



26 June 2019

Executive Officer
Australian Principals Federation
Sent via email: apf@apf.net.au
cc: info@pfa.org.au

Dear Executive Officer

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2018/34)

I acknowledge receipt of a Notification of Change to the office holders of the Australian Principals Federation.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
15-03-2019	WA	Branch President - Vacancy	Yes
15-03-2019	Federal Office	Updated National Street Address	Yes

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe. Further information about training is provided in our [officer financial training fact sheet](#).

Thank you for your correspondence.

Yours faithfully,

Romy Kaur
Registered Organisations Commission



Australian Principals Federation
ABN: 19 687 105 636

APF

Level 1, Tower 8
1341 Dandenong Road, Chadstone
3148
Tel: 03 8566 7627
Fax: 03 8566 7630
Email: apf@apf.net.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, Peter Beckingham, being the Federal President of the Australian Principals Federation (“the Federation”) 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*:
 - 2.1 On 14 February 2019, Neil Spence resigned from the office of Branch President – Western Australian branch.
 - 2.2 On 28th February 2019 the Federal Executive resolved that the registered office of the Federation be - Tower 1, Level 8, 1341 Dandenong Road, Chadstone, Victoria 3148;2,3 As a consequence of the decision referred to at paragraph 2.2 above the postal addresses of all officers of the Federal Office is now Tower 1, Level 8, 1341 Dandenong Road, Chadstone Victoria 3148. Annexure A incorporates this change.

Signed:

Dated: 15 March 2019

ANNEXURE A

- Changes to address of Office Holders of the Federal Office of the Australian Principals Federation

First Name	Last Name	Occupation	Office	State	Sector	Address	City	Post code
Peter	Beckingham	Principal	President	WA	Primary	Tower 1, Level 8, 1341 Dandenong Road	Chadstone	3148
David	Finnerty	Principal	Senior Vice President	Victoria	Secondary	Tower 1, Level 8, 1341 Dandenong Road	Chadstone	3148
Rod	Kendall	Principal	Junior Vice President	Victoria	Secondary	Tower 1, Level 8, 1341 Dandenong Road	Chadstone	3148
Bev	Ripp	Principal	Treasurer	WA	Primary	Tower 1, Level 8, 1341 Dandenong Road	Chadstone	3148
First Name	Last Name	Occupation	Office	State	Sector	Address	City	Postcode
Bev	Ripp	Principal	Councillor	WA	Primary	Tower 1, Level 8, 1341 Dandenong Road	Chadstone	3148
Leigh	Cottrill	Principal	Councillor	WA	Secondary	Tower 1, Level 8, 1341 Dandenong Road	Chadstone	3148
Rod	Kendall	Ass Principal	Councillor	Victoria	Secondary	Tower 1, Level 8, 1341 Dandenong Road	Chadstone	3148
David	Finnerty	Principal	Councillor	Victoria	Secondary	Tower 1, Level 8, 1341 Dandenong Road	Chadstone	3148
Peter	Beckingham	Principal	Councillor	WA	Primary	Tower 1, Level 8, 1341 Dandenong Road	Chadstone	3148



31 January 2019

Ms Julie Podbury
Australian Principals Federation-Victorian Branch
jpodbury@apf.net.au

CC: Australian Principals Federation, apf@apf.net.au

Dear Ms Podbury,

Notification of changes made to records [AR2018/34]

I acknowledge receipt of a Notification of Change to the office holders of the Australian Principals Federation.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
4/10/2018	Victorian	Councillor vacancy	Yes
4/10/2018	Victorian	Change of Branch Address	Yes

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Thank you for the notifications.

Yours faithfully,

Christine Hibberd
Registered Organisations Commission



Australian Principals Federation

ABN: 57 322 696 251

APF

Tower1, Level 1
1341 Dandenong Road
Chadstone Vic 3148

Tel: 0412 584002

Email: apf@apf.net.au

NOTIFICATION OF CHANGES TO RECORDS 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, Julie Ann Podbury, being the President of the APF 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 the 1st October 2018 the address of the organisation changed to Tower1, Level 8 1341 Dandenong Road, Chadstone Vic 3148
 - A list to change the postal addresses of persons holding offices is attached to this declaration at Annexure A and forms part of this declaration. The changes are effective 1st October 2018

Signed:

Dated: 4th October 2018

ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches

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
Victorian	1.10.2018	President		Julie Ann Podbury	Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148	Paid official
Victorian	1.10.2018	Vice President		Steve Durkin	Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148	Principal
Victorian	1.10.2018	Treasurer		David Finnerty	Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148	Principal
Victorian	1.10.2018	Executive Primary		Andrew Dalgleish	Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148	Principal
Victorian	1.10.2018	Executive Secondary		Wendy Powson	Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148	Principal
Victorian	1.10.2018	Executive Comprehensive		Vacant	Vacant	Vacant
Victorian	1.10.2018	Committee of Management Member – NE Primary	Ian Sloane	Retired 21/09/2018	Vacant	Principal
Victorian	1.10.2018	Committee of Management Member – NE Primary		Andrew Cook (elected 3/05/2018)	Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148	Principal

