



Australian Government

Registered Organisations Commission

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Fact Sheet

Officer Financial Training

The *Fair Work (Registered Organisations) Act 2009 (RO Act)* requires registered organisations and branches to ensure that officers with financial management duties have undertaken financial management training. This fact sheet provides an overview of this obligation.

For information about the duties of officers see [Fact sheet: Duties of officers \(including case studies\)](#). The Registered Organisations Commission has also published a [guidance note](#) in relation to the expected contents of financial training that is approved under s. 293L of the RO Act.

This fact sheet does not cover all matters relating to the financial duties of officers and the requirement of officers to undergo financial management training under the Fair Work legislation.

Officers to undergo approved training

A registered organisation or branch must ensure that all office holders whose duties relate to financial management undertake approved training within six months of taking office.

Section 293K requires that the training must cover each of the office holder's financial duties, and be approved by the Registered Organisations Commissioner (**the Commissioner**).

It is the view of the Commissioner that officers who are re-elected to the same office (with the same duties) are not required to undertake new training. However if the officer has been elected or appointed to a different office, s. 293K requires the office holder to complete training within six months of taking office, or obtain an exemption from training.

Approved training

The training undertaken by officers with financial duties must be a training package that is approved by the Commissioner.

The Commissioner may approve training provided by a registered organisation, a peak Council, or a body or person which the Commissioner is satisfied has appropriate skills and expertise to provide the training.

Before the Commissioner can grant approval under s. 293L, the Commissioner must be satisfied that the training covers one or more of the duties of officers that relate to the financial management of organisations and their branches.

The Registered Organisations Commission has published a list of the approved training packages on its [website](#).

Obtaining an exemption

Section 293M provides that an organisation or branch of an organisation may apply to the Commissioner for an officer of the organisation or branch to be exempted from the requirement to undertake the training. The request for an exemption must be in writing.

The Commissioner may grant the exemption if satisfied that the officer has a proper understanding of their financial duties within the organisation or the branch, because of either their experience as a company director, their experience as an officer of a registered organisation or other professional qualifications and experience. The Commissioner will need to be satisfied of the nexus between the officer's financial duties and their experience and/or qualifications.

The Commissioner may grant the exemption subject to any condition considered appropriate in the circumstances.

Find out more:

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

Lodgement of applications for an exemption

Applications for an exemption to undertake approved training can be lodged with the Registered Organisations Commission by email to: regorgs@roc.gov.au

What penalties apply?

A failure of an organisation or branch to ensure that an officer completes financial training in accordance with the requirements of s. 293K may attract a civil penalty of 100 penalty units (s. 293K(2)).

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This fact sheet is not intended to be comprehensive. It is designed to assist in gaining an understanding of the Registered Organisations Commission and its work. The Registered Organisation Commission does not provide legal advice.