



4 December 2015

Ms Julie Podbury
Vice President
Australian Principals Federation

apf@apf.net.au

Dear Ms Podbury,

Reminder of actions required when persons elected to office

The Australian Electoral Commission has provided the Commission a declaration of results for the election [E2015/176]. This letter is a reminder of certain obligations imposed on organisations and persons elected to office.

Section 154D(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires the rules of organisations (and branches of organisations) to require each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which should be provided for in your organisation's rules.

Also, section 233(2) of the RO Act requires that an organisation must notify the Fair Work Commission (the Commission) within 35 days of any changes to the holders of office in the organisation. If the election has resulted in any changes to the holders of office, the Australian Principals Federation-Victorian Branch must notify the Commission of these changes. In particular, please advise:

1. Person(s) who have ceased to hold office:
 - the name of the office vacated;
 - the date of the change of office holder; and
 - the name of the person vacating the office.
2. Person(s) who have commenced to hold office:
 - the name of the office now held;
 - the date of the change of office holder;
 - the name of the person now holding the office;
 - the postal address of the person (generally the postal address of the organisation); and
 - the occupation of the person now holding the office.

The notification must include a declaration by the Secretary (or other prescribed officer) that the information is a correct statement of the changes made. I have attached a template notification of changes which may assist you. If any change does not apply until a specific date, you don't need to notify until then (e.g. AGM, 1 January, 2nd Monday in March). If you have already lodged this information, please disregard this reminder.

Regards

Debbie Ball
Regulatory Compliance Branch

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, [NAME], being the [OFFICER] of the [ORGANISATION NAME], declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:

[delete all that do not apply]

- On [DATE] the address of the organisation changed to [STREET ADDRESS].¹
- On [DATE] the name and/or address of a branch[es] of the organisation changed to:²
 1. [include OLD name and address and NEW name and address of every branch that has changed]
 2. ...
- A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.
- On [DATE] the following branch[es]:³
 - COMMENCED/CEASED operation:
 1. [include name of each new branch]
 2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to orgs@fwc.gov.au.]

¹ s.230(1)(d); reg.147(d)

² s.230(1)(d); reg.147(a) & (d)

³ s.230(1)(d); reg.147(b) & (c)

ANNEXURE A

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

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Reason for change	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
<i>National</i>	<i>1.1.2014</i>	<i>Secretary</i>	<i>Full Name</i>	<i>Retiring</i>	<i>Full Name</i>	<i>c/- the Registered Organisation, postal address of Registered Organisation</i>	<i>Paid official</i>
	<i>25.12.2013</i>	<i>President</i>	<i>vacant</i>	<i>Scheduled Election</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
...							
<i>NSW</i>	<i>1.1.2014 (resigned) 7.1.2014 (appointed)</i>	<i>President</i>	<i>Full Name</i>	<i>Resignation</i>	<i>Full Name</i>	<i>c/- the Branch, postal address of the Branch</i>	<i>mechanic</i>
		<i>Committee of Management Member</i>	<i>Full Name</i>	<i>Scheduled Election</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
		<i>Treasurer</i>	<i>Full Name</i>	<i>Scheduled Election</i>	<i>vacant</i>	<i>vacant</i>	<i>vacant</i>
...							

Ms Angela Stefani
Executive Officer
Australian Principals Federation
Suite 1515A
401 Docklands Drive
DOCKLANDS VIC 3008

**Post Election Report For: Australian Principals Federation
Victorian Branch
Election E2015/176 and E2015/179**

I refer to the above election for your organisation.

Section 197(1) of Schedule 1 of the Fair Work (Registered Organisations) Act 2009 requires the AEC to provide a written report on the conduct of the election to the Fair Work Commission and to the organisation or branch for whom the election was conducted. A copy of the report in relation to this election is attached.

Section 198 of Schedule 1 requires that if an organisation or branch is given a post election report under section 197 that identifies a rule that was difficult to interpret or apply, the organisation or branch must, within 30 days, give a written response to the AEC on that aspect of the report. The response must specify whether the organisation or branch intends to take any action in relation to the rule, and if so, what action it intends to take.

If the attached Report identifies a rule that was difficult to interpret or apply, you should forward your response to the AEC by email to 'industrial.elections@aec.gov.au' within thirty days of the date of the report.

