



24 March 2025

Gregory McConville
National Secretary
United Firefighters' Union of Australia
Sent via email: secretary@ufuact.asn.au

cc: ACT Branch secretary@ufuact.asn.au

Dear Gregory McConville

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the United Firefighters' Union of Australia (AR2024/3).

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 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](#).

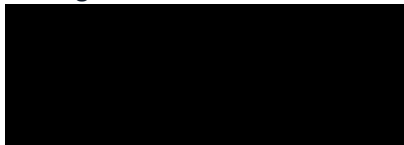
| Date of lodgement | Branch | Change | Within prescribed period (Yes/No). If No, how many days late |
|-------------------|------------|---|---|
| 21 February 2025 | ACT Branch | President Junior Vice President Trustee | Yes |

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 Bridgford, being the Acting Secretary of the United Firefighters Union of Australia – 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:

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

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].

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:

- 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 | 19.02.2025 (Resigned) 19.02.2025 (Appointed) | President | Adam Gresham | David Bridgford | c/- Unit 15A 71 Leichhardt Street Kingston ACT 2604 | Firefighter |
| ACT | 19.02.2025 (Resigned) 19.02.2025 (Appointed) | Junior Vice President | David Bridgford | Jack Bunyan | As Above | Firefighter |
| ACT | 19.02.2025 (Resigned) 19.02.2025 (Appointed) | Trustee | Jack Bunyan | Chris Wood | As Above | Firefighter |



22 January 2025

Gregory McConville
National Secretary
United Firefighters' Union of Australia
Sent via email: secretary@ufuact.asn.au

cc: TAS- ufutas@ufutas.com

Dear Gregory McConville

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the United Firefighters' Union of Australia (AR2024/3).

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 AR2024/3.

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 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](#).

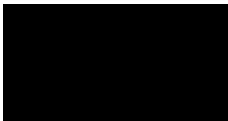
| Date of lodgement | Branch | Change | Within prescribed period (Yes/No). If No, how many days late |
|-------------------|--------|--|---|
| 07/01/2025 | TAS | President, Trustee (2), Junior Vice President | No, 26 Days |

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, Leigh Hills, being the Branch Secretary of the United Firefighters Union of Australia Tasmania 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:

6 January 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 |
|----------|----------------|---------------------------------|---------------------------------------|----------------------------------|--|--|
| Tasmania | 23/12/2024 | President | vacant | Darren Gye | 265 Macquarie Street, HOBART TAS 7000 | Firefighter |
| Tasmania | 23/12/2024 | Trustee | vacant | Travis Pollack | 265 Macquarie Street, HOBART TAS 7000 | Firefighter |
| Tasmania | 23/12/2024 | Trustee | Vacant | John Radunz | 265 Macquarie Street, HOBART TAS 7000 | Firefighter |
| Tasmania | 7/11/2024 | Junior Vice President | Jeremy Patterson | Vacant | | |



9 July 2024

Gregory McConville
National Secretary
United Firefighters' Union of Australia
Sent via email: secretary@ufuact.asn.au

cc: Victoria Branch p.marshall@ufuvic.asn.au

Dear Gregory McConville

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the United Firefighters' Union of Australia (AR2024/3).

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 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 |
|-------------------|-----------------|--|---|
| 3 July 2024 | Victoria Branch | Branch Vice President Branch Junior Vice President Branch Trustee FRV Firefighter Representative (2) FRV Station Officer & Senior Station Officer Representative (2) FRV Commander and Assistant Chief Fire Officer 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, Peter Marshall, being the Branch Secretary of the United Firefighters Union of Australia Victorian 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 June 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].

