



**Australian Government**  
**Registered Organisations Commission**

23 April 2021

Peter Anderson  
National & Vic Secretary/Treasurer  
Australian Road Transport Industrial Organization  
Sent via email: [reception@vta.com.au](mailto:reception@vta.com.au)

cc: Western Australian Branch, [admin@westernroads.com.au](mailto:admin@westernroads.com.au);  
NSW Branch, [hughmc@artionsw.com.au](mailto:hughmc@artionsw.com.au);  
Queensland Branch, [admin@qta.com.au](mailto:admin@qta.com.au)

### **Notification of changes – Action required**

Dear Peter Anderson,

We acknowledge receipt of a Notification of Change to the office holders of the Australian Road Transport Industrial Organization (AR2020/36).

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](mailto: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.

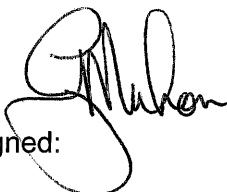
The notification of change and this filing letter can be viewed on the ROC Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
1/02/2021	Western Australian Branch	Representative to ARTIO Council, Alternate Representative to ARTIO Council	Yes
5/02/2021	NSW Branch	Change of address	Yes
19/02/2021 - amendment received 23/04/2021	Queensland Branch	Vice President 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, **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:
  - 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**  
**Queensland Branch Secretary/Treasurer**

Dated: 23 April 2021

**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:

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
Queensland	22.01.2021	Vice President	Ben Almond	Vacant		

**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, Hugh McMaster, being the Secretary/Treasurer of the Australian Road Transport Industrial Organisation NSW 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:
  - On 18 January 2021 the address of the Australian Road Transport Industrial Organisation NSW Branch changed to 4 Maher St Hurstville NSW 2220.

Signed:



Dated:

18 / 1 / 2021



**ATTACHMENT A**

**Notification of Change of Records**

I, Peter Anderson, being Secretary/Treasurer of Australian Road Transport Industrial Organization declare the following:

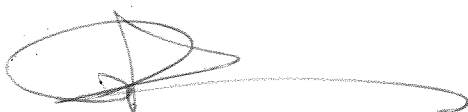
1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s. 230(1)(b), (c) and (d) of the *Fair Work (Registered Organisations) Act 2009*:

The change of records is as follows:

A. At its meeting of 17 December, the Western Australian Branch appointed the following persons as the ARTIO Representative and Alternate Representative

B. The office holders are as follows:

<b>date record changed</b>	<b>name of office</b>	<b>name of outgoing officer</b>	<b>name of incoming officer</b>	<b>postal address and occupation</b>
4 January, 2021	Representative to ARTIO Council	N/A	Cam Dumesny	PO Box 500 Bassendean WA 6054, Manager
as above	Alternate Representative to ARTIO Council	N/A	Louise Bilato	PO Box 500 Bassendean WA 6054, Executive Director



Peter Anderson  
Secretary/Treasurer  
1 February 2021





**Australian Government**  
**Registered Organisations Commission**

8 January 2021

Peter Anderson  
National & Vic Secretary/Treasurer  
Australian Road Transport Industrial Organization  
Sent via email: [reception@vta.com.au](mailto:reception@vta.com.au)

cc: Western Australian Branch, [admin@westernroads.com.au](mailto:admin@westernroads.com.au)

### **Notification of changes – Acknowledgment**

Dear Peter Anderson,

We acknowledge receipt of a Notification of Change to the Australian Road Transport Industrial Organization (AR2020/36).

A list of those changes has been summarised in Appendix A at the end of this letter.

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.

But we understand they can be a difficult requirement to get 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](mailto: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
21/12/2020	Western Australian Branch	New Branch	Yes

**ATTACHMENT A**

**Notification of Change of Records**

I, Peter Anderson, being Secretary/Treasurer of Australian Road Transport Industrial Organization declare the following:

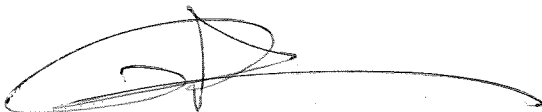
1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s. 230(1)(b), (c) and (d) of the *Fair Work (Registered Organisations) Act 2009*:

The change of records is as follows:

A. The Western Australian Branch commenced operation as a branch of ARTIO on 17 November 2020. The office address of the WA Branch is 2/7 Eureka Street, High Wycombe, WA 6057. The postal address is PO Box 500, Bassendean WA 6054. The email is [admin@westernroads.com.au](mailto:admin@westernroads.com.au)

