



21 May 2025

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: Hospitality Tasmania-leanne@tha.asn.au

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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.



#### Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2024/48.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

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
18/05/2025	Hospitality Tasmania	Hospitality Tasmanian changed its name from Tasmanian Hospitality Association	No - 86 Days



## **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, Ben Carpenter, being the President of the Australian Hotels Association Tasmanian 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*:
  - On 17/01/2025 the name of the organisation changed to:<sup>1</sup>
    - » Hospitality Tasmanian changed its name from Tasmanian Hospitality Association

Signed: Ben Carpenter



Dated: 14/05/2025

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

---

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



2 April 2025

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: [ACT-gm@actaha.org.au](mailto:ACT-gm@actaha.org.au)  
[TAS-leanne@tha.asn.au](mailto:TAS-leanne@tha.asn.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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.



#### Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2024/48.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

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](#).

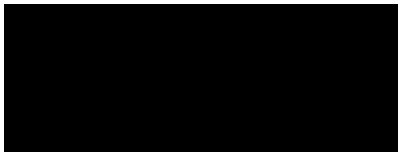
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
14/03/2025	ACT	Vice President, Secretary/Treasurer	Yes
27/03/2025	TAS	Councillor (6)	59 Days & 9 Days

## **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, Ben Carpenter, being the President of the Tasmanian Hospitality 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



Dated: 21/3/25

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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
TAS	23/12/24	Southern Councillor Pubs/Tavern Division	Tony Kennedy	Vacant	25/93 Salamanca Place, Hobart 7004	Operations Manager
TAS	23/12/24	North Councillor Pubs/Tavern Division	Martin Kelly	Peter Goss	25/93 Salamanca Place, Hobart 7004	General Manager
TAS	23/12/24	North Councillor Pubs/Tavern Division	Corey Bygraves	Daniel Hanna	25/93 Salamanca Place, Hobart 7004	Licensee
TAS	11/2/25	North West Councillor Accommodation Hotels Division	John Dabner	Mark Whitnell	25/93 Salamanca Place, Hobart 7004	Director of Operations

TAS	23/12/24	North Councillor Accommodation Hotels Division	New Position	Glenn Robertson	25/93 Salamanca Place, Hobart 7004	General Manager
TAS	11/2/25	North West & North Councillor Restaurant Division	Leigh Reid	James Welsh	25/93 Salamanca Place, Hobart 7004	Owner/Manager

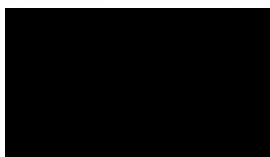


## **NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, Peter Barclay, being the President of the Australian Capital Territory Branch of the Australian Hotels 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:



Dated: 12 March 2025

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## ANNEXURE A

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

Changes to Offices and Office Holders of the Australian Hotels Association:

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
ACT Branch	11.03.2025	Vice President	<i>Vacant</i>	Jane Collins	27 Murray Crescent, Griffith, ACT, 2603	Hotelier
ACT Branch	11.03.2025	Secretary/Treasurer	Jane Collins	Todd Handy	As above	Hotelier



26 February 2025

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: QLD Branch [info@qha.org.au](mailto:info@qha.org.au)  
SA Branch [information@ahasa.asn.au](mailto:information@ahasa.asn.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
11 February 2025	QLD Branch	State Board Delegate	Yes
21 February 2025	SA Branch	Committee of Management – District 4 – Northern Metropolitan Committee of Management – District 6 – Port Adelaide Committee of Management – District 8 – Southern Coast	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, **David Nadeem Basheer**, being the President of the **Australian Hotels Association (SA 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:

Dated: 21 February 2025

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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]:**

[Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
SA	18 February 2025	Committee of Management – District 4 – Northern Metropolitan	Corey Farmer	VACANT	c/- AHA/SA  PO Box 3092  Rundle Mall SA 5000  Level 4, 60 Hindmarsh Sq  Adelaide SA 5000	Hotelkeeper
SA	18 February 2025	Committee of Management –	Peter Johnson	Robert Mitchell	c/- AHA/SA	Hotelkeeper



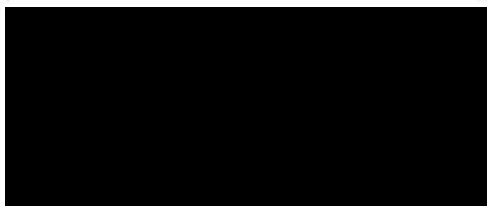
		<i>District 6 – Port Adelaide</i>			<i>PO Box 3092  Rundle Mall SA 5000  Level 4, 60 Hindmarsh Sq  Adelaide SA 5000</i>	
<i>SA</i>	<i>18 February 2025</i>	<i>Committee of Management – District 8 – Southern Coast</i>	<i>Guy Matthews (filling casual vacancy until elections in 2025)</i>	<b>VACANT</b>	<i>c/- AHA/SA  PO Box 3092  Rundle Mall SA 5000  Level 4, 60 Hindmarsh Sq  Adelaide SA 5000</i>	<i>Hotelkeeper</i>

**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, Richard Deery, being the President of the Australian Hotels 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:



Richard Deery, President

Dated: 11 February 2025

## 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:

#### Changes to the State Board Delegates

Branch	Date of Change	Name of Office that has changed	Name of <del>Outgoing</del> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
QLD	04.02.25	State Board Delegate	Stephen Clarke	Stuart Totham	c/- Level 14, 270 Adelaide Street, Brisbane QLD 4000	Hotelier



29 January 2025

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: NAD [bcopland@tfhotels.com](mailto:bcopland@tfhotels.com)  
ACT Branch [gm@actaha.org.au](mailto:gm@actaha.org.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
21 January 2025	National Accommodation Division	Change of Address	Yes
28 January 2025	ACT Branch	President Vice-President Divisional Representative to the Branch Board	Yes

## NOTIFICATION OF CHANGES TO RECORDS

I, Jane Collins, being the Secretary/Treasurer of the Australian Capital Territory Branch of the Australian Hotels Association, declare that:

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 ss.230(1)(b), (c) and (d) of the *Fair Work (Registered Organisations) Act 2009*:
  - A list of changes to offices and the names is attached to this declaration at **Annexure A** and forms part of this declaration.

  
\_\_\_\_\_  
Jane Collins  
Secretary/Treasurer

DATE 27th January 2025



## ANNEXURE A

- Changes to Offices and Office Holders of the Australian Hotels Association:

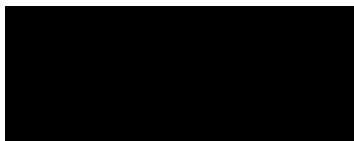
Date of Change	Branch	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
1 January 2025	Australian Capital Territory	President	Michael Capezio	Peter Barclay	27 Murray Crescent, Griffith, ACT, 2603	Hotelier
1 January 2025	Australian Capital Territory	Vice-President	Peter Barclay	Vacant	27 Murray Crescent, Griffith, ACT, 2603	Hotelier
1 January 2025	Australian Capital Territory	Divisional Representative to the Branch Board (ACT Division)	Michael Capezio	Vacant	27 Murray Crescent, Griffith, ACT, 2603	Hotelier

## **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, Bruce Copland, being the Secretary/Treasurer of the National Accommodation Division of the Australian Hotels Association also known As Accommodation Australia (National), 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 20<sup>th</sup> January 2025 the address of the organisation changed to Level 4, 131 Macquarie Street, Sydney NSW, 2000.
  - A list of changes to postal addresses of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 21 January 2025

## ANNEXURE A

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

Changes to Postal Addresses of Office Holders in the Organisation: <b>Existing Board Member or Office Holder</b>	<b>Existing Offices Held (no change)</b>	<b>Date of Change of Address</b>	<b>Change to New Address Only</b>
David Mansfield	Chair, Delegate to AHA National Board & Delegate to AHA National Executive	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Emma Hynes	Deputy Chair & Delegate to AHA National Board	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Bruce Copland	Secretary/Treasurer & Delegate to AHA National Board	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Barry Robinson	NAD Board member & Delegate to AHA National Board	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Adrian Williams	NAD Board member & Delegate to AHA National Board	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Julian Clark	NAD Board member & Delegate to AHA National Board	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Paul Hutton	NAD Board member & Delegate to AHA National Board	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Geoffrey York	NAD Board member	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Andrew Cairns	NAD Board member	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Jason Nuell	NAD Board member	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Joanna Carruthers	NAD Board member	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Wayne Taranto	NAD Board member	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000



13 January 2025

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: QLD Branch [info@qha.org.au](mailto:info@qha.org.au)  
NAD [bcopland@tfhotels.com](mailto:bcopland@tfhotels.com)  
VIC Branch [p.osullivan@ahavic.com.au](mailto:p.osullivan@ahavic.com.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
09 December 2024	QLD Branch	State Board Delegate	Yes
28 December 2024	NAD	NAD Board Member Delegate to AHA National Board	Yes
06 January 2025	VIC Branch	Executive Board Member – Accommodation Councillor - Accommodation	

**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, David Canny, being the President of the Victorian Branch of the Australian Hotels 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:

A large black rectangular box redacting the signature of David Canny.

Dated: 06/01/2025



## ANNEXURE A

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
Victoria	03.12.2024	Executive Board Member - Accommodation	Lee Davey	Vacant	-	-
Victoria	03.12.2024	Councillor – Accommodation	Lee Davey	Vacant		



## ATTACHMENT A

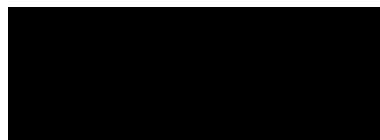
THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE FWC WEBSITE

**Notification of Change of Records of  
the National Accommodation Division of the Australian Hotels Association ("NAD")  
also known as Accommodation Australia (National) per rule 45**

I, Bruce Copland, being Secretary/Treasurer of Accommodation Australia (National) 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*.

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
27 Dec 2024	NAD Board Member Delegate to AHA National Board	Tracy ATHERTON	Vacant	Level 21, 67 Castlereagh St Sydney NSW 2000	CEO The Ascott



.....  
Bruce Copland  
28th December 2024

**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, Richard Deery, being the President of the AHA (QLD 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:



Richard Deery, President

Dated: 3 December 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 <del>Outgoing</del> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
QLD	03.12.24	State Board Delegate	Stephen Stoios	Lucinda Black	c/o – Level 14, 270 Adelaide Street, Brisbane QLD 4000	Hotelier



2 December 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: Victoria Branch [p.osullivan@ahavic.com.au](mailto:p.osullivan@ahavic.com.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
21 November 2024	Victoria Branch	Executive Board Member - Accommodation	Yes





2 December 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: NAD [bcopland@tfhotels.com](mailto:bcopland@tfhotels.com)  
NT Branch [admin@ahant.com.au](mailto:admin@ahant.com.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
25 November 2024	NAD	NAD Board Member (4) Delegate to AHA National Board (2)	Yes
29 November 2024	NT Branch	General Hotel Division Representative Wayside Inn Division General Hotel Division Clubs Division – Darwin Rep Accommodation Division – Darwin Rep	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, Paul Palmer, being the President of the Australian Hotels Association NT 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:

Paul Palmer

A large black rectangular box redacting the signature of Paul Palmer.

Dated: 29/11/24

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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
NT	19/11/24	General Hotel Division Representative	Andrew Pope	Mick Burns	c/- Hospitality NT, GPO Box 3270, Darwin NT 0801	Director
NT	19/11/24	Wayside Inn Division	Tim Carter	Andrew Pope	c/- Hospitality NT, GPO Box 3270, Darwin NT 0801	Director
NT	19/11/24	General Hotel Division	vacant	Russell Reid	c/- Hospitality NT, GPO Box 3270, Darwin NT 0801	Manager
NT	19/11/24	Clubs Division – Darwin Rep	vacant	Wendy McCallum	c/- Hospitality NT, GPO Box 3270, Darwin NT 0801	Club Manager
NT	19/11/24	Accommodation Division – Darwin Rep	Mick Burns	Alex Murray	c/- Hospitality NT, GPO Box 3270, Darwin NT 0801	General Manager

**Notification of Change of Records of**  
**the National Accommodation Division of the Australian Hotels Association ("NAD")**  
**also known as Accommodation Australia (National) per rule 45**

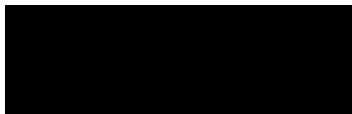


I, Bruce Copland, being Secretary/Treasurer of Accommodation Australia (National) declare the following:

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*.

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
25/11/2024	NAD Board Member	Vacant	Andrew Cairns	Level 12, 67 Castlereagh Street, Sydney, NSW 2000	Executive GM, Crown Perth Hotels
25/11/2024	NAD Board Member	Vacant	Wayne Taranto	Level 12, 67 Castlereagh Street, Sydney, NSW 2000	Chief Operating Officer, Ovolo Hotels
25/11/2024	NAD Board Member	Vacant	Joanna Carruthers	Level 12, 67 Castlereagh Street, Sydney, NSW 2000	Area GM, EVT Hotels
25/11/2024	NAD Board Member	Vacant	Jason Nuell	Level 12, 67 Castlereagh Street, Sydney, NSW 2000	Area Vice President, Marriot Hotels
25/11/2024	Delegate to AHA National Board	Vacant	Paul Hutton	Level 12, 67 Castlereagh Street, Sydney, NSW 2000	Vice President Hilton Hotels, Australia
25/11/2024	Delegate to AHA National Board	Vacant	Julian Clarke	Level 12, 67 Castlereagh Street, Sydney, NSW 2000	CEO Lancemore Hotels

Signed Bruce Copland



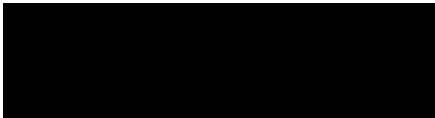
Date: 25th November 2024

**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, David Canny, being the President of the Victorian Branch of the Australian Hotels 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:

A solid black rectangular box used to redact the signature of David Canny.

Dated: 20/11/2024



## ANNEXURE A

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
Victoria	21.10.2024	Executive Board Member - Accommodation	Shaun D'Cruz	Vacant	-	-



18 November 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: THA- [leanne@tha.asn.au](mailto:leanne@tha.asn.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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](#).

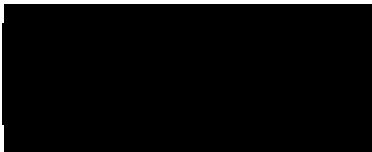
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
8/11/2024	THA	Councillor	Yes

## **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, Ben Carpenter, being the President of the Tasmanian Hospitality 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:

A black rectangular box redacting the signature of Ben Carpenter.

Dated: 04/11/24

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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
TAS	18/10/24	Northern Councillor Pub/Tavern Division	Martin Kelly	Vacant		



16 October 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: NAD- [bcopland@tfhotels.com](mailto:bcopland@tfhotels.com)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
30/09/2024	NAD	Board Member	Yes



ATTACHMENT A

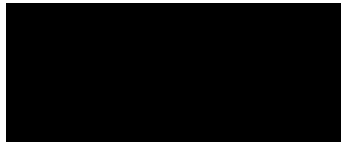
THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE FWC WEBSITE

**Notification of Change of Records of  
the National Accommodation Division of the Australian Hotels Association ("NAD")  
also known as Accommodation Australia (National) per rule 45**

I, Bruce Copland, being Secretary/Treasurer of Accommodation Australia (National) 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*.

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
30/9/2024	NAD Board Member	Dave Baswal	Vacant	Level 12, Culwulla Chambers, 67 Castlereagh Street, Sydney, NSW 2000	



Bruce Copland  
30th September 2024



18 September 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: NAD- [bcopland@tfhotels.com](mailto:bcopland@tfhotels.com)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
09/09/2024	NAD	NAD Board Member & Delegate to AHA National Board (2)	Yes





ATTACHMENT A

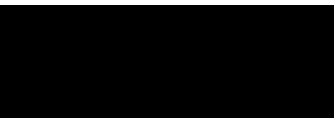
THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE FWC WEBSITE

**Notification of Change of Records of  
the National Accommodation Division of the Australian Hotels Association ("NAD")  
also known as Accommodation Australia (National) per rule 45**

I, Bruce Copland, being Secretary/Treasurer of Accommodation Australia (National) 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*.

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
1/9/2024	NAD Board Member & Delegate to AHA National Board	Norman Arundel	Vacant	Level 12, Culwulla Chambers, 67 Castlereagh Street, Sydney, NSW 2000	
1/9/2024	NAD Board Member & Delegate to AHA National Board	Robert Dawson	Vacant	Level 12, Culwulla Chambers, 67 Castlereagh Street, Sydney, NSW 2000	



Bruce Copland  
9th September 2024



9 September 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: NT- admin@ahant.com.au

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
27/08/2024	NT	General Hotel Division Representative	Yes

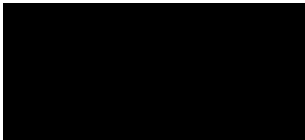
## **NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, Paul Palmer, being the President of the Australian Hotels Association NT 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:

Paul Palmer



Dated: 27/08/24

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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
NT	19/08/24	General Hotel Division Representative	vacant	Andrew Pope	c/- Hospitality NT, GPO Box 3270, Darwin NT 0801	Director



26 August 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: NAD [bcopland@tfhotels.com](mailto:bcopland@tfhotels.com)  
NSW Branch [enquiries@ahansw.com.au](mailto:enquiries@ahansw.com.au)  
VIC Branch [p.osullivan@ahavic.com.au](mailto:p.osullivan@ahavic.com.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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](#).

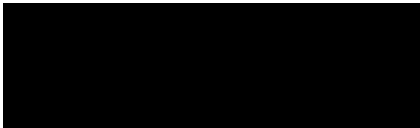
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
15 August 2024	NAD	Deputy Chair & NAD Board Member & Delegate to AHA National Board	Yes
16 August 2024	NSW Branch	Delegate to National Board (2)	Yes
18 August 2024	VIC Branch	Councillor (9) Executive Member (1)	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, David Canny, being the President of the Victorian Branch of the Australian Hotels 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:

A black rectangular box redacting the signature of David Canny.

