

AMENDED DECLARATION REGARDING ANNUAL RETURNS OF INFORMATION

Declaration in accordance with Regulation 147 *Fair Work (Registered Organisations) Regulations 2009* and Sections 230 and 233 *Fair Work (Registered Organisations) Act 2009*

I, TIMOTHY SCHAAFSMA, of Level 3, 67 St Pauls Terrace, Spring Hill declare that:

1. I am the Chairperson of the National Retail Association Limited, an organisation registered under the *Fair Work (Registered Organisations) Act 2009* (the RO Act) and am authorised to make this declaration.
2. In accordance with section 233 of the RO Act, annual returns of information have been lodged by the organisation with the Registered Organisations Commission each year.
3. As a result of a review, undertaken by the organisation, of the membership figures reported in the annual returns for the years 2018 to 2021, i.e. the declared number of members as at 31 December in the previous year, the following variances with the figures reported in the lodged annual returns were identified:

As at 31 Dec	2018	2019	2020	2021
Previously declared	6010	6436	5558	6621
Corrected	5318	5786	4996	5273
Variance	692	650	562	1348

4. I declare that the 'corrected' number listed above for each of the named years is the correct membership figures as at 31 December in that year.
5. I also declare that the register of members as at 31 December each year, required to be retained by the organisation, has been corrected for each of the relevant years.

Signed: 

Tim Schaafsma
Chairperson

Dated: 07 /12 / 2022



9 June 2023

Tim Schaafsma
Chairman
National Retail Association Limited, Union of Employers
Sent via email: info@nra.net.au

cc: d.lamb@nra.net.au

Dear Tim Schaafsma

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the National Retail Association Limited, Union of Employers (AR2022/98).

A list of the change 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 Commission'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 (section 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 Commission 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 Commission 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 Commission'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 Commission'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 (regulation 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 Commission 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@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work 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 Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
1/08/2022	n/a	Chairperson	Yes

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, DOROTHY ALICE BARBERY, being a DIRECTOR of the NATIONAL RETAIL ASSOCIATION LIMITED, UNION OF EMPLOYERS 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:

A handwritten signature in black ink that reads "Dorothy Alice Barbary". The signature is written in a cursive style with a large, looping 'y' at the end.

Dated: 29 July 2022

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

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

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
National	6.7.2022	Chairperson	Mark Vincent Brodie	Timothy William Schaafsma	C/O National Retail Association PO Box 48 Spring Hill QLD 4000	Chairperson



31 May 2022

Mark Brodie
NRA Chairman
National Retail Association Limited, Union of Employers
Sent via email: info@nra.net.au

Notification of changes – Action required

Dear Mark Brodie,

We acknowledge receipt of a Notification of Change to the office holders of the National Retail Association Limited, Union of Employers (AR2022/98).

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
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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](#)
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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 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
5/05/2022 Amended 30/05/2022	N/A	Board Members (6)	Yes

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, MARK VINCENT BRODIE, being the CHAIRMAN of the NATIONAL RETAIL ASSOCIATION LIMITED, UNION OF EMPLOYERS, 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:



Dated: 30.05.2022

ANNEXURE A**THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE**

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
National	08.04.2022	Board Member	Vacant	Antony Wayne Moore	180 Ann St, Brisbane Qld 4000	General Manager Lotteries Retail
National	08.04.2022	Board Member	Vacant	Dorothy Alice Barbery	Unit 6, 2 Jenner St, Nundah Qld 4012	Chief Executive Officer
National	08.04.2022	Board Member	Vacant	Julie Barbara Mathers	1 Capital Place, Rouse Hill NSW 2155	Chief Executive Officer
National	08.04.2022	Board Member	Vacant	Geoffrey William Hogg	PO Box 13348, George St Post Shop, Brisbane Qld 4003	Chief Casino Officer (QLD)
National	08.04.2022	Board Member	Vacant	Anthony Wilson	107 Horton St, Port Macquarie NSW 2444	Managing Director
National	08.04.2022	Board Member	Vacant	Rhys James Montague Reynolds	Level 9, 230 Brunswick St, Fortitude Valley Qld 4006	ANZ Communications Manager



20 April 2022

Mark Brodie
NRA Chairman
National Retail Association Limited, Union of Employers
Sent via email: info@nra.net.au

Dear Mark Brodie

The National Retail Association Limited, Union of Employers'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 2022
Matter number AR2022/98
Lodgement date 29 March 2022
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

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

Over a five year period the Annual Return 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.

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.

Yours sincerely

Registered Organisations Commission

Location

Turrbal Country
Level 3, 67 St Pauls Terrace
Spring Hill QLD 4000

Post

Turrbal Country
PO Box 48
Spring Hill QLD 4004

29 March 2022

Mr Mark Bielecki
Registered Organisations Commissioner
Registered Organisations Commission

By Email: regorgs@roc.gov.au

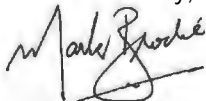
Dear Mr Bielecki,

ANNUAL RETURN OF INFORMATION (organisation with no branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009

I, Mark Vincent Brodie, being the Chairman of the National Retail Association Limited, declare the following:

1. I am authorised to make this declaration.
2. The register of members 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 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:
 - a. The address of the organisation is Level 3, 67 St Pauls Terrace, Spring Hill QLD 4000.
 - b. The organisation has no branches and no branches have ceased or commenced in the previous 12 months.
 - c. On 31 December 2021 the number of members was 6,621.
 - d. A list of offices and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at Annexure A and forms part of this declaration.
 - e. In accordance with the Decision of the Registered Organisations Commission [2022] ROCD 10, the following election must be held between 1 January and 31 December this year:
 - Election due to insufficient nominations and casual vacancy
4. The organisation has not entered into an agreement under s.151(1) of the Act with a state union.

Yours faithfully,



Mark Brodie
Chairman

ANNEXURE A

Name of Office (Include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Board Member (Chairman)	Mark Brodie	C/- National Retail Association Limited PO Box 48, Spring Hill QLD 4004	Director Triumph Investment Group Pty Ltd
Board Member (Deputy Chairman)	Ian Winterburn	As above	Business Consultant Ian Winterburn Consulting
Board Member	Tim Schaafsma	As above	Director Lewisham Consulting