



17 February 2021

Andrew Johnson

Secretary

Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourse, Public Authorities, Water Boards Union

Sent via email: [andrew.johnson@lgrceu.org](mailto:andrew.johnson@lgrceu.org)

cc: WA Division- [lgrceu@tpg.com.au](mailto:lgrceu@tpg.com.au)

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

Dear Andrew Johnson,

We acknowledge receipt of a Notification of Change to the office holders of the Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourse, Public Authorities, Water Boards Union (AR2020/75).

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](#).

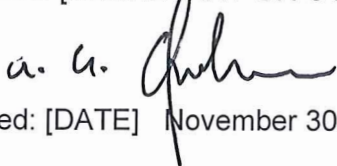
Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
30/11/2020	Federal	Federal Vice President- Change of Occupation	Yes
30/11/2020	WA Division	Committee Member and Union Councillor - Change of Occupation	Yes

**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, [Andrew Gerard Johnson], being the [SECRETARY] of the [WESTERN AUSTRALIAN SHIRE COUNCILS, MUNICIPAL ROAD BOARDS, HEALTH BOARDS, PARKS, CEMETERIES AND RACECOURSE, PUBLIC AUTHORTIES WATER BOARDS UNION, 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: [SECRETARY OR OTHER AUTHORISED OFFICER]



Dated: [DATE] November 30 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

- 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.*

[illegible]



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

25 February 2020

Andrew Johnson

Secretary

Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks,  
Cemeteries and Racecourse, Public Authorities, Water Boards Union

Sent via email: [andrew.johnson@lgrceu.org](mailto:andrew.johnson@lgrceu.org)

Dear Andrew Johnson

**The Western Australian Shire Councils, Municipal Road Boards, Health Boards, Parks, Cemeteries and Racecourse, Public Authorities, Water Boards Union'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 AR2020/75

Lodgement date 6 January 2020

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.**



A fourth Vice President was not listed in Annexure A and the date that the document was signed was incorrect. Thank you for filing an amendment.

## The ROC's risk-based approach

Over a five year period the Annual Return statement 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 a primary review. A primary review does NOT check all legislative requirements.



It is not possible for the ROC to check the accuracy of the information in the return.

Non-compliance (whether checked in this primary review or not) may result in a penalty.

## If the information in your Annual Return changes

- you must notify the ROC within 35 days of the change
- either the organisation or a branch can notify the ROC of the change
- if the national office does not intend to notify changes, please ensure branches are aware of their continuing obligation to notify the ROC within 35 days of any change
- if a branch notifies the changes, the branch should also provide a copy to the national office

## 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**



**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, ANDREW JOHNSON, being the FEDERAL SECRETARY of the WESTERN AUSTRALIAN SHIRE COUNCILS, MUNICIPAL ROAD BOARDS, HEALTH BOARDS, PARKS, CEMETERIES AND RACECOURSE, PUBLIC AUTHORITIES WATER BOARDS UNION, declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, 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 UNIT 209/396 SCARBOROUGH BEACH, OSBORNE PARK ROAD WA 6017<sup>1</sup>
  - The name and address of each branch of the organisation is:<sup>2</sup>
    1. WESTERN AUSTRALIAN SHIRE COUNCILS, MUNICIPAL ROAD BOARDS, HEALTH BOARDS, PARKS, CEMETERIES AND RACECOURSE, PUBLIC AUTHORITIES WATER BOARDS UNION, WESTERN AUSTRALIAN DIVISION, UNIT 209/396 SCARBOROUGH BEACH ROAD, OSBORNE PARK WA 6017
    2. THERE ARE NO OTHER DIVISIONS OF THE UNION.
  - On 31 December in the previous year the number of members was **.1060**
  - 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.

