



4 October 2023

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

Dear Robert Kirkham

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Business Industrial (AR2023/79).

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)
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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](#).

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Please direct your officers to the kit which is on the Commission'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

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

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eLearning module – notifications of change

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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
18/09/2023	National	President (2)	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: 18/09/2023

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to regorgs@fwc.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 information highlighted: this is instructional or provided by way of example only
- the Fair Work Commission 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
National	14/09/2023	President	Kerry Wilson			
	15/09/2023	President		Anna-Maria Wade	Royal Freemasons' Benevolent Institution Suite 2, Level 12, 2 Park St, Sydney, NSW 2000	Chief of People and Culture



8 September 2023

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

Dear Robert Kirkham

Notification of changes – Acknowledgment

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Time frames for notifications of changes

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Yours sincerely

Fair Work Commission

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04 September 2023	National	Councillor change of address	Yes

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 - 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: 04/09/2023

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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
National	02/08/2023	Councillor	Bruce Mackenzie	Bruce Mackenzie	HREX PTY LTD Suite 5.01G, 50 Berry Street, North Sydney NSW 2060	Managing Director

5 July 2023

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

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These next steps are explained below in more detail.

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Yours sincerely

Fair Work Commission

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Signed: 
Secretary/Treasurer

Dated: 03/07/2023

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National	16/06/2023	Councillor	Fabiana James	Fabiana James	Ventia Australia Pty Limited L 8 - 80 Pacific Hwy NORTH SYDNEY NSW 2060	General Manager -Employee Relations
National	28/06/2023	Councillor		James Morley	Toll Group Level 1, 8 Murray Rose Ave Sydney Olympic Park NSW 2127	Group General Manager-Industrial and Employee Relations

24 May 2023

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

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Signed: 
Secretary/Treasurer

Dated: 15/05/2023

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National	11/05/2023	Vice President	Keiran Brown			

2 May 2023

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

Dear Robert Kirkham

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13 April 2023	National	Change of occupation	Yes

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Signed: 
Secretary/Treasurer

Dated: 13/04/2023

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National	01/04/2023	Councillor	Claire Bailey	Claire Bailey	[REDACTED] [REDACTED] [REDACTED]	Head of Workplace Relations



9 March 2023

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 annual return lodged under subsection 233(1) of the ***Fair Work (Registered Organisations) Act 2009 (the RO Act)***.

Summary of your annual return and its assessment

Year	2023
Matter number	AR2023/79
Lodgement date	6 March 2023
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 regulator 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 Fair Work Commission (the Commission) website.

The Commission's risk-based approach

This year your annual return was assessed against a primary review. Consistent with the Commission's risk-based approach, most annual returns are the subject of a primary review.

The remainder receive an advanced review which is a more comprehensive review.

Each organisation should expect that in some years their annual return will be the subject of an advanced review.

The Commission's [advanced review checklists](#) are published on our website.

Do you have any questions?

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the Commission's subscription service to find out when we release new materials](#).

If you have any queries we can be contacted on 1300 341 665 or by email at regorgs@fwc.gov.au.

Yours sincerely

Fair Work 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 8, 8 Chifley Square, Sydney NSW 2000.
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.¹
 - On 31 December in the previous year the number of members was 2092.²
 - 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:³
 - No elections are scheduled for THIS YEAR
 - The organisation:
 - Has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:



Robert Kirkham,
Secretary/Treasurer

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

² s.230(1)(d); reg.147(f)

³ s.230(1)(d); reg.147(e)

Dated: 3 March 2023

*[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 change⁴.]*

⁴ s.233(2); reg. 151

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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	[REDACTED]	Director
Vice President	Keiran Brown	[REDACTED]	Head of Employee Relations & WHS
Vice President	Anna-Maria Wade	[REDACTED]	Chief of People and Culture
Secretary/Treasurer	Robert Kirkham	[REDACTED]	Chief Executive Officer
Councillor/Executive Committee	Skye Britton	[REDACTED]	HR Manager
Councillor	Claire Bailey	[REDACTED]	Manager Employment Relations
Councillor	Bruce Mackenzie	[REDACTED]	Managing Director
Councillor	Vince Surra	[REDACTED]	Senior Director- Employee Relations – APAC
Councillor	Fabiana James	[REDACTED]	Head of Industrial Relations
Councillor	Victoria Karraz	[REDACTED]	Industrial Relations Manager

Councillor	Shauneen Campbell	[REDACTED]	People Operations Manager
Councillor	Kate Alam	[REDACTED]	Head of Workplace Relations
Councillor	Simon Brown	[REDACTED]	Group Industrial Relations Manager
Councillor	Ed Cregan	[REDACTED]	Senior Legal Counsel - Workplace Relations
Executive Committee	Vacant		
Executive Committee	Vacant		