



25 November 2015

Ms Kisanne Dulin
Industrial Officer
Consult Australia [Industrial]
kisanne@consultaaustralia.com.au

Dear Ms Dulin,

Notification of changes made to records [AR2015/150]

Further to my correspondence dated 11 September 2015 regarding Notification of Change to office holders President, Secretary/Treasurer and Councillor of the Consult Australia [Industrial], I write to remind you that Section 154D(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires the rules of organisations (and branches of organisations) to require each officer with financial management duties to undertake approved training that covers those duties within 6 months after the person begins to hold office. Please ensure that relevant officers undertake approved training within the required timeframe.

Please also ensure that all new holders of office are advised of their obligations to make disclosures regarding remuneration, non-cash benefits and material personal interests, the details of which should be provided for in your organisation's rules.

Thank you for the notification.

Yours sincerely,

Debbie Ball

Debbie Ball
Regulatory Compliance Branch



11 September 2015

Ms Kisanne Dulin
Industrial Officer
Consult Australia [Industrial]
kisanne@consultaaustralia.com.au

Dear Ms Dulin,

Notification of changes made to records [AR2015/150]

I acknowledge receipt of a Notification of Change to office holders President, Secretary/Treasurer and Councillor of the Consult Australia [Industrial].

This information was lodged with the Fair Work Commission (the Commission) on 17 August 2015 in accordance with s.233(2) of the *Fair Work (Registered Organisations) Act 2009* (the Act). Our records have been updated accordingly. The document can be viewed on the Commission Website through the list of Registered Organisations - <http://www.fwc.gov.au/index.cfm?pagename=regorgslist>

Thank you for the notification.

Yours sincerely,

Debbie Ball

Debbie Ball
Regulatory Compliance Branch

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

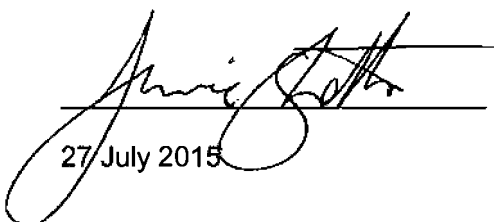
Telephone: (03) 8661 7777
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

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, Jamie Shelton, being the Treasurer/Secretary of Consult Australia [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:


Dated: 27 July 2015

ANNEXURE A

- Changes to Offices and Office Holders in the Organisation:

Date of Change	Name of Office that has changed	Name of Outgoing Office Holder	Reason for change	Name of New Office Holder	Postal Address of New Office Holder			Occupation of New Office Holder
21-May-15	President	Jamie Shelton	Scheduled election	Andrew Mather	c/- WSP Parsons Brinkerhoff	Ground Floor, 41 McLaren Street	NORTH SYDNEY NSW 2060	Managing Director: Property Environment & Resources
21-May-15	Secretary/Treasurer	Ian Hopkins	Scheduled election	Jamie Shelton	c/-Northrop	Level 1, 60 Hickson Road	SYDNEY NSW 2000	Sydney Director
21-May-15	Councillor	George Floth	Scheduled election	Ian Hopkins	c/- Norman Disney Young	115 Batman Street	WEST MELBOURNE Vic 3003	Director

MOUTEVELIS, Michael

From: Kisanne Dulin [kisanne@consultaaustralia.com.au]
Sent: Thursday, 19 March 2015 9:21 AM
To: Orgs
Subject: Annual Return of Information for Consult Australia [Industrial]
Attachments: Annual Return of Information 2015 - signed.pdf

Please find attached the Annual Return of Information for Consult Australia [Industrial].

Please contact me should you have any questions or require further information.

Regards
Kisanne
(Industrial Officer, Consult Australia [Industrial])

Kisanne Dulin
Director - Marketing &
Membership



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Sydney NSW 2001
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Annual Return of Information

I, Ian Hopkins, being the Secretary of Consult Australia [Industrial], make the following statement:

I am the Secretary of Consult Australia [Industrial],

I am authorised to lodge the following Annual Return of Information in relation to the operations of Consult Australia [Industrial], and

I certify that the information below is a complete and correct record.

Signed: 

Dated: 18th March 2015

1. Maintenance of Register of Members

The below is a reproduction of the Consult Australia [Industrial] register of members and has, during the immediately preceding calendar year, been kept and maintained as required by ss.230(1)(a) and (2) of the *Fair Work (Registered Organisations) Act 2009*.

