



11 May 2022

Joanne Ede
Executive Director/Secretary
Clubs Australia - Industrial
Sent via email: jede@clubsnsw.com.au

Notification of changes – Action required

Dear Joanne Ede,

We acknowledge receipt of a Notification of Change to the office holders of the Clubs Australia - Industrial (AR2022/24).

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
08/04/2022	National	Councillor (2)	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



AUSTRALIA

DECLARATION

I, Joanne Ede, being the Executive Director of the Clubs Australia Industrial, 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:

A handwritten signature in blue ink that reads "J Ede".

Dated: 8 April 2022

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:

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
National	23 March 2022	Councillor	Terry McDonald	VACANT	NA	NA
National	24 March 2022	Councillor	VACANT	Gavin Lyons	c/- Clubs Australia Industrial, Level 8, 51 Druitt Street Sydney NSW 2000	Company Director



Australian Government
Registered Organisations Commission

31 January 2022

Joanne Ede
Executive Director
Clubs Australia - Industrial
Sent via email: jede@clubsnsw.com.au

Dear Joanne Ede

The Clubs Australia - Industrial'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 2022
Matter number AR2022/24
Lodgement date 17 January 2022
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



Clubs Australia
INDUSTRIAL

AUSTRALIA

DECLARATION

I, Joanne Ede, being the Executive Director of Clubs Australia Industrial, declare the following:

1. I am authorised to make this declaration.
2. The register of members of the organisation required to be kept by it pursuant to s230(1)(a) and s230(2) of the Fair Work (Registered Organisations) Act 2009 (the Act) has, during the calendar year immediately preceding this notification, been kept and maintained in accordance with the said subsections; and
3. The following is a correct statement of 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 Act:
 - The address of Clubs Australia Industrial is Level 8, 51 Druitt Street, Sydney NSW 2000.
 - The organization has no branches and no branches have ceased or commenced in the previous 12 months.
 - On 31 December in the previous year, the number of members was 65.
 - A list of offices and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at Annexure A and forms part of this declaration.
 - Under the rules of the organisation, the following elections must be held between 1 January and 31 December of THIS YEAR:
 - No elections are scheduled THIS YEAR
 - The organisation has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:

Joanne Ede (Executive Director)

Dated: 17 / 01 / 2022

Clubs Australia – Industrial (A.B.N. 18 578 168 780)
Level 8, 51 Druitt Street Sydney NSW 2000
Phone: (02) 9268 3000 Fax: (02) 9268 3066



Annexure A

Position	Name and Address	Occupation
Chair	Ms Kim Marshall Level 8, 51 Druitt Street Sydney NSW 2000	Company Director
Deputy Chair	Sallianne Faulkner Level 8, 51 Druitt Street Sydney NSW 2000	Company Director
Councillor	Mr Cameron Taylor Level 8, 51 Druitt Street Sydney NSW 2000	General Manager
Councillor	Mr Terrence McDonald Level 8, 51 Druitt Street Sydney NSW 2000	Company Director
Councillor	Mr Russell Reid Level 8, 51 Druitt Street Sydney NSW 2000	Company Director
Councillor	Mr Greg Roberts Level 8, 51 Druitt Street Sydney NSW 2000	Company Director
Councillor	Vacant	
Councillor	Vacant	
Executive Director/ Secretary	Ms Joanne Ede Level 8, 51 Druitt Street Sydney NSW 2000	Executive Manager