



2 May 2022

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

cc: Tasmanian Branch, ed@tta.org.au;
Western Australian Branch, admin@westernroads.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 (AR2021/35).

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 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
15/03/2022	Tasmanian Branch	Vice President (2), Committee of Management Member (2)	Yes
16/03/2022	Western Australian	Secretary/Treasurer, WA Representative to National Council	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, CAM DUMESNY, being the SECRETARY/TREASURER of the AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANIZATION (ARTIO) WEST AUSTRALIAN 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: CAM DUMESNY
SECRETARY/TREASURER
ARTIO WEST AUSTRALIAN BRANCH

Dated: 16 MARCH 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

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
WA	15.03.2022	SECRETARY/TREASURER	HARVEY MACK			
WA	15.03.2022	WA REPRESENTATIVE TO NATIONAL COUNCIL	HARVEY MACK			
WA	15.03.2022	SECRETARY/TREASURER		CAM DUMESNY	49B FOURTH AVENUE BASSENDEAN, WA 6054	WESTERN AUSTRALIAN TRANSPORT INDUSTRY ASSOCIATION
WA	15.03.2022	WA REPRESENTATIVE TO NATIONAL COUNCIL		CAM DUMESNY	49B FOURTH AVENUE BASSENDEAN, WA 6054	WESTERN AUSTRALIAN TRANSPORT INDUSTRY ASSOCIATION

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: 10 MARCH 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.]*

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TASMANIA	08.03.2022	VICE PRESIDENT	JIM MILLER			
TASMANIA	08.03.2022	COMMITTEE OF MANAGEMENT MEMBER	PHILIP MOLINEUX			
TASMANIA	08.03.2022	VICE PRESIDENT		DARREN HIGGINS	PO BOX 2069, SPREYTON, TASMANIA, 7310	TRANSPORT MANAGER
TASMANIA	08.03.2022	VICE PRESIDENT		STEPHEN RYAN	PO BOX 2069, SPREYTON, TASMANIA, 7310	TRANSPORT MANAGER
TASMANIA	08.03.2022	COMMITTEE OF MANAGEMENT MEMBER		JAMIE AUTON	PO BOX 2069, SPREYTON, TASMANIA, 7310	TRANSPORT MANAGER
TASMANIA	08.03.2022	COMMITTEE OF MANAGEMENT MEMBER		ROBERT MILLER	PO BOX 2069, SPREYTON, TASMANIA, 7310	TRANSPORT MANAGER



Australian Government
Registered Organisations Commission

11 November 2021

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

cc: NSW Branch- lauried@artionsw.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 (AR2021/35).

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

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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.

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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

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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
07/09/2021	NSW	Vice President	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, Laurie D'Apice, 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:

[delete all that do not apply]

- On 7 September 2021, Linda Lewis, Vice President of the Australian Road Transport Industrial Organisation, NSW Branch resigned.
- 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:



Dated: 7 September 2021

*[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.]*

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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
NSW	7.9.2021	Vice President	Linda Lewis	Vacant	N/A	N/A



17 May 2021

Laurie D'Apice
Secretary/Treasurer
NSW Branch
Australian Road Transport Industrial Organization
Sent via email: lauried@artionsw.com.au

cc: National office, reception@vta.com.au

Notification of changes – Action required

Dear Laurie D'Apice,

We acknowledge receipt of a Notification of Change to the office holders of the Australian Road Transport Industrial Organization - NSW Branch (AR2021/35).

