



3 April 2018

Mr Graham Smith
Federal Secretary
Australasian Meat Industry Employees Union
federal@sawa.amieu.asn.au

CC: Newcastle and Northern Branch, grant.courtney@meatworker.com.au

Dear Mr Smith,

Amendment to Notification of changes made to records [AR2017/22]

I acknowledge receipt on 22 March 2018 of your email advising an error in the Notification of Change to the office holders of the Australasian Meat Industry Employees Union (AMIEU)_received 18 September 2017, in particular concerning the Newcastle and Northern Branch.

Your email advised that an error was made in reporting Mr Stuart Watt as being outgoing office holder in two offices – Treasurer and Committee member – when it was actually only one office, that of Treasurer.

I understand from the information previously submitted that the office of Treasurer was filled, and from your 22 March 2018 email that Mr Watt did not hold a separate ‘Committee member’ office and that there was therefore no separate Committee member vacancy. I note that this error was identified by the AMIEU while preparing the Annual Return.

Our records have been updated accordingly. The relevant documents can be viewed on the Website through the AMIEU link on the [list of Registered Organisations](#).

Thank you for your correspondence.

Yours faithfully,

Christine Hibberd
Registered Organisations Commission

From: Graham Smith <graham@sawa.amieu.asn.au>
Sent: Thursday, 22 March 2018 11:33 AM
To: ROC - Registered Org Commission
Cc: Kristen Rogers
Subject: AMIEU Notification of Change Amendment

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning.

I spoke to an officer last night (I think it was Christine Hibberd) regarding our Newcastle Branch and the notification of changes to records that we supplied in September 2017.

I refer to the letter from Christine Hibberd dated 20 September 2017, reference [AR2017/22].

I advise that there was an error in our notification which we have now picked up whilst preparing the annual return of information, and need to amend.

The advice from our Branch Secretary incorrectly listed Stuart Watt as an outgoing member in two categories, Treasurer and Committee member.

Whilst Stuart Watt has indeed retired, he only held the office of Treasurer. I think our Newcastle Branch Secretary was simply trying to say that he was therefore retiring from the committee in general but this has led to an accidental vacancy as a committee member that does not exist.

The correct notification would have been that Stuart has retired as the Treasurer and that position has been filled by election as per rule.

No other vacancy exists at this time.

I apologise for this error in notification and we will double check with our branches in future to try and avoid any repeat of this.

The annual return of information will correctly identify all office holders.

If any further information is required I can be contacted on 08 8274 4100.

Graham Smith
Federal Secretary
AMIEU



6 November 2017

Federal Secretary
Australasian Meat Industry Employees Union
federal@sawa.amieiu.asn.au

CC: SA & WA Branch, admin@sawa.amieiu.asn.au

Dear Federal Secretary,

Notification of changes made to records [AR2017/22]

I acknowledge receipt of a Notification of Change to the office holders of the Australasian Meat Industry Employees Union.

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
6/11/2017	SA & WA Branch	New Vice President SA	Yes
As Above	As Above	New Committee of Management Members – SA (2) Committee of Management vacancy (1)	Yes
As Above	As Above	Committee of Management - WA vacancies (2)	Yes
As Above	As Above	New Organisers – SA (2)	Yes
As Above	As Above	New Federal Councillor – WA	Yes

Please note that the signatory of the declaration of change should identify the office they hold when completing the declaration.

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, the details of which 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 must 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.

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, Sharra Anderson of the Australasian Meat Industry Employees Union South and Western 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 resulting from the Tasmanian Branch elections is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 6 November 2017

[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

- Changes to Offices and Office Holders in the Australasian Meat Industry Employees Union South & Western Australian Branch, as a result of the South & Western Australian Branch elections, are as follows:

Branch	Date of Change	Name of Office that has changed	Name of previous elected Office Holder	Name of newly elected Office Holder	Postal Address of the newly elected Office Holder	Occupation of newly elected Office Holder
<i>South & Western Australian Branch</i>	<i>On or about 23 October 2017</i>	<i>Vice President SA</i>	<i>Gordon Davidison</i>	<i>Matthew Finch</i>	<i>c/- the Australasian Meat Industry Employees Union South & Western Australian Branch at 227 Henley Beach Road, Torrensville South Australia 5031</i>	<i>Unpaid official and union member</i>
<i>South & Western Australian Branch</i>	<i>On or about 23 October 2017</i>	<i>Committee of Management – SA</i>	<i>Geoffery Ackland</i>	<i>Donha Lincoln</i>	<i>c/- the Australasian Meat Industry Employees Union South & Western Australian Branch at 227 Henley Beach Road, Torrensville South Australia 5031</i>	<i>Unpaid official and union member</i>
<i>South & Western Australian Branch</i>	<i>On or about 23 October 2017</i>	<i>Committee of Management – SA</i>	<i>Greg Mitchell</i>	<i>Bradley Kenny</i>	<i>c/- the Australasian Meat Industry Employees Union South & Western Australian Branch at 227 Henley Beach Road, Torrensville South Australia 5031</i>	<i>Unpaid official and union member</i>
<i>South & Western Australian Branch</i>	<i>On or about 23 October 2017</i>	<i>Committee of Management – SA</i>	<i>Matthew Finch</i>	<i>Vacant</i>	<i>Not applicable</i>	<i>Not applicable</i>

South & Western Australian Branch	On or about 23 October 2017	Committee of Management – WA	Peter Sines	Vacant	Not applicable	Not applicable
South & Western Australian Branch	On or about 23 October 2017	Committee of Management – WA	Melanie Richter	Vacant	Not applicable	Not applicable
South & Western Australian Branch	On or about 23 October 2017	Organiser – SA		Jayme Marshall	c/- the Australasian Meat Industry Employees Union South & Western Australian Branch at 227 Henley Beach Road, Torrensville South Australia 5031	Paid Official
South & Western Australian Branch	On or about 23 October 2017	Organiser – SA		Debra Kennedy	c/- the Australasian Meat Industry Employees Union South & Western Australian Branch at 227 Henley Beach Road, Torrensville South Australia 5031	Paid Official
South & Western Australian Branch	On or about 23 October 2017	Federal Councillor – WA	Vacant (noting that Melanie Richter resigned on 30 May 2017)	Peter Legg	c/- the Australasian Meat Industry Employees Union South & Western Australian Branch at 227 Henley Beach Road, Torrensville South Australia 5031	Unpaid official and union member

Eleven positions have remained unchanged following the South & Western Australian Branch elections. Those positions are as follows:

NOTIFICATION OF CHANGE TO RECORDS



31 October 2017

Federal Secretary
Australasian Meat Industry Employees Union
federal@sawa.amieiu.asn.au

CC: Tasmanian Branch, amieutas@bigpond.com

Dear Federal Secretary,

Notification of changes made to records [AR2017/22]

I acknowledge receipt of a Notification of Change to the office holders of the Australasian Meat Industry Employees Union.

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
27/10/2017	Tasmanian	New Secretary	Yes
		New Assistant Secretary	Yes
		Federal Council Delegate Vacancies (2)	Yes
		Committee of Management – Sub-Branch Vacancies (6)	Yes

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, the details of which 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 must 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.

Thank you for the notification.

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, Graham Smith, being the Federal Secretary Treasurer of the Australasian Meat Industry Employees Union Federal Council, 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 resulting from the Tasmanian Branch elections is attached to this declaration at Annexure A and forms part of this declaration.

Signed:



Dated: 27 October 2017

[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

- Changes to Offices and Office Holders in the Australasian Meat Industry Employees Union Tasmanian Branch, as a result of the Tasmanian Branch elections, are as follows:

Branch	Date of Change	Name of Office that has changed	Name of previous elected Office Holder	Name of newly elected Office Holder	Postal Address of the newly elected Office Holder	Occupation of newly elected Office Holder
<i>Tasmanian Branch</i>	<i>03.10.2017</i>	<i>Secretary</i>	<i>Troy Baker</i>	<i>Andrew Foden</i>	<i>c/- the Australasian Meat Industry Employees Union Tasmanian Branch at 237 Wellington Street Launceston Tasmania 7250</i>	<i>Paid official</i>
<i>Tasmanian Branch</i>	<i>03.10.2017</i>	<i>Assistant Secretary</i>	<i>Darren Goodier</i>	<i>Cindy Tarrant</i>	<i>c/- the Australasian Meat Industry Employees Union Tasmanian Branch at 237 Wellington Street Launceston Tasmania 7250</i>	<i>Unpaid official and union member</i>
<i>Tasmanian Branch</i>	<i>03.10.2017</i>	<i>Federal Council Delegate</i>	<i>Peter Nichols</i>	<i>Vacant</i>	<i>Not applicable</i>	<i>Not applicable</i>
<i>Tasmanian Branch</i>	<i>03.10.2017</i>	<i>Federal Council Delegate</i>	<i>Howard Donovan</i>	<i>Vacant</i>	<i>Not applicable</i>	<i>Not applicable</i>
<i>Tasmanian Branch</i>	<i>03.10.2017</i>	<i>Committee of Management - Southern Sub-Branch</i>	<i>Cindy Tarrant</i>	<i>Vacant</i>	<i>Not applicable</i>	<i>Not applicable</i>
<i>Tasmanian Branch</i>	<i>03.10.2017</i>	<i>Committee of Management - Southern Sub-Branch</i>	<i>Peter Nichols</i>	<i>Vacant</i>	<i>Not applicable</i>	<i>Not applicable</i>
<i>Tasmanian Branch</i>	<i>03.10.2017</i>	<i>Committee of Management -</i>	<i>Cynthia Goodier</i>	<i>Vacant</i>	<i>Not applicable</i>	<i>Not applicable</i>

		<i>Northern Sub-Branch</i>				
<i>Tasmanian Branch</i>	<i>03.10.2017</i>	<i>Committee of Management - Northern Sub-Branch</i>	<i>Vacant</i>	<i>Vacant</i>	<i>Not applicable</i>	<i>Not applicable</i>
<i>Tasmanian Branch</i>	<i>03.10.2017</i>	<i>Committee of Management - North West Sub-Branch</i>	<i>Lisa Cook</i>	<i>Vacant</i>	<i>Not applicable</i>	<i>Not applicable</i>
<i>Tasmanian Branch</i>	<i>03.10.2017</i>	<i>Committee of Management - North West Sub-Branch</i>	<i>Harry Reasons</i>	<i>Vacant</i>	<i>Not applicable</i>	<i>Not applicable</i>

