



10 January 2018

Mr Stephen Ferguson  
National CEO  
Australian Hotels Association  
sent via email: [aha@aha.org.au](mailto:aha@aha.org.au)

Dear Mr Ferguson,

**Notification of changes made to records [AR2017/40]**

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

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

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

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
14 December 2017	NSW	Delegate to Council representing Chifley Sub-Branch	Yes
14 December 2017	n/a	President of National Accommodation Hotels Division	Yes
14 December 2017	n/a	Vice-President of National Accommodation Hotels Division	Yes
14 December 2017	n/a	Secretary of National Accommodation Hotels Division	Yes
14 December 2017	n/a	National Accommodation Hotels Division Representative to National Board	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 your correspondence.

Yours faithfully,

**Sam Gallichio**  
**Registered Organisations Commission**

## NOTIFICATION OF CHANGES TO RECORDS

I, Colin Waller, of 4<sup>th</sup> Floor, 27 Murray Crescent, Griffith, Secretary/Treasurer of the Australian Hotels Association, declare that:

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 ss 230(1)(b), (c) and (d) of the *Fair Work (Registered Organisations) Act 2009*:
  - A list of changes to offices and the names is attached to this declaration at **Annexure A** and forms part of this declaration.
3. For completeness, I advise that in relation to election E2017/132, there were no changes to offices.

  
COLIN WALLER  
Secretary/Treasurer

14<sup>th</sup> Decem ber 2017  
DATE

## ANNEXURE A

- Changes to Offices and Office Holders in the Australian Hotels Association 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	20.11.2017	Delegate to Council representing Chifley Sub-Branch	Andrew Rendall	Casual Vacancy	N/A	N/A
National	11.12.2017	President of National Accommodation Hotels Division	Casual Vacancy	Gregory Moore – elected in scheduled election E2017/133	Australian Hotels Association 4th Floor, 27 Murray Crescent, GRIFFITH NSW 2680	Hotelier
National	11.12.2017	Vice-President of National Accommodation Hotels Division	Gregory Moore	John Douglas – elected in scheduled election E2017/133	Australian Hotels Association 4th Floor, 27 Murray Crescent, GRIFFITH NSW 2680	Hotelier
National	11.12.2017	Secretary of National Accommodation Hotels Division	Andrew Cairns	Casual Vacancy	N/A	N/A
National	11.12.2017	National Accommodation Hotels Division Rep to National Board	Andrew Cairns	Andrew Cairns – re-elected in scheduled election E2017/133	Australian Hotels Association 4th Floor, 27 Murray Crescent, GRIFFITH NSW 2680	Hotelier
National	11.12.2017	National Accommodation Hotels Division	John Douglas	John Douglas – re-elected in scheduled election E2017/133	Australian Hotels Association 4th Floor, 27 Murray Crescent, GRIFFITH NSW 2680	Hotelier

		Rep to National Board				
National	11.12.2017	National Accommodation Hotels Division Rep to National Board	John Raymond Dabner	John Raymond Dabner – re-elected in scheduled election E2017/133	Australian Hotels Association 4th Floor, 27 Murray Crescent, GRIFFITH NSW 2680	Hotelier
National	11.12.2017	National Accommodation Hotels Division Rep to National Board	Peer Norsell	Casual Vacancy	N/A	N/A
National	11.12.2017	National Accommodation Hotels Division Rep to National Board	Gregory Moore	Casual Vacancy	N/A	N/A



30 November 2017

Mr Stephen Ferguson  
National CEO  
Australian Hotels Association  
aha@aha.org.au

CC: admin@ahant.com.au

Dear Mr Ferguson,

**Notification of changes made to records [AR2017/40]**

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

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

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

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
30/11/2017	Northern Territory	Wayside Inns Division vacancy	Yes

**Late notifications**

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

**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,

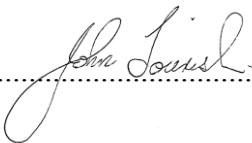
**Christine Hibberd**  
**Registered Organisations Commission**

**NOTIFICATION OF CHANGES TO RECORDS**

(Changes to Records in the Annual Return) s.230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, John Tourish, being the Secretary of the Australian Hotels Association Northern Territory Branch declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to 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 person holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signature of prescribed designated officer: .....  .....

Name of prescribed designated officer.....John Tourish .....

Title of prescribed designated officer.... Secretary .....

Dated.....24 November 2017 .....



**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.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>NT</i>	<i>21 Nov 17</i>	<i>Wayside Inns Division</i>	<i>Lindsay Carmichael</i>			
<i>...</i>						



13 November 2017

Mr Stephen Ferguson  
National CEO  
Australian Hotels Association  
aha@aha.org.au

CC: Northern Territory Branch, admin@ahant.com.au

Dear Mr Ferguson,

**Notification of changes made to records [AR2017/40]**

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

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

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

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
2/11/2017	Northern Territory	Accommodation Representative – Darwin Division – vacancy	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 your correspondence.

Yours faithfully,

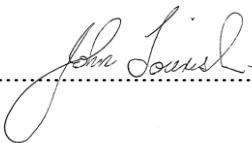
**Christine Hibberd**  
Registered Organisations Commission

**NOTIFICATION OF CHANGES TO RECORDS**

(Changes to Records in the Annual Return) s.230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, John Tourish, being the Secretary of the Australian Hotels Association Northern Territory Branch declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to 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 person holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signature of prescribed designated officer: .....  .....

Name of prescribed designated officer.....John Tourish .....

Title of prescribed designated officer.... Secretary .....

Dated.....10 November 2017 .....

**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.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>NT</i>	<i>2 Nov 17</i>	<i>Accommodation Representative – Darwin Division</i>	<i>John Lucas</i>			
<i>...</i>						



1 November 2017

Mr Stephen Ferguson  
National CEO  
Australian Hotels Association  
aha@aha.org.au

Dear Mr Ferguson,

**Notification of changes made to records [AR2017/40]**

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

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

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

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
1/11/2017	Victoria	Executive Committee Member – Accommodation Division – vacancy (1)	No - 184 days

**Late notifications**

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

Please ensure that future notifications of change are lodged within 35 days of the change occurring.

**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, Peter Burnett, being the President of the Australian Hotels Association (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:



Dated:

1/11/2017

**ANNEXURE A**

- 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
Victoria	1.05.2017	Executive Committee Member – Accommodation Division	George Varughese	To be appointed	To be appointed	To be appointed



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**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](mailto:regorgs@roc.gov.au)

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



**Australian Government**  
**Registered Organisations Commission**

**Did you know?** We have a free email subscription service to send out important updates and newsletters. [Subscribe here](#)



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.

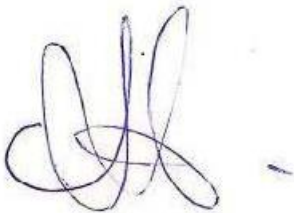
As one part of a strategy to assist organisations to increase voluntary compliance with the s.233(2) obligation, the ROC has recently produced some new educational guides which are **enclosed**:

- 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](mailto:regorgs@roc.gov.au).

Yours faithfully,



Chris Enright  
Executive Director  
Registered Organisations Commission



# Fact sheet

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## 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> * <b>RO Act</b> = Fair Work (Registered Organisations) Act 2009; * <b>RO Regs</b> = Fair Work (Registered Organisations) Regulations 2009).
<b>1. Do organisations need to lodge a notification of changes <i>IF</i>:</b>		
a) An elected office holder resigned but the term of office was almost over	<b>YES</b> – 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"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(b) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
b) A person leaves an office but the person replacing them will not commence for a few weeks	<b>YES</b> – 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"> <li>• Section 233(2) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
c) An elected national office holder relocated to a different state	<b>YES</b> – any change to the address of an office holder must be notified within 35 days of the change	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(c) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
d) A branch relocated to different premises	<b>YES</b> – 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"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(d) of the RO Act;</li> <li>• Reg.147(d)(ii) of the RO Regs;</li> <li>• Reg.151 of the RO Regs</li> </ul>
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 <a href="mailto:regorgs@roc.gov.au">regorgs@roc.gov.au</a> to advise changes to telephone and email addresses.	<b>N/A</b>
f) A Branch office changed its’ telephone number or	Not required under the legislation – however, it is beneficial to keep	<b>N/A</b>

	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 <a href="mailto:regorgs@roc.gov.au">regorgs@roc.gov.au</a> to advise changes to telephone and email addresses.	
	<b>g)</b> 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	<b>YES</b> – 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"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(c) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
	<b>h)</b> An entire branch is abolished	<b>YES</b> - 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"> <li>• Section 233(2) of the RO Act;</li> <li>• Sections 230(1)(b), (c) and (d) of the RO Act;</li> <li>• Regs.147(a), (c) and (e)(ii) of the RO Regs;</li> <li>• Reg.151 of the RO Regs</li> </ul>
	<b>i)</b> 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	<b>NO</b> – only changes need to be notified to the ROC	N/A
	<b>j)</b> A person is re-elected, but to a different office	<b>YES</b> – 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"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(c) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
	<b>k)</b> A Committee of Management Member resigned, but they are not the President, Secretary, Assistant Secretary or Treasurer	<b>YES</b> – 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"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 9 of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
	<b>l)</b> A person resigned but it won’t take effect for three months	<b>NOT YET</b> – 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"> <li>• Section 233(2) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
	<b>m)</b> A person has been elected but they won’t take office until a set date in the future	<b>NOT YET</b> – 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"> <li>• Section 233(2) of the RO Act;</li> <li>• Reg.151 of the RO Regs</li> </ul>
	<b>2. What needs to be included in the notification?</b>	A notification of change needs to include relevant details of the change. In relation to a change of	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(c) of the RO Act;</li> <li>• Reg.147 of the RO Regs</li> </ul>



