



21 March 2019

Mr Lachlan Hart  
Chairman  
Australian Meat Industry Council

By email: [elam@amic.org.au](mailto:elam@amic.org.au)

Dear Lachlan Hart,

**Notification of changes made to records [AR2018/26]**

I acknowledge receipt of a Notification of Change concerning the Australian Meat Industry Council.

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
20/02/2018	South Australian Division	Closure of South Australian Office	No – 4 days late

**Time frames**

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

**Late notification**

The notification from your organisation 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.

Thank you for the notification.

Yours faithfully,

**Andrea O'Halloran**  
**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, LACHLAN B HART, being the NATIONAL CHAIRMAN of the AUSTRALIAN MEAT INDUSTRY declare the following:

I am authorised to make this declaration.

1. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:

- On 12 January 2018 the following offices CLOSED:

1. Australian Meat Industry Council – South Australian Office

Signed:



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Dated:

20 February 2018

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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**

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12 October 2017

Dear Secretary (or prescribed office holder),

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

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

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

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

**The importance of timely notifications**

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

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

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

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

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

## Educational reference documents

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

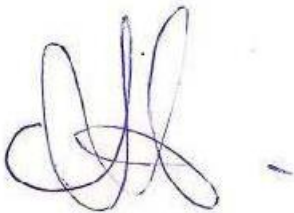
As one part of a strategy to assist organisations to increase voluntary compliance with the s.233(2) obligation, the ROC has recently produced some new educational guides which are **enclosed**:

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

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

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



10 August 2017

Mr Lachlan B Hart  
National Chairman  
Australian Meat Industry Council  
Email: [admin@amic.org.au](mailto:admin@amic.org.au)

Dear Mr Hart,

**Notification of changes made to records [AR2017/27]**

I acknowledge receipt of a Notification of Change to the office holders of the Australian Meat Industry Council.

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
7 August 2017	National Smallgoods Council	Council Member

Thank you for the notification.

Yours faithfully,

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

## **svc-adlib5**

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**From:** Leonie Migachov <lmigachov@amic.org.au>  
**Sent:** Monday, 7 August 2017 3:59 PM  
**To:** ROC - Registered Org Commission  
**Subject:** Notification of change  
**Attachments:** Declaration changes - August 2017.pdf

Regards  
Leonie Migachov  
PA to Chief Executive Officer  
Australian Meat Industry Council  
PO Box 1208  
CROWS NEST NSW 1585  
Level 2, 460 Pacific Highway  
St Leonards  
PH: 02 9086 2213  
FAX: 02 9086 2201  
[www.amic.org.au](http://www.amic.org.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, LACHLAN B HART, being the NATIONAL CHAIRMAN of the AUSTRALIAN MEAT INDUSTRY  
declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009.
3. 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:

7th August 2017

**ANNEXURE A**

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

<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>Reason for change</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)</b>	<b>Occupation of <u>New</u> Office Holder</b>
National Smallgoods Council	07/08/17	Council member	Heath Lethborg	████████	Vacant position		



20 July 2017

Mr Lachlan B Hart  
National Chairman  
Australian Meat Industry Council  
Email: [admin@amic.org.au](mailto:admin@amic.org.au)

Dear Mr Hart,

**Notification of changes made to records [AR2017/27]**

I acknowledge receipt of a Notification of Change to the office holders of the Australian Meat Industry Council.

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
7 July 2017	NSW	NSW Retail General Industry Council - Member

Thank you for the notification.

Yours faithfully,

**Michael Moutevelis**  
Registered Organisations Commission

**svc-adlib5**

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**From:** Leonie Migachov <lmigachov@amic.org.au>  
**Sent:** Friday, 7 July 2017 11:00 AM  
**To:** ROC - Registered Org Commission  
**Subject:** AR2017/27 AMIC Notification of changes  
**Attachments:** Declaration changes - July 2017.pdf

Please find attached notification of recent changes to our NSW Retail Council.

Regards  
Leonie Migachov  
PA to Chief Executive Officer  
Australian Meat Industry Council  
PO Box 1208  
CROWS NEST NSW 1585  
Level 2, 460 Pacific Highway  
St Leonards  
PH: 02 9086 2213  
FAX: 02 9086 2201  
[www.amic.org.au](http://www.amic.org.au)

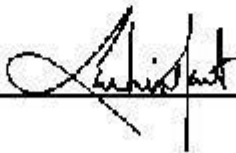
Information contained in this e-mail or attachments is privileged and confidential and copying or distribution is prohibited. If you have received this communication in error, please contact the sender.

**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, LACHLAN B HART, being the NATIONAL CHAIRMAN of the AUSTRALIAN MEAT INDUSTRY  
declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009.
3. 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:

6th July, 2017

**ANNEXURE A**

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

<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>Reason for change</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)</b>	<b>Occupation of <u>New</u> Office Holder</b>
NSW Retail General Industry Council	6/7/16	Member	Martin Iffland	████████	Vacant position		



16 June 2017

Mr Lachlan B Hart  
National Chairman  
Australian Meat Industry Council  
Email: admin@amic.org.au

Dear Mr Hart,

**Notification of changes made to records [AR2017/27]**

I acknowledge receipt of a Notification of Change to the office holders of the Australian Meat Industry Council.

