



11 January 2023

Robert Kirkham
Secretary/Treasurer
Australian Business Industrial
Sent via email: industrial@australianbusiness.com.au

Notification of changes – Action required

Dear Robert Kirkham,

We acknowledge receipt of a Notification of Change to the office holders of the Australian Business Industrial (AR2022/81).

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.

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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.

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- [notification of change template](#)
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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<http://invalid.uri/> 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
21/12/2022	National	Councillor	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, Robert Kirkham, being the Secretary/Treasurer of the Australian Business Industrial, 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:



Secretary/Treasurer

Dated: 21/12/2022

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within **35 days** of the change. It can be submitted to regorgs@roc.gov.au.]*

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 [*insert as many pages as required*]:

[Please note:

- *delete the italicised information: this is instructional or provided by way of example only*
- *the ROC must be notified within 35 days of the change*
- *the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change*
- *a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes 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
<i>National</i>	<i>07/12/2022</i>	<i>Councillor</i>		<i>Ed Cregan</i>	<i>Coca-Cola Europacific Partners Australia Pty Limited Level 13, 40 Mount Street North Sydney NSW 2060</i>	<i>Senior Legal Counsel - Workplace Relations</i>



5 December 2022

Robert Kirkham
Secretary/Treasurer
Australian Business Industrial
Sent via email: industrial@australianbusiness.com.au

Notification of changes – Action required

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

What you need to do right now

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These next steps are explained below in more detail.

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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:

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Officer financial training audit

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Please direct your officers to the kit which is on the ROC's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

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The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

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Resources to help you make your notifications of change

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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
30 November 2022	n/a	Vice President - address and occupation Councillor vacancy	Yes

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I, Robert Kirkham, being the Secretary/Treasurer of the Australian Business Industrial, 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:



Secretary/Treasurer

Dated: 29/11/2022

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within **35 days** of the change. It can be submitted to regorgs@roc.gov.au.]*

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<i>National</i>	<i>2/11/2022</i>	<i>Vice President</i>	<i>Anna-Maria Wade</i>	<i>Anna-Maria Wade</i>	<i>Royal Freemasons' Benevolent Institution Suite 2, Level 12, 2 Park St, Sydney, NSW 2000</i>	<i>Chief of People and Culture</i>
	<i>23/11/2022</i>	<i>Councillor</i>	<i>Gerry Carr</i>			



10 August 2022

Robert Kirkham
Secretary/Treasurer
Australian Business Industrial
Sent via email: industrial@australianbusiness.com.au

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Registered Organisations Commission

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Signed:



Secretary/Treasurer

Dated: 13 July 2022

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<i>National</i>	<i>6/07/2022</i>	<i>Councillor</i>		<i>Simon Brown</i>	<i>Boral Limited Level 18, 15 Blue Street, North Sydney NSW 2060</i>	<i>Group Industrial Relations Manager</i>



31 May 2022

Robert Kirkham
Secretary/Treasurer
Australian Business Industrial
Sent via email: industrial@australianbusiness.com.au

cc:

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Registered Organisations Commission

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18/05/2022	National	Councillors (4)	Yes

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Signed:



Robert Kirkham

Secretary/Treasurer

Dated: 17 May 2022

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<i>National</i>	<i>27/04/2022</i>	<i>Councillor</i>		<i>Fabiana James</i>	<i>Svitzer Australia Pty Ltd Level 1, 7 Cooper Street, Balmain NSW 2041</i>	<i>Head of Industrial Relations</i>
	<i>27/04/2022</i>	<i>Councillor</i>		<i>Victoria Karraz</i>	<i>The Northcott Society PO Box 4055 Parramatta NSW 2124</i>	<i>Industrial Relations Manager</i>
	<i>27/04/2022</i>	<i>Councillor</i>		<i>Shauneen Campbell</i>	<i>Hemmes Trading Pty Ltd L 2, 320 George St, Sydney 2000</i>	<i>People Operations Manager</i>
	<i>27/04/2022</i>	<i>Councillor</i>		<i>Kate Alam</i>	<i>Pacific National Services Pty Ltd Level 16, 15 Blue Street, North Sydney, 2060</i>	<i>Head of Workplace Relations</i>



25 March 2022

Robert Kirkham
Secretary/Treasurer
Australian Business Industrial
Sent via email: industrial@australianbusiness.com.au

Dear Robert Kirkham

The Australian Business Industrial'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 AR2022/81
Lodgement date 23 March 2022
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, Robert Kirkham, being the Secretary/Treasurer of the Australian Business Industrial, 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 15, 140 Arthur Street, North Sydney NSW 2060.¹
 - 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 2417.³
 - 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

Australian Business Industrial Council (15), Election has been conducted and declared by the Australian Electoral Commission on 11/03/2021.

Australian Business Industrial Executive (7), Election has been held and declared by the Australian Electoral Commission on 01/07/2021.

- *President (1)*
- *Secretary/Treasurer (1)*
- *Vice President (2)*
- *Executive (3)*


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)

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

Signed: 
.....

Robert Kirkham

Secretary/Treasurer

Dated: 23 March 2022

*[PLEASE NOTE: This declaration must be lodged with the Registered Organisations 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 ROC within **35 days** of the change⁵.]*

⁵ s.233(2); reg. 151

ANNEXURE A

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- 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
President	Kerry James Wilson	Workplace Management Solutions P/L 42 Suffolk Avenue Collaroy NSW 2097	Director
Vice President	Keiran Brown	Employers Mutual Management GPO Box 4143 Sydney NSW 2001	Head of Employee Relations & WHS
Vice President	Anna-Maria Wade	Aged & Community Services Australia PO Box 20427 World Square, NSW 2002	Senior Manager Member Connect/State Manager/Employee Relations Manager
Secretary/Treasurer	Robert Kirkham	Access Industries for the Disabled Ltd PO Box 383, Seven Hills NSW 2147	Chief Executive Officer
Councillor/Executive Committee	Skye Britton	SRG Global Building Pty Ltd Suite 3/Level 1, 75 Carnarvon St, Silverwater NSW 2128	HR Manager
Councillor/Executive Committee	Paul Edwards	N Moit and Sons (NSW) Pty Limited PO BOX 4037, Macquarie Centre, North Ryde NSW 2113	General Manager People Culture & Communications
Councillor	Claire Bailey	Leading Age Services Australia Limited Suite 1, Level 9 1 Oxford St Darlinghurst 2010	Manager Employment Relations
Councillor	Gerry Carr	St Vincents Hospital Sydney Ltd 390 Victoria Street Darlinghurst NSW 2010	HR Operations Manager
Councillor	Bruce Mackenzie	Humanforce Level 14, 90 Arthur Street, North Sydney, NSW 2060	Managing Director

Councillor	Vince Surra	ResMed Ltd 1 Elizabeth Macarthur Drive BELLA VISTA NSW 2153	Senior Director- Employee Relations – APAC
Councillor	Glenn Tyrrell	The Northcott Society PO Box 4055 Parramatta NSW 2124	Human Resources Manager
Councillor/Executive Committee	Vacant		
Councillor	Vacant		
Councillor	Vacant		
Councillor	Vacant		