	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 <a href="#">Notification of Changes template</a> , which is available on the <a href="#">Notification of Changes page</a> 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"> <li>Section 233(2) of the RO Act</li> </ul>
Officers' names	YES	<ul style="list-style-type: none"> <li>Section 233(2) of the RO Act;</li> <li>Section 230(1)(c) of the RO Act</li> </ul>
Officers' occupation titles	YES	<ul style="list-style-type: none"> <li>Section 233(2) of the RO Act;</li> <li>Section 230(1)(c) of the RO Act</li> </ul>
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"> <li>Section 233(2) of the RO Act;</li> <li>Section 230(1)(c) of the RO Act</li> </ul>
<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"> <li>Section 233(2) of the RO Act;</li> <li>Section 230(1)(c) of the RO Act;</li> <li>Section 9 of the RO Act;</li> </ul>
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 <a href="mailto:regorgs@roc.gov.au">regorgs@roc.gov.au</a> .	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"> <li>Section 233(2) of the RO Act;</li> <li>Reg.150 of the RO Regs</li> </ul>



	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.	
<b>3. Elections and Notifications of change</b>		
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 <a href="#">Elections page</a> of the ROC website.	<ul style="list-style-type: none"> <li>• Section 233(2) of the RO Act;</li> </ul>
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"> <li>• Section 233(2) of the RO Act;</li> <li>• Section 230(1)(c) of the RO Act</li> </ul>
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"> <li>• Section 233(2) of the RO Act;</li> </ul>



# Guidance Note

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## **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

Executive Director  
Australian Hotels Association-Northern Territory Branch  
admin@ahant.com.au

CC: Mr Stephen Ferguson, National CEO, Australian Hotels Association, aha@aha.org.au

Dear Executive Director,

**Notification of changes made to records [AR2017/40]**

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

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
25/09/2017	Northern Territory	General Board Division vacancy (1), new Clubs Representative – Darwin Division (1), new Hotel Representative – Regional Towns (1)

Please note that the RO Act requires that a notification of change must be lodged within 35 days of the change occurring. The notification indicates that changes 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

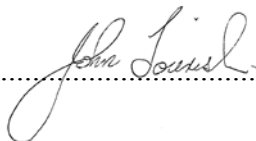
## NOTIFICATION OF CHANGES TO RECORDS

(Changes to Records in the Annual Return) s.230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, John Tourish, being the Secretary of the Australian Hotels Association Northern Territory Branch declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to 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 person holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signature of prescribed designated officer: .....



Name of prescribed designated officer.....John Tourish .....

Title of prescribed designated officer.... Secretary .....

Dated.....22 September 2017 .....

**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.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>NT</i>	<i>29 Aug 17</i>	<i>General Board Division</i>	<i>Ian Sloan</i>			
<i>NT</i>	<i>7 Jun 17</i>	<i>Clubs Representative - Darwin Division</i>	<i>John Riordan</i>	<i>Russell Reid</i>	<i>GPO Box 3270, Darwin NT 0801</i>	<i>Club Manager</i>
<i>NT</i>	<i>7 Jun 17</i>	<i>Hotel Representative - Regional Towns</i>		<i>Jon Jenkins</i>	<i>GPO Box 3270, Darwin NT 0801</i>	<i>Licensee</i>
<i>...</i>						



16 June 2017

Mr David Neil Randall  
President  
Australian Hotels Association - Western Australian Branch  
Email: [exec@ahawa.asn.au](mailto:exec@ahawa.asn.au)

CC: Stephen Ferguson (National CEO) - [ceo@aha.org.au](mailto:ceo@aha.org.au)

Dear Mr Randal,

**Notification of changes made to records [AR2017/40]**

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

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
15 June 2017	WA	Accommodation Division President

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,

**Michael Moutevelis**  
**Registered Organisations Commission**

**svc-adlib5**

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**From:** Marina Maidment <exec@ahawa.asn.au>  
**Sent:** Thursday, 15 June 2017 3:06 PM  
**To:** ROC - Registered Org Commission  
**Subject:** AR2017/40 AHA - WA Notification of Changes to AHA Board  
**Attachments:** ORG-Annual-Return-Notification-of-Changes Accommodation Div.docx

Please find attached document outlining changes to the AHA (WA) Board for your information.

Could you please acknowledge receipt.

**Marina Maidment**  
**Executive Manager to the CEO**



**Australian Hotels Association**  
**Western Australia**  
38 Parliament Place  
West Perth WA 6005

T 7701 E: [exec@ahawa.asn.au](mailto:exec@ahawa.asn.au)  
F 7730 W: [www.ahawa.asn.au](http://www.ahawa.asn.au)



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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, David Neil Randall being the President of the Australian Hotels Association (WA), 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: 13<sup>th</sup> June 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.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
WA	15.5.2017	Accommodation Division President	Mr Andrew Hill	Mr Andrew Cairns	c/- Australian Hotels Association Western Australia 39 Parliament Place West Perth WA 6005	Hotelier
...						



22 May 2017

Mr Stephen Ferguson  
National CEO  
Australian Hotels Association  
ceo@aha.org.au

CC: Leisa Marshall ([admin@ahant.com.au](mailto:admin@ahant.com.au)) Angela Xenides ([AXenides@ahasa.asn.au](mailto:AXenides@ahasa.asn.au))

Dear Mr Ferguson,

**Notification of changes made to records [AR2017/40]**

I acknowledge receipt of Notification of Changes to the office holders of the Australian Hotels Association.

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
28/04/2017 & 17/05/2017	NSW	Delegate(s) to Council X4
28/04/2017 & 17/05/2017	NSW	Member representing Accommodation Division on the Executive Committee
28/04/2017 & 17/05/2017	National	NSW Representative(s) to National Board X7
28/04/2017 & 17/05/2017	National	NSW Rep(s) to National Accommodation Hotels Division X2
03/05/2017 & 15/05/2017	NT	Darwin Division Accommodation Representative
03/05/2017 & 15/05/2017	NT	Regional Towns Division – Hotel Representative
15/05/2017	NT	Treasurer
15/05/2017	NT	Secretary
03/05/2017 & 16/05/2017	SA	Committee of Management Member – Murray Mallee
03/05/2017 & 16/05/2017	SA	Committee of Management Member – Mid North

03/05/2017 & 16/05/2017	SA	Committee of Management Member – Port Pirie
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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 sincerely,


Michael Moutevelis

Registered Organisations Commission

## NOTIFICATION OF CHANGES TO RECORDS

I, Colin Waller, of 4<sup>th</sup> Floor, 27 Murray Crescent, Griffith, Secretary/Treasurer of the Australian Hotels Association, declare that:

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 the persons holding those offices is attached to this declaration at **Annexure A** and forms part of this declaration.

  
COLIN WALLER  
Secretary/Treasurer

17<sup>th</sup> May 2017  
DATE

## ANNEXURE A

- Changes to Offices and Office Holders in the Australian Hotels Association 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	4.4.2017	Delegate to Council representing Accommodation Division	Casual Vacancy	Matthew Thomas	Australian Hotels Association NSW Branch Level 15, 131 Macquarie Street, SYDNEY NSW 2000	Hotelier
NSW	4.4.2017	Member representing Accommodation Division on the Executive Committee	Casual Vacancy	Matthew Thomas	As above	As Above
NSW	11.4.2017	Delegate to Council representing Bankstown Sub-Branch	Vacant – scheduled election E2017/39	John Thomas	Australian Hotels Association NSW Branch Level 15, 131 Macquarie Street, SYDNEY NSW 2000	Hotelier
NSW	11.4.2017	Delegate to Council representing Eastern Suburbs Sub-Branch	Vacant – scheduled election E2017/39	Antony Jones	Australian Hotels Association NSW Branch Level 15, 131 Macquarie Street, SYDNEY NSW 2000	Hotelier
NSW	11.4.2017	Delegate to Council representing Northern Suburbs Sub-Branch	Vacant – scheduled election E2017/39	Lukas McKay	Australian Hotels Association NSW Branch Level 15, 131 Macquarie Street, SYDNEY NSW 2000	Hotelier

