



3 February 2022

Oliver Judd
Branch Secretary
National Electrical and Communications Association
Australian Capital Territory Branch
Sent via email: act@neca.asn.au

cc: National Electrical and Communications Association, oliver.judd@neca.asn.au

Notification of changes – Action required

Dear Oliver Judd,

We acknowledge receipt of a Notification of Change to the office holders of the National Electrical and Communications Association-Australian Capital Territory Branch (AR2021/11).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the ROC's [Officer Induction Kit](#)

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (s.293K of the Fair Work (Registered Organisations) Act 2009 (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties

- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the ROC into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the ROC's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (r 151 Fair Work (Registered Organisations) Regulations 2009).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)

- and a [fact sheet on notifications of change](#) that explains the requirement



eLearning module – notifications of change

The ROC has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@roc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Registered Organisations Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the ROC Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
20/01/2022	Australian Capital Territory Branch	Branch Councillor vacancy	Yes



ATTACHMENT A

Notification of Change of Records

I, Oliver Judd, being Branch Secretary of the ACT Branch of the National Electrical and Communications Association ("NECA") 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:

The following change of records of office holders of the ACT Branch of NECA is as follows:

Date Record Changed	Name of office that has changed	Name of outgoing officer	Name of incoming officer	Postal Address of new officer	Occupation of new officer
18/01/2022	Branch Councillor	Shaun O'Connor	Vacant	N/A	N/A

A handwritten signature in black ink, appearing to read "Oliver Judd", is written over a dotted line.

.....
Oliver Judd

20 January 2022



Australian Government
Registered Organisations Commission

13 January 2022

Oliver Judd
National Secretary
National Electrical and Communications Association
Sent via email: oliver.judd@neca.asn.au

cc: Western Australia Branch, carl.copeland@necawa.asn.au;
Victorian Branch, necavic@neca.asn.au;

Notification of changes – Action required

Dear Oliver Judd,

We acknowledge receipt of a Notification of Change to the office holders of the National Electrical and Communications Association-Victorian Branch (AR2021/11).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the ROC's [Officer Induction Kit](#)

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (s.293K of the Fair Work (Registered Organisations) Act 2009 (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process

- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
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- extending training to non-officers who are essential to your financial processes



Officer financial training audit

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To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

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Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (r 151 Fair Work (Registered Organisations) Regulations 2009).

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Yours sincerely

Registered Organisations Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the ROC Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
14/12/2021	Western Australia Branch	Councillor	Yes
20/12/2021	Victorian Branch	Councillor, National Executive Member, National Councillor	Yes

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, Dean Spicer, being the President of the National Electrical and Communications Association-Victorian Chapter, 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.

Signed:



Dated: 20/12/2021

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within **35 days** of the change. It can be submitted to regorgs@roc.gov.au.]*

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [*insert as many pages as required*]:

[Please note:

- *delete the italicised information: this is instructional or provided by way of example only*
- *the ROC must be notified within 35 days of the change*
- *the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change*
- *a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]*

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>VIC</i>	<i>08.12.2021</i>	<i>Councillor</i>	<i>Vacant</i>	<i>Stewart Joyce</i>	<i>171 – 173 Grange Rd, Fairfield, VIC, 3078</i>	<i>General Manager</i>
<i>National</i>	<i>17.12.2021</i>	<i>Executive Member</i>	<i>Vacant</i>	<i>Stewart Joyce</i>	<i>171 – 173 Grange Rd, Fairfield, VIC, 3078</i>	<i>N/A</i>
<i>National</i>	<i>17.12.2021</i>	<i>Councillor</i>	<i>Vacant</i>	<i>Stewart Joyce</i>	<i>171 – 173 Grange Rd, Fairfield, VIC, 3078</i>	<i>N/A</i>

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, Carl Copeland, being the Branch Secretary of the National Electrical and Communications Association Western Australian Branch, 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.



Signed: Carl Copeland
Branch Secretary

Dated: 14 December, 2021

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au.]

ANNEXURE A

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Changes to Offices and Office Holders in the Organisation and its Branches *[insert as many pages as required]*:

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
Western Australia Branch	14.12.2021	Councillor	N/A - vacant position	Shay Charlton	C/-Unit 18/199 Balcatta Road, Balcatta WA 6021	Councillor



15 November 2021

Oliver Judd
National Secretary/Tasmanian Branch Secretary
National Electrical and Communications Association
Sent via email: oliver.judd@neca.asn.au

cc: Western Australia Branch, carl.copeland@necawa.asn.au;
Tasmanian Branch, necatas@neca.asn.au;
Queensland Branch, necaq@neca.asn.au;
Australian Capital Territory Branch, act@neca.asn.au;
Victorian Branch, necavic@neca.asn.au;

Notification of changes – Action required

Dear Oliver Judd,

We acknowledge receipt of a Notification of Change to the office holders of the National Electrical and Communications Association (AR2021/11).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the ROC's [Officer Induction Kit](#)

These next steps are explained below in more detail.



Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2021/11.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (s.293K of the Fair Work (Registered Organisations) Act 2009 (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

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Disclosure obligations: what officers must do

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The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (r 151 Fair Work (Registered Organisations) Regulations 2009).

Appendix A shows late notifications

A notification from your organisation indicates that changes occurred more than 35 days prior to its lodgement. Please ensure that future notifications of change are lodged within 35 days of the change occurring.

Late notifications have the potential to attract a civil penalty.

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
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eLearning module – notifications of change

The ROC has launched an eLearning module to assist organisations in understanding when a notification of change is required.

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It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@roc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Registered Organisations Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the ROC Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
30/08/2021	Western Australia Branch	President, Vice President, Treasurer, National Executive Member for WA, National Councillor for WA (2)	Yes
30/09/2021	National office and Tasmanian Branch	National Secretary, Tasmanian Branch Secretary	Yes
30/09/2021	National office	Change of address	Yes
30/09/2021	Queensland Branch	Branch Councillor vacancy, Vice-President, National Councillor	No – Scott Gowrie change was notified 37 days late
30/09/2021	Australian Capital Territory Branch	National Councillor/National Executive Member, National Councillor	Yes
1/10/2021	Victorian Branch	Councillor vacancy	Yes
1/10/2021	National office	Executive Member vacancy, Councillor vacancy	Yes



ATTACHMENT A

Notification of Change of Records

I, Oliver Judd, being National Secretary of National Electrical and Communications Association ("NECA") 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:

The following change of records of office holders of Branches of NECA is as follows:

Branch	Date Record Changed	Name of Office that has changed	Name of Outgoing Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
Victoria	29/09/2021	Councillor	Stewart Joyce	N/A	Level 12, 222 Kings Way South Melbourne VIC 3205	N/A
National	29/09/2021	Executive Member	Stewart Joyce	N/A	122 Hume Hwy Chullora NSW 2190	N/A
National	29/09/2021	Councillor	Stewart Joyce	N/A	122 Hume Hwy Chullora NSW 2190	N/A

.....
Oliver Judd

1 October 2021



ATTACHMENT A


Notification of Change of Records

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Queensland	20/07/2021	Branch Councillor	Scott Gowdie	N/A	Suite 1.5 Ian Barclay Building, 460-492 Beaudesert Rd, Salisbury, Qld 4107 PO Box 778, Archerfield, Qld 4108	N/A
Queensland	27/08/2021	Vice-President	David McInnes	Trish Elsdon	As above	Company Director
Queensland	27/08/2021	National Councillor	David James	Michael Davis	As above	Company Director
Australian Capital Territory	27/08/2021	National Councillor/ National Executive Member	Peter Hart	Jason Marriott	122 Hume Hwy Chullora NSW 2190	Company Director
Australian Capital Territory	27/08/2021	National Councillor/	Robert Shelley	Sally Waters	122 Hume Hwy Chullora NSW 2190	Company Director
Western Australia	27/08/2021	President	Peter Beveridge	Chris Sweeting	Unit 18, 199 Balcatta Road, Balcatta WA 6021 PO Box 782, Balcatta, WA 6914	Company Director
Western Australia	27/08/2021	Vice-President	Chris Sweeting	Charlie Terranova	As above	Company Director
Western Australia	27/08/2021	Treasurer	Vacant	Barry Allen	As above	Company Director



 Oliver Judd
 30 September 2021

AMENDED

30 September 2021

Registered Organisations Commission
GPO Box 2983,
Melbourne VIC 3001

By email: regorgs@roc.gov.au

Notification of change of records – Ref AR 2021/76 and Change of Registered Address

Please find attached my declaration (Attachment A) Notification of Change of Records in relation to the National Secretary and the Tasmanian Branch Secretary of the organisation.

I further advise that the registered National office of the National Electrical and Communications Association as at 25 August 2021 is:

NECA National
122 Hume Hwy
Chullora NSW 2190

Should you have any other questions in relation to this matter please contact Ms Wendy Ramjee on 02 9439 8523 or email necanat@neca.asn.au.

Yours sincerely



Oliver Judd
Chief Executive Officer/National Secretary
National Electrical and Communications Association (NECA)

Attach.

NATIONAL OFFICE

122 Hume Hwy
Chullora NSW 2190

T +61 2 9439 8523
E necanat@neca.asn.au
W www.neca.asn.au
ABN 78 319 016 742



AMENDED

ATTACHMENT A

Notification of Change of Records

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National	22/09/2021	National Secretary	Vacant	Oliver Judd	122 Hume Hwy Chullora NSW 2190	CEO
Tasmania	27/08/2021	Branch Secretary	Vacant	Oliver Judd	122 Hume Hwy Chullora NSW 2190	Executive Director

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Oliver Judd

30 September 2021

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*

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Signed: 
Carl Copeland
Branch Secretary

Dated: 30 August, 2021

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Western Australia Branch	27.08.2021	Vice President	Chris Sweeting	Charlie Terranova	C/-Unit 18/199 Balcatta Road, Balcatta WA 6021	Vice President
Western Australia Branch	27.08.2021	Treasurer	N/A	Barry Allen	C/-Unit 18/199 Balcatta Road, Balcatta WA 6021	Treasurer
Western Australia Branch	27.08.2021	National Executive Member for WA	N/A	Peter Beveridge	C/-Unit 18/199 Balcatta Road, Balcatta WA 6021	National Executive Member for WA
Western Australia Branch	27.08.2021	National Councillor for WA (x1)	N/A	Peter Beveridge	C/-Unit 18/199 Balcatta Road, Balcatta WA 6021	National Councillor for WA (x1)
Western Australia Branch	27.08.2021	National Councillor for WA (x1)	N/A	Jack Grego	C/-Unit 18/199 Balcatta Road, Balcatta WA 6021	National Councillor for WA (x1)



20 August 2021

Bruce Duff
National President
National Electrical and Communications Association
Sent via email: necanat@neca.asn.au

cc: WA- carl.copeland@necawa.asn.au, ACT- act@neca.asn.au, TAS- necatas@neca.asn.au

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- and a [fact sheet on notifications of change](#) that explains the requirement



eLearning module – notifications of change

The ROC has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@roc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Registered Organisations Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the ROC Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
29/07/2021	WA	Councillor (2)	Yes
13/08/2021	ACT	Branch Councillor	Yes
13/08/2021	TAS	Branch Councillor	Yes



ATTACHMENT A

Notification of Change of Records

I, Bruce Duff being President of the National Electrical and Communications Association ("NECA") 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:

The following change of records of office holders of the Tasmania Branch of NECA is as follows:

Date Record Changed	Name of office that has changed	Name of outgoing officer	Name of incoming officer	Postal Address of new officer	Occupation of new officer
26/07/2021	Branch Councillor	Andrew Kolody	N/A	122 Hume Hwy Chullora NSW 2190	N/A

.....
Bruce Duff

12 August 2021



ATTACHMENT A

Notification of Change of Records

I, Oliver Judd, being Branch Secretary of the ACT Branch of the National Electrical and Communications Association ("NECA") 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:

The following change of records of office holders of the ACT Branch of NECA is as follows:

Date Record Changed	Name of office that has changed	Name of outgoing officer	Name of incoming officer	Postal Address of new officer	Occupation of new officer
26/07/2021	Branch Councillor	Caitlin Maggs	Shaun O'Connor	122 Hume Hwy Chullora NSW 2190	Director

A handwritten signature in black ink, appearing to read "Oliver Judd", is written over a dotted line.

.....
Oliver Judd

12 August 2021

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, Carl Copeland, being the Branch Secretary of the National Electrical Contractors Association Western Australian Branch, 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.

Signed:



Carl Copeland

Branch Secretary

Dated: 28 July, 2021

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au.]

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [*insert as many pages as required*]:

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
Western Australia Branch	28.07.2021	Councillor	N/A	Daniel Bailey	C/-Unit 18/199 Balcatta Road, Balcatta WA 6021	Councillor
Western Australia Branch	28.07.2021	Councillor	N/A	Andrew Lucas	C/-Unit 18/199 Balcatta Road, Balcatta WA 6021	Councillor



14 July 2021

Laurence Moore
Branch Secretary
National Electrical and Communications Association
South Australia/Northern Territory Branch
Sent via email: larry.moore@necasa.asn.au

cc: National Electrical and Communications Association,
necanat@neca.asn.au

Notification of changes – Action required

Dear Laurence Moore,

We acknowledge receipt of a Notification of Change to the office holders of the National Electrical and Communications Association-South Australia/Northern Territory Branch (AR2021/11).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the ROC's [Officer Induction Kit](#)

These next steps are explained below in more detail.



Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2021/11.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (s.293K of the Fair Work (Registered Organisations) Act 2009 (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes

Officer financial training audit



An audit by the ROC into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the ROC's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (r 151 Fair Work (Registered Organisations) Regulations 2009).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement



eLearning module – notifications of change

The ROC has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@roc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Registered Organisations Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the ROC Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
8/07/2021	South Australia/Northern Territory Branch	Branch Councillor	No - 189 days late

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, Laurence John Moore, being the Secretary of the National Electrical & Communications Association SA/NT Branch, 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.

Signed: 

Dated: 8/7/21

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within **35 days** of the change. It can be submitted to regorgs@roc.gov.au.]*

ANNEXURE A**THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE**

Changes to Offices and Office Holders in the Organisation and its Branches *[insert as many pages as required]*:

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
SA/NT	26/11/20	Branch Councillor	Ben Lindop	Allan Aitchison	3 Holder Avenue Richmond SA 5033	Chief Executive Officer



29 June 2021

Bruce Duff
National President
National Electrical and Communications Association
Sent via email: necansw@neca.asn.au

cc: Western Australian Branch, necawa@necawa.asn.au

Notification of changes – Action required

Dear Bruce Duff,

We acknowledge receipt of a Notification of Change to the office holders of the National Electrical and Communications Association (AR2021/11).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the ROC's [Officer Induction Kit](#)

These next steps are explained below in more detail.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (s.293K of the Fair Work (Registered Organisations) Act 2009 (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
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Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

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Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (r 151 Fair Work (Registered Organisations) Regulations 2009).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement



eLearning module – notifications of change

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The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@roc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Registered Organisations Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the ROC Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
5 May 2021	Western Australian Branch	Outgoing office holders (2)	Yes
23 June 2021	Western Australian Branch	New office holder	Yes

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, Carl Copeland, being the Branch Secretary of the National Electrical Contractors Association Western Australian Branch, 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.



Signed: Carl Copeland
Branch Secretary

Dated: 18 June, 2021

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au.]

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [*insert as many pages as required*]:

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
Western Australia Branch	18.06.2021	Councillor	N/A	Oliver Forster	C/-Unit 18/199 Balcatta Road, Balcatta WA 6021	Councillor



Australian Government
Registered Organisations Commission

18 May 2021

Bruce Duff
National President
National Electrical and Communications Association
Sent via email: necansw@neca.asn.au

Dear Bruce Duff

The National Electrical and Communications Association's annual return of information (Annual Return) lodged under subsection 233(1) of the RO Act

Thank you for providing your declarations and information (Annual Return) lodged under subsection 233(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

Summary of your Annual Return and Review Outcome

Year 2021
Matter number AR2021/11
Lodgement date 30 March 2021
Review Advanced Review
Result FILED

Your advanced review

Your Annual Return had an **advanced review** which is a comprehensive review that evaluates compliance with the requirements of the RO Act.



Your Annual Return satisfied the requirements of the advanced review and has been uploaded to the ROC website.

The ROC's risk-based approach

Over a five year period the Annual Return of every organisation will be subject to at least one advanced review. An advanced review is a more comprehensive review.

The ROC's [advanced review checklists](#) are published on our website.

This year your Annual Return was assessed against an advanced review.

Do you have questions?

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the ROC's subscription service](#).

If you have any queries we can be contacted on 1300 341 665 or by email at regorgs@roc.gov.au.

Yours sincerely

Registered Organisations Commission

**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, Carl Copeland, being the Branch Secretary of the National Electrical Contractors Association Western Australian Branch, 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.



Signed: Carl Copeland
Branch Secretary

Dated: 5 May, 2021

[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within 35 days of the change. It can be submitted to regorgs@roc.gov.au.]

ANNEXURE A

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Changes to Offices and Office Holders in the Organisation and its Branches *[insert as many pages as required]*:

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
Western Australia Branch	04.05.2021	Councillor	Allan O'Grady	N/A	C/-Unit 18/199 Balcatta Road, Balcatta WA 6021	N/A
Western Australia Branch	04.05.2021	Treasurer	Gregory Warren	N/A	C/-Unit 18/199 Balcatta Road, Balcatta WA 6021	N/A

I, Bruce Duff, National President of the National Electrical and Communications Association (the "Association") declare as follows:

1. That I am the National President of the Association authorised to make this declaration on behalf of the Association.

2. In accordance with section 233 of the *Fair Work (Registered Organisations) Act 2009* (the "Act") I now provide the following information for the calendar year ending 31 December 2020:

(a) that the Register of Members of the Association has, during the 2020 calendar year, been kept and maintained as required by section 230 of the Act;

(b) that the number of members of the Association on 31 December 2020 was 5,459

3. The following is a correct statement of the information contained in the records required to be kept by the Association in accordance with section 230(1)(b), (c) and (d) of the Act:

(a) that the address of the office of the Association is:

- Level 4, 30 Atchison Street, St Leonards, NSW, 2065
- Locked Bag 1818, St Leonards, NSW, 1590

(b) that the name and address of each Branch of the Association is as follows –

New South Wales Branch	122 Hume Hwy, Chullora NSW 2190
Victorian Branch	Level 12, 222 Kings Way, South Melbourne, Vic 3205
Australian Capital Territory Branch	122 Hume Hwy, Chullora NSW 2190
Western Australian Branch	Unit 18, 199 Balcatta Road, Balcatta WA 6021 PO Box 782, Balcatta, WA 6914
South Australia/Northern Territory Branch	213 Greenhill Rd, Eastwood, SA 5063 PO Box 47, Fullerton, SA 5063
Queensland Branch	Suite 1.5 Ian Barclay Building, 460-492 Beaudesert Rd, Salisbury, Qld 4107 PO Box 778, Archerfield, Qld 4108
Tasmania Branch	122 Hume Hwy, Chullora NSW 2190

(c) that no Branch commenced operations in the previous 12 months;

(d) that no Branch ceased operations in the previous 12 months;

(e) that the list of offices of the Association and each Branch, together with the name, postal address and occupation of the holders of such offices is at Annexure A to this declaration.

(f) that scheduled annual elections for the National Office Bearers and the Branch Offices Bearers, National Executive Committee Members, National Councillors, half of Branch Councillors for NSW, Vic and Sth Aust/NT, one third of Branch Councillors for WA, and all Branch Councillors for ACT, Qld and Tas are required to be held under the rules of the Association during the year commencing 1 January 2021.

.....
Bruce Duff
National President
30 March 2021

NECA and its Branch - Offices and Office Holders, postal addresses and occupations - as at 30 March 2021

	Office	Office Holder	Postal Address	Occupation	
National	President	Mr Bruce Duff	Locked Bag 1818, St Leonards, NSW 1560	Company Director	
	Vice President	Mr Greg Hodby	as above	CEO	
	Treasurer	Mr James Heerey	as above	Electrical Contractor	
	Secretary	Vacant			
	Other Executive (4)	Nat Exec Committee	Mr Peter Hart	as above	Director
		Nat Exec Committee	Mr Stewart Joyce	as above	Director
		Nat Exec Committee	Mr David McInnes	as above	Managing Director
		Nat Exec Committee	Mr Peter Beveridge	as above	Director
NSW	President	Mr Stephen Kerfoot	122 Hume Hwy, Chullora NSW 2190	Managing Director	
	Vice President	Mr David Orr	as above	Company Director	
	Treasurer	Mr Chris Madson	as above	CEO	
	Other (5)	Branch Councillor	Mr Bruce Duff	as above	Company Director
		Branch Councillor	Mr Jeffrey Brown	as above	Company Director
		Branch Councillor	Ms Lea Hicks	as above	Company Director
		Branch Councillor	Mr Sam Turnbull	as above	Company Director
		Branch Councillor	Mr Anthony Cambridge	as above	Company Director
		NSW Rep to Nat Council/EC	Mr Bruce Duff	as above	Managing Director
		NSW Rep to Nat Council	Mr Stephen Kerfoot	as above	Company Director
		Branch Secretary	Mr Oliver Judd	as above	Executive Director
	Vic	President	Mr Dean Spicer	L 12/222 Kings Way, Sth Melb, Vic 3205	Director
Vice President		Mr Russell Chatfield	as above	Director	
Treasurer		Mr Mark Falloon	as above	Electrical Contractor	
Other (6)		Branch Councillor	Mr Stewart Joyce	as above	Director
		Branch Councillor	Mr David Peirce	as above	Director
		Branch Councillor	Mr Chris Van Der Kooi	as above	Director
		Branch Councillor	Mr Michael Purnell	as above	Director
		Branch Councillor	Mr Chris Hargreaves	as above	Director
		Branch Councillor	Mr Rob Selymes	as above	Director
		Vic Rep to Nat Council/EC	Mr Stewart Joyce	as above	Director
		Vic Rep to Nat Council	Mr David Peirce	as above	Director
		Branch Secretary	Mr Chris Hargreaves	as above	Director

