



23 October 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 (AR2019/26)**

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
17/10/2019	Victoria	Board Members (3), Board Member 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

GPO Box 2983, Melbourne VIC 3001  
Telephone: 1300 341 665 | Email: regorgs@roc.gov.au  
Website: [www.roc.gov.au](http://www.roc.gov.au)

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.

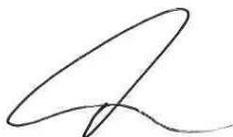
Yours faithfully,

**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:

Dale Fraser

Dated: 15 October 2019

*[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](mailto:orgs@fwc.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>
Victoria	11/10/2019	Board Member	Current vacancy	MARA RICHARDS	c/- VHIA, 88 Maribyrnong Street, Footscray Vic 3011	Voluntary Board Member/CEO
Victoria	11/10/2019	Board Member	Current Vacancy	SUE RACE	c/- VHIA, 88 Maribyrnong Street, Footscray Vic 3011	Voluntary Board Member/CEO
Victoria	11/10/2019	Board Member	Current Vacancy	MARK LAWRENCE	c/- VHIA, 88 Maribyrnong Street, Footscray Vic 3011	Voluntary Board Member/CFO
Victoria	11/10/2019	Board Member	CHEYNE CHALMERS	Vacancy		
...						



3 October 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 (AR2019/26)**

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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
3/10/2019	N/A	Board Member vacancy	Yes

**Time frames**

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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](#).

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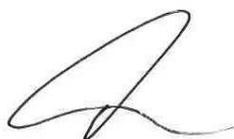
Yours faithfully,

**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:

Dale Fraser

Dated: 3 October 2019

*[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](mailto:orgs@fwc.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>
Victoria	13/9/2019	Board Member	PERRY MUNCASTER	VACANCY		
...						



18 July 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 (AR2019/26)**

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
18/07/2019	Victoria	Board Member	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.

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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 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:

18 July 2019

(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](mailto: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	17 July 2019	Board Member	Jan Child	Current Vacancy	C/- VHIA, 88 Maribyrnong Street, Footscray 3011	Volunteer Board Member/CEO

NOTIFICATION OF CHANGE TO RECORDS



14 May 2019

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

Dear Dale Fraser,

**Declaration and information lodged under subsection 233(1) for 2019 (AR2019/26)**

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 15 January 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 your Annual Return.

The documents lodged provide the required information for the 2019 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. The Victorian Hospitals' 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,

**Kristina Menzies**  
**Registered Organisations Commission**

**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 August 2019 and be completed before the 2019 Annual General Meeting.

A total of seven (6) Board members' terms of office will expire in 2019 as follows:

**Division 1** (3 of 7 representatives)

Ms Felicity Topp  
Mr Perry Muncaster  
Ms Cheyne Chalmers

**Division 2** (1 of 3 representatives)

Mr Dale Fraser

**Division 3** (1 of 3 representatives)

Ms Jacque Phillips  
Ms Jan Child

**Division 4** (0 of 1 representative)

None

- 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: 14 January 2019

*[PLEASE NOTE: This declaration must be lodged with the Fair Work 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 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 Executive 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	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	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	Jacque Phillips	c/- 88 Maribyrnong Street, Footscray Vic 3011	Chief Executive Officer
Board Member	Jan Child	c/- 88 Maribyrnong Street, Footscray Vic 3011	Chief Executive Officer
Board Member	<b>Vacancy</b>		
Board Member	<b>Vacancy</b>		