



26 April 2014

Ms Fiona Pryde  
Secretary  
Northern Territory Branch  
Australian Hotels Association  
GPO Box 3270  
Darwin NT 0801

Dear Ms Pryde,

**Annual Return of Information for 2014 [AR2014/250]**

I acknowledge receipt on 11 March 2014 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009*.

The documents lodged cover the required information for the 2014 Annual Return of Information of Australian Hotels Association-Northern Territory Branch.

The document can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/index.cfm?pagename=regorgslist>

Yours sincerely

Carolyn Moloney  
Regulatory Compliance Branch

**Secretary's Declaration****Annual Return of Information - Australian Hotels Association, NT Branch**

I, Fiona Pryde, of GPO Box 1750 Darwin NT 0801, Darwin, declare that:

1. I am the Secretary of the Australian Hotels Association, Northern Territory Branch ("AHA (NT)");
2. The register of the AHA (NT) members for the 2013 calendar year has been kept and maintained as required by sections 230(1)(a) and (2) of *Fair Work (Registered Organisations) Act 2009*;
3. The list of offices in the AHA (NT) and the persons holding those offices are as follows:

Office	Name of Office Holder	Occupation	Address
President	Doug Sallis	Company Director	20/24 Cavenagh Street, Darwin NT 0800
Senior Vice-President	Michael Burns	Company Director	20/24 Cavenagh Street, Darwin NT 0800
Vice-President	Noel Fahey	General Manager	20/24 Cavenagh Street, Darwin NT 0800
Secretary	Fiona Pryde	General Manager	20/24 Cavenagh Street, Darwin NT 0800
Treasurer	Justin Coleman	Company Director	20/24 Cavenagh Street, Darwin NT 0800

4. The address of the AHA (NT) is as follows:  
  
Unit 20, 24 Cavenagh Street  
Darwin NT 0800
5. The election of all office holders of the AHA (NT) should be finalised by 30 April 2014;
6. The number of members on 31 December 2013 of the AHA (NT) was 155;  
and
7. This is a correct statement of the AHA (NT)'s information.

Signed:



Date:

10-03-14.



24 February 2014

Ms Amy Williamson  
Executive Director  
Northern Territory Branch  
Australian Hotels Association

Sent by email: [admin@ahant.com.au](mailto:admin@ahant.com.au)

Dear Ms Williamson

**Australian Hotels Association - Northern Territory Branch  
Annual Return of Information for 2014 [AR2014/250]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2014 in respect of the above by **31 March 2014**.

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') by that date. 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. The Secretary or other prescribed officer must also notify the Commission within 35 days of any changes to such records.

Once an Annual Return or change of records has been lodged, a copy will be posted on the Commission's website at [www.fwc.gov.au](http://www.fwc.gov.au) under *Registered organisations - List of registered organisations*. In order to protect the privacy of the relevant office holders listed in the declarations, you may wish to list their official mailing address rather than personal home address.

The Commission encourages you to lodge all returns electronically e.g. as pdf or tif files 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 \$33,000 for a body corporate and \$6,600 for an individual per contravention), see s.305 of the RO Act. Further, 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.

Should you seek any clarification in relation to the above, please contact Mr Robert Pfeiffer on (03) 8661 7936 or via email at [robert.pfeiffer@fwc.gov.au](mailto:robert.pfeiffer@fwc.gov.au).

Yours sincerely

Ingrid Fraser  
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) [s.233(1)(a)] <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) [s.230(1)(b)]
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) [s.230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s.230(1)(d) and r.147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s.230(1)(d) and r.147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s.230(1)(d) and r.147(c)]
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 [s.230(1)(d) and r.147(d)]
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 . [s.230(1)(d) and r.147(e)] <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. [s.230(1)(d) and rr.147(f) and (g)]

### Obligation to notify of changes within 35 days

If there are any changes during the year to the list of offices, list of officeholders, list of branches (where relevant) and 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].