Two positions have remained unchanged following the Tasmanian Branch elections. Those two positions are as follows:

Branch	Date of Change	Name of Office	Name of previous elected Office Holder	Name of the newly elected Office Holder	Postal Address of the newly elected Office Holder	Occupation of the newly elected Office Holder
<i>Tasmanian Branch</i>	<i>03.10.2017</i>	<i>President</i>	<i>Howard Donovan</i>	<i>Howard Donovan</i>	<i>c/- the Australasian Meat Industry Employees Union Tasmanian Branch at 237 Wellington Street Launceston Tasmania 7250</i>	<i>Unpaid official and union member</i>
<i>Tasmanian Branch</i>	<i>03.10.2017</i>	<i>Vice President</i>	<i>Stephen McKenna</i>	<i>Stephen McKenna</i>	<i>c/- the Australasian Meat Industry Employees Union Tasmanian Branch at 237 Wellington Street Launceston Tasmania 7250</i>	<i>Unpaid official and union member</i>

From: ROC - Registered Org Commission
Sent: Thursday, 12 October 2017 3:40 PM
Subject: Education and advice campaign - notification of changes to records within prescribed timeframe [SEC=UNCLASSIFIED]
Attachments: Letter to orgs_Notifications of Change.pdf; Fact Sheet_Notification of changes.pdf; Guidance Note_notifications of change.pdf; Legislative Summary_Notifications of Change.pdf

Good afternoon,

Please find attached correspondence for the Secretary or other prescribed office holder, providing education and advice regarding the obligation to notify the Registered Organisations Commission (the ROC) of changes to the records of a registered organisation.

Kind regards,

Office of the Registered Organisations Commission

Tel: 1300 341 665
regorgs@roc.gov.au

GPO Box 2983, MELBOURNE VIC 3001 | 414 Latrobe Street, Melbourne Victoria 3000



Australian Government
Registered Organisations Commission

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12 October 2017

Dear Secretary (or prescribed office holder),

Education and advice campaign - the obligation to notify the ROC of changes to records within the prescribed statutory time frame

I write on behalf of the Registered Organisations Commissioner to advise you about an education and advice campaign being conducted by the Registered Organisations Commission (ROC) which is designed to encourage all registered organisations and their office holders to comply with the statutory obligation to lodge timely notifications of changes to records, contained in section 233(2) of the *Fair work (Registered Organisations) Act 2009* (the RO Act).

The ROC has become increasingly concerned about systemic contraventions of s.233(2) in which the lodgement of notifications are repeatedly weeks, months or even years late, or have not been lodged at all. Contraventions of this provision can give rise to risks for registered organisations and their members as a result of reduced transparency and accountability, and can expose the organisation to potential civil penalty proceedings.

As an independent regulator, the ROC's approach seeks to be fair, proportionate, objective and evidence-based. The ROC considers that compliance with statutory obligations is essential to ensure that registered organisations function efficiently, effectively and transparently.

The importance of timely notifications

The statutory obligation on registered organisations to notify the ROC of particular changes to records under s.233(2) of the RO Act has been part of the regulatory scheme in various forms for over 100 years and is currently a civil penalty provision, which means that registered organisations or their prescribed office holders may be potentially liable for any breaches.

The obligation is essential for a number of reasons including that:

- It assists members to participate in the democratic functioning and control of their organisations;
- Enables the regulator to publish information about who current office holders are; and
- It promotes accountability of office holders who are managing the funds and assets of registered organisations.

Registered organisations represent the interests of approximately 2 million members nationally. It is essential that timely information about the identity of relevant office holders is lodged in compliance with the RO Act so that the regulator and each organisation's members can be aware of which office holders are exercising management and financial responsibilities in their organisations.

The ROC and its predecessors have published the lists of office holders of registered organisations on the relevant agency's public website since at least 2003. The ROC also publishes all notifications about changes to the branches, office addresses and office holders of registered organisations lodged under s.233(2) of the RO Act. The publication of this information provides transparency to members and the general public and facilitates accountability.

Educational reference documents

The ROC is committed to providing education, assistance and advice to registered organisations as part of the functions set out in s.329AB of the RO Act. Our primary educational goal is to maximise voluntary compliance with statutory obligations under the RO Act, to promote the effective governance, accountability and transparency of registered organisations and to thereby reduce the need for enforcement action.

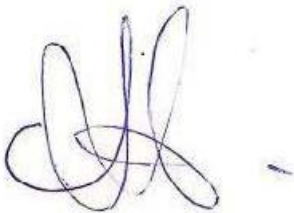
As one part of a strategy to assist organisations to increase voluntary compliance with the s.233(2) obligation, the ROC has recently produced some new educational guides which are **enclosed**:

- Guidance Note – a quick reference guide in the form of a table, using scenarios where organisation staff and office holders may be unsure if they are obliged to notify changes. The table contains references to all relevant legislative provisions;
- Fact Sheet – a separate fact sheet outlining the types of changes that need to be notified and what needs to be included with the notification;
- Legislative Summary – a brief summary of the history of the legislative provision to notify changes, included for the purpose of understanding the historical context of the obligation.

In addition, the ROC will continue its ongoing practice of providing courtesy reminder correspondence about the requirement to notify changes to office holders, whenever we are provided with election results from the Australian Electoral Commission (**AEC**). Further, the ROC proposes to audit and continue to review compliance with this important statutory obligation.

Should you have any questions or feedback in relation to this correspondence, I can be contacted on 1300 341 665 or via regorgs@roc.gov.au.

Yours faithfully,



Chris Enright
Executive Director
Registered Organisations Commission



Fact sheet

Notification of changes

The *Fair Work (Registered Organisations) Act 2009* requires organisations of employers and employees to annually lodge certain information to the Registered Organisations Commission (the ROC). In addition, whenever any changes occur in relation to certain records, registered organisations are required to lodge a notification of change to the ROC. The change must be lodged within 35 days after the change occurs.

Records requiring notifications of any changes

If any of the following records change, the organisation must notify the ROC of the change within 35 days after the change occurs:

- the list of offices in the organisation or in a branch of the organisation
- the name, postal address or occupation of a person holding office
- the name of a branch of the organisation
- the commencement or cessation of a branch of the organisation
- the address of the office of the organisation, or the address of the office of a branch of the organisation

What does the ROC do with the information?

Records including the above information are required to be lodged by each organisation by 31 March in each year in the Annual Return of Information. Annual Returns are published under the corresponding organisation on the ROC website. This information can be found by clicking on the 'Find a Registered Organisation' tab. Notifications of changes are published in descending date order within the corresponding year's annual return document. This enables members to view the changes with reference to the complete list of office holders.

When changes must be notified

Details of any changes must be notified within 35 days after the change occurs, as prescribed by regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009*.

What needs to be included?

NOTE: *The ROC recommends use of the sample Notification of Changes template, as provided below, to help ensure that all of the required details are included in a notification of change*

- The notification must be lodged with a declaration signed by the Secretary or another office holder whose duties under the rules of the organisation or branch include lodging required information to

the statutory body. The declaration must contain a statement that the information lodged is a correct statement of the changes made.

- The notification must include details of each relevant office/office holder/branch to which the changes have occurred.
- The notification must include the date the change occurred and clearly specify what the change was.
- The notification must indicate the date on which the changes occurred, as this pertains to the obligation to lodge the notification within 35 days of the change.
- For changes to office holders the following details are also required:
 - The title of the relevant office
 - The name of each new or former office holder
 - the postal address of each new office holder. For privacy reasons, the ROC recommends using the postal address of the relevant organisation/branch, rather than the residential address of the person.
 - The occupation of each new office holder
- For new branches the street address (not just a postal address) must be included.

Who can sign the declaration?

The declaration must be signed by the Secretary or another office holder whose duties under the rules of the organisation or branch include lodging required information to the statutory body. A sample declaration template is provided below under 'sample notification of change template'.

If an organisation is divided into branches or divisions, the notification of change may be made by a national office holder or the relevant branch or division office holder, depending on who has authority under the rules of the organisation to do so.

Sample Notification of Changes Template

The sample notification of change template provided below includes a sample declaration template and a sample notification table. The ROC recommends use of these documents to help ensure that all of the required information is provided.

- [Sample notification of change template](#)

Find out more

- Guidance Note – ROC Quiz Answers - Notifications of Change
- Legislative Summary – Notifications of Change
- [ROC Internal Checklist – Notifications of change](#)
- [Fact Sheet – Records to be kept by registered organisations](#)
- [Fact Sheet – Records to be lodged annually by registered organisations](#)

For instructions on how to lodge a notification of changes with the ROC, please refer the [Lodging Documents](#) section of our website.



