



15 April 2019

Rowan Hodge
 President
 Australian Retailers Association
 Sent via email: info@retail.org.au

cc: Sophie Carson, Sophie.Carson@retail.org.au

Dear Rowan Hodge

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2018/72)

I acknowledge receipt of a Notification of Change to the office holders of the Australian Retailers Association. I note that all but two of the changes listed had previously been notified. Once a change has been notified there is no requirement for it to be notified again, therefore I have only included the relevant changes in the list below.

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
19/12/2018	N/A	Councillor vacancy 16/10/2018	No - 29 days
19/12/2018	N/A	Councillor vacancy 06/12/2018	Yes

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

It appears from the ROC's records that this is the second time that a late notification has been received from your organisation. Given the number of late notifications, ROC is looking to review Australian Retailers Association, compliance with section 233(2). Please ensure that future notifications of change are lodged within 35 days of the change occurring.

Officer Induction Kit

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

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

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

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, Stephen Plarre, being the Secretary of the Australian Retailers Association, 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 the records of 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 18/12/2018

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

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

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
18/02/2018	President	Roger Gillespie	Rowan Hodge	Level 1, 112 Wellington Parade, East Melbourne VIC 3002	CEO
26/10/2017	Vice President	Gerry Gerrard	Anthony Wilson	Level 1, 112 Wellington Parade, East Melbourne VIC 3002	Owner
8/11/2017	Treasurer	Liz Siminsky	Ralph Edwards	Level 1, 112 Wellington Parade, East Melbourne VIC 3002	CEO
16/10/2018	Councillor	Mhairi Holway	Vacant – pending election	N.a. – pending election	N.a. – pending election
06/12/2018	Councillor	Robyn Batson	Vacant – pending election	N.a. – pending election	N.a. – pending election



4 July 2018

Mr Steven Plarre
Secretary
Australian Retailers Association
info@retail.org.au

Cc: Mr Damon Thomas
Email: Damon.Thomas@bigpond.com

Dear Mr Plarre,

Notification of changes made to records [AR2018/72]

I acknowledge receipt of a Notification of Change to the office holders of the Australian Retailers 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	Organisation	Change	Within prescribed period (Yes). If No, how many days late
29/06/2018	President - vacant	Rowan Hodge date of change 27/06/2018	Yes
29/06/2018	Vice President – vacant	Anthony Wilson date of change 27/06/2018	Yes
29/06/2018	Treasurer – vacant	Ralph Edwards date of change 27/06/2018	Yes

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.

Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of resources that will help an officer to understand their general duties as an officer and their specific

duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

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. Details 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 to 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,

A handwritten signature in black ink that reads "Andrea O'Halloran". The signature is written in a cursive style with a period at the end.

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, Steven Plarre being the Secretary of the Australian Retailers Association, 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: 29 June 2018

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

ANNEXURE A

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

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

[Please note:

- *delete the italicised information: this is instructional or provided by way of example only*
- *the ROC must be notified within 35 days of the change*
- *the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change*
- *a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]*

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
<i>National</i>	<i>27 June 2018</i>	<i>President</i>	<i>vacant</i>	<i>Rowan Hodge</i>	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	<i>CEO</i>
	<i>27 June.2018</i>	<i>Vice President</i>	<i>vacant</i>	<i>Anthony Wilson</i>	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	<i>Owner</i>
<i>...</i>	<i>27 June 2018</i>	<i>Treasurer</i>	<i>vacant</i>	<i>Ralph Edwards</i>	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	<i>CEO</i>



3 July 2018

Mr Steven Plarre
Secretary
Australian Retailers Association
info@retail.org.au

Cc: Mr Damon Thomas
Email: damon.thomas@bigpond.com

Dear Mr Plarre,

Declaration and information lodged under subsection 233(1) [Annual Return] for 2018 [AR2018/72]

I acknowledge receipt by the Registered Organisations Commission (the ROC) of your organisation's Annual Return on 18 March 2018 and amended Annual Return on 27 June 2018, which provides information under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Thank you for providing your Annual Return.

The documents lodged provide the required information for the 2018 Annual Return of the Australian Retailers Association.

The Annual Return has been filed. Annual returns are publicly available on the website through the [List of Registered Organisations](#).

Notifications of Change

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

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

Yours faithfully

Andrea O'Halloran
Registered Organisations Commission

ANNUAL RETURN OF INFORMATION (organisation with no branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009

1, Steven Plarre, being the Secretary of the Australian Retailers Association, 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 (c), and (d) of the Act:

- The address of the organisation is Level 1, 112 Wellington Parade East Melbourne 3002¹
- The organisation has no branches and no branches have ceased or commenced in the previous 12 months.
2
- On 31 December in the previous year the number of members was 7,334³
- 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.

¹ reg. 147(d) 2 reg.
47(a), (b), (c) & (d) ³
reg. 1470

1

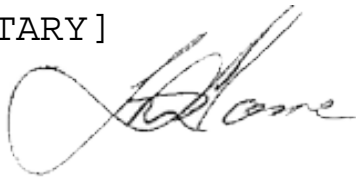
TF 005 Annual Return of Information (NO branches)

Published: 9 February 2018

- There are no elections scheduled under the rules of the organisation to be held between 1 January and 31 December of 2018. However please note that certain vacancies in office bearers exist and action is underway to fill those vacancies.⁴
- The organisation has not entered into an agreement under s151 (1) of the Act with a state union.

Signed: [SECRETARY]

Dated: 27/06/2018



[PLEASE NOTE: This declaration must be lodged with the Registered Organisations Commission to regorgs@roc.gov.au. If at any time in the year this information changes a Notification of Changes must be lodged with the ROC within 35 days of the change⁵.]

⁴ reg. 147(e)

⁵ reg. 151

ANNEXURE A

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

Offices and Office Holders in the Organisation

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Secretary	Steven Plarre	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	CEO
President	Vacant		
Treasurer	Vacant		
Vice President	Vacant		
Council Member	Vacant		
Council Member	Robyn Batson	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	HR Director
Council Member	Toby Darvall	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	CEO
Council Member	Mark Daynes	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	CEO
Council Member	Graham Dear	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	CEO
Council Member	Ralph Edwards	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	CEO
Council Member	Rowan Hodge	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	CEO
Council Member	Mhairi Holway	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	VP Human Resources
Council Member	Anthony Wilson	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	Owner