



5 May 2021

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 (AR2020/82).

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.

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](#).

Help for new officers: Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit has 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, disclosures and other reporting obligations.

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.

These resources include:

- [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 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 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
13/04/2021	National	Councillor/Executive Committee vacancy, Councillor (13)	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: 13 April 2021

*[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
National	11/03/2021	Councillor/Executive Committee	David long			
	11/03/2021	Councillor	Andrew Vlachos			
National	11/03/2021	Councillor		Claire Bailey	Leading Age Services Australia Limited Suite 1, Level 9 1 Oxford St Darlinghurst 2010	Manager Employment Relations
	11/03/2021	Councillor		Nathan Bright	Norske Skog (Australasia) Pty Ltd Suite 7.02 Level 7 CHATSWOOD NSW 2067	Vice President Human Resources
	11/03/2021	Councillor		Skye Britton	SRG Global Building Pty Ltd Suite 3/Level 1, 75 Carnarvon St, Silverwater NSW 2128	HR Manager
	11/03/2021	Councillor		Keiran Brown	Employers Mutual Management GPO Box 4143 Sydney NSW 2001	Head of Employee Relations & WHS
	11/03/2021	Councillor		Gerry Carr	St Vincents Hospital Sydney Ltd 390 Victoria Street	HR Operations Manager

					Darlinghurst NSW 2010	
	11/03/2021	Councillor		Paul Edwards	N Moit and Sons (NSW) Pty Limited PO Box 4037, Macquarie Centre, North Ryde NSW 2113	General Manager People Culture & Communications
	11/03/2021	Councillor		Robert Kirkham	Access Industries for the Disabled Limited PO Box 383, Seven Hills NSW 2147	Chief Executive Officer
	11/03/2021	Councillor		Ian Lilley	Martin-Brower Australia Pty Ltd 1 Burilda Close WETHERILL PARK NSW 2164	Human Resources Director - ANZ
	11/03/2021	Councillor		Bruce Mackenzie	Humanforce Level 14, 90 Arthur Street, North Sydney, NSW 2060	Managing Director
	11/03/2021	Councillor		Vince Surra	ResMed Ltd 1 Elizabeth Macarthur Drive BELLA VISTA NSW 2153	Senior Director- Employee Relations - APAC
	11/03/2021	Councillor		Glenn Tyrrell	The Northcott Society PO Box 4055 Parramatta NSW 2124	Human Resources Manager
	11/03/2021	Councillor		Anna-Maria Wade	Aged & Community Services Australia PO Box 3124 RHODES NSW 2138	Employee Relations Manager
	11/03/2021	Councillor		Kerry Wilson	Workplace Management Solutions Pty Ltd 42 Suffolk Ave COLLAROY NSW 2097	Director



17 July 2020

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

Dear Robert Kirkham

Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2020/82)

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
21/05/2020	National	Councillor (2)	Yes
21/05/2020	National	Vice President	Yes
13/07/2020	National	Councillor	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

GPO Box 2983, Melbourne VIC 3001
Telephone: 1300 341 665 | Email: regorgs@roc.gov.au
Website: www.roc.gov.au

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]

*[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:

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- *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	29/04/2020	Councillor / Vice President	Thomas Bowers	Vacant		
National	01/05/2020	Councillor	Mark Douglas	Vacant		

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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 OR OTHER AUTHORISED OFFICER]

21 May 2020
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.]*

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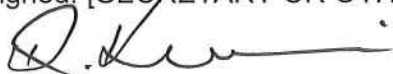
Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
National	29/04/2020	Councillor		Keiran Brown	Employers Mutual NSW Limited GPO Box 4143, SYDNEY NSW 2001	Head of Employee Relations & WHS

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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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.]*

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National	24/06/2020	Councillor		Skye Britton	SRG Global Building (Nothorn) Pty Ltd Suite 3/Level 1, 75 Carnarvon St, Silverwater NSW 2128	HR Business Partner



Australian Government
Registered Organisations Commission

31 March 2020

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	2020
Matter number	AR2020/82
Lodgement date	17 March 2020
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

Over a five year period the Annual Return statement 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.

This year your Annual Return was assessed against a primary review. A primary review does NOT check all legislative requirements.



It is not possible for the ROC to check the accuracy of the information in the return.

Non-compliance (whether checked in this primary review or not) may result in a penalty.

If the information in your Annual Return changes

You must notify the ROC within 35 days of the change

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 3839³.
 - 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
 - The current Council was declared on 20 July 2016 following the Quadrennial Election in accordance with Rule 28 of the organisation's rules.
 - Quadrennial Elections are to be held to establish the membership of the Council. An election must be held in 2020 to establish the membership of the Council by direct voting.
 - Once all 15 Eligible Members have been declared elected to the new Council by the Returning Officer, the election of office bearers and other executive committee members must then be held in accordance with rules 46 to 49 (inclusive) of the organisation's rules.
 - The organisation:

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)

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



Signed: Robert Kirkham

Dated: th13 March 2020

*[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**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	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	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	Nathan Bright	Norske Skog (Australasia) Pty Ltd Suite 7.02, Level 7, 465 Victoria Avenue Chatswood NSW 2067	Vice President Human Resources
Councillor	Anna-Maria Wade	Aged & Community Services Australia Level 6, 5 Rider Boulevard (PO Box 3124) Rhodes NSW 2138	State Manager- NSW/ACT & Employee Relations Manager
Councillor	Vince Surra	ResMed Limited 1 Elizabeth Macarthur Drive Bella Vista NSW 2153	Senior Director- Employee Relations- APAC
Councillor	Vacant	Vacant	
Councillor/ Executive Committee	Vacant	Vacant	