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	NSW	Chairman Meat Processors Council
15 June 2017	NSW	Deputy Chairman Meat Processors Council
15 June 2017	National	Deputy Chairman Meat Processors Council
15 June 2017	National	Council Member Australian Processors Council

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:** Leonie Migachov <lmigachov@amic.org.au>  
**Sent:** Thursday, 15 June 2017 2:32 PM  
**To:** ROC - Registered Org Commission  
**Subject:** AR2017/27 AMIC Lodgment of Notice of changes  
**Attachments:** Declaration changes - June 2017.pdf

Please find attached a NOTIFICATION OF CHANGES TO RECORDS.

Regards  
Leonie Migachov  
PA to Chief Executive Officer  
Australian Meat Industry Council  
PO Box 1208  
CROWS NEST NSW 1585  
Level 2, 460 Pacific Highway  
St Leonards  
PH: 02 9086 2213  
FAX: 02 9086 2201  
[www.amic.org.au](http://www.amic.org.au)

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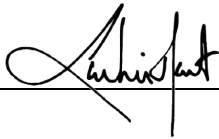


**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 Fair Work (Registered Organisations) Act 2009 and regulation 147 Fair Work (Registered Organisations) Regulations 2009**

I, LACHLAN B HART, being the NATIONAL CHAIRMAN of the AUSTRALIAN MEAT INDUSTRY declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009.
3. 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:



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Dated:

14th June 2017

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**ANNEXURE A**

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

<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>Reason for change</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder (for privacy reasons, we recommend NOT a private address)</b>	<b>Occupation of <u>New</u> Office Holder</b>
NSW Meat Processors Council	13/6/17	Chairman	Len Jones	████████	Will Barton	Gundagai Meat Processors PO Box 100 GUNDAGAI NSW 2722	Domestic Meatworks/Wholesaler Operator
NSW Meat Processors Council	13/6/17	Deputy Chairman	Will Barton	████████	Vacant position		
National Meat Processors Council	13/6/17	Deputy Chairman	Len Jones	████████	Terry Nolan	Nolan Meats Pty Ltd PO Box 389 GYMPIE QLD 4570	Domestic Meatworks/Wholesaler Operator
Australian Processor Council	13/6/17	Council member	Len Jones	████████	Will Barton	Gundagai Meat Processors PO Box 100 GUNDAGAI NSW 2722	Domestic Meatworks/Wholesaler Operator



20 February 2017

Mr Lachlan B Hart  
National Chairman  
Australian Meat Industry Council  
Email: [admin@amic.org.au](mailto:admin@amic.org.au)

Dear Mr Hart,

**Annual Return of Information for 2017 [AR2017/27]**

I acknowledge receipt on 10 February 2017 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The documents lodged cover the required information for the 2017 Annual Return of Information of Australian Meat Industry Council.

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 Meat Industry Council 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:** Leonie Migachov <lmigachov@amic.org.au>  
**Sent:** Friday, 10 February 2017 4:37 PM  
**To:** Orgs  
**Subject:** AR2017/27 - AMIC - AR Return of information  
**Attachments:** Lodgement 2017.pdf

Please find attached the Return of Information for the Australian Meat Industry Council.

Regards  
Leonie Migachov  
PA to Chief Executive Officer  
Australian Meat Industry Council  
PO Box 1208  
CROWS NEST NSW 1585  
Level 2, 460 Pacific Highway  
St Leonards  
PH: 02 9086 2213  
FAX: 02 9086 2201  
[www.amic.org.au](http://www.amic.org.au)

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## DECLARATION

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I, **LACHLAN B HART OF 460 PACIFIC HIGHWAY, ST LEONARDS, NSW 2065, NATIONAL CHAIRMAN ELECTED BY MEMBERS OF THE BOARD OF THE AUSTRALIAN MEAT INDUSTRY COUNCIL**

declare

1. That I am an officer authorized by the Australian Meat Industry Council pursuant to Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009 to file copies of records.
2. That the records lodged are a correct statement of the information contained in the records required to be kept under paragraphs 230(1)(b), (c) and (d).
3. That the registers of members of the following Divisions has, during the immediately preceding calendar year, been kept and maintained as required as required by s.230(1)(a) and s.230(2) of the Fair Work (Registered Organisations) Act 2009 (the Act).

Australian Meat Industry Council, New South Wales Division  
Australian Meat Industry Council, Queensland Division  
Australian Meat Industry Council, South Australia Division  
Australian Meat Industry Council, Tasmanian Division  
Australian Meat Industry Council, Victorian Division  
Australian Meat Industry Council, Western Australian Division


The address of the organisation is Level 2, 460 Pacific Highway, St Leonards, NSW. A list of branch addresses is attached at Annexure A and forms part of this declaration.

During the previous 12 months the branches in Tasmania and Western Australia ceased operation.

4. That the register of members of the Divisions of the Council are kept by the National Office of the Australian Meat Industry Council.
5. That the National register of members of the Australian Meat Industry Council has been kept and maintained by the National Office as required by s.230(1)(a) and s.230(2) during the immediately preceding calendar year of 2016.
6. That the National register of members of the Australian Meat Industry Council as maintained by the National Office as required by s.230(1)(a) and s.230(2) had 1764 members listed as at 31 December 2016.
7. 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 B and forms part of this declaration.
8. During the previous 12 months the organization has not entered into an agreement under s.151(1) of the Act with a state union.