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 |
|----------|----------------|---|---------------------------------------|----------------------------------|--|--|
| Victoria | 12/06/2024 | Branch Vice President | Danny Ward | David Pitcher | 408-410 Brunswick St Fitzroy VIC 3065 | Firefighter |
| Victoria | 12/06/2024 | Branch Junior Vice President | Nasi Georgostathis | Dave Black | 408-410 Brunswick St Fitzroy VIC 3065 | Firefighter |
| Victoria | 12/06/2024 | Branch Trustee | Chris Cleary | Tim Eccles | 408-410 Brunswick St Fitzroy VIC 3065 | Firefighter |
| Victoria | 12/06/2024 | FRV Firefighter Representative | Andrew Creasey | Justin Pattinson | 408-410 Brunswick St Fitzroy VIC 3065 | Firefighter |
| Victoria | 12/06/2024 | FRV Firefighter Representative | Rob Psaila | Leigh Boyd | 408-410 Brunswick St Fitzroy VIC 3065 | Firefighter |
| Victoria | 12/06/2024 | FRV Station Officer & Senior Station Officer Representative | Jonathan Mahon | Richard Yeo | 408-410 Brunswick St Fitzroy VIC 3065 | Firefighter |

| | | | | | | |
|----------|------------|--|------------|---------------|---------------------------------------|-------------|
| Victoria | 12/06/2024 | FRV Station Officer & Senior Station Officer Representative | Dave Black | Dragan Lukic | 408-410 Brunswick St Fitzroy VIC 3065 | Firefighter |
| Victoria | 12/06/2024 | FRV Commander and Assistant Chief Fire Officer Representative | Vacant | Travis Harris | 408-410 Brunswick St Fitzroy VIC 3065 | Firefighter |



1 July 2024

Gregory McConville
National Secretary
United Firefighters' Union of Australia
Sent via email: secretary@ufuact.asn.au

cc: WA-admin@ufuofwa.net.au
Aviation- branchsecretary@ufuav.asn.au

Dear Gregory McConville

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the United Firefighters' Union of Australia (AR2024/3).

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 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](#).

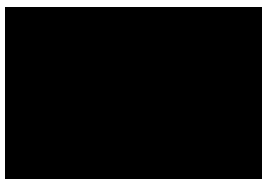
| Date of lodgement | Branch | Change | Within prescribed period (Yes/No). If No, how many days late |
|-------------------|----------|---|---|
| 26/06/2024 | WA | Branch President, Branch Vice President (2), Branch Assistant Secretary, Branch Trustee (2), Ordinary Committee of Management (9) | Yes |
| 28/06/2024 | Aviation | Senior Vice President, Junior Vice 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, Wesley Garrett, being the Secretary of the United Firefighters' Union of Australia – Aviation 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: 28/6/2024

ANNEXURE A

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

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

| Branch | Date of Change | Name of Office that has changed | Name of <u>Outgoing</u> Office Holder | Name of <u>New</u> Office Holder | Postal Address of <u>New</u> Office Holder | Occupation of <u>New</u> Office Holder |
|----------|----------------|---------------------------------|---------------------------------------|----------------------------------|--|--|
| Aviation | 29 May 2024 | Senior Vice President | Mick McDonald | Patrick Shanahan | PO Box 187 Greenacres, SA 5086 | Aviation Firefighter |
| Aviation | 29 May 2024 | Junior Vice President | Zack Van Loenhout | Vacant | N/A | N/A |



**UNITED FIREFIGHTERS UNION
OF AUSTRALIA
WEST AUSTRALIAN BRANCH**

ABN: 43 959 075 162

PRESIDENT: Tom Nolan

SECRETARY: John Marsh

26 June 2024

Ref: 25/24

Fair Work Commission
Via email: regorgs@fwc.gov.au

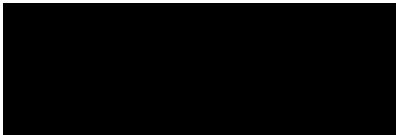
To Whom It May Concern,

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, John Marsh, being the elected Branch Secretary of the United Firefighters' Union of Australia West Australian 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.