National	12.4.2017	NSW Representative to National Board	Joanne Blair	Joanne Blair – re-elected in scheduled election E2017/270	Australian Hotels Association NSW Branch Level 15, 131 Macquarie Street, SYDNEY NSW 2000	Hotelier
National	12.4.2017	NSW Representative to National Board	Rolly de With	Rolly de With – re-elected in scheduled election E2017/270	Australian Hotels Association NSW Branch Level 15, 131 Macquarie Street, SYDNEY NSW 2000	Hotelier
National	12.4.2017	NSW Representative to National Board	Lynette Humphreys	Lynette Humphreys – re-elected in scheduled election E2017/270	Australian Hotels Association NSW Branch Level 15, 131 Macquarie Street, SYDNEY NSW 2000	Hotelier
National	12.4.2017	NSW Representative to National Board	Desmond Matthew Kennedy	Desmond Matthew Kennedy – re-elected in scheduled election E2017/270	Australian Hotels Association NSW Branch Level 15, 131 Macquarie Street, SYDNEY NSW 2000	Hotelier
National	12.4.2017	NSW Representative to National Board	Kim G. Maloney	Kim G. Maloney – re-elected in scheduled election E2017/270	Australian Hotels Association NSW Branch Level 15, 131 Macquarie Street, SYDNEY NSW 2000	Hotelier
National	12.4.2017	NSW Representative to National Board	Colin William Waller	Colin William Waller – re-elected in scheduled election E2017/270	Australian Hotels Association NSW Branch Level 15, 131 Macquarie Street, SYDNEY NSW 2000	Hotelier
National	12.4.2017	NSW Representative to National Board	Phillip Richard Webster	Phillip Richard Webster – re-elected in scheduled election E2017/270	Australian Hotels Association NSW Branch Level 15, 131 Macquarie Street, SYDNEY NSW 2000	Hotelier
National	12.4.2017	NSW Rep to National Accommodation Hotels Division	Vacant	Matthew Thomas – scheduled election E2017/270	Australian Hotels Association NSW Branch Level 15, 131 Macquarie Street, SYDNEY NSW 2000	Hotelier
Nationa	12.4.2017	NSW Rep to National Accommodation Hotels Division	Peter Tudehope	Peter Tudehope – re-elected in scheduled election E2017/270	Australian Hotels Association NSW Branch Level 15, 131 Macquarie Street, SYDNEY NSW 2000	Hotelier

**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 Stefan John Lovell**, being the Secretary/Treasurer of the **Australian Hotels Association (SA 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: 16 May 2017



## ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches [*insert as many pages as required*]:
  - a) 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
SA	2 May 2017	Committee of Management Member – Murray Mallee	Vacant	New election for 3 year term	Andrew Bullock	c/- AHA SA PO Box 3092 Rundle Mall SA 5000  Level 4, 60 Hindmarsh Square Adelaide	Hotelkeeper
SA	2 May 2017	Committee of Management Member – Mid North	Santo Scaglione	Retiring/New election for 3 year term	John Giannitto	c/- AHA SA PO Box 3092 Rundle Mall SA 5000  Level 4, 60 Hindmarsh Square Adelaide	Hotelkeeper
SA	2 May 2017	Committee of Management – Port Pirie	Thomas Hannah	New Election for 3 year term	Vacant – insufficient nominations		

**NOTIFICATION OF CHANGES TO RECORDS**

(Changes to Records in the Annual Return) s.230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, John Tourish, being the Secretary of the Australian Hotels Association Northern Territory Branch declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to 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 person holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signature of prescribed designated officer: .....  .....

Name of prescribed designated officer.....John Tourish .....

Title of prescribed designated officer.... Secretary .....

Dated.....11 May 2017.....



## **MOUTEVELIS,Michael**

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**From:** MOUTEVELIS,Michael  
**Sent:** Thursday, 11 May 2017 3:18 PM  
**To:** 'ceo@aha.org.au'; 'admin@ahant.com.au'; 'AXenides@ahasa.asn.au'  
**Subject:** Notifications of Change - AHA [DLM=For-Official-Use-Only]

### **For Official Use Only**

Dear Stephen, Leisa and Angela

Thank you for the recent lodgements of your 'notification of changes to records declaration' (declaration), detailing changes in the office holders of the Australian Hotels Association (AHA) national office and/or your respective branches.

As per my discussion with Stephen this afternoon, regulation 150 of the Fair Work (Registered Organisations) Regulations 2009 requires that a 'prescribed officer' of the organisation lodge a declaration. I note that all of the declarations were lodged by the National President or the President of the relevant branch. A preliminary look at the relevant AHA rulebooks indicate that the prescribed person should in fact be the National Secretary or the Secretary of the relevant branch.

If you do not agree with this interpretation then please contact me on the details below, otherwise, please arrange for a redated and amended declaration, signed by the appropriate prescribed officer (i.e. the relevant Secretary) to be lodged via return email. You may choose for this to be done centrally from the National offices or arranged at a branch level as per current practice.

Feel contact me if you have any questions.

Regards

#### **MICHAEL MOUTEVELIS**

Assistant Adviser  
Compliance

**Registered Organisations Commission**

Tel: (02) 8293 4644  
[michael.moutevelis@roc.gov.au](mailto:michael.moutevelis@roc.gov.au)

GPO Box 2983, MELBOURNE VIC 3001 | Level 13, 175 Liverpool Street, Sydney NSW 2000

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**Australian Government**  
**Registered Organisations Commission**

Please consider the environment before printing this message



11 April 2017

Mr Stephen Ferguson  
National CEO  
Australian Hotels Association  
Email: [ceo@aha.org.au](mailto:ceo@aha.org.au)

Dear Mr Ferguson,

**Annual Return of Information for 2017 [AR2017/40]**

I acknowledge receipt on 31 March and 6 April 2017 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

I also acknowledge the notifications of changes of office holders of the New South Wales Branch, National Board and National Accommodation Hotels Division of the organisation, which were lodged on 27 February 2017. Furthermore, I acknowledge the notifications of changes of office holders of the WA Branch of the organisation, which were lodged on 10 and 14 March 2017.

The documents lodged cover the required information for the 2017 Annual Return of Information of Australian Hotels Association.

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. Australian Hotels Association 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 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

Michael Moutevelis  
Regulatory Compliance Branch

**svc-adlib5**

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**From:** Ceo AHA <ceo@aha.org.au>  
**Sent:** Thursday, 6 April 2017 9:22 AM  
**To:** MOUTEVELIS, Michael  
**Cc:** Prabhu Fernando  
**Subject:** AHA annual return  
**Attachments:** Annual Return FWC 2016 as amended.pdf

Michael,  
Thanks again for your call earlier this week.  
Apologies for the National and ACT pages not being included.  
I have attached the amended return.  
Please advise if it is all in order.  
Thanks again for your assistance.

Thanks

**STEPHEN FERGUSON**  
**NATIONAL CEO**  
**AUSTRALIAN HOTELS ASSOCIATION**



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P.O. Box 4286, Manuka, ACT, 2603

**ANNUAL RETURN OF INFORMATION (organisation with branches) in accordance with Regulation 147 *Fair Work (Registered Organisations) Regulations 2009* and Sections 230 and 233 *Fair Work (Registered Organisations) Act 2009***

I, Colin Waller, being the Secretary/Treasurer of the Australian Hotels Association – National Office, 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 27 Murray Crescent Griffith ACT 2603
  - The name and address of each branch of the organisation is:<sup>1</sup>
    1. Australian Hotels Association NSW – Level 15, 131 Macquarie Street, Sydney NSW 2000
    2. Tasmanian Hospitality Association – Suite 25/93 Salamanca Place, Hobart TAS 7000
    3. Australian Hotels Association VIC – Level1, 1 Little Collins Street, Melbourne VIC 3000
    4. Queensland Hotels Association – 160 Edward Street, Brisbane QLD 4000
    5. Australian Hotels Association WA – 38 Parliament Place, West Perth WA 6005
    6. Australian Hotels Association SA – 60 Hindmarsh Square, Adelaide SA 5000
    7. Australian Hotels Association ACT – 27 Murray Crescent, Griffith ACT 2603

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

8. Australian Hotels Association NT – 20/24 Cavenagh Street, Darwin NT 0800

- On 31 December in the previous year the number of members was:

AHA NSW	1774
AHA Victoria	970
Australian Hotels Association Queensland Branch	836
AHA Western Australia	558
AHA SA	492
Tasmanian Hospitality Association	350
Australian Hotels Association NT Branch	157
Australian Hotels Association (AHA) ACT Branch	83
<b>TOTAL</b>	<b>5,220</b>

- A list of offices and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at Annexure A and forms part of this declaration.
- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2017

1. Organisation elections

Australian Hotels Association

*President (1)*

*Senior Vice President (1)*

*Vice President (1)*

*Secretary/Treasurer (1)*

2. Branch elections

**AHA ACT**

*Representative to the National Accommodation Hotels Division (1)*

**Queensland Hotels Association Union of Employees**

*No elections are required*

**AHA NT**

*Board Members from the following divisions*

*Darwin - Hotels (3)*



*Darwin - Accommodation (2)*

*Darwin - Clubs (1)*

*Alice Springs & Ayers Rock - Hotels (1)*

*Alice Springs & Ayers Rock - Accommodation (1)*

*Alice Springs & Ayers Rock - Clubs (1)*

*Regional Towns (Katherine, Tennant Creek, Jabiru and Gove) - Hotels (1)*

*Regional Towns (Katherine, Tennant Creek, Jabiru and Gove) - Accommodation (1)*

*Regional Towns (Katherine, Tennant Creek, Jabiru and Gove) - Clubs (1)*

*Wayside Inns (2)*

*General Board Division (3)*

*NT Accommodation Hotels Division - Representative to the AHA National Accommodation Division Board (1)*

*Executive Committee (to be elected by and from the Board)*

*President/Delegate to National Board (1)*

*Senior Vice President (1)*

*Vice President (1)*

*Secretary (1)*

*Treasurer (1)*

**AHA SA**

*President (1)*

*Vice President (1)*

*Deputy Vice President (1)*

*Hon Secretary/Treasurer (1)*

*Branch Trustees (5)*

*Members of Executive Committee No to be determined by Council in accordance with rules*

*Region 1 - Adelaide & Nth Adelaide (2)*

*Region 7 - Gawler & Barossa(1)*

*Region 11 - Murray Mallee (1)*

*Region 12 - Mid North (1)*

*Region 14 - Port Pirie(1)*

*Region 19 - Eyre Peninsula (1)*

*SA Accommodation Division Rep (1)*

*National Board Delegate (1)*

#### **AHA Vic**

*Delegate to National Board representing the Victorian Branch (5)*

*Representative to National Board (National Accommodation Hotels Division)  
(2)*

