



2 May 2022

Eileen McClure
Secretary
The Victorian Showmen's Guild
Sent via email: vicshowmen@gmail.com

Notification of changes – Action required

Dear Eileen McClure,

We acknowledge receipt of a Notification of Change to the office holders of the Victorian Showmen's Guild (AR2021/6).

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.

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).

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
16/03/2022	N/A	Vice President, (3), Committee Member (3)	Yes



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, Eileen McClure, being the Secretary of the Victorian Showmen's Guild 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:

Eileen McClure
Secretary
Victorian Showmen's Guild

Dated: 16 March 2022

Victorian Showmen's Guild
1/157 Mt Alexander Road, Flemington VIC 3031
PO Box 36 Ascot Vale VIC 3032
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ANNEXURE A

Victorian Showmen's Guild -

Changes to Offices and Office Holders in the Organisation:

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
	11/02/2022	Vice President	Aaron Pink	Les Chant	PO Box 36 ASCOT VALE VICTORIA 3032	Travelling Showman
	11/02/2022	Vice President	Clayton Taylor	Emile Verfurth III	PO Box 36 ASCOT VALE VICTORIA 3032	Travelling Showman
	11/02/2022	Vice President	Josh Allan-Reardon	Broderick Pavier	PO Box 36 ASCOT VALE VICTORIA 3032	Travelling Showman
	11/02/2022	Committee Member	Ron Trevor	Hugh Trevor	PO Box 36 ASCOT VALE VICTORIA 3032	Travelling Showman
	11/02/2022	Committee Member	Broderick Pavier	Josh Allan -Reardon	PO Box 36 ASCOT VALE VICTORIA 3032	Travelling Showman
	11/02/2022	Committee Member	Eli McDonald	Paul Davis	PO Box 36 ASCOT VALE VICTORIA 3032	Travelling Showman



2 December 2021

Eileen McClure
Secretary
The Victorian Showmen's Guild
Sent via email: vicshowmen@gmail.com

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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
25/11/2021	N/A	Committee Member vacancy	Yes



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, Eileen McClure, being the Secretary of the Victorian Showmen's Guild, 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 the 5th of November 2021, Victorian Showmen's Guild longstanding Officer Bearer and Committee Member Ronald Trevor sadly passed away; therefore leaving this position vacant.

Ronald Trevor's passed away during an Election period. Ronald was a candidate for the position of Committee Member, therefore the Australian Electoral Commission recalled the Election for Vice-President and Committee Member only, and a new Election has been scheduled as follows:

The timetable for the election will be:

Date	Occurrence
24/11/2021	Close of Roll
01/12/2021	Nominations Open
15/12/2021	Nominations Close at 12:00pm (Australian Eastern Daylight Time (AEDT))
12/01/2022	Postal Ballot Opens
09/02/2022	Postal Ballot Closes at 10:00am (Australian Eastern Daylight Time(AEDT))

Further notifications will be lodged with ROC once the results of the new election results are declared in February 2022.

Signed: 

Eileen McClure
Secretary

Dated: 25/11/2021

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:

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
	5.11.2021	Committee	Ronald Trevor	vacant	-	Vacant

Victorian Showmen's Guild

PO Box 36 ASCOT VALE VIC 3032
1/157 Mt Alexander Road FLEMINGTON VIC 3031

p 03 9376 8544
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Australian Government
Registered Organisations Commission

30 April 2021

Eileen McClure
Secretary
The Victorian Showmen's Guild
Sent via email: vicshowmen@gmail.com

Dear Eileen McClure

**The Victorian Showmen's Guild's annual return of information (Annual Return)
lodged under subsection 233(1) of the RO Act**

Thank you for providing your declarations and information (Annual Return) lodged under subsection 233(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

Summary of your Annual Return and Review Outcome

Year 2021
Matter number AR2021/6
Lodgement date 22 March 2021
Review Primary Review
Result FILED

Your primary review

Your Annual Return had a **primary review** which checked whether it was signed by an officer, lodged on time, the required declarations were made, included the list of offices and office holders and whether you met the requirements that the ROC raised with you last year. A primary review does not examine all the requirements of subsection 233(1).



**Your Annual Return satisfied the requirements of the primary review
and has been uploaded to the ROC website.**

The ROC's risk-based approach

This year your Annual Return was assessed against a primary review. A primary review does not check all legislative requirements.

Over a five year period the Annual Return of every organisation will be subject to at least one advanced review. An advanced review is a more comprehensive review.

The ROC's [advanced review checklists](#) are published on our website.

Do you have questions?

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the ROC's subscription service](#).