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

Declared at Sydney on this *10th* day of *February*, 2017

  
\_\_\_\_\_  
Deponent

**AUSTRALIAN MEAT INDUSTRY COUNCIL**  
**ADDRESSES OF OFFICES OF THE COUNCIL**

**N.S.W. DIVISION**

Australian Meat Industry Council  
2nd Floor  
460 Pacific Highway  
ST LEONARDS NSW 2065  
PO Box 275  
CROWS NEST NSW 1585

PH: (02) 9086 2200  
FAX: (02) 9086 2201

**QUEENSLAND DIVISION**

Australian Meat Industry Council  
Suite 3  
70 Prospect Terrace  
KELVIN GROVE QLD 4059  
PO BOX 45  
KELVIN GROVE BC QLD 4059

PH: (07) 3352 4600  
FAX: (07) 3352 4755

**S.A. DIVISION**

Australian Meat Industry Council  
1st Floor  
100 Greenhill Road  
UNLEY SA 5061

PH: (08) 8272 2400  
FAX: (08) 8272 2433

**VICTORIAN DIVISION**

Australian Meat Industry Council  
Suite 301, Level 3  
88 Albert Road  
SOUTH MELBOURNE VIC 3205

PH: (03) 9699 2760  
FAX: (03) 9699 2708

**OFFICES s230(1)(b)**

<b>1. BOARD</b>	<b>11</b>
Name of Office - Member of Board	
<b>2. OFFICE BEARERS – BOARD</b>	
<b>Name of Offices and Number</b>	
National Chairman	1
National Deputy Chairman	2
National Secretary/Treasurer	1
<b>3. NATIONAL INDUSTRY COUNCILS (6)</b>	
Member of National Retail & General Industry Council	12
Member of Australian Processor Council	19
Member of National Export Lamb, Sheep & Goat Processor Council	12
Member of National Export Meatworks (Beef) Processor Council	15
Member of National Meat Processors Council	12
Member of National Smallgoods Council	12
<b>4. OFFICE BEARERS NATIONAL INDUSTRY COUNCILS (4)</b>	
<b>Name of Office and Numbers</b>	
Chairman - National Retail General Industry Council	1
Deputy Chairman - National Retail General Industry Council	1
Chairman - Australian Processor Council	1
Deputy Chairman – Australian Processor Council	1
Chairman – National Export Lamb, Sheep & Goat Processor Council	1
Deputy Chairman – National Export Lamb, Sheep & Goat Processor Council	1
Chairman - National Export Meatworks (Beef) Processor Council	1
Deputy Chairman - National Export Meatworks (Beef) Processor Council	1
Chairman - National Meat Processors Council	1
Deputy Chairman - National Meat Processors Council	1
Chairman - National Smallgoods Council	1
Deputy Chairman - National Smallgoods Council	1

**Board**  
**2015-2019**

<b>Chairman</b> Lachlan B Hart	Stockyard Pty Ltd PO Box 1170 TOOMBUL QLD 4012	Export Meatworks Operator
<b>Deputy Chairman</b> Bradley T Thomason	D'Orsogna Limited PO Box 2005 PALMYRA DC WA 6961	Smallgoods Operator
<b>Secretary/Treasurer</b> Robert L Constable	Robert's Meats Shop 1 Singleton Square Gowrie Street SINGLETON NSW 2330	Meat Retailer
Dean Goode	Kilcoy Pastoral Co Ltd PO Box 84 KILCOY QLD 4515	Export Meatworks Operator
Trevor Hill	A1 Meat & Poultry Pty Ltd 20 Fiveash Drive PASADENA SA 5042	Meat Retailer
Brian James	Thomas Foods International P/L PO Box 1074 KENT TOWN SA 5067	Export Meatworks Operator
Raymond J Kelso	Barrow Lane Butchers PO Box 2069 BROOKSIDE CENTRE PO QLD 4053	Meat Retailer
Noel Kelson	Midfield Meat International P/L PO Box 412 WARRNAMBOOL VIC 3280	Export Meatworks Operator
Franz P Knoll	Knoll Consultants & Inv P/L T/A Barossa Fine Foods 7 Ridgeway Road ELIZABETH WEST SA 5113	Smallgoods Operator
Terrence W Nolan	Nolan Meats Pty Ltd PO Box 389 GYMPIE QLD 4570	Domestic Meatworks/Wholesaler Operator
Rod Sellers	R & R Sellers Quality Meats 18 Mitchell Street MEREWETHER NSW 2291	Meat Retailer



**National Retail and General Industry Council**  
**2015-2019**  
**Occupation of all Council Members – Retailer**

<b>Chairman</b> Raymond J Kelso	Barrow Lane Butchers, PO Box 2069, BROOKSIDE CENTRE PO QLD 4053
<b>Deputy Chairman</b> Robert L Constable	Robert's Meats, Shop 1 Singleton Square, Gowrie Street, SINGLETON NSW 2330
Peter G Bouchier	Peter G Bouchier Pty Ltd, 9 Alex Avenue, MOORABBIN VIC 3189
Trevor Hill	A1 Meat & Poultry Pty Ltd, 20 Fiveash Drive, PASADENA SA 5042
Michael James	Carina North Quality Meats, U3, 182 Stanley Road, CARINA QLD 4152
Bede Jarrett	Jarrett's Waratah Butchery, 108 Elder Street, LAMBTON NSW 2299
Dominick Melrose	Melrose Wholesale Meats P/L, PO Box 330, MORNINGSIDE QLD 4170
Frank Russo	Sammy Russo Meat Supplies Pty Ltd T/A Rainbow Meats, PO Box 142, CHIRNSIDE PARK VIC 3116
Rod Sellers	R & R Sellers Quality Meats, 18 Mitchell Street, MEREWETHER NSW 2291
Marcus Vermey	Vermey's Quality Meats, 180 Sandy Bay Road, SANDY BAY TAS 7005
Nathan Walmsley	Dardanup Butchering Co, PO Box 277, BUNBURY WA 6231
David Wiese	Warrnambool Country Meats, Shop 9, 70-82 Hopkins Highway, WARRNAMBOOL VIC 3280

