



Fair Work
Commission

Compliance Practitioners Induction Kit

A guide for compliance practitioners in registered organisations



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Welcome

This induction kit has been provided by the Fair Work Commission (the Commission) for use by compliance practitioners in registered organisations. It is intended to assist them in understanding how their organisations can achieve voluntary compliance, and to provide access to, and information about, resources that are available to make that process easier.

Unlike officers, who have statutory obligations under the *Fair Work (Registered Organisations) Act 2009* (RO Act), there isn't a statutory definition of what a compliance practitioner is, and your role may vary depending on your organisation.

All officers of registered organisations are elected and have the statutory duties that require them to make decisions in the best interests of their members. A compliance practitioner, however, may not be elected and therefore will not have any statutory duties under the RO Act. This means they can assist their organisations in achieving compliance in a way that is suitable to each individual organisation. How this is achieved may depend on your organisation, its structure and its rules. This induction kit aims to give you the necessary tools to uphold a culture of voluntary compliance and good governance within your organisation.

Often, one of the roles of a compliance practitioner is to liaise with the Commission to suggest ways that compliance can be more manageable for their organisation.

The General Manager of the Commission is committed to providing a positive regulatory culture through a focus on assistance, education and collaboration. Our [Compliance and Enforcement Policy](#) for registered organisations highlights the importance of cooperation between organisations and the Commission when looking to achieve voluntary compliance.



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How to use this induction kit

This induction kit is designed to be a starter's guide to assist in your role and provide you the necessary tools to support your organisation's voluntary compliance goals. This induction kit is not a comprehensive list of the requirements, obligations and responsibilities of compliance practitioners. It is a starter's guide to assist you in your role. For specific information about the details of your role, please refer to your organisation's rules, your position description and any other relevant internal policies and procedures in place in your organisation.

This induction kit is designed to be a fluid document that is update regularly to reflect any changes to the law, in response to feedback, or when more helpful information becomes available.

The bulk of the induction kit is available through the list of hyperlinks in the next section. These hyperlinks will take you to where the most up-to-date document is contained on the Commission's website. These documents include fact sheets and tools, such as the regulatory timeframes calculator.

The induction kit also contains a number of activities for new compliance practitioners that will assist in understanding the obligations of registered organisations under the RO Act, and where information is located.

The Commission's website contains fact sheets, templates, guidance notes, checklists, tools and webinars, to further assist officers and their organisations/branches to achieve voluntary compliance.

If you have any questions please email the Registered Organisations Services Branch of the Commission on regorgs@fwc.gov.au or contact us by telephone on 1300 341 665.



Links to resources



Compliance tools

[Compliance Calculator](#)

[Book a Governance to You tailored compliance session](#)

[RO Flower](#)

[RO pod episode 52: Our education resources](#)



Officer duties

[Good governance guide: Officer duties](#)

[Good governance guide: Financial decision making](#)

[RO pod episode 25: Officer duties](#)



Financial reporting

[e-learning module: Financial reporting](#)

[RO pod episode 31: Financial decision-making](#)

[RO pod episode 41: Don't miss the deadline](#)



Committees of management and meetings

[Good governance guide: Committees of management](#)

[e-learning module: Meetings and effective minute-taking](#)

[RO pod episode 13: Holding meetings](#)

[RO pod episode 43: Effective minute-taking](#)



Officer disclosures

[RO pod episode 38: Managing your related parties](#)



Whistleblowers and investigations

[e-learning module Whistleblower disclosures](#)

[RO pod episode 30: Whistleblower investigations – what you can expect](#)



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Registered organisations' compliance obligations

To effectively promote voluntary compliance within their organisations, compliance practitioners must have a comprehensive understanding of these compliance obligations. Below is a summary of the various compliance obligations that apply to every registered organisation. For more information on any of these topics, please see the ['Running a Registered Organisation'](#) section of our website.