<i>Victorian</i>	1.10.2018	<i>Committee of Management Member- SE Primary</i>		Kathleen Arnold	<i>Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148</i>	<i>Principal</i>
<i>Victorian</i>	1.10.2018	<i>Committee of Management Member- SE Primary</i>		Kevin Mackay	<i>Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148</i>	<i>Principal</i>
<i>Victorian</i>	1.10.2018	<i>Committee of Management Member- NW Primary</i>		Loretta Piazza	<i>Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148</i>	<i>Principal</i>
<i>Victorian</i>	1.10.2018	<i>Committee of Management Member – NW Primary</i>		Vacant	Vacant	Vacant
<i>Victorian</i>	1.10.2018	<i>Committee of Management Member- SW Primary</i>		Andrew Dalglesih	<i>Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148</i>	<i>Principal</i>
<i>Victorian</i>	1.10.2018	<i>Committee of Management Member- SW Primary</i>		Steve Durkin	<i>Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148</i>	<i>Principal</i>
<i>Victorian</i>	1.10.2018	<i>Committee of Management Member –NE Secondary</i>		Wendy Powson	<i>Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148</i>	Vacant
<i>Victorian</i>	1.10.2018	<i>Committee of Management Member–NE Secondary</i>		Philip Rogers	Vacant	Vacant
<i>Victorian</i>	1.10.2018	<i>Committee of Management Member –SE Secondary</i>		Mark Moir	<i>Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148</i>	<i>Principal</i>

Victorian	1.10.2018	Committee of Management Member -SE Secondary		Julie Ann Podbury	Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148	Principal
Victorian	1.10.2018	Committee of Management Member –NW Secondary		Colin Simpson (elected 3/05/2018)	Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148	Principal
Victorian	1.10.2018	Committee of Management Member –NW Secondary		Vacant	Vacant	
Victorian	1.10.2018	Committee of Management Member –SW Secondary		Meredith Walker	Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148	Principal
Victorian	1.10.2018	Committee of Management Member –SW Secondary		Rod kendall	Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148	Assistant Principal
Victorian	1.10.2018	Committee of Management Member – NE Comprehensive		Vacant	Vacant	Vacant
Victorian	1.10.2018	Committee of Management Member-SE Comprehensive		John Mooney	Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148	Principal
Victorian	1.10.2018	Committee of Management Member- -NW Comprehensive		Julie Hommelhoff	Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148	Vacant
Victorian	1.10.2018	Committee of Management Member-SW Comprehensive	Vacant	Vacant	Vacant	Vacant

<i>Victorian</i>	<i>1.10.2018</i>	<i>Committee of Management Member-Statewide Sec</i>		David Finnerty	<i>Suite 1315A Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148</i>	
<i>Victorian</i>	<i>1.10.2018</i>	<i>Committee of Management Member-Statewide Primary</i>	Vacant	Henry Grosseck	<i>Tower1, Level 8 1341 Dandenong Road Chadstone Vic 3148</i>	Vacant
<i>Victorian</i>	<i>1.10.2018</i>	<i>Committee of Management Member-Statewide Comprehensive</i>	Vacant	Vacant	Vacant	Vacant



Australian Principals Federation
ABN: 57 322 696 251

Victorian Branch

APF

Tower 1, Level 8
1341 Dandenong Road
Chadstone Vic 3148

Tel: 0412 584002

Email: apf@apf.net.au

4th October 2018

The General Manager
ROC
414 Latrobe Street,
Melbourne Victoria 3000

Dear Sir/Madam,

Re: Australian Principals Federation – Victorian Branch
Notification of change (S233 (2) of the Act)

Section 233 (2) of the Fair Work (Registered Organizations) Act 2009 requires that an organisation must lodge notification of any change of officers and office holders in the organisation.

On the 20th July we received notification that Councillor Ian Slaone representing North Eastern Victoria Primary Sector – would resign from the position of Councillor from **21st September 2018** due to his retirement from DET. See attached email.

I declare that all information provided above is a correct statement of changes made to the records kept by the APF under by s230 (1) (b) (c) and (d) of the Fair Work (Registered Organizations) Act 2009.

