



11 September 2024

Robert Kirkham  
Secretary/Treasurer  
Australian Business Industrial  
Sent via email: [industrial@australianbusiness.com.au](mailto: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 (AR2024/78).

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**

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#### **Help for new officers: Officer Induction Kit**

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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**

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](#)
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#### **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](mailto: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
5 September 2024	National	Councillor (3)	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: 04/09/2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to [regorgs@fwc.gov.au](mailto: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	28/08/2024	Councillor		Manroop Soin	Guzman Y Gomez Restaurant Group Pty Limited Level 2, 64-76 Kippax Street, Surry Hills NSW 2010	Senior Employee Relations Lawyer
	28/08/2024	Councillor		Nicholas Kluktewicz	The Northcott Society 1 Fennell Street, North Parramatta, NSW 2151	Industrial Officer
	28/08/2024	Councillor		Kavisha Singh	Boral Resources (NSW) Pty Ltd Level 3, Trinita 2, 39 Delhi Rd, North Ryde, NSW 2113	Industrial Relations Manager



7 August 2024

Robert Kirkham  
Secretary/Treasurer  
Australian Business Industrial  
Sent via email: [industrial@australianbusiness.com.au](mailto:industrial@australianbusiness.com.au)

Dear Robert Kirkham

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#### **Officer financial training audit**

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#### **Disclosure obligations: what officers must do**

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

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Resources to help you make your notifications of change

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Yours sincerely

**Fair Work Commission**

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Our records have been updated.

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31 July 2024	National	Councillor	Yes

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Signed:



Secretary/Treasurer

Dated: 31/07/2024

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National	30/07/2024	Councillor	Simon Brown			



16 July 2024

Robert Kirkham  
Secretary/Treasurer  
Australian Business Industrial  
Sent via email: [industrial@australianbusiness.com.au](mailto:industrial@australianbusiness.com.au)

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Yours sincerely

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15 July 2024	N/A	Councillor vacancy	Yes



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Signed:



Secretary/Treasurer

Dated: 15/07/2024

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National	11/07/2024	Councillor	Victoria Karraz			



18 March 2024

Robert Kirkham  
Secretary/Treasurer  
Australian Business Industrial  
Sent via email: [industrial@australianbusiness.com.au](mailto:industrial@australianbusiness.com.au)

Dear Robert Kirkham

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Yours sincerely

**Fair Work Commission**

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Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
8 March 2024	National	Vice President	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***

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Signed:



Secretary/Treasurer

Dated: 05/03/2024

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National	28/02/2024	Vice President		Fabiana James	Ventia Australia Pty Limited L 8- 80 Pacific Hwy, North Sydney NSW 2060	General Manager – Employee Relations





23 February 2024

Robert Kirkham  
Secretary/Treasurer  
Australian Business Industrial  
Sent via email: [industrial@australianbusiness.com.au](mailto: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	2024
Matter number	AR2024/78
Lodgement date	19 February 2024
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](mailto: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 section 230(1)(a) and section 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 section 230(1)(b), (c), and (d) of the Act:
  - The address of the organisation is Level 8, 8 Chifley Square, Sydney NSW 2000.<sup>1</sup>
  - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.<sup>2</sup>
  - On 31 December in the previous year the number of members was 2139.<sup>3</sup>
  - 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:<sup>4</sup>
    - No elections are scheduled THIS YEAR.
  - The organisation:
    - Has not entered into an agreement under section 151(1) of the Act with a state union.

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<sup>1</sup> Section 230(1)(d); reg. 147(d)

<sup>2</sup> Section 230(1)(d); reg. 147(a), (b), (c) & (d)

<sup>3</sup> Section 230(1)(d); reg. 147(f)

<sup>4</sup> Section 230(1)(d); reg. 147(e)

Signed:



Secretary/Treasurer

Dated: 05/02/2024

[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to [regorgs@fwc.gov.au](mailto:regorgs@fwc.gov.au). If at any time in the year this information changes a Notification of Changes must be lodged with the Commission within **35 days** of the change<sup>5</sup>.]

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<sup>5</sup> Section 233(2); reg. 151

## 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
President	Anna-Maria Wade	Royal Freemasons' Benevolent Institution Suite 2, Level 12, 2 Park St, Sydney, NSW 2000	Chief of People and Culture
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, Silver water NSW 2128	HR Business Partner
Councillor	Claire Bailey	Aged & Community Care Providers Association Ltd Suite 1, Level 9, 1 Oxford Street, Darlinghurst NSW 2010	Head of Workplace Relations
Councillor	Bruce Mackenzie	HREX PTY LTD Suite 5.01g,50 Berry Street-North Sydney 2060	Managing Director
Councillor	Vince Surra	ResMed Ltd 1 Elizabeth Macarthur Drive Bella Vista NSW 2153	Senior Director- Employee Relations – APAC

Councillor	Fabiana James	Ventia Australia Pty Limited L 8- 80 Pacific Hwy, North Sydney NSW 2060	General Manager – Employee Relations
Councillor	Victoria Karraz	The Northcott Society PO Box 4055 Parramatta NSW 2124	Industrial Relations Manager
Councillor	Shauneen Campbell	Hemmes Trading Pty Ltd L 2, 320 George St, Sydney 2000	People Operations Manager
Councillor	Kate Alam	Pacific National Services Pty Ltd Level 16, 15 Blue Street, North Sydney, 2060	Head of Workplace Relations
Councillor	Simon Brown	Boral Limited Level 3, Trinita T2, 39 Delhi Road, North Ryde NSW 2113	Group Employment Relations Manager
Councillor	Ed Cregan	Coca-Cola Euro pacific Partners Australia Pty Limited Level 13, 40 Mount Street North Sydney NSW 2060	Senior Legal Counsel - Workplace Relations
Councillor	James Moley	Toll Group Level 1, 8 Murray Rose Ave Sydney Olympic Park NSW 2127	Group General Manager
Councillor	Vacant		
Councillor	Vacant		
Vice President	Vacant		
Vice President	Vacant		
Executive Committee	Vacant		
Executive Committee	Vacant		