Annual returns

Every registered organisation must lodge an annual return. Annual returns must include the required information prescribed within the RO Act about the organisations and each of its branches (if relevant). However, annual returns are lodged by the national office, not the individual branches.

Annual returns must be lodged between 1 January and 31 March each year and must include the following information:

- a declaration from the Secretary or a prescribed officer that they have kept and maintained a register of members in accordance with the RO Act
- elected offices in the organisation and each branch, including those that are vacant;
- names, postal addresses and occupations of the people holding the offices
- the name of each branch and its street address, including any branches that commenced or ceased operation in the previous 12 months
- a record of each election for the organisation or branch, that is due to be held during the calendar year (from 1 January)
- the number of members on 31 December of the previous year
- the number of people who are members because of an agreement entered into with a state union.

Templates and more information on Annual Returns can be found on the ['Lodge an Annual Return in a registered organisation'](#) section of the Commission's website.



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Notifications of change

Registered organisations must inform the Commission of certain changes within their organisation under the RO Act.

Registered organisations must notify us of the following changes:

- the office holders in your organisation or branch
- the name, postal address or occupation of any office holder
- the name of a branch of the organisation
- the commencement or cessation of a branch
- the organisation's or branch's street address (this cannot be a post office box)
- any other information that you submitted in your annual return (such as a change to whether an election must be held during the calendar year).

The notification must be made within 35 days after the change has happened. Templates and instructions on how to lodge can be found on the [‘Notify us of changes in your organisation’](#) page on our website.

Loans, grants and donations statements

Registered organisations and their branches must report certain information about each loan, grant and donation they have made that exceeds \$1,000, within 90 days of the end of their financial year.

The loans, grants and donations statement must include the following:

- amount
- purpose
- security (if it is a loan)
- name and address of the person it was made to
- arrangements for repaying (if it is a loan).

If the loan was made to relieve a member (or dependent) of the organisation or branch from severe financial hardship, the statement doesn't need to include the:

- name and address of the person it was made to



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- arrangements for repaying (if it is a loan).

Templates and instructions on how to lodge can be found on the [‘Loans, grants and donations statement’](#) page on our website.

Officer and related party statements

Registered organisations and their branches must prepare an ‘Officer and related Party’ (ORP) disclosure statement which gives information to their members about:

- the identity of the top five officers ranked by remuneration
- the remuneration of the officers in the top five rankings
- the value and type of non-cash benefits received by the officers in the top five rankings
- some payments made by the organisation or branch to related parties
- payments made by the organisation or branch to declared bodies or persons

A copy of the ORP statement must also be lodged with us, and we publish these on our website. Failure to make the disclosures can result in compliance enforcement actions being taken.

An ORP statement template, as well as further information about mandatory disclosures, can be found on the [‘Disclosure obligations’](#) section of our website.

Financial reporting

The RO Act requires organisations and their branches to prepare financial reports and have them audited by an auditor registered by the General Manager of the Commission.

Financial reporting obligations

Registered organisations and their branches must prepare a financial report and operating report at the end of each financial year. Financial reports must be completed by all ‘reporting units’. Every organisation and every branch of an organisation is a reporting unit, unless a certificate issued by the General Manager stating that the organisation is divided into reporting units on an alternative basis is in force (see sections 242 and 245 of the RO Act).



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Financial reports must be completed in accordance with:

- Part 3 of Chapter 8 of the RO Act which sets out the requirements for financial records, accounting and auditing;
- the Fair Work (Registered Organisations) Regulations 2009 (the RO Regulations);
- the General Manager's Reporting Guidelines; and
- the Australian Accounting Standards.

Each year, the Commission develops and releases model financial statements to assist reporting units to comply with their obligations. Organisations are not required to use the model statements, but they are a useful resource to ensure compliance. The model financial statements and more information about financial reporting obligations can be found on our [website](#).