Dated: 16/08/2024

# ANNEXURE A

## 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
Victoria	15/07/2024	Councillor Western Metropolitan	Vacant	Melanie Aldred	C/O – AHA (Vic), Level 1, 1 Little Collins Street, Melbourne VIC 3000	Hotelier
Victoria	15/07/2024	Councillor Western Metropolitan	Vacant	Rob Malinauskas	C/O – AHA (Vic), Level 1, 1 Little Collins Street, Melbourne VIC 3000	Hotelier Representative
Victoria	15/07/2024	Councillor Western Metropolitan	Vacant	Nici Nicholson	C/O – AHA (Vic), Level 1, 1 Little Collins Street, Melbourne VIC 3000	Hotelier Representative
Victoria	15/07/2024	Councillor South-Eastern Metropolitan	Vacant	Nadine Schruhm	C/O – AHA (Vic), Level 1, 1 Little Collins Street, Melbourne VIC 3000	Hotelier Representative
Victoria	15/07/2024	Northern Victoria	Vacant	Paige Griffin	C/O – AHA (Vic), Level 1, 1 Little Collins Street, Melbourne VIC 3000	Hotelier Representative
Victoria	15/07/2024	Northern Victoria	Vacant	Dan Holland	C/O – AHA (Vic), Level 1, 1 Little Collins Street, Melbourne VIC 3000	Hotelier Representative

Victoria	15/07/2024	Northern Victoria	Vacant	Daniel Molan	C/O – AHA (Vic), Level 1, 1 Little Collins Street, Melbourne VIC 3000	Hotelier
Victoria	15/07/2024	Northern Victoria	Vacant	Anthony Molan	C/O – AHA (Vic), Level 1, 1 Little Collins Street, Melbourne VIC 3000	Hotelier
Victoria	01/08/2024	Executive Member - Accommodation Division	Shaun D’Cruz	Vacant		
Victoria	01/08/2024	Councillor - Accommodation Division	Shaun D’Cruz	Vacant		

## **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, Joanne Blair, being the Secretary/Treasurer of the Australian Hotels Association NSW 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: 14 August 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].



## 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]:**

[Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
NSW	07/08/2024	Delegate to National Board	Philip Webster	Gavin Brown	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2024	Hotelier
NSW	07/08/2024	Delegate to National Board	Peter Harris	Michael Starkey	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2024	Hotelier





ATTACHMENT A

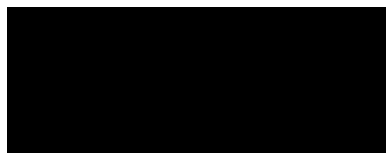
THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE FWC WEBSITE

**Notification of Change of Records of  
the National Accommodation Division of the Australian Hotels Association ("NAD")  
also known as Accommodation Australia (National) per rule 45**

I, Bruce Copland, being Secretary/Treasurer of Accommodation Australia (National) 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*.

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
14 Aug 2024	Deputy Chair & NAD Board Member & Delegate to AHA National Board	Vacant	Emma Hynes	Level 12, Culwulla Chambers, 67 Castlereagh Street, Sydney, NSW 2000	Director of Hotel Operations – Australasia & Pacific



Bruce Copland  
15<sup>th</sup> August 2024



14 August 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: NSW- [enquiries@ahansw.com.au](mailto:enquiries@ahansw.com.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
09/08/2024	NSW	Delegate to Council (2)	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, Joanne Blair, being the Secretary/Treasurer of the Australian Hotels Association NSW 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:

1 07-08-2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].



## 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]:**

[Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
NSW	05/08/2024	Delegate to Council – Hastings / Manning	Vacant	Alistair Flower	c/o Australian Hotels Association NSW, Level 15, Hudson House, 131 Macquarie Street, Sydney NSW 2000	Hotelier
NSW	05/08/2024	Delegate to Council – Clarence River	Vacant	Charlie Nalder	c/o Australian Hotels Association NSW, Level 15, Hudson House, 131 Macquarie Street, Sydney NSW 2000	Hotelier



7 August 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: WA- [exec@ahawa.asn.au](mailto:exec@ahawa.asn.au)  
ACT-gm@actaha.org.au  
NAD-bcopland@tfehotels.com  
NSW-enquiries@ahansw.com.au  
NT-admin@ahant.com.au

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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.



#### Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2024/48.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.



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
30/07/2024	WA	Divisional President	Yes
01/08/2024	ACT	Secretary/Treasurer	No, 6 Days
02/08/2024	NAD	Deputy Chair, NAD Board Member, Delegate to AHA National Board	Yes
05/08/2024	NSW	Delegate to Council (6)	Yes
07/08/2024	NT	Representative	Yes

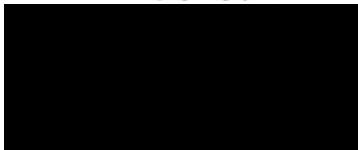
# **NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, Paul Palmer, being the President of the Australian Hotels Association NT 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:

Paul Palmer

A large black rectangular redaction box covering the signature area.

Dated: 07/08/24

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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]:

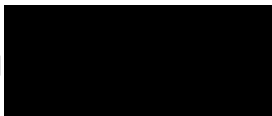
Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
NT	19/07/24	Darwin Division – Club Representative	Russell Reid	vacant		

# **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, Joanne Blair, being the Secretary/Treasurer of the Australian Hotels Association NSW 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: 101-08-2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## ANNEXURE A

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

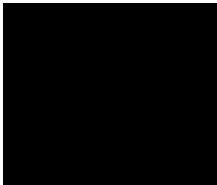
Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

[Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
NSW	03/07/2024	Delegate to Council – Northern Suburbs	Vacant	Austin Gallagher	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2024	Hotelier
NSW	03/07/2024	Delegate to Council – Tamworth & District	Vacant	Joshua Launders	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2024	Hotelier

NSW	03/07/2024	Delegate to Council – Western Suburbs	Vacant	Myles Docker	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2024	Hotelier
NSW	03/07/2024	Delegate to Council – New England	Vacant	Stuart O'Neill	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2024	Hotelier
NSW	03/07/2024	Delegate to Council – Albury & District	Vacant	Thomas Gurr	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2024	Hotelier
NSW	03/07/2024	Delegate to Council – Newcastle	Vacant	Nick Clark	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2024	Hotelier







ATTACHMENT A

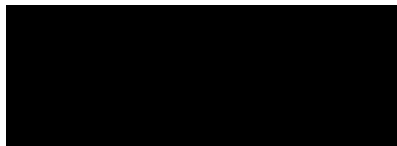
THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE FWC WEBSITE

**Notification of Change of Records of  
the National Accommodation Division of the Australian Hotels Association ("NAD")  
also known as Accommodation Australia (National) per rule 45**

I, Bruce Copland, being Secretary/Treasurer of Accommodation Australia (National) 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*.

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
30 Jun 2024	Deputy Chair & NAD Board Member & Delegate to AHA National Board	Sean Hunt	Vacant		



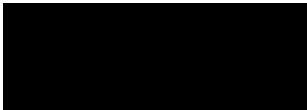
Bruce Copland  
2<sup>nd</sup> August 2024

## 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, Jane Collins, being the Secretary/Treasurer of the Australian Hotels Association ACT 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:



Dated: 1 August 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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]:**

[Please note:

- delete the information **highlighted**: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

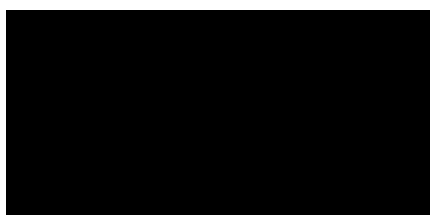
Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
ACT	21/06/2024	Executive – Secretary / Treasurer	Vacant	Jane Collins		Hotelier

## **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, **DAVID NEIL RANDALL** being the President of the Australian Hotels Association WA 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:



Dated: **30<sup>th</sup> July 2024**

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

# ANNEXURE A

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
WA	19.7.2024	Divisional President Accommodation	Vacant	Andrew Cairns	c/- AHA WA 38 Parliament Place West PERTH WA 6005	Executive General Manager



16 July 2024

David Neil Randall  
Branch President  
Australian Hotels Association  
Western Australian Branch  
Sent via email: [exec@ahawa.asn.au](mailto:exec@ahawa.asn.au)

cc: Australian Hotels Association; [aha@aha.org.au](mailto:aha@aha.org.au)

Dear David Randall

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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](#).

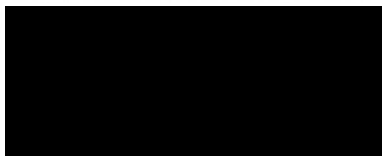
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
11 July 2024	Western Australian Branch	Senior Vice President, Vice President, Treasurer, Country Representative, National Board Delegate, Divisional President Accommodation vacancy, Ordinary Member of Branch Committee of Management (3), Territorial Division Perth Metropolitan North Division President, Territorial Division Perth Metropolitan South Division President, Territorial Division Perth Central Division President, Territorial Division North West Division 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, **DAVID NEIL RANDALL** being the President of the Australian Hotels Association WA 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:



Dated:

10/7/24.

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

# ANNEXURE A

## 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
WA	18.6.2024	Senior Vice President	David Bornmann	Michael Scott	c/- AHA WA 38 Parliament Place West PERTH WA 6005	General Manager
WA	18.6.2024	Vice President	Martin Peirson-Jones	Lyndon Waples	c/- AHA WA 38 Parliament Place West PERTH WA 6005	Director
WA	18.6.2024	Treasurer	Michael Scott	Martin Peirson-Jones	c/- AHA WA 38 Parliament Place West PERTH WA 6005	Hotelier
WA	18.6.2024	Country Representative	Robert Ramage	Robert Gough	c/- AHA WA 38 Parliament Place West PERTH WA 6005	Hotelier
WA	18.6.2024	National Board Delegate	Robert Ramage	Michael Scott	c/- AHA WA 38 Parliament Place West PERTH WA 6005	General Manager
WA	18.6.2024	Divisional President Accommodation	Andrew Cairns	Vacant* (*currently at postal ballot E2024/77)	c/- AHA WA 38 Parliament Place West PERTH WA 6005	
WA	18.6.2024	Ordinary Member of Branch Committee of Management	St.John Hammond	Joe Bailly	c/- AHA WA 38 Parliament Place West PERTH WA 6005	State Manager
WA	18.6.2024	Ordinary Member of Branch Committee of Management	Peter Neville	Ben Rasheed	c/- AHA WA 38 Parliament Place West PERTH WA 6005	Director

WA	18.6.2024	Ordinary Member of Branch Committee of Management	Adam Kapinkoff	George Kailis	<i>c/- AHA WA 38 Parliament Place West PERTH WA 6005</i>	Director
WA	18.6.2024	Territorial Division Perth Metropolitan North Division President	David Bornmann	Tony Williamson	<i>c/- AHA WA 38 Parliament Place West PERTH WA 6005</i>	Hotelier
WA	18.6.2024	Territorial Division Perth Metropolitan South Division President	Ross Drennan	Brian Godfrey	<i>c/- AHA WA 38 Parliament Place West PERTH WA 6005</i>	Hotelier
WA	18.6.2024	Territorial Division Perth Central Division President	Ben Rasheed	Michael Keiller	<i>c/- AHA WA 38 Parliament Place West PERTH WA 6005</i>	Hotelier
WA	18.6.2024	Territorial Division North West Division President	Martin Peirson-Jones	Dannielle Hart	<i>c/- AHA WA 38 Parliament Place West PERTH WA 6005</i>	Hotelier



29 May 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: Tasmanian Hospitality Association [leanne@tha.asn.au](mailto:leanne@tha.asn.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
24 May 2024	Tasmanian Hospitality Association	Northern Councillor Pub/Tavern Division Southern Councillor Pub/Tavern Division	Yes

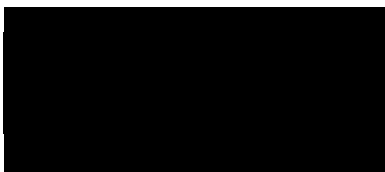


## **NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, Ben Carpenter, being the President of the Tasmanian Hospitality 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:



Dated: 23/5/24

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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
TAS	8/5/24	Northern Councillor Pub/Tavern Division	Karen Burbury	Corey Bygraves	25/93 Salamanca Place, Hobart 7004	General Manager
TAS	8/5/24	Southern Councillor Pub/Tavern Division	Jocelyn Berechree	Robert Jubb	25/93 Salamanca Place, Hobart 7004	Licensee



6 May 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: NT- [admin@ahant.com.au](mailto:admin@ahant.com.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
01/05/2024	NT	Secretary, General Hotel Representative (2)	Yes

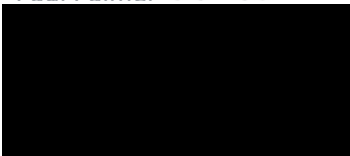
# **NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, Paul Palmer, being the President of the Australian Hotels Association NT 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:

Paul Palmer



Dated: 01/05/24

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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
NT	23/04/24	Secretary	Penny Phillips	vacant		
NT	23/04/24	General Hotel Representative	Penny Phillip	vacant		
NT	23/04/24	General Hotel Representative	Paul Flinn	vacant		





1 May 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: ACT Branch [actaha@actaha.org.au](mailto:actaha@actaha.org.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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.



#### Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2024/48.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

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*).

Appendix A shows late notifications

A notification from your organisation 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.

Late notifications have the potential to attract a civil penalty.

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
30 April 2024	ACT Branch	Accommodation/Hotels Division, Divisional Representative to the Branch Board	No, 3 days

## **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, Michael Capezio, being the President of the Australian Hotels Association Australian Capital Territory 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: 

Dated: 29 April 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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]:

[Please note:

- delete the information **highlighted**: this is instructional or provided by way of example only
- the Fair Work Commission **must** be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office **may need to** be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
Australian Capital Territory	22 March 2024	Accommodation/Hotels Division, Divisional Representative to the Branch Board	N/A (position was vacant)	Kathryn Carling	27 Murray Crescent, Griffith, ACT, 2603	Hotelier



22 April 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: VIC- [p.osullivan@ahavic.com.au](mailto:p.osullivan@ahavic.com.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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](#).

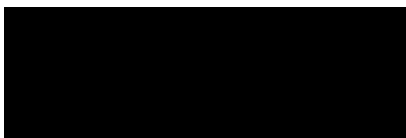
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
18/04/2024 (Amended NOC received on 22/04/2024)	VIC	Councillor (2), Honorary Minute Secretary, Delegate to the National Board (2)	Yes

# **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, David Canny, being the President of the Victorian Branch of the Australian Hotels 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:

A solid black rectangular box used to redact the signature of David Canny.

Dated: 18/04/2024

# ANNEXURE A

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
Victoria	15.3.2024	Councillor – Western Victoria	Teagan Hack	Vacant	-	-
Victoria	25.3.2024	Honorary Minute Secretary	David Curry	Vacant	-	-
Victoria	25.3.2024	Councillor – Southern Metropolitan	David Curry	Vacant		
Victoria	25.3.2024	Delegate to the National Board	David Curry	Stewart Naismith	AHA (Vic), Level 1,1 Little Collins St, Melbourne 3000	Hotelier
Victoria	4.4.2024	Delegate to the National Board	Peter Williams	Vacant	-	-



15 April 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: NSW Branch enquiries@ahansw.com.au

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
12 April 2024	NSW Branch	Delegate to Council – Western Suburbs General Division (Metropolitan Representative to Executive Committee)	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, Joanne Blair, being the Secretary/Treasurer of the Australian Hotels Association NSW 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: 09-04-2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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]:

[Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
NSW	02/04/2024	Delegate to Council – Western Suburbs	Patrick Gallagher	Vacant	N/A	N/A
NSW	03/04/2024	General Division (Metropolitan Representative to Executive Committee)	Peter Harris	Carolyn Kelly	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2024	Hotelier



27 March 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: SA- [information@ahasa.asn.au](mailto:information@ahasa.asn.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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](#).

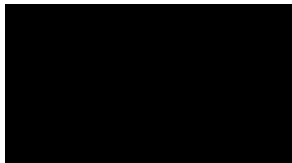
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
13/03/2024	SA	Committee of Management (6)	Yes

## **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, **David Nadeem Basheer**, being the President of the **Australian Hotels Association (SA 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:



Dated: 13 March 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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]:**

[Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
SA	13 March 2024	Committee of Management – District 4 – Northern Metropolitan	Jason Kelly	Daniel Cassin	c/- AHA/SA  PO Box 3092  Rundle Mall SA 5000   Level 4, 60 Hindmarsh Sq  Adelaide SA 5000	Hotelkeeper



SA	13 March 2024	Committee of Management – District 13 – Yorke Peninsula	Trevor Evans	Robert Rankine	c/- AHA/SA  PO Box 3092  Rundle Mall SA 5000  Level 4, 60 Hindmarsh Sq  Adelaide SA 5000	Hotelkeeper
SA	13 March 2024	Committee of Management – District 16 – Port Augusta & Far North	Anna Hurley (filling casual vacancy until elections in 2024)	Anna Hurley (elected in own right)	c/- AHA/SA  PO Box 3092  Rundle Mall SA 5000  Level 4, 60 Hindmarsh Sq  Adelaide SA 5000	Hotelkeeper
SA	13 March 2024	Committee of Management – District 17 - Whyalla	Brad Barreau	Margaret Raymond	c/- AHA/SA  PO Box 3092  Rundle Mall SA 5000  Level 4, 60 Hindmarsh Sq	Hotelkeeper

					<i>Adelaide SA 5000</i>	
<i>SA</i>	<i>13 March 2024</i>	<i>Committee of Management – District 11 – Murray Mallee</i>	<i>Andrew Bullock</i>	<i>Vacant</i>	<i>c/- AHA/SA  PO Box 3092  Rundle Mall SA 5000   Level 4, 60 Hindmarsh Sq  Adelaide SA 5000</i>	<i>Hotelkeeper</i>
<i>SA</i>	<i>13 March 2024</i>	<i>Committee of Management – Accommodation Hotels Division</i>	<i>Newly Created Position</i>	<i>Andrew Bullock</i>	<i>c/- AHA/SA  PO Box 3092  Rundle Mall SA 5000   Level 4, 60 Hindmarsh Sq  Adelaide SA 5000</i>	<i>Hotelkeeper</i>



25 March 2024

Ben Carpenter  
National Secretary/Treasurer  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)  
cc: [ceo@aha.org.au](mailto:ceo@aha.org.au)

Dear Ben Carpenter

**The Australian Hotels 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	2024
Matter number	AR2024/48
Lodgement date	11 March 2024
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 regulator 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 Fair Work Commission (the Commission) website.**

### **The Commission's risk-based approach**

This year your annual return was assessed against a primary review. Consistent with the Commission'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 Commission'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 Commission'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@fwc.gov.au](mailto:regorgs@fwc.gov.au).

