



23 November 2015

Ms Patricia Ellis
Federal Secretary
Australian Property Services Association
trish.ellis@myapsa.com.au

Dear Ms Ellis,

Notification of changes made to records [AR2015/125]

I acknowledge receipt of a Notification of Change to Office Holders – Federal Councillors dated 11 May 2015 and Federal Officers dated 6 July 2015 of the Australian Property Services Association.

This information was lodged with the Fair Work Commission (the Commission) on 18 May 2015 and 2 August 2015 in accordance with s.233(2) of the *Fair Work (Registered Organisations) Act 2009* (the Act). Our records have been updated accordingly. The document can be viewed on the Commission Website through the list of Registered Organisations - <http://www.fwc.gov.au/index.cfm?pagename=regorgslist>

Please note that the Act requires that a notification of change must be lodged within 35 days of the change occurring. The notification indicates that changes occurred more than 35 days prior to its lodgement. Please ensure that future notifications of change are lodged within 35 days of the change occurring.

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.

Thank you for the notification.

Yours sincerely,

Debbie Ball

Debbie Ball
Regulatory Compliance Branch

AUSTRALIAN PROPERTY SERVICES ASSOCIATION

I, Patricia Ellis Secretary, certify that the accompanying list contains the names of all members of the Executive Federal Council of the Australian Property Services Association as at 30 June 2015.

These are the results of an election declared on 2 June 2015.

Patricia Ellis

Secretary

06th July 2015

**Australian Property Services Association
Federal Executive E2015/91**

Declaration of Results for Uncontested Offices

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.

Federal Executive

Federal President

Candidates

QUINTNER, Anthony David

Federal Vice-Presidents (2)

Candidates

DUKE, Desmond

No further nomination was accepted

Federal Secretary

Candidates

ELLIS, Patricia

Federal Assistant Secretary/Treasurer

Candidates

HUNTLY, Allan Ross McKenzie

I declare the above candidates elected unopposed.



Neil Kean
Returning Officer

4 June 2015

MOUTEVELIS, Michael

From: Trish Ellis [Trish.Ellis@myapsa.com.au]
Sent: Monday, 11 May 2015 12:35 PM
To: Orgs
Subject: APSA committee
Attachments: declaration of councillors APSA May 2015.pdf
Categories: RIA

Good Morning,

Please find attached change in councillors which has come about following election results on 7th May 2015

Kind Regards,

Trish Ellis LREA
Acting Secretary
Australian Property Services Australia
trish.ellis@myapsa.com.au

AUSTRALIAN PROPERTY SERVICES ASSOCIATION

I, Patricia Ellis Acting Secretary, certify that the accompanying list contains the names, postal addresses and email address of all members of the Federal Council of the Australian Property Services Association as at 11 May 2015.

These are the results of an election declared on 7 May 2015.



Patricia Ellis

Acting Secretary

11 May 2015

AUSTRALIAN PROPERTY SERVICES ASSOCIATION FEDERAL BRANCH

(S230(1)(C))

List of Committee as at 7 May 2015

Desmond Duke
desduke41@gmail.com

[REDACTED]
[REDACTED]

Anthony Quintner
quintner@yahoo.com

[REDACTED]
[REDACTED]

Patricia Ellis
trish.ellis@myapsa.com.au

[REDACTED]
[REDACTED]

Allan Huntley
allan@allanhuntley.com.au

[REDACTED]
[REDACTED]

Adam Silva
adam@silverone.com.au

[REDACTED]
[REDACTED]

Robert Bell
robert@briw.com.au

[REDACTED]
[REDACTED]

Leanne Turner
lea.turner@fairfaxmedia.com.au

[REDACTED]
[REDACTED]

Jim Voulgaris
jim_voulgaris@hotmail.com

[REDACTED]
[REDACTED]

Graeme Palmer
graeme@realwaycaloundra.com

[REDACTED]
[REDACTED]

Gary Barrett
garyb@patbarrettrealty.com.au

[REDACTED]
[REDACTED]

Thomas French
tom.french@myapsa.com.au

[REDACTED]
[REDACTED]

Cara Bergmann
cara.bergmann@raywhite.com

[REDACTED]
[REDACTED]



31 March 2015

Ms Patricia Ellis
Secretary
Australian Property Services Association

Email: trish.ellis@myapsa.com.au

Dear Ms Ellis,

Annual Return of Information for 2015 [AR2015/125]

I acknowledge receipt on 6 March 2015 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The documents lodged cover the required information for the 2015 Annual Return of Information of Australian Property Services Association.