Should you have any queries please contact Angela Stefani Executive Officer on 0412 584002

Yours truly,

Julie Podbury
President – Victorian Branch



19 July 2018

Executive Officer
Australian Principals Federation
apf@apf.net.au

CC: Victorian Branch, jpodbury@apf.net.au

Dear Executive Officer,

Notification of changes made to records [AR2018/34]

I acknowledge receipt of a Notification of Change to the office holders of the Australian Principals Federation.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
26/06/2018	Victorian	New Executive – Secondary, Executive – Comprehensive vacancy	Yes

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please

direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe.

Thank you for your correspondence.

Yours faithfully,

Christine Hibberd
Registered Organisations Commission



Australian Principals Federation

ABN: 57 322 696 251

APF

Suite 1315A
401 Docklands Drive
Docklands Vic 3008
Tel: 03 8566 7627
Fax: 03 8566 7630

Email: apf@apf.net.au

The General Manager
Fair Work Commission
11 Exhibition Street
Melbourne Vic 3000

Australian Principals Federation – Victorian Branch Notification of change (S233 (2) of the Act)
Matter Number E2018/66 and E2018/40.

Section 233 (2) of the Fair Work (Registered Organizations) Act 2009 requires that an organisation must lodge notification of any change of officers and office holders in the organisation.

As a result of vacancies nominations were called for the vacant position in accordance with the provisions of the Fair Work (Registered Organisation) Act 2009 and the rules of the APF.

I, Julie Ann Podbury, being the President of the APF 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*:
 - 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. The changes are effective 25th June 2018.
 - Wendy Powson has attained Union Governance and Financial Management Training on 14th February 2018 as a member of the Committee of Management of the APF – Vic Branch. Training was conducted by the AWU – Paul Richardson.

Signed:

Dated: 26th June 2018

ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches

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
<i>Victorian</i>	<i>25th June 2018</i>	<i>Executive - Secondary</i>	Chris Eeles – resigned 12 th February 2018	Wendy Powson	Suite 1315A 401 Docklands Drive Docklands Vic 3008	Principal
<i>Victorian</i>		<i>Executive - Comprehensive</i>	Vacant	Vacant	Suite 1315A 401 Docklands Drive Docklands Vic 3008	



22 May 2018

Ms Julie Podbury
Australian Principals Federation-Victorian Branch
jpodbury@apf.net.au

CC: apf@apf.net.au

Dear Ms Podbury,

Notification of changes made to records [AR2018/34]

I acknowledge receipt of a Notification of Change to the office holders of the Australian Principals Federation.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
8/05/2018	Victorian	New Committee of Management Member – NW Secondary. New Committee of Management Member – NE Primary	Yes

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more

information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe.

Thank you for your correspondence.

Yours faithfully,

Christine Hibberd
Registered Organisations Commission



Australian Principals Federation

ABN: 57 322 696 251

APF

Suite 1315A
401 Docklands Drive
Docklands Vic 3008
Tel: 03 8566 7627
Fax: 03 8566 7630

Email: apf@apf.net.au

The General Manager
Fair Work Commission
11 Exhibition Street
Melbourne Vic 3000

Australian Principals Federation – Victorian Branch Notification of change (S233 (2) of the Act)
Matter Number E2018/66 and E2018/40.

Section 233 (2) of the Fair Work (Registered Organizations) Act 2009 requires that an organisation must lodge notification of any change of officers and office holders in the organisation.

As a result of vacancies nominations were called for the vacant position in accordance with the provisions of the Fair Work (Registered Organisation) Act 2009 and the rules of the APF.

I, Julie Ann Podbury, being the President of the APF 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*:
 - 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. The changes are effective 3rd May 2018.

Signed:

Dated: 4th May 2018

ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches

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
<i>Victorian</i>	<i>3rd May 2018</i>	<i>Committee of Management Member–NW Secondary</i>	Vacant	Colin Simpson	Suite 1315A 401 Docklands Drive Docklands Vic 3008	Principal
<i>Victorian</i>	<i>3rd May 2018</i>	<i>Committee of Management Member–NE Primary</i>	Vacant	Andrew Cock	Suite 1315A 401 Docklands Drive Docklands Vic 3008	Principal



6 April 2018

Executive Officer
Australian Principals Federation
apf@apf.net.au

CC: Western Australian Branch, info@pfa.org.au

Dear Executive Officer,

Notification of changes made to records [AR2018/34]

I acknowledge receipt of a Notification of Change to the office holders of the Australian Principals Federation.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
20/03/2018	West Australian	Change of address	Yes
21/03/2018	West Australian	District High School Representative vacancy	Yes

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the

requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe.

Thank you for your correspondence.

Yours faithfully,

Christine Hibberd
Registered Organisations Commission



Australian Principals Federation

APF WA Branch

106 Burswood Road
Burswood WA 6100
Phone: 0403 262 049
Email: info@pfa.org.au

PO Box 3496
Success WA 6964

20th March 2018

The General Manager
ROC
414 Latrobe Street
Melbourne Victoria 3000
regorgs@roc.gov.au

Dear Sir

RE: Australian Principals Federation – WA Branch
Notification of change (S233 (2) of the Act)

Section 233 (2) of the Fair Work (Registered Organisations) Act 2009 requires that an organisation must lodge notification of any change of officers and office holders in the organisation.

