



23 July 2018

Mr Andrew Cameron  
Executive Officer  
TFGA Industrial Association  
andrew@primaryemployers.com.au

Dear Mr Cameron,

**Notification of changes made to records [AR2018/17]**

I acknowledge receipt of a Notification of Change to the office holders of the TFGA 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
2/07/2018	Tasmania	New Committee of Management Members (4), Trustee vacancy (1)	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, Felicity Richards, being the President of the TFGA 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.

Signed: .....*Felicity Richards*.....

Dated: *1/7/2018*

*[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](mailto: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.]*

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</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>
<i>Tasmania</i>	<i>28.06.2018</i>	<i>Committee of Management Member</i>	<i>Glynn Williams</i>	<i>Melissa Ferguson</i>	<i>28 Garfield Street, South Launceston, 7250</i>	<i>Farmer</i>
	<i>28.06.2018</i>	<i>Committee of Management Member</i>	<i>Damian Waller</i>	<i>Stephanie Terry</i>	<i>28 Garfield Street, South Launceston, 7250</i>	<i>Solicitor</i>
	<i>28.06.2018</i>	<i>Committee of Management Member</i>	<i>Keeton Miles</i>	<i>Emma Sutherland</i>	<i>28 Garfield Street, South Launceston, 7250</i>	<i>HR Manager</i>
	<i>28.06.2018</i>	<i>Committee of Management Member</i>	<i>Warwick O'Connor</i>	<i>Michele Lawrence</i>	<i>28 Garfield Street, South Launceston, 7250</i>	<i>Dairy Farmer</i>
	<i>28.6.2018</i>	<i>Trustee</i>	<i>Yvonne Bowling</i>	<i>Vacant</i>		



30 April 2018

Mr Andrew Cameron  
Executive Officer  
TFGA Industrial Association  
sent via email: [andrew@primaryemployers.com.au](mailto:andrew@primaryemployers.com.au)

Dear Mr Cameron,

**Declaration and information lodged under subsection 233(1) [Annual Return] for 2018 [AR2018/17]**

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 31 January 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 TFGA 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. TFGA 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

A handwritten signature in black ink, appearing to read 'Sam Gallichio'.

**Sam Gallichio**  
**Registered Organisations Commission**



30 April 2018

Mr Andrew Cameron  
Executive Officer  
TFGA Industrial Association  
sent via email: [andrew@primaryemployers.com.au](mailto:andrew@primaryemployers.com.au)

Dear Mr Cameron,

**Notification of changes made to records [AR2018/17]**

I acknowledge receipt of a Notification of Change to the office holders of the TFGA 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
6 March 2018	N/A	Felicity Richards became President	No, 13 days late
6 March 2018	N/A	David Byard became Treasurer	No, 13 days late

**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.

**Late notification**

The 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.

## **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,

**Sam Gallichio**  
**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, Felicity Richards, being the President of the TFGA 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.

Signed:



Dated: 31 January, 2018

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



**ANNEXURE A**

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

*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>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</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>
	18/01/18	President	Vacant	Felicity Richards	PO Box 3014 Launceston 7250	Farmer
	18/01/18	Treasurer	Vacant	David Byard	PO Box 3014 Launceston 7250	Farmer
...						
...						

**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, Felicity Richards, being the President of the TFGA 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 28 Garfield Street, South Launceston, 7250.<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 456.<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.

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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)

- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of THIS YEAR:<sup>4</sup>

*Committee of Management Members (10)*

*Election of President*

*Election of Vice-President*

*Election of Treasurer*

- The organisation: [*Delete the dot point that does not apply*]
  - Has not entered into an agreement under s.151(1) of the Act with a state union.

Signed: *A. Edwards*

Dated: 31 January, 2018

*[PLEASE NOTE: This declaration must be lodged with the Registered Organisations Commission by 31 March. It can be submitted to [regorgs@roc.gov.au](mailto: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 change<sup>5</sup>.]*

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

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

**ANNEXURE A**

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

<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>President</i>	<i>Felicity Richards</i>	<i>28 Garfield Street, South Launceston</i>	<i>Farmer</i>
<i>Vice President</i>	<i>Benjamin Grubb</i>	<i>As above</i>	<i>Farmer</i>
<i>Treasurer</i>	<i>David Byard</i>	<i>As above</i>	<i>Forester</i>
<i>Trustee</i>	<i>Yvonne Bowling</i>	<i>As above</i>	<i>Farmer</i>
<i>Committee Member</i>	<i>Gerald Archer</i>	<i>As above</i>	<i>Farmer</i>
<i>Committee Member</i>	<i>Sam Riggall</i>	<i>As above</i>	<i>Farmer</i>
<i>Committee Member</i>	<i>Warwick O'Connor</i>	<i>As above</i>	<i>Farmer</i>
<i>Committee Member</i>	<i>Glynn Williams</i>	<i>As above</i>	<i>Barrister</i>
<i>Committee Member</i>	<i>Keeton Miles</i>	<i>As above</i>	<i>Farmer</i>
<i>Committee Member</i>	<i>Ferdie Foster</i>	<i>As above</i>	<i>Farmer</i>
<i>Committee Member</i>	<i>Damian Waller</i>	<i>As above</i>	<i>Company Director</i>