wendy | Powson | Principal | Councillor | North Eastern | Secondary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Margaret | Staley | Principal | Councillor | North Eastern | Primary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Andrew | Cock | Principal | Councillor | North Eastern | Primary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Laban | Toose | Principal | Councillor | North Western | Primary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Tina | King | Union Official | Councillor | North Western | Primary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Simon | Wood | Principal | Councillor | North Western | Secondary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Graeme | Forrester | Principal | Councillor | North Western | Secondary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Kathie | Arnold | Principal | Councillor | South Eastern | Primary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Michael | Jones | Principal | Councillor | South Eastern | Primary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Johanna | Walker | Principal | Councillor | South Eastern | Secondary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Vacant | | | Councillor | South Eastern | Secondary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Michelle | Wilson | Principal | Councillor | South Western | Primary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Suzanne | Prendergast | Principal | Councillor | South Western | Primary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Rod | Kendall | Assistant Principal | Councillor | South Western | Secondary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Meridith | Walker | Principal | Councillor | South Western | Secondary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Henry | Grossek | Principal | Councillor | Statewide | Primary | Suite 311/19 Milton Parade, Malvern, 3144 |

| | | | | | | |
|-------|-----------|-----------|------------|-----------|---------------|---|
| Ann | Stratford | Principal | Councillor | Statewide | Secondary | Suite 311/19 Milton Parade, Malvern, 3144 |
| John | Mooney | Principal | Councillor | Statewide | Comprehensive | Suite 311/19 Milton Parade, Malvern, 3144 |
| Scott | Diamond | Principal | Councillor | Statewide | Comprehensive | Suite 311/19 Milton Parade, Malvern, 3144 |

| Western Australian Branch | | | | | |
|---------------------------|------------|----------------|-------------------------|---------------|---|
| First Name | Last Name | Occupation | Office | Sector | Address c/o |
| Bevan | Ripp | Union Official | President | Primary | 106 Burswood Parade, Burswood, WA, 6100 |
| Kya | Graves | Principal | Vice President | Secondary | 106 Burswood Parade, Burswood, WA, 6100 |
| Natasha | Upcott | Principal | Treasurer | Primary | 106 Burswood Parade, Burswood, WA, 6100 |
| Laurie | Longworth | Principal | Secondary Executive | Secondary | 106 Burswood Parade, Burswood, WA, 6100 |
| Adrian | Lister | Principal | District High Executive | District High | 106 Burswood Parade, Burswood, WA, 6100 |
| Peter | Beckingham | Principal | Primary Executive | Primary | 106 Burswood Parade, Burswood, WA, 6100 |
| Kya | Graves | Principal | Councillor | Secondary | 106 Burswood Parade, Burswood, WA, 6100 |
| Kate | Grayson | Principal | Councillor | Secondary | 106 Burswood Parade, Burswood, WA, 6100 |
| Peter | Lillywhite | Principal | Councillor | Secondary | 106 Burswood Parade, Burswood, WA, 6100 |
| Laurie | Longworth | Principal | Councillor | Secondary | 106 Burswood Parade, Burswood, WA, 6100 |
| Tracey | Pickering | Principal | Councillor | District High | 106 Burswood Parade, Burswood, WA, 6100 |
| Haidee | Robb | Principal | Councillor | District High | 106 Burswood Parade, Burswood, WA, 6100 |
| Adrian | Lister | Principal | Councillor | District High | 106 Burswood Parade, Burswood, WA, 6100 |
| Sharon | Poett | Principal | Councillor | District High | 106 Burswood Parade, Burswood, WA, 6100 |
| Bevan | Ripp | Principal | Councillor | Primary | 106 Burswood Parade, Burswood, WA, 6100 |
| Natasha | Upcott | Principal | Councillor | Primary | 106 Burswood Parade, Burswood, WA, 6100 |
| Peter | Beckingham | Principal | Councillor | Primary | 106 Burswood Parade, Burswood, WA, 6100 |
| Michael | Jennings | Principal | Councillor | Primary | 106 Burswood Parade, Burswood, WA, 6100 |

| Federal | | | | | |
|------------|------------|---------------------|-----------------------|-----------|---|
| First Name | Last Name | Occupation | Office | Sector | Address c/o |
| Chris | Chant | Principal | President | Primary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Kya | Graves | Principal | Senior Vice President | Secondary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Rod | Kendall | Assistant Principal | Junior Vice President | Secondary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Tina | King | Principal | Treasurer | Primary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Natasha | Upcott | Principal | Councillor/ WA | Primary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Kya | Graves | Principal | Councillor/WA | Secondary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Laurie | Longworth | Principal | Councillor / WA | Secondary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Peter | Beckingham | Principal | Councillor/WA | Primary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Rod | Kendall | Assistant Principal | Councillor / VIC | Secondary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Chris | Chant | Principal | Councillor/VIC | Primary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Tina | King | Principal | Councillor/VIC | Primary | Suite 311/19 Milton Parade, Malvern, 3144 |
| Wendy | Powson | Principal | Councillor / VIC | Secondary | Suite 311/19 Milton Parade, Malvern, 3144 |