On the 16th March 2018 we received notification that Gregory Hunt resigned from the position as District High School Representative due to work commitments. See attached email.

I declare that all information provided above is a correct statement of changes made to the records kept by the APF under Section S230 (1) (b) (c) and (d) of the Fair Work (Registered Organisations) Act 2009.

Should you have any queries please contact Joan Weston, Business Manager, on 0403 262 049.

Yours faithfully

Neil Spence
President – WA Branch



Australian Principals Federation
ABN: 19 687 105 636

APF

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401 Docklands Drive
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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, Peter Beckingham, being the Federal President of the Australian Principals Federation 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 23rd February 2018 the APF Western Australian Branch of the organisation changed address from- to :
8 Whittaker Crescent
Bullcreek WA 6149
to
106 Burswood Parade
Burswood WA 6100
 - A list of changes to postal addresses of persons holding offices in APF Western Australian Branch is attached to this declaration at Annexure A and forms part of this declaration.

Signed:

Dated: 19th March 2018

ANNEXURE A

- Changes to address of Office Holders in the APF Western Australia Branch of the organisation

First Name	Last Name	Occupation	Office	Sector	Address	City	Zip
Neil	Spence	Principal	President	Primary	106 Burswood Parade	Burswood	6100
Neil	Hunt	Principal	Vice President	Secondary	106 Burswood Parade	Burswood	6100
Chris	Partington	Principal	Treasurer	Primary	106 Burswood Parade	Burswood	6100
Lee	Cottrill	Principal	Secondary Executive	Secondary	106 Burswood Parade	Burswood	6100
Gregory	Hunt	Principal	District High Executive	District High	106 Burswood Parade	Burswood	6100
Peter	Beckingham	Principal	Primary Executive	Primary	106 Burswood Parade	Burswood	6100
First Name	Last Name	Occupation	Office	Sector	Address	City	Zip
Kya- Louise	Graves	Principal	Councillor	Secondary	106 Burswood Parade	Burswood	6100
Trevlyn	Giles	Principal	Councillor	Secondary	106 Burswood Parade	Burswood	6100
Leigh	Cottrill	Principal	Councillor	Secondary	106 Burswood Parade	Burswood	6100
Neil	Hunt	Principal	Councillor	Secondary	106 Burswood Parade	Burswood	6100
Micheal	Minson	Principal	Councillor	District High	106 Burswood Parade	Burswood	6100
Fiona	Gaze	Principal	Councillor	District High	106 Burswood Parade	Burswood	6100
Adrian	Lister	Principal	Councillor	District High	106 Burswood Parade	Burswood	6100
Gregory	Hunt	Principal	Councillor	District High	106 Burswood Parade	Burswood	6100
Bevan	Ripp	Principal	Councillor	Primary	106 Burswood Parade	Burswood	6100
Peter	Beckingham	Principal	Councillor	Primary	106 Burswood Parade	Burswood	6100
Chris	Partington	Principal	Councillor	Primary	106 Burswood Parade	Burswood	6100
Neil	Spence	Principal	Councillor	Primary	106 Burswood Parade	Burswood	6100



14 March 2018

Mr Peter Beckingham
apf@apf.net.au

Dear Mr Beckingham,

Declaration and information lodged under subsection 233(1) [Annual Return] for [AR2018/34]

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 5 February 2018 of your organisation's Annual Return and the amended Annual Return on 13 March 2018 which provides information under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The Annual Return has now been filed. Annual returns are publicly available on the website through [the List of Registered Organisations](#).

Notifications of Change

Any changes to these records must be notified to the ROC within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. It is encouraged to use this template if any changes occur.

The ROC will accept notifications of change from the relevant branches or from the national office. If the national office does NOT intend to file notifications of change, please ensure that all branches are aware of their continuing obligation and the requisite time frames regarding notifications of change.

If a branch lodges a notification of change with the ROC, the branch should also provide the information to the national body in order to ensure that the organisation is able to comply with its obligations under section 233 of the RO Act.