Sign



Dated: 26/6/24

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 |
|--------|----------------|---|---------------------------------------|----------------------------------|--|--|
| WA | 13/062024 | Branch President | Tom NOLAN | Alan CROSSMAN | c/- 21 View Street NORTH PERTH WA 6006 | Union Official |
| WA | 13/062024 | Branch Vice-President - Officer | Gareth DEEG | Darryl BROWNING | c/- 21 View Street NORTH PERTH WA 6006 | Firefighter |
| WA | 13/062024 | Branch Vice-President – Firefighter | Scott GAMBLE | Brendon McCORMACK | c/- 21 View Street NORTH PERTH WA 6006 | Firefighter |
| WA | 13/062024 | Branch Assistant Secretary | VACANT | Tom NOLAN | c/- 21 View Street NORTH PERTH WA 6006 | Union Industrial Officer |
| WA | 13/062024 | Branch Trustee – Firefighter | Todd HAWES | Cian EVANS | c/- 21 View Street NORTH PERTH WA 6006 | Firefighter |
| WA | 13/062024 | Branch Trustee – Ordinary | Pippa WILLIAMS | Simon NELSON | c/- 21 View Street NORTH PERTH WA 6006 | Firefighter |
| WA | 13/062024 | Branch Ordinary Committee of Management - Officer | Darryl BROWNING | Doug SPEAR | c/- 21 View Street NORTH PERTH WA 6006 | Firefighter |
| WA | 13/062024 | Branch Ordinary Committee of Management - Officer | Mark FRIEND | Nathan WILCOCK | c/- 21 View Street NORTH PERTH WA 6006 | Firefighter |
| WA | 13/062024 | Branch Ordinary Committee of Management - Officer | Steve LONGO | Jeremy WILLIS | c/- 21 View Street NORTH PERTH WA 6006 | Firefighter |

| | | | | | | |
|----|-----------|---|----------------|-------------------|--|-------------|
| WA | 13/062024 | Branch Ordinary Committee of Management - Firefighter | Grant CLEMESHA | Sam COLLINS | c/- 21 View Street NORTH PERTH WA 6006 | Firefighter |
| WA | 13/062024 | Branch Ordinary Committee of Management - Firefighter | Cian EVANS | Mark HATTY | c/- 21 View Street NORTH PERTH WA 6006 | Firefighter |
| WA | 13/062024 | Branch Ordinary Committee of Management - Firefighter | Scott GIBSON | James HISLOP | c/- 21 View Street NORTH PERTH WA 6006 | Firefighter |
| WA | 13/062024 | Branch Ordinary Committee of Management - Firefighter | Chris JONES | Richard ROBERTSON | c/- 21 View Street NORTH PERTH WA 6006 | Firefighter |
| WA | 13/062024 | Branch Ordinary Committee of Management - Firefighter | Adam STEENSON | Tim WRAY | c/- 21 View Street NORTH PERTH WA 6006 | Firefighter |
| WA | 13/062024 | Branch Ordinary Committee of Management - General | Kerry BAILEY | VACANT | | |



21 June 2024

Gregory McConville
National Secretary
United Firefighters' Union of Australia
Sent via email: secretary@ufuact.asn.au

cc: SA Branch info@ufusa.com.au

Dear Gregory McConville

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the United Firefighters' Union of Australia (AR2024/3).

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 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 |
|-------------------|-----------|--|---|
| 17 June 2024 | SA Branch | President Vice-President - Officers Vice-President - Firefighters Trustee (3) Committee of Management Member (3) | Yes |



ABN 30 080 654 964

PO Box 289
Torrensville Plaza SA 5031

Phone: (08) 8352 7211

Fax: (08) 8234 1031

Email: info@ufusa.com.auwww.ufusa.com.au

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

I, Max Adlam being the Secretary of the United Firefighters Union of Australia
(South Australian) 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:

Max Adlam

Secretary

Dated: 17th June 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].

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 |
|--|----------------|---------------------------------|---------------------------------------|----------------------------------|--|--|
| United Firefighters Union of Australia (South Australian Branch) | 06/06/2024 | President | Charles Thomas | Christopher Barry | PO Box 289 Torrensville Plaza 5034 | Firefighter |
| United Firefighters Union of Australia (South Australian Branch) | 06/06/2024 | Vice-President Officers | Christopher Barry | Matthew Watherston | PO Box 289 Torrensville Plaza 5031 | Firefighter |

