



19 July 2018

Federal Secretary
Club Managers' Association, Australia
cmaa@cmaa.asn.au

Dear Federal Secretary,

Notification of changes made to records [AR2018/63]

I acknowledge receipt of a Notification of Change to the office holders of the Club Managers' Association, Australia.

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
28/06/2018	National	New Federal Councillors (2)	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,

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, Allan Peter, being the Federal Secretary of the Club Managers Association Australia 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: [SECRETARY]

Allan James Peter



Dated: 28TH June 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 [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>19.6.2018</i>	<i>Federal Councillor</i>	<i>Wayne Moffatt</i>	<i>Steven Ratcliffe</i>	<i>PO Box 15, LAWNTON, QLD, 4501</i>	<i>Operations Manager</i>
<i>National</i>	<i>19.6.2018</i>	<i>Federal Councillor</i>	<i>Jack Jolley</i>	<i>Wayne Whitby</i>	<i>116 Market Street, BALRANALD, NSW, 2715</i>	<i>General Manager</i>



20 February 2018

Mr Allan James Peter
Federal Secretary
Club Managers' Association, Australia
Email: cmaa@cmaa.asn.au

Dear Mr Peter,

Declaration and information lodged under subsection 233(1) [Annual Return] for 2018 [AR2018/63]

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 8 February 2018 of your organisation's Annual Return which provides information under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The documents lodged cover most the required information for the 2018 Annual Return of the Club Managers' Association, Australia.

The Annual Return has been filed. Annual Returns are publicly available on the website through the [List of Registered Organisations](#). However I make the following comments to assist with future lodgements, in particular the following is required:

- A declaration, or signed statement that you declare that **the copy of the records lodged is a correct statement of the information contained in those records** (per s.233(1)(b) of the RO Act);
- A record of each election to be held during the **current year between 1 January and 31 December** (per reg. 147(e) of the *Fair Work (Registered Organisations) Regulations 2009* [the RO Regulations]);

The requirement to lodge this information and make this declaration is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

The ROC will confirm that these concerns are not repeated in next year's Annual Return. A failure to remedy these concerns may result in the Annual Return not being filed. In order to assist organisations to fully comply with the requirements of subsection 233(1) of the RO Act a template Annual Return is available on the [fact-sheets](#) page of our website. Club Managers' Association, Australia is encouraged to use this template.

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. Club Managers' Association, Australia is encouraged to use this template if any changes occur.

Yours faithfully

Michael Moutevelis
Registered Organisations Commission

ANNEXURE 'A'

ADDRESS OF THE NATIONAL OFFICE OF
THE SAID ORGANISATION:

Club Managers' Association Australia
PO Box 4036
Carlton NSW 2218

Phone: (02) 9746 4199
Email: cmaa@cmaa.asn.au

OFFICE HOLDERS

PRESIDENT

David Hiscox
Chief Executive Officer (Club)
P O Box 15
DAPTO NSW 2530

VICE PRESIDENT

Tracey Lentell
General Manager (Club)
P O Box 30
MOOREBANK NSW 2170

SECRETARY

Allan James Peter ACCM
PO Box 4036
Carlton NSW 2218

EXECUTIVE MEMBER

Michael O'Sullivan ACCM
Secretary Manager (Club)
PO Box 1
ULLADULLA NSW 2539

EXECUTIVE MEMBER

Karren Howe
General Manager (Club)
218 Argent Street
BROKEN HILL NSW 2880

ANNEXURE 'B'

FEDERAL COUNCILLORS

DIVISION A - CITY EASTERN SUBURBS ZONE & MANLY NORTHERN SUBURBS ZONE

Carl Pozzato ACCM - Operations Manager
PO Box 163
WEST RYDE NSW 2114

DIVISION B - ST. GEORGE/CRONULLA/SUTHERLAND ZONE & INNER WEST ZONE

Ian Todd - General Manager
[REDACTED]

