



27 November 2019

Troy Bennett
 National Treasurer
 Australasian Convenience and Petroleum Marketers Association
 Sent via email: communications@acapma.com.au

Dear Troy Bennett

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2019/11)

I acknowledge receipt of a Notification of Change to the office holders of the Australasian Convenience and Petroleum Marketers Association.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
21/11/2019	Victoria	Victorian Board of Management Representative	Yes
21/11/2019	Officer	National Board Vic President	Yes

Time frames

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more

GPO Box 2983, Melbourne VIC 3001
 Telephone: 1300 341 665 | Email: regorgs@roc.gov.au
 Website: www.roc.gov.au

information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Mandatory disclosures

Please ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

Mandatory training

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe. Further information about training is provided in our [officer financial training fact sheet](#).

Thank you for your correspondence.

Yours faithfully,

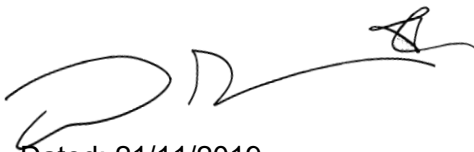
Christine Hibberd
Registered Organisations Commission

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

I, Wade Death, being the National Board President of the Australasian Convenience and Petroleum Marketers Association, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed: Wade Death, National Board President



Dated: 21/11/2019

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.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 italicised information: this is instructional or provided by way of example only*
- *the ROC 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
<i>VIC</i>	<i>18.10.2019</i>	<i>Victorian Board of Management Representative</i>	<i>VACANT</i>	<i>Jacinta Creek</i>	<i>8 Woodlands Ct, BENDIGO, VIC, 3550</i>	<i>General Manager, G L Teirny trading as Vantage Fuels</i>
<i>Officer</i>	<i>15.11.2019</i>	<i>National Board VIC President</i>	<i>Trevor Bayliss</i>	<i>Craig Burrows</i>	<i>PO Box 5219, Rockingham Beach, WA, 6969</i>	<i>Managing Director, Fuel Distributors of WA</i>



25 September 2019

Troy Bennett
National Treasurer
Australasian Convenience and Petroleum Marketers Association
Sent via email: communications@acapma.com.au

Dear Troy Bennett

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2019/11)

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This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
24-09-2019	National	Board Representative Queensland, Board Representative Victoria vacancy	Yes

Time frames

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Website: www.roc.gov.au

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Thank you for your correspondence.

Yours faithfully,

Christine Hibberd
Registered Organisations Commission

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

I, Wade Death, being the National President of the Australasian Convenience and Petroleum Marketers Association, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 18/9/2019

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au.]

ANNEXURE A

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[Please note:

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- *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	18/9/2019	Board Representative Queensland	Michael Hollows	Paul Wessel	C/o ACAPMA 3 Spring Street, Sydney, NSW, 2000	Managing Director, Wessel Petroleum
National	18/9/2019	Board Representative Victoria	Philip Molineux	Vacant pending the result of a recall election	C/o ACAPMA 3 Spring Street, Sydney, NSW, 2000	



19 August 2019

Wade Death
National President
Australasian Convenience and Petroleum Marketers Association

Sent via email: communications@acapma.com.au

Dear Wade,

Declaration and information lodged under subsection 233(1) for 2019 (AR2019/11)

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 5 March 2019 of the organisation's Annual Return which provides information under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Thank you for providing the Annual Return. The documents lodged provide the required information for the 2019 Annual Return of the Australasian Convenience and Petroleum Marketers Association.

The Annual Return has been filed. Annual returns are publicly available on the website through the [List of Registered Organisations](#).

Notifications of Change

Any changes to these records must be notified to the ROC within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. The Australasian Convenience and Petroleum Marketers Association is encouraged to use this template if any changes occur.

If you have any queries regarding this correspondence I can be contacted on 1300 341 665 or by email at regorgs@roc.gov.au.

Yours faithfully,

A handwritten signature in blue ink that reads "David Vale". The signature is written in a cursive style and is contained within a rectangular box.

David Vale
Registered Organisations Commission

Registered Organisations Commission
GPO Box 2983
MELBOURNE VIC 3001

Sent via Email: regorgs@roc.gov.au

14/2/2019

To Whom It May Concern,

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

Annual Return for the Australasian Convenience and Petroleum Marketers Association (ACAPMA,) ABN: 71 506 540 351, for year ended: 31 December 2018

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

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

Should you have any queries, please contact our Association on 1300 160 270 or email communications@acapma.com.au.

Yours Sincerely
Wade Death

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

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

I, Wade Death, being the National Board President of the Australasian Convenience and Petroleum Marketers Association, declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by s.230(1)(a) and s.230(2) of the *Fair Work (Registered Organisations) Act 2009* (the Act).
3. The following is a correct statement of the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Act:
 - The address of the organisation is 3 Spring Street, Sydney NSW, 2000.¹
 - 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
 - 153 Voting Members
 - 220 Trade Members
 - 5 Lifetime Members.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.

¹ s.230(1)(d); reg.147(d)

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

³ s.230(1)(d); reg.147(f)

- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of THIS YEAR:⁴

Board of Management Reprehensive Members (3)

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

Signed: Wade Death, National Board President



Dated: 14/2/2019

*[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to regorgs@roc.gov.au. If at any time in the year this information changes a Notification of Changes must be lodged with the Commission within **35 days** of the change⁶.]*

⁴ s.230(1)(d); reg.147(e)

⁵ s.230(1)(d); reg.147(g)

⁶ s.233(2); reg. 151

ANNEXURE A

- 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
National Board President	Wade Death	c/o Australasian Convenience and Petroleum Marketers Association, 3 Spring St, Sydney, NSW, 2000	Managing Director of Jack and Co
National Board Vice President	Trevor Bayliss	c/o Australasian Convenience and Petroleum Marketers Association, 3 Spring St, Sydney, NSW, 2000	Manager of Adelaide Fuel Distributors
National Board Treasurer	Troy Bennett	c/o Australasian Convenience and Petroleum Marketers Association, 3 Spring St, Sydney, NSW, 2000	Managing Director of Bennetts Petroleum
Board of Management Representative	Phillip Molineux	c/o Australasian Convenience and Petroleum Marketers Association, 3 Spring St, Sydney, NSW, 2000	CEO of Bonney Energy
Board of Management Representative	Michael Hollows	c/o Australasian Convenience and Petroleum Marketers Association, 3 Spring St, Sydney, NSW, 2000	Managing Director of Pacific Petroleum
Board of Management Representative	Craig Burrows	c/o Australasian Convenience and Petroleum Marketers Association, 3 Spring St, Sydney, NSW, 2000	Managing Director of Fuel Distributors of WA

ENDS