#### **AHA WA**

*No elections are required*

#### **AHA NSW**

*No elections are required*

#### **Tasmanian Hospitality Association**

*President (1)*

*Treasurer (1)*

*Vice President & Pub/Tavern Division President (1)*

*Restaurant Division President (1)*

*TAA - Tasmania President (1)*

*Southern Councillors - Pub/Tavern (4)*

*Southern Councillors - Restaurant (2)*

*Southern Councillors - TAA Tas (1)*

*Northern Councillors - Pub/Tavern (3)*

*North/North Western Councillors - Restaurant (2)*

*North/North Western Councillors - TAA Tas (1)*

*North Western Councillors - Pub/Tavern (2)*

- During the previous 12 months:
  - NO branches COMMENCED or CEASED operation.
- The organisation has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:



Colin Waller – Secretary/Treasurer

Dated: 30 March 2017

*[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). If at any time in the year this information changes a Notification of Changes must be lodged with the Commission within 35 days of the change.<sup>2</sup>]*

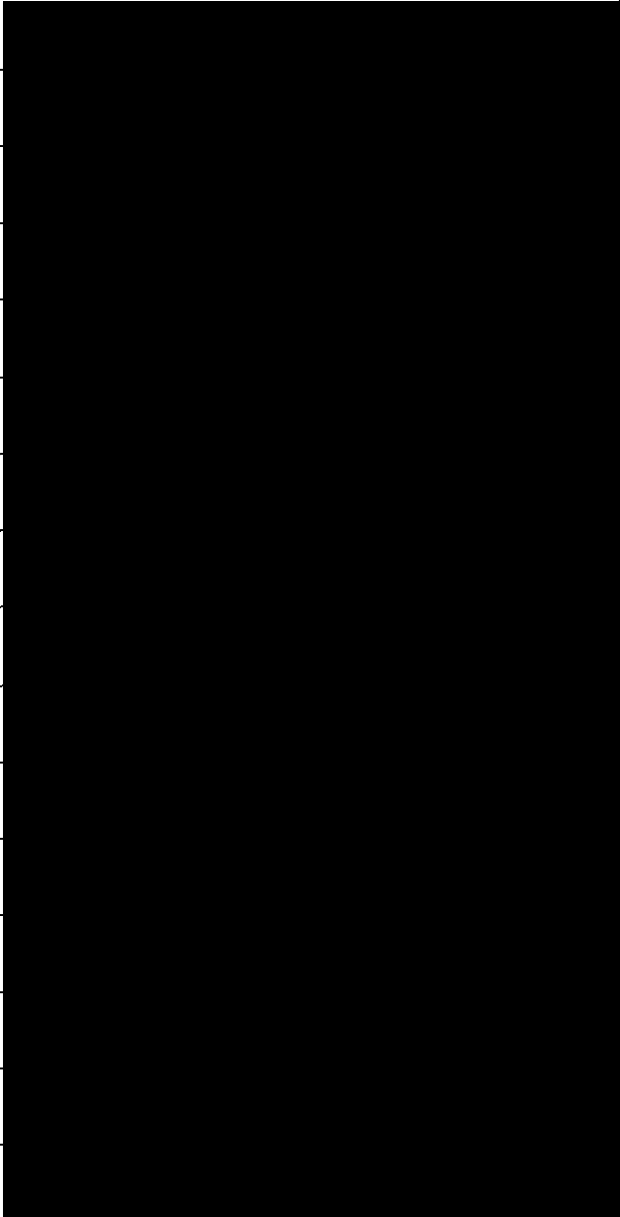
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<sup>2</sup> s.233(2); reg. 151

**ANNEXURE A**

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

<b>AHA Branch</b>	<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
Tasmania	President	Paul Jubb		Director
Tasmania	Treasurer	Phil Fuglsang		Manager
Tasmania	Vice President & Pub/Tavern Division President	Nick Daking		General Manager
Tasmania	Restaurant Division President	Angelo Fraraccio		Owner/Manager
Tasmania	TAA Tasmania President	John Dabner		General Manager
Tasmania	Southern Councillor (Pub/Tavern)	Paul Jubb		Director
Tasmania	Southern Councillor (Pub/Tavern)	Phil Fuglsang		Manager
Tasmania	Southern Councillor (Pub/Tavern)	Darren Brown		General Manager
Tasmania	Southern Councillor (Pub/Tavern)	Vacant		
Tasmania	Northern Councillor (Pub/Tavern)	Nick Daking		General Manager
Tasmania	Northern Councillor (Pub/Tavern)	Mick Acquarola		Manager
Tasmania	Northern Councillor (Pub/Tavern)	Colin McGillivray		Director
Tasmania	North Western Councillor (Pub/Tavern)	Martin Kelly		General Manager

Tasmania	North Western Councillor (Pub/Tavern)	Adrian Sampson		Executive General Manager, Tourism
Tasmania	Southern Councillor (Restaurant)	Angelo Fraraccio		Owner/Manager
Tasmania	Southern Councillor (Restaurant)	Dominic Baker		General Manager
Tasmania	North/North West Councillor (Restaurant)	Vacant		
Tasmania	North/North West Councillor (Restaurant)	Vacant		
Tasmania	Southern Councillor (TAA Tas)	Shelley Richards		Hotel Manager
Tasmania	North/North West Councillor (TAA Tas)	John Dabner		General Manager
Queensland	President	Thomas Harrington McGuire		Hotelier
Queensland	Senior Vice President	Richard Deery		Hotelier
Queensland	Vice President	Scott Armstrong		Hotelier
Queensland	Vice President	John Douglas		General Manager
Queensland	Vice President	Brad Fitzgibbons		Hotelier
Queensland	Secretary / Treasurer	Tony Condon		Hotelier
Queensland	Trustee	Will Cordwell		Hotelier
Queensland	Trustee	Peter Britain		Hotelier
WA	President/Committee of Management Member	David Neil Randall		Hotelier

WA	Senior Vice President/ Divisional President North West	Martin Peirson Jones	c/- AHA WA 38 Parliament Place, West Perth, WA 6005	Hotelier
WA	Vice President /Committee of Management Member	Ashok Parekh	c/- AHA WA 38 Parliament Place, West Perth, WA 6005	Hotelier
WA	Treasurer/ Divisional President North Metropolitan	Sean Reid	c/- AHA WA 38 Parliament Place, West Perth, WA 6005	Hotelier
WA	Accommodation Division President	Andrew Hill	c/- AHA WA 38 Parliament Place, West Perth, WA 6005	Hotelier
WA	Country Representative/Committee of Management Member	Robert Ramage	c/- AHA WA 38 Parliament Place, West Perth, WA 6005	Hotelier
WA	Committee of Management Member	Tim Osborne	c/- AHA WA 38 Parliament Place, West Perth, WA 6005	Hotelier
WA	Committee of Management Member	Jacki O'Hara	c/- AHA WA 38 Parliament Place, West Perth, WA 6005	Restaurateur
WA	Committee of Management Member	Sebastien Lepottiven	c/- AHA WA 38 Parliament Place, West Perth, WA 6005	Hotelier
WA	Divisional President Perth Central Metropolitan Division	Ben Rasheed	c/- AHA WA 38 Parliament Place, West Perth, WA 6005	Hotelier
WA	Divisional President - South Metropolitan	John Gastev	c/- AHA WA 38 Parliament Place, West Perth, WA 6005	Hotelier
WA	Divisional President - Central	Laurie Ayers	c/- AHA WA 38 Parliament Place, West Perth, WA 6005	Hotelier
WA	Divisional President - Coastal	Joe Drabble	c/- AHA WA 38 Parliament Place, West Perth, WA 6005	Hotelier
WA	Divisional President - South West	Rob Gough	c/- AHA WA 38 Parliament Place, West Perth, WA 6005	Hotelier
WA	Divisional President - Tourism	Michael Scott	c/- AHA WA 38 Parliament Place, West Perth, WA 6005	General Manager
WA	Divisional President - Small Bars	Nicholas Bond	c/- AHA WA 38 Parliament Place, West Perth, WA 6005	Small Bar Proprietor
WA	Divisional President - Restaurants	Lyndon Waples	c/- AHA WA 38 Parliament Place, West Perth, WA 6005	Restaurateur