The Financial reporting process

The financial reporting process has six steps:

1. Prepare the financial report
2. Finalise the committee of management statement
3. Submit the financial report to be audited
4. Distribute the financial report to members
5. Present the full report to a meeting
6. Lodge the full report with the Commission.

For more detailed information about these steps and information on reporting timelines, please see factsheet '[Summary of financial reporting timelines](#)'.

Auditors

Financial reports must be audited by an auditor who is registered under the RO Act. A list of [registered auditors](#) is available on the Commission's website.

In their report the auditor must state whether, in their opinion, the General Purpose Financial Report (GPFR) is presented fairly in accordance with the following:



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- the Australian Accounting Standards
- the General Manager's Reporting Guidelines
- any other requirements imposed by Part 3 of Chapter 8 of the RO Act.

If the auditor is not of that opinion, they must say why and must, to the extent practicable, quantify the effect that non-compliance has on the GPFR.

The RO Act limits the time that auditors can 'play a significant role' in the audit of a reporting unit's financial reports (section 256A).

An individual must not play a significant role in the audit of a reporting unit for more than:

- 5 consecutive financial years; or
- 5 out of 7 consecutive financial years.

The term 'play a significant role' is defined in the RO Act for both individuals and firms or companies. If the auditor is an individual, they play a significant role if they are the registered auditor for the reporting unit for the financial year. If the auditor is a firm or company, an individual (who is a registered auditor acting on behalf of the firm or company) plays a significant role if they:

- participate in the preparation of an audit report in relation to the financial report of the reporting unit for the financial year, or part of it, or
- conduct an audit in relation to the reporting unit for the financial year or part of it.

For more information about auditors and their role in the financial reporting process, please see the 'auditors and the audit report' section on our website.

Officer financial training

Registered organisations and branches are required to ensure that officers with financial management duties have completed approved financial training unless they have been granted an exemption from the General Manager.

The training must:

- be done within six months after taking office
- cover each of the office holder's financial duties



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- be a training package approved by the General Manager.

This must be completed each time they are elected to a new office. The officer is not required to undertake training if they are re-elected to the same office without a break in service.

There is no requirement for compliance practitioners who do not hold an office within their organisation to complete this training. However, if you are involved in financial management within your organisation, undertaking this training could be helpful.

Exemptions from financial training

An exemption may be granted if it can be established that the officer has a proper understanding of their financial duties within the organisation or the branch, because of:

- their experience as a company director
- their experience as an officer of a registered organisation
- other professional qualifications and experience.

More information on officer training can be found in our [fact sheet](#), and we have a list of [approved training packages](#) available.

Elections

At least two months before nominations are due to open in an election, an organisation or branch must lodge prescribed information with the Commission. The role of the Commission in the election process is to assess the prescribed information and, if satisfied that an election is due to be held under the rules of the organisation, arrange for an election to be held by issuing a decision. If satisfied, the decision is then sent to the Australian Electoral Commission (the AEC) who conduct the election.

Templates for prescribed information and more information about extensions of time can be found on '[The election process](#)' section of our website.

Entry permits

An entry permit gives a union official the right to enter a workplace. They may enter the workplace for reasons in the *Fair Work Act 2009* or the *Work Health and Safety Act 2011*.



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The Fair Work Act allows them to enter a premises to:

- investigate if they suspect the employer has breached the Act and other instruments
- investigate breaches that relate to outworkers* in the textile, clothing and footwear industries
- meet with employees
- use their rights under occupational health and safety laws.

To enter a workplace under the Fair Work Act, the official must:

- have a current Fair Work entry permit issued by the Commission; and
- send the employer a Fair Work entry notice that follows the rules in the Act.

Under the Work Health and Safety Act (WHS Act), an official can enter premises to:

- investigate if they suspect the employer has breached the WHS Act
- inspect documents that relate directly to a suspected breach or contravention
- consult and advise workers.

