



9 April 2025

Kirsty Woodhead
Honorary Secretary
Visual Media Association
Sent via email: kirsty@breenprinting.com.au

Dear Kirsty Woodhead

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Visual Media Association (AR2025/52).

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](#).

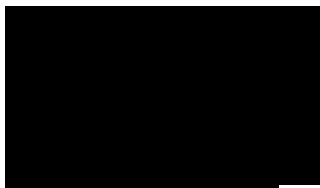
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
7 April 2025	N/A	Deputy President, Board Member (2), Board Member vacancy	Yes

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, Kirsty Woodhead, being the Honorary Secretary of the Visual Media 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:



KIRSTY WOODHEAD
HONORARY SECRETARY

Dated: 07/04/25

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

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
National	28.3.2025	Deputy President	Stuart Fysh	Rodney Frost	c/- Visual Media Association, PO Box 5231, Richmond, VIC 3121	CEO
National	28.3.2025	Board Member (WA Representative)	Stuart Fysh	Colin Lamond	c/- Visual Media Association, PO Box 5231, Richmond, VIC 3121	Managing Director
National	28.3.25	Board Member (NSW Board Representative)	Holly Masters	Rodney Frost	c/- Visual Media Association, PO Box 5231, Richmond, VIC 3121	CEO

National	28.3.25	Board Member (SA Board Representative)	Rodney Frost	Awaiting appointment	c/- Visual Media Association, PO Box 5231, Richmond, VIC 3121	Awaiting appointment
----------	---------	--	--------------	----------------------	--	-------------------------



27 February 2025

Kirsty Woodhead
Honorary Secretary
Visual Media Association
Sent via email: kirsty@breenprinting.com.au

Dear Kirsty Woodhead

The Visual Media 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 2025
Matter number AR2025/52
Lodgement date 3 February 2025
Result FILED

In your declaration that accompanied the annual return, you declared that the information contained in the annual return was true and correct.

Your annual return has been reviewed for compliance with the requirements of the RO Act, as well as whether you addressed the issues of concern (if any) that the regulator raised with you about last year's annual return.

The requirements for annual returns are set out in sections 230 and 233(1) of the RO Act.



Notification of Change required for the change of office address

The office address provided in this year's annual return (AR2025/52) compared to last year's annual return (AR2024/54) is different. A notification of change is required to be lodged regarding the change of the organisation's office address. The organisation has been contacted, and it is anticipated that a notification of change will be lodged by tomorrow, 28 February 2025.



Your annual return satisfied the requirements of the review and has been uploaded to the Fair Work Commission (the Commission) 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 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, Kirsty Woodhead, being the Honorary Secretary of the Visual Media Association, declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by section 230(1)(a) and section 230(2) of the *Fair Work (Registered Organisations) Act 2009* (the Act).
3. The following is a correct statement of the information contained in the records required to be kept by the organisation in accordance with section 230(1)(b), (c), and (d) of the Act:
 - The address of the organisation is Unit 3, 5-7 Compark Circuit, Mulgrave, Victoria 3170.¹
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.²
 - On 31 December in the previous year the number of members was 786.³
 - 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:⁴
 - All Board member positions for two years (2026 and 2027); and
 - Office Bearers for 2026 – President (1), Deputy President (1), Honorary Treasurer (1), and Honorary Secretary (1).

¹ Section 230(1)(d); reg. 147(d)

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

³ Section 230(1)(d); reg. 147(f)

⁴ Section 230(1)(d); reg. 147(e)

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



Signed: KIRSTY WOODHEAD, HONORARY SECRETARY

Dated: 31/01/25

[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 change⁵.]

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 *[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	Kevin Pidgeon	c/- Visual Media Association, PO Box 5231, Richmond, VIC 3121	Executive Chairman
Deputy-President	Stuart Fysh	As above	Managing Director
Honorary Treasurer	Tony Bertrand	As above	National Marketing Manager
Honorary Secretary	Kirsty Woodhead	As above	Company Director
Board member	Holly Masters	As above	Company Director
Board member	Nick Tuit	As above	Managing Director
Board member	Rodney Frost	As above	CEO
Board member	Simon Bailey	As above	General Manager
Board member	Tom Eckersley	As above	Managing Director