Northern Territory	Senior Vice President Darwin - Hotels	Jason Hanna	c\ AHA NT, GPO Box 3270, Darwin NT 0801	Company Director
Northern Territory	Treasurer Darwin - Hotels	Doug Sallis	c\ AHA NT, GPO Box 3270, Darwin NT 0802	Company Director
Northern Territory	Darwin - Hotels	Justin Coleman	c\ AHA NT, GPO Box 3270, Darwin NT 0803	Company Director
Northern Territory	President Darwin - Accommodation	Mick Burns	c\ AHA NT, GPO Box 3270, Darwin NT 0804	Company Director
Northern Territory	Darwin - Accommodation	Vacant	c\ AHA NT, GPO Box 3270, Darwin NT 0805	Vacant
Northern Territory	Darwin - Clubs	John Riordan	c\ AHA NT, GPO Box 3270, Darwin NT 0806	Club Manager
Northern Territory	Alice Springs & Ayers Rock - Hotels	Raymond Loechel	c\ AHA NT, GPO Box 3270, Darwin NT 0807	Hotelier
Northern Territory	Secretary Alice Springs & Ayers Rock - Accommodation	Craig Jervis	c\ AHA NT, GPO Box 3270, Darwin NT 0808	General Manager
Northern Territory	Alice Springs & Ayers Rock - Clubs	Kyle Pearson	c\ AHA NT, GPO Box 3270, Darwin NT 0809	Club Manager
Northern Territory	Regional Towns (Katherine, Tennant Creek, Jabiru and Gove) - Hotels	Jordan Jenkins	c\ AHA NT, GPO Box 3270, Darwin NT 0810	Manager
Northern Territory	Regional Towns (Katherine, Tennant Creek, Jabiru and Gove) - Accommodation	John Tourish	c\ AHA NT, GPO Box 3270, Darwin NT 0811	Hotelier
Northern Territory	Vice President Regional Towns (Katherine, Tennant Creek, Jabiru and Gove) - Clubs	Frank Dalton	c\ AHA NT, GPO Box 3270, Darwin NT 0812	Club Manager
Northern Territory	Wayside Inns	Lindsay Carmichael	c\ AHA NT, GPO Box 3270, Darwin NT 0813	Manager
Northern Territory	Wayside Inns	Greg Targett	c\ AHA NT, GPO Box 3270, Darwin NT 0814	Hotelier
Northern Territory	General Board Division	Ashleigh Winn	c\ AHA NT, GPO Box 3270, Darwin NT 0815	Hotelier

Northern Territory	General Board Division	Paul Palmer	c/- AHA NT, GPO Box 3270, Darwin NT 0816	Hotelier
Northern Territory	General Board Division	Ian Sloan	c/- AHA NT, GPO Box 3270, Darwin NT 0817	Hotelier
Northern Territory	NT Accommodation Hotels Division - Representative to the AHA National Accommodation Division Board	George Bedwani	c/- AHA NT, GPO Box 3270, Darwin NT 0818	Hotelier
SA	President Committee of Management Member - Region 5 -South Metro Executive Committee Member	Peter John Hurley	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Vice President Committee of Management Member - Region 1 -Adelaide & Nth Adelaide Executive Committee Member Branch Trustee	David Nadeem Basheer	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Deputy Vice President Committee of Management Member - Region 2 - East Metro Executive Committee Member Branch Trustee	Matthew Spencer Binns	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Secretary/Treasurer Committee of Management Member Region 2 - East Metro Executive Committee Member	Richard Stefan John Lovell	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Committee of Management Member - Region 6 - Port Adelaide	Matthew Brien	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Committee of Management Member - Region 16 - Port Augusta & Far Nth	Mark Ian Davies	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Committee of Management Member - Region 6 - Port Adelaide	Jeff Ross Ellis	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier



SA	Committee of Management Member - Region 13 - Yorke Peninsula	Trevor Evans	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Committee of Management Member - Region 1 - Adelaide & Nth Adelaide	Jason Fahey	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Committee of Management Member - Region 1 - Adelaide & Nth Adelaide	Trent Albert Fahey	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Committee of Management Member - Region 3 - West Metro	Anthony George Franzon	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Committee of Management Member Region 1 - Adelaide & Nth Adelaide Branch Trustee	Timothy Gregg	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Committee of Management Member - Region 4 - North Metro	Andrew Charles Gunn	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Committee of Management Member - Region 14 - Port Pirie	Thomas Weldon Hannah	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Committee of Management Member Region 5 -South Metro Branch Trustee	Alison Faye James	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Committee of Management Member - Region 4 - North Metro	Jason Kelly	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Committee of Management Member Region 9 - Hills Branch Trustee	Michael Lunniss	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Committee of Management Member - Region 18 - South East	Guy S Matthews	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Committee of Management Member - Region 17 - Whyalla	Scott Matthews	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier

SA	Committee of Management Member - Region 8 - Southern Coast	Melinda McCauley	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Committee of Management Member - Region 7 - Gawler & Barossa	Andrew Francis Plush	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Committee of Management Member- Region 19 - Eyre Peninsula	Matthew Rogers	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Committee of Management Member - Region12 - Mid North	Santo Scaglione	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Committee of Management Member - Region 3 - West Metro	Craig Williams	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotelier
SA	Committee of Management Member - Region 10 - Lower North	Vacant	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	
SA	Committee of Management Member - Region 11 - Murray Mallee	Vacant	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	
SA	Committee of Management Member - Region 15 - Upper North East	Vacant	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	
SA	SA Accommodation Division Representative	Peer Norsell	c/- AHA SA, Level 4, 60 Hindmarsh Square, Adelaide SA 5000	Hotel General Manager
Victoria	Country Vice President	David Canny	████████████████████	Hotelier
Victoria	Executive Member	Michael Burke	████████████████████	Hotelier
Victoria	Executive Member	Matt Nikakis	████████████████████	Hotelier
Victoria	Executive Member	Peter Williams	████████████████████	Hotelier
Victoria	Executive Member - Residential Hotels Division	Greg Moore	████████████████████	General Manager

Victoria	Executive Member - Residential Hotels Division	George Varughese		General Manager
Victoria	Honorary Minute Secretary	David Curry		Hotelier
Victoria	Honorary Treasurer	Paul Stocks		Hotelier
Victoria	Metropolitan Vice President	Mark Robertson		Hotelier
Victoria	President	Peter Burnett		Hotelier
Victoria	Trustee	Andrew Clark		Hotelier
Victoria	Trustee	Matt Mullins		Hotelier
Victoria	Trustee	John Payne		Hotelier
NSW	President	Scott Leach	Level15, 131 Macquarie Street Sydney 2000	Hotelier
NSW	Senior Vice President	Lynette Humphreys	Level15, 131 Macquarie Street Sydney 2000	Hotelier
NSW	Senior Vice President Accommodation	Peter Tudehope	Level15, 131 Macquarie Street Sydney 2000	General Manager
NSW	Vice President	Kim Maloney	Level15, 131 Macquarie Street Sydney 2000	Hotelier
NSW	Secretary/ Treasurer	Colin Waller	Level15, 131 Macquarie Street Sydney 2000	Hotelier
NSW	Executive Member Accommodation	Tish Nyar	Level15, 131 Macquarie Street Sydney 2000	General Manager
NSW	Executive Member Country	Desmond Kennedy	Level15, 131 Macquarie Street Sydney 2000	Hotelier
NSW	Executive Member Country	Rolly De With	Level15, 131 Macquarie Street Sydney 2000	Hotelier

NSW	Executive Member Country	Joanne Blair	Level15, 131 Macquarie Street Sydney 2000	Hotelier
NSW	Executive Member Metro	Colin Parras	Level15, 131 Macquarie Street Sydney 2000	Hotelier
NSW	Executive Member Metro	Daniel Brady	Level15, 131 Macquarie Street Sydney 2000	General Manager
NSW	Executive Member Metro	Phillip Webster	Level15, 131 Macquarie Street Sydney 2000	Hotelier
NSW	Executive Member Metro	Peter Harris	Level15, 131 Macquarie Street Sydney 2000	Hotelier
NSW	Executive Member Metro	Robert Lees	Level15, 131 Macquarie Street Sydney 2000	Hotelier

**ANNEXURE A**

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

<b>AHA Branch</b>	<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
NATIONAL	President	Scott Leach	Level15, 131 Macquarie Street Sydney 2000	Hotelier
NATIONAL	Secretary/Treasurer	Colin Waller	Level15, 131 Macquarie Street Sydney 2000	Hotelier
NATIONAL	Delegate to National Board	Joanne Blair	Level15, 131 Macquarie Street Sydney 2000	Hotelier
NATIONAL	Delegate to National Board	Rolly De With	Level15, 131 Macquarie Street Sydney 2000	Hotelier
NATIONAL	Delegate to National Board	Lynette Humphreys	Level15, 131 Macquarie Street Sydney 2000	Hotelier
NATIONAL	Delegate to National Board	Desmond Kennedy	Level15, 131 Macquarie Street Sydney 2000	Hotelier
NATIONAL	Delegate to National Board	Kim Maloney	Level15, 131 Macquarie Street Sydney 2000	Hotelier
NATIONAL	Delegate to National Board	Philip Webster	Level15, 131 Macquarie Street Sydney 2000	Hotelier
NATIONAL	Senior Vice President	Peter Burnett	1 Little Collins Street Melbourne VIC 3000	Hotelier
NATIONAL	Delegate to National Board	Michael Burke	1 Little Collins Street Melbourne VIC 3000	Hotelier
NATIONAL	Delegate to National Board	David Canny	1 Little Collins Street Melbourne VIC 3000	Hotelier
NATIONAL	Delegate to National Board	David Curry	1 Little Collins Street Melbourne VIC 3000	Hotelier
NATIONAL	Delegate to National Board	Ian Larkin	1 Little Collins Street Melbourne VIC 3000	Hotelier