DIVISION C - NEPEAN ZONE

Michael Wiesel - Secretary Manager
PO Box 206
ST MARYS NSW 1790

DIVISION D - HUNTER ZONE/CENTRAL COAST ZONE & GREAT LAKES ZONE

Stephen Byfield ACCM - Chief Executive Officer
PO Box 124
THE ENTRANCE NSW 2261

DIVISION E - FAR NORTH COAST ZONE/NORTH WEST STATE ZONE/MID STATE ZONE & MID NORTH COAST ZONE

Phil Boughton
P O Box 20
YAMBA NSW 2464

DIVISION F - ILLAWARRA SHOALHAVEN ZONE & FAR SOUTH COAST ZONE

Darryl Bozicevic
P O Box 126
ULLADULLA NSW 2539

DIVISION G - CAIRNS/ CENTRAL & NORTHERN QUEENSLAND / TOWNSVILLE ZONE

Craig Clark
P O Box 55
CAIRNS QLD 4870

DIVISION H - GOLD COAST ZONE/BRISBANE ZONE/IPSWICH DARLING DOWNS ZONE/SUNSHINE COAST ZONE

Wayne Moffatt - General Manager
PO Box 15
LAWNTON QLD 4501

DIVISION I - ACT & RIVERINA MURRAY

Jack Jolley
[REDACTED]

DIVISION J - VICTORIA ZONE/RIVERINA MURRAY ZONE

Grant Duffy - Secretary Manager
PO Box 190
NUMURKAH VIC 3636

DECLARATION

(AR2018/63)

I, Allan James Peter of Shop 2, 23 Forest Road Hurstville NSW 2220, hereby certify that I am the Federal Secretary of the Club Managers Association Australia which is an organisation registered under the Fair Work (Registered Organisation) Act 2009 for the year 2017.

1. Maintenance of Register of Members: I certify that a register of members (the register) has been maintained and kept as required under Section 230(1)(a) and subsection 230(2) of the Fair Work (Registered Organisations) Act 2009 for the year 2017.
2. List of Offices: Please refer to Annex B
A copy of the records that are required to be maintained under Section 230(1)(b) and (2) S 230(1)(3) of the Act are annexed and marked "A" and "B".
3. List of Office Holders: Please refer to Annex A.
A copy of the records that are required to be maintained under Section 230(1)(b) and (2) s230(1)(3) of the Act are annexed and marked "A" and "B"
4. List of Branches: Please refer to Annex B
A copy of the records that are required to be maintained under Section 230(1)(b) and 2 s230(1)(3) of the Act are annexed and marked "A" and "B".
5. New Branches: No branches have commenced in the year 2017.
6. Old Branches: No branches have ceased in the year 2017.
7. Address of Organisation and Branches: Club Managers Association Australia street address Shop 2, 23 Forest Road Hurstville NSW 2220 Postal address PO Box 4036 Carlton NSW 2218.
8. Elections in Organisation and Branches: In accordance with Section 230(1)(d) of the Act and Regulation 147(e) of the Regulations, I certify that according to the Association Rules, an Election was held in March 2016.
9. Statement concerning number of members: I certify that the number of members relating to the Club Managers Association Australia ending 31 December 2017 was 1714 (2016: 1553)
10. I certify that the register is true and correct to the best of my belief.
11. No agreements have been made relating to State Unions.

Allan Peter



FEDERAL SECRETARY

Declared this 8th February 2018



1 February 2018

Mr Allan Peter
Federal Secretary
Club Managers' Association, Australia

Sent via email: cmaa@cmaa.asn.au

Dear Mr Peter,

**Club Managers' Association, Australia
Annual Return of Information for 2018 [AR2018/63]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2018 in respect of the Club Managers' Association, Australia by **31 March 2018**.

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 Registered Organisations Commission (the Commission). The matters to be included in the declaration are set out in the attached checklist.

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 Commission 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 \$63,000 for a body corporate and \$12,600 for an individual per contravention), under s.305 of the RO Act.

Please do not hesitate to contact the Commission by phone on 1300 341 665 or by e-mail at regorgs@roc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours faithfully,



Sam Gallichio
Adviser
Registered Organisations Commission

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)] Note: 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 office and officer 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 office and officer 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)] Note: 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].