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Disclosures and training required by Holders of Office

Under the *Fair Work (Registered Organisations) Act 2009*

Guidance Note



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Disclosure Schemes

The *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires organisations, and the officers and branches of organisations, to make disclosures concerning remuneration, non-cash benefits, and payments to related parties and declared persons or bodies. It also requires that officers with financial duties must complete approved training.

This Guidance Note explains the disclosures that holders of office in registered organisations are required to make as set out in Chapter 9, Part 2A of the RO Act. The RO Act mandates when these disclosures must occur, how they are made and to whom.

Compliance with this disclosure framework will ensure high levels of transparency in the transactions entered into by officers, and their remuneration, for the benefit of members of registered organisations and the broader community.

This Guidance Note also explains the training requirements with which officers who have financial duties must comply.

A number of the key concepts in these provisions are based on those found in relevant provisions of the *Corporations Act 2001* (the Corporations Act). This Guidance Note explains those concepts, where relevant, to assist in understanding the equivalent RO Act provisions.



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This Guidance Note draws on the experience and understanding of the Fair Work Commission (the Commission) to promote compliance by office holders through step-by-step instructions and practical examples. This Guidance Note will be updated following case law developments or in light of the outcomes of ongoing engagement with relevant stakeholders. This Guidance Note is not legal advice.

These disclosure requirements are separate and in addition to any disclosure scheme contained in the rules of an organisation.

For information about disclosure requirements under the RO Act of organisations and branches, see GN 014: Disclosures required by Organisations and Branches under the *Fair Work (Registered Organisations) Act 2009*.

Disclosures by Holders of Office

Disclosures that must be made by ALL OFFICE HOLDERS (section 293B)

Each officer of an organisation and each officer of a branch of an organisation must disclose to the organisation or branch any remuneration paid to the officer:

- i. because the officer is a member of a Board and:
 - the officer is only a member of the Board because they are an officer, or
 - the officer was nominated to the Board by the organisation, branch or peak body; or
- ii. by a related party of the organisation or branch in connection with the officer's duties as an officer. For information about who is a 'related party' of an organisation or branch, please see [GN 014: Disclosures required by Organisations and Branches under the *Fair Work \(Registered Organisations\) Act 2009*](#).



An **officer** of an organisation or branch is defined in the RO Act (sections 6 and 9). It includes a person who, under the organisation or branch rules, is entitled to participate directly in the management of the affairs, or the determination of policy, of the organisation or branch, and will usually be a person who has been elected to their position.

The President, Vice President, Secretary, Assistant Secretary, Treasurer and members of the Committee of Management of the organisation or a branch of the organisation are normally officers.



Remuneration that officers are required to disclose is defined in the RO Act to include pay, wages, salary, fees, allowances, leave, benefits or other entitlements, but does not include a non-cash benefit.

The definition of 'remuneration' is discussed in [GN 014: Disclosures required by Organisations and Branches under the Fair Work \(Registered Organisations\) Act 2009](#).

The disclosure must be made in writing to the Committee of Management of the organisation or branch:

- as soon as practicable after it is paid,¹ or
- as part of a standing disclosure made before or as soon as practicable after the first payment.² Standing disclosures can be made in relation to remuneration paid to an officer under a contract or arrangement regularly during a financial year. The officer must update the standing disclosure, where the amount

¹ Section 293BA, RO Act.

² Subsections 293BB(1) & (5), RO Act.



they are paid exceeds that previously notified³; or if (at the end of a financial year) the amount differs from that notified.⁴ See also 'Standing Disclosures' below.



Example: Sheng is the Secretary of OPQ, which is an employer organisation. AP Co. is a training company which provides approved governance training, and OPQ is able to appoint two-thirds of its directors. AP Co. has asked OPQ whether Sheng can speak at one of their training sessions, drawing on his role and experience as Secretary of OPQ. OPQ agrees to the request. AP Co. will pay Sheng a fee and provide a travel allowance.