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](#)
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Yours sincerely

Registered Organisations Commission

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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
3/05/2021 Amendment received 17/05/2021	NSW Branch	Change of address, Secretary/Treasurer, President, NSW Rep to Nat Council (Alternate) Branch Committee vacancy	Yes

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I, Laurie D'Apice, 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:

[delete all that do not apply]

- On 1 April 2021 the street address of the organisation changed to A10/14-16 Burraneer Bay Road Cronulla NSW 2230¹
- 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:



Dated: 17 May 2021

*[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.]*

¹ s.230(1)(d); reg.147(d)

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

[Please note:

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- *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
NSW	1.4.2021	Secretary/Treasurer	Hugh McMaster	Laurie D'Apice	PO Box 837 Cronulla NSW 2230	HR President
	1.4.2021	President	Laurie D'Apice	John West	See instruction above	Managing Director
..	1.4.2021	NSW Rep to Nat Council (Alternate)	Hugh McMaster	Cameron Murphy	See instruction above	CEO
.						
	1.4.2021	Branch Committee	John West	Vacant	See instruction above	



Australian Government
Registered Organisations Commission

30 March 2021

Peter Anderson
National & Vic Secretary/Treasurer
Australian Road Transport Industrial Organization
Sent via email: 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 AR2021/35

Lodgement date 22 February & 30 March 2021

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.

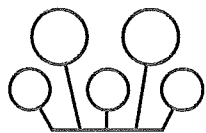
Do you have questions?

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



ARTIO

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, 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, 4 Maher Street, Hurstville, NSW 2220**
 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 2020, the number of members was **373**

ARTIO National

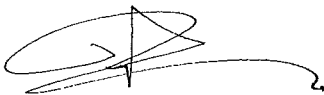
PO Box 5, South Melbourne, Victoria 3205

T 03 9646 8590 | F 03 9646 8596 | E reception@vta.com.au

State Branches

ARTIO VIC	PO Box 5, South Melbourne, Victoria 3205	T 03 9646 8590	E reception@vta.com.au
ARTIO QLD	1/96 Cleveland St, Stones Corner, Queensland 4120	T 07 3394 4388	E admin@qta.com.au
ARTIO NSW	PO Box 277, Hurstville, New South Wales 2220	T 02 9579 2333	E hughmc@artionsw.com.au
ARTIO WA	PO Box 500, Bassendean, WA, 6054	T 0481 064 371	E adminr@westernroads.com.au
ARTIO TAS	PO Box 2069, Spreyton, Tasmania 7250	T 0427 366 742	E ed@tta.org.au

- 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 2021:
 - There is an election required in in 2021 in WA, which will be a first election, in accordance with the Rules of the Organization.
- During the previous 12 months:
 - The WA Branch was established on 17 November 2020.
- 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 several loops and a long horizontal stroke extending to the right.

Signed: Secretary/Treasurer

Dated: 30 March 2021

	Qld Rep to Nat Council	Gary Mahon	as above	CEO
	Qld Rep to Nat Council (A)	Julie Russell	as above	Director
WA	President	Craig Smith-Gander	PO Box 500 Bassendean WA 6054	Managing Director
	Vice President	Louise Bilato	As above	Executive Director
	Vice President	Peter Renton	As above	General Manager
	Sec/Treasurer	Campbell Dumesny	As above	CEO
	Br Committee	Harvey Mack	As above	Managing Director
	Br Committee	Neil David	As above	General Manager
	WA Rep to Nat Council	Campbell Dumesny	As above	CEO
	WA Rep to Nat Council (A)	Louise Bilato	As above	Executive Director
TAS	President	John De Bruyn	PO Box 2069 Spreyton Tas 7310	General Manager
	Vice President	Jim Miller	as above	Transport Manager
	Vice President	vacant	as above	n/a
	Sec/Treasurer	Michelle Harwood	as above	Executive Director
	Br Committee	Darren Higgins	as above	Transport Manager
	Br Committee	Philip Molineux	as above	CEO
	Tas Rep to Nat Council	Michelle Harwood	as above	Executive Director
	Tas Rep to Nat Council (A)	John De Bruyn	as above	General Manager

(A) Denotes the alternate representative to the National Council

	Office	Office Holder	Postal Address	Occupation
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	Campbell Dumesny	as above	CEO
NSW	President	Laurie D'Apice	PO Box 277 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	Manager
	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	vacant	as above	n/a
	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