Yours sincerely

**Fair Work Commission**

## AUSTRALIAN HOTELS ASSOCIATION

### 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, Ben Carpenter, being the Secretary/Treasurer of the Australian Hotels 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 section 230(1)(a) and section 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 section 230(1)(b), (c), and (d) of the Act:
  - The address of the organisation is Level 1, 27 Murray Crescent, Griffith, ACT, 2603.<sup>1</sup>
  - The name and address of each branch of the organisation is:<sup>2</sup>

Australian Capital Territory Branch:	Level One, 27 Murray Crescent, Griffith, ACT, 2603
New South Wales Branch:	Level 16, Hudson House, 131 Macquarie Street, Sydney NSW 2000
Northern Territory Branch:	20/24 Cavenagh Street, Darwin NT 0800
Queensland Branch:	Level 14, Icon Place 270 Adelaide Street, Brisbane QLD 4000
South Australian Branch:	AHA SA House, Level 4, 60 Hindmarsh Square, Adelaide SA 5000
Tasmanian Branch:	25/93 Salamanca Place, Hobart TAS 7000
Victorian Branch:	Level 1, 1 Little Collins Street, Melbourne VIC 3000
Western Australian Branch:	38 Parliament Place, West Perth, WA 6005
National Accommodation Division	Level 12, 67 Castlereagh St, Sydney NSW 2000

- On 31 December in the previous year the number of members was:<sup>3</sup>

Australian Capital Territory Branch:	66
New South Wales Branch:	1,828
Northern Territory Branch:	198
Queensland Branch:	1,223
South Australian Branch:	548
Tasmanian Branch:	556
Victorian Branch:	1,116
Western Australian Branch:	609
National Accommodation Division (*N.B. NAD members not counted in the total below as they are counted in Branch membership)	*1,246
<b>TOTAL:</b>	<b>6,144</b>

---

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

<sup>2</sup> Section.230(1)(d); reg.147(a) & (d)

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

- 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.
- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2024:<sup>4</sup>

## 1. Organisation elections

---

### AHA National Office

- An election for officers of the National Board: President (1), Senior Vice President (1), Vice President (1) and Secretary/Treasurer (1)

## 2. Branch elections

---

### Australian Capital Territory Branch

- An election for Divisional Representatives to the Branch Board
  - ACT Division – Divisional Representatives (6)
  - Accommodation Hotel Division – Divisional Representatives (2)
- An election for the Executive: President (1), Vice President (1) and Secretary/Treasurer (1)

### New South Wales Branch

- An election for Delegates to Executive Committee (12)

### Northern Territory Branch

- No elections are required

### Queensland Branch

- An election for Zone General Committees Nth Zone Committee (7), Sth Zone Committee (42);
  - An election for Zone Officers (Nth – 7, Sth - 7);
  - An election for Branch Delegates to the National Board (6);
- Note: Rule alterations are pending with the FWC that will impact Zone elections*

### South Australian Branch

- An election for Branch Councillors from each of the following Districts:
  - District 1 (City of Adelaide and North Adelaide) (1)
  - District 2 (Eastern Metropolitan) (1)
  - District 3 (Western Metropolitan) (1)
  - District 4 (Northern Metropolitan) (1)
  - District 5 (Southern Metropolitan) (1)
  - District 6 (Port Adelaide) (1)
  - District 9 (Hills) (1)
  - District 13 (Yorke Peninsula) (1)
  - District 16 (Port Augusta and Far North) (1)
  - District 17 (Whyalla) (1)
  - District 18 (South Eastern) (1)
- An election for Branch Representative to the Accommodation Hotels Division (1)
- An election for:

---

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

- Branch President (ex-officio Delegate to the National Board) (1)
- Branch Vice-President (1)
- Branch Deputy Vice-President (1)
- Branch Secretary/Treasurer (1)
- Branch Trustees (5)
- Branch Executive Committee Members (4)
- Delegate to the National Board representing the South Australian Branch (additional to the Branch President) (1)

#### **Tasmanian Branch**

- An election for:
  - Pub/Tavern - Division President (1) and Branch Vice President (1)
  - Accommodation/Hotels – Division President (1) and Branch Vice President (1)
- An election for Division Representatives to the State Council:
  - Pub/Tavern (North – telephone prefix 63) (2)
  - Accommodation Hotels Division (South – telephone prefix 62) (1)
  - Restaurants (South – telephone prefix 62) (1)

#### **Victorian Branch**

- An election for Delegates to the AHA National Board (6) (President not included in this number as elected ex officio)

#### **Western Australian Branch**

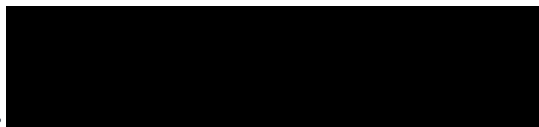
- An election for a two-year term for:
  - Ordinary members of the Branch Committee of Management (6)
  - Divisional President Perth Metropolitan North (1)
  - Divisional President Perth Metropolitan South (1)
  - Divisional President Perth Central (1)
  - Divisional President Central Division (1)
  - Divisional President South West (1)
  - Divisional President North West (1)
  - Divisional President Coastal (1)
  - Divisional President Accommodation (1)
  - Divisional President Small Bar (1)
  - Divisional President Tourism (1)
  - Divisional President Restaurant (1)
- A collegiate election from the above for a two-year term
  - President (1)
  - Senior Vice President (1)
  - Vice President (1)
  - Treasurer (1)
  - Country Representatives (2)

#### **National Accommodation Division**

- No elections for 2024

- During the previous 12 months NO branches COMMENCED or CEASED operation. However, the National Accommodation Division was restructured upon amalgamation between the Australian Hotels Association and Accommodation Association of Australia.<sup>5</sup>
- During the previous 12 months the organisation has not entered into an agreement under section 151(1) of the Act with a state union.<sup>6</sup>

Signed:



**BEN CARPENTER**  
**SECRETARY/TREASURER**

DATED: 11/03/2024

*[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.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>7</sup>]*

---

<sup>5</sup> Section.230(1)(d); reg.147(b) & (c)

<sup>6</sup> Section.230(1)(d); reg.147(b) & (c)

<sup>7</sup> Section.233(2); reg. 151



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

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

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
AHA National Board	Delegate - Branch President ex officio (Secretary/Treasurer)	Ben Carpenter	c/- AHA National Office P.O. Box 4286, Manuka, ACT, 2603	Hotelier
AHA National Board	Delegate - Branch President ex officio (President)	David Canny	As above	Hotelier
AHA National Board	Delegate - Branch President ex officio (Senior Vice President)	David Basheer	As above	Hotelier
AHA National Board	Delegate - Branch President ex officio (Vice President)	Paul Palmer	As above	Hotelier
AHA National Board	Delegate - Branch President ex officio	Scott Leach	As above	Hotelier
AHA National Board	Delegate - Branch President ex officio	Richard Deery	As above	Hotelier
AHA National Board	Delegate - Branch President ex officio	Neil Randall	As above	Hotelier
AHA National Board	Delegate - Branch President ex officio	Michael Capezio	As above	Hotelier
AHA National Board	Delegate - Division President ex officio	David Mansfield	As above	Hotelier
AHA National Board	Delegate	Des Kennedy	As above	Hotelier
AHA National Board	Delegate	Joanne Blair	As above	Hotelier
AHA National Board	Delegate	Kim Maloney OAM	As above	Hotelier
AHA National Board	Delegate	Lynette Humphreys	As above	Hotelier
AHA National Board	Delegate	Vacant		
AHA National Board	Delegate	Peter Harris	As above	Hotelier

AHA National Board	Delegate	Rob Lees	As above	Hotelier
AHA National Board	Delegate	Andrew Clark	As above	Hotelier
AHA National Board	Delegate	Peter Williams	As above	Hotelier
AHA National Board	Delegate	David Curry	As above	Hotelier
AHA National Board	Delegate	Matthrew Nikakis	As above	Hotelier
AHA National Board	Delegate	Rachel Checinski	As above	Hotelier
AHA National Board	Delegate	Mark O'Reilly	As above	Hotelier
AHA National Board	Delegate	Matt Coorey	As above	Hotelier
AHA National Board	Delegate	Brad Fitzgibbons	As above	Hotelier
AHA National Board	Delegate	Sam Ingham-Myers	As above	Hotelier
AHA National Board	Delegate	Melinda Tait	As above	Hotelier
AHA National Board	Delegate	Rachel Johnson	As above	Hotelier
AHA National Board	Delegate	Robert Ramage	As above	Hotelier
AHA National Board	Delegate	Martin Peirson-Jones	As above	Hotelier
AHA National Board	Delegate	Matthew Binns	As above	Hotelier
AHA National Board	Delegate	Sean Hunt	As above	Hotelier
AHA National Board	Delegate	Bruce Copland	As above	Hotelier
AHA National Board	Delegate	Norman Arundel	As above	Hotelier
AHA National Board	Delegate	Barry Robinson	As above	Hotelier
AHA National Board	Delegate	Robert Dawson	As above	Hotelier
AHA National Board	Delegate	Vacant		
AHA National Board	Delegate	Tracy Atherton	As above	Hotelier

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation
<b>EXECUTIVE</b>				
ACT	President and ACT Divisional Representative	Michael Capezio	c/- AHA ACT, P.O. Box 4286, Manuka, ACT, 2603	Hotelier
ACT	Vice President and ACT Divisional Representative	Peter Barclay	As above	Hotelier
ACT	Secretary/Treasurer	Vacant		
<b>BOARD</b>				
ACT	ACT Divisional Representative	Michael Capezio	c/- AHA ACT, P.O. Box 4286, Manuka, ACT, 2603	Hotelier
ACT	ACT Divisional Representative	Peter Barclay	As above	Hotelier
ACT	ACT Divisional Representative	Jane Collins	As above	Hotelier
ACT	ACT Divisional Representative	Andrew Turnbull	As above	Hotelier
ACT	ACT Divisional Representative	Vacant		
ACT	ACT Divisional Representative	Vacant		
ACT	Accommodation Divisional Representative	Todd Handy	As above	Hotelier
ACT	Accommodation Divisional Representative	Vacant		

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
<b>NSW EXECUTIVE</b>				
NSW	Accommodation Member/Representative	Vacant		
NSW	General Division (Metropolitan Representative)	Vacant		
NSW	General Division Representative (Country)	Des Kennedy	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2050	Hotelier
NSW	General Division Representative (Country)	Gavin Brown	As above	
NSW	General Division Representative (Country)	Rolly De With	As above	Hotelier
NSW	General Division Representative (Metropolitan)	Leon Colosimo	As above	Hotelier
NSW	General Division Representative (Metropolitan)	Robert Ellis Lees	As above	Hotelier
NSW	President	Scott Leach	As above	Hotelier
NSW	Secretary/Treasurer	Joanne Blair	As above	Hotelier
NSW	Senior Vice President (Accommodation)	Vacant	As above	Hotelier
NSW	Senior Vice President (General)	Lynette Humphreys	As above	Hotelier
NSW	Vice-President	Kim Maloney	As above	Hotelier

<b>NSW COUNCIL</b>					
NSW	Delegate to Council	Accommodation	Vacant		
NSW	Delegate to Council	Accommodation	Vacant		
NSW	Delegate to Council	Albury & District	Thomas Gurr	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2050	Hotelier
NSW	Delegate to Council	Bankstown	Vacant		
NSW	Delegate to Council	Barrier	Dean Trengove	As above	Hotelier
NSW	Delegate to Council	Blacktown & District	Kent Walker	As above	Hotelier
NSW	Delegate to Council	Canobolas	Garry Rollings	As above	Hotelier

NSW	Delegate to Council	Castlereagh/Barwon	Jim Knox	As above	Hotelier
NSW	Delegate to Council	Central Coast	Peter Robert Harris	As above	Hotelier
NSW	Delegate to Council	Chifley	Tim Fagan	As above	Hotelier
NSW	Delegate to Council	City Central	Jack West	As above	Hotelier
NSW	Delegate to Council	City Central	Kim Maloney	As above	Hotelier
NSW	Delegate to Council	City Central	Steven John Speed	As above	Hotelier
NSW	Delegate to Council	Clarence River	Charlie Nalder	As above	Hotelier
NSW	Delegate to Council	East Central	Carolyn Kelly	As above	Hotelier
NSW	Delegate to Council	East Central	Chris Thomas	As above	Hotelier
NSW	Delegate to Council	Eastern Suburbs	Damon Crawford	As above	Hotelier
NSW	Delegate to Council	Eastern Suburbs	Robert Ellis Lees	As above	Hotelier
NSW	Delegate to Council	Fairfield-Liverpool	Vicki Webster	As above	Hotelier
NSW	Delegate to Council	Far North Coast	Gavin Brown	As above	Hotelier
NSW	Delegate to Council	Far South Coast	David Creary	As above	Hotelier
NSW	Delegate to Council	Goulburn & District	Patrick Burke	As above	Hotelier
NSW	Delegate to Council	Hastings/Manning	Alistair Flower	As above	Hotelier
NSW	Delegate to Council	Illawarra	Michael Thomas Dennis	As above	Hotelier
NSW	Delegate to Council	Lachlan	Kim Marie Jones	As above	Hotelier
NSW	Delegate to Council	Leichhardt-Glebe	Joanne Blair	As above	Hotelier
NSW	Delegate to Council	Leichhardt-Glebe	Paul McGirr	As above	Hotelier
NSW	Delegate to Council	Macarthur/Southern Highlands	Thomas A Porter	As above	Hotelier
NSW	Delegate to Council	Manly-Warringah	Kaine Bayfield	As above	Hotelier
NSW	Delegate to Council	Mid North Coast	David Richards	As above	Hotelier
NSW	Delegate to Council	Mudgee	Des Kennedy	As above	Hotelier
NSW	Delegate to Council	Murray	Peter John Pretscherer	As above	Hotelier
NSW	Delegate to Council	Hastings/Manning	Alistair Flower	As above	Hotelier
NSW	Delegate to Council	Illawarra	Michael Thomas Dennis	As above	Hotelier
NSW	Delegate to Council	Lachlan	Kim Marie Jones	As above	Hotelier
NSW	Delegate to Council	Leichhardt-Glebe	Joanne Blair	As above	Hotelier
NSW	Delegate to Council	Leichhardt-Glebe	Paul McGirr	As above	Hotelier
NSW	Delegate to Council	Macarthur/Southern Highlands	Thomas A Porter	As above	Hotelier
NSW	Delegate to Council	Manly-Warringah	Kaine Bayfield	As above	Hotelier

NSW	Delegate to Council	Mid North Coast	David Richards	As above	Hotelier
NSW	Delegate to Council	Mudgee	Des Kennedy	As above	Hotelier
NSW	Delegate to Council	Murray	Peter John Pretscherer	As above	Hotelier
NSW	Delegate to Council	Near West & Blue Mountains	Bradley Jenkins	As above	Hotelier
NSW	Delegate to Council	Near West & Blue Mountains	Peter Lazarus	As above	Hotelier
NSW	Delegate to Council	New England	Stuart O'Neill	As above	Hotelier
NSW	Delegate to Council	Newcastle	Michael John Starkey	As above	Hotelier
NSW	Delegate to Council	Newcastle	Nicholas Clark	As above	Hotelier
NSW	Delegate to Council	Newcastle	Rolly De With	As above	Hotelier
NSW	Delegate to Council	Newtown	Penelope Rae Hewlett	As above	Hotelier
NSW	Delegate to Council	Newtown	Scott Leach	As above	Hotelier
NSW	Delegate to Council	North Sydney	Peter Calligeros	As above	Hotelier
NSW	Delegate to Council	Northern Suburbs	Paul Dirou	As above	Hotelier
NSW	Delegate to Council	Orana	Gregory Pilon	As above	Hotelier
NSW	Delegate to Council	Outback	Tom Cutcliffe	As above	Hotelier
NSW	Delegate to Council	Parramatta	Leon Colosimo	As above	Hotelier
NSW	Delegate to Council	Riverina	Tim John Olivero	As above	Hotelier
NSW	Delegate to Council	Snowy Mountains	Cameron James Gray McKid	As above	Hotelier
NSW	Delegate to Council	South Coast	Paul Kapetanos	As above	Hotelier
NSW	Delegate to Council	South Sydney	Adrian Guest	As above	Hotelier
NSW	Delegate to Council	South Sydney	Trevor Walker	As above	Hotelier
NSW	Delegate to Council	South West Slopes	Bradley George Shields	As above	Hotelier
NSW	Delegate to Council	St George/Sutherland	Lynette Humphreys	As above	Hotelier
NSW	Delegate to Council	Tamworth & District	Rob Broomham	As above	Hotelier
NSW	Delegate to Council	Upper Hunter Valley	Greg Smith	As above	Hotelier
NSW	Delegate to Council	Wagga & District	John McRedmond	As above	Hotelier
NSW	Delegate to Council	Wagga & District	Mathew Oates	As above	Hotelier
NSW	Delegate to Council	Western Suburbs	Patrick Gallagher	As above	Hotelier

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
<b>Northern Territory Branch – Executive Committee</b>				
NT	President	Paul Palmer	C/- AHA (NT) GPO Box 3270, Darwin NT 0801	Company Director
NT	Senior Vice President	Michael Burns	As above	Company Director
NT	Vice President	Frank Dalton	As above	Club Manager
NT	Secretary	Penny Phillips	As above	Hotelier
NT	Treasurer	Cassandra Harney	As above	Company Director
<b>Northern Territory Branch – State Board</b>				
NT	Greater Darwin (Hotels)	Paul Palmer	As above	Company Director
NT	Greater Darwin (Hotels)	Justin Coleman	As above	Company Director
NT	Greater Darwin (Hotels)	Doug Sallis	As above	Company Director
NT	Greater Darwin (Accommodation)	Michael Burns	As above	Company Director
NT	Greater Darwin (Accommodation)	Yuvraj Pawar	As above	Hotelier
NT	Greater Darwin (Clubs)	Russell Reid	As above	Club Manager
NT	Greater Darwin (Clubs)	Matthew Hower	As above	Club Manager
NT	Alice Springs & Ayers Rock (Hotels)	Craig Jervis	As above	Company Director
NT	Alice Springs & Ayers Rock (Accommodation)	Todd Grierson	As above	General Manager
NT	Alice Springs & Ayers Rock (Clubs)	Ian McCormack	As above	Club Manager
NT	Regional Towns (Katherine, Tennant Creek, Jabiru & Gove) (Hotels)	Cassandra Harney	As above	Company Director
NT	Regional Towns (Katherine, Tennant Creek, Jabiru & Gove) (Accommodation)	Joanna Pace	As above	General Manager
NT	Regional Towns (Katherine, Tennant Creek, Jabiru & Gove) (Clubs)	Frank Dalton	As above	Club Manager
NT	Wayside Inns	Tim Carter	As above	Company Director
NT	Wayside Inns	Amy Driver	As above	Hotelier
NT	Restaurant & Cafes, Small Bars & Craft Breweries Division	Jason Hanna	As above	Company Director
NT	Restaurant & Cafes, Small Bars & Craft Breweries Division	Gertrude Knight	As above	General Manager
NT	Restaurant & Cafes, Small Bars & Craft Breweries Division	Vacant		

