



18 October 2016

Ms Kisanne Dulin
Industrial Officer
Consult Australia [Industrial]
Email: kisanne@consultaustalia.com.au

Dear Ms Dulin,

Notification of changes made to records [AR2016/140]

I acknowledge receipt of a Notification of Change to the office holders of the Consult Australia [Industrial].

This information was lodged with the Fair Work Commission (the Commission) in accordance with s.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 Commission Website through the list of Registered Organisations - <https://www.fwc.gov.au/registered-organisations/find-registered-organisations>

Date of lodgement	Branch	Change
18 October 2016	Central Office	President
18 October 2016	Central Office	Secretary/Treasurer
18 October 2016	Central Office	Councillor (3)

Section 154D(1) of 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 in your organisation's rules.

Thank you for the notification.

Yours sincerely,

Michael Moutevelis
Regulatory Compliance Branch

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

Telephone: (03) 8661 7777
Email: orgs@fwc.gov.au
Facsimile: (03) 9655 0410
Internet: www.fwc.gov.au

svc-adlib5

From: Kisanne Dulin <kisanne@consultaaustralia.com.au>
Sent: Tuesday, 18 October 2016 9:42 AM
To: Orgs
Subject: Notification of Changes to Records for Consult Australia [Industrial]
Attachments: Notification of Change to Records Oct 2016.pdf

Attached is the Notification of Changes to Records for Consult Australia [Industrial] following the declaration of our scheduled election.

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

Regards
Kisanne
Industrial Officer, Consult Australia [Industrial]

Kisanne Dulin
**Director - Membership &
Commercial Services**



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CONSULT AUSTRALIA
ASPAC CEO
CONFERENCE
SYDNEY, AUSTRALIA

27-29 April 2016
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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, Gerry Doyle, being the Councillor 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. These changes are due to the declaration of a scheduled election. Vacancies currently exist due to insufficient nominations being received and a new election has been requested.

Signed:



Dated: 18/10/16

ANNEXURE A

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>14/10/16</i>	<i>President</i>	Andrew Mather	<i>Vacant due to insufficient nominations at scheduled election – new election requested</i>	<i>Vacant</i>	
	<i>14/10/16</i>	<i>Secretary/Treasurer</i>	Jamie Shelton	<i>Vacant due to insufficient nominations at scheduled election – new election requested</i>	<i>Vacant</i>	
<i>...</i>	<i>14/10/16</i>	<i>Councillor</i>	Ian Hopkins	<i>Gerry Doyle</i>	<i>c/-Tonkin Consulting Level 2, 66 Rundle Street Kent Town SA 5067</i>	<i>CEO</i>
	<i>14/10/16</i>	<i>Councillor</i>	James Wright	<i>Vacant due to insufficient nominations at scheduled election – new election requested</i>	<i>Vacant</i>	
	<i>14/10/16</i>	<i>Councillor</i>	Nicholas Murphy	<i>Vacant due to insufficient nominations at scheduled election – new election requested</i>	<i>Vacant</i>	



23 March 2016

Ms Kisanne Dulin
Industrial Officer
Consult Australia [Industrial]

Email: info@consultaaustralia.com.au

Dear Ms Dulin,

Annual Return of Information for 2016 [AR2016/140]

I acknowledge receipt on 14 March 2016 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The documents lodged cover the required information for the 2016 Annual Return of Information of Consult Australia [Industrial].

The documents have been filed and can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/index.cfm?pagename=regorgslist>

Notifications of Change

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

Yours sincerely

Michael Moutevelis
Regulatory Compliance Branch

svc-adlib5

From: Kisanne Dulin <kisanne@consultaaustralia.com.au>
Sent: Monday, 14 March 2016 12:00 PM
To: Orgs
Subject: AR2016/140 - Annual Return for Consult Australia [Industrial]
Attachments: Annual Return of Information 2016 - signed.pdf

Attached is the Annual Return for Consult Australia [Industrial] for 2016.