B. The office holders are as follows:

<b>date record changed</b>	<b>name of office</b>	<b>name of outgoing officer</b>	<b>name of incoming officer</b>	<b>postal address and occupation</b>
17 November, 2020	WA Branch Secretary/Treasurer	N/A	Cam Dumesny	PO Box 500 Bassendean WA 6054, Manager
as above	President	N/A	Craig Smith-Gander	PO Box 500 Bassendean WA 6054, Managing Director
as above	Vice President	N/A	Louise Bilato	PO Box 500 Bassendean WA 6054, Executive Director
as above	Vice President	N/A	Peter Renton	PO Box 500 Bassendean WA 6054, General Manager
as above	Committee Member	N/A	Harvey Mack	PO Box 500 Bassendean WA 6054, Managing Director
as above	Committee Member	N/A	Neil David	PO Box 500 Bassendean WA 6054, General Manager



Peter Anderson  
Secretary/Treasurer  
21 December 2020



4 November 2020

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

cc: TAS- ed@tta.org.au

Dear Peter Anderson

**Notification of changes made to records under s.233(1) RO Act - Annual obligation to lodge information (AR2020/36)**

I acknowledge receipt of a Notification of Change to the office holders of the Australian Road Transport Industrial Organization.

This information was lodged with the Registered Organisations Commission (the ROC) pursuant to the notification requirements in section 233(2) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The table below outlines the changes notified and when they were lodged. Our records have been updated accordingly. The document can be viewed on the Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
25/09/2020	TAS	President	Yes
25/09/2020	TAS	Representative to ARTIO National Council (Alternate)	Yes
25/09/2020	TAS	Vice President	Yes
25/09/2020	TAS	Committee of Management Member (2)	Yes

**Officer Induction Kit**

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit includes a number of 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 and other reporting obligations.

The kit should not be printed as it is updated regularly and some of the documents are interactive. The ROC strongly recommends that all new officers, and officers who are seeking more information on their obligations and duties, are given the link to the officer induction kit. Please direct your new officers to the kit which is on the ROC's [fact sheets, templates and webinars page](#), under Officers.

Thank you for your correspondence.

Yours sincerely

**Registered Organisations Commission**

**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 HARWOOD, being the SECRETARY/TREASURER of the AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANIZATION (ARTIO) TASMANIA 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:
  - 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: MICHELLE HARWOOD  
SECRETARY/TREASURER  
ARTIO TASMANIA BRANCH

Dated: 25 SEPTEMBER 2020

*[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](mailto: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

<b>Branch</b>	<b>Date of Change</b>	<b>Name of Office that has changed</b>	<b>Name of <u>Outgoing</u> Office Holder</b>	<b>Name of <u>New</u> Office Holder</b>	<b>Postal Address of <u>New</u> Office Holder</b>	<b>Occupation of <u>New</u> Office Holder</b>
TASMANIA	28.08.2020	PRESIDENT	ANN MURRAY	JOHN DE BRUYN	PO BOX 2069, SPREYTON, TASMANIA, 7310	GENERAL MANAGER
TASMANIA	28.08.2020	REPRESENTATIVE TO ARTIO NATIONAL COUNCIL (ALTERNATE)	ANN MURRAY			
TASMANIA	28.08.2020	VICE PRESIDENT	JOHN DE BRUYN			
TASMANIA	28.08.2020	COMMITTEE OF MANAGEMENT MEMBER		DARREN HIGGINS	PO BOX 2069, SPREYTON, TASMANIA, 7310	TRANSPORT MANAGER
TASMANIA	22.09.2020	REPRESENTATIVE TO ARTIO NATIONAL COUNCIL (ALTERNATE)		JOHN DE BRUYN	PO BOX 2069, SPREYTON, TASMANIA, 7310	GENERAL MANAGER
TASMANIA	22.09.2020	VICE PRESIDENT		JIM MILLER	PO BOX 2069, SPREYTON, TASMANIA, 7310	TRANSPORT MANAGER
TASMANIA	22.09.2020	COMMITTEE OF MANAGEMENT MEMBER	JIM MILLER			





**Australian Government**  
**Registered Organisations Commission**

29 May 2020

Peter Anderson  
National & Vic Secretary/Treasurer  
Australian Road Transport Industrial Organization  
Sent via email: [reception@vta.com.au](mailto:reception@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 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 2020  
Matter number AR2020/36  
Lodgement date 13 February 2020  
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](mailto:regorgs@roc.gov.au).

