



22 April 2021

Gemma Naylor  
Executive Officer  
Australian Principals Federation  
Sent via email: [gnaylor@apf.net.au](mailto:gnaylor@apf.net.au)

cc: Western Australian Branch, [info@pfa.org.au](mailto:info@pfa.org.au);  
Victorian Branch, [apf@apf.net.au](mailto:apf@apf.net.au)

### **Notification of changes – Action required**

Dear Gemma Naylor,

We acknowledge receipt of a Notification of Change to the office holders of the Australian Principals Federation (AR2020/77).

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

#### **What you need to do right now**

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

These next steps are explained below in more detail.

#### **Financial training must be done within 6 months**

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

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

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

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

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



### **Officer financial training audit**

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

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

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

### **Help for new officers: Officer Induction Kit**

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

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

### **Disclosure obligations: what officers must do**

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

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

### **Time frames for notifications of change**

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

### **Resources to help you make your notifications of change**

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

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

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)

- and a [fact sheet on notifications of change](#) that explains the requirement



#### **eLearning module – notifications of change**

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

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

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

Please contact 1300 341 665 or [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au) if you have any questions or would like to discuss this matter further.

Yours sincerely

**Registered Organisations Commission**

## Appendix A

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

Our records have been updated.

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

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
2/02/2021	Western Australian Branch	Treasurer vacancy, Branch Councillor Secondary Sector vacancy, Federal Councillor Secondary Sector vacancy	Yes
2/02/2021	Victorian Branch	Branch Councillor – North East Primary Sector vacancy	Yes
23/02/2021	Victorian Branch	Branch Treasurer vacancy	Yes
23/02/2021	Victorian Branch	Branch Vice President vacancy	Yes



*Australian Principals Federation*

ABN: 19 687 105 636

**APF**

Podium 2

Tooronga Village

766 Toorak Road Glen iris 3146

Tel: 0412 584002

Email: [gnaylor@apf.net.au](mailto:gnaylor@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, Bevan Ripp, being the Federal Senior Vice 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 18/02/2021 I received notification that Andrew Cock resigned from the position of Branch Vice President from the Victorian Branch of the Australian Principals Federation.

- 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.

Bevan Ripp  
Senior Vice President  
Federal Office

23/02/2021

**APF**

Podium 2  
Tooronga Village  
766 Toorak Road Glen iris 3146  
Tel: 0412 584002  
Email: [gnaylor@apf.net.au](mailto:gnaylor@apf.net.au)



<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
18/02/2021	Branch Vice President	Andrew Cock	Vacant	Podium 2, 766 Toorak Road, Glen Iris, 3146	Principal



**Australian Principals Federation**  
ABN: 19 687 105 636

**APF**

Podium 2  
Tooronga Village  
766 Toorak Road Glen iris 3146  
Tel: 0412 584002  
Email: [gnaylor@apf.net.au](mailto:gnaylor@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, Bevan Ripp, being the Federal Senior Vice 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 19/02/2021 I received notification that Wendy Powson resigned from the position of Branch Treasurer from the Victorian Branch of the Australian Principals Federation.

- 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.

Bevan Ripp  
Senior Vice President  
Federal Office

23/02/2021

**APF**

Podium 2  
Tooronga Village  
766 Toorak Road Glen iris 3146  
Tel: 0412 584002  
Email: [gnaylor@apf.net.au](mailto:gnaylor@apf.net.au)



<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
19/02/2021	Branch Treasurer	Wendy Powson	Vacant	Podium 2, 766 Toorak Road, Glen Iris, 3146	Principal





*Australian Principals Federation*

ABN: 19 687 105 636

**APF**

Podium 2

Tooronga Village

766 Toorak Road Glen iris 3146

Tel: 0412 584002

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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, Bevan Ripp, being the Federal Senior Vice 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 29/01/2021 I received notification that Erika Bienert resigned from the positions of office Branch Councillor - North East Primary Sector from the Victorian Branch of the Australian Principals Federation.

- 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.