Guidance Note

Notifications of Change ROC Quiz

<u>Question</u>	<u>Answer</u>	<u>Reference</u> * RO Act = Fair Work (Registered Organisations) Act 2009; * RO Regs = Fair Work (Registered Organisations) Regulations 2009).
1. Do organisations need to lodge a notification of changes <i>IF</i>:		
a) An elected office holder resigned but the term of office was almost over	YES – any change to the list of office holders of the organisation or a branch of the organisation must be notified within 35 days of the change.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(b) of the RO Act; • Reg.151 of the RO Regs
b) A person leaves an office but the person replacing them will not commence for a few weeks	YES – this requires <u>two</u> notifications – one for the office holder leaving, and one for the person replacing them. If both changes can be notified within 35 days of the earliest change, they can be included together in just one notification, however, we recommend notifying each change as soon as possible after it occurs in order to ensure compliance.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Reg.151 of the RO Regs
c) An elected national office holder relocated to a different state	YES – any change to the address of an office holder must be notified within 35 days of the change	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(c) of the RO Act; • Reg.151 of the RO Regs
d) A branch relocated to different premises	YES – any change to the office name or address of the organisation, or of a branch of the organisation, must be notified within 35 days of the change.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(d) of the RO Act; • Reg.147(d)(ii) of the RO Regs; • Reg.151 of the RO Regs
e) The Secretary’s telephone number or email address changed	Not required under the legislation – however, it is beneficial to update us with any changes to contact details so we can provide alerts for upcoming lodgement dates and other important information. You can email regorgs@roc.gov.au to advise changes to telephone and email addresses.	N/A
f) A Branch office changed its’ telephone number or	Not required under the legislation – however, it is beneficial to keep	N/A

	preferred email address	us updated with relevant contact details to facilitate ROC alerts for upcoming lodgement dates and other important information updates. You can email regorgs@roc.gov.au to advise changes to telephone and email addresses.	
	g) The AEC has recently provided a declaration of results for an election to the organisation and the email shows that it was also sent to the ROC by the AEC	YES – the organisation is still required to formally notify the ROC of any <u>changes</u> to the list of office holders in the organisation or any of its’ branches. If an election results in any changes to the people holding offices, those changes must be formally notified within 35 days of the change.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(c) of the RO Act; • Reg.151 of the RO Regs
	h) An entire branch is abolished	YES - the organisation is required to notify the ROC of any changes to its’ list of branches; any changes to the list of offices in a branch of the organisation; and any changes to the list of names, postal addresses and occupations of people holding those offices	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Sections 230(1)(b), (c) and (d) of the RO Act; • Regs.147(a), (c) and (e)(ii) of the RO Regs; • Reg.151 of the RO Regs
	i) A person is re-elected to the same office they already held, and they are listed in the most recent annual return list of office holders	NO – only changes need to be notified to the ROC	N/A
	j) A person is re-elected, but to a different office	YES – any <u>changes</u> to the list of office holders in the organisation or any of its’ branches needs to be notified to the ROC within 35 days.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(c) of the RO Act; • Reg.151 of the RO Regs
	k) A Committee of Management Member resigned, but they are not the President, Secretary, Assistant Secretary or Treasurer	YES – members of the Committee of Management are officers as defined in the Act. Any changes in relation to such offices must be lodged within 35 days of the date the change took place.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 9 of the RO Act; • Reg.151 of the RO Regs
	l) A person resigned but it won’t take effect for three months	NOT YET – a notification of change needs to be lodged within 35 days after the change takes effect. This means it must be lodged between the day it takes effect and 35 days later.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Reg.151 of the RO Regs
	m) A person has been elected but they won’t take office until a set date in the future	NOT YET – a notification of change needs to be lodged after the change takes effect. It must be lodged between the date it takes effect and 35 days later.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Reg.151 of the RO Regs
	2. What needs to be included in the notification?	A notification of change needs to include relevant details of the change. In relation to a change of	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(c) of the RO Act; • Reg.147 of the RO Regs

	office holder, this will include the date the change occurred, the title of the relevant office, the name of the relevant person/people, whether they have ceased or commenced office, the postal address of the person / people (we recommend using the relevant organisation/branch address for privacy reasons), and the title of the occupation of the person / people. We recommend using the Notification of Changes template , which is available on the Notification of Changes page of the ROC website.	
Do organisations need to lodge:		
An amended list of all of the officers	NO – only details of the changes need to be lodged. If you lodge the entire list again and do not identify the changes staff of the ROC will ask you to specify what the changes are and when they occurred	<ul style="list-style-type: none"> Section 233(2) of the RO Act
Officers' names	YES	<ul style="list-style-type: none"> Section 233(2) of the RO Act; Section 230(1)(c) of the RO Act
Officers' occupation titles	YES	<ul style="list-style-type: none"> Section 233(2) of the RO Act; Section 230(1)(c) of the RO Act
Officers' <i>home</i> addresses	NO – please do not lodge their home addresses. The ROC publishes all of the returns on the website – please list their professional addresses	N/A
Officers' <i>professional</i> addresses	YES – this can be the address of the Union or Employer Association, or the relevant branch	<ul style="list-style-type: none"> Section 233(2) of the RO Act; Section 230(1)(c) of the RO Act
<u>ONLY</u> the changes to the President, Treasurer, Vice President and Secretary	NO – notifications of change are required in relation to <u>all offices</u> in which a change has occurred. Offices include Committee of Management Members (however named - including, for example, Directors of the Board)	<ul style="list-style-type: none"> Section 233(2) of the RO Act; Section 230(1)(c) of the RO Act; Section 9 of the RO Act;
A soft copy by email and a hard copy by post	NO – the ROC only requires one lodgement and email is the preferred method. The email address to lodge the notifications is regorgs@roc.gov.au .	N/A
Copies of resignations	NO – proof of leaving office is only required for evidence in relation to casual vacancy election matters. Evidence is not required in relation to notifications of changes.	N/A
Does it need to be signed?	YES – the notification must accompany a declaration stating that the copy of records lodged is a	<ul style="list-style-type: none"> Section 233(2) of the RO Act; Reg.150 of the RO Regs

	correct statement of the changes made. The declaration must be signed by the Secretary or another current officer whose duties under the rules include lodging required information to the statutory body.	
3. Elections and Notifications of change		
a) If an officer resigns do organisations need to lodge the Prescribed Information for a casual vacancy election separately to the notification of changes?	YES – the notification process is completely separate to the election process. Notification of a vacant office does not cause an election process to automatically start. For information about lodging Prescribed Information for elections, see the Elections page of the ROC website.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act;
b) Do organisations need to advise the ROC about changes even when the ROC has been provided with the declaration of results for an election by the AEC?	YES – it is one of the statutory obligations of organisations to notify the ROC, in writing, of any changes to the records the organisation has lodged. The AEC declaration of results provides the names of office holders elected, but does not indicate whether this constitutes a change to the list of office holders that the organisation lodged with the annual return.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act; • Section 230(1)(c) of the RO Act
c) If evidence of a vacancy has already been provided to the organisation for an election matter, is it still necessary to lodge a notification of the change?	YES – the notification of changes process and requirements are completely separate to those of the election process.	<ul style="list-style-type: none"> • Section 233(2) of the RO Act;



Guidance Note

Summary and Historical Context of the Legislative Provisions

A brief explanation of the historical context surrounding the reporting obligation to notify changes is provided below. This information is intended to promote a better understanding of the reporting obligation, as well as an understanding of some of the purposes of the obligation.

As an overview, the statutory requirement for federally registered organisations to notify the relevant regulator of changes to records:

- appears to have been part of the relevant legislative scheme for over a century,
- has varied in terms of the time periods allowed for the changes to be notified to the relevant regulator,
- is an essential, fundamental and appropriate statutory obligation which provides transparency to members and the regulator.

Summary of the current provisions relevant to notifications of changes

'RO Act' means *Fair Work (Registered Organisations) Act 2009*.

'RO Regs' means *Fair Work (Registered Organisations) Regulations 2009*.

Subsection 233(2) of the RO Act provides that:

An organisation must, within the prescribed period, lodge with the Commissioner notification of any change made to the records required to be kept under paragraphs 230(1)(b), (c) and (d), certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made.

Civil penalty: 60 penalty units.

Subsections 230(1)(b), (c) and (d) of the RO Act provide that:

(1) An organisation must keep the following records:

- (b) a list of the offices in the organisation and each branch of the organisation;
- (c) a list of the names, postal addresses and occupations of the persons holding the offices;
- (d) such other records as are prescribed.

Regulation 147 of the RO Regs provides that:

For paragraph 230(1)(d) of the Act, the following records are prescribed in relation to an organisation:

- (a) a record of the name of each branch of the organisation;
- (b) a record of the name of each branch that commenced operation in the previous 12 months;
- (c) a record of the name of each branch that ceased operation in the previous 12 months;

- (d) a record of the address of:
 - (i) the office of the organisation; and
 - (ii) the office of each branch of the organisation;
- (e) a record of each election that must, under the rules of the organisation, be held during each year commencing 1 January:
 - (i) for an office in the organisation; and
 - (ii) for an office in a branch of the organisation;
- (f) a record of the number of members on 31 December in the previous year;
- (g) if the organisation has entered into an agreement mentioned in subsection 151(1) of the Act – a record of the number of members of the organisation who were, on 31 December in the previous year, ineligible State members, in relation to the organisation, within the meaning of section 150 of the Act.

Regulation 151 of the RO Regs provides that:

For subsection 233(2) of the Act, for the lodgment of notification of any change to the records, the period of 35 days, beginning on the day after the day when the change is made, is prescribed.

Section 5 of the RO Act provides that:

The standards set out in this Act:

- (a) ensure that employer and employee organisations registered under this Act are representative of and accountable to their members, and are able to operate effectively; and
- (b) encourage members to participate in the affairs of the organisations to which they belong; and
- (c) encourage the efficient management of organisations and high standards of accountability of organisations to their members; and
- (d) provide for the democratic functioning and control of organisations; and
- (e) facilitate the registration of a diverse range of employer and employee organisations.

Brief chronological history of the legislative provision

1913 - The history of the provision for registered organisations to notify changes to relevant statutory body can be traced back to 1913. The *Conciliation and Arbitration Regulations 1913*, contained the 'Returns of Officers' provision at regulation 19, which required updates of lists of office holders to be provided within 14 days of any change.

1928 - The *Conciliation and Arbitration Regulations 1928* contained requirements relating to records at regulation 20 and this requirement bears similarity to the obligation set out in s 233(2) of the current RO Act. From 1928, the statutory requirement in accordance with regulation 23 was that changes to the records of registered organisations were to be filed with the relevant regulator within 14 days.

1989 - In 1989, the obligation on a registered organisation to notify the relevant regulator of changes to office holders was found in regulation 131, and notifications of changes were required to be lodged within 35 days. The requirement transitioned into the *Industrial Relations Act 1988* by virtue of section 268(4) taking effect in March 1989.

1988 - The *Industrial Relations Act 1988* was replaced by the *Workplace Relations Act 1996*.

2002 - The *Workplace Relations Amendment (Registration and Accountability of Organisations) Act 2002* placed the reporting obligations of registered organisations into a separate schedule. This amendment introduced Schedule 1B to the *Workplace Relations Act 1996*, which was the original RAO (*Registration and Accountability of Organisations*) Schedule. The RAO schedule included section 233 which is very similar to the provision in s.233(2) of the current RO Act.