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<sup>1</sup>s.230(1)(d); reg.147(d)

<sup>2</sup>s.230(1)(d); reg.147(a) & (d)

- Under the rules of the organisation, the following elections must be held between 1 January and 31 December of THIS YEAR: A Collegiate election will be required to be held for those offices set out in 1, below by the 10<sup>th</sup> December 2020.<sup>3</sup> *[Delete any that do not apply]*

1. Organisation elections

President (1)

Vice President (4)

Treasurer (1)

Trustee(s) (3)

2. Branch Elections

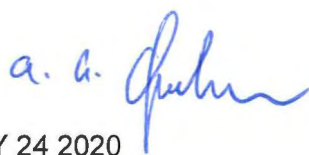
No elections are required.

No branches Commenced or Ceased operation.

The Organisation:

- Has not entered into an agreement under s.151(1) of the Act with a state union.

Signed: [SECRETARY]



Dated: [DATE] FEBRUARY 24 2020

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*[PLEASE NOTE: This declaration must be lodged with the Registered Organisations Commission by 31 March. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au). If at any time in the year this information changes a Notification of Changes must be lodged with the ROC within 35 days of the change.<sup>4</sup>]*

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<sup>3</sup>s.230(1)(d); reg.147(e)

<sup>4</sup>s.233(2); reg. 151

## ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

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

Branch	Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
FEDERAL	Secretary	Andrew Johnson	c/- the Registered organisation, postal address of the Registered Organisation	Paid Official
	President	Peter Crawford	c/- the Registered organisation, postal address of the Registered Organisation	Life Member
...	Vice President	Martyn Love	c/- the Registered organisation, postal address of the Registered Organisation	Paid Official
	Vice President	Gregory Magor	c/- the Registered organisation, postal address of the Registered Organisation	Horticulturalist
	Vice President	Richard Wilton	c/- the Registered organisation, postal address of the Registered Organisation	Plant Operator
	Vice President	Vacant		
	Assistant Secretary	Andrea Ballantyne	c/- the Registered organisation, postal address of the Registered Organisation	Paid Official
...	Treasurer	Dean Stephens	c/- the Registered organisation, postal address of the Registered Organisation	Paid Official
	Trustee	Vacant		
	Trustee	Vacant		
	Trustee	Vacant		
WA DIVISION	Secretary	Andrew Johnson	c/- the Registered organisation, postal address of the Registered Organisation	Paid Official
	1. President and 2. Union Councillor	Peter Crawford	c/- the Registered organisation, postal address of the Registered Organisation	Life Member
	Treasurer	Andrea Ballantyne	c/- the Registered organisation, postal address of the	Paid Official

			<i>Registered Organisation</i>	
	1. Vice President and 2. Union Councillor	Richard Wilton	c/- the Registered organisation, postal address of the Registered Organisation	Plant Operator
	1. Committee Member and 2. Union Councillor	Martyn Love	c/- the Registered organisation, postal address of the Registered Organisation	Paid Official
	1. Committee Member and 2. Union Councillor	Gregory Magor	c/- the Registered organisation, postal address of the Registered Organisation	Horticulturalist
	1. Committee Member and 2. Union Councillor	Brett Thompson	c/- the Registered organisation, postal address of the Registered Organisation	Plant Operator
	1. Committee Member and 2. Union Councillor	Dean Stephens	c/- the Registered organisation, postal address of the Registered Organisation	Paid Official
	1. Committee Member and 2. Union Councillor	Bernie Ellerby	c/- the Registered organisation, postal address of the Registered Organisation	Tradesperson
	1. Committee Member and 2. Union Councillor	Paul McNamara	c/- the Registered organisation, postal address of the Registered Organisation	Grave Digger
	1. Trustee and 2 Union Councillor	Graham Sigglekow	c/- the Registered organisation, postal address of the Registered Organisation	Plant Operator
	Metropolitan Zone Delegate	Vacant		
	Central Districts Zone Delegate	Vacant		
	South Western Zone Delegate	Vacant		
	Coastal Districts Zone Delegate	Vacant		

	<i>Goldfields Zone Delegate</i>	<i>Vacant</i>		
	<i>Murchison Zone Delegate</i>	<i>Vacant</i>		
	<i>Pilbara Zone Delegate</i>	<i>Vacant</i>		
	<i>Kimberley/Territories Zone Delegate</i>	<i>Vacant</i>		