Bevan Ripp  
Senior Vice President  
Federal Office

01/02/2021

**APF**

Podium 2  
 Tooronga Village  
 766 Toorak Road Glen iris 3146  
 Tel: 0412 584002  
 Email: [gnaylor@apf.net.au](mailto:gnaylor@apf.net.au)



<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
29/01/2021	Branch Councillor- North East Primary Sector	Erika Bienert	Vacant	Podium 2, 766 Toorak Road, Glen Iris, 3146	Principal



*Australian Principals Federation*

ABN: 19 687 105 636

**APF**

Podium 2

Tooronga Village

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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, Bevan Ripp, being the Federal Senior Vice 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 29/01/2021 I received notification that Leigh Cottrill resigned from the positions of office – Branch Treasurer and Federal Councillor- Secondary Sector and Branch member - Secondary Sector Council from the Western Australian Branch.

- 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.

Bevan Ripp  
Senior Vice President  
Federal Office



*Australian Principals Federation*

ABN: 19 687 105 636

**APF**

Podium 2

Tooronga Village

766 Toorak Road Glen iris 3146

Tel: 0412 584002

Email: [gnaylor@apf.net.au](mailto:gnaylor@apf.net.au)

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>Western Australia</i>	<i>29/01/2021</i>	<i>Treasurer</i>	<i>Leigh Cottrill</i>	<i>Vacant</i>	<i>106 Burswood Parade, Burwood 6100</i>	<i>Principal</i>
<i>Western Australia</i>	<i>29/01/2021</i>	<i>Branch Councillor Secondary Sector</i>	<i>Leigh Cottrill</i>	<i>Vacant</i>	<i>106 Burswood Parade, Burwood 6100</i>	<i>Principal</i>
<i>Western Australia</i>	<i>29/01/2021</i>	<i>Federal Councillor Secondary Sector</i>	<i>Leigh Cottrill</i>	<i>Vacant</i>	<i>Podium 2, Tooronga Village 766 Toorak Road, Glen Iris VIC 3146</i>	<i>Principal</i>



29 January 2021

Gemma Naylor  
Executive Officer  
Australian Principals Federation  
Sent via email: [gnaylor@apf.net.au](mailto:gnaylor@apf.net.au)

cc: Australian Principals Federation - Victorian Branch, [apf@apf.net.au](mailto:apf@apf.net.au)

### **Notification of changes – Action required**

Dear Gemma Naylor,

We acknowledge receipt of a Notification of Change to the office holders of the Australian Principals Federation (AR2020/77).

I note that the notification received on 18/01/2021 did not include the date of change, however the resignation letter that was included with the lodgement stated this would take place as of the commencement of 2021. I have therefore accepted the date of change as 1/01/2021.

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

#### **What you need to do right now**

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

These next steps are explained below in more detail.

#### **Financial training must be done within 6 months**

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

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

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

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
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- extending training to non-officers who are essential to your financial processes



### **Officer financial training audit**

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

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

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

### **Help for new officers: Officer Induction Kit**

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

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

### **Disclosure obligations: what officers must do**

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

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

### **Time frames for notifications of change**

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

### **Resources to help you make your notifications of change**

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

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

These resources include:

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



#### **eLearning module – notifications of change**

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

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

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

Please contact 1300 341 665 or [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au) if you have any questions or would like to discuss this matter further.

Yours sincerely

**Registered Organisations Commission**

## Appendix A

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

Our records have been updated.

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

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
18/01/2021	Victorian Branch	Branch Executive Member - Primary Representative and Branch Councillor Primary Sector for the South West Region	Yes
29/01/2021	Federal Office and Victorian Branch	Federal President vacancy, Branch President vacancy, South Eastern Secondary Councillor vacancy	Yes





*Australian Principals Federation*  
ABN: 57 322 696 251

**APF**

Podium 2, Tooronga Village  
766 Toorak Road, Glen Iris,  
3165  
Tel: 0412 584002  
Email: [apf@apf.net.au](mailto:apf@apf.net.au)

*Victorian  
Branch*

29/01/2021

The General Manager  
ROC  
414 Latrobe Street,  
Melbourne Victoria 3000

Dear Sir/Madam,

Re: Australian Principals Federation  
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 11<sup>th</sup> of January 2021 we received notification that Julie Podbury the President of the Organisation intends to retire from the positions of Federal and Branch President and South Eastern Secondary representative of the APF Council. Julie will resign from these positions from **26<sup>th</sup> January 2021** due to retirement from the organisation. 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 Gemma Naylor Executive Officer on 0412 584002