2009 - The RAO schedule later became the *Fair Work (Registered Organisations) Act 2009*.



28 September 2017

Mr Paul Anthony Conway
Australasian Meat Industry Employees' Union-Victorian Branch
pconway@amieuvic.net

CC: Federal Secretary, federal@sawa.amieu.asn.au

Dear Mr Conway,

Notification of changes made to records [AR2017/22]

I acknowledge receipt of a Notification of Change to the office holders of the Australasian Meat Industry Employees' Union.

This information was lodged with the Registered Organisations Commission (the ROC) in accordance with s.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
26/09/2017	Victorian	Outgoing Committee of Management Members (3), new Committee of Management Members (7)

Section 293K of the RO Act requires each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are contained in the RO Act.

Thank you for the notification.

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, PAUL CONWAY, being the Secretary of the Australasian Meat Industry Employees Union
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: BC

Dated: 25/9/17

ANNEXURE A

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

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Reason for change	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
AMIEU Vic Branch	20/09/2017	Committee of Management (COM) Member	Brian Dunn	Term expired			
	20/09/2017	COM Member	Garry McIntyre	Term expired			
	20/09/2017	COM Member	Sharlene Stevens	Term expired			
	20/09/2017	COM Member		Elected	Vaughan Allen	C/- AMIEU Vic Branch 62 Lygon St Carlton Vic 3053	Slaughterman
	20/09/2017	COM Member		Elected	Martha Bozan	As Above	Meat processor
	20/09/2017	COM Member		Elected	Baden Collison	As Above	Meat Cabinet Attendant
	20/09/2017	COM Member		Elected	Stephen Conway	As Above	Butcher
	20/09/2017	COM Member		Elected	Darrel Holgate	As Above	Slaughterman
	20/09/2017	COM Member		Elected	Benjamin LePoidevin	As Above	Meatworker
	20/09/2017	COM Member		Elected	Anthony Saunders	As Above	Butcher



20 September 2017

Federal Secretary
Australasian Meat Industry Employees Union
federal@sawa.amieu.asn.au

CC: Newcastle and Northern Branch, grant.courtney@meatworker.com.au

Dear Federal Secretary,

Notification of changes made to records [AR2017/22]

I acknowledge receipt of a Notification of Change to the office holders of the Australasian Meat Industry Employees Union.

This information was lodged with the Registered Organisations Commission (the ROC) in accordance with s.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
18/09/2017	Newcastle & Northern	New Committee of Management Members (3), Committee of Management Member vacancy (1) New Vice President (1), New Treasurer (1)

Section 293K of the RO Act requires each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are contained in the RO Act.

Thank you for the notification.

Yours faithfully,

Christine Hibberd
Registered Organisations Commission

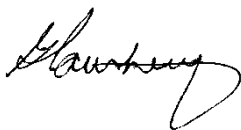
**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return)
required to be kept in accordance with section 230 *Fair Work (Registered Organisations)
Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009***

I, Grant Courtney, being the Secretary of the Australasian Meat Industry Employees Union
Newcastle and Northern 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.

Grant Courtney

Signed:



Dated: 18/09/2017

[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

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

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Reason for change	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)	Occupation of <u>New</u> Office Holder
Newcastle and Northern	25.08.2017	Committee of Management Member	Vacant	Branch Election	Sally Dunne	c/- The AMIEU Newcastle and Northern Branch PO Box 2263 Dangar, 2309	Poultry process worker
Newcastle and Northern	25.08.2017	Committee of Management Member	Vacant	Branch Election	Scott Rosten	c/- The AMIEU Newcastle and Northern Branch PO Box 2263 Dangar, 2309	Food manufacturing worker
Newcastle and Northern	25.08.2017	Committee of Management Member	Brian Mordue	Branch Election	Jacob McDonald	c/- The AMIEU Newcastle and Northern Branch PO Box 2263 Dangar, 2309	Dairy manufacturing worker
Newcastle and Northern	25.08.2017	Vice President	Leonie Gibson	Branch Election	Darrell Shelton	c/- The AMIEU Newcastle and Northern Branch PO Box 2263 Dangar, 2309	Poultry process worker
Newcastle and Northern	25.08.2017	Treasurer	Stuart Watt	Branch Election	Leonie Gibson	c/- The AMIEU Newcastle and Northern Branch PO Box 2263 Dangar, 2309	Dairy manufacturing worker
Newcastle and Northern	25.08.2017	Committee of Management Member	Stuart Watt	Branch Election	Vacant	c/- The AMIEU Newcastle and Northern Branch PO Box 2263 Dangar, 2309	Dairy manufacturing worker



23 August 2017

Federal Secretary
Australasian Meat Industry Employees Union
federal@sawa.amieu.asn.au

CC: New South Wales Branch, pfernandez@amieu.asn.au
Queensland Branch, admin@amieuqld.asn.au
Newcastle and Northern Branch, grant.courtney@meatworker.com.au
SA & WA Branch, sharra@sawa.amieu.asn.au

Dear Federal Secretary,

Notification of changes made to records [AR2017/22]

I acknowledge receipt of a Notification of Change to the office holders of the Australasian Meat Industry Employees Union.

This information was lodged with the Registered Organisations Commission (the ROC) in accordance with s.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
10/08/2017	NSW	President, Vice Presidents (2), Organisers (2), Committee of Management Members (7)
11/08/2017	NSW	Federal Councillors (2)
15/08/2017	QLD	Branch Treasurer, Federal Council Delegate, Committee of Management Members (5)
21/08/2017	Newcastle & Northern	Vice President, Branch Treasurer, Committee of Management Members (3)
21/08/2017	SA & WA	A Delegate to Federal Council resigned 30/05/2017

Please note that the RO Act requires that a notification of change must be lodged within 35 days of the change occurring. The SA & WA notification indicates that a change occurred more than 35 days prior to its lodgement. Please ensure that future notifications of change are lodged within 35 days of the change occurring.

Section 293K of the RO Act requires each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which are contained in the RO Act.

Thank you for the notification.

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, Sharra Anderson, being the Branch Secretary of the Australasian Meat Industry Employees Union South and Western 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: 

Dated: 21.8.17

*[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

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

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take 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
SAWA	30 May 2017 (resigned)	Delegate to Federal Council	Melanie Richter	Vacant	Vacant	Vacant

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

I, Grant Courtney, being the Branch Secretary of the AMIEU Newcastle and Northern 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:

21st August 2017

*[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

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

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take 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
AMIEU Newcastle and Northern	3.08.2017	Vice President	Leonie Gibson	Darrel Shelton	c/ AMIEU Newcastle Po Box 2263 Dangar.2309 NSW	Poultry Process Worker
As above	3.08.2017	Branch Treasurer	Stuart Watt	Leonie Gibson	As above	Meat Manager Retail
...						
As above	3.08.2017	Committee of Management Member	Brian Mordue	Sally Dunne	As above	Poultry Process Worker
As above	3.08.2017	Committee of Management member	Gordon McDonald	Scott Rosten	As above	Food Process Worker
.As above..	3.08.2017	Committee of Management member	Darrel Shelton	Jacob McDonald	As above	Dairy Process Worker

**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, Matthew Journeaux, being the Queensland Branch Secretary of the Australasian Meat Industry Employees' Union, 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), and (c) 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:



Matthew Journeaux
Secretary
AMIEU Qld Branch

Dated: 15 August 2017

ANNEXURE A

- 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
Queensland	03.08.17	Branch Treasurer	Mick Ainsworth	Frederick Kevin Brunjes	<i>c/- AMIEU Qld Branch, Level 1, 39 Lytton Road East Brisbane Q 4169</i>	Poultry process worker
	03.08.17	Federal Council Delegate	Matthew Journeaux	Ian McLauchlan	<i>c/- AMIEU Qld Branch, Level 1, 39 Lytton Road East Brisbane Q 4169</i>	Union official
...	03.08.17	Committee of Management Member – Southern Region	Darryl McKey	Scott Kennedy	<i>c/- AMIEU Qld Branch, Level 1, 39 Lytton Road East Brisbane Q 4169</i>	Meatworker
	03.08.17	Committee of Management Member – Southern Region	Greg Wilcox	Kevin Lockley	<i>c/- AMIEU Qld Branch, Level 1, 39 Lytton Road East Brisbane Q 4169</i>	Meatworker
	03.08.17	Committee of Management Member – Southern Region	Mary Bateson	Ross Shillinglaw	<i>c/- AMIEU Qld Branch, Level 1, 39 Lytton Road East Brisbane Q 4169</i>	Poultry process worker
	03.08.17	Committee of Management Member – Central Region	Noel Meiers	Aaron Nathan Berry	<i>c/- AMIEU Qld Branch, Level 1, 39 Lytton Road East Brisbane Q 4169</i>	Meatworker
...	03.08.17	Committee of Management Member – Northern Region	Frederick Kevin Brunjes	Rita Portelli	<i>c/- AMIEU Qld Branch, Level 1, 39 Lytton Road East Brisbane Q 4169</i>	Poultry process worker

**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, Patricia Fernandez, being the Branch Secretary of the Australasian Meat Industry Employees Union, NSW 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: 11th August 2017

[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

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

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take 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>NSW</i>	<i>11 July 2017</i>	<i>Federal Councillor</i>	<i>Vacant</i>	<i>Diana Sully</i>	<i>62 Prospect St Rosehill NSW 2142</i>	<i>Paid Official</i>
<i>NSW</i>	<i>11 July 2017</i>	<i>Federal Councillor</i>	<i>Patricia Fernandez</i>	<i>Mark Perkins</i>	<i>As above</i>	<i>Paid Official</i>

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

I, Patricia Fernandez, being the Branch Secretary of the Australasian Meat Industry Employees Union, NSW 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: 10th August 2017

