



16 April 2024

Peter Anderson
National Secretary/Treasurer
Australian Road Transport Industrial Organization
Sent via email: reception@vta.com.au

cc: QLD Branch admin@qta.com.au

Dear Peter Anderson

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Australian Road Transport Industrial Organization (AR2024/34).

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
1 March 2024	Queensland Branch	Committee of Management Member	Yes



ARTIO

Australian Road Transport
Industrial Organisation

ABN: 63 734 697 902

AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION

Respect, Respond and Represent

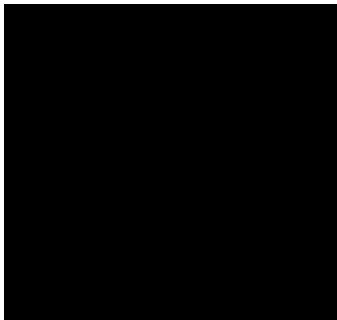
1 March 2024

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, **GARY MAHON**, being the **SECRETARY/TREASURER** of the AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION (QUEENSLAND 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*:
[delete all that do not apply]
 - 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:



Gary Mahon

SECRETARY/TREASURER

Dated: 1 March 2024

ARTIO National

PO Box 5, South Melbourne, Victoria 3205

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State Branches

ARTIO VIC	PO Box 5, South Melbourne, Victoria 3205	T 03 9646 8590	F 03 9646 8596	E reception@vta.com.au
ARTIO QLD	1/96 Cleveland Street, Stones Corner QLD 4120	T 07 3394 4388	F 07 3397 9324	E admin@qta.com.au
ARTIO NSW	PO Box 277, Hurstville, New South Wales 2220	T 0412 880861	F 02 9579 2333	E hughmc@artionsw.com.au
ARTIO WA	37-41 Cohn Street, Carlisle, Western Australia 6101	T 08 9355 3022	F 08 9355 3122	E iking@warta.com.au
ARTIO TAS	PO Box 728, Riverside, Tasmania 7250	T 0409 274 482		E ed@tta.org.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:

[Please note:

- the Fair Work Commission 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
QLD	28.02.2024 (resigned)	Committee of Management Member	Kevin Alexander			
		Committee of Management Member	Vacant			



21 March 2024

Peter Anderson
National Secretary/Treasurer
Australian Road Transport Industrial Organization
Sent via email: reception@vta.com.au

cc: peter@vta.com.au

Dear Peter Anderson

The Australian Road Transport Industrial Organization'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	2024
Matter number	AR2024/34
Lodgement date	14 February and 21 March 2024
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 has been uploaded to the Commission website. You do not need to do anything further this year. The following comments are made to assist you when you prepare next year's annual return. Please include information as to whether elections are required to be held in the year commencing 1 January.

If you would like to discuss your specific annual return, or other compliance obligations, consider booking an appointment with our Governance to You program.



Looking for help with compliance?

Our **'Governance to You'** program can tailor assistance to your needs. If you want to discuss any of the concerns below [click here to make arrangements](#).

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.

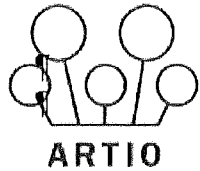
Do you have any questions?

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



Australian Road Transport
Industrial Organisation

ABN: 63-734-697-9025

AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION

Respect, Respond and Represent

13th February 2024

I, **Peter Anderson**, being the Secretary/Treasurer of the Australian Road Transport Industrial Organisation (ARTIO) declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, 2020, 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 **46 Kooringa Way, Port Melbourne Vic 3207**
 - The name and address of each branch of the organisation is:
 1. **ARTIO Vic, 46 Kooringa Way, Port Melbourne, Vic 3207**
 2. **ARTIO NSW, A10/14-16 Burraneer Bay Road, Cronulla, NSW 2230**
 3. **ARTIO Tasmania, 769 Melrose Rd, Melrose, Tasmania, 7310**
 4. **ARTIO Qld, 1/96 Cleveland St, Stones Corner, QLD 4120**
 5. **ARTIO WA, 2/7 Eureka St, High Wycombe, WA 6057**
 - On 31 December 2023, the number of members was **366**
 - 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, no elections are required to be held between 1 January 2024 and 31 December 2024.
 - During the previous 12 months:
 - ▶ There were no Branches established or dissolved.
 - The Organisation:
 - ▶ Has not entered into an agreement under s 151(1) of the Act with a state union.

