



8 November 2018

Mr Kim Teague  
Secretary  
Australian Community Services Employers Association, Union of Employers  
info@acsea.org

Dear Mr Teague,

**Notification of changes made to records [AR2018/52]**

I acknowledge receipt of a Notification of Change to the office holders of the Australian Community Services Employers Association, Union of Employers.

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
27/09/2018	National	Secretary, Vice President, Treasurer, Board Members	Yes

Please note that the re-election of current office holder for the same office position is not a change of office holder. You do not need to notify the ROC of such event.

**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 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.

Thank you for your correspondence.

Yours sincerely,

**Kylie Ngo**  
**Registered Organisations Commission**

**NOTIFICATION OF CHANGE OF OFFICE BEARERS**

I, **KIM TEAGUE** being the SECRETARY of the **AUSTRALIAN COMMUNITY SERVICES EMPLOYERS 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*:
  - 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:



**KIM TEAGUE**  
**SECRETARY**

Dated: 27<sup>th</sup> September 2018

## ANNEXURE A

Changes to Offices and Office Holders in the Organisation and its Branches

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
<i>National</i>	<i>1.09.2018</i>	<i>President</i>	<i>Deborah Ponting</i>	<i>Deborah Ponting</i>	<i>PO Box 3252, Newstead Q 4051</i>	<i>Teacher</i>
<i>National</i>	<i>1.09.2018</i>	<i>Secretary</i>	<i>Allan Fazldeen</i>	<i>Kim Teague</i>	<i>PO Box 3252, Newstead Q 4051</i>	<i>Lawyer</i>
<i>National</i>	<i>1.09.2018</i>	<i>Vice President</i>	<i>Kim Teague</i>	<i>Jennifer O'Brien</i>	<i>PO Box 3252, Newstead Q 4051</i>	<i>CA Accountant</i>
<i>National</i>	<i>1.09.2018</i>	<i>Treasurer</i>	<i>Jennifer O'Brien</i>	<i>Lyanna George</i>	<i>PO Box 3252, Newstead Q 4051</i>	<i>Accountant</i>
<i>National</i>	<i>1.09.2018</i>	<i>Board Member</i>	<i>Barry Bicknell</i>	<i>Allan Fazldeen</i>	<i>PO Box 3252, Newstead Q 4051</i>	<i>Retired FCPA Accountant</i>
<i>National</i>	<i>1.09.2018</i>	<i>Board Member</i>	<i>Vacant</i>	<i>Peter Hoens</i>	<i>PO Box 3252, Newstead Q 4051</i>	<i>Teacher</i>

**From:** [GALLICHIO.Sam](mailto:GALLICHIO.Sam)  
**To:** "[catherinen@cmsolutions.org.au](mailto:catherinen@cmsolutions.org.au)"  
**Subject:** AR2018/52 ACSEAUE Amended return Australian Community Services Employers Association Union of Employers - Annual Return [SEC=UNCLASSIFIED]  
**Date:** Tuesday, 21 August 2018 8:52:03 AM  
**Attachments:** [image001.jpg](#)  
[image002.png](#)

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**UNCLASSIFIED**

Dear Catherine,

I acknowledge the annual return lodged with us on 21 May 2018 with amendments to the membership numbers as at 31 December 2017.

The updated annual return will be posted and viewable on the ROC's website.

Kind Regards

**SAM GALLICHIO**

Adviser

Education & Reporting

Tel: (03) 9954 2931

[sam.gallichio@roc.gov.au](mailto:sam.gallichio@roc.gov.au)

The Registered Organisations Commission

GPO Box 2983, MELBOURNE VIC 3001 | 414 Latrobe Street, Melbourne Victoria 3000

[www.roc.gov.au](http://www.roc.gov.au)

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**From:** Catherine Norris [<mailto:catherinen@cmsolutions.org.au>]  
**Sent:** Monday, 21 May 2018 8:48 AM  
**To:** ROC - Registered Org Commission  
**Subject:** HPRM: ON CMS AR2018/52 ACSEAUE Amended return Australian Community Services Employers Association Union of Employers - Annual Return

To Whom it May Concern,

Due to our new membership system and a few clinches in the system and through our financial audit we have found the original numbers we lodged with our Annual return dated 24<sup>th</sup> April 2018 were incorrect, so we now lodge an amended annual return with the correct membership numbers for 2017.

Kind Regards,  
Catherine

Catherine Norris | Joint General Manager  
Responsible for Member Services

CMS-RGB small



Email: [catherinen@cmsolutions.org.au](mailto:catherinen@cmsolutions.org.au) | Website: [www.cmsolutions.org.au](http://www.cmsolutions.org.au)

Mobile: 0417 757 755 | Call: 1300 007110

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**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, Allan Fazldeen, being the Secretary of the Australian Community Services Employers Association, 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 Unit 5, 321 Kelvin Grove Road, Kelvin Grove Qld 4059.<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 690.<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.