[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

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

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
NSW	11 July 2017	President	Vacant	Deborah Hart	62 Prospect St Rosehill NSW 2142	Process Worker
NSW	11 July 2017	Vice President	Stephen Aquilina	Glenn Meylan	As above	Slaughter man
NSW	11 July 2017	Vice President	Deborah Hart	Vacant		
NSW	11 July 2017	Organiser	Vacant	Diana Sully	As above	Paid Official
NSW	11 July 2017	Organiser	Vacant	Stephen Aquilina	As above	Paid Official
NSW	11 July 2017	Organiser	Vacant	Michael Holden	As above	Paid Official
NSW	11 July 2017	Committee of Management Member	Anthony Grassmayr	Joe Majnaric	As above	Butcher
NSW	11 July 2017	Committee of Management Member	Andy Devine	Millicent Noa	As above	Process Worker
NSW	11 July 2017	Committee of Management Member	Brad McKinnon	David Knaap	As above	Process Worker
NSW	11 July 2017	Committee of Management Member	Vacant	Anthony Summerville	As above	Meat Inspector

<i>NSW</i>	<i>11July 2017</i>	<i>Committee of Management Member</i>	<i>Vacant</i>	<i>Rebecca Dirickx</i>	<i>As above</i>	<i>Process Worker</i>
<i>NSW</i>	<i>11July 2017</i>	<i>Committee of Management Member</i>	<i>Vacant</i>	<i>Troy Yabsley</i>	<i>As above</i>	<i>Forklift Driver</i>
<i>NSW</i>	<i>11July 2017</i>	<i>Committee of Management Member</i>	<i>Vacant</i>	<i>Grant Bowling</i>	<i>As above</i>	<i>Boner</i>



26 April 2017

Federal Secretary
The Australasian Meat Industry Employees Union
federal@sawa.amieu.asn.au

CC: P. Fernandez – NSW Branch Secretary

Dear Federal Secretary,

Notification of changes made to records [AR2017/22]

I acknowledge receipt of a Notification of Change to the office holders of The Australasian Meat Industry Employees Union,.

This information was lodged with the Fair Work Commission (the Commission) in accordance with s.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 Commission Website through the list of Registered Organisations - <https://www.fwc.gov.au/registered-organisations/find-registered-organisations>

Date of lodgement	Branch	Change
20/04/2017	NSW Branch	Change of address of NSW Branch

Thank you for the notification.

Yours sincerely,

Carolyn Moloney
Regulatory Compliance Branch

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

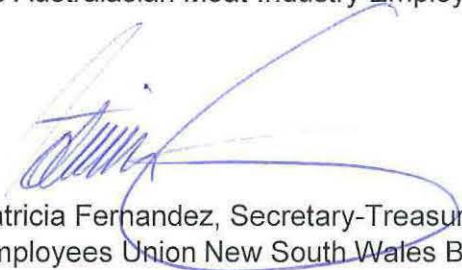
Telephone: (03) 8661 7777
Email: orgs@fwc.gov.au
Facsimile: (03) 9655 0410
Internet: www.fwc.gov.au

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, Patricia Fernandez, being the Secretary-Treasurer of the Australasian Meat Industry Employees Union New South Wales 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*.
3. The Australasian Meat Industry Employees Union New South Wales Branch premises had been located at Unit 3/190 George Street Parramatta NSW 2150.
4. The Australasian Meat Industry Employees Union New South Wales Branch premises are now located at 62 Prospect Street Rosehill NSW 2142.
5. The address provided in item 4 above will henceforth be the contact address of all Office Holders in the Australasian Meat Industry Employees Union New South Wales Branch.

Signed:


Patricia Fernandez, Secretary-Treasurer of the Australasian Meat Industry Employees Union New South Wales Branch

Witness:


HELON BULAVADI

Dated:

18-4-17

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



4 April 2017

Mr Graham Smith
Federal Secretary
The Australasian Meat Industry Employees Union
federal@sawa.amieu.asn.au

Dear Mr Smith,

Annual Return of Information for 2017 [AR2017/22]

I acknowledge receipt on 30 March 2017 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The documents lodged cover the required information for the 2017 Annual Return of Information of The Australasian Meat Industry Employees Union.

The documents have been filed and can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/registered-organisations/find-registered-organisations>.

Notifications of Change

Any changes to these records must be notified to the Commission within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. Australasian Meat Industry Employees Union, The is encouraged to use this template if any changes occur.

The Commission will accept notifications of change from the relevant branches or from the national office. If the national office of The Australasian Meat Industry Employees Union does NOT intend to file notifications of change, please ensure that all branches are aware of their continuing obligation and the requisite time frames regarding notifications of change.

If a branch lodges a notification of change with the Commission, the branch should also provide the information to the national body in order to ensure that the organisation is able to comply with its obligations under section 233(1) of the RO Act.

Yours sincerely

Carolyn Moloney
Regulatory Compliance Branch

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION

(Federal Council)



Federal Secretary
GRAHAM SMITH

First Floor, 46 Greenhill Road, Wayville, SA 5034, Australia
Telephone: (08) 8274 4100
Facsimile: (08) 8274 4101

Federal President
PATRICIA FERNANDEZ

Website: <http://amieu.net/>

30 March 2017

**The General Manager
Fair Work Commission
Level 8, Terrace Towers
80 William Street
East Sydney NSW 2011**

Via email to orgs@fwc.gov.au

Dear Sir or Madam

Re: Annual Return of Information for 2017 [AR2017/22]

In accordance with the *Fair Work (Registered Organisations) Act 2009* ["the RO Act"], I provide the following information:-

A. Declaration Pursuant to Section 233(1) (a), RO Act

I declare and certify that a register of members of the AMIEU was kept and maintained in accordance with paragraph 230(1) (a) and sub-section 230(2) of the RO Act during 2016.

B. Records Required to be Lodged under Section 233(1) (b) RO Act

B.1 Records Required to be kept under Section 230(1) (b) and (c) RO Act

**A list of the offices in the organisation and each branch of the organisation
A list of the names, postal addresses and occupations of the persons
holding the offices**

1. Federal Council Officers

Office	Officer	Address
Federal Secretary Treasurer	Graham Smith	227 Henley Beach Road Torrensville, South Australia 5031
Federal President	Patricia Fernandez	Unit 3, 190 George Street Parramatta, New South Wales 2150
Federal Vice-President	Paul Conway	62 Lygon Street, Carlton South, Victoria 3053

2. Victorian Branch

Office	Officer	Occupation	Address
President	Kathleen Haddock	Meat Worker	62 Lygon Street, Carlton South, Victoria 3053
Vice-President	Daniel Gili	Meat Worker	62 Lygon Street, Carlton South, Victoria 3053
Secretary/Treasurer	Paul Conway	Union Official	62 Lygon Street, Carlton South, Victoria 3053
Assistant Secretary	Barrie Chalkley	Union Official	62 Lygon Street, Carlton South, Victoria 3053
Delegate to Federal Council	Gwynnyth Evans	Union Official	62 Lygon Street, Carlton South, Victoria 3053
Delegate to Federal Council	Barrie Chalkley	Union Official	62 Lygon Street, Carlton South, Victoria 3053
Organiser	Jarrod Jones	Union Official	62 Lygon Street, Carlton South, Victoria 3053

Organiser	Sean Reilly	Union Official	62 Lygon Street, Carlton South, Victoria 3053
Organiser	Jason Piper	Union Official	62 Lygon Street, Carlton South, Victoria 3053
Organiser	Gwynnyth Evans	Union Official	62 Lygon Street, Carlton South, Victoria 3053
Committee of Management	Kathleen Haddock (P)	Meat Worker	62 Lygon Street, Carlton South, Victoria 3053
Committee of Management	Garry McIntyre	Meat Worker	62 Lygon Street, Carlton South, Victoria 3053
Committee of Management	Dione Pedrina	Meat Worker	62 Lygon Street, Carlton South, Victoria 3053
Committee of Management	Jason Peters	Meat Worker	62 Lygon Street, Carlton South, Victoria 3053
Committee of Management	Christopher Wialletton	Meat Worker	62 Lygon Street, Carlton South, Victoria 3053
Committee of Management	Anthony Zaffiro	Meat Worker	62 Lygon Street, Carlton South, Victoria 3053
Committee of Management (JBS BROOKLYN)	Gavin Bishop	Meat Worker	62 Lygon Street, Carlton South, Victoria 3053
Committee of Management (COLONIAL FARM)	Francis Brook	Meat Worker	62 Lygon Street, Carlton South, Victoria 3053
Committee of Management (DIAMOND VALLEY PORK)	Daniel Gili (VP)	Meat Worker	62 Lygon Street, Carlton South, Victoria 3053

Committee of Management (HARDWICKS KYNETON)	Robert Slimmon	Meat Worker	62 Lygon Street, Carlton South, Victoria 3053
Committee of Management (INGHAMS ENTERPRISES)	Jason Scott Williamson	Meat Worker	62 Lygon Street, Carlton South, Victoria 3053
Committee of Management (DON KRC)	Kevin Earl	Meat Worker	62 Lygon Street, Carlton South, Victoria 3053
Committee of Management (MC HERD)	William Budge	Meat Worker	62 Lygon Street, Carlton South, Victoria 3053
Committee of Management (JBS COBRAM)	Brian Dunn	Meat Worker	62 Lygon Street, Carlton South, Victoria 3053
Committee of Management (FREWSTAL)	Darren Jasper	Meat Worker	62 Lygon Street, Carlton South, Victoria 3053
Committee of Management (ARARAT ABBATOIRS)	Russell Dempster	Meat Worker	62 Lygon Street, Carlton South, Victoria 3053

3. New South Wales Branch

Office	Officer	Occupation	Address
Vice-President	Stephen Aquilina	Union Official	Unit 3, 190 George Street, Parramatta, New South Wales 2150
Vice-President	Deborah Hart	Vice-President	Unit 3, 190 George Street, Parramatta, New South Wales 2150
Secretary/Treasurer (Acting)	Patricia Fernandez	Union Official	Unit 3, 190 George Street, Parramatta, New South Wales 2150