| | | | | | | |
|---|-------------------|---|--------------------------|-------------------------|---|--------------------|
| <i>United Firefighters Union of Australia (South Australian Branch)</i> | <i>06/06/2024</i> | <i>Vice-President Firefighters</i> | <i>Vacant</i> | <i>Andrew Caire</i> | <i>PO Box 289 Torrensville Plaza 5031</i> | <i>Firefighter</i> |
| <i>United Firefighters Union of Australia (South Australian Branch)</i> | <i>06/06/2024</i> | <i>Trustee</i> | <i>Christopher Barry</i> | <i>Vacant</i> | | |
| <i>United Firefighters Union of Australia (South Australian Branch)</i> | <i>06/06/2024</i> | <i>Trustee</i> | <i>Stephen Mitchell</i> | <i>Vacant</i> | | |
| <i>United Firefighters Union of Australia (South Australian Branch)</i> | <i>06/06/2024</i> | <i>Trustee</i> | <i>Gregory Chivers</i> | <i>Vacant</i> | | |
| <i>United Firefighters Union of Australia (South Australian Branch)</i> | <i>06/06/2024</i> | <i>Committee of Management Member Officer</i> | <i>Gideon Douglas</i> | <i>Neil Mangelsdorf</i> | <i>PO Box 289 Torrensville Plaza 5031</i> | <i>Firefighter</i> |

| | | | | | | |
|---|-------------------|--|--------------------------|----------------------|---|--------------------|
| <i>United Firefighters Union of Australia (South Australian Branch)</i> | <i>06/06/2024</i> | <i>Committee of Management Member Firefighter</i> | <i>Timothy Maitland</i> | <i>Kevin Fischer</i> | <i>PO Box 289 Torrensville Plaza 5031</i> | <i>Firefighter</i> |
| <i>United Firefighters Union of Australia (South Australian Branch)</i> | <i>06/06/2024</i> | <i>Committee of Management Member Firefighter</i> | <i>Mathew Williamson</i> | <i>Rachel Eisen</i> | <i>PO Box 289 Torrensville Plaza 5031</i> | <i>Firefighter</i> |



4 June 2024

Gregory McConville
National Secretary
United Firefighters' Union of Australia
Sent via email: secretary@ufuact.asn.au

Cc: admin@ufua.asn.au

Dear Gregory McConville

The United Firefighters' Union of Australia'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 | AR2024/3 |
| Lodgement date | 28 March 2024 (initial lodgement) and 4 June 2024 (amended lodgement) |
| 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

As indicated above, 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.

Yours sincerely

Fair Work Commission

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

I, Greg McConville, being the National Secretary of the United Firefighters Union of Australia, 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 Unit 15A, 71 Leichhardt Street, Kingston ACT 2604.¹
 - The name and address of each branch of the organisation is:²
 1. Victoria
408 – 410 Brunswick Street, Fitzroy, Melbourne 3065
 2. Queensland
c/- Unit 15A, 71 Leichhardt Street, Kingston ACT 2604
 3. South Australia
148 South Road, Torrensville, SA 5031
 4. West Australia
21 View Street, North Perth, WA 6006

¹ section.230(1)(d); reg.147(d)

² section.230(1)(d); reg.147(a) & (d)

5. Aviation

PO Box 187, Greenacres SA 5086

6. Tasmania

265 Macquarie Street Hobart, TAS 7000

7. Australian Capital Territory

Unit 15A, 71 Leichhardt Street, Kingston ACT 2604

8. New South Wales

c/- Unit 15A, 71 Leichhardt Street, Kingston ACT 2604

- On 31 December in the previous year the number of members was 8,960.
- 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 2024:³
 - Branch elections

ACT Branch:

- President (1)
- Secretary (1)
- Vice President (1)
- Junior Vice President (1)
- Trustees (4)

³ section.230(1)(d); reg.147(e)

Tasmania Branch

- President (1)
- Secretary (1)
- Vice President (1)
- Junior Vice President (1)
- Trustee (6)

Aviation Branch

- President (1)
- Secretary (1)
- Senior Vice President (1)
- Junior Vice President (1)
- Workplace Health and Safety National Coordinator (1)

Branch Committee of Management member from each of the following Branches

- New South Wales (1)
- Victoria (1)
- Tasmania (1)
- Australian Capital Territory (1)
- Southern Queensland (1)
- Northern Queensland (1)
- South Australia (1)
- Western Australia (1)
- Northern Territory (1)

Western Australia

- Branch Secretary (1)
- Branch President (1)
- Branch Assistant Secretary (1)
- Branch Vice President – Officer (1)
- Branch Vice President – Firefighter (1)
- Branch Trustee – Officer (1)
- Branch Trustee – Firefighter (1)
- Branch Trustee – General (1)