Yours truly,

Andrew Cock  
Vice President –Victorian Branch



**Australian Principals Federation**  
ABN: 19 687 105 363

**APF**

Podium 2, Tooronga Village  
766 Toorak Road, Glen Iris,  
3165  
Tel: 0412 584002  
Email: [apf@apf.net.au](mailto:apf@apf.net.au)

**Federal Office**

18/01/2020

The General Manager  
ROC  
414 Latrobe Street,  
Melbourne Victoria 3000

Dear Sir/Madam,

Re: Australian Principals Federation  
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 18<sup>th</sup> of January 2021 we received notification that Steve Durkin intends to retire from the positions of Branch Executive Member – Primary Representative and Branch Councillor Primary Sector for the South West Region. 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 Gemma Naylor Executive Officer on 0412 584002

Yours truly,

Julie Podbury  
President – Federal Office



1 September 2020

Gemma Naylor  
Executive Officer  
Australian Principals Federation  
Sent via email: gnaylor@apf.net.au

Dear Gemma Naylor

**Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2020/77)**

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
13/08/2020	Western Australian	Vice President vacancy	Yes

**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.

Thank you for your correspondence.

Yours sincerely

**Registered Organisations Commission**

GPO Box 2983, Melbourne VIC 3001  
Telephone: 1300 341 665 | Email: regorgs@roc.gov.au  
Website: [www.roc.gov.au](http://www.roc.gov.au)



*Australian Principals Federation*

ABN: 19 687 105 636

**APF**

Podium 2

Tooronga Village

766 Toorak Road Glen iris 3146

Tel: 0412 584002

Email: [gnaylor@apf.net.au](mailto:gnaylor@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, Julie Podbury, 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 31<sup>st</sup> of July 2020 Neil Hunt resigned from the position of office, Vice President, from the Western Australian Branch.

- 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.

Julie Podbury

Federal President  
13/08/2020



*Australian Principals Federation*

ABN: 19 687 105 636

**APF**

Podium 2

Tooronga Village

766 Toorak Road Glen iris 3146

Tel: 0412 584002

Email: [gnaylor@apf.net.au](mailto:gnaylor@apf.net.au)

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>Western Australia</i>	<i>31/07/2020</i>	<i>Vice President</i>	<i>Neil Hunt</i>	<i>Vacant</i>	<i>106 Burswood Parade, Burwood 6100</i>	<i>Principal</i>



1 April 2020

Gemma Naylor  
Executive Officer  
Australian Principals Federation  
Sent via email: [gnaylor@apf.net.au](mailto:gnaylor@apf.net.au)

Cc: Julie Podbury, Federal President, [jpodbury@apf.net.au](mailto:jpodbury@apf.net.au)

Dear Gemma Naylor

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

Thank you for providing your declarations and information (Annual Return) lodged under subsection 233(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

**Summary of your Annual Return and Review Outcome**

Year 2020

Matter number AR2020/77

Lodgement date 23 March 2020

Review Primary Review

Result FILED

**Your primary review**

Your Annual Return had a **primary review** which checked whether it was signed by an officer, lodged on time, the required declarations were made, included the list of offices and office holders and whether you met the requirements that the ROC raised with you last year. A primary review does not examine all the requirements of subsection 233(1).



**Your Annual Return satisfied the requirements of the primary review and has been uploaded to the ROC website.**

## The ROC's risk-based approach

Over a five year period the Annual Return statement of every organisation will be subject to at least one advanced review. An advanced review is a more comprehensive review.

The ROC's [advanced review checklists](#) are published on our website.

This year your Annual Return was assessed against a primary review. A primary review does NOT check all legislative requirements.



It is not possible for the ROC to check the accuracy of the information in the return.

Non-compliance (whether checked in this primary review or not) may result in a penalty.

## If the information in your Annual Return changes

- you must notify the ROC within 35 days of the change
- either the organisation or a branch can notify the ROC of the change
- if the national office does not intend to notify changes, please ensure branches are aware of their continuing obligation to notify the ROC within 35 days of any change
- if a branch notifies the changes, the branch should also provide a copy to the national office

## Do you have questions?

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the ROC's subscription service](#).