Secretary/Treasurer (on extended leave)	Charles Donzow	Union Official	Unit 3, 190 George Street, Parramatta, New South Wales 2150
Delegate to Federal Council	Patricia Fernandez	Union Official	Unit 3, 190 George Street, Parramatta, New South Wales 2150
Delegate to Federal Council	Peter Usher	Union Official	Unit 3, 190 George Street, Parramatta, New South Wales 2150
Organiser (elected)	Mark Perkins	Union Official	Unit 3, 190 George Street, Parramatta, New South Wales 2150
Organiser (elected)	Christopher Clark	Union Official	Unit 3, 190 George Street, Parramatta, New South Wales 2150
Organiser (elected)	Patricia Fernandez	Union Official	Unit 3, 190 George Street, Parramatta, New South Wales 2150
Organiser (appointed)	Diana Sully	Union Official	Unit 3, 190 George Street, Parramatta, New South Wales 2150
Organiser (appointed)	Michael Holden	Union Official	Unit 3, 190 George Street, Parramatta, New South Wales 2150
Organiser (appointed)	Cathy-May Gill	Union Official	Unit 3, 190 George Street, Parramatta, New South Wales 2150
Committee of Management (TEYS AUSTRALIA)	Brad Bourke	Meat Worker	Unit 3, 190 George Street, Parramatta, New South Wales 2150

Committee of Management (AMERICOLD)	Andy Devine	Meat Worker	Unit 3, 190 George Street, Parramatta, New South Wales 2150
Committee of Management (COLES)	Anthony Grassmayr	Meat Worker	Unit 3, 190 George Street, Parramatta, New South Wales 2150
Committee of Management (JBS AUSTRALIA)	Brad McKinnon	Meat Worker	Unit 3, 190 George Street, Parramatta, New South Wales 2150
Committee of Management (FLETCHER INTERNATIONAL)	Glenn Meylan	Meat Worker	Unit 3, 190 George Street, Parramatta, New South Wales 2150
Committee of Management (RED LEA)	Faith Montecillo	Meat Worker	Unit 3, 190 George Street, Parramatta, New South Wales 2150
Committee of Management (POLAR FRESH)	Carl Nash	Meat Worker	Unit 3, 190 George Street, Parramatta, New South Wales 2150
Committee of Management (PRIMO SMALLGOODS)	Steve Niumata	Meat Worker	Unit 3, 190 George Street, Parramatta, New South Wales 2150
Committee of Management (PRIMO SMALLGOODS)	Nive Pologa	Meat Worker	Unit 3, 190 George Street, Parramatta, New South Wales 2150

4. Newcastle & Northern Branch

Office	Officer	Occupation	Address
President	Mark Cooke	Meat Worker	P.O. Box 2263 Dangar, New South Wales 2309

Secretary	Grant Courtney	Union Official	P.O. Box 2263 Dangar, New South Wales 2309
Assistant Secretary	Justin Smith	Union Official	P.O. Box 2263 Dangar, New South Wales 2309
Treasurer	Stuart Watt	Dairy Manufacturing Worker	P.O. Box 2263 Dangar, New South Wales 2309
Organiser	Jason Roe	Union Official	P.O. Box 2263 Dangar, New South Wales 2309
Organiser	Ian Tam	Union Official	P.O. Box 2263 Dangar, New South Wales 2309
Committee of Management	Brian Mordue	Meat Worker	P.O. Box 2263 Dangar, New South Wales 2309
Committee of Management	Darryl Shelton	Poultry Process Worker	P.O. Box 2263 Dangar, New South Wales 2309
Committee of Management	Don Morehouse	Meat Worker	P.O. Box 2263 Dangar, New South Wales 2309
Committee of Management	Katie Cumming	Meat Worker	P.O. Box 2263 Dangar, New South Wales 2309
Committee of Management	Adrian Van Haren	Meat Worker	P.O. Box 2263 Dangar, New South Wales 2309
Federal Council Delegate	Mark Cooke	Meat Worker	P.O. Box 2263 Dangar, New South Wales 2309
Federal Council Delegate	Justin Smith	Union Official	P.O. Box 2263 Dangar, New South Wales 2309

5. Tasmanian Branch

Office	Officer	Occupation	Address
President	Howard Donovan	Meat Worker	237 Wellington St Launceston Tasmania 7250
Vice President	Stephen McKenna	Meat Worker	237 Wellington St Launceston Tasmania 7250
Secretary	Troy Baker	Union Official	237 Wellington St Launceston Tasmania 7250
Assistant Secretary	Darren Goodier	Meat Worker	237 Wellington St Launceston Tasmania 7250
Committee of Management (Southern Sub Branch)	Cindy Tarrant	Meat Worker	237 Wellington St Launceston Tasmania 7250
Committee of Management (Northern Sub Branch)	Cynthia Goodier	Meat Worker	237 Wellington St Launceston Tasmania 7250
Federal Council Delegate	Howard Donovan	Meat Worker	237 Wellington St Launceston Tasmania 7250
Federal Council Delegate	Darren Goodier	Meat Worker	237 Wellington St Launceston Tasmania 7250
Committee of Management (North West Sub Branch)	Harry Reasons	Meat Worker	237 Wellington St Launceston Tasmania 7250
Committee of Management (North West Sub Branch)	Lisa Cook	Meat Worker	237 Wellington St Launceston Tasmania 7250

6. Queensland Branch

Office	Officer	Occupation	Address
President	Keith Haslem	Meat Worker	Level 1, 39 Lytton Road East Brisbane, Queensland 4169
Vice President	Heath Lebsanft	Meat Worker	Level 1, 39 Lytton Road East Brisbane, Queensland 4169
Branch Secretary	Matthew Journeaux	Union Official	Level 1, 39 Lytton Road East Brisbane, Queensland 4169
Assistant Branch Secretary	Ian McLauchlan	Union Official	Level 1, 39 Lytton Road East Brisbane, Queensland 4169
Treasurer	Mick Ainsworth	Meat Worker	Level 1, 39 Lytton Road East Brisbane, Queensland 4169
Committee of Management (Southern Region)	Mary Bateson	Meat Worker	Level 1, 39 Lytton Road East Brisbane, Queensland 4169
Committee of Management (Southern Region)	Kristine Lynette Allen	Meat Worker	Level 1, 39 Lytton Road East Brisbane, Queensland 4169
Committee of Management (Southern Region)	Kim Raymond Prange	Meat Worker	Level 1, 39 Lytton Road East Brisbane, Queensland 4169
Committee of Management (Southern Region)	Tori Jane Bell	Meat Worker	Level 1, 39 Lytton Road East Brisbane, Queensland 4169
Committee of Management (Southern Region)	David William Phillips	Meat Worker	Level 1, 39 Lytton Road East Brisbane, Queensland 4169

Committee of Management (Southern Region)	Darryl McKey	Meat Worker	Level 1, 39 Lytton Road East Brisbane, Queensland 4169
Committee of Management (Central Region)	Greville Sexton	Meat Worker	Level 1, 39 Lytton Road East Brisbane, Queensland 4169
Committee of Management (Central Region)	Glen De Git	Meat Worker	Level 1, 39 Lytton Road East Brisbane, Queensland 4169
Committee of Management (Central Region)	Noel Meiers	Meat Worker	Level 1, 39 Lytton Road East Brisbane, Queensland 4169
Committee of Management (Northern Region)	Fred Brunjes	Meat Worker	Level 1, 39 Lytton Road East Brisbane, Queensland 4169
Committee of Management (Northern Region)	Neil Kemp	Meat Worker	Level 1, 39 Lytton Road East Brisbane, Queensland 4169
Committee of Management (Northern Region)	Barry Martin	Meat Worker	Level 1, 39 Lytton Road East Brisbane, Queensland 4169
Federal Council Delegate	Matthew Journeaux	Union Official	Level 1, 39 Lytton Road East Brisbane, Queensland 4169
Federal Council Delegate	Warren Earle	Union Official	Level 1, 39 Lytton Road East Brisbane, Queensland 4169

7. South and Western Australian Branch

Office	Officer	Occupation	Address
President	Scott Challenger	Meat Worker	227 Henley Beach Road Torrensville, South Australia 5031
South Australian Vice President	Gordon Davidson	Meat Worker	227 Henley Beach Road Torrensville, South Australia 5031
Western Australian Vice President	Mark Wesley Hatcher	Meat Worker	227 Henley Beach Road Torrensville, South Australia 5031
Secretary-Treasurer	Sharra Anderson	Union Official	227 Henley Beach Road Torrensville, South Australia 5031
Assistant Secretary	John Da Silva	Union Official	227 Henley Beach Road Torrensville, South Australia 5031
Organiser	Kaine Sich	Union Official	227 Henley Beach Road Torrensville, South Australia 5031
Committee of Management (REPRESENTATIVES FROM SOUTH AUSTRALIA)	Sandra May Ashwood	Meat Worker	227 Henley Beach Road Torrensville, South Australia 5031
Committee of Management (REPRESENTATIVES FROM SOUTH AUSTRALIA)	Geoffrey Ackland	Poultry Process Worker	227 Henley Beach Road Torrensville, South Australia 5031
Committee of Management (REPRESENTATIVES FROM SOUTH AUSTRALIA)	Matthew Finch	Meat Worker	227 Henley Beach Road Torrensville, South Australia 5031

Committee of Management (REPRESENTATIVES FROM SOUTH AUSTRALIA)	Greg Mitchel	Meat Worker	227 Henley Beach Road Torrensville, South Australia 5031
Committee of Management (REPRESENTATIVES FROM WESTERN AUSTRALIA)	Angela McPhee	Meat Worker	227 Henley Beach Road Torrensville, South Australia 5031
Committee of Management (REPRESENTATIVES FROM WESTERN AUSTRALIA)	Murray Pratt	Meat Worker	227 Henley Beach Road Torrensville, South Australia 5031
Committee of Management (REPRESENTATIVES FROM WESTERN AUSTRALIA)	Melanie Richter	Meat Worker	227 Henley Beach Road Torrensville, South Australia 5031
Committee of Management (REPRESENTATIVES FROM WESTERN AUSTRALIA)	Peter Michael Sines	Meat Worker	227 Henley Beach Road Torrensville, South Australia 5031
Federal Council Delegate (SOUTH AUSTRALIA)	Scott Challenger	Meat Worker	227 Henley Beach Road Torrensville, South Australia 5031
Federal Council Delegate (SOUTH AUSTRALIA)	Kaine Sich	Union Official	227 Henley Beach Road Torrensville, South Australia 5031
Federal Council Delegate (WESTERN AUSTRALIA)	John Da Silva	Union Official	227 Henley Beach Road Torrensville, South Australia 5031

B.2 Matters Prescribed for purposes of Section 230(1)(d) RO Act by Regulation 147, RO Regulations

A record of the name of each branch of the organisation

The names of each Branch of the organisation are as follows:-

- Queensland Branch;
- New South Wales Branch;
- Newcastle and Northern Branch;
- Victorian Branch;
- South and Western Australian Branch;
- Tasmanian Branch.

