



14 September 2020

Steven Plarre
Secretary
The Australian Retailers Association
Sent via email: info@retail.org.au

Dear Steven Plarre

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2020/4)

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	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
28/08/2020	N/A	Councillor vacancy	Yes

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.

Thank you for your correspondence.

Yours sincerely

Registered Organisations Commission

GPO Box 2983, Melbourne VIC 3001
Telephone: 1300 341 665 | Email: regorgs@roc.gov.au
Website: www.roc.gov.au

**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:
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*:

- 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: [SECRETARY]



Dated: 28/08/2020

[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
	26.08.20	Office: Councillor	Toby Darvall <i>Notified resigned 26.08.20</i> <i>Effective immediately</i> <i>Resignation attached</i>	<i>Vacant as at 26.08.20</i>		



14 August 2020

Steven Plarre
Secretary
The Australian Retailers Association
Sent via email: info@retail.org.au
cc: Sophie Carson, Sophie.Carson@retail.org.au

Dear Steven Plarre

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2020/4)

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	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
16/04/2020 - amended 13/08/2020	N/A	Amendment to notification received 16/04/2020 - also Councillor vacancy	Yes
15/07/2020 - amended 13/08/2020	N/A	Acting Treasurer	Yes
15/07/2020 - amended 13/08/2020	N/A	Councillor and Vice President vacancies	Yes

Officer Induction Kit

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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

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direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Thank you for your correspondence.

Yours sincerely

Registered Organisations Commission

Amended (15/07) Form submitted

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I, Stephen Plarre, being the Secretary of the Australian Retailers Association, declare the following:

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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*:

- 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: [SECRETARY]



Dated: 13/08/2020

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

ANNEXURE A

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

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Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
<i>NIL</i>	<i>15.04.20</i>	<i>Councillor</i>	<i>Graham Dear (Notified resigned 15.04.20 effective immediately from the roles of officer and office bearer. I can confirm that Graham resigned from both roles Councillor and Treasurer on 15/04. ROC has already acknowledged Grahams resignation as office bearer Treasurer.)</i>	<i>Vacant as at 15.04.20</i>	<i>Level 1, 112 Wellington Parade, East Melbourne</i>	<i>CEO</i>
<i>NIL</i>	<i>18.06.20</i>	<i>Acting Treasurer</i>		<i>Drew Meads (Drew is a current ARA Councillor and will act in the role of office bearer Treasurer until all</i>	<i>Level 1, 112 Wellington Parade, East Melbourne VIC 3002</i>	<i>Manager</i>

				<i>necessary requirements to fulfil office bearer vacancies by election have been declared)</i>		
NIL	15.07.20	Councillor	Anthony Wilson <i>(Resignation attached 15.07.20 effective immediately from the roles of officer and office bearer)</i>	<i>Vacant as at 15.07.20</i>	<i>Level 1, 112 Wellington Parade, East Melbourne VIC 3002</i>	<i>Managing Director</i>
NIL	15.07.20	Vice President	Anthony Wilson <i>Resignation attached 15.07.20 effective immediately from the roles of officer and office bearer.</i>	<i>Vacant as at 15.07.20</i>	<i>Level 1, 112 Wellington Parade, East Melbourne VIC 3002</i>	<i>Managing Director</i>



30 April 2020

Steven Plarre
Secretary
The Australian Retailers Association
Sent via email: info@retail.org.au

Dear Steven Plarre

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2020/4)

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

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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
16-04-2020	n/a	Treasurer	Yes

Officer Induction Kit

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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.

Thank you for your correspondence.

Yours sincerely

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Registered Organisations Commission

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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:
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*:

- 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: [SECRETARY]



Dated: 14/04/2020

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

ANNEXURE A

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Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
	14/04/2020	Treasurer	Graham Dear <i>Notified resigned 14.04.20</i> <i>Effective immediately</i>	Vacant		



11 March 2020

Steven Plarre
Secretary
The Australian Retailers Association
Sent via email: info@retail.org.au

Dear Steven Plarre

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2020/4)

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	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
6/03/2020	N/A	Councillor vacancy	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

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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 sincerely

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)
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I, Stephen Plarre, being the Secretary of the Australian Retailers Association, 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*:

- 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: [SECRETARY]



Dated: 06/03/2020

[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.]

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

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Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
	06/03/2020	Councillor	Mark Daynes <i>Notified resigned 27.02.20</i> <i>Effective immediately</i>	Vacant as at 28.02.2020		



6 March 2020

Steven Plarre
Secretary
The Australian Retailers Association
Sent via email: info@retail.org.au

Dear Steven Plarre

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

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

Summary of your Annual Return and Review Outcome

Year	2020
Matter number	AR2020/4
Lodgement date	25 February 2020
Review	Primary Review
Result	FILED

Your primary review

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



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

The ROC's risk-based approach

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

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

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



It is not possible for the ROC to check the accuracy of the information in the return.

Non-compliance (whether checked in this primary review or not) may result in a penalty.

If the information in your Annual Return changes

You must notify the ROC within 35 days of the change

Do you have questions?

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

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

Yours sincerely

Registered Organisations Commission

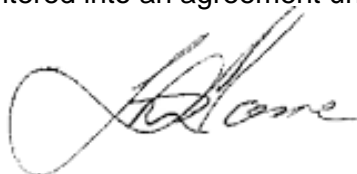
ANNUAL RETURN OF INFORMATION (organisation with branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009

I, Stephen 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)(b), (c), and (d) of the Act:
 - The address of the organisation is Level 1, 112 Wellington Parade East Melbourne 3002.¹
 - On 31 December in the previous year the number of members was 7395.²
 - 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. Under the rules of the organisation, the following elections must be held between 1 January and 31 December of THIS YEAR:³

There are no elections scheduled THIS YEAR (this does not include casual vacancy elections)
 - The organisation:
 - Has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:



Dated: 24.02.2020

[PLEASE NOTE: This declaration must be lodged with the Registered Organisations Commission by 31 March. It can be submitted to regorgs@roc.gov.au. If at any time in the

¹ s.230(1)(d); reg.147(d)

² s.230(1)(d); reg.147(f)

³ s.230(1)(d); reg.147(e)

*year this information changes a Notification of Changes must be lodged with the ROC within **35 days** of the change.^{4]}*

⁴ s.233(2); reg. 151

ANNEXURE A

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

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
	Rowan Hodge	President	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	CEO
	Anthony Wilson	Vice President	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	Owner
	Ralph Edwards	Councillor	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	CEO
	Steven Plarre	Secretary	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	Owner
	Graham Dear	Treasurer	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	CEO
	Mark Daynes	Councillor	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	CEO
	Toby Darvall	Councillor	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	CEO

	Charles Davey	Councillor	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	Director
	Drew Meads	Councillor	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	Manager
	Greg Leslie	Councillor	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	Manager
	Jack Gance	Councillor	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	Chairman
	Stephen Younane	Councillor	Australian Retailers Association Level 1, 112 Wellington Parade, East Melbourne VIC 3002	Director
	Vacancy	Councillor		
	Vacancy	Councillor		