If you have any queries we can be contacted on 1300 341 665 or by email at [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).

Yours sincerely

**Registered Organisations Commission**

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

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

1. I am authorised to make this declaration.
2. The following is a correct statement of 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 Act
3. 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).
4. The Registered Office of the organisation is Suite 2 Podium, Tooronga Village, 766 Toorak Road, Glen Iris 3146
5. The name and address of each branch of the APF are as follows:

*APF Victorian Branch*

Suite 2 Podium, Tooronga Village,  
766 Toorak Road, Glen Iris  
3146

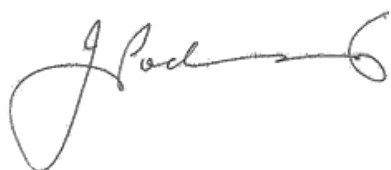
*APF Western Australian Branch*

106 Burswood Road  
Burswood  
Western Australia 6100

6. Annexure A which forms part of this declaration is a list of the offices and the names, postal addresses and occupations of the persons holding office in the organisation and each branch of the organisation.



7. There were no new branches in the APF which have commenced operation in the last calendar year.
8. There are no branches that ceased operation in the last calendar year
9. The APF has not entered into an agreement under section 151(1) of the Act with a state union in the last calendar year.
10. At 31 December 2019, there were 1199 members of the APF.
11. Under the rules of the organisation, there are no election scheduled.

A handwritten signature in black ink, appearing to read 'Julie Podbury', with a large loop at the end.

*Julie Podbury*  
*Federal President*  
Australian Principals Federation  
Dated : 20/03/2020

## 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	Name of Office Held	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Federal	Federal President	Julie Podbury	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal/Union Official
Federal	Federal Senior Vice President	Bevan Ripp	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal/Union Official
Federal	Federal Junior Vice President	Rod Kendall	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Assistant Principal
Federal	Federal Treasurer	Bronwyn Morgan	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal

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Victorian	Branch President	Julie Podbury	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal/ Union Official
Victorian	Branch Vice President	Andrew Cock	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal
Victorian	Branch Treasurer	Wendy Powson	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal
Victorian	Branch Executive Member Primary Sector	Steve Durkin	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal

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Victorian	Branch Executive Member Secondary Sector	Phil Rogers	Suite 2 Podium Toorong Village 766 Toorak Road Glen Iris 3146	Principal
Victorian	Branch Executive Member Comprehensive Sector	Meagan Cook	Suite 2 Podium Toorong Village 766 Toorak Road Glen Iris 3146	Principal
Western Australian	Branch President	Bevan Ripp	106 Burswood Parade Burswood 6100	Principal/ Union Official
Western Australian	Branch Vice President	Neil Hunt	106 Burswood Parade Burswood 6100	Principal

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Western Australian	Branch Treasurer	Leigh Cottrill	106 Burswood Parade Burswood 6100	Principal
Western Australian	Branch Executive member Primary Sector	Peter Beckingham	106 Burswood Parade Burswood 6100	Principal
Western Australian	Branch Executive member Secondary Sector	Kya Graves	106 Burswood Parade Burswood 6100	Principal
Western Australian	Branch Executive member District High Sector	Adrian Lister	106 Burswood Parade Burswood 6100	Principal

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<b>Branch</b>	<b>Name of Office held</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
Federal	Committee of Management Member –Primary VIC	Chris Chant	Suite 2 Podium Toorong Village 766 Toorak Road Glen Iris 3146	Principal
Federal	Committee of Management Member – Primary VIC	Bronwyn Morgan	Suite 2 Podium Toorong Village 766 Toorak Road Glen Iris 3146	Principal
Federal	Committee of Management Member – Primary WA	Bevan Ripp	Suite 2 Podium Toorong Village 766 Toorak Road Glen Iris 3146	Principal / Union Official
Federal	Committee of Management Member – Primary WA	VACANT	Suite 2 Podium Toorong Village 766 Toorak Road Glen Iris 3146	Principal
Federal	Committee of Management Member – Secondary VIC	Rod Kendall	Suite 2 Podium Toorong Village 766 Toorak Road Glen Iris 3146	Assistant Principal
Federal	Committee of Management Member – Secondary VIC	Julie Podbury	Suite 2 Podium Toorong Village 766 Toorak Road Glen Iris 3146	Principal/ Union Official

