



16 April 2019

Dale Fraser
 President
 Victorian Hospitals' Industrial Association
 Sent via email: liacobucci@vhia.com.au

Dear Dale Fraser

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2018/28)

I acknowledge receipt of a Notification of Change to the office holders of the Victorian Hospitals' 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
15/10/2018	N/A	Board Member vacancies (2)	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

**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, Dale Fraser, being the President of the Victorian Hospitals' 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: 15 October 2018

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to orgs@fwc.gov.au.]

ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches

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.

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
Victoria	29/09/2018	Board Member	Vikki Poxon	Vacancy	c/- VHIA 88 Maribyrnong Street, Footscray Vic 3011	Voluntary Board Member/CEO
Victoria	12/10/2018	Board Member	Zoltan Kokai	Vacancy	c/- VHIA 88 Maribyrnong Street, Footscray Vic 3011	Voluntary Board Member/Executive



27 April 2018

Mr Dale Fraser
President
Victorian Hospitals' Industrial Association
fraserdale007@gmail.com

Dear Mr Fraser,

Notification of changes made to records [AR2018/28]

I acknowledge receipt of a Notification of Change to the office holders of the Victorian Hospitals' 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
24/04/2018	Victoria	New Board Members (2)	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, Dale Fraser, being the President of the Victorian Hospitals' 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: 24 April 2018

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within 35 days of the change. It can be submitted to orgs@fwc.gov.au.]

ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches

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.

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
Victoria	24 April 2018	Board Member	Vacancy (Andrew Freeman)	Jacqueline Phillips	C/- VHIA, 88 Maribyrnong Street, Footscray 3011	Volunteer Board Member/CEO
Victoria	24 April 2018	Board Member	Vacancy (John Smith)	Jan Child	C/- VHIA, 88 Maribyrnong Street, Footscray 3011	Volunteer Board Member/CEO

NOTIFICATION OF CHANGE TO RECORDS



9 March 2018

Mr Dale Fraser
President
Victorian Hospitals' Industrial Association
fraserdale007@gmail.com

Dear Mr Fraser,

Notification of changes made to records [AR2018/28]

I acknowledge receipt of a Notification of Change to the office holders of the Victorian Hospitals' 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
5 February 2018	Victoria	Board member vacancy	Yes

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,

Andrea O'Halloran
Registered Organisations Commission



9 March 2018

Mr Dale Fraser
President
Victorian Hospitals' Industrial Association
fraserdale007@gmail.com

Dear Mr Fraser,

Declaration and information lodged under subsection 233(1) [Annual Return] for 2018 [AR2018/28]

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 6 February 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).

The documents lodged cover the required information for the 2018 Annual Return of the Victorian Hospitals' 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. Victorian Hospitals' Industrial Association is encouraged to use this template if any changes occur.

Yours faithfully

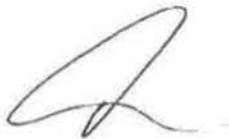
Andrea O'Halloran
Registered Organisations Commission

**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, Dale Fraser, being the President of the Board of Directors of the Victorian Hospitals' Industrial Association (VHIA) 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:

Dale Fraser

Dated:

5 February 2018

(PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days** of the change. It can be submitted to orgs@fwc.gov.au)

ANNEXURE A

- Changes to Offices and Office Holders in the Organisation and its Branches

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.

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
Victoria	5 February 2018	Board Member	Andrew Freeman	Current Vacancy	C/- VHIA, 88 Maribyrnong Street, Footscray 3011	Volunteer Board Member/CEO

NOTIFICATION OF CHANGE TO RECORDS

ANNUAL RETURN OF INFORMATION (organisations with no branches) in accordance Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009.

I, Dale Fraser, being the President of the **Victorian Hospitals' 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) and reg. 147(b) of the Act:
 - The Address of the organisation:
 - **88 Maribyrnong Street, Footscray Vic 3001**
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months. [s.230(1)(d) and reg. 147(a), (b) &(d)]
 - On 31 December in the previous year the number of members was **121**. [s.230(1)(d) and reg. 147(f)]
 - 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 2018 [2.230(1)(d) and reg. 147(e)]:
 - Elections will take place. Commencing September 2018 and be completed before the 2018 Annual General Meeting.

A total of seven (7) Board members' terms of office will expire in 2018 as follows:

Division 1 (3 of 7 representatives)

Mr Zoltan Kokai
Mr Sean Curtain
Mr Mark Garwood

Division 2 (2 of 3 representatives)

Mr Graeme Mitchell
Mr Peter Faulkner

Division 3 (1 of 3 representatives)

Ms Vicki Poxon

Division 4 (1 of 1 representative)

Ms Amanda Murphy

- Office Bearer Elections will include President (1) and Deputy President (1).
- The organisation:
 - Has not entered into an agreement under s.151(1) of the Act with a state union.



Signed:

Dated: 23 January 2018

*[PLEASE NOTE: This declaration must be lodged with the Fair Work 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 Commission within **35 days** of the change.*

ANNEXURE A

- Offices and Office Holders in the Organisation – 14 Board Members (1 President, 1 Deputy President, 12 Board Members)

Name of Office (including any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
President	Dale Fraser	c/- 88 Maribyrnong Street, Footscray Vic 3011	Chief Executive Officer
Deputy President	Felicity Topp	c/- 88 Maribyrnong Street, Footscray Vic 3011	Chief Operating Officer
Board Member	Sean Curtain	c/- 88 Maribyrnong Street, Footscray Vic 3011	Executive Director Human Resources
Board Member	Amanda Murphy	c/- 88 Maribyrnong Street, Footscray Vic 3011	Chief Executive Officer
Board Member	Vikki Poxon	c/- 88 Maribyrnong Street, Footscray Vic 3011	Chief Executive Officer
Board Member	Michelle Fenwick	c/- 88 Maribyrnong Street, Footscray Vic 3011	Executive Director People & Culture
Board Member	Mark Garwood	c/- 88 Maribyrnong Street, Footscray Vic 3011	Chief Medical Officer
Board Member	Elizabeth (Cheyne) Chalmers	c/- 88 Maribyrnong Street, Footscray Vic 3011	Executive Director of Nursing & Midwifery
Board Member	Perry Muncaster	c/- 88 Maribyrnong Street, Footscray Vic 3011	Director, Human Resources

Name of Office (including any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Board Member	Zoltan Kokai	c/- 88 Maribyrnong Street, Footscray Vic 3011	Executive Director, Corporate Projects & Sustainability
Board Member	Peter Faulkner	c/- 88 Maribyrnong Street, Footscray Vic 3011	Chief Executive Officer ??????
Board Member	Graeme Mitchell	c/- 88 Maribyrnong Street, Footscray Vic 3011	Director HR Services
Board Member	Andrew Freeman	c/- 88 Maribyrnong Street, Footscray Vic 3011	Chief Executive Officer
Board Member	Vacancy		



31 January 2018

Mr Dale Fraser
President
Victorian Hospitals' Industrial Association

Sent via email: fraserdale007@gmail.com

Dear Mr Fraser,

**Victorian Hospitals' Industrial Association
Annual Return of Information for 2018 [AR2018/28]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2018 in respect of the Victorian Hospitals' 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 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)] Note: 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 office and officer 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 office and officer 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)] Note: 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].