To enter a workplace under the WHS Act, the official must:

- have a current Fair Work entry permit; and
- have a current WHS entry permit (either issued by the Commission or a state authority); and
- send the employer a WHS entry notice that follows the rules in the WHS Act

Unions apply for entry permits on behalf of a proposed permit holder. The proposed permit holder must complete training on their rights and responsibilities before we issue a permit.

Anyone can check if an individual has a valid permit on our website.

For more information about entry permits, including application forms and eligibility requirements, please visit the '[Entry Permits](#)' section of our website.

Rules

Unions and employer associations must have rules before we can register them. These rules must meet the standards in the *Fair Work (Registered Organisations) Act 2009*.



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All organisations have their rule books published on the Commission website. To find your organisation's rule book please visit the ['Find a registered organisation'](#) page of our website.

For more information on rules including rules changes please visit the ['rules for unions and employer associations'](#) page on our website.



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Good governance in registered organisations

What is it?

Good governance can be hard to define; it means different things to different people. However, at its core it's about creating a culture that encourages an organisation – through its elected officers and compliance practitioners – to do what is best by its members, while minimising risks of non-compliance, misconduct, and incorrect use of members' money. Adopting good governance structures and practices that promote professionalism and accountability is key to developing a culture of good governance in an organisation.

The General Manager has a statutory obligation to embed a culture of good governance within registered organisations.

Why is it important?

Instilling a culture of good governance empowers members of organisations, their officers, compliance practitioners, and the wider community to have confidence in how organisations are managed.

As a compliance practitioner, appreciating the importance of governance in your organisation is vital. You need to comply with the requirements of the RO Act, the rules of your organisation and your internal policies. Understanding and implementing these requirements often involves limited resources, time and different people.

Registered organisations and their members rely on their officers to provide stewardship and oversight of their organisations and to have the resolve to take steps to deal with any problems that may arise.

While good governance may seem like a big concept, it can be implemented through little everyday changes to existing processes. Small things like putting agendas and relevant papers out early for meetings or creating new forms can bring you closer to more effective and efficient compliance. Developing a speaking-up culture can also help to you in achieving good governance.



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Disclosure obligations

The RO Act requires certain disclosures to be made by not only officers of organisations, but organisations themselves.

Officers are required to disclose to their organisation or branch information about:

- certain payments received
- their material personal interests.

Organisations and branches are required to disclose to their members information about:

- senior-officer remuneration
- payments made to related parties and declared persons or bodies.

Organisations and branches are also required to lodge a copy of these disclosures with the Commission.

To find out more about the disclosure obligations see our guidance notes about:

- [Disclosures and training required by Holders of Office](#)
- [Disclosures required by Organisations and Branches.](#)

Conflicts of interest

The failure of an officer to disclose a conflict of interest can not only cause harm to an organisation and undermine an officer's responsibility to act in the best interests of members but may have legal consequences for the officer.

A conflict of interest may involve:

- an officer's direct personal interest
- an interest belonging to an officer's relative or friend
- an interest belonging to another organisation that the officer is involved in
- or a perception that one of these applies.

A practical step to manage conflicts of interest is to create both a policy and a register. The policy should explain what officers need to disclose and when to make disclosures. It should also provide instructions about



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how these conflicts of interest are recorded as well as any consequences for failing to disclose interests.

Organisations can maintain registers to keep track of the interests that people hold and record disclosures that have been made.

We strongly encourage you to visit our [Good Governance Guide](#) to learn more about identifying and managing conflicts of interest.



Real life case study: McGiveron and Burton

A retiring Branch Secretary was employed in a non-elected role in a registered organisation by his successor.

They implemented a generous redundancy policy before making the role redundant and purchased luxury vehicles for personal use at a cost to the branch of over \$300,000.

The court found they did not act for a proper purpose and in the best interest of the branch, and both were ordered to pay penalties.

For more information [please read our plain English summary](#).

Record keeping

Maintaining detailed, complete and accessible records is a practice that will help your organisation to:

- comply with its legal obligations
- manage risk, including financial risk
- protect the organisation and its officers against false allegations or scrutiny
- increase transparency and accountability
- make efficient decisions
- meet the expectations of members.

