



11 March 2017

Mr Ron Thorpe
Treasurer
VANA Limited
Email: General@vana.com.au

Dear Mr Thorpe,

Annual Return of Information for 2017 [AR2017/63]

I acknowledge receipt on 8 February 2017 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The documents lodged cover the required information for the 2017 Annual Return of Information of VANA Limited.

The documents have been filed and can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/registered-organisations/find-registered-organisations>.

Notifications of Change

Any changes to these records must be notified to the Commission within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. VANA Limited is encouraged to use this template if any changes occur.

Yours sincerely

Margaret Williams
Regulatory Compliance Branch



4/202 Ferntree Gully Rd
Clayton VIC 3168

Tel.: (03) 8540 7000
Fax: (03) 8540 7077
Email: General@vana.com.au
Webpage: www.vana.com.au

Ref: [AR2017/63]

Annual Return of Information for Year 2017
[s233(a)(b) and reg 149]

I do solemnly and sincerely declare:

- i. That the register of members of VANA Ltd has, during the immediate preceding calendar year; been kept and maintained as required by ss230 (1)(a) and (2) [ss233 (1)(a)] and that the number of persons who were, on 31 December 2016 Members of the organization, was 409.
- ii. That the information contained in this declaration is the correct statement of information continued in those records, 233(i)b.
- iii. That the following is the list of the offices of VANA Ltd [s230 (1)(b)]:
 - Chairman
 - Vice Chairman
 - Treasurer
 - Directors
- iv. *Attachment A* is the list of names, postal address and occupations of the persons holding offices in the organization. [s230 (1)(c)]
- v. The VANA Ltd office is located at 4/202 Ferntree Gully Rd, CLAYTON, VIC, 3168. There are no branch offices. [s230(1)(d) and reg. 147(d)]
- vi. That due to the expiration of the term of office of elected officials it will be necessary for VANA Ltd to hold an election in accordance with s189 (e) of the Act. The office positions in the organization for which to be held for 2017 are:
 - Chairman
 - Treasurer
 - Director

A handwritten signature in black ink, appearing to read 'R. Thorpe', is written over a horizontal line.

Signature of Ron Thorpe (Treasurer/ Company Secretary), declared on Monday 6th February 2017.

Attachment A

NAME	OCCUPATION	ADDRESS
Chris Pecora	(Chairman) Newsagent	4/202 Ferntree Gully Road Clayton VIC 3168
Ron Thorpe	(Treasurer/ Company Secretary) Consultant	4/202 Ferntree Gully Road Clayton VIC 3168
Ivan Casagrande	(Director) Newsagent	4/202 Ferntree Gully Road Clayton VIC 3168
Kate MacDonald	(Vice Chairperson) Newsagent	4/202 Ferntree Gully Road Clayton VIC 3168
Luke Liu	(Executive Director) Newsagent	4/202 Ferntree Gully Road Clayton VIC 3168

Letter to FWC

The Victorian Authorised Newsagents Association Ltd (VANA) has kept and maintained accurate and timely records as per ss.230(1) and (2) (233(1)(all) regarding the Membership of the Association in the calendar year from January 1st 2016 until 31st December 2016.

During this time the membership number have changed as follows:

Membership of all categories as at January 1 st 2016	421
Resignations and Closures during the subject period	45
New Members enrolled during the subject period	33
Net Membership of VANA as at 31 st December 2016	409

Signed



.....

R. D Thorpe
Treasurer
VANA Ltd

Date

25.01.2017

.....

Letter to FWC

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Net Membership of VANA as at 31 st December 2016	409

Signed



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R. D Thorpe
Treasurer
VANA Ltd

Date

25.01.2017

.....



20 January 2017

Mr Ron Thorpe
Treasurer
VANA Limited

By email: General@vana.com.au

Dear Mr Thorpe,

**VANA Limited
Annual Return of Information for 2017 [AR2017/63]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2017 in respect of the VANA Limited by **31 March 2017**. However, for the reasons explained below, we strongly recommend that organisations lodge the Annual Return of information **as soon as possible**.

The new Registered Organisations Commission

The Registered Organisations Commission (the ROC) will be created in 2017.

Annual Returns of Information must be lodged with the Fair Work Commission until the ROC is established. Once the ROC is established, Annual Returns of information must be lodged with the ROC.

It is not yet known when the ROC will be established. We strongly encourage you to lodge the Annual Return of Information with the Fair Work Commission **as soon as possible** to avoid any potential administrative delays which may be caused by new email and postal addresses and contact phone numbers with the newly created ROC.

The Fair Work Commission will be providing information on the transition to the ROC through its subscription service and its website. For details about the subscription service, go to [Subscriptions](#) and subscribe to the Registered organisations information service.

Where to lodge your Annual Return of information

	Before the ROC is established	From establishment of the ROC
Where to lodge	Lodge your Annual Return of information with the Fair Work Commission	Lodge your Annual Return of information with the ROC
How to lodge	The easiest way to lodge your Annual Return of information is via email: orgs@fwc.gov.au	Lodgement methods are not yet known
Recommendation	Lodge with the Fair Work Commission as soon as possible to avoid potential delays	

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 Fair Work Commission (the Commission). The matters to be included in the declaration are set out in the attached checklist.

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone: (03) 8661 7777
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

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 Fair Work Commission (or the ROC when it is established) 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 \$54,000 for a body corporate and \$10,800 for an individual per contravention), under s.305 of the RO Act.

Please do not hesitate to contact the Commission by phone on (03) 8661 7777 or by e-mail at orgs@fwc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,



Marianne Kay
Adviser
Regulatory Compliance Branch

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) <i>[s.233(1)(a)]</i> 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) <i>[s.230(1)(b)]</i>
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) <i>[s.230(1)(c)]</i>
List of Branches	A record of the name of each branch of the organisation <i>[s.230(1)(d) and r.147(a)]</i>
New Branches	A record of the name of each branch that commenced operation in the previous 12 months <i>[s.230(1)(d) and r.147(b)]</i>
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months <i>[s.230(1)(d) and r.147(c)]</i>
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 <i>[s.230(1)(d) and r.147(d)]</i>
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 . <i>[s.230(1)(d) and r.147(e)]</i> 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. <i>[s.230(1)(d) and rr.147(f) and (g)]</i>

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*].