



Australian Government
Registered Organisations Commission



STRATEGY

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Education Strategy 2022/2023



The Registered Organisations Commission (the ROC) is focused on encouraging behaviours in registered organisations that see them consistently acting in the best interests of their members. A spotlight on good governance helps ensure members' money is spent in a way that is transparent, properly authorised and which complies with the obligations under the *Fair Work (Registered Organisations) Act 2009* and organisations' rules. One of the ways we seek to drive voluntary compliance is through education.

What you need to know

The regulatory environment can be complex and difficult for some stakeholders to navigate. The ROC is committed to proactively educating registered organisations about financial and other responsibilities. Each year we publish the national Education Strategy as a planning tool. This document is informed by the feedback received through surveys and direct engagement with stakeholders. In our fifth iteration of our strategy, we have included new initiatives including a good governance best practice guide, as well as scheduled online events, podcasts, newsletters and other resources. There is flexibility to ensure the ROC continues to focus on the latest topical issues.

If an unforeseen event arises which prevents the ROC from delivering a scheduled education project, we will endeavour to provide a suitable alternative resource or activity.

How to use this document

The national Education Strategy has been carefully designed so that you and your organisation can plan for and schedule the education services you need or would like to participate in. It sets out the ROC's planned education projects from July 2022 to June 2023.

Feedback?

If you would like to provide feedback about the strategy, or about improvement to any of our resources, please let us know through our [anonymous survey](#).



Month	Information
	<p>Compliance update: Keeping records</p> <ul style="list-style-type: none"> • Good recordkeeping is a legal obligation, but it can also provide evidence that you have made considered decisions and protect you if issues arise. • We will publish a compliance update to help registered organisations and branches to promote proper recordkeeping practices. We'll share examples of non-compliance and best practice strategies.
	<p>Financial reporting resources update</p> <ul style="list-style-type: none"> • We'll update financial reporting resources. They will be more accessible and include the latest information and links to related financial reporting resources.
	<p>ROCpod podcast: ROC inquiries and investigations</p> <ul style="list-style-type: none"> • The ROC can make inquiries and conduct investigations into registered organisations about compliance matters. But what happens during an inquiry or investigation? We'll go behind-the-scenes and discuss the ROC's investigation powers. • An audio file will be available to download on ROC's podcast channel.
	<p>Financial reporting compliance snapshot</p> <ul style="list-style-type: none"> • The ROC will publish a compliance snapshot specific to financial reporting. This will give reporting units insight into compliance rates and common non-compliance issues in financial reporting.
	<p>ROC quarterly newsletter No. 21</p> <ul style="list-style-type: none"> • Our quarterly newsletter provides a brief overview of the latest news, as well as tips for compliance.
	<p>ROCpod podcast: Does the ROC have jurisdiction?</p> <ul style="list-style-type: none"> • The ROC oversees compliance by organisations, their branches, officers and employees, but not every organisation-related issue is regulated by the ROC. If the ROC doesn't have jurisdiction to take action, who else does? Who can resolve member service issues and policy decisions? • An audio file will be available to download on the ROC's podcast channel.



	<p>Improving whistleblower reporting</p> <ul style="list-style-type: none"> Whistleblower reports are usually raised with the ROC over the phone or by email. Providing detailed information – whether you’re a whistleblower or an organisation – helps the ROC make accurate and timely assessments. We’ll launch materials to help whistleblowers make a considered protected disclosure with the ROC.
	<p>September hot topic education campaign</p> <ul style="list-style-type: none"> The ROC will respond to the identified needs of stakeholders, and complement the existing suite of education material, by running a targeted campaign on a hot topic.
	<p>ROCpod podcast: Good governance in practice: Managing your related parties</p> <ul style="list-style-type: none"> Keeping records about related parties and publicly reporting information about them is essential to the good financial governance of registered organisations and branches. An audio file will be available to download on the ROC’s podcast channel.
	<p>Annual compliance snapshot</p> <ul style="list-style-type: none"> A summary of compliance trends from 2022/23. Registered organisations and branches can use the compliance snapshot to understand their own achievements and priorities, and to see how their compliance compares against other organisations and the previous financial year.
	<p>Online panel: Ask the decision-maker – What you can do to ensure a smooth election process</p> <ul style="list-style-type: none"> Registered organisations and branches can do things to help their elections be arranged quickly and run smoothly. In this online panel discussion, an election decision-maker from the ROC will discuss the barriers they encounter when considering election decisions, and some practical strategies for organisations to promote efficient elections. Attendees will hear examples from across the jurisdiction, including challenges, and will have the opportunity to ask questions.