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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)

- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2018:<sup>4</sup>

*President (1), Vice President (1), Secretary (1), Treasurer (1)  
Committee of Management Members (6)*

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



**ALLAN FAZLDEEN  
SECRETARY**

**Date: 18<sup>th</sup> May 2018**

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







24 April 2018

Mr Allan Fazldeen  
Secretary  
Australian Community Services Employers Association, Union of Employers  
By email: [info@cmsolutions.org.au](mailto:info@cmsolutions.org.au)

Cc: [catherinen@cmsolutions.org.au](mailto:catherinen@cmsolutions.org.au)

Dear Mr Fazldeen,

**Declaration and information lodged under subsection 233(1) [Annual Return] for 2018 [AR2018/52]**

I acknowledge receipt by the Registered Organisations Commission (the ROC) on 1 March and 24 April 2018 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 2018 Annual Return of the Australian Community Services Employers Association, Union of Employers.

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 Community Services Employers Association, Union of Employers 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

**Carolyn Moloney**  
Registered Organisations Commission

**svc-adlib5**

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**From:** Catherine Norris <catherinen@cmsolutions.org.au>  
**Sent:** Tuesday, 24 April 2018 2:26 PM  
**To:** ROC - Registered Org Commission  
**Cc:** MOLONEY,Carolyn  
**Subject:** Resubmitted ACSEA 2017 Annual Return  
**Attachments:** Annual Return and Declaration of Secretary 2018 mod.pdf

To whom it may concern,

There was a clerical error on the our original annual return for 2017, we have since corrected this.

Attached is the Australian Community Services Employers Association Annual return for 2017.

Please do not hesitate to contact me if there is any further problems.

Kind Regards,  
Catherine

Catherine Norris | Joint General Manager  
Responsible for Member Services



Email: [catherinen@cmsolutions.org.au](mailto:catherinen@cmsolutions.org.au) | Website: [www.cmsolutions.org.au](http://www.cmsolutions.org.au)  
Mobile: [REDACTED] Call: 1300 007110  
Fax: 07 3852 5188  
Unit 5, 321 Kelvin Grove Road, Kelvin Grove Qld 4059



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**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, Allan Fazldeen, being the Secretary of the Australian Community Services Employers Association, 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 Unit 5, 321 Kelvin Grove Road, Kelvin Grove Qld 4059.<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 684.<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.

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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)

- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2018:<sup>4</sup>

*President (1), Vice President (1), Secretary (1), Treasurer (1)  
Committee of Management Members (6)*

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



**ALLAN FAZLDEEN  
SECRETARY**

**Date: 24<sup>th</sup> April 2018**

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



**svc-adlib5**

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**From:** Catherine Norris <catherinen@cmsolutions.org.au>  
**Sent:** Thursday, 1 March 2018 1:48 PM  
**To:** ROC - Registered Org Commission  
**Subject:** AR2018/52 Australian Community Services Employers Association Annual Return  
**Attachments:** Annual Return and Declaration of Secretary - ACSEA.pdf

Attached is Australian Community Services Employers Association Annual Return and Secretary Declaration.

Kind Regards,  
Catherine

Catherine Norris | Joint General Manager  
Responsible for Member Services



Email: [catherinen@cmsolutions.org.au](mailto:catherinen@cmsolutions.org.au) | Website: [www.cmsolutions.org.au](http://www.cmsolutions.org.au)  
Mobile: [REDACTED] | Call: 1300 007110  
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**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, Allan Fazldeen, being the Secretary of the Australian Community Services Employers Association, 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 Unit 5, 321 Kelvin Grove Road, Kelvin Grove Qld 4059.<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 684.<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.

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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)



- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2018:<sup>4</sup>

*President (1), Vice President (1), Secretary (1), Treasurer (1)*  
*Committee of Management Members (6)*

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



**ALLAN FAZLDEEN**  
**SECRETARY**

**Date: 28 February 2018**

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





1 February 2018

Mr Allan Fazldeen  
Secretary  
Australian Community Services Employers Association, Union of Employers

Sent via email: [info@cmsolutions.org.au](mailto:info@cmsolutions.org.au)

Dear Mr Fazldeen,

**Australian Community Services Employers Association, Union of Employers  
Annual Return of Information for 2018 [AR2018/52]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2018 in respect of the Australian Community Services Employers Association, Union of Employers by **31 March 2018**.

**What must be lodged?**

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* (the RO Act) must be lodged with the Registered Organisations Commission (the Commission). The matters to be included in the declaration are set out in the attached checklist.

*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).*

Once an Annual Return 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.

**Who must sign the declaration?**

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). A declaration signed by a non-elected person does not meet this requirement.

**Who lodges the Annual Return of information?**

Section 233 places the onus of lodgement on the organisation and not on each individual branch. It is therefore the national body that is obliged to collate and lodge all of the required information. Annual Return templates are available on the Commission website at [Registered Organisations fact sheets](#), one for an [organisation with branches](#) and one for an [organisation without branches](#).

**What happens if the information changes?**

The Secretary, or other prescribed officer, must notify the Commission within 35 days of any changes to such records that may occur throughout the year.

**Failure to comply with these obligations is subject to a civil penalty provision** (up to \$63,000 for a body corporate and \$12,600 for an individual per contravention), under s.305 of the RO Act.

Please do not hesitate to contact the Commission by phone on 1300 341 665 or by e-mail at [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au) if you wish to discuss the requirements outlined in this correspondence.

Yours faithfully,



**Sam Gallichio**  
**Adviser**  
**Registered Organisations Commission**

## 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) [s.233(1)(a)] <b>Note:</b> 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 <b>office</b> and <b>officer</b> 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 <b>office</b> and <b>officer</b> 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)] <b>Note:</b> 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 offices, officeholders, branches (where relevant) or 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].