



10 January 2024

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

Dear Ian MacDonald

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Public Transport Industrial Association (AR2023/84).

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 Commission'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 (section 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 Commission 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 Commission 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 Commission'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 Commission'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 (regulation 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 Commission 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@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work 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 Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
19 December 2023	National	Office Bearer (Deputy Chairperson) Council Member – State Association Group (NSW)	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, 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 OFFICER

Dated: 18 December 2023

Bus Australia Network



ANNEXURE A

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

Please note the 35 days begins at the earliest event (for instance when the officer retires) and an organisation may need to notify the events separately if the appointment or election process will take 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>National</i>	<i>17 November 2023</i>	<i>Office Bearer (Deputy Chairperson)</i>	<i>John King</i>	<i>Vacant</i>		
<i>National</i>	<i>17 November 2023</i>	<i>Council member – State Association Group (NSW)</i>	<i>John King</i>	<i>Alanna Ward</i>	<i>Busways Group, 5 Bridge Street, Pymble, NSW 2073</i>	<i>Head of Human Resources</i>



31 March 2023

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 annual return lodged under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Summary of your annual return and its assessment

Year	2023
Matter number	AR2023/84
Lodgement date	27 March 2023
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 regulator 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 Fair Work Commission (the Commission) website.



Annual Return (AR) Statement Template

Please note that a new and updated AR Statement Template Form is now available to be used and a copy has been published on our website since March 2023. Please ensure you use this latest Template Form for the Association's AR Statement due next year in 2024. The form you used this year has been superseded. I have attached a copy of the new Template Form to this email for your assistance, and it can also be downloaded on our website at: [Annual return and notification of changes | Fair Work Commission \(fwc.gov.au\)](#)

The Commission's risk-based approach

This year your annual return was assessed against a primary review. Consistent with the Commission's risk-based approach, most annual returns are the subject of a primary review.

The remainder receive an advanced review which is a more comprehensive review.

Each organisation should expect that in some years their annual return will be the subject of an advanced review.

The Commission's [advanced review checklists](#) are 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 Commission's subscription service to find out when we release new materials](#).

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

Yours sincerely

Fair Work Commission



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27 March 2023

Dear Sir

Subject: AUSTRALIAN PUBLIC TRANSPORT INDUSTRIAL ASSOCIATION (APTIA) – ANNUAL RETURN [AR2023/84]

This letter constitutes the statutory return, with respect to the Australian Public Transport Industrial Association (APTIA), for the year 2022.

I, Tony Hopkins, being the Chairperson for the Australian Public Transport Industrial Association declare that:

1. The register of members has been kept throughout 2022, 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 2022.
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 2022.
5. In accordance with Rules of the Organisation (Rule 22 (2)) an election of Office Bearers is required to be held before 24 August 2026.
6. As of 31 December 2022, APTIA had 19 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

A handwritten signature in black ink, appearing to be 'Tony Hopkins'.

Tony Hopkins, Chairperson



LIST OF OFFICE HOLDERS (31 December 2022)

APTIA OFFICE BEARERS

Chairperson

- Tony Hopkins, Chief Executive Officer, [REDACTED]

Deputy Chairperson

- John King, Director of [REDACTED] (5244)

APTIA COUNCIL MEMBERS

BusVIC Elected Representatives

- Sam Lucas, [REDACTED]

- Robert P Wright, [REDACTED]

BusNSW Elected Representatives

- John King, [REDACTED]

- Anthony D'Apuzzo, [REDACTED]

TasBUS Elected Representatives

- Shane Dewsbery, [REDACTED]

Bus Australia Network



BCAWA Elected Representatives

- Benjamin Doolan, [REDACTED]

BusSA Elected Representatives

- Stephen Lucas, [REDACTED]

[REDACTED] Elected Representatives

- Adam Pulitano, [REDACTED]
- Michael Baulch, [REDACTED]

Urban Transport Group

- Tony Hopkins, [REDACTED]
- Rolf Mitchell, [REDACTED]

Public Transport Group

- Leanne Griffiths, [REDACTED]
- Carmel Farrugia, [REDACTED]

27 March 2023