



18 March 2021

Sara Blunt  
Chairperson  
Aged & Community Services Australia  
Sent via email: [operations@acsa.asn.au](mailto:operations@acsa.asn.au)

### Notification of changes – Action required

Dear Sara Blunt,

We acknowledge receipt of a Notification of Change to the office holders of the Aged & Community Services Australia (AR2020/104).

A list of those changes has been summarised in **Appendix A** at the end of this letter.

#### What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the ROC's [Officer Induction Kit](#)

These next steps are explained below in more detail.

#### Late notification warning

Appendix A (the list of notifications of change) contains a **significantly late notification**. This has been recorded against AR2020/104.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.



As detailed below, **Notifications of change must be lodged within 35 days**. This is a civil penalty provision. Repeated breaches will be met with an appropriate and proportionate regulatory response from the ROC, which may include inquiries, investigations and civil penalty proceedings

We have included some resources below to help support your good governance in relation to notifications of change.

## Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (s.293K of the Fair Work (Registered Organisations) Act 2009 (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes

### Officer financial training audit



An audit by the ROC into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

## Help for new officers: Officer Induction Kit

The ROC has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the ROC's [officers and disclosures](#) page.

## Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the ROC's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

## Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (r 151 Fair Work (Registered Organisations) Regulations 2009).

## Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement



### eLearning module – notifications of change

The ROC has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au) if you have any questions or would like to discuss this matter further.

Yours sincerely

**Registered Organisations Commission**

## Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the ROC Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
15 March 2021	ACSA - Central Office	New Director to Board	248  Change occurred in July 2020 but was not notified until March 2021

**NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return)  
required to be kept in accordance with section 230 Fair Work (Registered Organisations)  
Act 2009 and regulation 147 Fair Work (Registered Organisations) Regulations 2009**

I, SARA BLUNT, being the CHAIRPERSON of AGED & COMMUNITY SERVICES AUSTRALIA, ABN 48 609 882 288, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Fair Work (Registered Organisations) Act 2009:

*[delete all that do not apply]*

- The address of the organisation is to be updated to:  
Suite 3, Level 6, 24 Collins Street, MELBOURNE VIC 3000.<sup>1</sup>
- All correspondence should be forwarded to the following email address at [operations@acsa.asn.au](mailto:operations@acsa.asn.au), and the previous email addresses of [enquiries@acsa.asn.au](mailto:enquiries@acsa.asn.au) and [agnes.valcanis@acsa.asn.au](mailto:agnes.valcanis@acsa.asn.au) should be deleted from record.
- Also please note the addition of a new Director to the Board of ACSA being Jennene Buckley. Her details have been included in Annexure A.

Signed: 

Dated: 15 March 2021

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<sup>1</sup> s.230(1)(d); reg.147(d)

**ANNEXURE A**

**THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE**

Changes to Offices and Office Holders in the Organisation and its Branches [*insert as many pages as required*]:

[Please note:

- *delete the italicised information: this is instructional or provided by way of example only*
- *the ROC must be notified within 35 days of the change*
- *the 35 days begins at the earliest event (for instance when the officer retires) and **cannot be notified in advance** of the change*
- *a notification of a person leaving office and a notification of person filling the vacant office may need to be lodged separately if the appointment or election process takes longer than 35 days.]*

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
<i>National</i>	<i>10/07/2020</i>	<i>Director</i>		<i>Jennene Buckley</i>	<i>Suite 3, Level 6 24 Collins Street, Melbourne Vic 3000</i>	<i>CEO Feros Care</i>



24 April 2020

Sara Blunt  
Director & Chairperson  
Aged & Community Services Australia  
Sent via email: [agnes.valcanis@acsa.asn.au](mailto:agnes.valcanis@acsa.asn.au)

Dear Sara Blunt

**The Aged & Community Services Australia's annual return of information (Annual Return) lodged under subsection 233(1) of the RO Act**

Thank you for providing your declarations and information (Annual Return) lodged under subsection 233(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

**Summary of your Annual Return and Review Outcome**

Year 2020  
Matter number AR2020/104  
Lodgement date 15 April 2020  
Review Primary Review  
Result FILED

**Your primary review**

Your Annual Return had a **primary review** which checked whether it was signed by an officer, the required declarations were made, included the list of offices and office holders and whether you met the requirements that the ROC raised with you last year. A primary review does not examine all the requirements of subsection 233(1).



**Your Annual Return satisfied the requirements of the primary review and has been uploaded to the ROC website.**

## **The ROC's risk-based approach**

This year your Annual Return was assessed against a primary review. A primary review does not check all legislative requirements.

Over a five year period the Annual Return of every organisation will be subject to at least one advanced review. An advanced review is a more comprehensive review.

The ROC's [advanced review checklists](#) are published on our website.

## **Do you have questions?**

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the ROC's subscription service](#).

If you have any queries we can be contacted on 1300 341 665 or by email at [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).

Yours sincerely

**Registered Organisations Commission**

**ANNUAL RETURN OF INFORMATION (organisation with no branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009**

I, SARA BLUNT being the CHAIRPERSON of AGED & COMMUNITY SERVICES AUSTRALIA, ABN 48 609 882 288 declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by s.230(1)(a) and s.230(2) of the Fair Work (Registered Organisations) Act 2009 (the Act).
3. The following is a correct statement of the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the Act:
  - The address of the organisation is SUITE 3, LEVEL 6, 24 COLLINS STREET MELBOURNE VICTORIA 3000
  - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.<sup>1</sup>
  - On 31 December in the previous year the number of members was 515.
  - A list of offices and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at Annexure A and forms part of this declaration.
  - Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2020:<sup>2</sup>

*Directors will be appointed or reappointed at the Annual General Meeting in November 2020.*
  - The organisation: [Delete the dot point that does not apply]
    - Has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:



Dated:

9. 4. 2020

<sup>1</sup> s.230(1)(d); reg.147(a), (b), (c) & (d)

<sup>2</sup> s.230(1)(d); reg.147(e)

*[PLEASE NOTE: This declaration must be lodged with the Registered Organisations Commission by 31 March. It can be submitted to [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au). If at any time in the year this information changes a Notification of Changes must be lodged with the ROC within **35 days** of the change<sup>3</sup>.]*

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<sup>3</sup> s.233(2); reg. 151