**National Smallgoods Council**  
**2015-2019**  
**Occupation of all Council Members - Smallgoods Operators**

<b>Chairman</b> Franz P Knoll	Knoll Consultants & Inv P/L, T/A Barossa Fine Foods, 7 Ridgeway Road, ELIZABETH WEST SA 5113
<b>Deputy Chairman</b> Bradley T Thomason	D'Orsogna Limited, PO Box 2005, PALMYRA DC WA 6961
Heath Lethborg	Lethborg's Smallgoods, PO Box 193, NEWSTEAD TAS 7250
Roland Melosi	Montecatini Specialty Smallgoods Pty Ltd, U1, 6 Robertson Place, JAMISONTOWN NSW 2750

**8 Vacancies**

**Australian Processor Council**  
**2015-2019**

<b>Chairman</b> James Campbell	Bindaree Beef Group Lvl 16, 1 York Street SYDNEY NSW 2000	Export Meatworks Operator
<b>Deputy Chairman</b> Lachlan B Hart	Stockyard Pty Ltd PO Box 1170 TOOMBUL QLD 4012	Export Meatworks Operator
Brian Carey	Prime Valley Pastoral PO Box 20 TWO WELLS SA 5501	Domestic Meatworks/Wholesaler Operator
Roger J Fletcher	Fletcher International Exports P/L Locked Bag 10 DUBBO NSW 2830	Export Meatworks Operator
Dean Goode	Kilcoy Pastoral Co Ltd PO Box 84 KILCOY QLD 4515	Export Meatworks Operator
Peter Greenham Jnr.	H W Greenham & Sons P/L PO Box 1118 SOUTH MELBOURNE 3205	Export Meatworks Operator
Gary F Hardwick	G F & V C Hardwick Pty Ltd PO Box 237 KYNETON VIC 3444	Domestic Meatworks/Wholesaler Operator
Jon V Hayes	Wodonga Rendering PO Box 612 WODONGA VIC 3690	Export Meatworks Operator
Francis Herd	M C Herd Pty Ltd PO Box 33 NORTH GEELONG VIC 3215	Domestic Meatworks/Wholesaler Operator
Brian James	Thomas Foods International P/L PO Box 1074 KENT TOWN SA 5067	Export Meatworks Operator
Len Jones	G M Scott Pty Ltd PO Box 63 COOTAMUNDRA NSW 2590	Domestic Meatworks/Wholesaler Operator
Noel Kelson	Midfield Meat International P/L PO Box 412 WARRNAMBOOL VIC 3280	Export Meatworks Operator
Terrence W Nolan	Nolan Meats Pty Ltd PO Box 389 GYMPIE QLD 4570	Domestic Meatworks/Wholesaler Operator
Matthew J O'Connor	G & K O'Connor Pty Ltd PO Box 140 PAKENHAM VIC 3810	Export Meatworks Operator
Mark F Panizza	Dardanup Butchering Company PO Box 277 BUNBURY WA 6231	Domestic Meatworks/Wholesaler Operator
Robert L Radford	R Radford & Son Pty Ltd PO Box 825 WARRAGUL VIC 3820	Domestic Meatworks/Wholesaler Operator
James H Ralph	Ralph's Meat Company 15 Moorakyme Avenue MALVERN VIC 3144	Export Meatworks Operator

Annexure B

Simon Stahl	Northern Co-operative Meat Co Ltd PO Box 379 CASINO NSW 2470	Export Meatworks Operator
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**1 Vacancy**

**National Export Lamb, Sheep & Goat Processor Council**

**2015-2019**

Occupation of all Council Members - Export Meatworks Operators

<b>Chairman</b> Brian James	T & R (Murray Bridge) Pty Ltd, PO Box 496, MURRAY BRIDGE SA 5253
<b>Deputy Chairman</b> Roger J Fletcher	Fletcher International Exports Pty Ltd, Locked Bag 10, DUBBO NSW 2830
Anthony Bessell	Western Australian Meat Marketing Co-op Ltd, PO Box 703, KATANNING WA 6317
Jon V Hayes	Wodonga Rendering, PO Box 612, WODONGA VIC 3690
Simon Linke	Samex Australian Meat Co P/L, GPO Box 1425, ADELAIDE SA 5001
William P Luttick	Luttick Australia Pty Ltd, 101/602 Whitehorse Road, MITCHAM VIC 3132
Campbell J McPhee	Western Meat Exporters Pty Ltd, PO Box 646, CHARLEVILLE QLD 4407

**5 Vacancies**

**National Export Meatworks (Beef) Processor Council****2015-2019****Occupation of all Council Members - Export Meatworks Operators**

<b>Chairman</b> Lachlan B Hart	Stockyard Pty Ltd, PO Box 1170, TOOMBUL QLD 4012
<b>Deputy Chairman</b> Dean Goode	Kilcoy Pastoral Co Ltd, PO Box 84, KILCOY QLD 4515
Ian Ball	John Dee (Export) Pty Ltd, PO Box 1493, FORTITUDE VALLEY QLD 4006
James Campbell	Bindaree Beef Group, Lvl 16, 1 York St, SYDNEY NSW 2000
Andrew Fuda	Western Meat Packers, PO Box 29, INNALOO WA 6918
Nicholas G Fuss	Midfield Commodities Pty Ltd, 247 Cormack Road, WINGFIELD SA 5013
Pat Gleeson	N H Foods Australia T/A, Oakey Beef Exports Pty Ltd, PO Box 56, OAKEY QLD 4401
Peter Greenham Jnr.	H W Greenham & Sons P/L, PO Box 1118, SOUTH MELBOURNE 3205
Noel Kelson	Midfield Meat International P/L, PO Box 412, WARRNAMBOOL VIC 3280
Brett A McDonald	Homebush Export Meat Co P/L, PO Box 467, SYDNEY MARKETS NSW 2129
Matthew J O'Connor	G & K O'Connor Pty Ltd, PO Box 140, PAKENHAM VIC 3810
James H Ralph	Ralph's Meat Company, 15 Moorakyme Avenue, MALVERN VIC 3144
Simon Stahl	Northern Co-operative Meat Co Ltd, PO Box 379, CASINO NSW 2470