There are many records that must be kept by organisations, including financial, member and officer records. These records are covered in detail in the [e-learning modules](#) on annual returns, notifications of change and officer and related party disclosures.



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Further information regarding the types of records organisations are required to keep, and the provisions of the RO Act about providing access to records, can be found in the [fact sheet on records to be kept by registered organisations](#).



Real life case study: Transport Workers' Union

Two branches of a registered organisation failed to keep accurate records of members required by the RO Act.

One of the branches also failed to remove non-financial members from its register within the required time.

Following proceedings in the Federal Court and a subsequent appeal, the registered organisation was required to pay \$163,000 in penalties.

For more information [please read our plain English summary](#).

Keeping good meeting minutes

Minutes of meetings are important records that must be clear, complete and accurate. Minutes may protect your organisation against false allegations, or in circumstances where decisions are later brought into question.

It's encouraged that you have a minute template which considers:

- acceptance of the previous minutes
- conflicts of interest
- what resolutions were made
- what resolutions weren't made
- any debate or changes to resolution
- dissent
- people who removed themselves from the meeting
- important questions.



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To ensure clear, consistent and timely meeting minutes, an organisation can:

- encourage feedback on minutes and any corrections
- capture key concepts of discussion, rather than word for word dictation
- have a second person confirm they match any hand taken notes – discrepancies between the first and final minutes can cause issues when questions are raised about meeting business
- designate someone to take the minutes and be responsible for getting them circulated
- require minutes are circulated soon after the meeting while memories are fresh.

An organisation's rules must require the organisation to keep minute books which record the proceedings and resolutions of committee of management meetings (section 141(1)(b)(ia) of the RO Act). Minutes can be stored electronically.

Policies and procedures

The rules of a registered organisation require the development and implementation of policies relating to expenditure (section 141(1)(ca) of the RO Act). When considering what these policies should cover, they may include:

- how a credit card can be used
- procurement and spending
- use of a car or telephone
- attendance at meetings
- travel
- training
- claiming expenses and reimbursement.

Organisations should also have policies and procedures on:

- conflicts of interest (what they are, when and how they must be disclosed)
- gifts
- bullying and harassment.



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Real life case study: Stephen Brennan

A former Branch Secretary of a union was found to have fraudulently claimed reimbursements.

The claimed reimbursements were for personal and family expenses that he was not entitled to receive.

The Branch Secretary was convicted and received a suspended prison sentence.

For more information [please read our plain English summary.](#)



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General descriptions of offices in registered organisations

Organisations registered under the RO Act are democratic organisations run by people elected to hold office.

What powers and duties do the offices in my organisation hold?

The RO Act requires the rules of organisations to provide for the powers and duties of committees and the offices. To find out the powers and duties of offices in your organisation you must refer to its rulebook.

A general guide about what you might expect in your rulebook

This is a general guide about the types of duties that you might find in your organisation's rulebook for particular offices. Your organisation may have all or some of these offices and they may have the same or different powers and duties.



Please refer to the rules of your organisation for the specific requirements and responsibilities of these offices.

If your rules have specific requirements that are different to the general information below, please follow the rules.

President

The President generally provides leadership, vision and direction and ensures that business is properly conducted. The President is required to have sound knowledge of the organisation to ensure regulatory requirements are adhered to and that policy is applied correctly. The President can establish effective procedures within the confines of the rules, delegate responsibilities and supervise the implementation of decisions. The role bears significant responsibility, accountability, governance and authority in accordance with the law and the organisation's rules.



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A President's role may incorporate the following:

- senior leadership role
- overseeing the operation of the organisation
- ensuring strong governance, in accordance with the law and the organisation's rules
- possessing sound knowledge of the organisation, its rules, policies and procedures
- presiding at meetings, ensuring compliance with policy and procedures
- representing the organisation externally
- leading on the resolution of any internal disputes
- acting within the confines of procedure and policy
- acting as a signatory.

