



15 September 2017

Mr Neil Spence
Branch President
Western Australian Branch
Australian Principals Federation
apf@apf.net.au

Dear Mr Spence,

CC: A. Stefani, Branch Executive Officer

Reminder of actions required when persons elected to office

The Australian Electoral Commission has provided the Registered Organisations Commission (the ROC) a declaration of results for the election of the uncontested office for the Western Australian Branch [E2017/142]. This letter is a reminder of certain obligations imposed on organisations and on persons elected to office.

A notice must be published on the organisation's website

The organisation or branch must publish on its website a notice that a copy of the report is available from the organisation, branch or the AEC on request. The notice must be kept on the website for a period of at least 3 months (see regulation 141 of the Fair Work (Registered Organisations) Regulations 2009).

Holders of office required to undertake approved training

Section 293K of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe. Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are provided for in the RO Act.

Organisation must notify the Commission of changes

Also, section 233(2) of the RO Act requires that an organisation must notify the Commission **within 35 days of any changes** to the holders of office in the organisation. **If there are no changes a notification is not required.** If the election has resulted in **any changes** to the holders of office, the Australian Principals Federation-Western Australian Branch must notify the Commission of these changes. In particular, please advise:

1. Person(s) who have ceased to hold office:
 - the name of the office vacated;
 - the date of the change of office holder; and
 - the name of the person vacating the office.

2. Person(s) who have commenced to hold office:
 - the name of the office now held;
 - the date of the change of office holder;

- the name of the person now holding the office;
- the postal address of the person (generally the postal address of the organisation); and
- the occupation of the person now holding the office.

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

Regards

Carolyn Moloney
Registered Organisations Commission

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

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

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

[delete all that do not apply]

- On [DATE] the address of the organisation changed to [STREET ADDRESS].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 operation:
 1. *[include name of each new branch]*
 2. ...
 - CEASED operation:
 1. *[include name of each closed branch]*

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)

2. ...

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]

Dated: [DATE]

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within **35 days** of the change. It can be submitted to regorgs@roc.gov.au.]*

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	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
<i>National</i>	<i>1.1.2014</i>	<i>Secretary</i>	<i>Full Name</i>	<i>Full Name</i>	<i>c/- the Registered Organisation, postal address of Registered Organisation</i>	<i>Paid official</i>
	<i>25.12.2013</i>	<i>President</i>	<i>vacant</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
<i>...</i>						
<i>NSW</i>	<i>1.1.2014 (resigned) 7.1.2014 (appointed)</i>	<i>President</i>	<i>Full Name</i>	<i>Full Name</i>	<i>c/- the Branch, postal address of the Branch</i>	<i>mechanic</i>
		<i>Committee of Management Member</i>	<i>Full Name</i>	<i>Full Name</i>	<i>As above</i>	<i>mechanic</i>
		<i>Treasurer</i>	<i>Full Name</i>	<i>vacant</i>	<i>vacant</i>	<i>vacant</i>
<i>...</i>						

11 August 2017

Post-election Report

**Australian Principals Federation Western
Australian Branch Vacancy Election E2017/142**

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Election(s) Covered in this Report

Election Decision No/s: E2017/142

Rules

Rules used for the election:	[300V: Incorporates alterations of 4 June 2017 [R2017/49] (replaces rulebook dated 24 June 2016 [R2016/107])
Rules difficult to apply/interpret:	None
Module Rule reference (if any)	N/A

Roll of Voters

The Roll of Voters was used to obtain the addresses of eligible members to allow the posting to members of the election notice and nomination form. As there was not a contest no further use was made of the Roll of Voters.

Irregularities

Details of written allegations of irregularities, and action taken by AEC: N/A

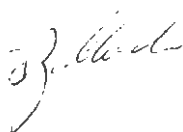
Other irregularities identified, and action taken: N/A

Other Matters

N/A

Attachments

- 1) Declaration of results for Uncontested Offices.



