



28 May 2020

Allan Peter
Federal Secretary
Club Managers' Association, Australia

Sent via email: cmaa@cmaa.asn.au

Dear Allan Peter,

Officer and related party disclosure statement under 293J (ORP Statement) for 2019 (ORP2018/1742)

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 18 June 2019 of the organisation's ORP Statement which provides information required to be lodged under subsection 293J of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Thank you for providing your ORP Statement.

Officers - Disclosure of remuneration and benefits

In assessing the organisation's ORP Statement it appears that the list of individuals for whom relevant remuneration and non-cash benefits have been reported are employees rather than elected officers based on your annual return. This confusion may have arisen because the persons named in the ORP have the word 'officer' as part of their position title within the organisation. I advise that the listed persons do not hold an 'office' as defined in the RO Act or under the organisation's rules.

An ORP Statement is required to list only elected officers on the basis of their remuneration level when that remuneration is ranked to disclose the top five office positions within the organisation. The above information is provided to assist you in the preparation of your future ORP Statements.

Due to the delayed assessment of this matter and circumstances arising from the COVID-19 pandemic, no further action is required for this statement. I advise that your ORP Statement ORP2018/1742 will be filed for this year.

Material Personal Interests

ORP Statements do not include information about disclosures of material personal interests. Members of organisations can access these disclosures on request. Details of these disclosures must be provided within 28 days to any member who requests them in writing.

Assistance

The ROC has provided educational materials regarding ORP Statements. For access to the webinars, fact sheets, templates and other information please see our [Disclosure Obligations Page](#) or our [Fact Sheets page](#). We are also available by telephone, to discuss your organisation's specific queries and provide assistance, on 1300 341 665.

If you have any queries regarding this correspondence please contact ROC by email at regorgs@roc.gov.au.

Yours sincerely

Andrea O'Halloran

Registered Organisations Commission

OFFICER AND RELATED PARTY DISCLOSURE STATEMENT in accordance with Section 293J *Fair Work (Registered Organisations) Act 2009*

I, Allan Peter, being the Federal Secretary of the Club Managers Association Australia declare the following Officer and Related Party Disclosure Statement.

Organisation Name:	Club Managers Association Australia	Branch Name:	Club Managers Association Australia
Financial year start date:	01/01/2018	Financial year end date:	31/12/2018

Top Five Rankings of Officers – Relevant remuneration and non-cash benefits

1.

Full Name	Office (e.g. Secretary)	Actual Amount of Relevant Remuneration	Value of Relevant non-cash benefits	Form of relevant non-cash benefits (e.g. car)
██████████	██████████	██████████	██████████	█
██████████	██████████	██████████	██████████	█
██████████	██████████	██████████	██████████	█
██████████	██████████	██████████	█	█
██████████	██████████	██████████	█	█

- **[INSTRUCTION: If the branch/organisation has listed less than 5 officers in the table above include this dot point]** Only those officers listed above received relevant remuneration from the branch/organisation, relevant boards or related parties. No other officers in the branch/organisation received relevant remuneration from the branch/organisation, relevant boards or related parties.
- **[INSTRUCTION: If the branch/organisation has NOT listed any non-cash benefits for the officers listed in the table above include this dot point]** None of the officers listed above received non-cash benefits from the branch/organisation.
- **[INSTRUCTION: If the branch/organisation has listed non-cash benefits for SOME but NOT ALL of the officers listed in the table above include this dot point]** The officers without any form of non-cash benefits identified against their name in the table above did not receive any non-cash benefits from the branch/organisation.

Relevant Remuneration:

Section 293BC defines relevant remuneration to include any remuneration paid, during the financial year, to the officer by the organisation or branch AND any remuneration disclosed by the officer to the organisation or branch. These disclosures are made under s. 293B and must include remuneration paid to the officer

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- because the officer is a member of a board only because they are an officer of the organisation/branch OR they were nominated for the board by the organisation, branch or peak council, or
- by a related party of the organisation/branch in connection with the performance of the officer's duties as an officer.

Relevant non-cash benefits:

Section 293BC defines relevant non-cash benefits as any non-cash benefits provided to an officer, at any time during the financial year, in connection with the performance of the officer's duties as an officer by the organisation, branch or a related party of the organisation/branch. Non-cash benefits include property and services but not a computer, mobile phone or other electronic device used only or mainly for work purposes.

For further information on definitions and these requirements please see our [Disclosure Obligations Page](#) or our [Fact Sheets page](#)

Payments to related parties and declared persons or bodies

Date	Name	Nature of relationship <i>(e.g. company owned by Secretary)</i>	Purpose of payment <i>(e.g. catering)</i>	Amount	Other relevant details
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	

The organisation did not make any payments to related parties or declared persons or bodies that are required to be disclosed.

Signed by the officer:



Dated: 18 June 2019

[PLEASE NOTE: The Officer and Related Party Disclosure Statement must be provided to members and a copy lodged with the Registered Organisations Commission (ROC) within 6 months of the end of the financial year. It can be lodged with the ROC by emailing to regorgs@roc.gov.au. ALL BRANCHES are required to lodge an Officer and Related Party Disclosure Statement.]