**2 Vacancies****National Meat Processors Council****2015-2019****Occupation of all Council Members - Domestic Meatworks/Wholesale Operators**

<b>Chairman</b> Gary F Hardwick	G F & V C Hardwick Pty Ltd, PO Box 237, KYNETON VIC 3444
<b>Deputy Chairman</b> Len Jones	G M Scott Pty Ltd, PO Box 63, COOTAMUNDRA NSW 2590
Will Barton	Gundagai Meat Processorsm PO Box 100, GUNDAGAI NSW 2722
Brian Carey	Prime Valley Pastoral, PO Box 20, TWO WELLS SA 5501
Greg R Carey	Ballyhich Pty Ltd, T/A Carey Bros, 39 Locke Street, WARWICK QLD 4370
Francis Herd	M C Herd Pty Ltd, PO Box 33, NORTH GEELONG VIC 3215
Terrence W Nolan	Nolan Meats Pty Ltd, PO Box 389, GYMPIE QLD 4570
Mark F Panizza	Dardanup Butchering Company, PO Box 277, BUNBURY WA 6231
Robert L Radford	R Radford & Son Pty Ltd, PO Box 825, WARRAGUL VIC 3820

**3 Vacancies**

**NEW SOUTH WALES DIVISION OFFICES****1. NEW SOUTH WALES INDUSTRY COUNCILS (4)**

Member of New South Wales Division Retail General Industry Council	12
Member of New South Wales Division Export Lamb, Sheep & Goat Processor Council	5
Member of New South Wales Division Export Meatworks (Beef) Processor Council	12
Member of New South Wales Division Meat Processors Council	12

**2. OFFICE BEARERS NEW SOUTH WALES DIVISION INDUSTRY COUNCILS (4)****Name of Office and Numbers**

Chairman - New South Wales Division Retail General Industry Council	1
Deputy Chairman - New South Wales Division Retail General Industry Council	1
Chairman – New South Wales Division Export Lamb, Sheep & Goat Processor Council	1
Deputy Chairman – New South Wales Division Export Lamb, Sheep & Goat Processor Council	1
Chairman - New South Wales Division Export Meatworks (Beef) Processor Council	1
Deputy Chairman - New South Wales Division Export Meatworks (Beef) Processor Council	1
Chairman - New South Wales Division Meat Processors Council	1
Deputy Chairman - New South Wales Division Meat Processors Council	1

**New South Wales Retail and General Industry Council****2015-2019****Occupation of all Council Members - Meat Retailers**

<b>Chairman</b> Robert L Constable	Robert's Meats, Shop 1 Singleton Square, Gowrie Street, SINGLETON NSW 2330
<b>Deputy Chairman</b> Rod Sellers	R & R Sellers Quality Meats, 18 Mitchell Street, MEREWETHER NSW 2291
Eugenio Campisi	Campisi's Continental Butchery, 1/218 Fifteenth Avenue, WEST HOXTON NSW 2171
Martin Iffland	Iffland Food Group Pty Ltd, PO Box 1019, GYMEA NSW 2227
Bede Jarrett	Jarrett's Waratah Butchery, 108 Elder Street, LAMBTON NSW 2299
Neil Roberts	Representative of:, Mrs Beetsons Butchers, 1/41 Martin Street, WARNERS BAY NSW 2228
Jason Smith	Rathmine's Butchery, Shop 1/ 10 Fishing Point Road, RATHMINES NSW 2283

**5 Vacancies**

**New South Wales Export Lamb, Sheep & Goat Processor Council**  
**2015-2019**

Occupation of all Council Members - Export Meatworks Operators

<b>Chairman</b> Roger J Fletcher	Fletcher International Exports Pty Ltd, Locked Bag 10, DUBBO NSW 2830
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**4 Vacancies**

**New South Wales Export Meatworks (Beef) Processor Council**  
**2015-2019**

Occupation of all Council Members - Export Meatworks Operators

<b>Chairman</b> Vacant position	
<b>Deputy Chairman</b> Simon Stahl	Northern Co-operative Meat Co Ltd, O Box 379, CASINO NSW 2470
James Campbell	Bindaree Beef Group, Lvl 16, 1 York St, SYDNEY NSW 2000
Dennis Carl	H & I Export Company, 4 Chifley Way, PENRITH NSW 2750
Brett A McDonald	Homebush Export Meat Co P/L, PO Box 467, SYDNEY MARKETS NSW 2129

**8 Vacancies**

**New South Wales Meat Processors Council**  
**2015-2019**

Occupation of all Council Members - Domestic Meatworks/Wholesale Operators

<b>Chairman</b> Len Jones	G M Scott Pty Ltd, PO Box 63, COOTAMUNDRA NSW 2590
<b>Deputy Chairman</b> Will Barton	Gundagai Meat Processors, PO Box 100, GUNDAGAI NSW 2722