Simon Bulloch
Returning Officer

11 August 2017

**Australian Principals Federation
Western Australian Branch
Vacancy Election**

Declaration of Results for Uncontested Offices

E2017/142

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 Councillor from the District High School Sector

Candidates

MINSON, Michael

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



Simon Bulloch
Returning Officer

11 August 2017



Copy of Signed Decision

Title of Matter: Application/Notification by Australian Principals Federation-Western Australian Branch
Section: s.189(1) RO Act - Notification of elections for office - Casual vacancy or insufficient nominations
Subject: Branch Councillor - District High School Sector (1)
Matter Number(s): E2017/142

A copy of the Commissioner's decision is attached for your information.

The relevant rulebook can be accessed via the Fair Work Commission's [website](#).

Dear Australian Principals Federation-Western Australian Branch,

Section 233(2) of the *Fair Work (Registered Organisations) Act 2009* requires details of changes to an organisation's records to be declared to the Registered Organisations Commission. This includes changes to officers as a result of elections. Changes must be declared within 35 days and a template is available from the [website](#).

Dear Australian Electoral Commissioner via the Electoral Officer,

Under subsection 189 of the *Fair Work (Registered Organisations) Act 2009*, please arrange for the conduct of the above election.

Contact: Mr Neil Spence of the organisation, as per the prescribed information.

Please send any declaration(s) and post election report to the Registered Organisations Commission at regorgs@roc.gov.au.

Inquiries:

Any inquiries relating to this matter are to be directed to Carolyn Moloney through regorgs@roc.gov.au.

6 JULY 2017



DECISION

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

Australian Principals Federation
(E2017/142)

MR ENRIGHT

MELBOURNE, 6 JULY 2017

Arrangement for conduct of election.

[1] On 24 May 2017 the Western Australian Branch of the Australian Principals Federation lodged with the Registered Organisations Commission prescribed information for an election to fill the following office, due to insufficient nominations received in a previous election (**E2017/35**):

Branch Councillor from the District High School Sector (1)

[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 COMMISSIONER

From: HIBBERD,Christine
Sent: Monday, 29 May 2017 11:11 AM
To: 'industrial.elections@aec.gov.au'
Subject: Copy of Prescribed Information [SEC=UNCLASSIFIED]
Attachments: APF WA Prescribed Information for Election.pdf



Australian Government
Registered Organisations Commission

Copy of Prescribed Information

Title of Matter: Application/Notification by Australia Principals Federation – Western Australian Branch
Section: s.189(1) RO Act - Notification of elections for office
Subject: Branch Councillor District High School Sector (1)
Matter Number(s): E2017/142

Attn: Electoral Officer

A copy of the Prescribed Information in relation to the above matter is attached for your information.

The election decision will be forwarded to your office in due course.

Inquiries:

Any inquiries relating to this are to be directed to: regorgs@roc.gov.au

29 May 2017

Christine Hibberd
Administrator
Registered Organisations Commission

Tel: 1300 341 665
regorgs@roc.gov.au

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Australian Government
Registered Organisations Commission

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

I, Neil Spence, President of the Australian Principals Federation (Western Australian Branch) make the following statement:

- I am the President of the Australian Principals Federation (Western Australian Branch).
- I am authorised to lodge the following prescribed information concerning a forthcoming election of the Australian Principals Federation (Western Australian Branch).
- I confirm that the following information is being lodged under subsection 189(1) of the Fair Work (Registered Organisations) Act 2009.

President
Western Australian Branch
24 May 2017

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

The name of each office or position for which an election is required:

Western Australian Branch Council

Branch Councillor from the District High School Sector, 1 (one) position.

The reason for the election is:

1. Casual vacancy arising from no nominations having been received at the close of nominations for the Victorian State Branch Council by 12th August 2016. Consistent with Australian Principals Federation Rule 47 (23) (b) where the unexpired portion of a vacant term of office is greater than 12 months the vacancy shall be filled by election. Since the Term of office for each of the above expires 31st December 2019 Rule 47 (23) (b) applies. (See Declaration of Results dated 19th September 2016 by the AEC attached).

Elected by

The financial members of the Australian Principals Federation (Western Australian Branch) from the District High School sector.

In respect of the Western Australian Branch Offices the kind of voting system to be used in the conduct of the election is a direct voting system.

