



12 February 2024

Maureen Harding
President
Hair and Beauty Australia
Sent via email: info@askhaba.com.au

Dear Maureen Harding

Notification of changes – Acknowledgment

We acknowledge receipt of a Notification of Change to the Hair and Beauty Australia (AR2023/82).

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:

- [FWC 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 Fair Work Commission website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
1 February 2024	n/a	Change of Address	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, Maureen Harding, being the National President of the Hair and Beauty Australia 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*:
 - As of 1 January 2024 the registered address of the organisation changed to 51 Walker Street, North Sydney, NSW 2060.¹

Signed:



Dated: 30 January 2024

¹ s.230(1)(d); reg.147(d)



17 April 2023

Maureen Harding
President
Hair and Beauty Australia
Sent via email: info@askhaba.com.au

Dear Maureen Harding

The Hair and Beauty Australia's annual return of information (annual return) lodged under subsection 233(1) of the RO Act

Thank you for providing your amended 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	AR2023/82
Lodgement date	30 March and 17 April 2023 (amended)
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 has been uploaded to the Commission website. You do not need to do anything further this year, **however**, the following comments are made to assist you when you prepare next year's annual return. If you would like to discuss your specific annual return, or other compliance obligations, consider booking an appointment with our Governance 2 U program.



Looking for help with compliance?

Our '**Governance 2 U**' program can tailor assistance to your needs. If you want to discuss any of the concerns below [click here to make arrangements](#).



The initial declaration that the annual return is a correct statement of your records was incomplete.

The initial declaration lodged on 30 March 2023 which stated that the copy of the records lodged is a correct statement did not meet the requirements of the RO Act. Your initial declaration did not include the correct number of members as at 31 December 2022. The amended declaration lodged on 17 April 2023 corrected this.

Next year please ensure that the declaration includes the correct information contained in the records required to be kept by the Hair and Beauty Australia under paragraphs 230(1)(b), (c) and (d) of the RO Act.

List of elected offices not fully included.



Your initial annual return did not include the full list of elected officers in the organisation and had omitted two office holders. The amended declaration included the full list of elected officers. Next year please ensure the annual return includes the full list of elected officers.

Tips:

- List all offices, including vacant offices.
- List the offices in existence when the declaration is signed.

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

Fair Work Commission
Terrace Towers
80 William Street
East Sydney NSW 2011

14 April 2023

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, Maureen Harding, being the President of Hair and Beauty Australia, 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:
 - a. The office and only branch of this association/organisation holds the following address, Hair and Beauty Australia Limited. Suite 304/ Level 3, 5 Hunter Street, Sydney, NSW, 2000. Postal Address GPO Box 5050, Sydney, NSW, 2001. ¹
 - b. On 31 December in the previous year the number of members was 805.²
 - c. 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.
 - d. Under the rules of the organisation, the elections of all Board Members must be held between 1 January and 31 December of 2023.³
 - e. The organisation has not entered into an agreement under s.151(1) of the Act with a state union.

Should you require any further information please do not hesitate to contact myself on 02 9221 9911 or via email at info@askhaba.com.au

¹ s.230(1)(d); reg.147(d)

² s.230(1)(d); reg.147(f)

³ s.230(1)(d); reg.147(e)



Sincerely,

A handwritten signature in black ink, appearing to read 'Maureen', is positioned above the printed name. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Maureen Harding
National President

Date: 14 April 2023

ANNEXURE A

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

Offices and Office Holders in the Organisation

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
Maureen Harding	National President	Suite 304, Level 3, 5 Hunter St Sydney, NSW 2001	Hairdresser
Elvio Caires	Vice President	Suite 304, Level 3, 5 Hunter St Sydney, NSW 2001	Hairdresser
Brian Flohm	Treasurer	Suite 304, Level 3, 5 Hunter St Sydney, NSW 2001	Hairdresser
Wendy Campbell	Secretary	Suite 304, Level 3, 5 Hunter St Sydney, NSW 2001	Hairdresser
Ken Mcrae	General Board Member	Suite 304, Level 3, 5 Hunter St Sydney, NSW 2001	Hairdresser
Mario Nasso	General Board Member	Suite 304, Level 3, 5 Hunter St Sydney, NSW 2001	Hairdresser
Vacant	General Board Member		
Vacant	General Board Member		
Vacant	General Board Member		
Vacant	General Board Member		