



# QUARTERLY NEWSLETTER

Issue 06 – November 2018

## FROM THE COMMISSIONER

Welcome to the Spring-Summer 2018 edition of our Quarterly Newsletter.



We are continuing to work hard to ensure organisations have access to concise, clear and timely information.

Recently, we have launched a number of new education initiatives to assist organisations in understanding their statutory obligations.

This includes an enhanced on-line [compliance calculator](#), a [webinar](#) on common non-compliance issues and an [information guide](#) and [webinar](#) designed to assist 'rank and file' members understand the financial reports of their own organisations.

This information is designed to assist you with your on-going compliance efforts. In November and December, we will provide strategically timed refresher sessions.

I wish all office holders and employees of organisations a safe and enjoyable festive season.

**- Mark Bielecki**  
Commissioner

## INTERSTATE INFORMATION SESSIONS

The latest of our very well received information workshops has been held in Perth, following successful sessions in Parramatta, Melbourne and Darwin.

The final workshop for this year is in Brisbane on 20 November. If you are yet to register, a limited number of places may still be available. You can simply [register your interest here](#).

So far, around 300 representatives from trade unions and employer organisations have attended our sessions.

As well as providing an overview of statutory and reporting requirements, these workshops provide education, guidance and helpful tips around a range of issues for organisations. Attendees are able to ask questions and discuss issues related to their organisations with members of our team or the Commissioner.

The sessions are integral to the national [ROC Education Strategy](#), which schedules our major education activities over 2018/19.



## CORRUPTING BENEFITS GUIDANCE

In accordance with our Education Strategy, September saw the release of a new [Corrupting Benefits guidance note](#) which explains the offences relating to giving, receiving or soliciting a corrupting benefit, as well as cash or in-kind and illegitimate payments.

The new note was used in a hypothetical case study which we worked through with participants in our information session in Perth. The case study demonstrated how you can use the note to help you 'step through' the relevant elements of the provisions.

Other information, including fact sheets on a variety of topics, is available on our website, and there is also a corrupting benefits helpline: 02 9246 0555.

## FINANCIAL RETURNS DUE SOON

A reminder that for those reporting units with a financial year which ended on 30 June 2018, your financial returns are due shortly with the ROC.

To assist in preparing your statements, a range of financial reporting resources are available on our website. These include the [model financial statements](#), [reporting timelines fact sheet](#), the [financial reporting guidelines](#) as well as our [internal financial reporting checklists](#).

For more details visit the Financial Reporting page on the ROC website, email [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au) or phone 1300 341 665.



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## EDUCATION & ASSISTANCE

### **New-look Compliance Calculator**

The enhanced functionality of our [compliance calculator](#) makes it easier to add your own specific information which is then used to calculate the optimal compliance dates relevant to your organisation. The re-designed format means the calculator can be accessed on a wider range of devices and electronic platforms. Thank-you for your feedback which has helped shape this resource.

### **Reading Financial Statements**

A [new guide](#) is available to provide members with information to assist them understand the financial reports of their organisation. The guide includes fact sheets, glossaries, sample statements and explanations of key financial ratios. This and other information enables members to better understand the financial performance and position of their organisation. The guide is complemented by a new [webinar](#).

### **Is your auditor registered with us?**

It is a requirement that financial reports of reporting units are audited by an auditor registered by the Commissioner. A [register of auditors](#) currently registered is available on the ROC website. For more information about the registration process, simply visit our [auditor registration](#) page.

### **Other new webinars**

Two more webinars can be viewed on the ROC website focusing on:

[Updates](#) to the Section 253 guidelines relevant to most reporting units, and

[Non-compliance](#) issues to avoid in financial reporting

## SIGNIFICANT OUTCOMES IN 2017-18

Compliance rates for the lodgement of financial returns within the statutory timeframe have increased over three years and the contents of financial returns have also achieved improved levels of compliance.

These compliance rates reflect improved levels of governance and have enabled members to be provided with prompt, up to date and accurate information.

Thank-you for your on-going compliance efforts. We are always looking for ways we can help organisations comply with their legal and rules based requirements. If you have any ideas please let us know.

In 2017-18, the ROC issued in excess of 1400 reminders and alerts to help organisations meet their statutory compliance timelines, with almost 30,000 documents being downloaded from the ROC website.

## TIME FOR A REFRESH

Looking ahead, the information and guidance that will be provided includes:

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| <ul style="list-style-type: none"><li>• The financial reporting obligations for organisations and branches nearing the end of their current financial year</li></ul>   |
| <ul style="list-style-type: none"><li>• In December, an annual returns refresher will cover the ROC's expectations about the content of Annual Returns, which must be lodged no later than 31 March 2019.</li></ul>  |
| <ul style="list-style-type: none"><li>• The ROC will also provide reminders and refresher information about the requirements for Officer and Related Party Disclosure Statements at a time when these statements are due for many organisations.</li></ul> |
| <ul style="list-style-type: none"><li>• Early in the New Year, the ROC will be launching a new subscription service to enable you to tailor the content you receive to what you most require.</li></ul>  |
| <ul style="list-style-type: none"><li>• We will also work with organisations to develop 'in-house' whistleblower policies to promote positive 'speak up' cultures.</li></ul>   |

### *Christmas Closure*

*Our offices will be closed from 12.30pm on Monday 24 December, and open as usual from Wednesday 2 January 2019.*