A record of the name of each branch that commenced operation in the previous 12 months

No branch commenced operations in the previous 12 months.

A record of the name of each branch that ceased operation in the previous 12 months

No branch ceased operation in the previous 12 months.

A record of the address of

- (i) the office of the organisation; and**
- (ii) the office of each branch of the organisation**

The record of the addresses of the Federal Council and Branches of the organisation are as follows:-

- Federal Council – 227 Henley Beach Road, Torrensville, South Australia 5031.
- Victorian Branch – 62 Lygon Street, Carlton South, Victoria 3053.
- Queensland Branch – 1/39 Lytton Road, East Brisbane, Queensland 4169.
- South and Western Australian Branch – 227 Henley Beach Road, Torrensville, South Australia 5031.
- Tasmanian Branch – 237 Wellington Street, Launceston, Tasmania 7250.
- New South Wales Branch – Unit 3, 190 George Street, Parramatta, New South Wales 2150.
- Newcastle and Northern Branch – 34 Union St, Newcastle West, New South Wales 2302.

A record of each election that must, under the rules of the organisation, be held during each year commencing 1 January

- (i) for an office in the organisation; and**

(ii) for an office in the branch of an organisation

Each Branch of the Union is due to hold its quadrennial elections in 2017. Accordingly, all Branches must hold elections in 2017, for all executive and committee of management positions in that branch, together with an election of delegates to Federal Council for each branch.

Accordingly, elections must be held in 2017 for the following offices:

Victorian Branch:

- President
- Vice-President
- Secretary- Treasurer
- Assistant Secretary
- Organisers
- Committee of Management members
- Federal Council delegates

South and Western Australian Branch

- President
- Vice President (South Australia)
- Vice President (Western Australia)
- Secretary-Treasurer
- Assistant Secretary
- Organisers
- Committee of Management representatives (South Australia)
- Committee of Management representatives (Western Australia)
- Federal Council delegates

Queensland Branch

- President
- Vice President
- Secretary
- Treasurer
- Committee of Management representatives (Southern region)
- Committee of Management representatives (Central region)
- Committee of Management representatives (Northern region)
- Federal Council delegates

Tasmanian

- Branch President
- Vice-President
- Secretary-Treasurer
- Assistant Secretary
- Committee of Management representatives (Northern Sub-branch)
- Committee of Management representatives (Southern Sub-branch)
- Committee of Management representatives (North West Sub-branch)
- Federal Council delegates

New South Wales Branch

President
Two Vice-Presidents
Secretary-Treasurer
Organisers
Committee of Management representatives
Federal Council delegates

Newcastle and Northern New South Wales

Branch President
Vice-President
Secretary
Assistant Secretary
Treasurer
Organisers
Committee of Management members
Federal Council delegates

A record of the number of members on 31 December in the previous year

The number of members of the organisation as at 31 December 2016 was 18,068.

If the organisation has entered into an agreement mentioned in subsection 151(1) of the RO Act - A record of the number of members of the organisation who were, on 31 December in the previous year, ineligible State members, in relation to an organisation, within the meaning of section 150 of the RO Act.

The organisation and its Branches have not entered into any Section 151(1) agreements at any time.

Email Contact Points:

As requested, I can advise that the primary email contact points for the AMIEU, and each of its branches are as follows:

Federal Council:	federal@sawa.amieu.asn.au
Queensland Branch:	admin@amieuqld.asn.au
Newcastle and Northern Branch:	amieu@meatworker.com.au
New South Wales Branch:	amieunsw@amieu.asn.au
Victorian Branch:	amieuvic@ozemail.com.au
Tasmanian Branch:	amieutas@bigpond.com

South and Western Australian Branch:

admin@sawa.amieu.asn.au

Declaration

I declare and certify that the preceding information are correct statements of information contained in the organisation's records.

I further declare and certify that the statement made in Paragraph A of this correspondence is true and correct.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G Smith', with a long horizontal stroke extending to the right.

GRAHAM SMITH
FEDERAL SECRETARY TREASURER
A.M.I.E.U.



1 March 2017

Federal Secretary
Australasian Meat Industry Employees Union
federal@sawa.amieu.asn.au

Dear Federal Secretary,

**Australasian Meat Industry Employees Union
Annual Return of Information for 2017 [AR2017/22]**

I refer to our letter of January 2017 reminding you of the obligation to lodge an Annual Return of Information for 2017 by 31 March 2017. While the organisation has until the end of the month in which to lodge the information, we provide the following as a second and final reminder. Please ignore this letter if you have lodged the Annual Return in the last few days.

A signed and dated declaration certifying matters prescribed in the Fair Work (Registered Organisations) Act 2009 (the RO Act) must be lodged with the Fair Work Commission (the Commission) or the Registered Organisation Commission (the ROC) by the 31 March 2017.

It is not yet known when the ROC will be established. We strongly encourage you to lodge the Annual Return of Information with the Fair Work Commission as soon as possible to avoid any potential administrative delays which may be caused by new email and postal addresses and contact phone numbers with the newly created ROC.

Where to lodge your Annual Return of information

	Before the ROC is established	From establishment of the ROC
Where to lodge	Lodge your Annual Return of information with the Fair Work Commission	Lodge your Annual Return of information with the ROC
How to lodge	The easiest way to lodge your Annual Return of information is via email: orgs@fwc.gov.au	Lodgement methods are not yet known
Recommendation	Lodge with the Fair Work Commission as soon as possible to avoid potential delays	

What must be lodged?

The matters to be included in the declaration are set out in the attached checklist.

The declaration must be signed by the Secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (other prescribed officer). A declaration signed by a non-elected person does not meet this requirement. Further, you are reminded that the Secretary or other prescribed officer must also notify the Commission within 35 days of any changes to such records that may occur throughout the year.

If you require further information about an Annual Return you can refer to the ['Annual Information Requirements'](#) page on our website and, in particular, our Webinar slides.

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone: (03) 8661 7777
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

Once an Annual Return has been lodged, a copy will be posted on our website at [List of Registered Organisations](#). Therefore, to protect the privacy of the relevant office holders listed in the declarations, it is recommended that officers list their official mailing address rather than personal home address.

We encourage you to lodge all returns electronically (e.g. as a pdf file) at orgs@fwc.gov.au. Please ensure that emailed documents include signatures where required.

Please note: failure to comply with these obligations is subject to a civil penalty provision (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention), under s.305 of the RO Act. Finally, in maintaining the register of members, your attention is drawn to the circumstances where membership ceases to exist (s.230(2)(b) and s.171A of the RO Act).

Please do not hesitate to contact the Commission by phone on (03) 8661 7777 or by e-mail at orgs@fwc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Christine Hibberd
Adviser
Regulatory Compliance Branch

Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the RO Regulations).

A copy of each of the following records must be lodged with the Fair Work Commission (the Commission) between 1 January and 31 March each year. They must be certified by a declaration stating that it is a correct statement of the information contained in that record, signed by the Secretary or such other elected official who is required under the rules, or by resolution of the organisation, to keep the relevant records (**other prescribed officer** see r.150 of the RO Regulations).

Failure to comply with these obligations is subject to a civil penalty provision – see s.305 of the RO Act.

Requirement	Details of requirement
Maintenance of Register of Members	A declaration by the Secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss.230(1)(a) and (2) <i>[s.233(1)(a)]</i> Note: In maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.
List of Offices	A list of the offices in the organisation and each branch (note the definition of office and officer in ss.6 and 9) <i>[s.230(1)(b)]</i>
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of office and officer in ss.6 and 9) <i>[s.230(1)(c)]</i>
List of Branches	A record of the name of each branch of the organisation <i>[s.230(1)(d) and r.147(a)]</i>
New Branches	A record of the name of each branch that commenced operation in the previous 12 months <i>[s.230(1)(d) and r.147(b)]</i>
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months <i>[s.230(1)(d) and r.147(c)]</i>
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch <i>[s.230(1)(d) and r.147(d)]</i>
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation . <i>[s.230(1)(d) and r.147(e)]</i> Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
Statement concerning number of members	A record of the number of members on 31 December in the previous year; and If the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act,- a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s.150 of the RO Act. <i>[s.230(1)(d) and rr.147(f) and (g)]</i>

Obligation to notify of changes within 35 days

If there are any changes during the year to the offices, officeholders, branches (where relevant) or the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with the Commission, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [*RO Act s.233(2) and RO Regulations r.151 refer*].



19 January 2017

Federal Secretary
Australasian Meat Industry Employees Union
By email: federal@sawa.amieu.asn.au

Dear Federal Secretary,

**Australasian Meat Industry Employees Union
Annual Return of Information for 2017 [AR2017/22]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2017 in respect of the Australasian Meat Industry Employees Union by **31 March 2017**. However, for the reasons explained below, we strongly recommend that organisations lodge the Annual Return of information **as soon as possible**.

The new Registered Organisations Commission

The Registered Organisations Commission (the ROC) will be created in 2017.

Annual Returns of Information must be lodged with the Fair Work Commission until the ROC is established. Once the ROC is established, Annual Returns of information must be lodged with the ROC.

It is not yet known when the ROC will be established. We strongly encourage you to lodge the Annual Return of Information with the Fair Work Commission **as soon as possible** to avoid any potential administrative delays which may be caused by new email and postal addresses and contact phone numbers with the newly created ROC.

The Fair Work Commission will be providing information on the transition to the ROC through its subscription service and its website. For details about the subscription service, go to [Subscriptions](#) and subscribe to the Registered organisations information service.