Please refer to your rules to find out about the President's role in your organisation.

Vice President

The Vice President generally supports and assists the President and other officers with their duties to ensure goals are met. They should have a good understanding of the President's role so they can assume the duties and responsibilities of the President in their absence. The Vice President works closely with the President to co-ordinate activities, communicate and implement strategic visions, guide committee members and ensure the efficient management of the organisation.

A Vice President's role may incorporate the following:

- senior leadership role
- ensuring strong governance, in accordance with the law and the organisation's rules
- possessing sound knowledge of the organisation, its rules, policies and procedures
- providing support to the President and other officers
- assuming the role of President in their absence
- performing other responsibilities as assigned by the President



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- acting as a signatory.

Please refer to your rules to find out about the Vice President's role in your organisation.

Secretary

The Secretary generally manages administrative functions and leads negotiations. The position is often the main contact point and source of information for members. The Secretary deals with correspondence, maintains records, consults with members and convenes events and meetings. They support the office in the management and application of proper work procedures. They are usually the officer responsible for lodged documents and making declarations on behalf of the organisation.

A Secretary's role may incorporate the following:

- senior leadership role
- keeping the register of members
- ensuring strong governance in accordance with the law and organisation's rules
- possessing sound knowledge of the organisation, its rules, policies and procedures
- responsibility for the effective administration of the organisation
- acting as the main point of communication
- dealing with correspondence
- convening and attending all meetings of the organisation
- preparing reports, notices and meeting agendas (in consultation with other officers)
- distributing full and accurate minutes and papers
- maintaining an up-to-date copy of the rules
- arranging for information, membership and financial records to be properly kept
- lodging documents and applications with the Fair Work Commission (the Commission)
- ensuring all statutory obligations are met
- leading negotiations



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- acting as a signatory.

Please refer to your rules to find out about the Secretary's role in your organisation.

Treasurer

All officers may have responsibility for spending and expenditure. However, the Treasurer has the overall responsibility of guarding against unwise and improper expenditure. They are responsible for the day-to-day financial management of the organisation and maintaining accurate financial records to ensure compliance with statutory requirements. The Treasurer reports regularly to the organisation, providing the case for responsible expenditure, and updates members periodically on matters related to funds and financial performance.

A Treasurer's role may incorporate the following:

- senior governance role
- ensuring strong governance in accordance with the law and organisation's rules
- possessing sound knowledge of the organisation, its rules, policies and procedures
- overseeing the day-to-day running of finances
- checking accuracy of financial statements, accounts and records
- managing accounts, financial planning, budgeting and banking
- overseeing an annual audit of finances and provision of report to members
- advising the organisation of any, or potential, non-compliance
- ensuring members are properly informed of financial performance and financial position
- acting as a signatory.

Please refer to your rules to find out about the Treasurer's role in your organisation

Committee of Management Member

Committees of Management determine the direction of the organisation. Members of the committee function within a set of objectives and procedures and ensure standards are consistently met. They prepare and monitor the organisation's policies, strategies and plans, and ensure that resources are allocated appropriately



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within the rules. Members execute strategies in relation to key issues affecting the organisation. The Committee of Management might be referred to in your rules as the Board, Executive or Council.

The role of a member of the Committee of Management may incorporate the following:

- a leadership role
- ensuring strong governance in accordance with the law and organisation's rules
- possessing sound knowledge of the organisation, its rules, policies and procedures
- developing and implementing policy
- overseeing the management of the organisation, including approval of financial expenditure
- keeping members informed
- considering and making alterations to the organisation's rules.

Please refer to your rules to find out about the Committee of Managements role in your organisation

Acting officers

Assistant Secretaries, Vice Presidents and other officers may from time-to-time step up to act in more senior role due to a temporary absence. To exercise the powers of the role, for instance lodging documents as an Acting Secretary, the rules must provide for the ability to 'act' as the other officer.

