



19 May 2020

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 made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2019/74)**

I acknowledge receipt of a Notification of Change to the office holders of the Australian Business Industrial.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
16/01/2020	N/A	Councillor vacancy	Yes
20/03/2020	N/A	Councillor vacancy	Yes

**Officer Induction Kit**

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Thank you for your correspondence.

Yours sincerely

**Registered Organisations Commission**

GPO Box 2983, Melbourne VIC 3001  
Telephone: 1300 341 665 | Email: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)  
Website: [www.roc.gov.au](http://www.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, 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 OR OTHER AUTHORISED OFFICER]



Dated: [DATE]

*[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](mailto: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>26/02/2020</i>	<i>Councillor</i>	<i>Jane Cleary</i>	<i>Vacant</i>		

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Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]



Dated: [DATE]

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<i>National</i>	<i>16/12/2019</i>	<i>Councillor</i>	<i>Annabel Leete</i>	<i>Vacant</i>		



15 January 2020

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 made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2019/74)**

I acknowledge receipt of a Notification of Change to the office holders of the Australian Business Industrial.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
26-11-2019	National	Councillor	Yes
16-12-2019	National	Councillor/Executive Committee	Yes

**Time frames**

Regulation 151 of the *Fair Work (Registered Organisations) Regulations 2009* prescribes that a notification of change pursuant to section 233(2) of the RO Act must be lodged within 35 days of the change occurring. I note that this is a civil penalty provision and non-compliance may leave your organisation open to Federal Court proceedings.

**Officer Induction Kit**

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of resources that will help an officer to understand their general duties as an officer and their specific

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duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

### **Mandatory disclosures**

Please ensure that all new holders of office are advised of their obligations 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](#).

### **Mandatory training**

Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe. Further information about training is provided in our [officer financial training fact sheet](#).

Thank you for your correspondence.

Yours sincerely

**Registered Organisations Commission**

**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 OR OTHER AUTHORISED OFFICER]

Dated: [DATE] 12 December 2019,

*[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](mailto:regorgs@roc.gov.au).]*

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National	04/12/2019	Councillor/Executive Committee	Jessica Maria Liley	Vacant		

**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return)  
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Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]



Dated: [DATE]

25 NOVEMBER 2019.

*[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](mailto:regorgs@roc.gov.au).]*

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National	23/10/2019	Councillor	Bonnie Kestel	Vince Surra	ResMed Limited 1 Elizabeth Macarthur Drive Bella Vista NSW 2153	Senior Director – Employee Relations- APAC



20 November 2019

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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The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
12-09-2019	National	Councillor	Yes

**Time frames**

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Please also note that Section 293K of the RO Act requires each officer with duties that relate to the financial management to undertake approved training that covers the duties within 6 months after the person begins to hold office. Please ensure that relevant officers are advised of the requirement to undertake approved training. Please also ensure that they undertake the training within the required timeframe. Further information about training is provided in our [officer financial training fact sheet](#).

Thank you for your correspondence.

Yours faithfully,

**Romy Kaur**  
**Registered Organisations Commission**

**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 OR OTHER AUTHORISED OFFICER]

Dated: [DATE] 12 Sep 2019.

*[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](mailto:regorgs@roc.gov.au).]*

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Changes to Offices and Office Holders in the Organisation and its Branches [*insert as many pages as required*]:

[Please note:

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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	28/08/2019	Councillor	Vacant	Anna-Maria Wade	Aged & Community Services Australia. Level 6, 5 Rider Boulevard Rhodes NSW 2138	State Manager - NSW / ACT & Employee Relations Manager



9 April 2019

Robert Kirkham  
Secretary/Treasurer  
Australian Business Industrial

Sent via email: [industrial@australianbusiness.com.au](mailto:industrial@australianbusiness.com.au)

Dear Robert Kirkham,

**Declaration and information lodged under subsection 233(1) for 2019 (AR2019/74)**

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 14 February 2019 of your organisation's Annual Return which provides information under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Thank you for providing your Annual Return.

The documents lodged provide the required information for the 2019 Annual Return of the Australian Business Industrial.

The Annual Return has been filed. Annual returns are publicly available on the website through the [List of Registered Organisations](#).

**Notifications of Change**

Any changes to these records must be notified to the ROC within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. Australian Business Industrial is encouraged to use this template if any changes occur.

If you have any queries regarding this correspondence, I can be contacted on 1300 341 665 or by email at [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)

Yours faithfully,

**Cheryl Tam**  
**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.<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 4048.<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.*

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

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

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

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

- The organisation: *[Delete the dot point that does not apply]*
  - Has not entered into an agreement under s.151(1) of the Act with a state union.
  - ~~Has entered into an agreement under s.151(1) of the Act with a state union and the number of members of the state union who were not eligible to be members of the organisation on 31 December in the previous year is [NUMBER OF MEMBERS].<sup>5</sup>~~

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]



Dated: [DATE]

*13 Feb 2019.*

*[PLEASE NOTE: This declaration must be lodged with the Registered Organisations Commission by 31 March. It can be submitted to [regorgs@roc.gov.au](mailto: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 change<sup>6</sup>.]*

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<sup>5</sup> s.230(1)(d); reg.147(g)

<sup>6</sup> s.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*]:

<b>Name of Office (include any offices that are vacant)</b>	<b>Name of Office Holder</b>	<b>Postal Address of Office Holder</b>	<b>Occupation of Office Holder</b>
President	Kerry James Wilson	Workplace Management Solutions P/L 42 Suffolk Avenue Collaroy NSW 2097	Director
Vice President	Thomas Bowers	Bowers Enterprises P/L 42 Dolphin Dr, Ballina NSW 2478	Managing Director
Vice President	Bruce Hugh Mackenzie	TimeTarget L 10, 52 Alfred Street Milsons Point, NSW 2061	Managing Director
Secretary/Treasurer	Robert Kirkham	Access Industries for the Disabled Ltd 131 Station Road Seven Hills NSW 2147	Chief Executive Officer
Councillor/Executive Committee	David George Long	Northcott 1 Fennell Street North Parramatta NSW 2151	General Manager - People and Culture
Councillor/Executive Committee	Jane Cleary	Boral Ltd Level 3 ,40 Mount Street North Sydney NSW 2060	Senior Legal Counsel- National ER/IR
Councillor/Executive Committee	Jessica Maria Liley	BlueScope Steel Tower B, Level 4,201 Coward Street Mascot NSW 2015	National Manager Human Resources
Councillor	Annabel Leete	Rimini Street Inc Level 10, 20 Martin Place, Sydney NSW 2000	Senior HR Manager- APAC
Councillor	Andrew Vlachos	Stimulus Consulting PO Box 97, Cremorne Junction, NSW 2090	Managing Director
Councillor	Gerald Michael Carr	St. Vincent's Hospital Sydney Ltd 1 Leichhardt St Darlinghurst NSW 2010	HR Operations Manager

Councillor	Ian Lilley	Martin-Brower Australia Pty Ltd. 1 Burilda Close Wetherill Park NSW 2164	Human Resources Director
Councillor	Mark Douglas	Viridian New World Glass 8 Williamson Road Ingleburn NSW 2565	Employee Relations Specialist
Councillor	Bonnie Kestel	ResMed Limited 1 Elizabeth Macarthur Drive Bella Vista NSW 2153	Senior Director, Strategic HRBP Operations
Councillor	Nathan Bright	Norske Skog (Australasia) Pty Ltd Suite 7.02, Level 7, 465 Victoria Avenue Chatswood NSW 2067	Vice President Human Resources
Councillor (Vacant)	Vacant	Vacant	Vacant