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

Regards
Kisanne
Industrial Officer, Consult Australia [Industrial]

Kisanne Dulin
**Director - Membership &
Commercial Services**



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CONSULT AUSTRALIA
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SYDNEY, AUSTRALIA

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Annual Return of Information

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*

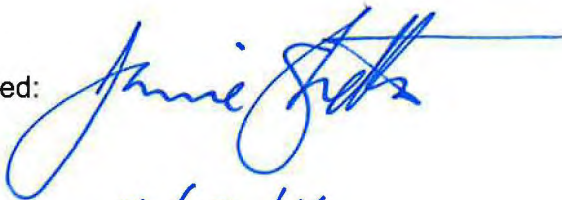
I, Jamie Shelton, being the Secretary/Treasurer of Consult Australia [Industrial], declare the following:

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 6, 50 Clarence Street, Sydney NSW 2000.
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.
 - On 31 December in the previous year the number of members was 87.
 - 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 2016.

No elections are required.
 - The organisation:

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

Signed:



Dated:

14/3/16

APPENDIX A – LIST OF OFFICE HOLDERS

Office	Name	Postal address	Occupation
President	Andrew Mather	WSP Parsons Brinkerhoff Ground Floor, 41 McLaren Street North Sydney NSW 2060	Managing Director, Property Environment & Resources
Secretary /Treasurer	Jamie Shelton	Northrop Engineers Level 1, 60 Hickson Road Sydney NSW 2000	Principal, Sydney Director
Councillor	Ian Hopkins	Norman Disney Young 115 Batman Street West Melbourne VIC 3003	CEO
Councillor	James Wright	Orisson Consulting 50 Bennett Road The Gap QLD 4061	Director
Councillor	Nicholas Murphy	MLEI Consulting Level 5, 19 Gilles Street Adelaide SA 5000	Managing Director



11 March 2016

Ms Kisanne Dulin
Industrial Officer
Consult Australia [Industrial]
By email: kisanne@consultaustalia.com.au

Dear Ms Dulin,

**Consult Australia [Industrial]
Annual Return of Information for 2016 [AR2016/140]**

I refer to our letter dated 10 February 2016 reminding you of the obligation to lodge an Annual Return of Information for 2016 by **31 March 2016**. While the organisation has until the end of the month in which to lodge the information, we provide the following as a second and final reminder. Please ignore this letter if you have lodged the Annual Return in the last few days.

A signed and dated declaration certifying matters prescribed in the Fair Work (Registered Organisations) Act 2009 (the RO Act) must be lodged with the Fair Work Commission (the Commission) by that date. 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). A declaration signed by a non-elected person does not meet this requirement. Further, you are reminded that the Secretary or other prescribed officer must also notify the Commission within 35 days of any changes to such records that may occur throughout the year.

If you require further information about an Annual Return you can refer to the '[Annual Information Requirements](#)' page on our website and, in particular, our Webinar slides.

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.

We encourage you to lodge all returns electronically (e.g. as a 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 \$54,000 for a body corporate and \$10,800 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).

Please do not hesitate to contact the Commission by phone on (03) 8661 7777 or by e-mail at orgs@fwc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Anastasia Kyriakidis
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).

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)] 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) [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 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].



10 February 2016

Ms Kisanne Dulin
Industrial Officer
Consult Australia [Industrial]

By email: kisanne@consultaaustralia.com.au

Dear Ms Dulin,

**Consult Australia [Industrial]
Annual Return of Information for 2016 [AR2016/140]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2016 in respect of the Consult Australia [Industrial] by **31 March 2016**.

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* (the RO Act) must be lodged with the Fair Work Commission (the Commission) by that date. 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). A declaration signed by a non-elected person does not meet this requirement. Further, you are reminded that the Secretary or other prescribed officer must also notify the Commission within 35 days of any changes to such records that may occur throughout the year.

As previously advised, 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](#).

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.

We encourage you to lodge all returns electronically (e.g. as a 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 \$54,000 for a body corporate and \$10,800 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).

Please do not hesitate to contact the Commission by phone on (03) 8661 7777 or by e-mail at orgs@fwc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Anastasia Kyriakidis
Assistant 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).

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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)]
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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].