Please refer to your rules to find out about the ability to act within another officer's role



Activity: Important dates for my branch/organisation

<p>The financial year of the organisation or branch will normally be found within the rule book of the organisation or branch. If the rules do not specify, the financial year will end on 30 June in each year. The RO Act includes statutory timeframes for the completion, provision and lodgement of certain documents. The financial year of my branch is:</p>	
<p>The organisation is:</p>	<p>The same financial year</p> <p>A different financial year:</p>
<p>My organisation/branch's loans, grants and donations form is due 90 days after the end of our financial year:</p>	<p>The due date is:</p>
<p>My organisation/branch must present its final financial report to a Committee of Management Meeting (organisation has a 5% rule)</p>	
<p>The COM meeting will be held on:</p> <p>The financial report must go to members after it is audited but no later than five months after the end of the financial year:</p> <p>Due date:</p> <p>The financial report must be lodged within 14 days of the COM meeting:</p>	



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My organisation/branch must present its final financial report to a Annual General Meeting (Organisation does not have a 5% rule)	
The AGM will be held on: The financial report must go to members after it is audited but no later than 21 days before the AGM: Due date: The financial report must be lodged within 14 days of the AGM:	
The annual return (which is different to the financial report) is due on the 31st of March every year	Any time the information in the annual return changes (which includes changes to officers or addresses) the Commission must be notified within 35 days in a Notification of Change declaration .
My organisation/branch's Officer and Related Party Disclosure statement must be given to members and lodged with the Commission within six months of the financial year ending.	The due date is:
I have a WHS/RE permit	It must be returned to the Commission by:



Activity: Your organisation's meeting procedures

This activity helps you to understand your organisation's meeting rules. You may wish to do the activity several times to learn about the various types of meetings in your organisation.

ACTIVITY: what do your rules require?

Meeting considerations	Rule No.	Comment
If a decision is to be made, is a meeting required?		
If a meeting is required, what type of meeting – special meeting, general meeting, a committee meeting:		
Is it a requirement to attend the meeting in person or can it be by electronic or other means of interaction:		
What is the process for determining that a meeting is to held – e.g. decision, request, vote, matter of course:		
Who must give notice of the meeting:		
How much notice must be given:		
Does the notice need to contain particular information:		
Is there a particular form of notice and manner of delivering notice – e.g. in writing, by post, hand delivery:		
Who chairs the meeting:		



Meeting considerations	Rule No.	Comment
Are there any rules that set out responsibilities of the chair:		
Who is responsible for minute taking:		
What, if anything, needs to be presented to the meeting – e.g. an agenda:		
Are there limitations on what the meeting can consider:		
Is there a quorum requirement, and what happens if a quorum is not achieved:		
Can proxies be used, and if so, are they included in the quorum requirement:		
What are the speaking rules:		
How are motions put to the meeting?		
How is a vote undertaken – e.g. ballot, show of hands:		
How is a motion carried – e.g. majority of people who vote, majority in attendance, special types of majority:		
What are the chair's voting rights:		
Are there any post-meeting requirements:		



Activity: Where do I find the information I need?

Part of being a compliance practitioner involves knowing the obligations and responsibilities of your organisation and its elected officers. While you may not know all of them, it is good to know where you can find the information if you need it. Take the time to complete the below table. Some have been filled in for you.