The documents have been filed and can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/index.cfm?pagename=regorgslist>

Notifications of Change

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

AND IF THE ORGANISATION HAS BRANCHES

The Commission will accept notifications of change from the relevant branches or from the national office. If the national office of Australian Property Services Association 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 Commission, 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(1) of the RO Act.

Yours sincerely

Michael Moutevelis
Regulatory Compliance Branch

DECLARATION BY PRESCRIBED OFFICER

I, Patricia Ellis, Secretary Australian Property Services Association declare that:

I declare that the information contained in the Annual Returns for the Australian Property Services Association are true and correct to the best of my knowledge and belief.



Patricia Ellis

Secretary

11th March 2015

STATEMENT BY DESIGNATED OFFICER

ANNUAL RETURN INFORMATION FOR 2015 (AR2015/125)

I, Patricia Ellis, being the Federal Secretary of the Australian Property Services Association make the following statement.

I am the Federal Secretary of the Australian Property Services Association, Suite 1.10, 29-31 Lexington Drive Bella Vista NSW 2153. [PO Box 8269 Baulkham Hills NSW 2153].

- **MAINTENANCE OF REGISTER OF MEMBERS**

I declare that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss230(1)(a) and (2) - [s233(1)(a)].

- **LIST OF OFFICES** [s230(1)(b)]

President
Vice President
Secretary
Assistant Secretary
Treasurer (2)
Councillors (6)

- **LIST OF BRANCHES** [s230(1)(d) and r.147(a)]

Australian Property Services Association, New South Wales Branch

Australian Property Services Association, Queensland Branch

Australian Property Services Association National Branch

- **NEW BRANCHES** [s230(1)(d) and r.147(b)]

There were no new branches of APSA during the previous 12 months

- **OLD BRANCHES** [s230(1)(d) and r.147(c)]

There were no old branches of APSA during the previous 12 months.

- **ADDRESSES OF ORGANISATION AND BRANCHES** [s230(1)(d) and r.147(d)]

Australian Property Services Association Federal Branch, Suite 1.10, 29-31 Lexington Drive
Bella Vista NSW 2153

Australian Property Services Association, New South Wales Branch, Suite 1.10, 29-31
Lexington Drive Bella Vista NSW 2153

Australian Property Services Association Queensland Branch, Suite 15, 2962 Logan Road,
Underwood Queensland 4119

Australian Property Services Association National Branch, Suite 1.10, 29-31 Lexington Drive
Bella Vista NSW 2153.

- **ELECTIONS IN ORGANISATION AND BRANCHES** [s230(1)(d) and r.147(e)]

An approval for an election of APSA was obtained on 6th March 2015

- **STATEMENT CONCERNING NUMBER OF MEMBERS** [s230(1)(d) and rr147(f) and (g)]

The number of members of the Association as at 31st December 2014 was 319 and the Association did not enter into any agreement with a State union under s.151(1) of the RO Act.

Patricia Ellis
Federal Secretary
Australian Property Services Association
11th March 2015.

LIST OF OFFICER HOLDERS

AUSTRALIAN PROPERTY SERVICES ASSOCIATION FEDERAL COUNCIL [s230(1)(c)]

Desmond Duke Retired Salesperson	[REDACTED] [REDACTED]	President
Anthony Quintner Licenced Real Estate Agent	[REDACTED] [REDACTED]	Vice President
Patricia Ellis Working for APSA	[REDACTED] [REDACTED]	Secretary
Thomas French Licenced Real Estate Agent	[REDACTED] [REDACTED]	Assistant Secretary
Gregory Tebb Salesperson	[REDACTED] [REDACTED]	Treasurer
Allan Huntley Property Manager	[REDACTED] [REDACTED]	Treasurer
Graeme Palmer Salesperson	[REDACTED] [REDACTED]	Councillor
Gary Barrett Salesperson	[REDACTED] [REDACTED]	Councillor
Cara Burgmann Salesperson	[REDACTED] [REDACTED]	Councillor
Robert Bell Licenced Real Estate Agent	[REDACTED] [REDACTED]	Councillor
Leanne Turner Salesperson	[REDACTED] [REDACTED]	Councillor
Adam Silva Licenced Real Estate Agent	[REDACTED] [REDACTED]	Councillor

