



13 January 2023

Tony Khoury
Executive Director
Waste Contractors & Recyclers Association of NSW
Sent via email: tony@wcra.com.au

Notification of changes – Action required

Dear Tony Khoury,

We acknowledge receipt of a Notification of Change to the office holders of the Waste Contractors & Recyclers Association of NSW (AR2022/87).

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 <http://invalid.uri/> 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
21/11/2022	N/A	Vice President, Treasurer, Secretary, Executive (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

I, Michelle Ford, being the Secretary of the Waste Contractors & Recyclers Association of NSW, 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.
 - These changes were the result of election E2022/130 stages 1 and 2

Signed: 

Michelle Ford, Secretary

Dated 21 November 2022

*[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 at the Waste Contractors & Recyclers Association of NSW as a result of election E2022/130 stages 1 and 2

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>The Association doesn't have separate branches</i>	<i>18 Nov 2022</i>	<i>Vice President</i>	<i>Susie McBurney</i>	<i>David Gater</i>	<i>PO Box 6643 Wetherill Park BC 2164</i>	<i>NSW/ACT State Manager Transport</i>
	<i>18 Nov 2022</i>	<i>Treasurer</i>	<i>Greg Turner</i>	<i>Bijal Dixit</i>	<i>PO Box 6643 Wetherill Park BC 2164</i>	<i>CFO</i>
	<i>18 Nov 2022</i>	<i>Secretary</i>	<i>Jeffrey Brandstater</i>	<i>Michelle Ford</i>	<i>PO Box 6643 Wetherill Park BC 2164</i>	<i>Office Manager</i>
	<i>2 Nov 2022</i>	<i>Executive</i>	<i>Casual vacancy</i>	<i>Stuart Baird</i>	<i>PO Box 6643 Wetherill Park BC 2164</i>	<i>Head of Operations – Integrations</i>
	<i>2 Nov 2022</i>	<i>Executive</i>	<i>Susie McBurney</i>	<i>Joe Richards</i>	<i>PO Box 6643 Wetherill Park BC 2164</i>	<i>GM Sydney</i>



19 May 2022

Tony Khoury
Executive Director
Waste Contractors & Recyclers Association of NSW
Sent via email: tony@wcra.com.au

cc:

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Dear Tony Khoury,

We acknowledge receipt of a Notification of Change to the office holders of the Waste Contractors & Recyclers Association of NSW (AR2022/87).

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](#)
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These next steps are explained below in more detail.

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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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Time frames for notifications of change

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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
13/04/2022	N/A	Executive vacancy	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, Jeffrey Fraser Roy Brandstater, being the Secretary of the Waste Contractors & Recyclers Association of NSW, 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:
 - On 31st March 2022, Mr David Clancy from Cleanaway left his employment with Cleanaway and resigned from his position on the Association's Executive.

Signed:



[SECRETARY]

Dated 12th April 2022

*[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
	31 March 2022	Executive	David Clancy	TBC after an election is conducted to fill this casual vacancy	Waste Contractors & Recyclers Association of NSW PO Box 6643 Wetherill Park NSW 2164	



24 March 2022

Tony Khoury
Executive Director
Waste Contractors & Recyclers Association of NSW
Sent via email: tony@wcra.com.au

cc:

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Dear Tony Khoury,

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Yours sincerely

Registered Organisations Commission

Appendix A

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Our records have been updated.

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Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
7/03/2022	N/A	Executive (1)	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, Jeffrey Brandstater, being the Secretary of the Waste Contractors & Recyclers Association of NSW, 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 AEC finalised Casual Vacancy Election – E2021/150 with Mr Damien Vella elected unopposed on 22nd February 2022
 - 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:



[SECRETARY]

Dated: 7/3/2022

*[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

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
NSW	22 - 2 - 22	Executive	N / A Casual vacancy	Damien Vella	PO Box 6643 Wetherill Park BC NSW 2164	Chief Executive Officer



Australian Government
Registered Organisations Commission

11 February 2022

Jeffrey Brandstater
Secretary
Waste Contractors & Recyclers Association of NSW
Sent via email: tony@wcra.com.au