Yours faithfully

Andrea O'Halloran
Registered Organisations Commission

First Name	Last Name	Occupation	Office	Region	Sector	Address c/o	City	Zip
Julie	Podbury	Union Official	President	South Eastern	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Steve	Durkin	Principal	Vice President	South Western	Primary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
David	Finnerty	Principal	Treasurer	Statewide	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Vacant			Executive Secondary		Secondary			
Vacant			Executive Comprehensive		Comprehensive			
Andrew	Dalgleish	Principal	Executive Primary	South Western	Primary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
First Name	Last Name	Occupation	Office	Region	Sector	Address	City	Zip
Ian	Sloane	Principal	Councillor	North Eastern	Primary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Vacant			Councillor	North Eastern	Primary			
Philip	Rogers	Principal	Councillor	North Eastern	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Wendy	Powson	Principal	Councillor	North Eastern	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Vacant			Councillor	North Eastern	Comprehensive			
Loretta	Piazza	Principal	Councillor	North Western	Primary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Julie	Hommelhoff	Principal	Councillor	North Western	Primary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Vacant			Councillor	North Western	Secondary			3008
Vacant			Councillor	North Western	Secondary			
Vacant			Councillor	North Western	Comprehensive			
Kathie	Arnold	Principal	Councillor	South Eastern	Primary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Kevin	Mackay	Principal	Councillor	South Eastern	Primary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Mark	Moir	Principal	Councillor	South Eastern	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
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John	Mooney	Principal	Councillor	South Eastern	Comprehensive	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
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Rod	Kendall	Ass Principal	Councillor	South Western	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Meridith	Walker	Principal	Councillor	South Western	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Vacant			Councillor	South Western	Comprehensive			
David	Finnerty	Principal	Councillor	Statewide	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Henryk	Grossek	Principal	Councillor	Statewide	Primary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Vacant			Councillor	Statewide	Comprehensive			

First Name	Last Name	Occupation	Office	State	Sector	Address	City	Zip
Peter	Beckingham	Principal	President	WA	Primary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
David	Finnerty	Principal	Senior Vice President	Victoria	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
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Vacant			Councillor	Victoria	Primary			

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Chris	Partington	Principal	Councillor	Primary	8 Whittaker Crescent	Bullcreek	6149
Neil	Spence	Principal	Councillor	Primary	8 Whittaker Crescent	Bullcreek	6149



Australian Principals Federation

AUSTRALIAN PRINCIPALS FEDERATION OFFICES

<i>Victorian Branch Offices of the Australian Principals Federation</i>
<i>Victorian Branch Executive:</i>
<i>President</i>
<i>Vice President</i>
<i>Treasurer</i>
<i>Branch Executive Member Primary</i>
<i>Branch Executive Member Secondary</i>
<i>Branch Executive Comprehensive</i>
<i>Victorian Branch Council:</i>
<i>Statewide Primary</i>
<i>Statewide Secondary</i>
<i>Statewide Comprehensive</i>
<i>South Western Victoria Primary</i>
<i>South Western Victoria Secondary</i>
<i>South Western Victoria Comprehensive</i>
<i>North Western Victoria Primary</i>
<i>North Western Victoria Secondary</i>
<i>North Western Victoria Comprehensive</i>
<i>South Eastern Victoria Primary</i>
<i>South Eastern Victoria Secondary</i>
<i>South Eastern Victoria Comprehensive</i>
<i>North Eastern Victoria Primary</i>
<i>North Eastern Victoria Secondary</i>
<i>North Eastern Victoria Comprehensive</i>



Australian Principals Federation

Western Australian Branch Offices of the Australian Principals Federation
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Western Australian Branch Executive
--

<i>President</i>

<i>Vice President</i>

<i>Treasurer</i>

<i>Primary Executive member</i>

<i>Secondary Executive member</i>

<i>District High School Executive member</i>
--

Western Australian Branch Council
--

<i>Primary Sector Representative (four positions)</i>

<i>Secondary Sector Representative (four positions)</i>

<i>District High Sector Representative (four positions)</i>

Federal Office Offices of the Australian Principals Federation

Federal Executive

<i>President</i>

<i>Senior Vice President</i>

<i>Junior vice President</i>

<i>Treasurer</i>

Federal Council

<i>Victorian Primary Representative</i>

<i>Victorian Primary Representative</i>

<i>Victorian Secondary Representative</i>

<i>Victorian Secondary Representative</i>

<i>Western Australia Primary Representative</i>

<i>Western Australia Primary Representative</i>

<i>Western Australia Secondary Representative</i>



Australian Principals Federation

ABN: 57 322 696 251

APF

Suite 1315A
401 Docklands Drive
Docklands Vic 3008
Tel: 03 8566 7627
Fax: 03 8566 7630
Email: apf@apf.net.au

PO Box 3496
Success WA 6964
Tel: 0403 262049
Email: info@pfa.org.au

Registered Organisations Commissioner
Level 4,
414 Latrobe Street,
Melbourne Vic 3000

Dear Sir,

ANNUAL RETURN OF INFORMATION of the Australian Principals Federation in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009

I, Peter Beckingham, being the Federal President of the Australian Principals Federation declare the following:

1. I am authorised to make this declaration
2. That the register of members of the APF has, during the immediately preceding calendar year, been kept and maintained as required by s 230(1)(a) and s.230(2) of the Fair Work (Registered Organisations) Act 2009 (the Act)
3. The following information is a correct statement of information contained in the records required to be kept by the organisation in accordance with s.230 (1)(b),(c), and (d) of the Act.
4. The registered office of the organisation is located at:

APF
Suite 1315A
401 Docklands Drive
Docklands Vic 3008

5. The name and address of each branch of the APF are:

APF Victorian Branch
Suite 1315A
401 Docklands Drive
Docklands Vic 3008

APF Western Australian Branch
8 Whittaker Crescent
Bullcreek WA 6149

6. List of Offices of the APF

7. List of the names, postal addresses and occupations of the persons holding the above offices in the APF
8. There are no new branches in the APF which have commenced operation in the last 12 month.
9. There are no old branches which have ceased operation in the last 12 months.
10. The WA APF has entered into a joint membership agreement with the Principal Federation of Western Australia. As of December 2014 The Principal Federation of Western Australia is registered with the Industrial Relations Commission of Western Australia and as such is a State Union.
11. At 31 December 2017, there were 1151 members of the APF.
12. Under the Rules of the APF elections will be held in 2018 for insufficient nomination following the elections of 2016 and 2017 for the Victorian Branch and Federal Office.

Victorian Branch

Councillor	Statewide	Comprehensive
Councillor	North Eastern	Comprehensive
Councillor	South Western	Comprehensive
Councillor	North Western	Comprehensive
Councillor	North Eastern	Primary
Councillor	North Western X 2	Secondary
Executive		Comprehensive

Federal Office

Councillor	Victoria	Primary
Councillor	Victoria	Primary

An election to be held in 2018 for the Victorian Branch Committee of Management Executive Secondary as resulted of a Casual Vacancy under Rule 47(23)(a). Resignation of Christopher Eeles as advised on 12th February 2018. See attached.

Executive		Secondary
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I declare that all information provided above and in the attached records is correct.

Yours sincerely,

Peter Beckingham
APF Federal President
13th March 2018



14 March 2018

Mr Peter Beckingham
apf@apf.net.au

Cc: astefani@apf.net.au

Dear Mr Beckingham,

Notification of changes made to records [AR2018/34]

I acknowledge receipt of a Notification of Change to the office holders of the Australian Principals Federation.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
12 February 2018	Victorian	Resignation of Christopher Eeles from position as Secondary Representative – South Western Region and Executive Member Secondary representative	Yes

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe.

Thank you for your correspondence.

Yours faithfully,

Andrea O'Halloran
Registered Organisations Commission



Australian Principals Federation
ABN: 57 322 696 251

APF

Suite 1315A
401 Docklands Drive
Docklands Vic 3008
Tel: 03 8566 7627
Fax: 03 8566 7630
Email: apf@apf.net.au

Victorian Branch

12th February 2018

The General Manager
ROC
414 Latrobe Street,
Melbourne Victoria 3000

Dear Sir,

Re: Australian Principals Federation – Victorian Branch
Notification of change (S233 (2) of the Act)

Section 233 (2) of the Fair Work (Registered Organizations) Act 2009 requires that an organisation must lodge notification of any change of officers and office holders in the organisation.

On the 12th February 2018 we received notification that Christopher Eeles resigned from the position as Secondary Representative – South Western Victoria Region and Executive Member Secondary representative due to work commitments.

I declare that all information provided above is a correct statement of changes made to the records kept by the APF under by s230 (1) (b) (c) and (d) of the Fair Work (Registered Organizations) Act 2009.

Should you have any queries please contact Angela Stefani Executive Officer on 03 8566 7627.

Yours truly,

Julie Podbury
President – Victorian Branch

First Name	Last Name	Occupation	Office	State	Sector	Address	City	Zip
Peter	Beckingham	Principal	President	WA	Primary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
David	Finnerty	Principal	Senior Vice President	Victoria	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Rod	Kendall	Principal	Junior Vice President	Victoria	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Bev	Ripp	Principal	Treasurer	WA	Primary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
First Name	Last Name	Occupation	Office	State	Sector	Address	City	Zip
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Leigh	Cottrill	Principal	Councillor	WA	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Rod	Kendall	Ass Principal	Councillor	Victoria	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
David	Finnerty	Principal	Councillor	Victoria	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Peter	Beckingham	Principal	Councillor	WA	Primary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Vacant			Councillor	Victoria	Primary			
Vacant			Councillor	Victoria	Primary			

