



# QUARTERLY NEWSLETTER

Issue 05 – August 2018

## FROM THE COMMISSIONER

Welcome to the August 2018 edition of the ROC Quarterly Newsletter.



A key priority for us since the ROC commenced in May 2017 has been education, assistance and advice. This approach, supplemented by the provision of multiple tools and online guidance materials to assist registered organisations, remains a central focus of our work.

Thanks to our busy Education and Reporting Team many initiatives have been put in place, and we are seeing levels of compliance steadily improve.

In recent weeks we have welcomed aboard several new team members to assist in delivering the initiatives set out in our new national 2018/19 ROC Education Strategy, including guidance materials for Officer and Related Party Disclosures and Corrupting Benefits.

As always, should you require further information, please feel free to [contact](#) our Education and Reporting team.

Regards

**Mark Bielecki**  
Commissioner

## THE ROC – EDUCATION FOCUSED

The ROC is empowered by the RO Act to carry out its key functions by educating, assisting and advising organisations and their members. Our aim is to help organisations achieve compliance and avoid more serious issues arising.



## THE NATIONAL 2018/19 ROC EDUCATION STRATEGY

The national 2018/19 [ROC Education Strategy](#) sets out our planned activities for this financial year. They include the release of new educational resources, additional information sessions and strategically-timed refresher campaigns on key topics. The Strategy will give organisations and their members an opportunity to plan training activities around resources provided by the ROC. For example, in December 2018 the ROC will run an Annual Returns Refresher Campaign. This is timed to provide optimal assistance to organisations preparing their Annual Returns for lodgment by 31 March 2019.

Since its release the Strategy has been one of the most viewed documents on the ROC website.

New education resources released so far this year include two new *Guidance Notes on Officer and Related Party Disclosures* and a template disclosure statement. To soon follow we will provide comprehensive *Guidance Notes on Corrupting Benefits*, a webinar to complement the updated *ROC Reporting Guidelines*, and refresher materials on financial reporting and statements.

Through education and collaboration, we seek to continue to help you with your compliance, accountability and transparency for the benefit of all members.

## FINANCIAL REPORTING - COMMON AREAS OF NON-COMPLIANCE

The ROC assessed 331 financial returns for reporting units with a financial year ending in 2017. Of these, 73% met our compliance measures. This is an improvement on previous years (70% and 56% compliance for 2016 and 2015 respectively), but the following remain common areas of non-compliance:

- meeting financial reporting timeframes
- provision and lodgment of all required documents and signing/dating of documents by a designated officer
- reporting guidelines and 'NIL' disclosures
- Loans, Grants and Donations statements



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As set out in the Education Strategy, we will regularly release resources to assist you achieve compliance with financial reporting requirements in the 2018/19 financial year.

For example, we will run a Financial Reporting Refresher Campaign in November 2018 aimed at assisting those reporting units which will be preparing for their end of financial year on 31 December 2018. As always, if you have any questions in relation to financial reporting, please [get in touch](#).

## NEW FINANCIAL REPORTING GUIDELINES

The Commissioner's financial reporting guidelines for the purposes of [sections 253](#) (relevant for most reporting units) and [270](#) have been updated. They are applicable to financial years which begin on or after 1 July 2017, and changes include:

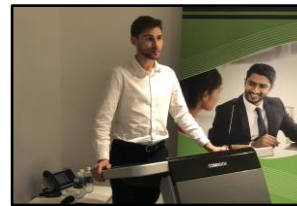
- a new report required under s.255(2A) of the RO Act
- removal of the requirement to prepare and audit a separate report relating to recovery of wages activities
- enabling 'NIL' disclosures to now be made in an 'officer's declaration statement'
- the need to disclose penalties under the *Fair Work Act 2009*, in addition to any under the RO Act

## COMPLIANCE CALCULATOR

The [ROC Compliance Calculator](#) is being enhanced. It will be re-released shortly as a web-based tool, rather than an excel spreadsheet which will simplify access. The calculator will continue to be subject to testing, so please [subscribe](#) to the ROC subscription service to be informed of updates.

## INFORMATION SESSIONS

The ROC's third information session was held on 24 July 2018 in Darwin.



The agenda included legislative changes, tips and tools to aid compliance and an interactive panel discussion on corrupting benefits and related party disclosures. Feedback was again positive.

To date more than 240 representatives of 62 organisations have attended these information sessions, comprising almost two thirds of all registered organisations with which the ROC interacts across Australia. The next sessions will be held in **Perth on 19 September 2018**, and in **Brisbane on 20 November 2018**. If you would like to attend either of these sessions, please [register your interest](#).

## REMINDER – LGD STATEMENTS

Loans, Grants and Donations statements must be lodged within 90 days of the end of the financial year. The majority of reporting units have a financial year ending 30 June, so LGDs are due by 28 September. Take a look at our [sample LGD statement](#) and [fact sheet](#), and remember that we encourage you to lodge, even if all responses are 'NIL'.

## THE 'ROC FLOWER': NEW AND UPDATED LINKS

<b>2018/19 EDUCATION STRATEGY</b>
<ul style="list-style-type: none"> <li>• <a href="#">ROC Education Strategy</a></li> </ul>
<b>FINANCIAL RETURNS</b>
<ul style="list-style-type: none"> <li>• <a href="#">Model financial statements form 2017/18</a></li> <li>• <a href="#">s.253 reporting guidelines – 5<sup>th</sup> edition</a></li> <li>• <a href="#">s.270 reporting guidelines – 3<sup>rd</sup> edition</a></li> <li>• <a href="#">UPDATED: advanced review checklist</a></li> <li>• <a href="#">UPDATED: primary review checklist</a></li> <li>• <a href="#">UPDATED: timelines fact sheet</a></li> </ul>
<b>ANNUAL RETURN</b>
<ul style="list-style-type: none"> <li>• <a href="#">Notification of changes – template form</a></li> </ul>
<b>DISCLOSURES – OFFICER AND RELATED PARTIES</b>
<ul style="list-style-type: none"> <li>• <a href="#">Guidance note – officer disclosures</a></li> <li>• <a href="#">Guidance note – organisation and branch disclosures</a></li> <li>• <a href="#">Checklist</a></li> <li>• <a href="#">UPDATED: template disclosure form</a></li> <li>• <a href="#">UPDATED: officer induction kit</a></li> </ul>