Branch Ordinary Committee of Management members from the following:

- Firefighter (5)
- Officer (5)
- General (1)

Victoria

- President (1)
- Vice President (1)
- Junior Vice President (1)
- Secretary (1)
- Trustees (4)
- Firefighter Committee members all being employees of Fire Rescue Victoria (FRV) (4)
- Station Officer and Senior Station Officer Committee members all being employees of Fire Rescue Victoria (FRV) (3)
- Commander and Assistant Chief Fire Officer Committee member being an employee of Fire Rescue Victoria (FRV) (1)

- Other Committee member being a member of the union who is not employed by FRV as an operational employee (1)

South Australia

- Secretary (1)
- President (1)
- Vice President – Officers (1)
- Vice President – Firefighters (1)
- Trustees (3)
- Committee of Management Member – Officers (3)
- Committee of Management Member – Firefighters (3)

Queensland

- President (1)
- Vice-President (National Committee of Management Member) (1)
- Secretary (1)
- Branch Executive Member (4)

NSW

President (1)

Vice President (1)

Secretary (1)

During the previous 12 months:⁴

- NO branches COMMENCED or CEASED operation.

- The organisation:
 - Has not entered into an agreement under section 151(1) of the Act with a state union.

Signed:



Dated: 4 June 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. 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.⁵]*

⁴ section.230(1)(d); reg.147(b) & (c)

⁵ 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 |
|--------------------|--|-----------------------|--|--------------------------------|
| National | Secretary | Mr Greg McConville | c/- UFUA, Unit 15A, 71 Leichhardt Street, Kingston ACT 2604 | Union Official |
| | President | Mr Leigh Hills | As above | Union Official |
| ... | | | | |
| NSW | President | Vacant | Vacant | Vacant |
| | Vice President | Vacant | Vacant | Vacant |
| | Treasurer | Vacant | Vacant | Vacant |
| ... | | | | |
| Victoria Branch | President | Mr David Hamilton | c/- UFUA – VIC branch 408 – 410 Brunswick Street Fitzroy VIC 3065 | Firefighter |
| | Secretary | Mr Peter Marshall | As Above | Firefighter |
| | Junior Vice President | Mr Nasi Georgostathis | As Above | Firefighter |

| | | | | |
|--|---|-----------------------|----------|-------------|
| | Trustee | Mr Ed Starinskas | As Above | Firefighter |
| | Trustee | Mr Chris Tempest | As Above | Firefighter |
| | Trustee | Mr Tony Martin | As Above | Firefighter |
| | Trustee | Mr Christopher Cleary | As Above | Firefighter |
| | Commanders and Assistant Chief Fire Officers (employees of Fire Rescue Victoria) | Ms Jessica Walsh | As Above | Firefighter |
| | Station Officers and Senior Station Officers (employees of Fire Rescue Victoria) | Mr James Kefalas | As Above | Firefighter |
| | Station Officers and Senior Station Officers (employees of Fire Rescue Victoria) | Mr Dave Black | As Above | Firefighter |
| | Station Officers and Senior Station Officers (employees of Fire Rescue Victoria) | Mr Jonny Mahon | As Above | Firefighter |
| | Firefighters (employees of Fire Rescue Victoria) | Mr Robert Psaila | As Above | Firefighter |
| | Firefighters (employees of Fire Rescue Victoria) | Mr Dave Blundell | As Above | Firefighter |

| | | | | |
|-----------------------|---|--|---------------------|-------------|
| | Firefighters (employees of Fire Rescue Victoria) | Mr Andrew Creasey | As Above | Firefighter |
| | Firefighters (employees of Fire Rescue Victoria) | Mr Pete Schroder | As Above | Firefighter |
| | Members Not Employed by FRV as an Operational Employee | Mr Corey Diggins | As Above | Firefighter |
| | | | | |
| QLD Branch | President | Gordon Finlayson | c/- UFUA QLD Branch | Firefighter |
| | Secretary | Donni Luther | As Above | Firefighter |
| | Senior Vice President | Rick Salisbury Resigned: 09.08.2023 | As Above | Firefighter |
| | Senior Vice President | Vacant | | |
| | Junior Vice President | Vacant | | |
| | Assistant Secretary | Vacant | | |
| | Executive Member | Gerard Williams | As Above | Firefighter |
| | Executive Member | Nathan Culpan | As Above | Firefighter |
| | Executive Member | Kurtis Luther | As Above | Firefighter |