First Name	Last Name	Occupation	Office	Region	Sector	Address c/o	City	Zip
Julie	Podbury	Union Official	President	South Eastern	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Steve	Durkin	Principal	Vice President	South Western	Primary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
David	Finnerty	Principal	Treasurer	Statewide	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Chris	Eeles	Principal	Executive Secondary	North Western	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Vacant			Executive Comprehensive		Comprehensive			
Andrew	Dalgleish	Principal	Executive Primary	South Western	Primary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
First Name	Last Name	Occupation	Office	Region	Sector	Address	City	Zip
Ian	Sloane	Principal	Councillor	North Eastern	Primary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Vacant			Councillor	North Eastern	Primary			
Philip	Rogers	Principal	Councillor	North Eastern	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Wendy	Powson	Principal	Councillor	North Eastern	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Vacant			Councillor	North Eastern	Comprehensive			
Loretta	Piazza	Principal	Councillor	North Western	Primary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Julie	Hommelhoff	Principal	Councillor	North Western	Primary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Christopher	Eeles	Principal	Councillor	North Western	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Vacant			Councillor	North Western	Secondary			
Vacant			Councillor	North Western	Comprehensive			
Kathie	Arnold	Principal	Councillor	South Eastern	Primary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Kevin	Mackay	Principal	Councillor	South Eastern	Primary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
Mark	Moir	Principal	Councillor	South Eastern	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
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John	Mooney	Principal	Councillor	South Eastern	Comprehensive	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
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Rod	Kendall	Ass Principal	Councillor	South Western	Secondary	Suite 1315A, 401 Docklands Drive	DOCKLANDS	3008
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First Name	Last Name	Occupation	Office	Sector	Address	City	Zip
Neil	Spence	Principal	President	Primary	8 Whittaker Crescent	Bullcreek	6149
Neil	Hunt	Principal	Vice President	Secondary	8 Whittaker Crescent	Bullcreek	6149
Chris	Partington	Principal	Treasurer	Primary	8 Whittaker Crescent	Bullcreek	6149
Lee	Cottrill	Principal	Secondary Executive	Secondary	8 Whittaker Crescent	Bullcreek	6149
Gregory	Hunt	Principal	District High Executive	District High	8 Whittaker Crescent	Bullcreek	6149
Peter	Beckingham	Principal	Primary Executive	Primary	8 Whittaker Crescent	Bullcreek	6149
First Name	Last Name	Occupation	Office	Sector	Address	City	Zip
Kya- Louise	Graves	Principal	Councillor	Secondary	8 Whittaker Crescent	Bullcreek	6149
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Australian Principals Federation

AUSTRALIAN PRINCIPALS FEDERATION OFFICES

<i>Victorian Branch Offices of the Australian Principals Federation</i>
<i>Victorian Branch Executive:</i>
<i>President</i>
<i>Vice President</i>
<i>Treasurer</i>
<i>Branch Executive Member Primary</i>
<i>Branch Executive Member Secondary</i>
<i>Branch Executive Comprehensive</i>
<i>Victorian Branch Council:</i>
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<i>North Eastern Victoria Primary</i>
<i>North Eastern Victoria Secondary</i>
<i>North Eastern Victoria Comprehensive</i>



Australian Principals Federation

Western Australian Branch Offices of the Australian Principals Federation
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Western Australian Branch Executive
--

<i>President</i>

<i>Vice President</i>

<i>Treasurer</i>

<i>Primary Executive member</i>

<i>Secondary Executive member</i>

<i>District High School Executive member</i>
--

Western Australian Branch Council
--

<i>Primary Sector Representative (four positions)</i>

<i>Secondary Sector Representative (four positions)</i>

<i>District High Sector Representative (four positions)</i>

Federal Office Offices of the Australian Principals Federation

Federal Executive

<i>President</i>

<i>Senior Vice President</i>

<i>Junior vice President</i>

<i>Treasurer</i>

Federal Council

<i>Victorian Primary Representative</i>

<i>Victorian Primary Representative</i>

<i>Victorian Secondary Representative</i>

<i>Victorian Secondary Representative</i>

<i>Western Australia Primary Representative</i>

<i>Western Australia Primary Representative</i>

<i>Western Australia Secondary Representative</i>



Australian Principals Federation

ABN: 57 322 696 251

APF

Suite 1315A
401 Docklands Drive
Docklands Vic 3008
Tel: 03 8566 7627
Fax: 03 8566 7630
Email: apf@apf.net.au

PO Box 3496
Success WA 6964
Tel: 0403 262049
Email: info@pfwa.org.au

The General Manager
Fair Work Australia
11 Exhibition Street
Melbourne Vic 3001

Dear Sir,

Australian Principals Federation- Annual Return of Information for 2016

I, Peter Beckingham, being the Federal President of the Australian Principals Federation declare the following:

1. I am authorised to make this declaration
2. That the register of members of the APF has, during the immediately preceding calendar year, been kept and maintained as required by s 230(1)(a) and s.230(2) of the Fair Work (Registered Organisations) Act 2009 (the Act)
3. The following information is a correct statement of information contained in the records required to be kept by the organisation in accordance with s.230(1)(b),(c), and (d) of the Act.
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Docklands Vic 3008

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8 Whittaker Crescent
Bullcreek WA 6149

6. List of Offices of the APF
7. List of the names, postal addresses and occupations of the persons holding the above offices in the APF

8. There are no new branches in the APF which have commenced operation in the last 12 month.
9. There are no old branches which have ceased operation in the last 12 months.
10. The WA APF has entered into a joint membership agreement with the Principal Federation of Western Australia. As of December 2014 The Principal Federation of Western Australia is registered with the Industrial Relations Commission of Western Australia and as such is a State Union.
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12. Under the Rules of the APF elections will be held in 2018 for insufficient nomination following the elections of 2016 and 2017 for the Victorian Branch and Federal Office.

Victorian Branch

Councillor	Statewide	Comprehensive
Councillor	North Eastern	Comprehensive
Councillor	South Western	Comprehensive
Councillor	North Western	Comprehensive
Councillor	North Eastern	Primary
Councillor	North Western	Secondary

Federal Office

Councillor	Victoria	Primary
Councillor	Victoria	Primary

I declare that all information provided above and in the attached records is correct.

Yours sincerely,

Peter Beckingham
 APF Federal President
 5th February 2017



1 February 2018

Ms Angela Stefani
Executive Officer
Australian Principals Federation

Sent via email: apf@apf.net.au

Dear Ms Stefani,

**Australian Principals Federation
Annual Return of Information for 2018 [AR2018/34]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2018 in respect of the Australian Principals Federation by **31 March 2018**.

What must be lodged?

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* (the RO Act) must be lodged with the Registered Organisations Commission (the Commission). The matters to be included in the declaration are set out in the attached checklist.

In maintaining the register of members, your attention is drawn to the circumstances where membership ceases to exist (s.230(2)(b) and s.171A of the RO Act).

Once an Annual Return has been lodged, a copy will be posted on our website at [List of Registered Organisations](#). Therefore, to protect the privacy of the relevant office holders listed in the declarations, it is recommended that officers list their official mailing address rather than personal home address.

Who must sign the declaration?

The declaration must be signed by the Secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (other prescribed officer). A declaration signed by a non-elected person does not meet this requirement.

Who lodges the Annual Return of information?

Section 233 places the onus of lodgement on the organisation and not on each individual branch. It is therefore the national body that is obliged to collate and lodge all of the required information. Annual Return templates are available on the Commission website at [Registered Organisations fact sheets](#), one for an [organisation with branches](#) and one for an [organisation without branches](#).

What happens if the information changes?

The Secretary, or other prescribed officer, must notify the Commission within 35 days of any changes to such records that may occur throughout the year.

Failure to comply with these obligations is subject to a civil penalty provision (up to \$63,000 for a body corporate and \$12,600 for an individual per contravention), under s.305 of the RO Act.

Please do not hesitate to contact the Commission by phone on 1300 341 665 or by e-mail at regorgs@roc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours faithfully,



Sam Gallichio
Adviser
Registered Organisations Commission

Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the RO Regulations).

A copy of each of the following records must be lodged with the Fair Work Commission (the Commission) between 1 January and 31 March each year. They must be certified by a declaration stating that it is a correct statement of the information contained in that record, signed by the Secretary or such other elected official who is required under the rules, or by resolution of the organisation, to keep the relevant records (**other prescribed officer** see r.150 of the RO Regulations).

Failure to comply with these obligations is subject to a civil penalty provision – see s.305 of the RO Act.

Requirement	Details of requirement
Maintenance of Register of Members	A declaration by the Secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss.230(1)(a) and (2) [s.233(1)(a)] Note: In maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.
List of Offices	A list of the offices in the organisation and each branch (note the definition of office and officer in ss.6 and 9) [s.230(1)(b)]
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of office and officer in ss.6 and 9) [s.230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s.230(1)(d) and r.147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s.230(1)(d) and r.147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s.230(1)(d) and r.147(c)]
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch [s.230(1)(d) and r.147(d)]
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation . [s.230(1)(d) and r.147(e)] Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
Statement concerning number of members	A record of the number of members on 31 December in the previous year; and If the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act,- a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s.150 of the RO Act. [s.230(1)(d) and rr.147(f) and (g)]

Obligation to notify of changes within 35 days

If there are any changes during the year to the offices, officeholders, branches (where relevant) or the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with the Commission, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [RO Act s.233(2) and RO Regulations r.151 refer].