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Federal	Committee of Management Member – Secondary WA	Leigh Cottrill	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal
Federal	Committee of Management Member – Secondary WA	Kya Graves	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal

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Victorian	Committee of Management Member- Statewide Secondary	Ann Stratford	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal
Victorian	Committee of Management Member- Statewide Primary	Henry Grossek	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal
Victorian	Committee of Management Member- NE Primary	Andrew Cock	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal
Victorian	Committee of Management Member – NE Primary	Erika Jay Bienart	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal
Victorian	Committee of Management Member- SW Primary	Michelle Wilson	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal
Victorian	Committee of Management Member- SW Primary	Steve Durkin	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal



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Victorian	Committee of Management Member –SE Primary	Kathie Arnold	Suite 2 Podium Toorong Village 766 Toorak Road Glen Iris 3146	Principal
Victorian	Committee of Management Member– SE Primary	Kevin MacKay	Suite 2 Podium Toorong Village 766 Toorak Road Glen Iris 3146	Principal
Victorian	Committee of Management Member –SE Secondary	Richard Minack	Suite 2 Podium Toorong Village 766 Toorak Road Glen Iris 3146	Principal
Victorian	Committee of Management Member –SE Secondary	Julie Podbury	Suite 2 Podium Toorong Village 766 Toorak Road Glen Iris 3146	Principal/ Union Official
Victorian	Committee of Management Member –NW Primary	Tina King	Suite 2 Podium Toorong Village 766 Toorak Road Glen Iris 3146	Principal
Victorian	Committee of Management Member – NW Primary	Loretta Piazza	Suite 2 Podium Toorong Village 766 Toorak Road Glen Iris 3146	Principal

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Victorian	Committee of Management Member- NE Secondary	Wendy Powson	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal
Victorian	Committee of Management Member- NE Secondary	Phil Rogers	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal
Victorian	Committee of Management Member –NW Secondary	Sue Harrap	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal
Victorian	Committee of Management Member –NW Secondary	VACANT	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal
Victorian	Committee of Management Member–SW Secondary	Rod Kendall	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Assistant Principal
Victorian	Committee of Management Member– SW Secondary	Meridith Walker	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal
Victorian	Committee of Management Member- Statewide Comprehensive	John Mooney	Suite 2 Podium Tooronga Village 766 Toorak Road Glen Iris 3146	Principal

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Victorian	Committee of Management Member- Statewide Comprehensive	<i>Meagan Cook</i>	<i>Suite 2 Podium Toorong Village 766 Toorak Road Glen Iris 3146</i>	<i>Principal</i>
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Western Australia	Committee of Management Member-Primary	Peter Beckingham	106 Burswood Parade Burwood 6100	Principal
Western Australia	Committee of Management Member-Primary	Leonie Clelland	106 Burswood Parade Burwood 6100	Principal
Western Australia	Committee of Management Member-Primary	Bevan Ripp	106 Burswood Parade Burwood 6100	Principal / Union official
Western Australia	Committee of Management Member-Primary	VACANT	106 Burswood Parade Burwood 6100	Principal
Western Australia	Committee of Management Member-Secondary	Leigh Cottrill	106 Burswood Parade Burwood 6100	Principal
Western Australia	Committee of Management Member-Secondary	Trevlyn Geiles	106 Burswood Parade Burwood 6100	Principal
Western Australia	Committee of Management Member-Secondary	Kya Graves	106 Burswood Parade Burwood 6100	Principal
Western Australia	Committee of Management Member-Secondary	Neil Hunt	106 Burswood Parade Burwood 6100	Principal

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Western Australia	Committee of Management Member- District High	Fiona Gaze	106 Burswood Parade Burwood 6100	Principal
Western Australia	Committee of Management Member- District High	Adrian Lister	106 Burswood Parade Burwood 6100	Principal
Western Australia	Committee of Management Member- District High	Michael Minson	106 Burswood Parade Burwood 6100	Principal
Western Australia	Committee of Management Member- District High	Bruce Nind	106 Burswood Parade Burwood 6100	Principal

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