



20 March 2024

Wade Death  
National Board President  
Australasian Convenience and Petroleum Marketers Association  
Sent via email: [communications@acapma.com.au](mailto:communications@acapma.com.au)

Dear Wade Death

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australasian Convenience and Petroleum Marketers Association (AR2023/33).

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 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](mailto: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.

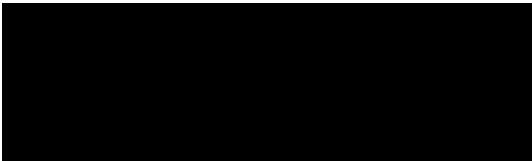
The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
13 March 2024	n/a	National Board President	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, Wade Death, being the National Board President of the Australasian Convenience and Petroleum Marketers Association, 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: Wade Death

Dated: 13/03/2024

# 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	29/2/2024	National Board President	VACANT	Wade Death	Level 1, Suite 14, 19-21 Central Rd, Miranda, NSW, 2228	Managing Director



23 January 2024

Craig Burrows  
National Board Vice President  
Australasian Convenience and Petroleum Marketers Association  
Sent via email: [communications@acapma.com.au](mailto:communications@acapma.com.au)

Dear Craig Burrows

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Yours sincerely

**Fair Work Commission**

## Appendix A

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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
18 January 2024	National	President	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, Trevor Bayliss, being the Treasurer of the Australasian Convenience and Petroleum Marketers Association, 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: Trevor Bayliss, Treasurer

A handwritten signature in black ink that reads "Trevor Bayliss". The signature is written in a cursive, flowing style.

Dated: 18/1/2024

# ANNEXURE A

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Changes to Offices and Office Holders in the Organisation and its Branches Page 1 of 1:

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	14/12/2023	President	Wade Death	vacant	vacant	vacant



1 February 2023

Wade Death  
National Board President  
Australasian Convenience and Petroleum Marketers Association  
Sent via email: [communications@acapma.com.au](mailto:communications@acapma.com.au)

Dear Wade Death

**The Australasian Convenience and Petroleum Marketers Association's annual return of information (annual return) lodged under subsection 233(1) of the RO Act**

Thank you for providing your annual return lodged under subsection 233(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

**Summary of your annual return and its assessment**

Year 2023  
Matter number AR2023/33  
Lodgement date 30 January 2023  
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. Consistent with the ROC's risk-based approach, most annual returns are the subject of a primary review.

The remainder receive an advanced review which is a more comprehensive review.

Each organisation should expect that in some years their annual return will be the subject of an advanced review.

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

## **Do you have any 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 to find out when we release new materials](#).

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**

Registered Organisations Commission  
GPO Box 2983  
MELBOURNE VIC 3001

Sent via Email: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)

30/01/2023

To Whom It May Concern,

**Re: Annual Return of Information for Registered Organisations under the Fair Work (Registered Organisations) Act 2009 Cth**

**Annual Return for the Australasian Convenience and Petroleum Marketers Association (ACAPMA,) ABN: 71 506 540 351, for year ended: 31 December 2021**

Please find following a copy of the information required under the Act along with declarations pertaining to the maintenance of records.

Also please note that in accordance with sub-section 233 (1) (b) of the Fair Work Registered Organisations Act I sign below to certify that, as the National Board President, the Annual Return lodged is a correct statement of the information contained in the organisation's records.

Should you have any queries, please contact our Association on 1300 160 270 or email [communications@acapma.com.au](mailto:communications@acapma.com.au).

Yours Sincerely  
Wade Death



National Board President  
Australasian Convenience and Petroleum Marketers Association  
1300 160 270  
eml: c/o [communications@acapma.com.au](mailto:communications@acapma.com.au)

**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, Wade Death, being the National Board President of the Australasian Convenience and Petroleum Marketers Association, 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:
  - The address of the organisation is 3 Spring Street, Sydney NSW, 2000.<sup>1</sup>
  - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.<sup>2</sup>
  - On 31 December in the previous year the number of members was
    - 193 Voting Members
    - 31 Trade Members
    - 5 Lifetime Members.<sup>3</sup>
  - 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.

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<sup>1</sup> s.230(1)(d); reg.147(d)

<sup>2</sup> s.230(1)(d); reg.147(a), (b), (c) & (d)

<sup>3</sup> s.230(1)(d); reg.147(f)



- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of THIS YEAR:<sup>4</sup>
  - Board of Management Representative for Victoria
  - Board of Management Representative for Western Australia
  - Board of Management Representative for Queensland

In addition to the above potential Stage 2 Collegiate Elections for office holders of the Office's of National President, National Vice President and Treasurer may be required, due to the incumbents Regional Board positions being up for election this year.

- The organisation:
  - Has not entered into an agreement under s.151(1) of the Act with a state union. .<sup>5</sup>

Signed: Wade Death, National Board President



Dated: 30/01/2023

*[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au). If at any time in the year this information changes a Notification of Changes must be lodged with the Commission within **35 days** of the change<sup>6</sup>.]*

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<sup>4</sup> s.230(1)(d); reg.147(e)

<sup>5</sup> s.230(1)(d); reg.147(g)

<sup>6</sup> s.233(2); reg. 151

## ANNEXURE A

- Offices and Office Holders in the Organisation:

<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
<i>National Board President</i>	<i>Wade Death</i>	c/o Australasian Convenience and Petroleum Marketers Association, 3 Spring St, Sydney, NSW, 2000	Managing Director of Jack and Co
<i>National Board Vice President</i>	<i>Craig Burrows</i>	c/o Australasian Convenience and Petroleum Marketers Association, 3 Spring St, Sydney, NSW, 2000	Managing Director of Fuel Distributors of WA
<i>National Board Treasurer</i>	Trevor Bayliss	c/o Australasian Convenience and Petroleum Marketers Association, 3 Spring St, Sydney, NSW, 2000	Manager of Adelaide Fuel Distributors
Board of Management Representative	Mark Tramacchi	c/o Australasian Convenience and Petroleum Marketers Association, 3 Spring St, Sydney, NSW, 2000	Chief Employment Officer Rampage Retail Pty Ltd
Board of Management Representative	Cara Williams	c/o Australasian Convenience and Petroleum Marketers Association, 3 Spring St, Sydney, NSW, 2000	National Fuel Manager of Woolworths Ltd
Board of Management Representative	Paul Wessel	c/o Australasian Convenience and Petroleum Marketers Association, 3 Spring St, Sydney, NSW, 2000	Managing Director of Wessel Petroleum

**ENDS**