Yours sincerely

**Registered Organisations Commission**



Australian Road Transport  
Industrial Organisation

ABN: 63 734 697 902

# AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION

*Respect, Respond and Represent*

## **ANNUAL RETURN OF INFORMATION (organisation with branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009**

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, 2019, 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, Suite 12, 2-4 Cross Street, Hurstville, NSW 2220**
    3. **ARTIO Tasmania, 769 Melrose Rd Spreyton, Tasmania, 7310**
    4. **ARTIO Qld, 1/96 Cleveland St, Stones Corner, QLD 4120**
- On 31 December 2018, the number of members was **298**

### ARTIO National

PO Box 5, South Melbourne, Victoria 3205

T 03 9646 8590 | W [Artio.org.au](http://Artio.org.au) | E [ARTIO@vta.com.au](mailto:ARTIO@vta.com.au)

### State Branches

ARTIO VIC	PO Box 5, South Melbourne, Victoria 3205	T 03 9646 8590	E <a href="mailto:reception@vta.com.au">reception@vta.com.au</a>
ARTIO QLD	PO Box 325, Stones Corner, Queensland 4120	T 07 3394 4388 F 07 3397 9324	E <a href="mailto:admin@qta.com.au">admin@qta.com.au</a>
ARTIO NSW	PO Box 277, Hurstville, New South Wales 2220	T 0412 880861 F 02 9579 2333	E <a href="mailto:hughmc@artionsw.com.au">hughmc@artionsw.com.au</a>
ARTIO TAS	PO Box 2069, Spreyton, Tasmania 7310	T 0427 366 742	E <a href="mailto:ed@tta.org.au">ed@tta.org.au</a>

- 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 2020:
  - There are no elections required to be held under the Rules in 2020.
- During the previous 12 months:
  - There were no Branches established or cancelled.
- The organisation:
  - Has not entered into an agreement under s 151(1) of the Act with a state union.

A handwritten signature in black ink, consisting of a large, stylized initial 'S' followed by a horizontal line extending to the right.

Signed: Secretary/Treasurer

Dated: 13 February 2020

	<b>Office</b>	<b>Office Holder</b>	<b>Postal Address</b>	<b>Occupation</b>
National	President	Laurie D'Apice	PO Box 5 South Melbourne Vic 3205	HR President
	Vice President	Cameron Dunn	as above	Managing Director
	Vice President	Gary Mahon	as above	CEO
	Sec/Treasurer	Peter Anderson	as above	CEO
	Nat Exec Committee	Michelle Harwood	as above	Executive Director
	Nat Exec Committee	vacant	as above	
NSW	President	Laurie D'Apice	Suite 12, 2-4 Cross Street Hurstville NSW 2220	HR President
	Vice President	Linda Lewis	as above	Manager
	Vice President	Cameron Murphy	as above	CEO
	Sec/Treasurer	Hugh McMaster	as above	Managing Director
	Br Committee	John West	as above	Managing Director
	Br Committee	Norm McCormack	as above	Manager
	NSW Rep to Nat Council	Laurie D'Apice	as above	HR President
	NSW Rep to Nat Council (A)	Hugh McMaster	as above	Managing Director
Vic	President	Cameron Dunn	PO Box 5 South Melbourne Vic 3205	Managing Director
	Vice President	Brendan Hopley	as above	COO
	Vice President	Bruce Forsyth	as above	General Manager
	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	Cameron Dunn	as above	Managing Director
	Vic Rep to Nat Council (A)	Peter Anderson	as above	CEO
Qld	President	Julie Russell	1/96 Cleveland St Stones Corner, Qld 4120	Director
	Vice President	Ben Almond	as above	General Manager
	Vice President	David Simon	as above	CEO
	Sec/Treasurer	Gary Mahon	as above	CEO
	Br Committee	Michael Mahon	as above	Director
	Br Committee	vacant	as above	n/a

	Qld Rep to Nat Council	Gary Mahon	as above	CEO
	Qld Rep to Nat Council (A)	Julie Russell	as above	Director
TAS	President	Ann Murray	PO Box 2069 Spreyton Tas 7310	Manager
	Vice President	John De Bruyn	as above	Director
	Vice President	vacant	as above	n/a
	Sec/Treasurer	Michelle Harwood	as above	Executive Director
	Br Committee	Jim Miller	as above	Managing Director
	Br Committee	Philip Molineux	as above	CEO
	Tas Rep to Nat Council	Michelle Harwood	as above	Executive Director
	Tas Rep to Nat Council (A)	Ann Murray	as above	Manager

(A) Denotes the alternate representative to the National Council