NT	General Hotel Representative	Penny Phillips	As above	Hotelier
NT	General Hotel Representative	Paul Flinn	As above	Hotelier
NT	General Hotel Representative	Vacant		



Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation
QLD	Delegate to National Board (President ex-officio)	Richard Deery	c/- Level 14, 270 Adelaide Street, Brisbane QLD 400	Hotelier
QLD	Delegate to National Board	Matthew Coorey	As above	Hotelier
QLD	Delegate to National Board	Brad Fitzgibbons	As above	Hotelier
QLD	Delegate to National Board	Sam Ingham-Myers	As above	Hotelier
QLD	Delegate to National Board	Melinda Tait	As above	Hotelier
QLD	Delegate to National Board	Rachel Johnson	As above	Hotelier
QLD	Rep to NAHD	Geoff York	As above	Hotelier
QLD	Rep to NAHD	Vacant		
QLD	President & State Board Delegate (Southern Zone)	Richard Deery	As above	Hotelier
QLD	Senior Vice-President & State Board Delegate (Southern Zone)	Matthew Coorey	As above	Hotelier
QLD	Vice President & State Board Delegate (Southern Zone)	Sam Ingham-Myers	As above	Hotelier
QLD	Vice President & State Board Delegate (Southern Zone)	Melinda Tait	As above	Hotelier
QLD	Vice President & State Board Delegate (Southern Zone)	Bradley Fitzgibbons	As above	Hotelier
QLD	Secretary/Treasurer & State Board Delegate (Southern Zone)	Rachel Johnson	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Scott Armstrong	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Richard Bowly	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Darren Carter	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Ross Farquhar	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Stewart Gibson	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Scott Hogan	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Matthew McGuire	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Stephen Stoios	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Richard Adams	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Vacant		
QLD	State Board Delegate (Northern Zone)	Stephen Clarke	As above	Hotelier

QLD	State Board Delegate (Northern Zone)	Craig Ellison	As above	Hotelier
QLD	State Board Delegate (Northern Zone)	Albert Hakfoort	As above	Hotelier
QLD	State Board Delegate (Northern Zone)	Paul McMahon	As above	Hotelier
QLD	State Board Delegate (Northern Zone)	Vacant		
QLD	State Board Delegate (Northern Zone)	Vacant		

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation
SA	President Committee of Management Member <i>District 1 – Adelaide &amp; Nth Adelaide</i> Executive Committee Member Branch Trustee	David Nadeem Basheer	c/- AHA SA, Level 4, 60 HindmarshSquare, Adelaide SA 5000	Hotelier
SA	Vice President Committee of Management Member <i>District 2 – Eastern Metropolitan</i> Executive Committee Member Branch Trustee	Matthew Spencer Binns	As above	Hotelier
SA	Committee of Management Member <i>District 11 – Murray Mallee</i> Accommodation Division	Andrew Bullock	As above	Hotelier
SA	Committee of Management Member <i>District 17 - Whyalla</i>	Brad Barreau	As above	Hotelier
SA	Committee of Management Member <i>District 6 - Port Adelaide</i> Executive Committee Member Branch Trustee	Matthew Brien	As above	Hotelier
SA	Deputy Vice President Committee of Management Member <i>District 5 - Southern Metropolitan</i> Executive Committee Member Branch Trustee	Luke Donaldson	As above	Hotelier
SA	Committee of Management <i>District 1 – Adelaide &amp; Nth Adelaide</i>	Simone Douglas	As above	Hotelier
SA	Committee of Management Member <i>District 13 - Yorke Peninsula</i>	Trevor Evans	As above	Hotelier
SA	Committee of Management Member <i>District 1 - Adelaide &amp; Nth Adelaide</i>	Jason Fahey	As above	Hotelier
SA	Committee of Management Member <i>District 1 - Adelaide &amp; Nth Adelaide</i>	Trent Albert Fahey	As above	Hotelier

SA	Packaged Liquor Division	Elise Fassina	As above	Liquor Merchant
SA	Committee of Management Member <i>Region 3 - Western Metropolitan</i>	Anthony George Franzon	As above	Hotelier
SA	Committee of Management Member <i>District 3 - Western Metropolitan</i>	James Franzon	As above	Hotelier
SA	Committee of Management Member <i>Region 12 - Mid North</i>	John Giannitto	As above	Hotelier
SA	Committee of Management Member <i>District 4 - Northern Metropolitan</i>	Corey Farmer	As above	Hotelkeeper
SA	Committee of Management Member <i>District 2 – Eastern Metropolitan</i>	Tom Hannah	As above	Hotelier
SA	Committee of Management Member <i>District 16 - Port Augusta &amp; Far North</i> Executive Council Member	Anna Hurley	As above	Hotelier
SA	Committee of Management Member <i>District 6 - Port Adelaide</i>	Peter Johnson	As above	Hotelier
SA	Committee of Management Member <i>District 4 - Northern Metropolitan</i>	Jason Kelly	As above	Hotelier
SA	Committee of Management Member <i>District 18 – South East</i> Executive Committee Member	Andrew Kemp	As above	Hotelier
SA	Secretary/Treasurer Committee of Management Member <i>District 5 - Southern Metropolitan</i> Executive Committee Member	Sam McInnes	As above	Hotelier
SA	Committee of Management Member <i>District 8 - Southern Coast</i>	Guy S Matthews	As above	Hotelier
SA	Committee of Management Member <i>District 9 - Hills</i>	Karen Milesi	As above	Hotelier
SA	Committee of Management Member <i>District 7 - Gawler &amp; Barossa</i>	Andrew Francis Plush	As above	Hotelier
SA	Committee of Management Member- <i>District 19 - Eyre Peninsula</i> Executive Committee Member	Matthew Rogers	As above	Hotelier

	Branch Trustee			
SA	Committee of Management Member <i>District 14 - Port Pirie</i>	Darren Steele	As above	Hotelier
SA	Committee of Management Member <i>District 10 - Lower North</i>	Vacant		
SA	Committee of Management Member <i>District 15 – Peterborough Upper North East</i>	Vacant		
SA	Committee of Management Member <i>Accommodation Hotels Division Branch Councillor</i>	Vacant		

Branch	Name of Office	Name of Office Holder	Postal Address of Office Holder	Occupation
Victoria	President	David Canny	c/o AHA (Vic), Level 1, 1 Little Collins Street, Melbourne VIC 3000	Hotelier
Victoria	Vice-President Metropolitan	Mark O'Reilly	As above	Hotelier
Victoria	Vice-President Country	Andrew Clark	As above	Hotelier
Victoria	Honorary Treasurer	Rachel Checinski	As above	Hotelier
Victoria	Honorary Minute Secretary	David Curry	As above	Hotelier
Victoria	Executive Member	Peter Williams	As above	Hotelier
Victoria	Executive Member	Matthew Nikakis	As above	Hotelier
Victoria	Executive Member	Matt Mullins	As above	Hotelier
Victoria	Executive Member	Stewart Naismith	As above	Hotelier
Victoria	Executive Member	Roman Sharawara	As above	Hotelier
Victoria	Executive Member	Vacant		
Victoria	Executive Member Accommodation Hotels	Lee Davey	As above	Hotelier
Victoria	Executive Member Accommodation Hotels	Shaun D'Cruz	As above	Hotelier
Victoria	Councillor Accommodation Hotels	Lee Davey	As above	Hotelier
Victoria	Councillor Accommodation Hotels	Shaun D'Cruz	As above	Hotelier
Victoria	Councillor Accommodation Hotels	Vacant		
Victoria	Councillor Accommodation Hotels	Vacant		
Victoria	Councillor Accommodation Hotels	Vacant		
Victoria	Councillor Accommodation Hotels	Vacant		
Victoria	Councillor Eastern Victoria	Simon Appleby	As above	Hotelier
Victoria	Councillor Eastern Victoria	Dylan Clark	As above	Hotelier
Victoria	Councillor Eastern Victoria	Fiona Cox	As above	Hotelier
Victoria	Councillor Eastern Victoria	Chad De Lany	As above	Hotelier
Victoria	Councillor Eastern Victoria	Ben Fisher	As above	Hotelier
Victoria	Councillor Eastern Victoria	Simon Johnson	As above	Hotelier
Victoria	Councillor Eastern Victoria	Rachel Jones	As above	Hotelier
Victoria	Councillor Eastern Victoria	Daniel Martin	As above	Hotelier
Victoria	Councillor Eastern Victoria	Brett Melbourne	As above	Hotelier
Victoria	Councillor Eastern Victoria	Andrew Nikakis	As above	Hotelier

Victoria	Councillor Eastern Victoria	Dante Tomsic	As above	Hotelier
Victoria	Councillor Eastern Victoria	Guy Wells	As above	Hotelier
Victoria	Councillor Eastern Victoria	Peter Williams	As above	Hotelier
Victoria	Councillor Eastern Victoria	Vacant		
Victoria	Councillor Eastern Victoria	Vacant		
Victoria	Councillor North-Eastern Metropolitan	Peter Appleby	As above	Hotelier
Victoria	Councillor North-Eastern Metropolitan	Kelly Cock	As above	Hotelier
Victoria	Councillor North-Eastern Metropolitan	Madeleine Junkaris	As above	Hotelier
Victoria	Councillor North-Eastern Metropolitan	Melanie Lambourn	As above	Hotelier
Victoria	Councillor North-Eastern Metropolitan	Ryan Mitchell	As above	Hotelier
Victoria	Councillor North-Eastern Metropolitan	John Payne	As above	Hotelier
Victoria	Councillor North-Eastern Metropolitan	Tom Payne OAM	As above	Hotelier
Victoria	Councillor North-Eastern Metropolitan	Mark Robertson	As above	Hotelier
Victoria	Councillor North-Eastern Metropolitan	Vacant		
Victoria	Councillor Northern Metropolitan	Rachel Checinski	As above	Hotelier
Victoria	Councillor Northern Metropolitan	Gary Kirwan	As above	Hotelier
Victoria	Councillor Northern Metropolitan	Matt Mullins	As above	Hotelier
Victoria	Councillor Northern Metropolitan	Stewart Naismith	As above	Hotelier
Victoria	Councillor Northern Metropolitan	Con Nikitas	As above	Hotelier
Victoria	Councillor Northern Metropolitan	Russell O'Brien	As above	Hotelier
Victoria	Councillor Northern Metropolitan	Bob O'Kane	As above	Hotelier
Victoria	Councillor Northern Metropolitan	Michael Robertson	As above	Hotelier
Victoria	Councillor Northern Metropolitan	Stuart Steele	As above	Hotelier
Victoria	Councillor Northern Victoria	Sally Gebert	As above	Hotelier
Victoria	Councillor Northern Victoria	Andrea Karailis	As above	Hotelier
Victoria	Councillor Northern Victoria	Andrew Lethlean	As above	Hotelier
Victoria	Councillor Northern Victoria	Shannon Makin	As above	Hotelier
Victoria	Councillor Northern Victoria	Roman Sharawara	As above	Hotelier
Victoria	Councillor Northern Victoria	Patrick Sheehan	As above	Hotelier
Victoria	Councillor Northern Victoria	Darren Thomas	As above	Hotelier
Victoria	Councillor Northern Victoria	Nick Zurcas	As above	Hotelier
Victoria	Councillor Northern Victoria	Vacant		

Victoria	Councillor Northern Victoria	Vacant		
Victoria	Councillor Northern Victoria	Vacant		
Victoria	Councillor Northern Victoria	Vacant		
Victoria	Councillor Northern Victoria	Vacant		
Victoria	Councillor Northern Victoria	Vacant		
Victoria	Councillor Northern Victoria	Vacant		
Victoria	Councillor South-Eastern Metropolitan	Ian Francis	As above	Hotelier
Victoria	Councillor South-Eastern Metropolitan	Joe Giustiniano	As above	Hotelier
Victoria	Councillor South-Eastern Metropolitan	Ros Newsham	As above	Hotelier
Victoria	Councillor South-Eastern Metropolitan	Paul Stocks	As above	Hotelier
Victoria	Councillor South-Eastern Metropolitan	David Tomsic	As above	Hotelier
Victoria	Councillor South-Eastern Metropolitan	Peter Whinnen	As above	Hotelier
Victoria	Councillor South-Eastern Metropolitan	Vacant		
Victoria	Councillor South-Eastern Metropolitan	Vacant		
Victoria	Councillor South-Eastern Metropolitan	Vacant		
Victoria	Councillor Southern Metropolitan	Craig Barnett	As above	Hotelier
Victoria	Councillor Southern Metropolitan	Andrew Brown	As above	Hotelier
Victoria	Councillor Southern Metropolitan	Michael Burke	As above	Hotelier
Victoria	Councillor Southern Metropolitan	Monika Cala	As above	Hotelier
Victoria	Councillor Southern Metropolitan	David Curry	As above	Hotelier
Victoria	Councillor Southern Metropolitan	Eloise Glenane	As above	Hotelier
Victoria	Councillor Southern Metropolitan	Matthew Nikakis	As above	Hotelier
Victoria	Councillor Southern Metropolitan	Mark O'Reilly	As above	Hotelier
Victoria	Councillor Southern Metropolitan	Jonathan Sherren	As above	Hotelier
Victoria	Councillor Western Metropolitan	Tom Francis	As above	Hotelier
Victoria	Councillor Western Metropolitan	Paul Hunter	As above	Hotelier
Victoria	Councillor Western Metropolitan	Joshua Lister-Smith	As above	Hotelier
Victoria	Councillor Western Metropolitan	Andrew Needham	As above	Hotelier
Victoria	Councillor Western Metropolitan	Vacant		
Victoria	Councillor Western Metropolitan	Vacant		
Victoria	Councillor Western Metropolitan	Vacant		
Victoria	Councillor Western Metropolitan	Vacant		



Victoria	Councillor Western Metropolitan	Vacant		
Victoria	Councillor Western Victoria	Peter Archbold	As above	Hotelier
Victoria	Councillor Western Victoria	Sam Benjamin	As above	Hotelier
Victoria	Councillor Western Victoria	David Canny	As above	Hotelier
Victoria	Councillor Western Victoria	Andrew Clark	As above	Hotelier
Victoria	Councillor Western Victoria	Dan Cronin	As above	Hotelier
Victoria	Councillor Western Victoria	Patrick Glenane	As above	Hotelier
Victoria	Councillor Western Victoria	Teagan Hack	As above	Hotelier
Victoria	Councillor Western Victoria	Mitchell Koroneos	As above	Hotelier
Victoria	Councillor Western Victoria	Nick Murray	As above	Hotelier
Victoria	Councillor Western Victoria	Danny Quinlan	As above	Hotelier
Victoria	Councillor Western Victoria	George Ramia	As above	Hotelier
Victoria	Councillor Western Victoria	Rhys Sizeland	As above	Hotelier
Victoria	Councillor Western Victoria	Joel Taylor	As above	Hotelier
Victoria	Councillor Western Victoria	John Taylor	As above	Hotelier
Victoria	Councillor Western Victoria	Vacant		

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Tasmania	President	Ben Carpenter	25/93 Salamanca Place, Hobart TAS 7000	Director
Tasmania	Treasurer	Michael Best	As above	Managing Director
Tasmania	Vice President/Pub/Tavern President	Paul Jubb	As above	Licensee
Tasmania	Vice President/Restaurant Division President	Angelo Fraraccio	As above	Owner/Manager
Tasmania	Vice President / Accommodation Hotels Division President	John Dabner	As above	General Manager
Tasmania	Southern Councillor (Pubs/Tavern Division)	Paul Jubb	As above	Director
Tasmania	Southern Councillor (Pubs/Tavern Division)	Alexia Kalis	As above	Administrator
Tasmania	Southern Councillor (Pubs/Tavern Division)	Jocelyn Berechree	As above	Licensee
Tasmania	Southern Councillor (Pubs/Tavern Division)	Tony Kennedy	As above	Operations Manager
Tasmania	Southern Councillor (Restaurants Division)	Angelo Fraraccio	As above	Owner/Manager
Tasmania	Southern Councillor (Restaurants Division)	Danny Veis	As above	Owner
Tasmania	Southern Councillor (Accommodation Hotels Division)	Shelley Richards	As above	Manager
Tasmania	North Councillor (Pubs/Tavern Division)	Martin Kelly	As above	General Manager
Tasmania	North Councillor (Pubs/Tavern Division)	Vacant		
Tasmania	North Councillor (Pubs/Tavern Division)	Karen Burbury	As above	CEO Executive Director
Tasmania	North West Councillor (Pubs/Tavern Division)	Ben Carpenter	As above	Licensee
Tasmania	North West Councillor (Pubs/Tavern Division)	Michael Best	As above	Managing Director
Tasmania	North West & North Councillor (Accommodation Hotels Division)	John Dabner	As above	General Manager
Tasmania	North West & North Councillor (Restaurant Division)	Matthew Cock	As above	Finance Manager
Tasmania	North West & North Councillor (Restaurant Division)	Leigh Reid	As above	General Manager

WESTERN AUSTRALIAN BRANCH				
Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
WA	President/Committee of Management Member and ex officio delegate to AHA National Board	David Neil Randall	c/- Australian Hotels Association Western Australia, 38 Parliament Place, West Perth WA 6005	Hotelier
WA	Senior Vice President/Divisional President North Metropolitan	David Bornmann	As above	Hotelier
WA	Vice President/ Divisional President North West and delegate to AHA National Board	Martin Peirson-Jones	As above	Hotelier
WA	Treasurer/Divisional President Tourism	Michael Scott	As above	Hotelier
WA	Accommodation Division President	Andrew Cairns	As above	Hotelier
WA	Country Representative/Committee of Management Member and delegate to AHA National Board	Robert Ramage	As above	Hotelier
WA	Committee of Management Member	Ric Torchia	As above	Hotelier
WA	Committee of Management Member	St. John Hammond	As above	Hotelier
WA	Committee of Management Member	Peter Neville	As above	Hotelier
WA	Committee of Management Member	Adam Kapinkoff	As above	Hotelier
WA	Divisional President Perth Central Metropolitan Division	Ben Rasheed	As above	Hotelier
WA	Divisional President South Metropolitan	Ross Drennan	As above	Hotelier
WA	Divisional President Central	Aaron Heal	As above	Hotelier
WA	Divisional President Coastal	Alistair Brogan	As above	Hotelier
WA	Divisional President Small Bars	Hamish Fleming	As above	Hotelier
WA	Divisional President Restaurants	Lyndon Waples	As above	Hotelier
WA	Divisional President South West	Vacant		

**National Accommodation Division (Accommodation Australia)**

<b>Branch</b>	<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>
NAD	David Mansfield	NAD Board member and NAD Chair, and delegate to the National Board and to the National Executive	C/- Level 12, 67 Castlereagh St, Sydney NSW 2000	Hotelier
NAD	Sean Hunt	NAD Board member and NAD Deputy Chair, and delegate to the National Board	As above	Hotelier
NAD	Bruce Copland	NAD Board member and NAD Secretary/Treasurer, and delegate to the National Board	As above	Hotelier
NAD	Norman Arundel	NAD Board member and delegate to the National Board	As above	Hotelier
NAD	Barry Robinson	NAD Board member and delegate to the National Board	As above	Hotelier
NAD	Robert Dawson	NAD Board member and delegate to the National Board	As above	Hotelier
NAD	Adrian Williams	NAD Board member and delegate to the National Board	As above	Hotelier
NAD	Tracey Atherton	NAD Board member and delegate to the National Board	As above	Hotelier
NAD	Julian Clark	NAD Board member	As above	Hotelier
NAD	Geoffrey York	NAD Board member	As above	Hotelier
NAD	Paul Hutton	NAD Board member	As above	Hotelier
NAD	David Baswel	NAD Board member	As above	Hotelier
NAD	Emma Hynes	NAD Board member	As above	Hotelier
NAD	Vacant	NAD Board member		

## NOTIFICATION OF CHANGES TO RECORDS

I, Jane Collins, being the Secretary/Treasurer of the Australian Capital Territory Branch of the Australian Hotels Association, declare that:

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 ss.230(1)(b), (c) and (d) of the *Fair Work (Registered Organisations) Act 2009*:
  - A list of changes to offices and the names is attached to this declaration at **Annexure A** and forms part of this declaration.

  
\_\_\_\_\_  
Jane Collins  
Secretary/Treasurer

DATE 27th January 2025

## ANNEXURE A

- Changes to Offices and Office Holders of the Australian Hotels Association:

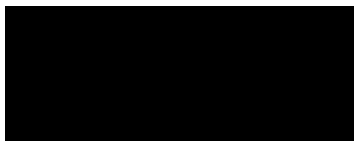
Date of Change	Branch	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
1 January 2025	Australian Capital Territory	President	Michael Capezio	Peter Barclay	27 Murray Crescent, Griffith, ACT, 2603	Hotelier
1 January 2025	Australian Capital Territory	Vice-President	Peter Barclay	Vacant	27 Murray Crescent, Griffith, ACT, 2603	Hotelier
1 January 2025	Australian Capital Territory	Divisional Representative to the Branch Board (ACT Division)	Michael Capezio	Vacant	27 Murray Crescent, Griffith, ACT, 2603	Hotelier

# **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, Bruce Copland, being the Secretary/Treasurer of the National Accommodation Division of the Australian Hotels Association also known As Accommodation Australia (National), 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 20<sup>th</sup> January 2025 the address of the organisation changed to Level 4, 131 Macquarie Street, Sydney NSW, 2000.
  - A list of changes to postal addresses of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 21 January 2025

## ANNEXURE A

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

Changes to Postal Addresses of Office Holders in the Organisation: <b>Existing Board Member or Office Holder</b>	<b>Existing Offices Held (no change)</b>	<b>Date of Change of Address</b>	<b>Change to New Address Only</b>
David Mansfield	Chair, Delegate to AHA National Board & Delegate to AHA National Executive	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Emma Hynes	Deputy Chair & Delegate to AHA National Board	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Bruce Copland	Secretary/Treasurer & Delegate to AHA National Board	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Barry Robinson	NAD Board member & Delegate to AHA National Board	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Adrian Williams	NAD Board member & Delegate to AHA National Board	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Julian Clark	NAD Board member & Delegate to AHA National Board	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Paul Hutton	NAD Board member & Delegate to AHA National Board	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Geoffrey York	NAD Board member	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Andrew Cairns	NAD Board member	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Jason Nuell	NAD Board member	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Joanna Carruthers	NAD Board member	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000
Wayne Taranto	NAD Board member	20/01/2025	Level 4, 131 Macquarie Street, Sydney, NSW, 2000





13 January 2025

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: QLD Branch [info@qha.org.au](mailto:info@qha.org.au)  
NAD [bcopland@tfhotels.com](mailto:bcopland@tfhotels.com)  
VIC Branch [p.osullivan@ahavic.com.au](mailto:p.osullivan@ahavic.com.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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](#).

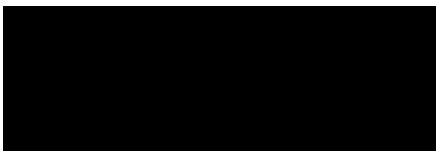
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
09 December 2024	QLD Branch	State Board Delegate	Yes
28 December 2024	NAD	NAD Board Member Delegate to AHA National Board	Yes
06 January 2025	VIC Branch	Executive Board Member – Accommodation Councillor - Accommodation	

**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, David Canny, being the President of the Victorian Branch of the Australian Hotels 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:

A large black rectangular box redacting the signature of David Canny.

Dated: 06/01/2025

## ANNEXURE A

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
Victoria	03.12.2024	Executive Board Member - Accommodation	Lee Davey	Vacant	-	-
Victoria	03.12.2024	Councillor – Accommodation	Lee Davey	Vacant		



## ATTACHMENT A

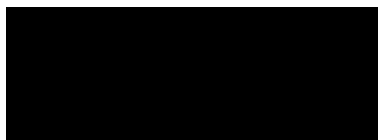
THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE FWC WEBSITE

**Notification of Change of Records of  
the National Accommodation Division of the Australian Hotels Association ("NAD")  
also known as Accommodation Australia (National) per rule 45**

I, Bruce Copland, being Secretary/Treasurer of Accommodation Australia (National) 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*.

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
27 Dec 2024	NAD Board Member Delegate to AHA National Board	Tracy ATHERTON	Vacant	Level 21, 67 Castlereagh St Sydney NSW 2000	CEO The Ascott



.....  
Bruce Copland  
28th December 2024

**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, Richard Deery, being the President of the AHA (QLD 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:

A black rectangular box redacting the signature of Richard Deery.

Richard Deery, President

Dated: 3 December 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 <del>Outgoing</del> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
QLD	03.12.24	State Board Delegate	Stephen Stoios	Lucinda Black	c/o – Level 14, 270 Adelaide Street, Brisbane QLD 4000	Hotelier



2 December 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: Victoria Branch [p.osullivan@ahavic.com.au](mailto:p.osullivan@ahavic.com.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
21 November 2024	Victoria Branch	Executive Board Member - Accommodation	Yes



2 December 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: NAD [bcopland@tfhotels.com](mailto:bcopland@tfhotels.com)  
NT Branch [admin@ahant.com.au](mailto:admin@ahant.com.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
25 November 2024	NAD	NAD Board Member (4) Delegate to AHA National Board (2)	Yes
29 November 2024	NT Branch	General Hotel Division Representative Wayside Inn Division General Hotel Division Clubs Division – Darwin Rep Accommodation Division – Darwin Rep	Yes

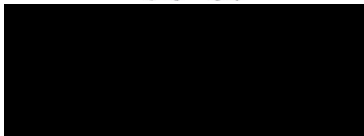
# **NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, Paul Palmer, being the President of the Australian Hotels Association NT 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:

Paul Palmer

A large black rectangular box redacting the signature of Paul Palmer.

Dated: 29/11/24

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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
NT	19/11/24	General Hotel Division Representative	Andrew Pope	Mick Burns	c/- Hospitality NT, GPO Box 3270, Darwin NT 0801	Director
NT	19/11/24	Wayside Inn Division	Tim Carter	Andrew Pope	c/- Hospitality NT, GPO Box 3270, Darwin NT 0801	Director
NT	19/11/24	General Hotel Division	vacant	Russell Reid	c/- Hospitality NT, GPO Box 3270, Darwin NT 0801	Manager
NT	19/11/24	Clubs Division – Darwin Rep	vacant	Wendy McCallum	c/- Hospitality NT, GPO Box 3270, Darwin NT 0801	Club Manager
NT	19/11/24	Accommodation Division – Darwin Rep	Mick Burns	Alex Murray	c/- Hospitality NT, GPO Box 3270, Darwin NT 0801	General Manager

**Notification of Change of Records of**  
**the National Accommodation Division of the Australian Hotels Association ("NAD")**  
**also known as Accommodation Australia (National) per rule 45**

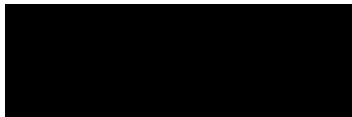


I, Bruce Copland, being Secretary/Treasurer of Accommodation Australia (National) declare the following:

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*.

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
25/11/2024	NAD Board Member	Vacant	Andrew Cairns	Level 12, 67 Castlereagh Street, Sydney, NSW 2000	Executive GM, Crown Perth Hotels
25/11/2024	NAD Board Member	Vacant	Wayne Taranto	Level 12, 67 Castlereagh Street, Sydney, NSW 2000	Chief Operating Officer, Ovolo Hotels
25/11/2024	NAD Board Member	Vacant	Joanna Carruthers	Level 12, 67 Castlereagh Street, Sydney, NSW 2000	Area GM, EVT Hotels
25/11/2024	NAD Board Member	Vacant	Jason Nuell	Level 12, 67 Castlereagh Street, Sydney, NSW 2000	Area Vice President, Marriot Hotels
25/11/2024	Delegate to AHA National Board	Vacant	Paul Hutton	Level 12, 67 Castlereagh Street, Sydney, NSW 2000	Vice President Hilton Hotels, Australia
25/11/2024	Delegate to AHA National Board	Vacant	Julian Clarke	Level 12, 67 Castlereagh Street, Sydney, NSW 2000	CEO Lancemore Hotels

Signed Bruce Copland



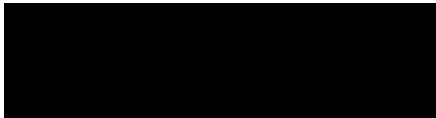
Date: 25th November 2024

**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, David Canny, being the President of the Victorian Branch of the Australian Hotels 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:

A solid black rectangular box used to redact the signature of David Canny.

Dated: 20/11/2024

## ANNEXURE A

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
Victoria	21.10.2024	Executive Board Member - Accommodation	Shaun D'Cruz	Vacant	-	-



18 November 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: THA- [leanne@tha.asn.au](mailto:leanne@tha.asn.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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](#).

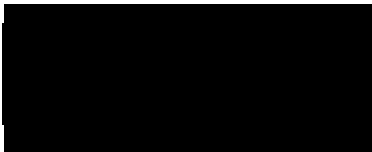
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
8/11/2024	THA	Councillor	Yes

## **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, Ben Carpenter, being the President of the Tasmanian Hospitality 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:



Dated: 04/11/24

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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
TAS	18/10/24	Northern Councillor Pub/Tavern Division	Martin Kelly	Vacant		



16 October 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: NAD- [bcopland@tfhotels.com](mailto:bcopland@tfhotels.com)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
30/09/2024	NAD	Board Member	Yes





ATTACHMENT A

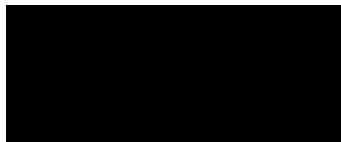
THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE FWC WEBSITE

**Notification of Change of Records of  
the National Accommodation Division of the Australian Hotels Association ("NAD")  
also known as Accommodation Australia (National) per rule 45**

I, Bruce Copland, being Secretary/Treasurer of Accommodation Australia (National) 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*.

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
30/9/2024	NAD Board Member	Dave Baswal	Vacant	Level 12, Culwulla Chambers, 67 Castlereagh Street, Sydney, NSW 2000	



Bruce Copland  
30th September 2024



18 September 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: NAD- [bcopland@tfhotels.com](mailto:bcopland@tfhotels.com)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
09/09/2024	NAD	NAD Board Member & Delegate to AHA National Board (2)	Yes



ATTACHMENT A

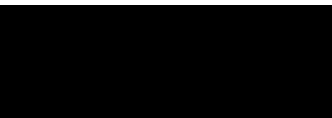
THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE FWC WEBSITE

**Notification of Change of Records of  
the National Accommodation Division of the Australian Hotels Association ("NAD")  
also known as Accommodation Australia (National) per rule 45**

I, Bruce Copland, being Secretary/Treasurer of Accommodation Australia (National) 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*.

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
1/9/2024	NAD Board Member & Delegate to AHA National Board	Norman Arundel	Vacant	Level 12, Culwulla Chambers, 67 Castlereagh Street, Sydney, NSW 2000	
1/9/2024	NAD Board Member & Delegate to AHA National Board	Robert Dawson	Vacant	Level 12, Culwulla Chambers, 67 Castlereagh Street, Sydney, NSW 2000	



Bruce Copland  
9th September 2024



9 September 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: NT- admin@ahant.com.au

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
27/08/2024	NT	General Hotel Division Representative	Yes

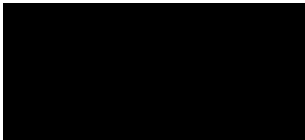
# **NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, Paul Palmer, being the President of the Australian Hotels Association NT 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:

Paul Palmer



Dated: 27/08/24

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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
NT	19/08/24	General Hotel Division Representative	vacant	Andrew Pope	c/- Hospitality NT, GPO Box 3270, Darwin NT 0801	Director



26 August 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: NAD [bcopland@tfhotels.com](mailto:bcopland@tfhotels.com)  
NSW Branch [enquiries@ahansw.com.au](mailto:enquiries@ahansw.com.au)  
VIC Branch [p.osullivan@ahavic.com.au](mailto:p.osullivan@ahavic.com.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
15 August 2024	NAD	Deputy Chair & NAD Board Member & Delegate to AHA National Board	Yes
16 August 2024	NSW Branch	Delegate to National Board (2)	Yes
18 August 2024	VIC Branch	Councillor (9) Executive Member (1)	Yes

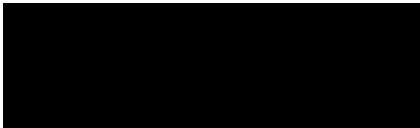


NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, David Canny, being the President of the Victorian Branch of the Australian Hotels 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:

A black rectangular box redacting the signature of David Canny.

Dated: 16/08/2024

# ANNEXURE A

## 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
Victoria	15/07/2024	Councillor Western Metropolitan	Vacant	Melanie Aldred	C/O – AHA (Vic), Level 1, 1 Little Collins Street, Melbourne VIC 3000	Hotelier
Victoria	15/07/2024	Councillor Western Metropolitan	Vacant	Rob Malinauskas	C/O – AHA (Vic), Level 1, 1 Little Collins Street, Melbourne VIC 3000	Hotelier Representative
Victoria	15/07/2024	Councillor Western Metropolitan	Vacant	Nici Nicholson	C/O – AHA (Vic), Level 1, 1 Little Collins Street, Melbourne VIC 3000	Hotelier Representative
Victoria	15/07/2024	Councillor South-Eastern Metropolitan	Vacant	Nadine Schruhm	C/O – AHA (Vic), Level 1, 1 Little Collins Street, Melbourne VIC 3000	Hotelier Representative
Victoria	15/07/2024	Northern Victoria	Vacant	Paige Griffin	C/O – AHA (Vic), Level 1, 1 Little Collins Street, Melbourne VIC 3000	Hotelier Representative
Victoria	15/07/2024	Northern Victoria	Vacant	Dan Holland	C/O – AHA (Vic), Level 1, 1 Little Collins Street, Melbourne VIC 3000	Hotelier Representative

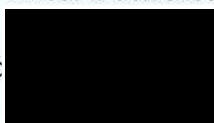
Victoria	15/07/2024	Northern Victoria	Vacant	Daniel Molan	C/O – AHA (Vic), Level 1, 1 Little Collins Street, Melbourne VIC 3000	Hotelier
Victoria	15/07/2024	Northern Victoria	Vacant	Anthony Molan	C/O – AHA (Vic), Level 1, 1 Little Collins Street, Melbourne VIC 3000	Hotelier
Victoria	01/08/2024	Executive Member - Accommodation Division	Shaun D’Cruz	Vacant		
Victoria	01/08/2024	Councillor - Accommodation Division	Shaun D’Cruz	Vacant		

## **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, Joanne Blair, being the Secretary/Treasurer of the Australian Hotels Association NSW 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: 14 August 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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]:**

[Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
NSW	07/08/2024	Delegate to National Board	Philip Webster	Gavin Brown	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2024	Hotelier
NSW	07/08/2024	Delegate to National Board	Peter Harris	Michael Starkey	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2024	Hotelier



ATTACHMENT A

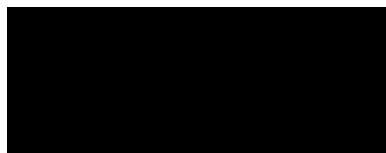
THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE FWC WEBSITE

**Notification of Change of Records of  
the National Accommodation Division of the Australian Hotels Association ("NAD")  
also known as Accommodation Australia (National) per rule 45**

I, Bruce Copland, being Secretary/Treasurer of Accommodation Australia (National) 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*.

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
14 Aug 2024	Deputy Chair & NAD Board Member & Delegate to AHA National Board	Vacant	Emma Hynes	Level 12, Culwulla Chambers, 67 Castlereagh Street, Sydney, NSW 2000	Director of Hotel Operations – Australasia & Pacific



Bruce Copland  
15<sup>th</sup> August 2024





14 August 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: NSW- [enquiries@ahansw.com.au](mailto:enquiries@ahansw.com.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
09/08/2024	NSW	Delegate to Council (2)	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, Joanne Blair, being the Secretary/Treasurer of the Australian Hotels Association NSW 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: 1 07-08-2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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]:**

[Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
NSW	05/08/2024	Delegate to Council – Hastings / Manning	Vacant	Alistair Flower	c/o Australian Hotels Association NSW, Level 15, Hudson House, 131 Macquarie Street, Sydney NSW 2000	Hotelier
NSW	05/08/2024	Delegate to Council – Clarence River	Vacant	Charlie Nalder	c/o Australian Hotels Association NSW, Level 15, Hudson House, 131 Macquarie Street, Sydney NSW 2000	Hotelier



7 August 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: WA- [exec@ahawa.asn.au](mailto:exec@ahawa.asn.au)  
ACT-gm@actaha.org.au  
NAD-bcopland@tfehotels.com  
NSW-enquiries@ahansw.com.au  
NT-admin@ahant.com.au

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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.



#### Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2024/48.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

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
30/07/2024	WA	Divisional President	Yes
01/08/2024	ACT	Secretary/Treasurer	No, 6 Days
02/08/2024	NAD	Deputy Chair, NAD Board Member, Delegate to AHA National Board	Yes
05/08/2024	NSW	Delegate to Council (6)	Yes
07/08/2024	NT	Representative	Yes



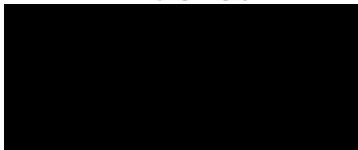
# **NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, Paul Palmer, being the President of the Australian Hotels Association NT 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:

Paul Palmer

A large black rectangular box redacting the signature of Paul Palmer.

Dated: 07/08/24

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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]:

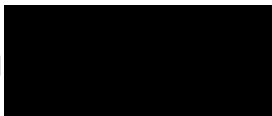
Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
NT	19/07/24	Darwin Division – Club Representative	Russell Reid	vacant		

# **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, Joanne Blair, being the Secretary/Treasurer of the Australian Hotels Association NSW 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: 101-08-2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## ANNEXURE A

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

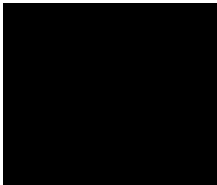
Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

[Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
NSW	03/07/2024	Delegate to Council – Northern Suburbs	Vacant	Austin Gallagher	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2024	Hotelier
NSW	03/07/2024	Delegate to Council – Tamworth & District	Vacant	Joshua Launders	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2024	Hotelier

NSW	03/07/2024	Delegate to Council – Western Suburbs	Vacant	Myles Docker	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2024	Hotelier
NSW	03/07/2024	Delegate to Council – New England	Vacant	Stuart O'Neill	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2024	Hotelier
NSW	03/07/2024	Delegate to Council – Albury & District	Vacant	Thomas Gurr	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2024	Hotelier
NSW	03/07/2024	Delegate to Council – Newcastle	Vacant	Nick Clark	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2024	Hotelier





ATTACHMENT A

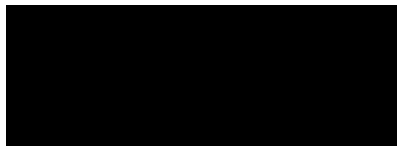
THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE FWC WEBSITE

**Notification of Change of Records of  
the National Accommodation Division of the Australian Hotels Association ("NAD")  
also known as Accommodation Australia (National) per rule 45**

I, Bruce Copland, being Secretary/Treasurer of Accommodation Australia (National) 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*.

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
30 Jun 2024	Deputy Chair & NAD Board Member & Delegate to AHA National Board	Sean Hunt	Vacant		



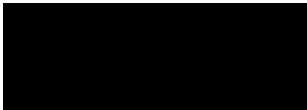
Bruce Copland  
2<sup>nd</sup> August 2024

## 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, Jane Collins, being the Secretary/Treasurer of the Australian Hotels Association ACT 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:



Dated: 1 August 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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]:**

[Please note:

- delete the information **highlighted**: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
ACT	21/06/2024	Executive – Secretary / Treasurer	Vacant	Jane Collins		Hotelier

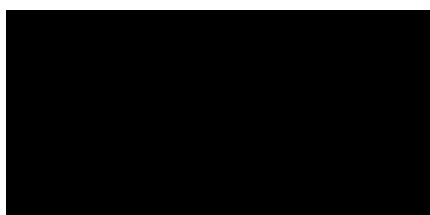


## **NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, **DAVID NEIL RANDALL** being the President of the Australian Hotels Association WA 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:



Dated: **30<sup>th</sup> July 2024**

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

# ANNEXURE A

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
WA	19.7.2024	Divisional President Accommodation	Vacant	Andrew Cairns	c/- AHA WA 38 Parliament Place West PERTH WA 6005	Executive General Manager



16 July 2024

David Neil Randall  
Branch President  
Australian Hotels Association  
Western Australian Branch  
Sent via email: [exec@ahawa.asn.au](mailto:exec@ahawa.asn.au)

cc: Australian Hotels Association; [aha@aha.org.au](mailto:aha@aha.org.au)

Dear David Randall

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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](#).

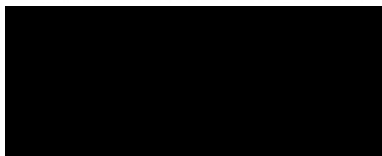
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
11 July 2024	Western Australian Branch	Senior Vice President, Vice President, Treasurer, Country Representative, National Board Delegate, Divisional President Accommodation vacancy, Ordinary Member of Branch Committee of Management (3), Territorial Division Perth Metropolitan North Division President, Territorial Division Perth Metropolitan South Division President, Territorial Division Perth Central Division President, Territorial Division North West Division 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, **DAVID NEIL RANDALL** being the President of the Australian Hotels Association WA 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:



Dated:

10/7/24.

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

# ANNEXURE A

## 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
WA	18.6.2024	Senior Vice President	David Bornmann	Michael Scott	c/- AHA WA 38 Parliament Place West PERTH WA 6005	General Manager
WA	18.6.2024	Vice President	Martin Peirson-Jones	Lyndon Waples	c/- AHA WA 38 Parliament Place West PERTH WA 6005	Director
WA	18.6.2024	Treasurer	Michael Scott	Martin Peirson-Jones	c/- AHA WA 38 Parliament Place West PERTH WA 6005	Hotelier
WA	18.6.2024	Country Representative	Robert Ramage	Robert Gough	c/- AHA WA 38 Parliament Place West PERTH WA 6005	Hotelier
WA	18.6.2024	National Board Delegate	Robert Ramage	Michael Scott	c/- AHA WA 38 Parliament Place West PERTH WA 6005	General Manager
WA	18.6.2024	Divisional President Accommodation	Andrew Cairns	Vacant* (*currently at postal ballot E2024/77)	c/- AHA WA 38 Parliament Place West PERTH WA 6005	
WA	18.6.2024	Ordinary Member of Branch Committee of Management	St.John Hammond	Joe Bailly	c/- AHA WA 38 Parliament Place West PERTH WA 6005	State Manager
WA	18.6.2024	Ordinary Member of Branch Committee of Management	Peter Neville	Ben Rasheed	c/- AHA WA 38 Parliament Place West PERTH WA 6005	Director



WA	18.6.2024	Ordinary Member of Branch Committee of Management	Adam Kapinkoff	George Kailis	<i>c/- AHA WA 38 Parliament Place West PERTH WA 6005</i>	Director
WA	18.6.2024	Territorial Division Perth Metropolitan North Division President	David Bornmann	Tony Williamson	<i>c/- AHA WA 38 Parliament Place West PERTH WA 6005</i>	Hotelier
WA	18.6.2024	Territorial Division Perth Metropolitan South Division President	Ross Drennan	Brian Godfrey	<i>c/- AHA WA 38 Parliament Place West PERTH WA 6005</i>	Hotelier
WA	18.6.2024	Territorial Division Perth Central Division President	Ben Rasheed	Michael Keiller	<i>c/- AHA WA 38 Parliament Place West PERTH WA 6005</i>	Hotelier
WA	18.6.2024	Territorial Division North West Division President	Martin Peirson-Jones	Dannielle Hart	<i>c/- AHA WA 38 Parliament Place West PERTH WA 6005</i>	Hotelier



29 May 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: Tasmanian Hospitality Association [leanne@tha.asn.au](mailto:leanne@tha.asn.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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](#).

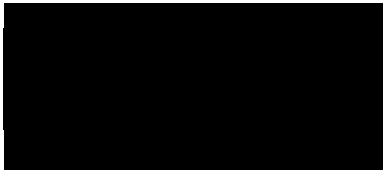
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
24 May 2024	Tasmanian Hospitality Association	Northern Councillor Pub/Tavern Division Southern Councillor Pub/Tavern Division	Yes

## **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, Ben Carpenter, being the President of the Tasmanian Hospitality 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:



Dated: 23/5/24

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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
TAS	8/5/24	Northern Councillor Pub/Tavern Division	Karen Burbury	Corey Bygraves	25/93 Salamanca Place, Hobart 7004	General Manager
TAS	8/5/24	Southern Councillor Pub/Tavern Division	Jocelyn Berechree	Robert Jubb	25/93 Salamanca Place, Hobart 7004	Licensee



6 May 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: NT- [admin@ahant.com.au](mailto:admin@ahant.com.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
01/05/2024	NT	Secretary, General Hotel Representative (2)	Yes

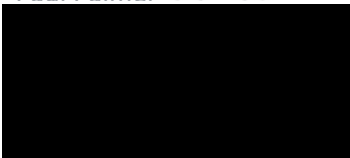
# **NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, Paul Palmer, being the President of the Australian Hotels Association NT 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:

Paul Palmer



Dated: 01/05/24

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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
NT	23/04/24	Secretary	Penny Phillips	vacant		
NT	23/04/24	General Hotel Representative	Penny Phillip	vacant		
NT	23/04/24	General Hotel Representative	Paul Flinn	vacant		



1 May 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: ACT Branch [actaha@actaha.org.au](mailto:actaha@actaha.org.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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.



#### Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2024/48.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

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*).

Appendix A shows late notifications

A notification from your organisation 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.

Late notifications have the potential to attract a civil penalty.

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
30 April 2024	ACT Branch	Accommodation/Hotels Division, Divisional Representative to the Branch Board	No, 3 days

## **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, Michael Capezio, being the President of the Australian Hotels Association Australian Capital Territory 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: 

Dated: 29 April 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorg:s@fwc.gov.au](mailto:regorg:s@fwc.gov.au)].

## 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]:

[Please note:

- delete the information **highlighted**: this is instructional or provided by way of example only
- the Fair Work Commission **must** be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office **may need to** be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
Australian Capital Territory	22 March 2024	Accommodation/Hotels Division, Divisional Representative to the Branch Board	N/A (position was vacant)	Kathryn Carling	27 Murray Crescent, Griffith, ACT, 2603	Hotelier



22 April 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: VIC- [p.osullivan@ahavic.com.au](mailto:p.osullivan@ahavic.com.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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](#).

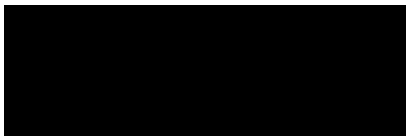
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
18/04/2024 (Amended NOC received on 22/04/2024)	VIC	Councillor (2), Honorary Minute Secretary, Delegate to the National Board (2)	Yes

## **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, David Canny, being the President of the Victorian Branch of the Australian Hotels 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:

A solid black rectangular box used to redact the signature of David Canny.

Dated: 18/04/2024



# ANNEXURE A

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
Victoria	15.3.2024	Councillor – Western Victoria	Teagan Hack	Vacant	-	-
Victoria	25.3.2024	Honorary Minute Secretary	David Curry	Vacant	-	-
Victoria	25.3.2024	Councillor – Southern Metropolitan	David Curry	Vacant		
Victoria	25.3.2024	Delegate to the National Board	David Curry	Stewart Naismith	AHA (Vic), Level 1,1 Little Collins St, Melbourne 3000	Hotelier
Victoria	4.4.2024	Delegate to the National Board	Peter Williams	Vacant	-	-



15 April 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: NSW Branch enquiries@ahansw.com.au

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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
12 April 2024	NSW Branch	Delegate to Council – Western Suburbs General Division (Metropolitan Representative to Executive Committee)	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, Joanne Blair, being the Secretary/Treasurer of the Australian Hotels Association NSW 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: 09-04-2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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]:

[Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
NSW	02/04/2024	Delegate to Council – Western Suburbs	Patrick Gallagher	Vacant	N/A	N/A
NSW	03/04/2024	General Division (Metropolitan Representative to Executive Committee)	Peter Harris	Carolyn Kelly	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2024	Hotelier



27 March 2024

Stephen Ferguson  
National CEO  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

cc: SA- [information@ahasa.asn.au](mailto:information@ahasa.asn.au)

Dear Stephen Ferguson

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Hotels Association (AR2024/48).

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](#).

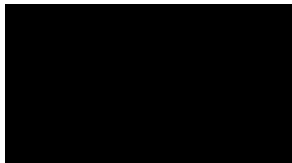
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
13/03/2024	SA	Committee of Management (6)	Yes

## **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, **David Nadeem Basheer**, being the President of the **Australian Hotels Association (SA 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:



Dated: 13 March 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au)].

## 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]:**

[Please note:

- delete the information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission must be notified within **35 days** of the change
- the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change
- a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
SA	13 March 2024	Committee of Management – District 4 – Northern Metropolitan	Jason Kelly	Daniel Cassin	c/- AHA/SA  PO Box 3092  Rundle Mall SA 5000   Level 4, 60 Hindmarsh Sq  Adelaide SA 5000	Hotelkeeper

SA	13 March 2024	Committee of Management – District 13 – Yorke Peninsula	Trevor Evans	Robert Rankine	c/- AHA/SA  PO Box 3092  Rundle Mall SA 5000  Level 4, 60 Hindmarsh Sq  Adelaide SA 5000	Hotelkeeper
SA	13 March 2024	Committee of Management – District 16 – Port Augusta & Far North	Anna Hurley (filling casual vacancy until elections in 2024)	Anna Hurley (elected in own right)	c/- AHA/SA  PO Box 3092  Rundle Mall SA 5000  Level 4, 60 Hindmarsh Sq  Adelaide SA 5000	Hotelkeeper
SA	13 March 2024	Committee of Management – District 17 - Whyalla	Brad Barreau	Margaret Raymond	c/- AHA/SA  PO Box 3092  Rundle Mall SA 5000  Level 4, 60 Hindmarsh Sq	Hotelkeeper

					<i>Adelaide SA 5000</i>	
<i>SA</i>	<i>13 March 2024</i>	<i>Committee of Management – District 11 – Murray Mallee</i>	<i>Andrew Bullock</i>	<i>Vacant</i>	<i>c/- AHA/SA  PO Box 3092  Rundle Mall SA 5000   Level 4, 60 Hindmarsh Sq  Adelaide SA 5000</i>	<i>Hotelkeeper</i>
<i>SA</i>	<i>13 March 2024</i>	<i>Committee of Management – Accommodation Hotels Division</i>	<i>Newly Created Position</i>	<i>Andrew Bullock</i>	<i>c/- AHA/SA  PO Box 3092  Rundle Mall SA 5000   Level 4, 60 Hindmarsh Sq  Adelaide SA 5000</i>	<i>Hotelkeeper</i>



25 March 2024

Ben Carpenter  
National Secretary/Treasurer  
Australian Hotels Association  
Sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)  
cc: [ceo@aha.org.au](mailto:ceo@aha.org.au)

Dear Ben Carpenter

**The Australian Hotels 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	2024
Matter number	AR2024/48
Lodgement date	11 March 2024
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 regulator 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 Fair Work Commission (the Commission) website.**



### **The Commission's risk-based approach**

This year your annual return was assessed against a primary review. Consistent with the Commission'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 Commission'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 Commission'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@fwc.gov.au](mailto:regorgs@fwc.gov.au).