Signed,

Peter Anderson

Secretary/Treasurer dated: 20 March 2024

ARTIO National

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State Branches

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ARTIO QLD 1/96 Cleveland St, Stones Corner, Queensland 4120

T 07 3394 4388

E admin@qta.com.au

ARTIO NSW PO Box 837 Cronulla NSW 2230

T 02 9579 2333

E lauried@artionsw.com.au

ARTIOWA PO Box 500, Bassendean, WA, 6054

T 0481 064 371

E adminr@westernroads.com.au

ARTIOTAS PO Box 2069, Spreyton, Tasmania 7250

T 0427 366 742

E ed@tta.org.au

	Office	Office Holder	Postal Address	Occupation
National	President	Laurie D'Apice	PO Box 5 South Melbourne Vic 3205	HR President
	Vice President	Gary Mahon	as above	CEO
	Vice President	Michelle Harwood	as above	Executive Director
	Sec/Treasurer	Peter Anderson	as above	CEO
	Nat Exec Committee	Campbell Dumesny	as above	Executive Director
	Nat Exec Committee	Vacant		
NSW	President	John West	PO Box 837 Cronulla NSW 2230	Manager
	Vice President	Nicholas Capp	as above	Manager
	Vice President	Cameron Murphy	as above	CEO
	Sec/Treasurer	Laurie D'Apice	as above	HR Director
	Br Committee	John Bradact	as above	Manager
	Br Committee	Declan Byrne	as above	Manager
	NSW Rep to Nat Council	Laurie D'Apice	as above	HR Director
	NSW Rep to Nat Council (A)	Cameron Murphy	as above	CEO
Vic	President	Cameron Dunn	PO Box 5 South Melbourne Vic 3205	Managing Director
	Vice President	Brendan Hopley	as above	Manager
	Vice President	Mike Lean	as above	CEO
	Sec/Treasurer	Peter Anderson	as above	CEO
	Br Committee	Andrew Eastick	as above	Manager
	Br Committee	Darren Jones	as above	WR Manager
	Vic Rep to Nat Council	Peter Anderson	as above	CEO
	Vic Rep to Nat Council (A)	Andrew Eastick	as above	Manager
Qld	President	Julie Russell	1/96 Cleveland St Stones Corner, Qld 4120	Director
	Vice President	Paul Kahlert	as above	Manager
	Vice President	Michael Mahon	as above	Manager
	Sec/Treasurer	Gary Mahon	as above	CEO
	Br Committee	Kevin Alexander	as above	Manager
	Br Committee	David Simon	as above	Manager

Qld (Cont)				
	Qld Rep to Nat Council	Gary Mahon	as above	CEO
	Qld Rep to Nat Council (A)	Julie Russell	as above	Director
WA	President	David Neil	PO Box 500 Bassendean WA 6054	Manager
	Vice President	Andrew Peters	As above	Manager
	Vice President	Peter Renton	As above	Manager
	Sec/Treasurer	Campbell Dumesny	As above	Executive Director
	Br Committee	Wade Jolly	As above	Managing Director
	Br Committee	Harvey Mack	As above	Manager
	WA Rep to Nat Council	Campbell Dumesny	As above	Executive Director
	WA Rep to Nat Council (A)	David Neil	As above	Manager
TAS	President	John De Bruyn	PO Box 2069 Spreyton Tas 7310	Director
	Vice President	Darren Higgins	as above	Director
	Vice President	Steve Ryan	as above	Manager
	Sec/Treasurer	Michelle Harwood	as above	Executive Director
	Br Committee	Jamie Auton	as above	Manager
	Br Committee	Robert Miller	as above	Manager
	Tas Rep to Nat Council	Michelle Harwood	as above	Executive Director
	Tas Rep to Nat Council (A)	John De Bruyn	as above	Director r

(A) Denotes the alternate representative to the National Council