NATIONAL	Delegate to National Board	Mark Robertson	1 Little Collins Street Melbourne VIC 3000	Hotelier
NATIONAL	Delegate to National Board	Tom McGuire	270 Adelaide Street Brisbane QLD 4000	Hotelier
NATIONAL	Delegate to National Board	Brad Fitzgibbons	270 Adelaide Street Brisbane QLD 4000	Hotelier
NATIONAL	Delegate to National Board	Scott Armstrong	270 Adelaide Street Brisbane QLD 4000	Hotelier
NATIONAL	Delegate to National Board	Tony Condon	270 Adelaide Street Brisbane QLD 4000	Hotelier
NATIONAL	Delegate to National Board	Richard Deery	270 Adelaide Street Brisbane QLD 4000	Hotelier
NATIONAL	Delegate to National Board	Neil Randall	38 Parliament Place West Perth WA 6872	Hotelier
NATIONAL	Delegate to National Board	Martin Peirson-Jones	38 Parliament Place West Perth WA 6872	Hotelier
NATIONAL	Delegate to National Board	Sean Reid	38 Parliament Place West Perth WA 6872	Hotelier
NATIONAL	Delegate to National Board	Peter Hurley	4 <sup>th</sup> Floor 60 Hindmarsh Place Rundle Mall SA 5000	Hotelier
NATIONAL	Delegate to National Board	David Basheer	4 <sup>th</sup> Floor 60 Hindmarsh Place Rundle Mall SA 5000	Hotelier
NATIONAL	Vice President	Paul Jubb	25/93 Salamanca Place Hobart TAS 7000	Hotelier
NATIONAL	Delegate to National Board	Michael Capezio	27 Murray Crescent Griffith ACT 2603	Hotelier
NATIONAL	Delegate to National Board	Mick Burns	20/24 Cavenagh Street Darwin NT 801	Hotelier
TAA NATIONAL	President TAA	Tish Nyar	Level 15 131 Macquarie Street Sydney NSW 2000	General Manager
NATIONAL	Representative to National Board	John Douglas	270 Adelaide Street Brisbane QLD 4000	Hotelier

NATIONAL	Representative to National Board	Andrew Hill	38 Parliament Place West Perth WA 6872	Hotelier
NATIONAL	Representative to National Board	John Dabner	25/93 Salamanca Place Hobart TAS 7000	General Manager
NATIONAL	Representative to National Board	Greg Moore	1 Little Collins Street Melbourne VIC 3000	General Manager
NATIONAL	Representative to National Board	Peer Norsell	4 <sup>th</sup> Floor 60 Hindmarsh Place Rundle Mall SA 5000	General Manager
ACT	President	Michael Capezio	27 Murray Crescent Griffith ACT 2603	General Manager
ACT	Vice President	Manuel Notaras	27 Murray Crescent Griffith ACT 2603	Hotelier
ACT	Secretary/Treasurer	Joshua Gray	27 Murray Crescent Griffith ACT 2603	Hotelier
ACT	Board Member	Peter Barclay	27 Murray Crescent Griffith ACT 2603	Hotelier
ACT	Board Member	David Quinn	27 Murray Crescent Griffith ACT 2603	Hotelier

**svc-adlib5**

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**From:** Ceo AHA <ceo@aha.org.au>  
**Sent:** Friday, 31 March 2017 8:30 AM  
**To:** Orgs  
**Cc:** ANDERSON, Eve  
**Subject:** AHA Annual Return  
**Attachments:** FWC Annual Return for 2016.pdf

**Categories:** RIA

**FWC,**

Please see the attached

**Eve,**

Thanks for the reminder!

Thanks

**STEPHEN FERGUSON**

**NATIONAL CEO**

**AUSTRALIAN HOTELS ASSOCIATION**



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P.O. Box 4286, Manuka, ACT, 2603



**From:** ANDERSON, Eve  
**Sent:** Thursday, 30 March 2017 12:03 PM  
**To:** 'ceo@aha.org.au'  
**Subject:** AHA: Annual return of information

Dear Mr Ferguson

I'm emailing you to advise that the Fair Work Commission has not yet received the AHA's annual return of information, required by section 233 of the Fair Work (Registered Organisations) Act 2009. Failure to lodge the information exposes the AHA to the imposition of a civil penalty.

The annual return of information is required to be lodged by 31 March 2017. Please ensure that it is emailed to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)

Please advise as to the progress of the matter and anticipated time and date of lodgement.

**Regards**

**EVE ANDERSON**  
Principal Adviser  
Regulatory Compliance Branch

**The Fair Work Commission**

Tel: (03) 8656 4683  
Fax: (03) 9655 0410  
[eve.anderson@fwc.gov.au](mailto:eve.anderson@fwc.gov.au)

11 Exhibition Street, Melbourne Victoria 3000  
GPO Box 1994, Melbourne Victoria 3001

[www.fwc.gov.au](http://www.fwc.gov.au)

**Please be aware my telephone number has changed. My new phone number is 03 8656 4683 Please update your records accordingly**

## **svc-adlib5**

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**From:** Marina Maidment <exec@ahawa.asn.au>  
**Sent:** Tuesday, 14 March 2017 4:52 PM  
**To:** Orgs  
**Subject:** RE: ON CMS - AR2017/40 - Australian Hotels Association (WA) Branch  
**Attachments:** ORG-Annual-Return-Notification-of-Changes WAHHA resignations.pdf

**Categories:** RIA

Dear David

Thank you for your email and notification of receipt of the change from the AHA, WA Branch Committee of Management, lodged on 10 March 2017.

Please find attached the notifications on the correct FWC template.

Please don't hesitate to contact me should you require anything further.

Kind regards

Marina Maidment  
Executive Manager to the CEO

Australian Hotels Association  
Western Australia  
38 Parliament Place  
West Perth WA 6005

T: (08) 9321 7701 E: [exec@ahawa.asn.au](mailto:exec@ahawa.asn.au)  
F: (08) 9321 7730 W: [www.ahawa.asn.au](http://www.ahawa.asn.au)

This e-mail and any attachment contains information which is private and confidential and is intended for the addressee only. Internet communications are not secure and therefore the AHA does not accept legal responsibility for the contents of this message. If you are not an addressee, you are not authorised to read, copy or use the e-mail or any attachment. If you have received this e-mail in error, please notify the sender by return e-mail and then destroy it.

-----Original Message-----

From: Orgs [<mailto:orgs@fwc.gov.au>]  
Sent: Monday, 13 March 2017 7:23 AM  
To: Marina Maidment  
Subject: RE: ON CMS - AR2017/40 - Australian Hotels Association (WA) Branch

Dear AHA

We acknowledge the notification of change from the AHA, WA Branch Committee of Management, lodged on 10 March 2017. Could you please ensure that notifications of changes are lodged on the appropriate FWC template

form which can be found on the FWC website at: <https://www.fwc.gov.au/registered-organisations/fact-sheets-templates-webinars#field-content-3-heading> . I have also attached a copy of the sample template for you to use.

Regards

DAVID VALE  
Principal Adviser,  
Regulatory Compliance Branch, NSW

Fair Work Commission  
Tel: 02 9308 1970 (Please note my telephone number has recently changed. Please update your records).  
Fax: 02 9380 6990  
[david.vale@fwc.gov.au](mailto:david.vale@fwc.gov.au)

Level 10, Terrace Tower  
80 William Street  
East Sydney NSW 2011  
[www.fwc.gov.au](http://www.fwc.gov.au)

-----Original Message-----

From: Marina Maidment [<mailto:exec@ahawa.asn.au>]  
Sent: Friday, 10 March 2017 6:20 PM  
To: Orgs  
Subject: ON CMS - AR2017/40 - Australian Hotels Association (WA) Branch

Dear Sir

In accordance with Section 233 (2) of the Fair Work (Registered Organisations) Act 2009 please find attached declaration Signed by President Mr Neil Randall outlining changes to our Board.

Would you please acknowledge receipt of this email.

Regards,

Marina Maidment  
Executive Manager to the CEO

Australian Hotels Association  
Western Australia  
38 Parliament Place  
West Perth WA 6005

T: (08) 9321 7701 E: [exec@ahawa.asn.au](mailto:exec@ahawa.asn.au)  
F: (08) 9321 7730 W: [www.ahawa.asn.au](http://www.ahawa.asn.au)

This e-mail and any attachment contains information which is private and confidential and is intended for the addressee only. Internet communications are not secure and therefore the AHA does not accept legal responsibility for the contents of this message. If you are not an addressee, you are not authorised to read, copy or use the e-mail or any attachment. If you have received this e-mail in error, please notify the sender by return e-mail and then destroy it.

-----Original Message-----

From: [scanner@ahawa.asn.au](mailto:scanner@ahawa.asn.au) [<mailto:scanner@ahawa.asn.au>]

Sent: Friday, 10 March 2017 11:17 AM

To: Marina Maidment

Subject: Send data from MFP07710387 10/03/2017 15:16

Scanned from MFP07710387

Date:10/03/2017 15:16

Pages:1

Resolution:200x200 DPI

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<http://www.mailguard.com.au>

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Email secured by Check Point

**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, David Neil Randall being the President of the Australian Hotels Association (WA), 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: 24.2.17

**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.*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
WA	20.2.2017 <i>(resigned)</i>	Councillor	Mrs Jacki O'Hara	vacant	vacant	vacant
WA	20.2.2017 <i>(resigned)</i>	Divisional President Coastal	Mr Joe Drabble	vacant	vacant	vacant
...						

## DECLARATION

I, **Neil Randall**

of **38 Parliament Place, West Perth 6005**

In the State of Western Australia

**Do solemnly and sincerely declare that**

In accordance with Section 233 (2) of the Fair Work (Registered Organisations) Act 2009 and Fair Work (Registered Organisations) Regulations 2009.

1. I am the duly appointed President of the Australian Hotels Association (WA Branch).
2. At the Branch Committee of Management Meeting held on February 20<sup>th</sup> 2017 Mrs Jacki O'Hara (Councillor) and Mr Joe Drabble (Divisional President Coastal) tendered their resignations from the Board.

AND I make this solemn declaration conscientiously believing the statements contained in this declaration to be true in every particular.

  
.....

President

Date: 24/2/17.