**10 Vacancies**

**Queensland Retail and General Industry Council**  
**2015-2019**

Occupation of all Council Members – Meat Retailers

<b>Chairman</b> Dominick Melrose	Melrose Wholesale Meats P/L, PO Box 330, MORNINGSIDE QLD 4170
<b>Deputy Chairman</b> John A Yeo	Westridge Meats, 12 Vera Drive, TOP CAMP QLD 4350
Daryl Bein	Miles Wholesale Meats & Smallgoods, 7 Lawton Place, MILES QLD 4415
Scott Glasser	Millmerman Meat Holdings Pty Ltd, “Goondimerri”, GOONDIWINDI QLD 4390
Michael James	Carina North Quality Meats, U3, 182 Stanley Road, CARINA QLD 4152
Raymond J Kelso	Barrow Lane Butchers, PO Box 2069, BROOKSIDE CENTRE PO QLD 4053
Kerry Melrose	Tinpit Pty Ltd, PO Box 330, MORNINGSIDE QLD 4170
Allan Rowan	Bunzl Food Processor Supplies, PO Box 38, BULIMBA QLD 4171 <b>Nominee of:</b> Pattemores Meats Pty Ltd, 106 Ziegenfusz Road, THORNLANDS QLD 4164
Michael Salm	Salm’s Meats, 1282 Old Cleveland Road, CARINDALE QLD 4153
Trevor C Saville	Meat By Savilles Pty Ltd, 25 Millennium Circuit, HELENSVALE QLD 4212
Peter Schulte	Schulte’s Meat Tavern Pty Ltd, 4424 Warrego Highway, PLAINLANDS QLD 4341

**1 Vacancy**

**Queensland Export Lamb, Sheep & Goat Processor Council**  
**2015-2019**

Occupation of all Council Members - Export Meatworks Operators

<b>Chairman</b> Campbell J McPhee	Western Meat Exporters Pty Ltd, PO Box 646, CHARLEVILLE QLD 4470
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**4 Vacancies**

**Queensland Export Meatworks (Beef) Processor Council**  
**2015-2019**

Occupation of all Council Members - Export Meatworks Operators

<b>Chairman</b> Lachlan B Hart	Stockyard Pty Ltd, PO Box 1170, TOOMBUL QLD 4012
<b>Deputy Chairman</b> Ian Ball	John Dee (Export) Pty Ltd, PO Box 1493, FORTITUDE VALLEY QLD 4006
Pat Gleeson	N H Foods Australia T/A, Oakey Beef Exports Pty Ltd, PO Box 56, OAKEY QLD 4401
Dean Goode	Kilcoy Pastoral Co Ltd, PO Box 84, KILCOY QLD 4515

**8 Vacancies**

**Queensland Meat Processors Council**  
**2015-2019**

**Occupation of all Council Members - Domestic Meatworks Operators**

<b>Chairman</b> Terrence W Nolan	Nolan Meats Pty Ltd, PO Box 389, GYMPIE QLD 4570
<b>Deputy Chairman</b> Greg R Carey	Ballyhich Pty Ltd, T/A Carey Bros, 39 Locke Street, WARWICK QLD 4370

**10 Vacancies**



**SOUTH AUSTRALIAN DIVISION OFFICES****1. SOUTH AUSTRALIAN DIVISION INDUSTRY COUNCILS (4)**

Member of South Australian Division Retail General Industry Council	7
Member of South Australian Division Export Lamb, Sheep & Goat Processor Council	5
Member of South Australian Division Export Meatworks (Beef) Processor Council	5
Member of South Australian Division Meat Processors Council	5

**2. OFFICE BEARERS - SOUTH AUSTRALIAN DIVISION INDUSTRY COUNCILS****Name of Offices and Numbers**

Chairman - South Australian Division Retail General Industry Council	1
Deputy Chairman - South Australian Division Retail General Industry Council	1
Chairman - South Australian Division Export Lamb, Sheep & Goat Processor Council	1
Deputy Chairman - South Australian Division Export Lamb, Sheep & Goat Processor Council	1
Chairman - South Australian Division Export Meatworks (Beef) Processor Council	1
Deputy Chairman - South Australian Division Export Meatworks (Beef) Processor Council	1
Chairman - South Australian Division Meat Processors Council	1
Deputy Chairman - South Australian Division Meat Processors Council	1

**South Australian Retail & General Industry Council**  
**2015-2019**

Occupation of all Council Members - Meat Retailers

<b>Chairman</b> Trevor Hill	A1 Meat & Poultry Pty Ltd, 20 Fiveash Drive, PASADENA SA 5042
<b>Deputy Chairman</b> Lynne Zammit	Windsor Meat Store, 23 Treetop Terrace, BELAIR SA 5052
Gary Churchill	Churchill's Butchery, Shop 8 Marryatville S/C, Kensington Road, MARRYATVILLE SA 5068
Gary Cimarosti	Cimarosti Bros., 8 Dudley Avenue, DAW PARK SA 5041
Jason Mathie	Mathie's Meat Shoppe, 275 Main North Road, CLARE SA 5463
Barbara Knoll	Barossa Fine Foods, Shop 60, Central Market, Gouger Street, ADELAIDE SA 5000
Giselle West	Shanahan's Quality Butchers, PO Box 3088, UNLEY SA 5061

