

Expression of Interest

Contribution Payments Recipients Register

Instructions for Interested Parties

The Guidelines

By completing this Expression of Interest form (**Form**) you are expressing your interest in your organisation being added to the Register of Eligible Recipient Organisations (**Register**).

To be added to the Register, the organisation must meet the specified eligibility criteria and be deemed suitable by the FWO.

Recipient organisations are not guaranteed to receive contribution payments but may receive a contribution payment as a term of an Enforceable Undertaking.

Expression of Interest help

Information about the Contribution Payments Register is available at www.fairwork.gov.au/contribution-payments

If you need assistance to complete this Form, please email undertakings@fwo.gov.au

Completing this Expression of Interest form

You should only submit this Form if you are authorised to make this submission on behalf of the organisation.

You must address all of the eligibility criteria in the Form.

How to lodge

Once you have completed the Form, submit the Form via email at undertakings@fwo.gov.au

You will receive an acknowledgement from us once the Form has been received.

Use of information

The FWO manages personal information in accordance with the *Privacy Act 1988* and the Australian Privacy Principles.

The FWO's **Privacy Policy** is available on our policies page at www.fairwork.gov.au/about-us/our-policies. It contains more information about accessing and correcting your personal information if you think it's inaccurate, out of date, incomplete, irrelevant or misleading.

The FWO's **Privacy Policy** also has information about how you can complain about a breach of the Australian Privacy Principles and how we will deal with your complaint.

Expression of Interest Form

Contribution Payments Register

Section 1: Organisation's Details

Recipient organisations approved for inclusion in the Register of Eligible Recipient Organisations may include partnership and collaboration between at least two (2) organisations. You should complete this Expression of Interest Form if you are the lead organisation seeking approval to be included on the FWO's Contribution Payments Register.

Full legal name	
Trading name	
Australian Business Number (ABN) <i>Eligible organisations must have an ABN</i>	

Addresses

Physical address <i>Eligible organisations must be located in Australia</i>	
Postal Address (if different from above)	
Web address (if applicable)	

Eligibility criteria

We cannot consider an Expression of Interest if your organisation does not satisfy all eligibility criteria. We will not waive the eligibility criteria under any circumstances. We may ask you to provide proof that your organisation meets the eligibility criteria.

Does the organisation hold an Australian bank account?	
Does the organisation hold not-for-profit status?	
What is the organisation structure?	<input type="checkbox"/> Incorporated - please specify: <div style="border: 1px solid #ccc; height: 50px; margin: 5px 0;"></div> <input type="checkbox"/> Unincorporated - please specify: <div style="border: 1px solid #ccc; height: 50px; margin: 5px 0;"></div>

Contact officer

The FWO may need to contact your organisation as part of its assessment process. Please provide the contact details for the appropriate organisation representative for all matters relating to this Expression of Interest.

Name	
Position title	
Telephone number	
Mobile number	
Email address	
Postal address	

Aims and objectives of interested party

In **400 words or less**, outline the aims and objectives of your organisation. To be eligible to be a recipient organisation, an organisation must administer a program or initiative that promotes harmonious, productive and cooperative workplace relations and sustainable compliance across a particular industry sector, or industry sub-sector.

Services provided through the program/initiative

Please check all boxes that apply from the list below. If you check 'Other,' please provide details in the text box.

- | | |
|---|---|
| <input type="checkbox"/> Audits/assurance (workplace compliance) | <input type="checkbox"/> Certification |
| <input type="checkbox"/> Supply chain accountability/transparency | <input type="checkbox"/> Accreditation |
| <input type="checkbox"/> Recognition programs | <input type="checkbox"/> Training/education |
| <input type="checkbox"/> Worker voice/employee forums | <input type="checkbox"/> Advisory services |
| <input type="checkbox"/> Other – details: | |

Participants

To be eligible to become a recipient organisation, your organisation must administer a program or initiative led by industry participant/s (unions, employer organisations or both).

Is the program or initiative led by industry participants?	
List the industry participant/s leading the program or initiative:	

Partner organisation(s) details

As part of this submission, you must identify any other members of your proposed group (partner organisations). Please list any key stakeholders that support, sponsor, back (monetarily or in kind) or fund the organisation, and the nature of the contribution. If you have more than 2 confirmed partner organisations, please copy and paste additional tables as needed.

Partner Organisation 1

Full legal name	
Australian Business Number (ABN)	
Physical address	
Postal address (if different from above)	
Website address (if applicable)	

Partner organisation 2 *[Delete this section or leave it blank if not applicable]*

Full legal name	
Australian Business Number (ABN)	
Physical address	

Postal address (if different from above)

Website address (if applicable)

Section 2: Governance mechanisms

Briefly summarise organisation/program governance arrangements (for example boards, committees and/or stakeholder reference groups):

Section 3: Financial

To be eligible to become a recipient organisation, your organisation must not be solely or principally reliant on the receipt of contribution payments as a source of funding. Please outline below the organisation's funding sources:

**We may ask you to provide a copy of the organisation's most recent financial reports.*

Section 4: Conflicts of interest

You must identify any perceived or actual conflicts of interest relating to this Expression of Interest and how your organisation proposes to address them. This may include (but not be limited to) any or all of the following conflicts of interest relating to your partner organisations, or any personnel (including sub-contractors) of your organisation or a partner organisation:

- professional, commercial or personal relationship with a party who can influence the Expression of Interest assessment process, such as an employee of the FWO
- relationship with or interest in another organisation, which is likely to interfere with or restrict your organisation from carrying out the program or initiative fairly and independently
- relationship with, or interest in an organisation from which they will receive personal gain because the organisation receives a contribution payment.

Conflicts of interest	Arrangement to address/manage them
<input type="checkbox"/> I confirm	To the best of my knowledge, there are no perceived or actual conflicts of interest other than those disclosed above.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the FWO in writing immediately by emailing undertakings@fwo.gov.au.

Section 5: Privacy

You must declare your ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles, and your intention to impose the same privacy obligations on anyone engaged to assist with your program or initiative in respect of personal information.

<input type="checkbox"/> I confirm	<p>I declare my ability to comply with the <i>Privacy Act 1988</i> and the Australian Privacy Principles, and my intention to impose the same privacy obligations on officers, employees, agents and subcontractors engaged to assist with the activity, in respect of personal information that is collected, used, stored, or disclosed in connection with this submission. I understand this also applies to any personal information I provide to partner organisations.</p> <p>I understand I must not do anything, which if done by the Fair Work Ombudsman would breach an Australian Privacy Principle as defined in the Act.</p>
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Section 6: Declaration

By submitting this Expression of Interest Form, you are taken to have declared the following:

I declare that:

I have the authority to represent, and make binding declarations on behalf of **[insert organisation name here]**;

- the information contained in this form is true, accurate;
- I understand that incomplete forms may not be considered;
- If and where any personal details of a third party (e.g. a partner organisation or subcontractor) are included, the third party has been made aware of, and has given their permission for, those details to appear in this Expression of Interest;
- I am not aware of any perceived or actual conflict of interest that will arise by submitting this Expression of Interest, other than those specified in Section 3: Conflicts of interest of this Expression of Interest Form.

GIVING FALSE OR MISLEADING INFORMATION IS A SERIOUS OFFENCE UNDER THE CRIMINAL CODE.

Please provide the name and details of the person who completed the above declaration and authorised submission of this Expression of Interest Form (if different to the Contact Officer provided above).

Name	
Position title	
Telephone number	
Email address	

Refer to the **Instructions for interested parties** at the start of this Expression of Interest Form for details on how to submit the form.