1 March 2017

Mr Stephen Ferguson  
National CEO  
Australian Hotels Association  
ceo@aha.org.au

Dear Mr Ferguson,

**Australian Hotels Association  
Annual Return of Information for 2017 [AR2017/40]**

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**

	<b>Before the ROC is established</b>	<b>From establishment of the ROC</b>
<b>Where to lodge</b>	Lodge your Annual Return of information with the Fair Work Commission	Lodge your Annual Return of information with the ROC
<b>How to lodge</b>	The easiest way to lodge your Annual Return of information is via email: <a href="mailto:orgs@fwc.gov.au">orgs@fwc.gov.au</a>	Lodgement methods are not yet known
<b>Recommendation</b>	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](mailto:orgs@fwc.gov.au)  
Internet : [www.fwc.gov.au](http://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](mailto: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](mailto: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> <b>Note:</b> 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 <b>office</b> and <b>officer</b> 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 <b>office</b> and <b>officer</b> 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> <b>Note:</b> 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*].



1 March 2017

Mr Stephen Ferguson  
National CEO  
Australian Hotels Association  
aha@aha.org.au

Dear Mr Ferguson,

**Australian Hotels Association  
Annual Return of Information for 2017 [AR2017/40]**

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**

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<b>Recommendation</b>	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.

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11 Exhibition Street  
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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.

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**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](mailto: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.**

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### 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*].

## **svc-adlib5**

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**From:** Ceo AHA <ceo@aha.org.au>  
**Sent:** Monday, 27 February 2017 8:37 AM  
**To:** Orgs  
**Cc:** Phillip Ryan  
**Subject:** ON CMS - AR2017/40 - AHA - FWC peridoc return -change of office  
**Attachments:** FWC Periodic Retrun - Change of Office 27 Feb 2017.pdf

**Categories:** RIA

Dear FWC,  
Please see the attached  
Thanks

**STEPHEN FERGUSON**  
**NATIONAL CEO**  
**AUSTRALIAN HOTELS ASSOCIATION**



[ceo@aha.org.au](mailto:ceo@aha.org.au)

+61 412 654 000

[www.aha.org.au](http://www.aha.org.au)

27 Murray Crescent, Griffith, ACT, 2600

P.O. Box 4286, Manuka, ACT, 2603

## PERIODIC RETURN OF INFORMATION

I, Colin Waller, of 4<sup>th</sup> Floor, 27 Murray Crescent, Griffith, Secretary/Treasurer of the Australian Hotels Association, declare that: -

1. Changes have been made to the record of office holders of the Australian Hotels Association, NSW Branch and the Australian Hotels Association. The changes are as follows:
  - a. On 8 February 2017, Mr. Tish Nyar resigned from the following positions of the Australian Hotels Association, NSW Branch:
    - i. Delegate to Council of the NSW branch representing the Accommodation Division;
    - ii. Accommodation Division representative to the Executive Committee of the NSW branch.
  - b. On 8 February 2017, Mr. Tish Nyar resigned from the following positions of the Australian Hotels Association:
    - i. Delegate to the National Board (ex officio as President of National Accommodation Hotels Division);
    - ii. President of National Accommodation Hotels Division;
    - iii. NSW Representative to the National Accommodation Hotels Division.
2. I inform Fair Work Australia of these changes pursuant to section 233 (2) of the *Fair Work (Registered Organisations) Act 2009* and declare that the details set out in paragraph 1 above are a correct statement of the changes made.
3. A current list of those holding the office of delegates to council for the Australian Hotels Association, NSW Branch and those of those holding the office of members of the executive committee for the Australian Hotels Association, NSW Branch is annexed hereto and marked "A"
4. A current list of those holding office of members of the National Board, and the National Accommodation Division of the Australian Hotels Association is annexed hereto and marked "B".



COLIN WALLER  
Secretary/Treasurer



DATE

# "A"

## Delegates to Council and Members of the Executive Committee of the Australian Hotels Association, NSW Branch

<b>DELEGATES TO COUNCIL</b>	
<b>GENERAL DIVISION METROPOLITAN AREA GROUP</b>	
<b>BANKSTOWN VACANT</b>	
<b>BLACKTOWN &amp; DISTRICT Danielle Hilton Hotelier</b>	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
<b>CENTRAL COAST Peter Harris Hotelier</b>	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
<b>CITY CENTRAL John Lucas Hotelier</b>	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
<b>CITY CENTRAL Kim Maloney Hotelier</b>	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
<b>CITY CENTRAL John Franks Hotelier</b>	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
<b>EAST CENTRAL Chris Thomas Hotelier</b>	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
<b>EAST CENTRAL Carolyn Kelly Hotelier</b>	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000



EASTERN SUBURBS <b>VACANT</b>	
EASTERN SUBURBS <b>Robert Lees</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
FAIRFIELD/LIVERPOOL <b>Phillip Webster</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
LEICHHARDT / GLEBE <b>Paul McGirr</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
LEICHHARDT / GLEBE <b>William Ryan</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
MANLY / WARRINGAH <b>Sean King</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
NEAR WEST & BLUE MOUNTAINS <b>Colin Parras</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
NEAR WEST & BLUE MOUNTAINS <b>Glendon Stanford</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
NEWTOWN <b>Scott Leach</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
NEWTOWN <b>Craig Coote</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
NORTHERN SUBURBS <b>VACANT</b>	
NORTH SYDNEY <b>Peter Calligeros</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street

	SYDNEY, NSW 2000
<b>PARRAMATTA</b> <b>Ross Colosimo</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
<b>SOUTH SYDNEY</b> <b>David Coppleson</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
<b>SOUTH SYDNEY</b> <b>Trevor Walker</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
<b>ST GEORGE/SUTHERLAND</b> <b>Lynette Humphreys</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
<b>WESTERN SUBURBS</b> <b>Patrick Gallagher</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
<b>GENERAL DIVISION COUNTRY AREA GROUP</b>	
<b>ALBURY &amp; DISTRICT</b> <b>Daniel Burke</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
<b>BARRIER</b> <b>Dean Trengove</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
<b>CANOBOLAS</b> <b>Philip Tudor</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
<b>CASTLEREAGH/BARWON</b> <b>Erik Ozols</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
<b>CHIFLEY</b> <b>Andrew Rendall</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
<b>CLARENCE RIVER</b> <b>Gordon Masters</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street

	SYDNEY, NSW 2000
FAR NORTH COAST <b>Gavin Brown</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
FAR SOUTH COAST <b>David Creary</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
GOULBURN & DISTRICT <b>Patrick Burke</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
HASTINGS MANNING <b>Adam Nixon</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
ILLAWARRA <b>Michael Dennis</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
LACHLAN <b>James Clyburn</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
MACARTHUR & SOUTHERN HIGHLANDS <b>Thomas Porter</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
MID NORTH COAST <b>Timothy Smith</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
MUDGEES <b>Desmond Kennedy</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
MURRAY <b>Peter Pretscherer</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
NEWCASTLE <b>Rolly De With</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
NEWCASTLE <b>Michael Starkey</b>	Australian Hotels Association NSW Level 15, Hudson House

Hotelier	131 Macquarie Street SYDNEY, NSW 2000
NEWCASTLE <b>Gabrielle McCabe</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
NEW ENGLAND <b>Todd Kelsall</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
ORANA <b>Joanne Blair</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
OUTBACK <b>Daniel McGirr</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
RIVERINA <b>Jason Torresan</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
SNOWY MOUNTAINS <b>Virginia Webster</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
SOUTH COAST <b>Colin Waller</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
SOUTH WEST SLOPES <b>Garry Cummins</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
TAMWORTH & DISTRICT <b>Robert Broomham</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
UPPER HUNTER <b>Greg Smith</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
WAGGA & DISTRICT <b>David Barnhill</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000

WAGGA & DISTRICT <b>John McRedmond</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
<b>ACCOMMODATION DIVISION</b>	
VACANT	
<b>Peter Tudehope</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
<b>EXECUTIVE COMMITTEE MEMBERS</b>	
PRESIDENT <b>Scott Leach</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
SENIOR VICE PRESIDENT GENERAL DIVISION <b>Lynette Humphreys</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
SENIOR VICE PRESIDENT ACCOMMODATION DIVISION <b>Peter Tudehope</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
VICE PRESIDENT <b>Kim Maloney</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
SECRETARY / TREASURER <b>Colin Waller</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
METROPOLITAN REPRESENTATIVE <b>Peter Robert Harris</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
METROPOLITAN REPRESENTATIVE <b>Robert Ellis Lees</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
METROPOLITAN REPRESENTATIVE <b>Phillip Webster</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
COUNTRY REPRESENTATIVE	Australian Hotels Association NSW

<b>Joanne Blair</b> Hotelier	Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
COUNTRY REPRESENTATIVE <b>Rolly De With</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
COUNTRY REPRESENTATIVE <b>Desmond Kennedy</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
ACCOMMODATION DIVISION REPRESENTATIVE <b>Vacant</b>	

## “B”

### List of members of the National Board, and the National Accommodation Division of the Australian Hotels Association

<b>NATIONAL BOARD</b>	
DELEGATE TO NATIONAL BOARD - NSW AND PRESIDENT <b>Scott Leach</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
DELEGATE TO NATIONAL BOARD - NSW AND SECRETARY/TREASURER <b>Colin Waller</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
DELEGATE TO NATIONAL BOARD - NSW <b>Joanne Blair</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
DELEGATE TO NATIONAL BOARD - NSW <b>Rolly De With</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
DELEGATE TO NATIONAL BOARD - NSW <b>Lynette Humphreys</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
DELEGATE TO NATIONAL BOARD - NSW <b>Des Kennedy</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
DELEGATE TO NATIONAL BOARD - NSW <b>Kim Maloney OAM</b> Hotelier	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
DELEGATE TO NATIONAL BOARD - NSW	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street