| | | | | |
|--|---|--------|--|--|
| | BCOM Far Northern Region Officer Delegate | Vacant | | |
| | BCOM Far Northern Region Officer Delegate | Vacant | | |
| | BCOM Far Northern Region Officer Delegate | Vacant | | |
| | BCOM Northern Region Officer Delegate | Vacant | | |
| | BCOM Central Region Officer Delegate | Vacant | | |
| | BCOM Central Region Officer Delegate | Vacant | | |
| | BCOM North Coast Officer Delegate | Vacant | | |
| | BCOM North Coast Officer Delegate | Vacant | | |
| | BCOM Brisbane Officer Delegate | Vacant | | |
| | BCOM Brisbane Officer Delegate | Vacant | | |
| | BCOM Brisbane Officer Delegate | Vacant | | |
| | BCOM Brisbane Officer Delegate | Vacant | | |
| | BCOM Brisbane Officer Delegate | Vacant | | |

| | | | | |
|---------------------------------------|--|--------------------|--|----------------|
| | BCOM Brisbane Officer Delegate | Vacant | | |
| | BCOM South Eastern Officer Delegate | Vacant | | |
| | BCOM South Eastern Officer Delegate | Vacant | | |
| | BCOM South Eastern Officer Delegate | Vacant | | |
| | BCOM South Western Officer Delegate | Vacant | | |
| | BCOM South Western Officer Delegate | Vacant | | |
| | BCOM Communication Centre Delegate | Vacant | | |
| | BCOM Senior Officer Delegate | Vacant | | |
| | BCOM Auxiliary North Delegate | Vacant | | |
| | | | | |
| South Australia Branch | President | Mr Chas Thomas | c/-UFUA – SA Branch 148 South Road, Torrensville, SA 5031 | Firefighter |
| | Secretary | Ms Max Adlam | As Above | Union Official |
| | Vice President - Officers | Mr Matt Watherston | As Above | Firefighter |
| | Vice President - Firefighters | Vacant | | |

| | | | | |
|--|--|--------------------------|----------|-------------|
| | Trustee | Vacant | | |
| | Trustee | Mr Chris Barry | As Above | Firefighter |
| | Trustee | Mr Steve Mitchell | As Above | Firefighter |
| | Branch Ordinary Committee of Management Member - Officers | Mr Chris Johnson | As Above | Firefighter |
| | Branch Ordinary Committee of Management Member - Officers | Mr Neil Mangelsdorf | As Above | Firefighter |
| | Branch Ordinary Committee of Management Member - Officers | Mr Steve Smithson | As Above | Firefighter |
| | Branch Ordinary Committee of Management Member - Firefighters | Mr Kevin Fischer | As Above | Firefighter |
| | Branch Ordinary Committee of Management Member - Firefighters | Mr Brad Robertson | As Above | Firefighter |
| | Branch Ordinary Committee of Management Member - Firefighters | Mr Matthew Williamson | As Above | Firefighter |
| | | | | |

| | | | | |
|------------------------------|--|--|---|----------------|
| West Australia Branch | President | Mr Clem Chan | c/- UFUA WA Branch 21 View Street North Perth, WA 6006 | Firefighter |
| | Secretary | Mrs Katherine O'Hara | As Above | Union Official |
| | Vice President Officer | Mr Leigh Bishop Resigned: 29.08.2023 | As Above | Firefighter |
| | Vice President Officer | Mr John Marsh Appointed: 7.10.2023 | As Above | Firefighter |
| | Vice President Firefighter | Mr Scott Gamble | As Above | Firefighter |
| | Assistant Secretary | Mr Tom Nolan | As Above | Union Official |
| | Trustee – WAFB Firefighter | Mr Todd Hawes | As Above | Firefighter |
| | Trustee – WAFB Officer | Mr John Marsh Resigned: 7.10.2023 | As Above | Firefighter |
| | Trustee – WAFB Officer | Vacant: 7.10.2023 | | |
| | Trustee – Ordinary | Ms Pippa Williams | As Above | Firefighter |
| | Firefighter Ordinary Committee of Management Member | Mr Adam Steenson | As Above | Firefighter |
| | Firefighter Ordinary Committee of Management Member | Mr Martene Pearman Resigned: 28.03.2023 | As Above | Firefighter |
| | Firefighter Ordinary Committee of Management Member | Mr Chris Jones Elected: 21.06.2023 Election E2023/86 | As Above | Firefighter |

