



QUARTERLY NEWSLETTER

Issue 02 – November 2017

FROM THE COMMISSIONER

Welcome to the Spring 2017 edition of the ROC Quarterly Newsletter.



The ROC has seen a productive quarter, with the commencement of three investigations, the launch of the new corrupting benefits legislation and several education campaigns.

Our education campaigns are aimed at assisting registered organisations and their office holders to comply with their legislative requirements. The ROC is strongly committed to assisting voluntary compliance. If my experienced staff can be of any assistance to you, please email regorgs@roc.gov.au or call 1300 341 665.

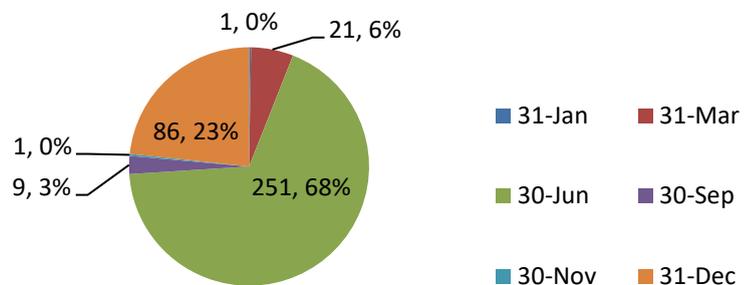
I wish all office holders and employees of registered organisations a safe and enjoyable festive season.

Mark Bielecki
Commissioner
**Registered Organisations
Commission**

FINANCIAL RETURNS DUE SOON

The vast majority of ROC's financial reporting units are due to lodge their financial returns shortly. In fact, from a total of 369 financial reporting units, 251 had a financial year ending 30 June 2017.

FINANCIAL YEAR-ENDS



If you belong to one of these reporting units, we recommend that you utilise the range of helpful financial reporting resources that are available on the ROC website when preparing your financial return statements. These include:

- the [2016-2017 model financial statements](#), which will help you to see the descriptions and structure of an ideal financial report
- the [financial reporting guidelines](#) that prescribe disclosure requirements to provide members with an understanding of how the reporting unit's finances are managed
- the ROC's [internal financial reporting checklists](#).

It is important to remember that financial returns are due to be lodged at the end of the reporting unit's financial year and within 14 days of presenting the report to members.

THE IMPORTANCE OF REGULATION AND VOLUNTARY COMPLIANCE

The obligations under the RO Act are all about accountability and transparency. Members deserve to know how their organisations are being run - for example, how the funds and assets are spent, who the current office holders are, and that elections are being held in accordance with the rules of the organisation. The ROC needs to know who the accountable office holders are and the compliance steps that have been taken by the organisation. Voluntary compliance and open communication with ROC staff about any foreseeable issues is often the key to achieving high rates of compliance.



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EDUCATION CAMPAIGNS AND ASSISTANCE

Corrupting benefits legislation

With the commencement of the new corrupting benefits legislation on 11 September 2017, the ROC launched an education campaign to assist organisations and their staff and officers to understand the requirements and risks. Links to these materials to assist you are in the table 'Summary of recently published education resources'.

Notification of changes

In October we began an education campaign in relation to notifications of changes, which are required under s.233 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Coming soon: new fact sheet

A fact sheet will be published shortly in relation to potential sanctions for reprisals against whistleblowers. Notices are emailed to inform our [subscribers](#) as soon as new resources are published on the ROC website.

NEED MORE INFORMATION?

Fact sheets, templates, webinars and guidance notes are available on our website at www.roc.gov.au.



CHRISTMAS CLOSURE

The ROC offices will be closed between 12:30 pm Friday 22 December 2017 and open as usual from Tuesday 2 January 2018.

SUMMARY OF RECENTLY PUBLISHED EDUCATION RESOURCES

Corrupting Benefits	Notification of Changes
Three-part webinar series: <ul style="list-style-type: none"> • Part One: Overview • Part Two: Offences • Part Three: Disclosure requirements for bargaining representatives 	Fact sheets: <ul style="list-style-type: none"> • Notification of changes • Records to be kept • Records to be lodged annually
Fact sheets: <ul style="list-style-type: none"> • Offences • Disclosure requirements for bargaining representatives 	Guidance Note: <ul style="list-style-type: none"> • ROC Quiz
Corrupting benefits hotline: (02) 9346 0555	<ul style="list-style-type: none"> • Legislative Summary

COMPLIANCE TIP: Correct reporting of membership figures

It is important to ensure that membership registers are kept up to date and purged in accordance with s. 172 of the RO Act.

Membership to be reported to the ROC is the number of people that were recorded as members in the membership register at the relevant time:

- **For financial returns:** the relevant time will be the last day of the reporting unit's financial year (reg. 159(a)).
- **For annual returns:** the relevant time will be 31 December of the year before the annual return is lodged (reg. 147(f)).

DID YOU KNOW?

The disclosures required under the corrupting benefits amendments are completely separate to the criminal offences around accepting or offering a corrupting benefit or a cash or in kind payment.

Certain employers and registered organisations that are bargaining representatives for an enterprise agreement (except a greenfields agreement) must disclose any beneficial terms to the employees during the access period.

For further information see the [corrupting benefits section](#) of our website.

ARE YOU A SUBSCRIBER?

You can sign up to receive free email updates about legislation changes, new webinars and updated website content. Just follow the link: [subscribe for ROC email updates](#).