



9 September 2024

Nicole Sheffield  
President  
The Australian Retailers Association  
Sent via email: [info@retail.org.au](mailto:info@retail.org.au)

Dear Nicole Sheffield

### Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Retailers Association (AR2024/4).

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)
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#### **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.

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These resources include:

- [notification of change template](#)
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#### **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
2 September 2024	National	Councillor Vice President Secretary	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, **Nicole Sheffield**, being the **President** of the **Australian Retailers 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: **Nicole Sheffield, President ARA**

Dated: **02/09/24**

[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]:

[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
National	31.08.2024 (resigned)	Councillor	Maria McCarthy	N/A		
National	21.08.2024 (elected)	Vice President	Vacant	Jane McNally	Australian Retailers Association, <b>Level 18, 1 Nicholson Street, East Melbourne VIC 3002</b>	Executive Director
National	21.08.2024 (elected)	Secretary	Vacant	Sarah Hunter	Australian Retailers Association, <b>Level 18, 1 Nicholson Street, East Melbourne VIC 3002</b>	Managing Director



14 August 2024

Nicole Sheffield  
President  
The Australian Retailers Association  
Sent via email: info@retail.org.au

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

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

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Resources to help you make your notifications of change

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- [notification of change template](#)
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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.

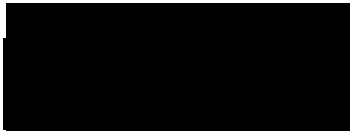
The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
08/08/2024	National	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, **Nicole Sheffield**, being the **President** of the **Australian Retailers Association**, declare the following:

1. I am authorised to make this declaration.
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  - 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: **Nicole Sheffield, President ARA**

Dated: **08/08/24**

[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)].

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[Please note:

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Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
National	10.07.2024 (resigned)	Councillor	Jack Gance	N/A		



11 June 2024

Nicole Sheffield  
President  
The Australian Retailers Association  
Sent via email: [info@retail.org.au](mailto:info@retail.org.au)

Dear Nicole Sheffield

### Notification of changes – Acknowledgment

We acknowledge receipt of a Notification of Change to the Australian Retailers Association (AR2024/4).

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

### Time frames for notifications of changes

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

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

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

But we understand they can be a difficult requirement to get right. We have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

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



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**Fair Work Commission**

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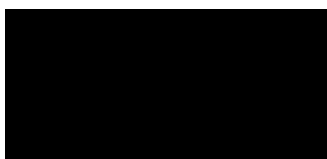
The notification of change and this filing letter can be viewed on the Fair Work Commission website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
3 June 2024	n/a	Change of address	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, **[Nicole Sheffield]**, being the **[President]** of the **[Australian Retailers Association]**, declare the following:

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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 **[24/05/2024]** the address of the organisation changed to **[Level 18, 1 Nicholson Street, East Melbourne]**.<sup>1</sup>



Signed: **[Nicole Sheffield, President]**

Dated: **[03/06/2024]**

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



## Annexure A

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

- Offices and Office Holders in the Organisation

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
President	Nicole Sheffield	Australian Retailers Association, <b>Level 18, 1 Nicholson Street, East Melbourne VIC 3002</b>	Managing Director
Vice President	Vacant	As above	N/A
Secretary	Vacant	As above	N/A
Treasurer	Drew Meads	As above	Franchisee Owner/General Manager
Councillor	Sharon Beaumont	As above	General Manager, People & Communications
Councillor	Gavin Carter	As above	Chief Executive Officer
Councillor	Krista Diez-Simson	As above	Chief Operating Officer/Chief Financial Officer
Councillor	Jack Gance	As above	Owner/Chairman
Councillor	Sarah Hunter	As above	Managing Director
Councillor	Maria McCarthy	As above	General Manager Corporate Affairs
Councillor	Jane McNally	As above	Executive Director
Councillor	Tanya Tindall	As above	General Manager
Councillor	Vacant	As above	N/A
Councillor	Vacant	As above	N/A



13 May 2024

Nicole Sheffield  
President  
The Australian Retailers Association  
Sent via email: info@retail.org.au

Dear Nicole Sheffield

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#### What you need to do right now

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Yours sincerely

**Fair Work Commission**

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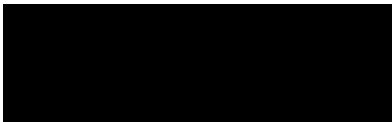
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Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
7 May 2024	N/A	Secretary/Councillor	Yes

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Signed: **Nicole Sheffield, President ARA**

Dated: **07/05/24**

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National	26.04.2024 (resigned)	Secretary/Councillor	Sally Glover			



8 April 2024

Sally Glover  
Secretary  
The Australian Retailers Association  
Sent via email: [info@retail.org.au](mailto:info@retail.org.au)

Dear Sally Glover

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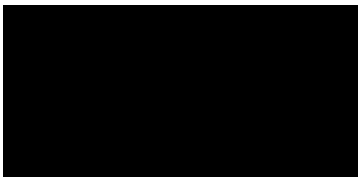
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Signed: **Sally Glover, Secretary ARA**

Dated: **02/04/24**

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National	31.03.2024 (resigned)	Councillor	Stephen Younane			



28 March 2024

Sally Glover  
Secretary  
The Australian Retailers Association  
Sent via email: [info@retail.org.au](mailto:info@retail.org.au)

Dear Sally Glover

**The Australian Retailers 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	AR2024/4
Lodgement date	22 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**

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

I, [SALLY GLOVER], being the [SECRETARY] of the [AUSTRALIAN RETAILERS ASSOCAITION], 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, 112 Wellington Parade East Melbourne 3002].<sup>1</sup>
  - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.<sup>2</sup>
  - On 31 December in the previous year the number of members was [7,967].<sup>3</sup>
  - A list of offices and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at Annexure A and forms part of this declaration.
  - Under the rules of the organisation, the following elections must be held between 1 January and 31 December of THIS YEAR:<sup>4</sup> [No elections are scheduled THIS YEAR.]
  - The organisation:
    - Has not entered into an agreement under section 151(1) of the Act with a state union.

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

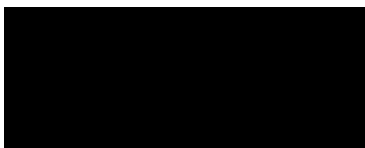
<sup>2</sup> Section 230(1)(d); reg. 147(a), (b), (c) & (d)

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

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



Signed: [SECRETARY, ARA – SALLY GLOVER]



Dated: [22/03/24]

[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>5</sup>.]

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<sup>5</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 *[insert as many pages as required]*:

Name of Office  (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
President	Nicole Sheffield	Australian Retailers Association, Level 1, 112 Wellington Parade, East Melbourne VIC 3002	Managing Director
Vice President	Stephen Younane	As above	Chief Executive Officer
Secretary	Sally Glover	As above	Chief Legal & Corporate Affairs Officer
Treasurer	Drew Meads	As above	Franchisee Owner/General Manager
Councillor	Sharon Beaumont	As above	General Manager, People & Communications
Councillor	Gavin Carter	As above	Chief Executive Officer
Councillor	Krista Diez-Simson	As above	Chief Operating Officer/Chief Financial Officer
Councillor	Jack Gance	As above	Owner/Chairman
Councillor	Sarah Hunter	As above	Managing Director
Councillor	Maria McCarthy	As above	General Manager Corporate Affairs
Councillor	Jane McNally	As above	Executive Director
Councillor	Tanya Tindall	As above	General Manager
Councillor	Vacant	As above	N/A
Councillor	Vacant	As above	N/A