



18 October 2022

Ian MacDonald
National Industrial Relations Manager
Australian Public Transport Industrial Association
Sent via email: imacdonald@bic.asn.au

Notification of changes – Action required

Dear Ian MacDonald,

We acknowledge receipt of a Notification of Change to the office holders of the Australian Public Transport Industrial Association (AR2022/86).

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
18/10/2022	National	Chairperson and Deputy Chairperson new office holders	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, Tony Hopkins, being the Chairperson of the Australian Public Transport Industrial Association, 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 the office bearers 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:



Chairperson

Dated: 17 October 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*]:

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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	07/10/2022	Chairperson	Wayne Patch	Tony Hopkins	11 Page Street, Kunda Park, Queensland 4556	Chief Executive Officer
National	07/10/2022	Deputy Chairperson	Steve Scott	John King	10 Investigator Street, South Nowra, NSW 2540	Managing Director



28 September 2022

Ian MacDonald
National Industrial Relations Manager
Australian Public Transport Industrial Association
Sent via email: imacdonald@bic.asn.au

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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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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
19/09/2022 amended 27/09/2022	National	Council Members (9)	Yes

APTIA
Level 2
14-16 Brisbane Avenue
BARTON ACT 2600

Mobile: 0427 206 326
E: imacdonald@bic.asn.au

**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, Tony Hopkins, being a Council Member of the Australian Public Transport Industrial
Association, 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, as amended, 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:



Tony Hopkins, Authorised Council member

Dated: 27 September 2022

Bus Australia Network



ANNEXURE A

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National	01/9/2022	Council member (Association Group)	Dennis Ashley Sutton	Ben Doolan, Managing Director	5-9 Thorborough Road, Greenfields WA 6210	Council member (Association Group)
National	01/9/2022	Council member (Association Group)	Wayne Patch	Michael Baulch, Managing Director	PO Box 625 Emerald Qld 4720	Council member (Association Group)
National	01/9/2022	Council member (Association Group)	Rolf Mitchell	Adam Pulitano, Managing Director	3842 Mt Lindesay Highway, Park Ridge, QLD 4125	Council member (Association Group)
National	01/9/2022	Council member (Association Group - South Australia))	Sam Lucas	Stephen Lucas, Managing Director	221 Jubilee Highway, Mt Gambier 5290	Council member (Association Group)
National	01/9/2022	Council member (Association Group - Victoria)	Stephen Lucas	Sam Lucas, Managing Director	1 Wannon Street, Warrnambool, Vitoria, Manging Director	Council member (Association Group)
National	01/9/2022	Council member (Association Group)	Steve Scott	Anthony D'Apuzzo, Managing Director	1 Burwood Road, Burwood, NSW 2134	Council member (Association Group)
National	01/9/2022	Council member (Urban Transport Group))	Nikki Garbutt	Rolf Mitchell, General Manager	19 Grice Street, Clontarf, QLD 4019	Council member (Urban Transport Group)
National	01/9/2022	Council member (Urban Transport Group)	Ben Doolan	Tony Hopkins, Chief Executive Officer	11 Page Street, Kunda Park, QLD 4556	Council member (Urban Transport Group)

ANNEXURE A

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	01/9/2022	Council member (Public Transport Group)	N/A	Carmel Farrugia, Finance Director	99 Aitchison Street, Macquarie Park NSW 2564	Council member (Public Transport Group)





Australian Government
Registered Organisations Commission

14 April 2022

Ian MacDonald
National Industrial Relations Manager
Australian Public Transport Industrial Association
Sent via email: imacdonald@bic.asn.au

Dear Ian MacDonald

The Australian Public Transport Industrial 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 2022

Matter number AR2022/86

Lodgement date 28 March 2022

Review Primary Review

Result FILED

Your primary review

Your Annual Return had a **primary review** which checked whether it was signed by an officer, lodged on time, the required declarations were made, included the list of offices and office holders and whether you met the requirements that the ROC raised with you last year. A primary review does not examine all the requirements of subsection 233(1).



