



28 November 2018

Ms Rebecca Reardon  
Treasurer  
NSW Farmers' (Industrial) Association  
industrial@nswfarmers.org.au

Dear Ms Reardon,

**Notification of changes made to records [AR2018/25]**

I acknowledge receipt of a Notification of Change to the address of the NSW Farmers' (Industrial) 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
13/11/2018	N/a	Address of the Association	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.

Thank you for the notification.

Yours faithfully,

**Kylie Ngo**  
Registered Organisations Commission



## Industrial Association

**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, Chris Groves, being the Vice President of the NSW Farmers (Industrial) 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*:
  - On 12 November 2018, the address of the Association changed to Level 4, 154 Pacific Highway, St Leonards, 2065.

A handwritten signature in blue ink, appearing to read 'C. J. Groves', written over a horizontal line.

Chris Groves  
Vice President

Dated: 13 November 2018



9 November 2018

Ms Rebecca Reardon  
Treasurer  
NSW Farmers' (Industrial) Association  
industrial@nswfarmers.org.au

Dear Ms Reardon,

**Notification of changes made to records [AR2018/25]**

I acknowledge receipt of a Notification of Change to the office holders of the NSW Farmers' (Industrial) 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
13/09/2018	N/A	Chief Executive – 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**

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**



## Industrial Association

**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, James Jackson, being the President of the NSW Farmers (Industrial) 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.

A handwritten signature in black ink, appearing to read 'James Jackson', written over a horizontal line.

James Jackson  
President

Dated: 13 September 2018

**ANNEXURE A**

- Changes to Offices and Office Holders in the Organisation

*Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.*

<b>Name of Office</b>	<b>Any Change</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>
<i>Chief Executive</i>	<i>Resigned – 24 August 2018</i>	<i>Matt Brand</i>	<i>VACANT</i>



8 August 2018

Mr Matthew Brand  
Chief Executive Officer  
NSW Farmers' (Industrial) Association  
industrial@nswfarmers.com.au

Dear Mr Brand,

**Notification of changes made to records [AR2018/25]**

I acknowledge receipt of a Notification of Change to the office holders of the NSW Farmers' (Industrial) 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
2/08/2018	N/A	President, Vice President, Treasurer, Members of the Executive committee (4)	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**





# Industrial Association

**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, Matt Brand, being the Chief Executive Officer of the NSW Farmers (Industrial) 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.

A handwritten signature in black ink, appearing to read 'Matt Brand', written over a horizontal line.

Matt Brand  
CEO

Dated: 2 August 2018

## ANNEXURE A

- Changes to Offices and Office Holders in the Organisation

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take longer than 35 days.

<b>Date of Change</b>	<b>Name of Office</b>	<b>Any Change</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
30.07.2018	President	YES	Derek Schoen	James Jackson	Level 6, 35 Chandos st, St. Leonards, NSW, 2065	Farmer
30.07.2018	Vice President	YES	Mark Horan	Chris Groves	Level 6, 35 Chandos st, St. Leonards, NSW, 2065	Farmer
30.07.2018	Treasurer	YES	Peter Wilson	Rebecca Reardon	Level 6, 35 Chandos st, St. Leonards, NSW, 2065	Farmer
	Members of the Executive Committee	NO	Paul Shoker		Level 6, 35 Chandos st, St. Leonards, NSW, 2065	Farmer
	Members of the Executive Committee	NO	Lisa Minogue		Level 6, 35 Chandos st, St. Leonards, NSW, 2065	Farmer
30.07.2018	Members of the Executive Committee	YES	Rebecca Reardon	David Mailler	Level 6, 35 Chandos st, St. Leonards, NSW, 2065	Farmer
30.07.2018	Members of the Executive Committee	YES	Mitchell Clapham	Chris Kemp	Level 6, 35 Chandos st, St. Leonards, NSW, 2065	Farmer
30.07.2018	Members of the Executive Committee	YES	James Jackson	Salvatore Russo	Level 6, 35 Chandos st, St. Leonards, NSW, 2065	Farmer
30.07.2018	Members of the Executive Committee	YES	VACANT	Timothy Duddy	Level 6, 35 Chandos st, St. Leonards, NSW, 2065	Farmer



23 March 2018

Mr Matthew Brand  
Chief Executive Officer  
NSW Farmers' (Industrial) Association  
Email: [industrial@nswfarmers.com.au](mailto:industrial@nswfarmers.com.au)

Dear Mr Brand,

**Declaration and information lodged under subsection 233(1) [Annual Return] for 2018 [AR2018/25]**

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 26 February and 23 March 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).

Thank-you for providing your Annual Return.

The documents lodged provide the required information for the 2018 Annual Return of the NSW Farmers' (Industrial) 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. NSW Farmers' (Industrial) Association 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](mailto:regorgs@roc.gov.au)

Yours faithfully

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

**From:** Gracia Kusuma <kusumag@nswfarmers.org.au>  
**Sent:** Friday, 23 March 2018 9:41 AM  
**To:** ROC - Registered Org Commission  
**Subject:** AR2018/25 NFIA Amendments to Annual Return of Information  
**Attachments:** SKM\_C368180322150801.pdf

Dear Michael,

Following our discussion, please find attached a replacement Annexure A to NSW Farmers (Industrial) Association's Annual Return of Information.

Please do not hesitate to contact me on the details below should further clarification be required.

