



Guidance Note

Requirements of Approved Training under s.293L of the *Fair Work (Registered Organisations) Act 2009*

Prepared and issued by the Registered Organisations Commission

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Guidance Note: Requirements of Approved Training under s.293L of the *Fair Work (Registered Organisations) Act 2009*

Incorporating *Fair Work (Registered Organisations) Amendment Act 2016* amendments

Overview of Expected Training Content

MODULES:

Background

- RO Act governs registered organisations
- Amendment Act 2016 changes
- requirement for training – s.293K

Governance

- explanation/definition
- why it is needed
- registered organisations and governance-past, present, future
- example/s

Legislative and Rule Framework

- legal requirements under RO Act & 2016 amendments
- structure of registered organisations generally
- rules of registered organisation (specific to training)
- what is an officer
- sources of officers duties and obligations
- detail officers' duties and obligations (Chap 9, Part 2 – RO Act)
- consequences if breached

Conflict of Interest

- what is it
- how it should be managed
- examples / case studies / workshop

Disclosure (Chap 5, Part 2, Div 3A – RO Act)

- remuneration
- non-cash benefits
- material personal interests
- related party transactions
- examples / case studies / workshop

Financial Management

- what is it
- policies & procedures – required, developed and followed
- consequences if breached
- authorised expenditure
- record keeping
- RO Act reporting obligations (Chap 8, Part 3)

- reporting unit/s and compliance
- what needs to be lodged with ROC
- ROC Reporting Guidelines / model accounts
- financial process:
 - understanding budgets, assets, liabilities
 - understanding financial statements
 - items to watch
 - when to be concerned
 - members access to financial reports / information
- auditors
 - their role
 - requirement to assist
 - must now be registered with the ROC
 - time limitations for auditors
- ignorance not a defence
- examples / case studies / workshop
- protected disclosures (whistleblowers) (Chap 11, Part 4A)

Consequences

- ROC powers – inquiries and investigations (Chap 11, Part 4)
- Civil penalties, compensation orders, etc (Chap 10, Part 2)
- Criminal offences (Chap 9, Part 2)
- Potential referral to the Fair Work Commission for consideration of cancellation following investigation for non-compliance.

Evaluation

Some form of assessment to demonstrate the undertaking and understanding of the content of the training program.

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