<b>Philip Webster</b> Hotelier	SYDNEY, NSW 2000
DELEGATE TO NATIONAL BOARD - VIC AND SENIOR VICE PRESIDENT <b>Peter Burnett AM</b> Hotelier	Australian Hotels Association Victoria 1 Little Collins Street MELBOURNE, VIC 3000
DELEGATE TO NATIONAL BOARD - VIC <b>Michael Burke</b> Hotelier	Australian Hotels Association Victoria 1 Little Collins Street MELBOURNE, VIC 3000
DELEGATE TO NATIONAL BOARD - VIC <b>David Canny</b> Hotelier	Australian Hotels Association Victoria 1 Little Collins Street MELBOURNE, VIC 3000
DELEGATE TO NATIONAL BOARD - VIC <b>David Curry</b> Hotelier	Australian Hotels Association Victoria 1 Little Collins Street MELBOURNE, VIC 3000
DELEGATE TO NATIONAL BOARD - VIC <b>Ian Larkin</b> Hotelier	Australian Hotels Association Victoria 1 Little Collins Street MELBOURNE, VIC 3000
DELEGATE TO NATIONAL BOARD - VIC <b>Mark Robertson OAM</b> Hotelier	Australian Hotels Association Victoria 1 Little Collins Street MELBOURNE, VIC 3000
DELEGATE TO NATIONAL BOARD - QLD <b>Tom McGuire</b> Hotelier	Queensland Hotels Association Level 14, 270 Adelaide St BRISBANE QLD 4000
DELEGATE TO NATIONAL BOARD - QLD <b>Brad Fitzgibbons</b> Hotelier	Queensland Hotels Association Level 14, 270 Adelaide St BRISBANE QLD 4000
DELEGATE TO NATIONAL BOARD - QLD <b>Scott Armstrong</b>	Queensland Hotels Association Level 14, 270 Adelaide St BRISBANE QLD 4000



Hotelier	
DELEGATE TO NATIONAL BOARD - QLD <b>Tony Condon</b> Hotelier	Queensland Hotels Association Level 14, 270 Adelaide St BRISBANE QLD 4000
DELEGATE TO NATIONAL BOARD - QLD <b>Richard Deery</b> Hotelier	Queensland Hotels Association Level 14, 270 Adelaide St BRISBANE QLD 4000
DELEGATE TO NATIONAL BOARD - WA <b>Neil Randall</b> Hotelier	Australian Hotels Association WA 38 Parliament Place WEST PERTH WA 6872
DELEGATE TO NATIONAL BOARD - WA <b>Martin Peirson-Jones</b> Hotelier	Australian Hotels Association WA 38 Parliament Place WEST PERTH WA 6872
DELEGATE TO NATIONAL BOARD - WA <b>Sean Reid</b> Hotelier	Australian Hotels Association WA 38 Parliament Place WEST PERTH WA 6872
DELEGATE TO NATIONAL BOARD - SA <b>Peter Hurley AO</b> Hotelier	Australian Hotels Association SA Level 4, 60 Hindmarsh Square ADELAIDE SA 5000
DELEGATE TO NATIONAL BOARD - SA <b>David Basheer</b> Hotelier	Australian Hotels Association SA Level 4, 60 Hindmarsh Square ADELAIDE SA 5000
DELEGATE TO NATIONAL BOARD - TAS AND VICE PRESIDENT <b>Paul Jubb</b> Hotelier	Tasmanian Hospitality Association 25/93 Salamanca Place HOBART TAS 7000
DELEGATE TO NATIONAL BOARD - ACT <b>Michael Capezio</b> Hotelier	Australian Hotels Association ACT 4th Floor, 27 Murray Crescent GRIFFITH ACT 2600

DELEGATE TO NATIONAL BOARD - NT <b>Mick Burns</b> Hotelier	Australian Hotels Association NT 20/24 Cavenagh St DARWIN NT 0801
REPRESENTATIVE TO THE NATIONAL BOARD – NATIONAL ACCOMODATION DIVISION <b>Vacant</b>	
REPRESENTATIVE TO THE NATIONAL BOARD – NATIONAL ACCOMODATION DIVISION <b>John Douglas</b> General Manager	Queensland Hotels Association Level 14, 270 Adelaide St BRISBANE QLD 4000
REPRESENTATIVE TO THE NATIONAL BOARD – NATIONAL ACCOMODATION DIVISION <b>Andrew Hill</b> Chief Operating Officer	Australian Hotels Association WA 38 Parliament Place WEST PERTH WA 6872
REPRESENTATIVE TO THE NATIONAL BOARD – NATIONAL ACCOMODATION DIVISION <b>John Dabner</b> General Manager	Tasmanian Hospitality Association 25/93 Salamanca Place HOBART TAS 7000
REPRESENTATIVE TO THE NATIONAL BOARD – NATIONAL ACCOMODATION DIVISION <b>Greg Moore</b> General Manager	Australian Hotels Association Victoria 1 Little Collins Street MELBOURNE, VIC 3000
REPRESENTATIVE TO THE NATIONAL BOARD – NATIONAL ACCOMODATION DIVISION <b>Peer Norsell</b> General Manager	Australian Hotels Association SA Level 4, 60 Hindmarsh Square ADELAIDE SA 5000
<b>NATIONAL ACCOMODATION DIVISION</b>	
REPRESENTATIVE TO THE NATIONAL ACCOMMODATION HOTELS DIVISION – NSW AND	

PRESIDENT <b>VACANT</b>	
REPRESENTATIVE TO THE NATIONAL ACCOMMODATION HOTELS DIVISION – NSW <b>Peter Tudehope</b> General Manager	Australian Hotels Association NSW Level 15, Hudson House 131 Macquarie Street SYDNEY, NSW 2000
REPRESENTATIVE TO THE NATIONAL ACCOMMODATION HOTELS DIVISION – VIC <b>Robert Dawson</b> General Manager	Australian Hotels Association Victoria 1 Little Collins Street MELBOURNE, VIC 3000
REPRESENTATIVE TO THE NATIONAL ACCOMMODATION HOTELS DIVISION – VIC AND VICE PRESIDENT <b>Greg Moore</b> General Manager	Australian Hotels Association Victoria 1 Little Collins Street MELBOURNE, VIC 3000
REPRESENTATIVE TO THE NATIONAL ACCOMMODATION HOTELS DIVISION – QLD <b>John Douglas</b> General Manager	Queensland Hotels Association Level 14, 270 Adelaide St BRISBANE QLD 4000
REPRESENTATIVE TO THE NATIONAL ACCOMMODATION HOTELS DIVISION – QLD <b>Nic O'Donnell</b> General Manager	Queensland Hotels Association Level 14, 270 Adelaide St BRISBANE QLD 4000
REPRESENTATIVE TO THE NATIONAL ACCOMMODATION HOTELS DIVISION – SA <b>Peer Norsell</b> General Manager	Australian Hotels Association SA Level 4, 60 Hindmarsh Square ADELAIDE SA 5000
REPRESENTATIVE TO THE NATIONAL ACCOMMODATION HOTELS DIVISION – WA AND SECRETARY <b>Andrew Hill</b> Chief Operating Officer	Australian Hotels Association WA 38 Parliament Place WEST PERTH WA 6872

<p>REPRESENTATIVE TO THE NATIONAL ACCOMMODATION HOTELS DIVISION – TAS</p> <p><b>John Dabner</b> General Manager</p>	<p>Tasmanian Hospitality Association 25/93 Salamanca Place HOBART TAS 7000</p>
<p>REPRESENTATIVE TO THE NATIONAL ACCOMMODATION HOTELS DIVISION – ACT</p> <p><b>Murray Emerton</b> General Manager</p>	<p>Australian Hotels Association ACT 4th Floor, 27 Murray Crescent GRIFFITH ACT 2600</p>
<p>REPRESENTATIVE TO THE NATIONAL ACCOMMODATION HOTELS DIVISION – NT</p> <p><b>George Bedwani</b> Director</p>	<p>Australian Hotels Association NT 20/24 Cavenagh St DARWIN NT 0801</p>



20 January 2017

Mr Stephen Ferguson  
National CEO  
Australian Hotels Association  
By email: [aha@aha.org.au](mailto:aha@aha.org.au) & [ceo@aha.org.au](mailto:ceo@aha.org.au)

Dear Mr Ferguson,

**Australian Hotels Association  
Annual Return of Information for 2017 [AR2017/40]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2017 in respect of the Australian Hotels Association 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**

	<b>Before the ROC is established</b>	<b>From establishment of the ROC</b>
<b>Where to lodge</b>	Lodge your Annual Return of information with the Fair Work Commission	Lodge your Annual Return of information with the ROC
<b>How to lodge</b>	The easiest way to lodge your Annual Return of information is via email: <a href="mailto:orgs@fwc.gov.au">orgs@fwc.gov.au</a>	Lodgement methods are not yet known
<b>Recommendation</b>	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.

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

Telephone: (03) 8661 7777  
Email : [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Internet : [www.fwc.gov.au](http://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](mailto: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> <b>Note:</b> 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 <b>office</b> and <b>officer</b> 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 <b>office</b> and <b>officer</b> 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> <b>Note:</b> 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*].