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

The ROC's risk-based approach

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

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.

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

The General Manager
Registered Organisation Commission
11 Exhibition Street
Melbourne VIC 3000
Email: regorgs@roc.gov.au

APTIA
Level 2, 14-16 Brisbane
Avenue, Barton ACT 2600

P: 02 9907 6372
Mobile: 0427 206 326
E: imacdonald@bic.asn.au

28 March 2022

Dear Sir

Subject: AUSTRALIAN PUBLIC TRANSPORT INDUSTRIAL ASSOCIATION (APTIA) – ANNUAL RETURN [AR2017/98]

This letter constitutes the statutory return, with respect to the Australian Public Transport Industrial Association (APTIA), for the year 2021.

I, Wayne Patch, being the Chairperson for the Australian Public Transport Industrial Association declare that:

1. The register of members has been kept throughout 2019, in accordance with s. 230 (1) (a), s 230 (2) and s. 233 of the Fair Work (Registered Organisations) Act 2009.
2. Attached is a list of Office Bearers, their addresses, and occupations, of APTIA, as at the 31 December 2021.
3. The Registered Office of APTIA is Level 2, 14-16 Brisbane Avenue, Barton, ACT, 2600.
4. There are no branch offices nor were any branch offices created or ceased to exist in 2021.
5. In accordance with Rules of the Organisation (Rule 22 (2)) an election of Office Bearers is required to be held before 24 August 2022.
6. As at 31 December 2021, APTIA had 21 members.

The particulars herein and lodged herewith are a correct statement of the information contained within the records of APTIA.

Please do not hesitate to contact me should you have any matters to discuss.

Yours faithfully



Wayne Patch, Chairperson

LIST OF OFFICE HOLDERS (31 December 2021)

OFFICE BEARERS

Queensland Nominee

- Wayne Patch, Chairperson, Transit Australia Group (General Manager), Level 1, 43 Commerce Drive, Robina, Queensland 4226 (07 5579 5900).

NSW Nominee

- Steve Scott, Deputy Chairperson, Punchbowl Bus Company (Director), 56 Hannans Road, Riverwood, NSW 2210 (02 9153 8787).

COUNCILLORS

Victorian Nominees

- Stephen Lucas, Managing Director, Warrnambool Bus Lines, 1 Wannon Street, Warrnambool, Victoria (03 5562 1866)
- Robert P Wright, Managing Director, Moreland Buslines, 65 Colebrook Street, Brunswick Victoria 3056 (03 9384 7555)

NSW Nominee

- John King, Managing Director, Premier Motor Services Pty Ltd, 10 Investigator Street, South Nowra NSW 2540 (02 4423 5244)

Tasmanian Nominee

- Shane Dale Dewsbery, Managing Director, Tassielink Transit, 64 Brisbane Street, Hobart, Tasmania 7000 (03 62 357300)

Western Australia Nominee

- Dennis Ashley Sutton, Suttons Bus Services, P.O. Box 5166, Rockingham Beach, WA, 6969 (0408 818 466)

South Australia Nominee

- Sam Lucas, Managing Director, Mt Gambier City Bus Service, 221 Jubilee Highway, Mt Gambier, SA 5290, (08 8724 9978)

Queensland Nominee

- Rolf Mitchell, General Manager, Keolis Downer, 10/76 Doggett Street, Newstead, Queensland 4006 (07 3308 9701)

Urban Transport Group

- Benjamin Doolan, Managing Director, Australian Transit Group, Thornborough Road, Greenfields, WA 6210 (08 9581 6555)

- Nikki Garbett, Human Resources Manager, Keolis Downer, Post Office Box 466 Hamilton NSW 2303, 02 (02 49741617)

Public Transport Group

- Leanne Michelle Griffiths, Executive Officer, the Entrance Redbus, Coleridge Road, Bateau Bay NSW 2261, (02 4332204).