Register of members (as at 17 March 2015)

Company	Representative	Date Joined
BECA	James Wright	26/7/13
Norman Disney Young	Ian Hopkins	26/7/13
Floth Sustainable Building Consultants	George Floth	26/7/13
MLEI Consulting	Nicholas Murphy	26/7/13
Northrop Engineers	Jamie Shelton	26/7/13
Golder Associates	Derek Langgons	26/7/13
Hassell	Ross del la Motte	26/7/13
WSP	Andrew Mather	16/2/15

2. List of Offices

- President [interim]
- Secretary / Treasurer [interim]
- Councillor (x3) [interim]

3. List of [Interim] Office Holders

Office	Name	Postal address	Occupation
President	Jamie Shelton	Northrop Engineers Level 1, 60 Hickson Road Sydney NSW 2000	Principal, Sydney Director
Secretary /Treasurer	Ian Hopkins	Norman Disney Young 115 Batman Street West Melbourne VIC 3003	CEO
Councillor	James Wright	BECA Level 5, 825 Ann Street Brisbane QLD 4007	Managing Director – Australia
Councillor	George Floth	Floth Sustainable Building Consultants Level 1, Tower 1, 495 Victoria Avenue Chatswood NSW 2067	Director/CEO
Councillor	Nicholas Murphy	MLEI Consulting Level 5, 19 Gilles Street Adelaide SA 5000	Managing Director

4. List of Branches

There are no branch offices of Consult Australia [Industrial]

5. New Branches

No new branch offices of Consult Australia [Industrial] have commenced operation in the previous 12 months.

6. Old Branches

No branches offices of Consult Australia [Industrial] have ceased operation in the previous 12 months.

7. Addresses of Organisation and Branches

Consult Australia [Industrial] has only one office located at:

Level 6
50 Clarence Street
Sydney NSW 2000

8. Elections in Organisation and Branches

Our first election is still to be held and we are currently waiting on confirmation of this process.

9. Statement concerning number of members

Consult Australia [Industrial] had seven (7) member firms as at 31 December 2014.



18 March 2015

Ms Kisanne Dulin
Industrial Officer
Consult Australia [Industrial]
Sent via email: kisanne@consultaustralia.com.au

Dear Kisanne,

**Consult Australia [Industrial]
Annual Return of Information for 2015 [AR2015/150]**

This is another computer generated courtesy letter in relation to the lodgement of the organisation's Annual Return of Information for 2015, which is to be lodged by **31 March 2015**. We communicated the other day on this subject and if you have already lodged the Annual Return for 2015 then please disregard this letter.

Otherwise, the remainder of this letter is a typical letter sent to an organisation that has not yet lodged its Annual Return.

The declaration must be signed by the Secretary or such other elected official who is required under the rules or by resolution of the organisation to keep the relevant records. A declaration signed by a non-elected person does not meet this requirement. The Secretary or other prescribed officer must also notify the FWC within 35 days of any changes to such records.

Once an Annual Return or change of records has been lodged, a copy will be posted on our website under *Registered organisations - List of registered organisations*. In order to protect the privacy of the relevant office holders listed in declarations, you may wish to list their official mailing address rather than personal home address.

We encourage you to lodge all returns electronically e.g. as pdf files at orgs@fwc.gov.au. Please ensure that emailed documents include signatures where required.

Please note: failure to comply with these obligations is subject to a civil penalty provision (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention) - see s.305 of the RO Act. Further, in maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.

Please do not hesitate to contact me on (03) 8661 7936 or by e-mail at robert.pfeiffer@fwc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the 'RO Act'), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the 'RO Regulations').

A copy of each of the following records must be lodged with the Fair Work Commission ('The Commission') between 1 January and 31 March each year. They must be certified by a declaration stating that it is a correct statement of the information contained in that record, signed by the Secretary or such other elected official who is required under the rules, or by resolution of the organisation, to keep the relevant records (**other prescribed officer** see r.150 of the RO Regulations).

Failure to comply with these obligations is subject to a civil penalty provision – see s.305 of the RO Act.