| | | | | |
|--|--|-------------------|----------|-------------|
| | Firefighter Ordinary Committee of Management Member | Mr Cian Evans | As Above | Firefighter |
| | Firefighter Ordinary Committee of Management Member | Mr Scott Gibson | As Above | Firefighter |
| | Firefighter Ordinary Committee of Management Member | Mr Grant Clemesha | As Above | Firefighter |
| | Officer Ordinary Committee of Management Member | Mr Mark Friend | As Above | Firefighter |
| | Officer Ordinary Committee of Management Member | Mr Shane Klunder | As Above | Firefighter |
| | Officer Ordinary Committee of Management Member | Mr Gareth Deeg | As Above | Firefighter |
| | Officer Ordinary Committee of Management Member | Mr Steve Longo | As Above | Firefighter |
| | Officer Ordinary Committee of Management Member | Mr Paul Rogers | As Above | Firefighter |

| | | | | |
|------------------------|--|---|--|-------------------------------|
| | General Ordinary Committee of Management Member | Ms Kerry Bailey | As Above | Communications System Officer |
| | | | | |
| Aviation Branch | President | Mr Rory McCabe | c/- UFUA Aviation Branch, PO Box 187, Greenacres SA 5086 | Firefighter |
| | Secretary | Mr Wes Garrett | As Above | Union Official |
| | Senior Vice President | Mr Michael McDonald | As Above | Firefighter |
| | Junior Vice President | Mr Zachary Van Loenhout | As Above | Firefighter |
| | Branch Committee Member – New South Wales | Mr Christopher Putman | As Above | Firefighter |
| | Branch Committee Member – Victoria | Mr Glenn Laurie | As Above | Firefighter |
| | Branch Committee Member – Northern Queensland | Mr Justin Harpley | As Above | Firefighter |
| | Branch Committee Member – Southern Queensland | Mr Patrick Shanahan | As Above | Firefighter |
| | Branch Committee Member – South Australia | Mr Daniel Thomson Resigned: 12.07.2023 | As Above | Firefighter |
| | Branch Committee Member – South Australia | Mr Jesse Page Appointed: 12.07.2023 | As Above | Firefighter |

| | | | | |
|-----------------|---|--|---|----------------|
| | Branch Committee Member – West Australia | Mr Chris Jones | As Above | Firefighter |
| | Branch Committee Member – Australian Capital Territory | Mr Michael McDonald | As Above | Firefighter |
| | Branch Committee Member – Northern Territory | Mr Zachary Van Loenhout | As Above | Firefighter |
| | Branch Committee Member – Tasmania | Mr Matthew West Resigned: 24.11.2023 | As Above | Firefighter |
| | Branch Committee Member – Tasmania | Mr Benjamin Chugg Appointed: 24.11.2023 | As Above | Firefighter |
| | Workplace Health and Safety National Coordinator | Mr Tim Limmer Resigned: 12.07.2023 | As Above | Firefighter |
| | Workplace Health and Safety National Coordinator | Mr Daniel Thompson Appointed: 4.08.2023 | As Above | Firefighter |
| | | | | |
| Tasmania | President | Mr Mark Dobson | c/- UFUA Tas Branch 265 Macquarie Street, Hobart, Tasmania 7000 | Firefighter |
| | Secretary | Mr Leigh Hills | As Above | Union Official |
| | Vice President | Mr Alex Wendell-Smith | As Above | Firefighter |
| | Junior Vice President | Mr Jeremy Patterson | As Above | Firefighter |
| | Trustee | Mr Matthew Brain | As Above | Firefighter |