Yours sincerely

**Fair Work Commission**

## AUSTRALIAN HOTELS ASSOCIATION

### 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, Ben Carpenter, being the Secretary/Treasurer of the Australian Hotels 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 section 230(1)(a) and section 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 section 230(1)(b), (c), and (d) of the Act:
  - The address of the organisation is Level 1, 27 Murray Crescent, Griffith, ACT, 2603.<sup>1</sup>
  - The name and address of each branch of the organisation is:<sup>2</sup>

Australian Capital Territory Branch:	Level One, 27 Murray Crescent, Griffith, ACT, 2603
New South Wales Branch:	Level 16, Hudson House, 131 Macquarie Street, Sydney NSW 2000
Northern Territory Branch:	20/24 Cavenagh Street, Darwin NT 0800
Queensland Branch:	Level 14, Icon Place 270 Adelaide Street, Brisbane QLD 4000
South Australian Branch:	AHA SA House, Level 4, 60 Hindmarsh Square, Adelaide SA 5000
Tasmanian Branch:	25/93 Salamanca Place, Hobart TAS 7000
Victorian Branch:	Level 1, 1 Little Collins Street, Melbourne VIC 3000
Western Australian Branch:	38 Parliament Place, West Perth, WA 6005
National Accommodation Division	Level 12, 67 Castlereagh St, Sydney NSW 2000

- On 31 December in the previous year the number of members was:<sup>3</sup>

Australian Capital Territory Branch:	66
New South Wales Branch:	1,828
Northern Territory Branch:	198
Queensland Branch:	1,223
South Australian Branch:	548
Tasmanian Branch:	556
Victorian Branch:	1,116
Western Australian Branch:	609
National Accommodation Division (*N.B. NAD members not counted in the total below as they are counted in Branch membership)	*1,246
<b>TOTAL:</b>	6,144

---

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

<sup>2</sup> Section.230(1)(d); reg.147(a) & (d)

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

- 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.
- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2024:<sup>4</sup>

## 1. Organisation elections

---

### AHA National Office

- An election for officers of the National Board: President (1), Senior Vice President (1), Vice President (1) and Secretary/Treasurer (1)

## 2. Branch elections

---

### Australian Capital Territory Branch

- An election for Divisional Representatives to the Branch Board
  - ACT Division – Divisional Representatives (6)
  - Accommodation Hotel Division – Divisional Representatives (2)
- An election for the Executive: President (1), Vice President (1) and Secretary/Treasurer (1)

### New South Wales Branch

- An election for Delegates to Executive Committee (12)

### Northern Territory Branch

- No elections are required

### Queensland Branch

- An election for Zone General Committees Nth Zone Committee (7), Sth Zone Committee (42);
  - An election for Zone Officers (Nth – 7, Sth - 7);
  - An election for Branch Delegates to the National Board (6);
- Note: Rule alterations are pending with the FWC that will impact Zone elections*

### South Australian Branch

- An election for Branch Councillors from each of the following Districts:
  - District 1 (City of Adelaide and North Adelaide) (1)
  - District 2 (Eastern Metropolitan) (1)
  - District 3 (Western Metropolitan) (1)
  - District 4 (Northern Metropolitan) (1)
  - District 5 (Southern Metropolitan) (1)
  - District 6 (Port Adelaide) (1)
  - District 9 (Hills) (1)
  - District 13 (Yorke Peninsula) (1)
  - District 16 (Port Augusta and Far North) (1)
  - District 17 (Whyalla) (1)
  - District 18 (South Eastern) (1)
- An election for Branch Representative to the Accommodation Hotels Division (1)
- An election for:

---

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

- Branch President (ex-officio Delegate to the National Board) (1)
- Branch Vice-President (1)
- Branch Deputy Vice-President (1)
- Branch Secretary/Treasurer (1)
- Branch Trustees (5)
- Branch Executive Committee Members (4)
- Delegate to the National Board representing the South Australian Branch (additional to the Branch President) (1)

#### **Tasmanian Branch**

- An election for:
  - Pub/Tavern - Division President (1) and Branch Vice President (1)
  - Accommodation/Hotels – Division President (1) and Branch Vice President (1)
- An election for Division Representatives to the State Council:
  - Pub/Tavern (North – telephone prefix 63) (2)
  - Accommodation Hotels Division (South – telephone prefix 62) (1)
  - Restaurants (South – telephone prefix 62) (1)

#### **Victorian Branch**

- An election for Delegates to the AHA National Board (6) (President not included in this number as elected ex officio)

#### **Western Australian Branch**

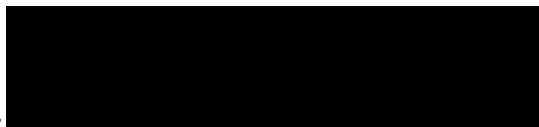
- An election for a two-year term for:
  - Ordinary members of the Branch Committee of Management (6)
  - Divisional President Perth Metropolitan North (1)
  - Divisional President Perth Metropolitan South (1)
  - Divisional President Perth Central (1)
  - Divisional President Central Division (1)
  - Divisional President South West (1)
  - Divisional President North West (1)
  - Divisional President Coastal (1)
  - Divisional President Accommodation (1)
  - Divisional President Small Bar (1)
  - Divisional President Tourism (1)
  - Divisional President Restaurant (1)
- A collegiate election from the above for a two-year term
  - President (1)
  - Senior Vice President (1)
  - Vice President (1)
  - Treasurer (1)
  - Country Representatives (2)

#### **National Accommodation Division**

- No elections for 2024

- During the previous 12 months NO branches COMMENCED or CEASED operation. However, the National Accommodation Division was restructured upon amalgamation between the Australian Hotels Association and Accommodation Association of Australia.<sup>5</sup>
- During the previous 12 months the organisation has not entered into an agreement under section 151(1) of the Act with a state union.<sup>6</sup>

Signed:



**BEN CARPENTER**  
**SECRETARY/TREASURER**

DATED: 11/03/2024

*[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.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>7</sup>]*

---

<sup>5</sup> Section 230(1)(d); reg. 147(b) & (c)

<sup>6</sup> Section 230(1)(d); reg. 147(b) & (c)

<sup>7</sup> Section 233(2); reg. 151

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

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

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
AHA National Board	Delegate - Branch President ex officio (Secretary/Treasurer)	Ben Carpenter	c/- AHA National Office P.O. Box 4286, Manuka, ACT, 2603	Hotelier
AHA National Board	Delegate - Branch President ex officio (President)	David Canny	As above	Hotelier
AHA National Board	Delegate - Branch President ex officio (Senior Vice President)	David Basheer	As above	Hotelier
AHA National Board	Delegate - Branch President ex officio (Vice President)	Paul Palmer	As above	Hotelier
AHA National Board	Delegate - Branch President ex officio	Scott Leach	As above	Hotelier
AHA National Board	Delegate - Branch President ex officio	Richard Deery	As above	Hotelier
AHA National Board	Delegate - Branch President ex officio	Neil Randall	As above	Hotelier
AHA National Board	Delegate - Branch President ex officio	Michael Capezio	As above	Hotelier
AHA National Board	Delegate - Division President ex officio	David Mansfield	As above	Hotelier
AHA National Board	Delegate	Des Kennedy	As above	Hotelier
AHA National Board	Delegate	Joanne Blair	As above	Hotelier
AHA National Board	Delegate	Kim Maloney OAM	As above	Hotelier
AHA National Board	Delegate	Lynette Humphreys	As above	Hotelier
AHA National Board	Delegate	Vacant		
AHA National Board	Delegate	Peter Harris	As above	Hotelier

AHA National Board	Delegate	Rob Lees	As above	Hotelier
AHA National Board	Delegate	Andrew Clark	As above	Hotelier
AHA National Board	Delegate	Peter Williams	As above	Hotelier
AHA National Board	Delegate	David Curry	As above	Hotelier
AHA National Board	Delegate	Matthrew Nikakis	As above	Hotelier
AHA National Board	Delegate	Rachel Checinski	As above	Hotelier
AHA National Board	Delegate	Mark O'Reilly	As above	Hotelier
AHA National Board	Delegate	Matt Coorey	As above	Hotelier
AHA National Board	Delegate	Brad Fitzgibbons	As above	Hotelier
AHA National Board	Delegate	Sam Ingham-Myers	As above	Hotelier
AHA National Board	Delegate	Melinda Tait	As above	Hotelier
AHA National Board	Delegate	Rachel Johnson	As above	Hotelier
AHA National Board	Delegate	Robert Ramage	As above	Hotelier
AHA National Board	Delegate	Martin Peirson-Jones	As above	Hotelier
AHA National Board	Delegate	Matthew Binns	As above	Hotelier
AHA National Board	Delegate	Sean Hunt	As above	Hotelier
AHA National Board	Delegate	Bruce Copland	As above	Hotelier
AHA National Board	Delegate	Norman Arundel	As above	Hotelier
AHA National Board	Delegate	Barry Robinson	As above	Hotelier
AHA National Board	Delegate	Robert Dawson	As above	Hotelier
AHA National Board	Delegate	Vacant		
AHA National Board	Delegate	Tracy Atherton	As above	Hotelier

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation
<b>EXECUTIVE</b>				
ACT	President and ACT Divisional Representative	Michael Capezio	c/- AHA ACT, P.O. Box 4286, Manuka, ACT, 2603	Hotelier
ACT	Vice President and ACT Divisional Representative	Peter Barclay	As above	Hotelier
ACT	Secretary/Treasurer	Vacant		
<b>BOARD</b>				
ACT	ACT Divisional Representative	Michael Capezio	c/- AHA ACT, P.O. Box 4286, Manuka, ACT, 2603	Hotelier
ACT	ACT Divisional Representative	Peter Barclay	As above	Hotelier
ACT	ACT Divisional Representative	Jane Collins	As above	Hotelier
ACT	ACT Divisional Representative	Andrew Turnbull	As above	Hotelier
ACT	ACT Divisional Representative	Vacant		
ACT	ACT Divisional Representative	Vacant		
ACT	Accommodation Divisional Representative	Todd Handy	As above	Hotelier
ACT	Accommodation Divisional Representative	Vacant		



Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
<b>NSW EXECUTIVE</b>				
NSW	Accommodation Member/Representative	Vacant		
NSW	General Division (Metropolitan Representative)	Vacant		
NSW	General Division Representative (Country)	Des Kennedy	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2050	Hotelier
NSW	General Division Representative (Country)	Gavin Brown	As above	
NSW	General Division Representative (Country)	Rolly De With	As above	Hotelier
NSW	General Division Representative (Metropolitan)	Leon Colosimo	As above	Hotelier
NSW	General Division Representative (Metropolitan)	Robert Ellis Lees	As above	Hotelier
NSW	President	Scott Leach	As above	Hotelier
NSW	Secretary/Treasurer	Joanne Blair	As above	Hotelier
NSW	Senior Vice President (Accommodation)	Vacant	As above	Hotelier
NSW	Senior Vice President (General)	Lynette Humphreys	As above	Hotelier
NSW	Vice-President	Kim Maloney	As above	Hotelier

<b>NSW COUNCIL</b>					
NSW	Delegate to Council	Accommodation	Vacant		
NSW	Delegate to Council	Accommodation	Vacant		
NSW	Delegate to Council	Albury & District	Thomas Gurr	C/o Australian Hotels Association NSW - Level 16, 131 Macquarie Street, Sydney NSW 2050	Hotelier
NSW	Delegate to Council	Bankstown	Vacant		
NSW	Delegate to Council	Barrier	Dean Trengove	As above	Hotelier
NSW	Delegate to Council	Blacktown & District	Kent Walker	As above	Hotelier
NSW	Delegate to Council	Canobolas	Garry Rollings	As above	Hotelier

NSW	Delegate to Council	Castlereagh/Barwon	Jim Knox	As above	Hotelier
NSW	Delegate to Council	Central Coast	Peter Robert Harris	As above	Hotelier
NSW	Delegate to Council	Chifley	Tim Fagan	As above	Hotelier
NSW	Delegate to Council	City Central	Jack West	As above	Hotelier
NSW	Delegate to Council	City Central	Kim Maloney	As above	Hotelier
NSW	Delegate to Council	City Central	Steven John Speed	As above	Hotelier
NSW	Delegate to Council	Clarence River	Charlie Nalder	As above	Hotelier
NSW	Delegate to Council	East Central	Carolyn Kelly	As above	Hotelier
NSW	Delegate to Council	East Central	Chris Thomas	As above	Hotelier
NSW	Delegate to Council	Eastern Suburbs	Damon Crawford	As above	Hotelier
NSW	Delegate to Council	Eastern Suburbs	Robert Ellis Lees	As above	Hotelier
NSW	Delegate to Council	Fairfield-Liverpool	Vicki Webster	As above	Hotelier
NSW	Delegate to Council	Far North Coast	Gavin Brown	As above	Hotelier
NSW	Delegate to Council	Far South Coast	David Creary	As above	Hotelier
NSW	Delegate to Council	Goulburn & District	Patrick Burke	As above	Hotelier
NSW	Delegate to Council	Hastings/Manning	Alistair Flower	As above	Hotelier
NSW	Delegate to Council	Illawarra	Michael Thomas Dennis	As above	Hotelier
NSW	Delegate to Council	Lachlan	Kim Marie Jones	As above	Hotelier
NSW	Delegate to Council	Leichhardt-Glebe	Joanne Blair	As above	Hotelier
NSW	Delegate to Council	Leichhardt-Glebe	Paul McGirr	As above	Hotelier
NSW	Delegate to Council	Macarthur/Southern Highlands	Thomas A Porter	As above	Hotelier
NSW	Delegate to Council	Manly-Warringah	Kaine Bayfield	As above	Hotelier
NSW	Delegate to Council	Mid North Coast	David Richards	As above	Hotelier
NSW	Delegate to Council	Mudgee	Des Kennedy	As above	Hotelier
NSW	Delegate to Council	Murray	Peter John Pretscherer	As above	Hotelier
NSW	Delegate to Council	Hastings/Manning	Alistair Flower	As above	Hotelier
NSW	Delegate to Council	Illawarra	Michael Thomas Dennis	As above	Hotelier
NSW	Delegate to Council	Lachlan	Kim Marie Jones	As above	Hotelier
NSW	Delegate to Council	Leichhardt-Glebe	Joanne Blair	As above	Hotelier
NSW	Delegate to Council	Leichhardt-Glebe	Paul McGirr	As above	Hotelier
NSW	Delegate to Council	Macarthur/Southern Highlands	Thomas A Porter	As above	Hotelier
NSW	Delegate to Council	Manly-Warringah	Kaine Bayfield	As above	Hotelier

NSW	Delegate to Council	Mid North Coast	David Richards	As above	Hotelier
NSW	Delegate to Council	Mudgee	Des Kennedy	As above	Hotelier
NSW	Delegate to Council	Murray	Peter John Pretscherer	As above	Hotelier
NSW	Delegate to Council	Near West & Blue Mountains	Bradley Jenkins	As above	Hotelier
NSW	Delegate to Council	Near West & Blue Mountains	Peter Lazarus	As above	Hotelier
NSW	Delegate to Council	New England	Stuart O'Neill	As above	Hotelier
NSW	Delegate to Council	Newcastle	Michael John Starkey	As above	Hotelier
NSW	Delegate to Council	Newcastle	Nicholas Clark	As above	Hotelier
NSW	Delegate to Council	Newcastle	Rolly De With	As above	Hotelier
NSW	Delegate to Council	Newtown	Penelope Rae Hewlett	As above	Hotelier
NSW	Delegate to Council	Newtown	Scott Leach	As above	Hotelier
NSW	Delegate to Council	North Sydney	Peter Calligeros	As above	Hotelier
NSW	Delegate to Council	Northern Suburbs	Paul Dirou	As above	Hotelier
NSW	Delegate to Council	Orana	Gregory Pilon	As above	Hotelier
NSW	Delegate to Council	Outback	Tom Cutcliffe	As above	Hotelier
NSW	Delegate to Council	Parramatta	Leon Colosimo	As above	Hotelier
NSW	Delegate to Council	Riverina	Tim John Olivero	As above	Hotelier
NSW	Delegate to Council	Snowy Mountains	Cameron James Gray McKid	As above	Hotelier
NSW	Delegate to Council	South Coast	Paul Kapetanos	As above	Hotelier
NSW	Delegate to Council	South Sydney	Adrian Guest	As above	Hotelier
NSW	Delegate to Council	South Sydney	Trevor Walker	As above	Hotelier
NSW	Delegate to Council	South West Slopes	Bradley George Shields	As above	Hotelier
NSW	Delegate to Council	St George/Sutherland	Lynette Humphreys	As above	Hotelier
NSW	Delegate to Council	Tamworth & District	Rob Broomham	As above	Hotelier
NSW	Delegate to Council	Upper Hunter Valley	Greg Smith	As above	Hotelier
NSW	Delegate to Council	Wagga & District	John McRedmond	As above	Hotelier
NSW	Delegate to Council	Wagga & District	Mathew Oates	As above	Hotelier
NSW	Delegate to Council	Western Suburbs	Patrick Gallagher	As above	Hotelier

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
<b>Northern Territory Branch – Executive Committee</b>				
NT	President	Paul Palmer	C/- AHA (NT) GPO Box 3270, Darwin NT 0801	Company Director
NT	Senior Vice President	Michael Burns	As above	Company Director
NT	Vice President	Frank Dalton	As above	Club Manager
NT	Secretary	Penny Phillips	As above	Hotelier
NT	Treasurer	Cassandra Harney	As above	Company Director
<b>Northern Territory Branch – State Board</b>				
NT	Greater Darwin (Hotels)	Paul Palmer	As above	Company Director
NT	Greater Darwin (Hotels)	Justin Coleman	As above	Company Director
NT	Greater Darwin (Hotels)	Doug Sallis	As above	Company Director
NT	Greater Darwin (Accommodation)	Michael Burns	As above	Company Director
NT	Greater Darwin (Accommodation)	Yuvraj Pawar	As above	Hotelier
NT	Greater Darwin (Clubs)	Russell Reid	As above	Club Manager
NT	Greater Darwin (Clubs)	Matthew Hewer	As above	Club Manager
NT	Alice Springs & Ayers Rock (Hotels)	Craig Jervis	As above	Company Director
NT	Alice Springs & Ayers Rock (Accommodation)	Todd Grierson	As above	General Manager
NT	Alice Springs & Ayers Rock (Clubs)	Ian McCormack	As above	Club Manager
NT	Regional Towns (Katherine, Tennant Creek, Jabiru & Gove) (Hotels)	Cassandra Harney	As above	Company Director
NT	Regional Towns (Katherine, Tennant Creek, Jabiru & Gove) (Accommodation)	Joanna Pace	As above	General Manager
NT	Regional Towns (Katherine, Tennant Creek, Jabiru & Gove) (Clubs)	Frank Dalton	As above	Club Manager
NT	Wayside Inns	Tim Carter	As above	Company Director
NT	Wayside Inns	Amy Driver	As above	Hotelier
NT	Restaurant & Cafes, Small Bars & Craft Breweries Division	Jason Hanna	As above	Company Director
NT	Restaurant & Cafes, Small Bars & Craft Breweries Division	Gertrude Knight	As above	General Manager
NT	Restaurant & Cafes, Small Bars & Craft Breweries Division	Vacant		

NT	General Hotel Representative	Penny Phillips	As above	Hotelier
NT	General Hotel Representative	Paul Flinn	As above	Hotelier
NT	General Hotel Representative	Vacant		

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation
QLD	Delegate to National Board (President ex-officio)	Richard Deery	c/- Level 14, 270 Adelaide Street, Brisbane QLD 400	Hotelier
QLD	Delegate to National Board	Matthew Coorey	As above	Hotelier
QLD	Delegate to National Board	Brad Fitzgibbons	As above	Hotelier
QLD	Delegate to National Board	Sam Ingham-Myers	As above	Hotelier
QLD	Delegate to National Board	Melinda Tait	As above	Hotelier
QLD	Delegate to National Board	Rachel Johnson	As above	Hotelier
QLD	Rep to NAHD	Geoff York	As above	Hotelier
QLD	Rep to NAHD	Vacant		
QLD	President & State Board Delegate (Southern Zone)	Richard Deery	As above	Hotelier
QLD	Senior Vice-President & State Board Delegate (Southern Zone)	Matthew Coorey	As above	Hotelier
QLD	Vice President & State Board Delegate (Southern Zone)	Sam Ingham-Myers	As above	Hotelier
QLD	Vice President & State Board Delegate (Southern Zone)	Melinda Tait	As above	Hotelier
QLD	Vice President & State Board Delegate (Southern Zone)	Bradley Fitzgibbons	As above	Hotelier
QLD	Secretary/Treasurer & State Board Delegate (Southern Zone)	Rachel Johnson	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Scott Armstrong	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Richard Bowly	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Darren Carter	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Ross Farquhar	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Stewart Gibson	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Scott Hogan	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Matthew McGuire	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Stephen Stoios	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Richard Adams	As above	Hotelier
QLD	State Board Delegate (Southern Zone)	Vacant		
QLD	State Board Delegate (Northern Zone)	Stephen Clarke	As above	Hotelier