Where do I find?	Location
The legislation	The Fair Work (Registered Organisations Act) 2009 or RO Act is available online: www.legislation.gov.au/C2004A03679/latest/text
General information on elections, annual returns, financial reporting, disclosures, corrupting benefits and information about the role of the Commission. This includes template documents and fact sheets.	On the Commission's website: www.fwc.gov.au/registered-organisations
General information on agreement making, right of entry, disputes, industrial relations and information about the role of the Commission	On the Commission's website: www.fwc.gov.au
The duties for my specific office	The rules of your organisation or branch.
The rules of my organisation/branch	www.fwc.gov.au
Past elections, annual returns or financial reports	www.fwc.gov.au/registered-organisations/find-registered-organisation
Information on credit cards, expenditure, reimbursement and travel as an officer	The rules or internal policies: List the policies here:



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Where do I find?	Location
Minutes of meetings I've attended	
Financial records of my branch, like budgets, statements and purchases	
Branch policies	
My branch email inbox and log on details	
A conflict of interest/related party register	
A timetable of compliance dates for things like elections or financial reporting	
Dispute resolution procedures for issues between me, the branch, other officers and members	
Information of any payments or honorariums I get as an officer	
Important notices to members or officers	
Newsletters or other circulars	
Notice and details of upcoming meetings	
Organisation wide policies	
Decisions/minutes of national bodies	
The names and contact details of other officers	



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Where do I find?	Location
A branch or officer calendar	
Forms or other branch materials	
Financial disclosures officers have made to the organisation/branch	
The branch website (internal and public)	
The Register of members and historical copies	
Advice or help with interpreting the rules	
General information on elections, annual returns, financial reporting, disclosures, corrupting benefits and information about the role of the Commission. This includes template documents and fact sheets.	On the Commission's website: www.fwc.gov.au/registered-organisations
General information on agreement making, right of entry, disputes, industrial relations and information on the Commission	On the Commission's website: www.fwc.gov.au



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List of registered organisations

A full list of registered organisations (and organisations deregistered since 2017) and their acronyms is available from the Commission's [website](#).



Common acronyms

Abbrev.	Entity/Organisation
AASB	Australian Accounting Standards Board
ABN	Australian Business Number
ABS	Australian Bureau of Statistics
ACCC	Australian Competition and Consumer Commission
ACTU	Australian Council of Trade Unions
AEC	Australian Electoral Commission
AFP	Australian Federal Police
ALERA	Australian Labour and Employment Relations Association
APS	Australian Public Service
APSC	Australian Public Service Commission
AR	Annual return of information under section 233 of the RO Act
ASA	Australian Auditing Standards
AWRS	Australian Workplace Relations Study
CA	Chartered Accountants Australia and New Zealand
CEO	Chief Executive Officer
Cwth, Cwth	Commonwealth
CPA	CPA Australia
DP	Deputy President of the Fair Work Commission
FOI	Freedom of information
FOI Act	<i>Freedom of Information Act 1982</i>
FR	Financial Report
FW Act	<i>Fair Work Act 2009</i>
FWC	Fair Work Commission or the Commission
FWCFB	Fair Work Commission Full Bench



Abbrev.	Entity/Organisation
FWO	Fair Work Ombudsman
GST	Goods and Services Tax
ICT	Information and Communications Technology
ILO	International Labour Organization
IPS	Information Publications Scheme
KPIs	Key Performance Indicators
LGD	Loans Grants and Donations Statement under section 237 of the RO Act
MYEFO	Mid-Year Economic and Fiscal Outlook
NES	National Employment Standards
NMW	National Minimum Wage
ORP	Officer and related party disclosure statement under section 293J of the RO Act
PSA	Public Service Act 1999
RO	Registered organisation
RO Act	<i>Fair Work (Registered Organisations) Act 2009</i>
SDP	Senior Deputy President of the Fair Work Commission
SME	Small and medium-sized enterprises
TURC	Royal Commission into Trade Union Governance and Corruption
VP	Vice President of the Fair Work Commission
WHS	Work Health and Safety
WHS Act	Work Health and Safety Act 2011

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This fact sheet is not intended to be comprehensive. The Fair Work Commission does not provide legal advice. Users must rely upon the relevant legislation, which is set out in the *Fair Work (Registered Organisations) Act 2009*, the *Fair Work Act 2009*, the *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009* and the *Fair Work (Registered Organisations) Regulations 2009*