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A message from the Registered Organisations Commissioner



After almost 6 years the functions of the Registered Organisations Commission (ROC) will be transferred back to the Fair Work Commission (FWC) on 6 March 2023. I have been privileged to lead this high performing agency since its inception on 1 May 2017.

The ROC encouraged behaviours in registered organisations that saw them consistently focussed on acting in the best interests of their members, ensuring members' money was spent in a way that was transparent, properly authorised and which complies with their obligations under the *Fair Work (Registered Organisation) Act 2009* (RO Act). The ROC has been successful in meeting its objectives and throughout its time has been focussed on driving voluntary compliance in organisations through guidance, assistance and cooperative remediation.

We developed an extensive digital education library filled with resources on every compliance topic registered organisations need to know about (almost 400). These resources have been delivered in a variety of formats to suit different learning styles, including interactive e-learning modules, podcasts, online workshops, masterclasses and guidance notes.

The ROC initiated an ongoing, annual national education strategy, which detailed our planned education activities for the coming financial year. The strategy was designed to help registered organisations and peak bodies plan their education needs for the upcoming year. These efforts have not gone unnoticed. In our latest education survey, over 84% of our stakeholders reported to us that they learned something about compliance by accessing

February 2023 issue:

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**Upcoming
 education**

our resources. With our focus on proactively educating registered organisations we have over the past six years seen across the board increases in compliance rates.

The financial reporting requirements of organisations under the RO Act have been consistently promoted by the ROC. This has resulted in members of organisations having more accurate and timely information about their organisation's finances than ever before. Our team has also successfully managed the auditor registration scheme introduced in 2017 under the RO Act to help ensure that financial reports are audited appropriately. There are presently some 374 auditors registered with the ROC.

The ROC finalised 24 referrals from the Royal Commission into Trade Union Governance and Corruption and completed a wide range of inquiries and investigations into alleged breaches of the RO Act by registered organisations and their officers. The ROC has also conducted a number of seminal cases in the Federal Court which centred around the most serious conduct which came to the attention of the ROC. All of these court actions were successful. They served as a general deterrent to contravening behaviour by organisations and reminded them of the importance of compliance with the RO Act.

The ROC from its outset also managed the introduction of a new expanded whistleblower scheme which provided a platform for people who saw things weren't right in an organisation to come forward. We also focussed on helping organisations develop a 'speak-up' culture where people felt able to raise issues or suspected wrongdoing in an organisation so that organisations themselves could deal with and benefit from this feedback.

A particular achievement of which I'm proud is the consistent and increased focus the ROC has brought to the contemporary good governance of organisations and the consequent benefits to members. I'm pleased to see a new objective added into the new legislation which continues this focus on governance, requiring the General Manager of the FWC to seek to embed within organisations a culture of good governance and compliance with the law.

As this is my final newsletter, I want to thank the team at the ROC for all of their work over the past 6 years and the many stakeholders that have appreciated the value of the work we do. We have enjoyed a collaborative

resources

The transfer of the ROC's functions to the FWC also includes its education stream. The FWC will continue to deliver the items in the 2022/23 National Education Strategy. You will continue to seamlessly receive newsletters such as this one as well as other education resources. Look out for these resources which will be delivered by the FWC:

Officer induction kit update

Compliance update on disclosures

Podcast – Effective minute taking

Financial reports due soon

A reminder for reporting units with a financial year which ended on 31 December, you need to start preparing your financial report and loans, grants and donations statement. Remember to pay attention to the timeframes required under the legislation.

There are a range of financial reporting resources available to help you, including model financial statements, reporting guidelines and the ROC's internal compliance checklists.

We recommend you utilise

approach with almost all of our stakeholders, and I wish you all every success in continuing your good work in support of your almost 2 million members.

our compliance calculator to help you plan ahead and meet the deadlines. You can access the calculator [here](#).

A reminder that you will need to lodge financial reports with the ROC until Friday 3 March 2023.

Changes to the regulator of registered organisations from 6 March 2023

The Registered Organisations Commission (ROC) will be abolished from 6 March 2023. The *Fair Work Legislation Amendment (Secure Jobs, Better Pay) Act 2022* transfers the current functions of the ROC to the Fair Work Commission (FWC) on 6 March 2023.



Registered organisations will continue to have all the same compliance requirements and deadlines that they currently have with the ROC. However, once the change takes effect on 6 March 2023, you will need to lodge with the FWC instead. Your organisation will have already received communications from the General Manager of the FWC in relation to this transfer.

How do I lodge my documents and information?

Until 3 March 2023, you need to continue to lodge all the same required documents and information with the ROC at regorgs@roc.gov.au. From 6 March you will need to lodge with the FWC instead at regorgs@fwc.gov.au or if you lodge by post to Registered Organisations Governance and Advice Branch, GPO Box 1994, Melbourne 3001.

What if I have questions about the transfer?

If you have any queries or concerns about how the transfer of functions from the ROC to the FWC please call us on 1300 341 665. Please note this number will stay the same after the transfer on 6 March 2023. Our staff will remain the same and you will be able to continue to contact the same people.

Spotlight on our tools: New e-learning module on effective minute taking

In December we launched a new interactive e-learning module on meetings and effective minute-taking. The module can be accessed here:

[View the new module](#)

Meetings are an essential part of running registered organisations and many key decisions such as approving financial reports must be made at a meeting. Minutes provide evidence for what is discussed and decided on at your meetings. Good minutes can protect an organisation and its officers, particularly if

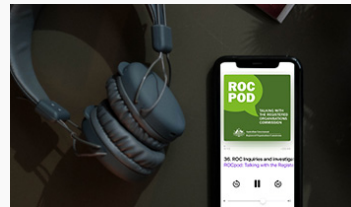


decisions are called into question at a later date and evidence needs to be provided as to what was decided, when, why and by whom. Our new e-learning module is designed to help registered organisations run effective meetings and keep good minutes of meetings.

We have now published 8 different e-learning modules on a range of compliance topics including financial reporting, annual returns and elections. Keep an eye out for our next e-learning module on an introduction to compliance in April or May 2023 (this will be delivered by the FWC).

Podcast releases

Our latest podcasts have addressed some of the questions we've been asked by officers and employees of registered organisations.



▶ [You've identified non-compliance...what's next](#)

The vast majority of organisations we work with want to comply with their legislative obligations and they take steps to do just that. However, mistakes and non-compliance do happen. In this episode we will be talking about the steps that registered organisations should take when they identify non-compliance and how organisations can work with the regulator to resolve these issues.

▶ [Don't miss the deadline](#)

Many of the compliance requirements of registered organisations have specific timeframes that are prescribed by law. In this episode we identify what those compliance requirements are and share our strategies to help you beat the deadline.



Registered Organisations Commission

www.roc.gov.au | regorgs@roc.gov.au

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