NECA and its Branch - Offices and Office Holders, postal addresses and occupations - as at 30 March 2021

ACT	President	Mr Peter Hart	122 Hume Hwy, Chullora NSW 2190	Director
	Vice President	Mr Robert Shelley	as above	Director
	Treasurer	Mr Mark Decker	as above	Director
Other (3)	Branch Councillor	Mr Jason Marriott	as above	Director
	Branch Councillor	Ms Sally Waters	as above	Director
	Branch Councillor	Ms Caitlin Maggs	as above	Manager
	ACT Rep to Nat Council/EC	Mr Peter Hart	as above	Director
	ACT Rep to Nat Council	Mr Robert Shelley	as above	Director
	Branch Secretary	Mr Oliver Judd	as above	Executive Director
West Aust	President	Mr Peter Beveridge	PO Box 782, Balcatta, WA 6914	Electrical Contractor
	Vice President	Mr Christopher Sweeting	as above	Director
	Treasurer	Ms Gregory Warren	as above	Director
Other (6)	Branch Councillor	Mr Jack Grego	as above	Electrical Contractor
	Branch Councillor	Mr Charlie Terranova	as above	Director
	Branch Councillor	Mr Allan O'Grady	as above	Director
	Branch Councillor	Mr Barry Allen	as above	Director
	Branch Councillor	Vacant		
	Branch Councillor	Vacant		
	WA Rep to Nat Council/EC	Mr Peter Beveridge	as above	Director
	WA Rep to Nat Council	Mr Jack Grego	as above	Electrical Contractor
	Branch Secretary	Mr Carl Copeland	as above	CEO
Sth Aust/NT	President	Mr Andrew Thorpe	PO Box 47, Fullerton, S.A. 5063	Director
	Vice President	Mr Greg Hodby	as above	CEO
	Treasurer	Mr Andrew Cross	as above	General Manager
Other (4)	Branch Councillor	Mr Simon Butler	as above	Director
	Branch Councillor	Mr Chris Mattner	as above	Manager
	Branch Councillor	Mr Jarrod Poulton	as above	Director
	Branch Councillor	Mr Allan Aitchison	As above	Director
	SA/NT Rep to Nat Council/EC	Mr Greg Hodby	as above	CEO
	SA/NT Rep to Nat Council	Mr Andrew Thorpe	as above	Director
	Branch Secretary	Mr Larry Moore	as above	Executive Director

NECA and its Branch - Offices and Office Holders, postal addresses and occupations - as at 30 March 2021

Qld	President	Mr David James	PO Box 778, Archerfield, Qld 4108	General Manager
	Vice President	Mr David McInnes	as above	Managing Director
	Treasurer	Mr Russel Thompson	as above	Director
Other (7)	Branch Councillor	Ms Trish Elsdon	as above	Director
	Branch Councillor	Mr Gavin Peterson	as above	Director
	Branch Councillor	Ms Heidi Rae Jonsson	as above	Contractor
	Branch Councillor	Mr Robert Davis	as above	Director
	Branch Councillor	Mr Scott Gowdie	as above	General Manager
	Branch Councillor	Mr Michael Davis	as above	Director
	Qld Rep to Nat Council/EC	Mr David McInnes	as above	Managing Director
	Qld Rep to Nat Council	Mr David James	as above	General Manager
	Branch Councillor	Vacant		
	Branch Secretary	Mr Oliver Judd	as above	Executive Director
TAS	President	Mr Wayne Hobson	122 Hume Hwy, Chullora NSW 2190	Director
	Vice President	Mr Shane Hill	as above	Director
	Treasurer	Mr James Heerey	as above	Electrical Contractor
Other (4)	Branch Councillor	Mr Mark Richardson	as above	Electrical Contractor
	Branch Councillor	Mr Andrew Kolody	As above	Electrical Contractor
	Branch Councillor	vacant		
	Branch Councillor	vacant		
	Tas Rep to Nat Council/EC	Mr James Heerey	as above	Electrical Contractor
	Tas Rep to Nat Council	Mr Wayne Hobson	as above	Director
	Branch Secretary	Vacant		

Bruce Duff
National President

Date: 30 / 03 /2021