



29 March 2021

Anthony Tannous
President
Clay Brick & Paver Association of New South Wales
By email: info@thinkbrick.com.au

cc: Elizabeth McIntyre, Executive Director, elizabeth@thinkbrick.com.au

Dear Mr Tannous,

The Clay Brick & Paver Association of New South Wales's Officer and related party disclosure statement (ORP Statement)

Thank you to the Clay Brick & Paver Association of NSW (**CBPA**) for providing its ORP statement for the most recent financial year. The ORP statement includes information required to be provided to your members and lodged under section 293J of the *Fair Work (Registered Organisations) Act 2009* (**the RO Act**).

Summary of your ORP Statement and Review Outcome

Financial year ending	30 June 2020
Matter number	ORP2020/299
Lodgement date	17 December 2020
Review	Advanced Review
Result	FILED, with query

A copy of the ORP statement has been published on the Registered Organisation Commission (**ROC**) [website](#).

Your advanced review

As a quality control measure, the ROC reviews lodgements made by organisations.

Your organisation's ORP statement had an **advanced review** performed by ROC staff, which is a comprehensive review that evaluates compliance with the requirements of the RO Act.

All organisations which choose to register under the RO Act must comply with the legislative scheme and obligations under the Act, regardless of their size. The ROC can provide assistance to help organisations with their compliance requirements.

Lodged on time



Your ORP statement was lodged on time.

Did you know? Last year more than 92% of organisations and branches lodged their ORP statement on time.

Next year's (2021 financial year) ORP statement must be lodged within 6 months of the end of the financial year.



Not signed and lodged by an authorised person

Your ORP statement was signed and lodged by the Executive Director who is not an officer of the CBPA.

The ORP statement must be signed by an officer or other person authorised by your rules. Reg.12 and Reg 16A of the *Fair Work (Registered Organisations) Regulations 2009* require persons lodging documents to be duly authorised to do so.

The ROC seeks confirmation from you regarding the nature of the authorisation given to the Executive Director. In this regard, it is noted that rule 5.5(b) of the CBPA's rules provides that such authorisation may be given.

We contacted the CBPA on 23 March 2021 via email to clarify this issue but were unable to obtain confirmation of any delegated authorisation at that time.

TIP: Most ORP statements are signed by officers, such as a Secretary or President.

Most documents lodged by registered organisations are specifically required to be lodged by officers. (In fact, most lodgements by the CBPA since its registration under the RO Act on 4 April 2017 have been by officers).

Next year's ORP statement must be signed by an officer or person expressly authorised to do so, consistent with your rules.

The ROC's risk-based approach

The ROC has committed that, following the introduction of the requirement to lodge ORP statements (for each financial year from 2018 onwards), every organisation and branch will be subject to at least one advanced review in the first five year period.

As indicated above, an advanced review is a comprehensive review for compliance, and this year your ORP statement was assessed against an advanced review.

The ROC's [advanced review checklist](#) is published on our website.

Next steps / Any questions?

Important information and education materials will be made available to each organisation in the lead-up to next year's ORP statement. We also recommend that you [subscribe to the ROC's subscription service](#) for relevant updates and guidance material.

As indicated above, we seek confirmation from you, as CBPA President, of any current authorisation given to the Executive Director of CBPA in relation to lodgements on behalf of the CBPA and its officers (including this lodgement). Please provide this **by Friday 15 April 2021**.

The ROC will contact you separately in relation to the Annual Return of Information lodged by your organisation.

If you have any queries, please contact me directly either by email to bill.steenson@roc.gov.au or by phone on (02) 8293 4665.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Bill Steenson', with a long horizontal flourish extending to the right.

Bill Steenson
Principal Lawyer, Compliance & Protected Disclosures
Registered Organisations Commission

OFFICER AND RELATED PARTY DISCLOSURE STATEMENT in accordance with Section 293J Fair Work (Registered Organisations) Act 2009

I, Elizabeth McIntyre, being the Executive Director of the Clay Brick and Paver Association, NSW , declare the following Officer and Related Party Disclosure Statement.

Organisation Name	Clay Brick and Paver Association	Branch Name	NSW
Financial year start date	July 2019	Financial year end date	June 2020

Top Five Rankings of Officers – Relevant remuneration and non-cash benefits

When all officers in the CBPANSW] are ranked by relevant remuneration for the financial year, the following officers are ranked no lower than fifth:

[INSTRUCTIONS FOR TABLE BELOW:

- 1. Delete the examples and add information relevant to your branch or organisation. Add extra lines if required (e.g. if more than one officer is ranked at a particular level)**
- 2. If there are no disclosures in any of the cells below, please insert 'NIL']**

Full Name	Office (e.g. Secretary)	Actual Amount of Relevant Remuneration	Value of Relevant non-cash benefits	Form of relevant non- cash benefits (e.g. car)
1.Avery Spackman	Chair	\$NIL	\$NIL	
2.Andrew Barham	Company Secretary	\$NIL	\$NIL	
3.Anthony Tannous	Vice Chair	\$NIL	\$NIL	
4.Elizabeth McIntyre	Executive Director	\$NIL	\$NIL	
5.		\$NIL	\$NIL	

[INSTRUCTIONS FOR DOT POINTS BELOW: delete all that do not apply]

- No officers in the branch received relevant remuneration from the branch/organisation, any relevant boards or related parties.
- None of the officers listed above received non-cash benefits from the branch/organisation.



Relevant Remuneration:

Section 293BC defines relevant remuneration to include any remuneration paid, during the financial year, to the officer by the organisation or branch AND any remuneration disclosed by the officer to the organisation or branch. These disclosures are made under s. 293B and must include remuneration paid to the officer

- because the officer is a member of a board only because they are an officer of the organisation/branch OR they were nominated for the board by the organisation, branch or peak council, or
- by a related party of the organisation/branch in connection with the performance of the officer's duties as an officer.

Relevant non-cash benefits:

Section 293BC defines relevant non-cash benefits as any non-cash benefits provided to an officer, at any time during the financial year, in connection with the performance of the officer's duties as an officer by the organisation, branch or a related party of the organisation/branch. Non-cash benefits include property and services but not a computer, mobile phone or other electronic device used only or mainly for work purposes.

For further information on definitions and these requirements please see our [Disclosure Obligations Page](#) or our [Fact Sheets page](#)

Payments to related parties and declared persons or bodies

The CBPANSW did not make any payments to related parties or declared persons or bodies that are required to be disclosed.

Signed by the officer: 

Dated: 16/12/2020

[PLEASE NOTE: The Officer and Related Party Disclosure Statement must be provided to members and a copy lodged with the Registered Organisations Commission (ROC) within 6 months of the end of the financial year. It can be lodged with the ROC by emailing to regorgs@roc.gov.au. ALL BRANCHES are required to lodge an Officer and Related Party Disclosure Statement.]