



7 January 2022

Richard Evans
President
Australian Entertainment Industry Association
Sent via email: info@liveperformance.com.au

Notification of changes – Action required

Dear Richard Evans,

We acknowledge receipt of a Notification of Change to the office holders of the Australian Entertainment Industry Association (AR2021/50).

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

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the ROC's [Officer Induction Kit](#)

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (s.293K of the Fair Work (Registered Organisations) Act 2009 (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process

- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the ROC into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the ROC's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

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

Time frames for notifications of change

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

Resources to help you make your notifications of change

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

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement



eLearning module – notifications of change

The ROC has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@roc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Registered Organisations Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

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

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
National	11/10/2021	Executive Councillor vacancies (2)	Yes
National	25/11/2021	Executive Councillors (7)	Yes

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

I, RICHARD EVANS, being the PRESIDENT of the AUSTRALIAN ENTERTAINMENT INDUSTRY ASSOCIATION (trading as Live Performance Australia), 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.



Dated: 25 November 2021

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

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

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

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
National	24/11/21	Executive Councillor	Lisa Campbell	Fiona Allan	480 Elizabeth Street Surry Hills NSW 2010	Chief Executive Officer, Opera Australia
National	24/11/21	Executive Councillor	Alison Copley	Virginia Lovett	252 Sturt Street Southbank VIC 3006	Executive Director & Co- CEO, Melbourne Theatre Company
National	24/11/21	Executive Councillor	Shirley McGrath	Kath M Mainland CBE	PO BOX 10 Flinders Lane Melbourne VIC 8009	Executive Director, RISING
National	24/11/21	Executive Councillor	Paula McKinnon	Alison Murphy-Oates	245 Wilson St Eveleigh NSW 2015	Managing Director, Moogahlin Performing Arts
National	24/11/21	Executive Councillor		Alex Sinclair	GPO Box 1269 Adelaide 5001	Head of Cabaret, Commercial & Venue Sales, Adelaide Festival Centre
National	24/11/21	Executive Councillor		Andrew Threlfall	Suite 2a, 245 Chalmers Street Redfern NSW 2016	Director, CDP Theatre Producers
National	24/11/21	Executive Councillor		Lissa Twomey	Wharf 4/5, 15 Hickson Road Walsh Bay NSW 2000	Executive Director, Bangarra Dance Theatre

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

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Dated: 12 October 2021

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- *the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change*
- *a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]*

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National	24/9/21	Executive Councillor	Elizabeth Hawkins	vacant	vacant	vacant
National	8/10/21	Executive Councillor	Patrick McIntyre	vacant	vacant	vacant



14 May 2021

Richard Evans
President
Australian Entertainment Industry Association
Sent via email: info@liveperformance.com.au

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Yours sincerely

Registered Organisations Commission

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Our records have been updated.

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Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
6/05/2021	N/A	Executive Councillor vacancy	No - 3 days late

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I, Richard Evans, being the President of the Australian Entertainment Industry Association (trading as Live Performance Australia), declare the following:

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

Signed:



Dated: 6 May 2021

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

ANNEXURE A

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Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
National	29/3/21	Executive Councillor	Liza McLean	vacant	vacant	vacant



22 March 2021

Richard Evans
President
Australian Entertainment Industry Association
Sent via email: info@liveperformance.com.au

Dear Richard Evans

The Australian Entertainment Industry Association's annual return of information (Annual Return) lodged under subsection 233(1) of the RO Act

Thank you for providing your declarations and information (Annual Return) lodged under subsection 233(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

Summary of your Annual Return and Review Outcome

Year 2020
Matter number AR2021/50
Lodgement date 1 February 2021
Review Primary Review
Result FILED

Your primary review

Your Annual Return had a **primary review** which checked whether it was signed by an officer, lodged on time, the required declarations were made, included the list of offices and office holders and whether you met the requirements that the ROC raised with you last year. A primary review does not examine all the requirements of subsection 233(1).



Your Annual Return satisfied the requirements of the primary review and has been uploaded to the ROC website.

The ROC's risk-based approach

This year your Annual Return was assessed against a primary review. A primary review does not check all legislative requirements.

Over a five year period the Annual Return of every organisation will be subject to at least one advanced review. An advanced review is a more comprehensive review.

The ROC's [advanced review checklists](#) are published on our website.

Do you have questions?

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the ROC's subscription service](#).

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

Yours sincerely

Registered Organisations Commission



ANNUAL RETURN 2021 DECLARATION

I, **Richard Evans**, being the President of the Australian Entertainment Industry Association (AEIA), Org code 031N, declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by s.230 (1)(a) and s.230 (2) of the Fair Work (Registered Organisations) Act 2009 (the Act).
3. The following is a correct statement of the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Act.
 - The address of the Organisation is Level 1, 15 – 17 Queen Street, Melbourne Vic 3000. Email: info@liveperformance.com.au.
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.
 - On 31 December in the previous year the number of members was 342.
 - A list of offices and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at Annexure A and forms part of this declaration.
 - Under the rules of the organisation, the following elections must be held between 01 January and 31 December of THIS YEAR:
 - President (1)
 - Vice President (2)
 - Executive Councillors (15)
 - The organisation has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:

A handwritten signature in black ink, appearing to be 'Richard Evans', written over a horizontal line.

Richard Evans
President

Dated: 28 January 2021

ANNEXURE A

- Offices and Office Holders in the Organisation:

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
President	Richard Evans	c/- Australian Entertainment Industry Association, Level 1 – 15 - 17 Queen St Melbourne Vic 3000	Managing Director
Vice President	Maria O'Connor	As above	Managing Director
Vice President	John Kotzas	As above	Chief Executive
Executive Councillor	Torben Brookman	As above	Director
Executive Councillor	Lisa Campbell	As above	Producer
Executive Councillor	Libby Christie	As above	Executive Director
Executive Councillor	Allison Copley	As above	Consultant
Executive Councillor	Michael Coppel AM	As above	Chairman
Executive Councillor	Sue Donnelly	As above	Executive Director
Executive Councillor	Liz Hawkins	As above	Director of Programming, Development & Venue Sales
Executive Councillor	Shirley McGrath	As above	Finance & Corporate
Executive Councillor	Patrick McIntyre	As above	Executive Director
Executive Councillor	Paula McKinnon	As above	Associate Producer
Executive Councillor	Liza Mclean	As above	Director
Executive Councillor	Melanie Smith	As above	Executive Director, Performing Arts
Executive Councillor	Judy Vince	As above	General Manager – Entertainment & Events
Executive Councillor	Fiona Winning	As above	Head of Programming
Executive Councillor	Louise Withers	As above	Managing Director