Kind regards,

**Gracia Kusuma** | NSW Farmers | Industrial Relations Manager

T: 02 9478 1083 | F: 02 8282 4500 | [kusumag@nswfarmers.org.au](mailto:kusumag@nswfarmers.org.au) | [www.nswfarmers.org.au](http://www.nswfarmers.org.au)



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## Industrial Association

21 March 2018

Commissioner  
Registered Organisations Commission  
GPO Box 2983  
Melbourne, VIC, 3001

Via email: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)

Dear Commissioner,

**RE: Amendments to Annual Return of Information**

Please find attached a replacement "Annexure A" to NSW Farmers (Industrial) Association's Annual Return of Information dated 26 February 2018. A number of required amendments were identified following a discussion with a staff member from your office.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. Brand'.

Matt Brand

**NSW Farmers' Industrial Association**

ABN 49 058 101 237 PO Box 459 St Leonards NSW 1590 Level 6 35 Chandos Street St Leonards NSW 2065  
Member Service Centre 1300 794 000 T 02 9478 1000 F 02 8282 4500 [www.nswfarmers.org.au](http://www.nswfarmers.org.au)

## ANNEXURE A

### Offices and Office Holders in the Organisation:

<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
<i>Chief Executive Officer</i>	Matt Brand	c/- the Registered Organisation, NSW Farmers' (Industrial) Association, Level 6, 35 Chandos Street, St Leonards NSW 2065	Paid official
<i>President</i>	Derek Schoen	NSW Farmers' (Industrial) Association, Level 6, 35 Chandos Street, St Leonards NSW 2065	Farmer
<i>Vice President</i>	Mark Horan	NSW Farmers' (Industrial) Association, Level 6, 35 Chandos Street, St Leonards NSW 2065	Farmer
<i>Treasurer</i>	Peter Wilson	NSW Farmers' (Industrial) Association, Level 6, 35 Chandos Street, St Leonards NSW 2065	Farmer
<i>Executive Committee</i>	Rebecca Reardon	NSW Farmers' (Industrial) Association, Level 6, 35 Chandos Street, St Leonards NSW 2065	Farmer
<i>Executive Committee</i>	Lisa Minogue	NSW Farmers' (Industrial) Association, Level 6, 35 Chandos Street, St Leonards NSW 2065	Farmer
<i>Executive Committee</i>	Paul Shoker	NSW Farmers' (Industrial) Association, Level 6, 35 Chandos Street, St Leonards NSW 2065	Farmer
<i>Executive Committee</i>	James Jackson	NSW Farmers' (Industrial) Association, Level 6, 35 Chandos Street, St Leonards NSW 2065	Farmer
<i>Executive Committee</i>	Mitchell Clapham	NSW Farmers' (Industrial) Association, Level 6, 35 Chandos Street, St Leonards NSW 2065	Farmer
<i>Executive Committee</i>	VACANT		
<i>Trustee</i>	NSW Farmers' Superannuation Company Pty. Limited	NSW Farmers' (Industrial) Association, Level 6, 35 Chandos Street, St Leonards NSW 2065	N/A

**svc-adlib5**

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**From:** Gracia Kusuma <kusumag@nswfarmers.org.au>  
**Sent:** Monday, 26 February 2018 2:08 PM  
**To:** ROC - Registered Org Commission  
**Subject:** AR2018/25 NFIA Annual return of information  
**Attachments:** Signed annual return of information.pdf

Dear Sir/Madam,

Please find attached NSW Farmers (Industrial) Association's annual return of information.

Should you require further clarification on the attached document, please do not hesitate to contact myself on the details below.

Kind regards,

**Gracia Kusuma** | NSW Farmers | Industrial Relations Manager

T: 02 9478 1083 | F: 02 8282 4500 | [kusumag@nswfarmers.org.au](mailto:kusumag@nswfarmers.org.au) | [www.nswfarmers.org.au](http://www.nswfarmers.org.au)



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**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**

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I, Matt Brand, being the CEO of the NSW Farmers' (Industrial) 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 6, 35-37 Chandos St, St Leonards NSW 2065.<sup>1</sup>
- The organisation has no branches and no branches have ceased or commenced in the previous 12 months.<sup>2</sup>
- On 31 December in the previous year the number of members was 4,293.<sup>3</sup>
- 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.
- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of THIS YEAR:<sup>4</sup>

President	(1)
Vice President	(1)
Treasurer	(1)
Executive Committee	(6)

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<sup>1</sup> s.230(1)(d); reg.147(d)

<sup>2</sup> s.230(1)(d); reg.147(a), (b), (c) & (d)

<sup>3</sup> s.230(1)(d); reg.147(f)

<sup>4</sup> s.230(1)(d); reg.147(e)



The election of office bearers and executive committee members of the NSW Farmers (Industrial) Association will take place at the Association's Annual General Meeting held between the 24<sup>th</sup> and 26<sup>th</sup> of July 2018.

- The organisation:
  - Has not entered into an agreement under s.151(1) of the Act with a state union.



Signed: Matt Brand

Dated: 26 February 2018

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*[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). If at any time in the year this information changes a Notification of Changes must be lodged with the Commission within **35 days** of the change<sup>5</sup>.]*

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<sup>5</sup> s.233(2); reg. 151



31 January 2018

Mr Peter Wilson  
Treasurer  
NSW Farmers' (Industrial) Association

Sent via email: [industrial@nswfarmers.org.au](mailto:industrial@nswfarmers.org.au)

Dear Mr Wilson,

**NSW Farmers' (Industrial) Association  
Annual Return of Information for 2018 [AR2018/25]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2018 in respect of the NSW Farmers' (Industrial) Association 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](mailto: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)] <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].