**South Australian Export Lamb, Sheep & Goat Processor Council**  
**2015-2019**

Occupation of all Council Members - Export Meatworks Operators

<b>Chairman</b> Brian James	T & R (Murray Bridge) Pty Ltd, PO Box 496, MURRAY BRIDGE SA 5253
<b>Deputy Chairman</b> Simon Linke	Samex Australian Meat Co P/L, GPO Box 1425, ADELAIDE SA 5001

**3 Vacancies**

**South Australian Export Meatworks (Beef) Processor Council**  
**2015-2019**

Occupation of all Council Members - Export Meatworks Operators

<b>Chairman</b> Nicholas G Fuss	Midfield Commodities Pty Ltd, 247 Cormack Road, WINGFIELD SA 5013
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**4 Vacancies**

**South Australian Meat Processors Council**  
**2015-2019**

Occupation of all Council Members - Domestic Meatworks/Wholesale Operators

<b>Chairman</b> Brian Carey	Prime Valley Pastoral, PO Box 20, TWO WELLS SA 5501
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**4 Vacancies**

**TASMANIAN DIVISION OFFICES****1. DIVISIONAL INDUSTRY COUNCILS (4)**

Member of Tasmanian Division Retail General Industry Council	7
Member of Tasmanian Division Export Lamb, Sheep & Goat Processor Council	5
Member of Tasmanian Division Export Meatworks (Beef) Processor Council	5
Member of Tasmanian Division Meat Processors Council	5

**2. OFFICE BEARERS - TASMANIAN DIVISIONAL INDUSTRY COUNCILS (4)****Name of Offices and Numbers**

Chairman - Tasmanian Division Retail General Industry Council	1
Deputy Chairman - Tasmanian Division Retail General Council	1
Chairman – Tasmanian Division Export Lamb, Sheep & Goat Processor Council	1
Deputy Chairman – Tasmanian Division Export Lamb, Sheep & Goat Processor Council	1
Chairman - Tasmanian Division Export Meatworks (Beef) Processor Council	1
Deputy Chairman - Tasmanian Division Export Meatworks Beef Processor Council	1
Chairman - Tasmanian Division Meat Processor Council	1
Deputy Chairman - Tasmanian Division Meat Processor Council	1

**Tasmanian Retail & General Industry Council**  
**2015-2019**

Occupation of all Council Members - Meat Retailers

<b>Chairman</b> Marcus Vermey	Vermey's Quality Meats, 180 Sandy Bay Road, SANDY BAY TAS 7005
<b>Deputy Chairman</b> Christine Bessell	Wayside Butchery, 349 Westbury Road, PROSPECT VALE TAS 7250
Justin Butler	Robinson's Meats, 39 Chapel Street, GLENORCY TAS 7010
Katrina Mundy	Mundy & Sons Meat Wholesalers, GPO Box 718, HOBART TAS 7000

**3 Vacancies**

**Tasmanian Export Lamb, Sheep & Goat Processor Council**  
**2015-2019**

Occupation of all Council Members – Export Meatworks Operators

**5 Vacant positions**

**Tasmanian Export Meatworks (Beef) Processor Council**  
**2015-2019**

Occupation of all Council Members - Export Meatworks Operators

<b>Chairman</b> Peter Greenham Jnr.	Greenham Tasmania Pty Ltd, PO Box 1118, SOUTH MELBOURNE 3205
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**4 Vacancies**

**VICTORIAN DIVISION OFFICES**

**1. VICTORIAN DIVISION INDUSTRY COUNCILS (4)**

Member of Victorian Division Retail General Industry Council	12
Member of Victorian Division Export Lamb, Sheep & Goat Processor Council	5
Member of Victorian Division Export Meatworks (Beef) Processor Council	12
Member of Victorian Division Meat Processors Council	12

**2. OFFICE BEARERS VICTORIAN DIVISION INDUSTRY COUNCILS (4)**

**Name of Office and Numbers**

Chairman - Victorian Division Retail General Industry Council	1
Deputy Chairman - Victorian Division Retail General Industry Council	1
Chairman - Victorian Division Export Lamb, Sheep & Goat Processor Council	1
Deputy Chairman - Victorian Division Export Lamb, Sheep & Goat Processor Council	1
Chairman - Victorian Division Export Meatworks (Beef) Processor Council	1
Deputy Chairman - Victorian Division Export Meatworks (Beef) Processor Council	1
Chairman - Victorian Division Meat Processors Council	1
Deputy Chairman - Victorian Division Meat Processors Council	1

**Victorian Retail & General Industry Council**  
**2015-2019**

**Occupation of all Council Members - Meat Retailers**

<b>Chairman</b> Frank Russo	Sammy Russo Meat Supplies Pty Ltd T/A Rainbow Meats, PO Box 142, CHIRNSIDE PARK VIC 3116
<b>Deputy Chairman</b> David Wiese	Warrnambool Country Meats, Shop 9, 70-82 Hopkins Highway, WARRNAMBOOL VIC 3280
Nicola Baaini	Karve It Up, PO Box 654, GREENSBOROUGH VIC 3088
Stephen Bonney	Norlane Trading Pty Ltd, 63 Mercedes Drive, THOMASTOWN VIC 3074
Peter G Bouchier	Peter G Bouchier Pty Ltd, 9 Alex Avenue, MOORABBIN VIC 3189
Sam Canning	Canning's Free Range Butchery, 16 Woodford Avenue, KEW VIC 3101
Mark Cornehls	Conrehls & Blackburn Butchers, 32 Hamilton Street, MONT ALBERT VIC 3127
Alfredo Di Censo	Di Censo Pty Ltd, 24 Tunstall Square, DONCASTER EAST VIC
Rodney Faulkner	Yarra Glen Quality Meats, 20 Taooma Street, PARK ORCHARDS VIC
Greg Goss	Greg's Family Gourmet Butcher, 1035 Point Nepean Road, ROSEBUD VIC 3939
Edward Kowalski	Eddie the Butcher Pty Ltd, 29 Mason Street, NEWPORT VIC 3015
Brad Wootton	Luke's Magic Meats, 41 Vaughan Street, SHEPPARTON VIC 3630