Requirement	Details of requirement
Maintenance of Register of Members	A declaration by the Secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss.230(1)(a) and (2) <i>[s.233(1)(a)]</i> Note: In maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.
List of Offices	A list of the offices in the organisation and each branch (note the definition of office and officer in ss.6 and 9) <i>[s.230(1)(b)]</i>
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of office and officer in ss.6 and 9) <i>[s.230(1)(c)]</i>
List of Branches	A record of the name of each branch of the organisation <i>[s.230(1)(d) and r.147(a)]</i>
New Branches	A record of the name of each branch that commenced operation in the previous 12 months <i>[s.230(1)(d) and r.147(b)]</i>
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months <i>[s.230(1)(d) and r.147(c)]</i>
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch <i>[s.230(1)(d) and r.147(d)]</i>
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation . <i>[s.230(1)(d) and r.147(e)]</i> Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
Statement concerning number of members	A record of the number of members on 31 December in the previous year; and If the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act, - a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s.150 of the RO Act. <i>[s.230(1)(d) and rr.147(f) and (g)]</i>

Obligation to notify of changes within 35 days

If there are any changes during the year to the list of offices, list of officeholders, list of branches (where relevant) and the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with The Commission, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [*RO Act s.233(2) and RO Regulations r.151 refer*].



FairWork
Commission

23 February 2015

Ms Kisanne Dulin
Industrial Officer
Consult Australia [Industrial]
Sent via email: kisanne@consultaaustralia.com.au

Dear Kisanne,

Consult Australia [Industrial] - Annual Return of Information for 2015 [AR2015/150]

Further to our earlier conversation, I have prepared a brief summary on the subject of 'Annual Return' for your assistance as a newly formed registered organisation under the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

As you may be aware, an organisation receives certain rights upon registration, but it is also obliged to lodge with the Fair Work Commission (the FWC) information, reports and notifications on a periodic basis. These obligations, more specifically, are Annual Returns, Financial Reports and Election Notifications. In this summary I will focus only on the requirement by the organisation to lodge an Annual Return which must be lodged by **31 March 2015**. The information below is largely excerpts from a typical Courtesy Letter that we send to each organisation at this time of the year.

A signed and dated declaration certifying matters prescribed in the RO Act must be lodged with the FWC by 31 March each year. The matters to be included in the declaration are set out in the attached checklist.

The declaration must be signed by the Secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (other prescribed officer). In the case of your organisation, I believe that person to be the organisation's interim Secretary/Treasurer (refer Rule 33(b)(ii)). Further, the Secretary/Treasurer or other prescribed officer must also notify the FWC within 35 days of any changes to such records that may occur throughout the year.

Annual Return templates are available on the FWC website at [Registered Organisations fact sheets](#), one for an organisation with branches and one for an organisation without branches.

Once an Annual Return or change of records has been lodged, a copy will be posted on our website at [List of Registered Organisations](#). Therefore, to protect the privacy of the relevant office holders listed in the declarations, it is recommended that officers list their official mailing address rather than personal home address.

We encourage you to lodge all returns electronically (e.g. as pdf file) at orgs@fwc.gov.au. Please ensure that emailed documents include signatures where required.

Please note: failure to comply with these obligations is subject to a civil penalty provision (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention), under s.305 of the RO Act. Finally, in maintaining the register of members, your attention is drawn to the circumstances where membership ceases to exist (s.230(2)(b) and s.171A of the RO Act).

I will, in the next few days, write to you again to assist you with the organisation's overdue election. I believe the organisation was required to lodge its election notification with the FWC shortly after registration as part of its interim arrangements under its rules.

In the mean time please do not hesitate to contact me on (03) 8661 7936 or by e-mail at robert.pfeiffer@fwc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone: (03) 8661 7777
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the 'RO Act'), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the 'RO Regulations').

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Failure to comply with these obligations is subject to a civil penalty provision – see s.305 of the RO Act.

Requirement	Details of requirement
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List of Offices	A list of the offices in the organisation and each branch (note the definition of office and officer in ss.6 and 9) [s.230(1)(b)]
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of office and officer in ss.6 and 9) [s.230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s.230(1)(d) and r.147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s.230(1)(d) and r.147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s.230(1)(d) and r.147(c)]
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch [s.230(1)(d) and r.147(d)]
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation. [s.230(1)(d) and r.147(e)] Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
Statement concerning number of members	A record of the number of members on 31 December in the previous year; and if the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act,- a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s.150 of the RO Act. [s.230(1)(d) and rr.147(f) and (g)]

Obligation to notify of changes within 35 days

If there are any changes during the year to the list of offices, list of officeholders, list of branches (where relevant) and the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with the FWC, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [RO Act s.233(2) and RO Regulations r.151 refer].