



4 May 2021

George Pink
President
The Showmen's Guild of Australasia
Sent via email: showmens.guild@bigpond.com
cc: Sandi Gordon, admin@showmensguild.com.au

Notification of changes – Action required

Dear George Pink,

We acknowledge receipt of a Notification of Change to the office holders of the Showmen's Guild of Australasia (AR2019/5).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the ROC's [Officer Induction Kit](#)

These next steps are explained below in more detail.

Late notification warning



Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2019/5.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (s.293K of the Fair Work (Registered Organisations) Act 2009 (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the ROC into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

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

Help for new officers: Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit has 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, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the ROC's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required 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](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (r 151 Fair Work (Registered Organisations) Regulations 2009).

Appendix A shows late notifications

A notification from your organisation indicates that changes occurred more than 35 days prior to its lodgement. Please ensure that future notifications of change are lodged within 35 days of the change occurring.

Late notifications have the potential to attract a civil penalty.

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement



eLearning module – notifications of change

The ROC has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@roc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Registered Organisations Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the ROC Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
28 April 2021	National	Secretary, Treasurer, Trustee, Vice President (10) and Committee Member (11)	No - 372 days late for changes to office holders as at 28/02/2020 and 316 days late for change to office holder as at 28/04/2020

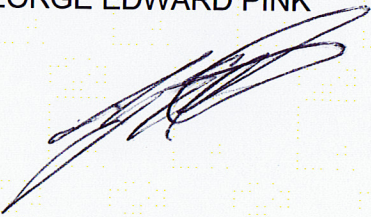
**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return)
required to be kept in accordance with section 230 Fair Work (Registered Organisations)
Act 2009 and regulation 147 Fair Work (Registered Organisations) Regulations 2009**

I, **GEORGE EDWARD PINK** being the President of the SHOWMENS GUILD of Australasia 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 by the President,

GEORGE EDWARD PINK

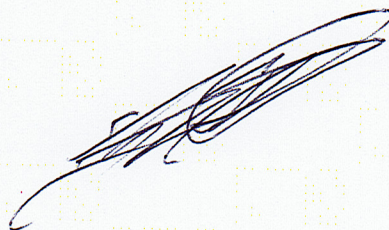


Dated: 23 April 2021

ANNEXURE A

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
28/4/2020	Secretary	Patricia Blades	Vacant	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Treasurer	Peter Short	Vacant	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Trustee	Doreen Brown	Vacant	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Vice President	Luke Chambers	Vacant	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Vice President	Gary Johnson	Vacant	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Vice President	Robert Young	Vacant	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Vice President	Shane Blades	Vacant	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Vice President	Stewart Watkins	Vacant	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Vice President	Glen McGregor	Vacant	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Vice President	Glenn Pink	Vacant	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Vice President	Emile M Verfurth III	Vacant	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Vice President	Elwin Bell Jnr.	Vacant	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Vice President	Clayton Taylor	Vacant	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Committee Member	David Allan	Jackie Gill	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Committee Member	Luke Hennessey	Shane Blades	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Committee Member	Vacant	Luke Chambers	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Committee Member	Vacant	Elwin Bell Jnr.	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Committee Member	Vacant	Christopher Hennessey	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Committee Member	Vacant	Grant Johnson	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Committee Member	Vacant	Gary Johnson	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Committee Member	Vacant	Eli McDonald	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Committee Member	Vacant	Glen McGregor	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Committee Member	Vacant	Glenn Pink	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen
28/2/2020	Committee Member	Vacant	Emile M Verfurth III	C/- 4 Turner Avenue, YATALA, Q ,4207	Showmen





23 October 2019

Patricia Blades
Secretary
Showmen's Guild of Australasia
Sent via email: showmens.guild@bigpond.com

Dear Patricia Blades

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2019/5)

I acknowledge receipt of a Notification of Change to the office holders of the Showmen's Guild of Australasia.

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
25/04/2019	National	President, Treasurer, Trustee, Vice President (3), Committee Member (5)	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

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

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



23 October 2019

Patricia Blades
Secretary
Showmen's Guild of Australasia
Sent via email: showmens.guild@bigpond.com

Dear Patricia Blades,

Declaration and information lodged under subsection 233(1) for 2019 (AR2019/5)

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 28 March 2019 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 the Annual Return.

The documents lodged provide the required information for the 2019 Annual Return of the Showmen's Guild of Australasia, The.