	<p>ROCpod podcast: Good governance in practice: What a good expenditure policy looks like</p> <ul style="list-style-type: none"> • Organisations and branches must have rules requiring them to develop and implement policies about the expenditure of funds. What does an effective expenditure policy look like? • An audio file about the expenditure policies of registered organisations and branches will be available to download on the ROC's podcast channel.
	<p>Good governance in registered organisations: a best practice guide</p> <ul style="list-style-type: none"> • Our good governance resources, including compliance updates and podcasts, have been a popular feature of our education program in previous years. We'll bring together the latest governance information and release a best practice guide.
	<p>ROC quarterly newsletter No. 22</p> <ul style="list-style-type: none"> • Our quarterly newsletter provides a brief overview of the latest news, as well as tips for compliance.
	<p>ROCpod podcast: A chat with the Commissioner</p> <ul style="list-style-type: none"> • We'll reflect on the latest compliance issues and discuss the ROC's priorities for the year ahead. • An audio file will be available to download on ROC's podcast channel.
	<p>E-Learning module: Effective minute-taking</p> <ul style="list-style-type: none"> • An interactive online learning tool will be released to help organisations record and keep minutes.
	<p>ROCpod podcast: Good governance in practice: Don't miss the deadline</p> <ul style="list-style-type: none"> • Many of the compliance requirements of registered organisations have specific timeframes that are prescribed by the law. In this podcast we'll identify the timeframes that are most commonly missed and share strategies to help organisations beat the deadline. • An audio file will be available to download on ROC's podcast channel.



	<p>Education and engagement survey</p> <ul style="list-style-type: none"> • We engage with stakeholders to receive and consider information about the education tools and resources they need. This year our survey will be designed to collect information throughout 2023. • This is one of our main tools for informing the national Education Strategy, and we encourage and welcome your feedback. <p>ROCpod podcast: You've identified non-compliance ... what's next?</p> <ul style="list-style-type: none"> • It's important for organisations to actively take steps to prevent non-compliance. But what should you do if you identify non-compliance within your registered organisation or branch? • An audio file will be available to download on the ROC's podcast channel.
	<p>Officer Induction Kit update</p> <ul style="list-style-type: none"> • Since the Officer Induction Kit was released in 2018, new officers have benefited from a dedicated induction resource about the role and responsibilities of officers. • We'll release an updated version of the Officer Induction Kit, which will include the latest information from the ROC. <p>ROC quarterly newsletter No. 23</p> <ul style="list-style-type: none"> • Our quarterly newsletter provides a brief overview of the latest news, as well as tips for compliance. <p>ROCpod podcast: Effective minute-taking</p> <ul style="list-style-type: none"> • Minute-taking is essential to the good governance of registered organisations. In this podcast we'll highlight some of the dos and don'ts of minute-taking and best practice strategies. • An audio file will be available to download on ROC's podcast channel.
	<p>Compliance update: Disclosures</p> <ul style="list-style-type: none"> • Registered organisations and their officers must disclose information about payments and personal interests to members. Reporting this information is essential to the good governance of organisations. • The ROC will publish a compliance update about disclosures to assist in the prevention of non-compliance.



	<p>March hot topic education campaign</p> <ul style="list-style-type: none"> The ROC will respond to the identified needs of stakeholders, and complement the existing suite of education material, by running a targeted campaign on a hot topic. <p>ROCpod podcast: New officer essentials</p> <ul style="list-style-type: none"> Officers of registered organisations and branches are trusted to make important decisions in the best interests of members. For a new officer, understanding the significance of your responsibilities can be challenging. An audio file about how to navigate through your first term as an officer will be available to download on the ROC's podcast channel.
	<p>Registered auditors welcome pack</p> <ul style="list-style-type: none"> A resource guide will be available for all registered auditors newly registered by the ROC. <p>E-learning module: An introduction to compliance</p> <ul style="list-style-type: none"> Unsure where to start with understanding your compliance obligations? We know that becoming an officer of a registered organisation for the first time can be overwhelming. An interactive online learning tool will be released to provide introductory information for new officers of registered organisations and branches. <p>ROCpod podcast: Hot topic</p> <ul style="list-style-type: none"> An audio file addressing a current issue will be available to download on the ROC's podcast channel.
	<p>May masterclass series</p> <ul style="list-style-type: none"> The ROC will host an online masterclass series. Our masterclasses will be interactive sessions, with opportunities to ask questions and share your experiences. Stakeholder feedback will shape the agenda, and we'll release the topics and registration information ahead of the event on our website and via the ROC subscription service. <p>ROC quarterly newsletter No. 24</p> <ul style="list-style-type: none"> Our quarterly newsletter provides a brief overview of the latest news, as well as tips for compliance.



	<p>ROCpod podcast: Elections – what you need to know right now</p> <ul style="list-style-type: none"> • We'll discuss the latest election issues from our jurisdiction, including compliance trends and tips for arranging elections in your registered organisation or branch. • An audio file will be available to download on the ROC's podcast channel.
	<p>Launch of the financial reporting checklist</p> <ul style="list-style-type: none"> • A checklist will be published on the ROC's website to guide reporting units in the preparation of their financial report.
	<p>Launch of the national 2023/2024 Education Strategy</p> <ul style="list-style-type: none"> • The national 2023/2024 Education Strategy, which will provide a schedule of the ROC's planned education projects for the next financial year, will be published on the ROC's website.
	<p>ROCpod podcast: Officer financial training</p> <ul style="list-style-type: none"> • Officers with financial duties are required to complete financial training within 6 months of taking office or apply for and obtain an exemption from the ROC. • An audio file about this requirement will be available to download on the ROC's podcast channel.