Where to lodge your Annual Return of information

	Before the ROC is established	From establishment of the ROC
Where to lodge	Lodge your Annual Return of information with the Fair Work Commission	Lodge your Annual Return of information with the ROC
How to lodge	The easiest way to lodge your Annual Return of information is via email: orgs@fwc.gov.au	Lodgement methods are not yet known
Recommendation	Lodge with the Fair Work Commission as soon as possible to avoid potential delays	

What must be lodged?

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* (the RO Act) must be lodged with the Fair Work Commission (the Commission). The matters to be included in the declaration are set out in the attached checklist.

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GPO Box 1994
Melbourne VIC 3001

Telephone: (03) 8661 7777
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

In maintaining the register of members, your attention is drawn to the circumstances where membership ceases to exist (s.230(2)(b) and s.171A of the RO Act).

Once an Annual Return has been lodged, a copy will be posted on our website at [List of Registered Organisations](#). Therefore, to protect the privacy of the relevant office holders listed in the declarations, it is recommended that officers list their official mailing address rather than personal home address.

Who must sign the declaration?

The declaration must be signed by the Secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (other prescribed officer). A declaration signed by a non-elected person does not meet this requirement.

Who lodges the Annual Return of information?

Section 233 places the onus of lodgement on the organisation and not on each individual branch. It is therefore the national body that is obliged to collate and lodge all of the required information. Annual Return templates are available on the Commission website at [Registered Organisations fact sheets](#), one for an [organisation with branches](#) and one for an [organisation without branches](#).

What happens if the information changes?

The Secretary, or other prescribed officer, must notify the Fair Work Commission (or the ROC when it is established) within 35 days of any changes to such records that may occur throughout the year.

Failure to comply with these obligations is subject to a civil penalty provision (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention), under s.305 of the RO Act.

Please do not hesitate to contact the Commission by phone on (03) 8661 7777 or by e-mail at orgs@fwc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,



Marianne Kay
Adviser
Regulatory Compliance Branch

Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the RO Regulations).

A copy of each of the following records must be lodged with the Fair Work Commission (the Commission) between 1 January and 31 March each year. They must be certified by a declaration stating that it is a correct statement of the information contained in that record, signed by the Secretary or such other elected official who is required under the rules, or by resolution of the organisation, to keep the relevant records (**other prescribed officer** see r.150 of the RO Regulations).

Failure to comply with these obligations is subject to a civil penalty provision – see s.305 of the RO Act.

Requirement	Details of requirement
Maintenance of Register of Members	A declaration by the Secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss.230(1)(a) and (2) <i>[s.233(1)(a)]</i> Note: In maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.
List of Offices	A list of the offices in the organisation and each branch (note the definition of office and officer in ss.6 and 9) <i>[s.230(1)(b)]</i>
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of office and officer in ss.6 and 9) <i>[s.230(1)(c)]</i>
List of Branches	A record of the name of each branch of the organisation <i>[s.230(1)(d) and r.147(a)]</i>
New Branches	A record of the name of each branch that commenced operation in the previous 12 months <i>[s.230(1)(d) and r.147(b)]</i>
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months <i>[s.230(1)(d) and r.147(c)]</i>
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch <i>[s.230(1)(d) and r.147(d)]</i>
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation . <i>[s.230(1)(d) and r.147(e)]</i> Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
Statement concerning number of members	A record of the number of members on 31 December in the previous year; and If the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act,- a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s.150 of the RO Act. <i>[s.230(1)(d) and rr.147(f) and (g)]</i>

Obligation to notify of changes within 35 days

If there are any changes during the year to the offices, officeholders, branches (where relevant) or the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with the Commission, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [*RO Act s.233(2) and RO Regulations r.151 refer*].

THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION

(Federal Council)



Federal Secretary
GRAHAM SMITH

227 Henley Beach Road Torrensville, SA 5034, Australia
Telephone: (08) 8274 4100
Facsimile: (08) 8274 4101

Federal President
PATRICIA FERNANDEZ

Website: www.amieu.asn.au

17 January 2016

Michael Moutevelis
Regulatory Compliance Branch
Fair Work Commission

Dear Michael,

We thank you for your correspondence dated 9 January 2017 concerning the Notification of Change to Office Holder within the Australasian Meat Industry Employees' Union - New South Wales Branch.

We write to respectfully request clarification pertaining to the obligation to undertake approved training given the circumstances of the Office Holder, Ms Patricia Fernandez, and her particular expertise and experience.

In this regard, we advise that Ms Fernandez undertook the approved training through the ACTU in 2013. The training that she undertook accredited her to subsequently deliver the approved training to other Union personnel (training certificate attached).

Ms Fernandez has delivered the training to personnel in the AMIEU SA and WA Branch, NSW Branch and Qld Branch. She delivered the training as recently as 2016.

The clarification we request pertains to whether there is a requirement on Ms Fernandez to undertake further approved training. She has no objection to doing so, but simply notes considerable demands on her time given the role she performs.

In our view, the relevant requirements appear at section 154D of the *Fair Work (Registered Organisations) Act 2009* (Cth):

Section 154D Rules to require officers to undertake approved training

(1) The rules of an organisation or a branch of an organisation must require each officer of the organisation or the branch (as the case may be) whose duties include duties (financial duties) that relate to the financial management of the organisation or the branch (as the case may be) to undertake training:

(a) approved by the General Manager under section 154C; and

(b) that covers each of the officer's financial duties.

(2) The rules must require the officer to complete the training within 6 months after the person begins to hold the office.

Further at Rule 15B Rules of The Australasian Meat Industry Employees Union:

Rule 15B - OFFICERS WITH FINANCIAL DUTIES

15B.1 Each officer of the Union (including an officer of a branch of the Union) whose duties include financial duties ("financial duties") that relate to the financial management of the Union or a branch (as the case may be) must undertake training that:

15B.1.1 is approved for such purpose by the General Manager of the Fair Work Commission; and

15B.1.2 covers each of the officer's financial duties.

15B.2 Each officer required to complete training pursuant to sub-rule 15B.1 must complete such training:

15B.2.1 within 6 months after the person begins to hold office; or

15B.2.2 in the case of a person who is an officer of the Union (including an officer of a branch of the Union) at the time of the commencement of this rule - by 30 June 2014.

On our reading of the relevant provisions, the obligation is to *complete* the approved training within 6 months after the person begins to hold office.

In terms of completion, it is unclear to us whether the interpretation can include delivery of the training (as instructor/trainer) or whether the interpretation is restricted to undertaking the training (as participant/trainee).

In this regard, we would again note that Ms Fernandez is accredited to deliver the training and does so fairly regularly.

Please advise whether it is your view that Ms Fernandez needs to undertake the approved training again within six months of 31 December 2016. Additionally, whether it is your view that delivery of the approved training six months of 31 December 2016 would meet the requirements of the Act and Rules.

Please do not hesitate to contact the undersigned on [REDACTED] or via email to federal@sawa.amieiu.asn.au.

I look forward to hearing from you at your convenience.

Yours faithfully



Kristen Rogers
National Industrial Officer
Australasian Meat Industry Employees Union



This certificate confirms

Patricia Fernandez

participated in the Fair Work Commission approved
course

**ACTU s.154C Union Governance
(Train the Trainer)**

in 2013

Authorised by

Samantha Bond
DIRECTOR

ACTU Organising, Education and Campaign Centre
Level 4, 365 Queen Street Melbourne 3000
PHONE: 03 9664 7360 FAX: 03 9670 0837 EMAIL: orgcentre@actu.org.au
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9 January 2017

Ms Patricia Fernandez

Secretary-Treasurer

The Australasian Meat Industry Employees' Union - New South Wales Branch

Email: amieunsw@amieu.asn.au

Dear Ms Fernandez,

Notification of changes made to records [AR2017/22]

I acknowledge receipt of a Notification of Change to the office holders.

This information was lodged with the Fair Work Commission (the Commission) in accordance with s.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 Commission Website through the list of Registered Organisations - <https://www.fwc.gov.au/registered-organisations/find-registered-organisations>

Date of lodgement	Branch	Change
9 January 2017	NSW	Secretary-Treasurer

Section 154D(1) of the RO Act requires the rules of organisations (and branches of organisations) to require each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which should be in your organisation's rules.

Thank you for the notification.

Yours sincerely,

Michael Moutevelis

Regulatory Compliance Branch

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The Australasian Meat Industry Employees' Union
NEW SOUTH WALES BRANCH

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Email: amieunsw@amieu.asn.au
Website: www.amieu.asn.au

Fair Work Commission
By email: orgs@fwc.gov.au

Re: Notification of Changes to Records pursuant to section 233 of
the Fair Work (Registered Organisations) Act 2009

Please find attached Notification of Changes to Records in the
prescribed form.

In summary, Mr Charlie Donzow resigned effective 31 December
2016 from his office as Secretary-Treasurer and Ms Patricia
Fernandez was appointed to the office of Secretary-Treasurer by
way of casual vacancy, effective from 1 January 2017.

Please acknowledge receipt.

Yours faithfully

Patricia Fernandez
09-January 2017



The Australasian Meat Industry Employees' Union NEW SOUTH WALES BRANCH

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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, **Patricia Fernandez**, being the Secretary-Treasurer, of the New South Wales Branch of the Australasian Meat Industry Employees' Union, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - On 31 December 2016, Charlie Donzow resigned from his position as Secretary-Treasurer of **The Australasian Meat Industry Employees' Union, New South Wales Branch**
 - By resolution of the Branch Committee of Management, Patricia Fernandez was appointed Secretary-Treasurer of the New South Wales Branch of the Australasian Meat Industry Employees' Union arising out of the casual vacancy created by Mr Donzow's resignation, with effect from 1 January 2017,

- 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.

A handwritten signature in black ink, appearing to read 'Patricia Fernandez', with a large, stylized flourish at the end.

Patricia Fernandez
9-January 2017

ANNEXURE A

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

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
NSW	31.12.2016 (resigned)	Secretary-Treasurer	Charlie Donzow			
	01.01.2017 (appointed)			Patricia Fernandez	c/- The Branch 3/190 George Street PARRAMATTA NSW 2150	Secretary-Treasurer