| | | | | |
|--|------------------------------|--------------------|--|----------------|
| | Trustee | Mr Jeremy Ripper | As Above | Firefighter |
| | Trustee | Mr Justin Plummer | As Above | Firefighter |
| | Trustee | Mr Robert Boost | As Above | Firefighter |
| | Trustee | Mr Mark O'Donnell | As Above | Firefighter |
| | Trustee | Mr Ryan Woolford | As Above | Firefighter |
| | | | | |
| Australian Capital Territory Branch | President | Mr Adam Gresham | c/- UFUA ACT Branch Unit 15A, 71 Leichhardt Street, Kingston ACT 2604 | Firefighter |
| | Secretary | Mr Greg McConville | As Above | Union Official |
| | Vice President | Ms Kate Judd | As Above | Firefighter |
| | Junior Vice President | Mr David Bridgford | As Above | Firefighter |
| | Trustee | Mr Andrew Johnson | As Above | Firefighter |
| | Trustee | Mr Guy Cassis | As Above | Firefighter |
| | Trustee | Mr Arron Kiewiet | As Above | Firefighter |
| | Trustee | Mr Jack Bunyan | As Above | Firefighter |
| | | | | |



27 May 2024

Gregory McConville
National Secretary
United Firefighters' Union of Australia
Sent via email: secretary@ufuact.asn.au

cc: Aviation- branchsecretary@ufuav.asn.au

Dear Gregory McConville

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the United Firefighters' Union of Australia (AR2024/3).

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 AR2024/3.

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 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 |
|-------------------|----------|--------------------------|---|
| 24/05/2024 | Aviation | Commitment of Management | No, 18 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*

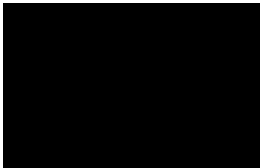
I, Wesley Garrett, being the Secretary of the United Firefighters Union – Aviation Branch declare the following:

I am authorised to make this declaration.

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 Wesley Garrett.

Dated:

23/5/24

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 |
|----------|----------------|---------------------------------|---------------------------------------|----------------------------------|--|--|
| Aviation | 1 April 2024 | BCOM – North Queensland | Justin Harpley | Vacant | N/A | N/A |



24 May 2024

Gregory McConville
National Secretary
United Firefighters' Union of Australia
Sent via email: secretary@ufuact.asn.au

cc: TAS-ufutas@ufutas.com
QLD- secretaryufuaql@gmail.au

Dear Gregory McConville

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the United Firefighters' Union of Australia (AR2024/3).

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 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](#).

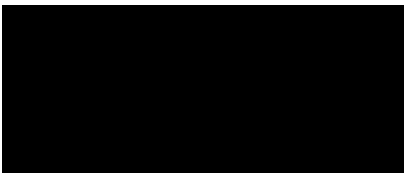
| Date of lodgement | Branch | Change | Within prescribed period (Yes/No). If No, how many days late |
|-------------------|--------|-----------------------------|---|
| 15/04/2024 | TAS | President, Trustee (3) | Yes |
| 24/04/2024 | QLD | President, Executive Member | Yes |

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, Greg McConville, being the Secretary of the United Firefighters Union of Australia – National office, 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: National Secretary



Dated: 24 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].

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

- 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

| 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 |
|--------|--------------------------|---------------------------------|---------------------------------------|----------------------------------|--|--|
| QLD | 24.04.2024 (Resigned) | President | Gordon Finlayson | Vacant | N/A | N/A |
| QLD | 24.04.2024 (Resigned) | Exec Member | Gerard Williams | Vacant | N/A | N/A |

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, Leigh Hills, being the Secretary of the United Firefighters Union of Australia – Tasmania 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*:

[delete all that do not apply]
 - 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: 15 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].

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 |
|----------|----------------|---------------------------------|---------------------------------------|----------------------------------|--|--|
| Tasmania | 4.4.2024 | President | Mark Dobson | Vacant | | |
| | | Trustee | Justin Plummer | Grant Joyce | care of, 265 Macquarie St, Hobart TAS 7001 | Firefighter |
| | | Trustee | Robert Boost | Vacant | care of, 265 Macquarie St, Hobart TAS 7001 | |
| | | Trustee | Matthew Brain | Vacant | care of, 265 Macquarie St, Hobart TAS 7001 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |