



3 April 2023

Dave Haydon
Secretary

CSR, Holcim, Wilmar & Viridian Staff Association known as Salaried Staff United
Sent via email: secretary@salariedstaffunited.com.au

Dear Dave Haydon

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the CSR, Holcim, Wilmar & Viridian Staff Association known as Salaried Staff United (AR2022/44).

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 Commission'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 (section 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 Commission 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 Commission 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 Commission'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 Commission'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 (regulation 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 Commission 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@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work 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 Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
31 March 2023	n/a	Secretary Vice President Council Member	Yes



SALARIED STAFF UNITED

Helping make a better place to work

CSR, Holcim, Wilmar and Viridian Staff Association known as Salaried Staff United

22 MOWBRAY TERRACE
EAST BRISBANE, QLD 4169

PO BOX 292,
NARANGBA, QLD 4504

TELEPHONE: (02) 9964 1747

www.salariedstaffunited.com.au

**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, Fred Adams, being the President of the CSR, Holcim, Wilmar and Viridian Staff Association known as Salaried Staff United, 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:

[delete all that do not apply]

- 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:

Fred Adams
President
CSR, Holcim, Wilmar and Viridian Staff Association known as Salaried Staff United

Dated: 30 March 2023

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:

CSR, Holcim, Wilmar and Viridian Staff Association known as Salaried Staff United

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
15.03.2023	Secretary	David HAYDON	VACANT	VACANT	VACANT
15.03.2023	Vice President	Jacqueline WILSON	VACANT	VACANT	VACANT
15.03.2023	Council Member	Andrew DOWSLEY	Max PRIEBE	C/- CSR, Holcim, Wilmar and Viridian Staff Association Known as Salaried Staff United PO Box 292 NARANGBA QLD 4504	Operations Manager, Humes



12 August 2022

Dave Haydon
Secretary
CSR, Holcim, Wilmar & Viridian Staff Association known as Salaried Staff United
Sent via email: secretary@salariedstaffunited.com.au

Notification of changes – Acknowledgment

Dear Dave Haydon,

We acknowledge receipt of a Notification of Change to the CSR, Holcim, Wilmar & Viridian Staff Association known as Salaried Staff United (AR2022/44).

A list of those changes has been summarised in Appendix A at the end of this letter.

Time frames for notifications of changes

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.

But we understand they can be a difficult requirement to get 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
25/07/2022	National	Change of Organisation's street address and postal address.	Yes



SALARIED STAFF UNITED

Helping make a better place to work

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TELEPHONE: (02) 9964 1747

PO BOX 292,
NARANGBA, QLD 4504
salariedstaffunited.com.au

Registered Organisations Commission
by email to regorgs@roc.gov.au

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, David Haydon, being the Secretary of the CSR, Holcim, Wilmar and Viridian Staff Association known as Salaried Staff United, 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 21 July 2022 the address of the organisation changed:
 - to 22 Mowbray Terrace EAST BRISBANE, QLD 4169¹
 - from Level 1, Triniti 3, 39 Delhi Road NORTH RYDE NSW 2113
 - On 21 July 2022 the postal address of the organisation changed:
 - to PO Box 292 NARANGBA, QLD 4504
 - from Locked Bag 1345, NORTH RYDE BC NSW 1670

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.

The organisation has no branches.

Signed:

Date: 22 July 2022

David Haydon
Secretary CSR, Holcim Wilmar and Viridian Staff Association known as Salaried Staff United

¹ s.230(1)(d); reg.147(d)

ANNEXURE A**THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE**

Changes to Postal address of Office Holders in the Organisation [1 page]:

CSR, Holcim, Wilmar and Viridian Staff Association known as Salaried Staff United.

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
<i>National</i>	<i>21.07.2022</i>	<i>Secretary</i>	<i>No change</i>	<i>David HAYDON</i>	<i>PO Box 292 Narangba, QLD 4504</i>	<i>Regional General Manager, Gyprock – NSW and ACT, CSR Limited</i>
	<i>21.07.2022</i>	<i>President</i>	<i>No change</i>	<i>Fred ADAMS</i>	<i>As above</i>	<i>General Manager, Aggregates NSW / ACT Holcim Australia</i>
<i>...</i>	<i>21.07.2022</i>	<i>Treasurer</i>	<i>No change</i>	<i>Meshach KAMODA</i>	<i>As above</i>	<i>Finance Manager – Sales – Masonry and Insulation, CSR Limited</i>
	<i>21.07.2022</i>	<i>Vice President</i>	<i>No change</i>	<i>Jacqueline WILSON</i>	<i>As above</i>	<i>Senior Facilities Manager and Property Assistant, CSR Limited</i>
	<i>21.07.2022</i>	<i>Council Member</i>	<i>No change</i>	<i>John DENYER</i>	<i>As above</i>	<i>Transactional Accounting Services Manager, CSR Limited</i>
	<i>21.07.2022</i>	<i>Council Member</i>	<i>No change</i>	<i>Trent VERNON</i>	<i>As above</i>	<i>Senior Logistics Officer Plane Creek Mill, Wilmar</i>
	<i>21.07.2022</i>	<i>Council Member</i>	<i>No change</i>	<i>Andrew DOWSLEY</i>	<i>As above</i>	<i>Engineering Manager, CSR Limited</i>
	<i>21.07.2022</i>	<i>Council Member</i>	<i>No change</i>	<i>Wayne GONSALVES</i>	<i>As above</i>	<i>Production Supervisor, Humes</i>
	<i>21.07.2022</i>	<i>Council Member</i>	<i>No change</i>	<i>Kyle Houlden</i>	<i>As above</i>	<i>Production Manager, Holcim</i>



14 March 2022

Dave Haydon
Secretary

CSR, Holcim, Wilmar & Viridian Staff Association known as Salaried Staff United
Sent via email: secretary@salariedstaffunited.com.au & dhaydon@csr.com.au

Dear Dave Haydon

The CSR, Holcim, Wilmar & Viridian Staff Association known as Salaried Staff United'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	2022
Matter number	AR2022/44
Lodgement date	8 March 2022
Review	Advanced Review
Result	FILED

Your advanced review

Your Annual Return had an **advanced review** which is a comprehensive review that evaluates compliance with the requirements of the RO Act.



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

The ROC's risk-based approach

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.

This year your Annual Return was assessed against an advanced review.

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, David Haydon, being the Secretary of the CSR, Holcim Wilmar and Viridian Staff Association Known as Salaried Staff United, 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 Level 1, Trinita 3, 39 Delhi Road North Ryde NSW 2113.¹
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.²
 - On 31 December in the previous year the number of members was 688.³
 - 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 THIS YEAR:⁴

No elections are scheduled THIS YEAR.
 - The organisation:
 - Has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:



David Haydon
Secretary

Dated: 25 / 02 / 2022

¹ s.230(1)(d); reg.147(d)

² s.230(1)(d); reg.147(a), (b), (c) & (d)

³ s.230(1)(d); reg.147(f)

⁴ s.230(1)(d); reg.147(e)

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

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

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
<i>Secretary</i>	<i>David HAYDON</i>	<i>C/- CSR, Holcim, Wilmar and Viridian Staff Association Known as Salaried Staff United Locked Bag 1345, North Ryde BC NSW 1670</i>	<i>Regional General Manager, Gyprock – NSW and ACT, CSR Limited</i>
<i>President</i>	<i>Fred ADAMS</i>	<i>As above</i>	<i>General Manager Aggregates NSW / ACT Holcim Australia</i>
<i>Treasurer</i>	<i>Meshach KAMODA</i>	<i>As above</i>	<i>Finance Manager – Sales – Masonry and Insulation, CSR Limited</i>
<i>Vice President</i>	<i>Jacqueline WILSON</i>	<i>As above</i>	<i>Senior Facilities Manager and Property Assistant, CSR Limited</i>
<i>Council Member</i>	<i>John DENYER</i>	<i>As above</i>	<i>Transactional Accounting Services Manager, CSR Limited</i>
<i>Council Member</i>	<i>Trent VERNON</i>	<i>As above</i>	<i>Senior Logistics Officer Place Creek Mill, Wilmar</i>
<i>Council Member</i>	<i>Andrew DOWSLEY</i>	<i>As above</i>	<i>Engineering Manager, CSR Limited</i>
<i>Council Member</i>	<i>Wayne GONSALVES</i>	<i>As above</i>	<i>Production Supervisor, Humes</i>
<i>Council Member</i>	<i>Kyle HOULDEN</i>	<i>As above</i>	<i>Production Manager, Holcim</i>