Dear Jeffrey Brandstater

The Waste Contractors & Recyclers Association of NSW's Officer and related party disclosure statement (ORP Statement)

Thank you for providing your ORP statement. Your ORP statement includes information required to be provided to your members and lodged under subsection 293J of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

Summary of your ORP Statement and Review Outcome

Financial year ending 31 March 2022

Matter number AR2022/87

Lodgement date 8 February 2022

Review Primary Review

Result FILED

Your primary review

Your ORP statement had a **primary review** which checked whether it was signed by an officer, lodged on time, included the required NIL statements and whether you met the requirements that the ROC raised with you last year.



Your ORP statement satisfied the requirements of the primary review and has been uploaded to the ROC website.

The ROC's risk-based approach

This year your ORP statement was assessed against a primary review. A primary review does not check all legislative requirements.

Over a five year period the ORP statement of every organisation and branch will be subject to at least one advanced review. An advanced review is a more comprehensive review.

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

Do you have any 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

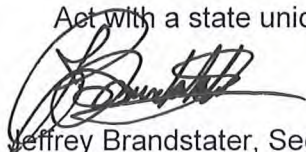
Registered Organisations Commission

ANNUAL RETURN OF INFORMATION (organisation with no branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009

I, Jeffrey Brandstater, being the Secretary of the Waste Contractors & Recyclers Association of NSW, declare the following:

1. I am authorised to make this declaration.
2. The register of Members has, during the immediately preceding calendar year, been kept and maintained as required by s.230(1)(a) and s.230(2) of the Fair Work (Registered Organisations) Act 2009 (the Act).
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 the organisation is 2, 12-16 Daniel St Wetherill Park 2164.¹
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.²
 - On 31 December 2021 the number of Members was 212.³
 - A list of offices and the names, postal addresses and occupations of persons holding 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 2022:⁴
 - ✓ *An election E2021/150 will be conducted by the AEC in February/March 2022 to fill a casual vacancy on the Executive.*
 - ✓ *The (4) four-year term of the WCRA Executive will expire in November 2022 and in accordance with WCRA's Rule 24(a) all members will stand down and will be eligible for re-election.*
 - The organisation has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:


Jeffrey Brandstater, Secretary

Dated 8th February 2022

This declaration must be lodged with the Registered Organisations Commission by 31 March 2022 and can be submitted to regorgqs@roc.gov.au. If at any time in the year this information changes a Notification of Changes must be lodged with the ROC within 35 days of the change⁵

¹ s.230(1)(d); reg.147(d)

² s.230(1)(d); reg.147(a), (b), (c) & (d)

³ s.230(1)(d); reg.147(f)

⁴ s.230(1)(d); reg.147(e)

⁵ s.233(2); reg. 151

ANNEXURE A

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- Offices and Office Holders in the Organisation :

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
President	Harry Wilson	PO Box 6643 Wetherill Park NSW 2164	Managing Director
Vice President	Susie McBurney	PO Box 6643 Wetherill Park NSW 2164	General Manager
Treasurer	Greg Turner	PO Box 6643 Wetherill Park NSW 2164	Contracts Manager
Secretary	Jeff Brandstater	PO Box 6643 Wetherill Park NSW 2164	Managing Director
Executive	Mark Falanga	PO Box 6643 Wetherill Park NSW 2164	Managing Director
Executive	David Harrison	PO Box 6643 Wetherill Park NSW 2164	Sales Manager
Executive	David Johnston	PO Box 6643 Wetherill Park NSW 2164	General Manager
Executive	David Gater	PO Box 6643 Wetherill Park NSW 2164	NSW/ACT Transport Manager
Executive	David Clancy	PO Box 6643 Wetherill Park NSW 2164	General Manager
Executive	Ros Dent	PO Box 6643 Wetherill Park NSW 2164	Environment Manager
Executive	Graham Knowles	PO Box 6643 Wetherill Park NSW 2164	Chief Operating Officer
Executive	Position vacant		