If you have any queries we can be contacted on 1300 341 665 or by email at regorgs@roc.gov.au.

Yours sincerely

Registered Organisations Commission



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, Eileen McClure, being the Secretary of the Victorian Showmen's Guild, 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 Shop 1, 157 Mt Alexander Road, FLEMINGTON VICTORIA 3031.
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.
 - On 31 December in the previous year the number of members was 328.
 - 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 2020;

PRESIDENT	(1)
VICE-PRESIDENTS	(10)
COMMITTEE	(9)
SECRETARY	(1)
TREASURER	(1)
TRUSTEES	(2)

However, please note that on the 19th October 2020 the Victorian Showmen's Guild lodged a notice and declaration setting out particulars of an alteration to the rules of the Guild, under section 159 of the *Fair Work (Registered Organisations) Act 2009 (RO Act)*, as approved by Members at a Special General Meeting held on Thursday 15 October 2020.

The submission for an alteration to the rules was aimed at assisting the Victorian Showmen's Guild deal with the COVID-19 Pandemic by delaying the 2020 elections until 2021, with the current officers remaining in office for an additional year.

Under the Victorian Showmen's Guild Rules, the term of office is one year. The Rule change extends the current term to two years.

The Rule change only applies to the 2020 term of office due to the pandemic and does not extend any future terms of office.

On the 12th November 2020, the Victorian Showmen's Guild was advised of the decision by the FairWork Commission to grant the rule change in accordance with our submission.

Rule 16.8 relevantly provides that:

Notwithstanding any provisions elsewhere in these rules the terms of office for all offices which commenced at the 2019 Annual General Meeting shall be two years. Thereafter, the terms of office for all offices in the organisation shall be one year.

Attached is a copy of the decision for your reference and record.

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

Should you require any further information I may be contacted by phone on (03) 9376 8544 during office hours, Monday to Thursday between 9.00am to 4.00pm.

Kind regards,



Eileen McClure
Secretary

22 March 2021

ANNEXURE A - Victorian Showmen's Guild - Offices and Office Holders

Name of Office	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
<i>Secretary</i>	Eileen McClure	<i>c/- The Victorian Showmen's Guild PO Box 36, ASCOT VALE 3032</i>	<i>Retired - Travelling Showman</i>
<i>President</i>	<i>Elwin Leroy Bell</i>	<i>As above</i>	<i>Travelling Showman</i>
<i>Treasurer</i>	Terrence Moon	<i>As above</i>	<i>Travelling Showman</i>
<i>Trustee</i>	Marjorie Chant	<i>As above</i>	<i>Retired - Travelling Showman</i>
<i>Trustee</i>	<i>vacant</i>	-	-
<i>Vice President</i>	Aaron Pink	<i>As above</i>	<i>Travelling Showman</i>
<i>Vice President</i>	John Roberts	<i>As above</i>	<i>Travelling Showman</i>
<i>Vice President</i>	Adam Reardon	<i>As above</i>	<i>Travelling Showman</i>
<i>Vice President</i>	Bob Brown Jnr.	<i>As above</i>	<i>Travelling Showman</i>
<i>Vice President</i>	Clayton Taylor	<i>As above</i>	<i>Travelling Showman</i>
<i>Vice President</i>	Jamie Pickett	<i>As above</i>	<i>Travelling Showman</i>
<i>Vice President</i>	Travis Taylor	<i>As above</i>	<i>Travelling Showman</i>
<i>Vice President</i>	Stewart Watkins	<i>As above</i>	<i>Travelling Showman</i>
<i>Vice President</i>	Brady Phillips	<i>As above</i>	<i>Travelling Showman</i>
<i>Vice President</i>	Josh Allan-Reardon	<i>As above</i>	<i>Travelling Showman</i>
Committee Member	Broderick Pavier	<i>As above</i>	<i>Travelling Showman</i>
Committee Member	James Hudson-Quay	<i>As above</i>	<i>Travelling Showman</i>
Committee Member	Eli McDonald	<i>As above</i>	<i>Travelling Showman</i>
Committee Member	Ron Trevor	<i>As above</i>	<i>Travelling Showman</i>
Committee Member	Annette Calder	<i>As above</i>	<i>Travelling Showman</i>
Committee Member	Kyle Quay	<i>As above</i>	<i>Travelling Showman</i>
Committee Member	Michael Miller	<i>As above</i>	<i>Travelling Showman</i>
Committee Member	Charlie Miller (Bris)	<i>As above</i>	<i>Travelling Showman</i>
Committee Member	Andrew Quay	<i>As above</i>	<i>Travelling Showman</i>