**AUSTRALIAN PROPERTY SERVICES ASSOCIATION
QUEENSLAND BRANCH**

Anthony Quintner [REDACTED] President
 Licenced Real Estate Agent [REDACTED]

Thomas French [REDACTED] Secretary
 Licenced Real Estate Agent [REDACTED]

VACANT Assistant Secretary

Allan Huntley [REDACTED] Treasurer
 Property Manager [REDACTED]

Graeme Palmer [REDACTED] Councillor
 Salesperson [REDACTED]

Gary Barrett [REDACTED] Councillor
 Salesperson [REDACTED]

Cara Burgmann [REDACTED] Councillor
 Salesperson [REDACTED]

**AUSTRALIAN PROPERTY SERVICES ASSOCIATION
NATIONAL BRANCH**

VACANT		President
VACANT		Vice President
Thomas French Licenced Real Estate Agent	[REDACTED] [REDACTED]	Secretary
VACANT		Assistant Secretary
Allan Huntley Property Manager	[REDACTED] [REDACTED]	Treasurer
VACANT		COUNCILLOR
VACANT		COUNCILLOR
VACANT		COUNCILLOR
VACANT		COUNCILLOR
VACANT		COUNCILLOR

**AUSTRALIAN PROPERTY SERVICES ASSOCIATION
NEW SOUTH WALES BRANCH**

Desmond Duke Retired Salesperson	██████████ ██████████	President
Jim Voulgaris Licenced Real Estate Agent	██████████ ██████████	Vice President
Patricia Ellis Working for APSA	██████████ ████████████████████	Secretary
Adam Silva Licenced Real Estate Agent	██████████ ████████████████████	Assistant Secretary
Gregory Tebb Salesperson	██████████ ████████████████████	Treasurer
Robert Bell Licenced Real Estate Agent	██████████ ████████████████████	Committee
Leanne Turner Salesperson	██████████ ████████████████████	Committee
Rafaela Bell Salesperson	██████████ ██████████	Committee
VACANT		Committee



20 February 2015

Ms Patricia Ellis
Secretary
Australian Property Services Association
Sent via email: trish.ellis@myapsa.com.au

Dear Ms Ellis,

**Australian Property Services Association
Annual Return of Information for 2015 [AR2015/125]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2015 in respect of the Australian Property Services Association by **31 March 2015**.

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

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. Further, you are reminded that the Secretary or other prescribed officer must also notify the FWC within 35 days of any changes to such records that may occur throughout the year.

As previously advised, 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 FWC website at [Registered Organisations fact sheets](#), one for an organisation with branches and one for an organisation without branches.

Once an Annual Return or change of records 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.

We encourage you to lodge all returns electronically (e.g. as pdf file) at orgs@fwc.gov.au. Please ensure that emailed documents include signatures where required.

Please note: failure to comply with these obligations is subject to a civil penalty provision (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention), under s.305 of the RO Act. Finally, 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).

Please do not hesitate to contact me on (03) 8661 7936 or by e-mail at robert.pfeiffer@fwc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

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 FWC') 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 list of offices, list of officeholders, list of branches (where relevant) and the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with the FWC, 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].

MOUTEVELIS, Michael

From: Tom French [Tom.French@myapsa.com.au]
Sent: Friday, 6 February 2015 9:05 AM
To: Orgs
Subject: Changes of Officials at The Australian Property Services Association - Qld Branch
Attachments: ORG-Annual-Return-template-Notification-of-Changes.docx

Good morning Registrar!

Please find attached our recent changes for your records

Regards

Tom French
Secretary
The Australian Property Services Association – Queensland Branch
0419 787526

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, Thomas Clark French, being the Secretary of the **The Australian Property Services Association – Queensland 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.



Signed: Thomas Clark French

Dated: 6th February 2015

[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.]

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	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>Queensland</i>	<i>29.1.15</i>	<i>Vice President</i>	<i>Thomas Clark French</i>	<i>Repositioning</i>	<i>Graeme Leslie Palmer</i>	<i>c/- the Registered Organisation, postal address of Registered Organisation</i>	<i>Salesperson</i>
<i>Queensland</i>	<i>29.1.15</i>	<i>Councillor</i>	<i>vacant</i>	<i>Casual Appointment</i>	<i>Cara Bergmann</i>	<i>As above</i>	<i>Salesperson</i>