**Victorian Export Lamb, Sheep & Goat Processor Council**  
**2015-2019**

**Occupation of all Council Members - Export Meatworks Operators**

<b>Chairman</b> William P Luttick	Luttick Australia Pty Ltd, 101/602 Whitehorse Road, MITCHAM VIC 3132
<b>Deputy Chairman</b> Jon V Hayes	Wodonga Rendering, PO Box 612, WODONGA VIC 3690

**3 Vacancies**

**Victorian Export Meatworks (Beef) Processor Council**  
**2015-2019**

Occupation of all Council Members – Export Meatworks Operators

<b>Chairman</b> Vacant positions	
<b>Deputy Chairman</b> Noel Kelson	Midfield Meat International Pty Ltd, PO Box 412, WARRNAMBOOL VIC 3280
Peter Greenham Snr.	H W Greenham & Sons P/L, PO Box 1118, SOUTH MELBOURNE VIC 3205
Matthew J O'Connor	G & K O'Connor Pty Ltd, PO Box 140, PAKENHAM VIC 3810
James H Ralph	Ralph's Meat Company, 15 Moorakyme Avenue, MALVERN VIC 3144

**8 Vacancies**

**Victorian Meat Processors Council**  
**2015-2019**

Occupation of all Council Members – Domestic Meatworks/Wholesale Operators

<b>Chairman</b> Gary F Hardwick	G F & V C Hardwick Pty Ltd, PO Box 237, KYNETON VIC 3444
<b>Deputy Chairman</b> Robert L Radford	R Radford & Son Pty Ltd, PO Box 825, WARRAGUL VIC 3820
Francis Herd	M C Herd Pty Ltd, PO Box 33, NORTH GEELONG VIC 3215

**9 Vacancies**

**WESTERN AUSTRALIAN DIVISION OFFICES****1. WESTERN AUSTRALIAN DIVISION INDUSTRY COUNCILS (4)**

Member of Western Australian Division Retail General Industry Council	7
Member of Western Australian Division Export Lamb, Sheep & Goat Processor Council	5
Member of Western Australian Division Export Meatworks (Beef) Processor Council	5
Member of Western Australian Division Meat Processors Council	5

**2. OFFICE BEARERS - WESTERN AUSTRALIAN DIVISION INDUSTRY COUNCILS****Name of Offices and Numbers**

Chairman - Western Australian Division Retail General Industry Council	1
Deputy Chairman - Western Australian Division Retail General Industry Council	1
Chairman - Western Australian Division Export Lamb, Sheep & Goat Processor Council	1
Deputy Chairman - Western Australian Division Export Lamb, Sheep & Goat Processor Council	1
Chairman - Western Australian Division Export Meatworks (Beef) Processor Council	1
Deputy Chairman - Western Australian Division Export Meatworks (Beef) Processor Council	1
Chairman - Western Australian Division Meat Processors Council	1
Deputy Chairman - Western Australian Division Meat Processors Council	1

**West Australian Retail and General Industry Council****2015-2019****Occupation of all Council Members - Meat Retailers**

<b>Chairman</b> Nathan Walmsley	Dardanup Butchering Co, PO Box 277, BUNBURY WA 6231
<b>Deputy Chairman</b> Edward S Weir	Weirs Butchers, Shop 31, 88 Broadway, NEDLANDS WA 6009
Raff Barbaro	Barbaro Bros Quality Butchers P/L, Greenwood Kingsley Plaza, Shop 2, 120 Cockman Road, GREENWOOD WA 6024
Larry Brewer	North West Express Mobile Butcher, 37 Mattingleys App, BURNS BEACH WA 6028
Joe Di Fulvio	Crimea Meats, Cnr Crimea & Morley Drive, MORLEY WA 6062
Craig Herbert	Bindoon Fresh Meats, 11/15 Binda Place, BONDOON WA 6502
Paul McLoughlin	Northside Meats, 58 Westchester Road, MALAGA WA 6090



**West Australian Export Lamb, Sheep & Goat Processor Council**  
**2015-2019**

Occupation of all Council Members – Export Meatworks Operators

<b>Chairman</b> Anthony Bessell	Western Australian Meat Marketing Co-op Ltd, PO Box 703, KATANNING WA 6137
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**4 Vacancies**

**West Australian Export Meatworks (Beef) Processor Council**  
**2015-2019**

Occupation of all Council Members – Export Meatworks Operators

<b>Chairman</b> Andrew Fuda	Western Meat Packers, PO Box 29, INNALOO WA 6918
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**4 Vacancies**

**West Australian Meat Processors Council**  
**2015-2019**

Occupation of all Council Members – Domestic Meatworks/Wholesale Operators

<b>Chairman</b> Mark F Panizza	Dardanup Butchering Company, PO Box 277, BUNBURY WA 6231
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**4 Vacancies**



19 January 2017

Mr Lachlan Hart  
National Chairman  
Australian Meat Industry Council  
By email: [admin@amic.org.au](mailto:admin@amic.org.au)

Dear Mr Hart,

### **Australian Meat Industry Council Annual Return of Information for 2017 [AR2017/27]**

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 Meat Industry Council 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) [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 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].