Section 198 and the regulations also require an organisation to make the post election report and the organisation's response to the report (if applicable) available to members.

Further, Regulation 141(4) of the Fair Work (Registered Organisations) Act 2009 requires an organisation or branch to publish a notice on its web site advising members that a copy of the post election report is available upon request. If a website is not available, publishing a notice in a journal or newsletter would be considered appropriate.

Please contact me if you wish to clarify any aspect of this report.

Michael Pryor
Returning Officer

20 July 2015

Fair Work (Registered Organisations) Act 2009

POST ELECTION REPORT

**Australian Principals Federation
Victorian Branch**

ELECTION/S COVERED IN THIS REPORT

Election Decision No/s: E2015/176 and E2015/179

RULES

Rules used for the election: [300V: Incorporates alterations of 01/01/14 determined on 12/12/13] [R2013/389] (replaces rule book dated 03/09/2007 R2007/307)

Rules difficult to apply/interpret: None

Model Rule reference (if any): N/A

ROLL OF VOTERS

Total number of voters on the Roll: No ballot required

Number of apparent workplace addresses: Nil

Number of non-current addresses: Nil

Other matters pertaining to the roll of voters: Nil

IRREGULARITIES

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

Other irregularities identified, and action taken: Nil

ATTACHMENTS

Declaration of results

Michael Pryor
Returning Officer
20 July 2015

Australian Principals Federation

Victorian Branch

Declaration of Results

E2015/176 and E2015/179

Below are the results of the election for the following offices, conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation.

Branch President

Candidates

PODBURY, Julie Ann

I declare Julie Podbury elected.

Branch Treasurer

Candidates

MOIR, Mark Wayne

I declare Mark Moir elected.



Michael Pryor
Returning Officer
20 July 2015



DECISION

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

Australian Principals Federation
(E2015/176)

MR ENRIGHT

MELBOURNE, 5 JUNE 2015

Arrangement for conduct of election.

[1] On 26 May 2015 the Victorian Branch of the Australian Principals Federation lodged with the Fair Work Commission the prescribed information in relation to an election to fill a casual vacancy in the following office:

Branch President

[2] I am satisfied that an election for the abovenamed office 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 GENERAL MANAGER

Printed by authority of the Commonwealth Government Printer

<Price code A, PR568078>



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

440 Vincent Street West
Leederville WA 5007
Phone: 08 6380 2344
Fax: 08 6380 2955
Email: apf@apf.net.au

Victorian Branch

25th May 2015

Prescribed Information for Election – Sec 189 (1) – *Fair Work (Registered Organisations) Regulations 2009*

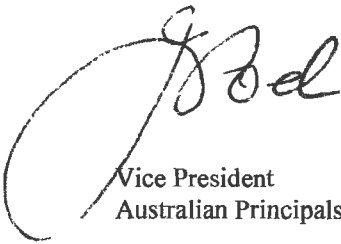
In light of previous correspondence on the matter the Australian Principals Federation Victorian Branch seeks an extension of time for Prescribed Information under Section 189 until now to fill the casual vacancies of President of the Australian Principals Federation - Victorian Branch.

I, Julie Podbury, Vice President of the Australian Principals Federation Victorian Branch make the following statement:

I am the Vice President of the Australian Principals' Federation Victoria Branch.

I am authorized to lodge the following prescribed information concerning a forthcoming election of the Australian Principals' Federation.

I confirm that the following information is being lodged under subsection 189 (1) of the Fair Work (Registered Organizations) Act 2009.



Vice President
Australian Principals Federation -Victorian Branch

Pursuant to Regulation 138 Prescribed Information for election, Fair Work (Registered Organisations) Regulations 2009, the following is provided:

(a) The name of each office or position for which an election is required;

Victorian Branch Council – Executive Only

1. President - vacancy arising from the resignation of Chris Cotching from the President's position on 28th January 2015 as advised on letter dated 5th March 2015. (Attached)

Elected by

Branch Electoral College of Australian Principals Federation – Victorian Branch

Voting System

Collegiate System

Nominations Open

At the next scheduled Council Meeting in consultation with the AEC.

A handwritten signature or set of initials, possibly 'M. J.', written in black ink. The signature is slanted and appears to be a cursive or semi-cursive style.