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. The Showmen's Guild of Australasia, 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,

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, Patricia Jeanette Blades, being the Secretary of the Showmen's Guild of Australasia, 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]

Dated: 18th April, 2019

[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:

- 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
National	10.04.19	President	Luke Hennessy	George Pink	SGA PO Box 690, Beenleigh Q 4207	Showmen
	10.04.19	Treasurer	Terry Nilon	Peter Short	As above	Showmen
	10.04.19	Trustee	John Castle	Lewis Osborne	As above	Showmen
	10.04.19	Vice President	Broderick Pavier	Robert Young	As above	Showmen
	10.04.19	Vice President	Grant Johnson	Clayton Taylor	As above	Showmen
	10.04.19	Vice President	Brad Chambers	Elwin Bell Jnr	As above	Showmen
	10.04.19	Committee	Elwin Bell Jnr	Ted Baker	As above	Showmen
	10.04.19	Committee	Lewis Osborne	Aaron Pink	As above	Showmen
	10.04.19	Committee	Eli McDonald	Brad Chambers	As above	Showmen
	10.04.19	Committee	John Short	Terry Nilon	As above	Showmen
	10.04.19	Committee	Caine Brown	Luke Hennessy	As above	Showmen

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

I, Patricia Jeanette Blades, being the Secretary of the Showmen's Guild of Australasia, 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 4 Turner Avenue, Yatala, Qld 4207.¹
 - 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 450.³
 - 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 2019.⁴

President (1), Secretary (1) Treasurer (1) Trustee (1)
Vice Presidents (10), Committee (10)

¹ s.230(1)(d); reg.147(d)

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

³ s.230(1)(d); reg.147(f)

⁴ s.230(1)(d); reg.147(e)

The organisation:

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

Signed: **The Showmen's Guild of Australasia**



Patricia Jeanette Blades - Secretary

Dated: **25th March, 2019**

[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 year this information changes a Notification of Changes must be lodged with the ROC within 35 days of the change⁵.]

⁵ s.233(2); 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
<i>Secretary</i>	<i>Patricia Blades</i>	<i>c/- The Showmen's Guild of Australasia, PO Box 690, Beenleigh Qld 4207</i>	<i>Showmen</i>
<i>President</i>	<i>Luke Hennessy</i>	<i>As above</i>	<i>Showmen</i>
<i>Treasurer</i>	<i>Terrence Nilon</i>	<i>As above</i>	<i>Showmen</i>
<i>Trustee</i>	<i>Doreen Brown</i>	<i>As above</i>	<i>Showmen</i>
<i>Trustee</i>	<i>John Castle</i>	<i>As above</i>	<i>Showmen</i>
<i>Vice President</i>	<i>Luke Chambers</i>	<i>As above</i>	<i>Showmen</i>
<i>Vice President</i>	<i>Emile M Verfurth III</i>	<i>As above</i>	<i>Showmen</i>
<i>Vice President</i>	<i>Glenn Pink</i>	<i>As above</i>	<i>Showmen</i>
<i>Vice President</i>	<i>Glen McGregor</i>	<i>As above</i>	<i>Showmen</i>
<i>Vice President</i>	<i>Broderick Pavier</i>	<i>As above</i>	<i>Showmen</i>
<i>Vice President</i>	<i>Stewart Watkins</i>	<i>As above</i>	<i>Showmen</i>
<i>Vice President</i>	<i>Grant Johnson</i>	<i>As above</i>	<i>Showmen</i>
<i>Vice President</i>	<i>Gary Johnson</i>	<i>As above</i>	<i>Showmen</i>
<i>Vice President</i>	<i>Bradley Chambers</i>	<i>As above</i>	<i>Showmen</i>
<i>Vice President</i>	<i>Shane Blades</i>	<i>As above</i>	<i>Showmen</i>
<i>Committee</i>	<i>Elwin Bell Jnr</i>	<i>As above</i>	<i>Showmen</i>
<i>Committee</i>	<i>Jesse McDonald</i>	<i>As above</i>	<i>Showmen</i>
<i>Committee</i>	<i>Michael Wood</i>	<i>As above</i>	<i>Showmen</i>
<i>Committee</i>	<i>Lewis Osborne</i>	<i>As above</i>	<i>Showmen</i>
<i>Committee</i>	<i>David Allan</i>	<i>As above</i>	<i>Showmen</i>
<i>Committee</i>	<i>Eli McDonald</i>	<i>As above</i>	<i>Showmen</i>
<i>Committee</i>	<i>John Roberts</i>	<i>As above</i>	<i>Showmen</i>
<i>Committee</i>	<i>Tyrone Miller</i>	<i>As above</i>	<i>Showmen</i>
<i>Committee</i>	<i>John Short</i>	<i>As above</i>	<i>Showmen</i>
<i>Committee</i>	<i>Caine Brown</i>	<i>As above</i>	<i>Showmen</i>