QLD	State Board Delegate (Northern Zone)	Craig Ellison	As above	Hotelier
QLD	State Board Delegate (Northern Zone)	Albert Hakfoort	As above	Hotelier
QLD	State Board Delegate (Northern Zone)	Paul McMahon	As above	Hotelier
QLD	State Board Delegate (Northern Zone)	Vacant		
QLD	State Board Delegate (Northern Zone)	Vacant		

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation
SA	President Committee of Management Member <i>District 1 – Adelaide &amp; Nth Adelaide</i> Executive Committee Member Branch Trustee	David Nadeem Basheer	c/- AHA SA, Level 4, 60 HindmarshSquare, Adelaide SA 5000	Hotelier
SA	Vice President Committee of Management Member <i>District 2 – Eastern Metropolitan</i> Executive Committee Member Branch Trustee	Matthew Spencer Binns	As above	Hotelier
SA	Committee of Management Member <i>District 11 – Murray Mallee</i> Accommodation Division	Andrew Bullock	As above	Hotelier
SA	Committee of Management Member <i>District 17 - Whyalla</i>	Brad Barreau	As above	Hotelier
SA	Committee of Management Member <i>District 6 - Port Adelaide</i> Executive Committee Member Branch Trustee	Matthew Brien	As above	Hotelier
SA	Deputy Vice President Committee of Management Member <i>District 5 - Southern Metropolitan</i> Executive Committee Member Branch Trustee	Luke Donaldson	As above	Hotelier
SA	Committee of Management <i>District 1 – Adelaide &amp; Nth Adelaide</i>	Simone Douglas	As above	Hotelier
SA	Committee of Management Member <i>District 13 - Yorke Peninsula</i>	Trevor Evans	As above	Hotelier
SA	Committee of Management Member <i>District 1 - Adelaide &amp; Nth Adelaide</i>	Jason Fahey	As above	Hotelier
SA	Committee of Management Member <i>District 1 - Adelaide &amp; Nth Adelaide</i>	Trent Albert Fahey	As above	Hotelier



SA	Packaged Liquor Division	Elise Fassina	As above	Liquor Merchant
SA	Committee of Management Member <i>Region 3 - Western Metropolitan</i>	Anthony George Franzon	As above	Hotelier
SA	Committee of Management Member <i>District 3 - Western Metropolitan</i>	James Franzon	As above	Hotelier
SA	Committee of Management Member <i>Region 12 - Mid North</i>	John Giannitto	As above	Hotelier
SA	Committee of Management Member <i>District 4 - Northern Metropolitan</i>	Corey Farmer	As above	Hotelkeeper
SA	Committee of Management Member <i>District 2 – Eastern Metropolitan</i>	Tom Hannah	As above	Hotelier
SA	Committee of Management Member <i>District 16 - Port Augusta &amp; Far North</i> Executive Council Member	Anna Hurley	As above	Hotelier
SA	Committee of Management Member <i>District 6 - Port Adelaide</i>	Peter Johnson	As above	Hotelier
SA	Committee of Management Member <i>District 4 - Northern Metropolitan</i>	Jason Kelly	As above	Hotelier
SA	Committee of Management Member <i>District 18 – South East</i> Executive Committee Member	Andrew Kemp	As above	Hotelier
SA	Secretary/Treasurer Committee of Management Member <i>District 5 - Southern Metropolitan</i> Executive Committee Member	Sam McInnes	As above	Hotelier
SA	Committee of Management Member <i>District 8 - Southern Coast</i>	Guy S Matthews	As above	Hotelier
SA	Committee of Management Member <i>District 9 - Hills</i>	Karen Milesi	As above	Hotelier
SA	Committee of Management Member <i>District 7 - Gawler &amp; Barossa</i>	Andrew Francis Plush	As above	Hotelier
SA	Committee of Management Member- <i>District 19 - Eyre Peninsula</i> Executive Committee Member	Matthew Rogers	As above	Hotelier

	Branch Trustee			
SA	Committee of Management Member <i>District 14 - Port Pirie</i>	Darren Steele	As above	Hotelier
SA	Committee of Management Member <i>District 10 - Lower North</i>	Vacant		
SA	Committee of Management Member <i>District 15 – Peterborough Upper North East</i>	Vacant		
SA	Committee of Management Member <i>Accommodation Hotels Division Branch Councillor</i>	Vacant		

Branch	Name of Office	Name of Office Holder	Postal Address of Office Holder	Occupation
Victoria	President	David Canny	c/o AHA (Vic), Level 1, 1 Little Collins Street, Melbourne VIC 3000	Hotelier
Victoria	Vice-President Metropolitan	Mark O'Reilly	As above	Hotelier
Victoria	Vice-President Country	Andrew Clark	As above	Hotelier
Victoria	Honorary Treasurer	Rachel Checinski	As above	Hotelier
Victoria	Honorary Minute Secretary	David Curry	As above	Hotelier
Victoria	Executive Member	Peter Williams	As above	Hotelier
Victoria	Executive Member	Matthew Nikakis	As above	Hotelier
Victoria	Executive Member	Matt Mullins	As above	Hotelier
Victoria	Executive Member	Stewart Naismith	As above	Hotelier
Victoria	Executive Member	Roman Sharawara	As above	Hotelier
Victoria	Executive Member	Vacant		
Victoria	Executive Member Accommodation Hotels	Lee Davey	As above	Hotelier
Victoria	Executive Member Accommodation Hotels	Shaun D'Cruz	As above	Hotelier
Victoria	Councillor Accommodation Hotels	Lee Davey	As above	Hotelier
Victoria	Councillor Accommodation Hotels	Shaun D'Cruz	As above	Hotelier
Victoria	Councillor Accommodation Hotels	Vacant		
Victoria	Councillor Accommodation Hotels	Vacant		
Victoria	Councillor Accommodation Hotels	Vacant		
Victoria	Councillor Accommodation Hotels	Vacant		
Victoria	Councillor Eastern Victoria	Simon Appleby	As above	Hotelier
Victoria	Councillor Eastern Victoria	Dylan Clark	As above	Hotelier
Victoria	Councillor Eastern Victoria	Fiona Cox	As above	Hotelier
Victoria	Councillor Eastern Victoria	Chad De Lany	As above	Hotelier
Victoria	Councillor Eastern Victoria	Ben Fisher	As above	Hotelier
Victoria	Councillor Eastern Victoria	Simon Johnson	As above	Hotelier
Victoria	Councillor Eastern Victoria	Rachel Jones	As above	Hotelier
Victoria	Councillor Eastern Victoria	Daniel Martin	As above	Hotelier
Victoria	Councillor Eastern Victoria	Brett Melbourne	As above	Hotelier
Victoria	Councillor Eastern Victoria	Andrew Nikakis	As above	Hotelier

Victoria	Councillor Eastern Victoria	Dante Tomsic	As above	Hotelier
Victoria	Councillor Eastern Victoria	Guy Wells	As above	Hotelier
Victoria	Councillor Eastern Victoria	Peter Williams	As above	Hotelier
Victoria	Councillor Eastern Victoria	Vacant		
Victoria	Councillor Eastern Victoria	Vacant		
Victoria	Councillor North-Eastern Metropolitan	Peter Appleby	As above	Hotelier
Victoria	Councillor North-Eastern Metropolitan	Kelly Cock	As above	Hotelier
Victoria	Councillor North-Eastern Metropolitan	Madeleine Junkaris	As above	Hotelier
Victoria	Councillor North-Eastern Metropolitan	Melanie Lambourn	As above	Hotelier
Victoria	Councillor North-Eastern Metropolitan	Ryan Mitchell	As above	Hotelier
Victoria	Councillor North-Eastern Metropolitan	John Payne	As above	Hotelier
Victoria	Councillor North-Eastern Metropolitan	Tom Payne OAM	As above	Hotelier
Victoria	Councillor North-Eastern Metropolitan	Mark Robertson	As above	Hotelier
Victoria	Councillor North-Eastern Metropolitan	Vacant		
Victoria	Councillor Northern Metropolitan	Rachel Checinski	As above	Hotelier
Victoria	Councillor Northern Metropolitan	Gary Kirwan	As above	Hotelier
Victoria	Councillor Northern Metropolitan	Matt Mullins	As above	Hotelier
Victoria	Councillor Northern Metropolitan	Stewart Naismith	As above	Hotelier
Victoria	Councillor Northern Metropolitan	Con Nikitas	As above	Hotelier
Victoria	Councillor Northern Metropolitan	Russell O'Brien	As above	Hotelier
Victoria	Councillor Northern Metropolitan	Bob O'Kane	As above	Hotelier
Victoria	Councillor Northern Metropolitan	Michael Robertson	As above	Hotelier
Victoria	Councillor Northern Metropolitan	Stuart Steele	As above	Hotelier
Victoria	Councillor Northern Victoria	Sally Gebert	As above	Hotelier
Victoria	Councillor Northern Victoria	Andrea Karailis	As above	Hotelier
Victoria	Councillor Northern Victoria	Andrew Lethlean	As above	Hotelier
Victoria	Councillor Northern Victoria	Shannon Makin	As above	Hotelier
Victoria	Councillor Northern Victoria	Roman Sharawara	As above	Hotelier
Victoria	Councillor Northern Victoria	Patrick Sheehan	As above	Hotelier
Victoria	Councillor Northern Victoria	Darren Thomas	As above	Hotelier
Victoria	Councillor Northern Victoria	Nick Zurcas	As above	Hotelier
Victoria	Councillor Northern Victoria	Vacant		

Victoria	Councillor Northern Victoria	Vacant		
Victoria	Councillor Northern Victoria	Vacant		
Victoria	Councillor Northern Victoria	Vacant		
Victoria	Councillor Northern Victoria	Vacant		
Victoria	Councillor Northern Victoria	Vacant		
Victoria	Councillor Northern Victoria	Vacant		
Victoria	Councillor South-Eastern Metropolitan	Ian Francis	As above	Hotelier
Victoria	Councillor South-Eastern Metropolitan	Joe Giustiniano	As above	Hotelier
Victoria	Councillor South-Eastern Metropolitan	Ros Newsham	As above	Hotelier
Victoria	Councillor South-Eastern Metropolitan	Paul Stocks	As above	Hotelier
Victoria	Councillor South-Eastern Metropolitan	David Tomsic	As above	Hotelier
Victoria	Councillor South-Eastern Metropolitan	Peter Whinnen	As above	Hotelier
Victoria	Councillor South-Eastern Metropolitan	Vacant		
Victoria	Councillor South-Eastern Metropolitan	Vacant		
Victoria	Councillor South-Eastern Metropolitan	Vacant		
Victoria	Councillor Southern Metropolitan	Craig Barnett	As above	Hotelier
Victoria	Councillor Southern Metropolitan	Andrew Brown	As above	Hotelier
Victoria	Councillor Southern Metropolitan	Michael Burke	As above	Hotelier
Victoria	Councillor Southern Metropolitan	Monika Cala	As above	Hotelier
Victoria	Councillor Southern Metropolitan	David Curry	As above	Hotelier
Victoria	Councillor Southern Metropolitan	Eloise Glenane	As above	Hotelier
Victoria	Councillor Southern Metropolitan	Matthew Nikakis	As above	Hotelier
Victoria	Councillor Southern Metropolitan	Mark O'Reilly	As above	Hotelier
Victoria	Councillor Southern Metropolitan	Jonathan Sherren	As above	Hotelier
Victoria	Councillor Western Metropolitan	Tom Francis	As above	Hotelier
Victoria	Councillor Western Metropolitan	Paul Hunter	As above	Hotelier
Victoria	Councillor Western Metropolitan	Joshua Lister-Smith	As above	Hotelier
Victoria	Councillor Western Metropolitan	Andrew Needham	As above	Hotelier
Victoria	Councillor Western Metropolitan	Vacant		
Victoria	Councillor Western Metropolitan	Vacant		
Victoria	Councillor Western Metropolitan	Vacant		
Victoria	Councillor Western Metropolitan	Vacant		

Victoria	Councillor Western Metropolitan	Vacant		
Victoria	Councillor Western Victoria	Peter Archbold	As above	Hotelier
Victoria	Councillor Western Victoria	Sam Benjamin	As above	Hotelier
Victoria	Councillor Western Victoria	David Canny	As above	Hotelier
Victoria	Councillor Western Victoria	Andrew Clark	As above	Hotelier
Victoria	Councillor Western Victoria	Dan Cronin	As above	Hotelier
Victoria	Councillor Western Victoria	Patrick Glenane	As above	Hotelier
Victoria	Councillor Western Victoria	Teagan Hack	As above	Hotelier
Victoria	Councillor Western Victoria	Mitchell Koroneos	As above	Hotelier
Victoria	Councillor Western Victoria	Nick Murray	As above	Hotelier
Victoria	Councillor Western Victoria	Danny Quinlan	As above	Hotelier
Victoria	Councillor Western Victoria	George Ramia	As above	Hotelier
Victoria	Councillor Western Victoria	Rhys Sizeland	As above	Hotelier
Victoria	Councillor Western Victoria	Joel Taylor	As above	Hotelier
Victoria	Councillor Western Victoria	John Taylor	As above	Hotelier
Victoria	Councillor Western Victoria	Vacant		

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Tasmania	President	Ben Carpenter	25/93 Salamanca Place, Hobart TAS 7000	Director
Tasmania	Treasurer	Michael Best	As above	Managing Director
Tasmania	Vice President/Pub/Tavern President	Paul Jubb	As above	Licensee
Tasmania	Vice President/Restaurant Division President	Angelo Fraraccio	As above	Owner/Manager
Tasmania	Vice President / Accommodation Hotels Division President	John Dabner	As above	General Manager
Tasmania	Southern Councillor (Pubs/Tavern Division)	Paul Jubb	As above	Director
Tasmania	Southern Councillor (Pubs/Tavern Division)	Alexia Kalis	As above	Administrator
Tasmania	Southern Councillor (Pubs/Tavern Division)	Jocelyn Berechree	As above	Licensee
Tasmania	Southern Councillor (Pubs/Tavern Division)	Tony Kennedy	As above	Operations Manager
Tasmania	Southern Councillor (Restaurants Division)	Angelo Fraraccio	As above	Owner/Manager
Tasmania	Southern Councillor (Restaurants Division)	Danny Veis	As above	Owner
Tasmania	Southern Councillor (Accommodation Hotels Division)	Shelley Richards	As above	Manager
Tasmania	North Councillor (Pubs/Tavern Division)	Martin Kelly	As above	General Manager
Tasmania	North Councillor (Pubs/Tavern Division)	Vacant		
Tasmania	North Councillor (Pubs/Tavern Division)	Karen Burbury	As above	CEO Executive Director
Tasmania	North West Councillor (Pubs/Tavern Division)	Ben Carpenter	As above	Licensee
Tasmania	North West Councillor (Pubs/Tavern Division)	Michael Best	As above	Managing Director
Tasmania	North West & North Councillor (Accommodation Hotels Division)	John Dabner	As above	General Manager
Tasmania	North West & North Councillor (Restaurant Division)	Matthew Cock	As above	Finance Manager
Tasmania	North West & North Councillor (Restaurant Division)	Leigh Reid	As above	General Manager

WESTERN AUSTRALIAN BRANCH				
Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
WA	President/Committee of Management Member and ex officio delegate to AHA National Board	David Neil Randall	c/- Australian Hotels Association Western Australia, 38 Parliament Place, West Perth WA 6005	Hotelier
WA	Senior Vice President/Divisional President North Metropolitan	David Bornmann	As above	Hotelier
WA	Vice President/ Divisional President North West and delegate to AHA National Board	Martin Peirson-Jones	As above	Hotelier
WA	Treasurer/Divisional President Tourism	Michael Scott	As above	Hotelier
WA	Accommodation Division President	Andrew Cairns	As above	Hotelier
WA	Country Representative/Committee of Management Member and delegate to AHA National Board	Robert Ramage	As above	Hotelier
WA	Committee of Management Member	Ric Torchia	As above	Hotelier
WA	Committee of Management Member	St. John Hammond	As above	Hotelier
WA	Committee of Management Member	Peter Neville	As above	Hotelier
WA	Committee of Management Member	Adam Kapinkoff	As above	Hotelier
WA	Divisional President Perth Central Metropolitan Division	Ben Rasheed	As above	Hotelier
WA	Divisional President South Metropolitan	Ross Drennan	As above	Hotelier
WA	Divisional President Central	Aaron Heal	As above	Hotelier
WA	Divisional President Coastal	Alistair Brogan	As above	Hotelier
WA	Divisional President Small Bars	Hamish Fleming	As above	Hotelier
WA	Divisional President Restaurants	Lyndon Waples	As above	Hotelier
WA	Divisional President South West	Vacant		



**National Accommodation Division (Accommodation Australia)**

<b>Branch</b>	<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>
NAD	David Mansfield	NAD Board member and NAD Chair, and delegate to the National Board and to the National Executive	C/- Level 12, 67 Castlereagh St, Sydney NSW 2000	Hotelier
NAD	Sean Hunt	NAD Board member and NAD Deputy Chair, and delegate to the National Board	As above	Hotelier
NAD	Bruce Copland	NAD Board member and NAD Secretary/Treasurer, and delegate to the National Board	As above	Hotelier
NAD	Norman Arundel	NAD Board member and delegate to the National Board	As above	Hotelier
NAD	Barry Robinson	NAD Board member and delegate to the National Board	As above	Hotelier
NAD	Robert Dawson	NAD Board member and delegate to the National Board	As above	Hotelier
NAD	Adrian Williams	NAD Board member and delegate to the National Board	As above	Hotelier
NAD	Tracey Atherton	NAD Board member and delegate to the National Board	As above	Hotelier
NAD	Julian Clark	NAD Board member	As above	Hotelier
NAD	Geoffrey York	NAD Board member	As above	Hotelier
NAD	Paul Hutton	NAD Board member	As above	Hotelier
NAD	David Baswel	NAD Board member	As above	Hotelier
NAD	Emma Hynes	NAD Board member	As above	Hotelier
NAD	Vacant	NAD Board member		