Sheng should disclose to OPQ the fee and travel allowance he receives from AP. Co. This is because AP Co. is a related party of OPQ (see [GN 014: Disclosures required by Organisations and Branches under the Fair Work \(Registered Organisations\) Act 2009](#) for further information), and Sheng's speaking engagement is likely to be connected to his duties as an officer of OPQ.



Example: Jennifer is an officer of XYZ union, which has nominated her to the Board of MNO organisation. MNO will pay Jennifer a monthly Board fee of \$500. Jennifer can make a standing disclosure to XYZ's Committee of Management any time before, or as soon as practicable after, she receives the first monthly payment. She will need to update the standing disclosure if, for example, MNO increases the monthly Board fee to \$750.

Jennifer would also need to notify the committee of management at the end of the year if the total amount MNO had paid her was more or less than she had earlier disclosed they would.

³ Subsection 293BB(3), RO Act.

⁴ Subsection 293BB(4), RO Act.



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Example: Lee is a Director on the Board of KLM Pty Ltd, to which he was nominated by JKL union. KLM Pty Ltd pays Lee an annual fee of \$250 000 and also provides health insurance. Upon receipt of the fees from KLM, Lee always transfers them directly to JKL union.

Lee ought to disclose the fees he receives from KLM Pty Ltd, even though he passes them on to JKL union. He sits on the Board due to a nomination from JKL union and is entitled to the fees because he is a member of the Board.

Lee does not need to disclose the health insurance because this is a non-cash benefit, and non-cash benefits do not need to be disclosed by officers in these circumstances.

Penalties: Officers are liable for civil penalties for breaches of these disclosure obligations.⁵

Disclosures that must be made by ‘disclosing officers’ (section 293C)

A disclosing officer is an officer whose duties include duties that relate to the financial management of the organisation or branch⁶ – for example, an organisation’s Secretary, Treasurer and Committee of Management members. An officer will have duties relating to the financial management of the organisation or branch where they are, for example, responsible for authorising payments or approving the financial reports.

⁵ Subsections 293B(1) & (2), RO Act.

⁶ Subsection 293C(1), RO Act.



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A disclosing officer must disclose to the Committee of Management of the organisation or branch details of any material personal interest that the officer has or acquires in a matter that relates to the affairs of the organisation or branch.⁷

The meaning of ‘material personal interest’

‘Material personal interest’ is not defined in the RO Act, but the same concept is used in the Corporations Act, and therefore the following principles are likely to apply:⁸

- ‘Material’ means matters that may influence an officer’s consideration of a matter relevant to the organisation, including influencing how an officer may vote on an issue determined by the Committee of Management.
- A ‘personal interest’ does not have to be financial – for example, it might arise from cultural or social interests which might influence the officer in considering some matters relevant to the organisation.
- A ‘personal interest’ does not need to be held by the officer directly – for example, where an officer’s relative will benefit from a matter relevant to the organisation, this may amount to a material personal interest of the officer if it could influence the officer’s consideration of the matter.
- An interest which does not give rise to a ‘real [and] sensible possibility of conflict’⁹ of interest on the part of an officer would not be a material personal interest.
- An assessment must be made of the connection between any advantage an officer might personally obtain, and the matter relating to the organisation or branch. If the officer’s interest is real or substantial, it must be disclosed.

⁷ Subsections 293C(2) & (3), RO Act.

⁸ These principles are found in *Ford, Austin and Ramsay’s Principles of Corporations Law* (17th edition, 2018), at [9.130.3].

⁹ *Hospital Products Ltd v United States Surgical Corp* (1984) 156 CLR 41.



A disclosing officer should consider the following questions regarding any possible material personal interest:

Step 1	Step 2	Step 3	Step 4
Does it affect me personally?	Does it affect someone I know?	Is the connection close enough or important enough to influence me?	Could the interest give rise to a real and sensible possibility of conflict?
No – go to Step 2	No – no material personal interest	No – go to Step 4	No – no material personal interest
Yes – go to Step 3	Yes – go to Step 3	Yes – likely material personal interest	Yes – likely material personal interest



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Examples

In the examples below, the disclosing officers' duties include duties that relate to the financial management of the organisation.

Material personal interest	No material personal interest
<p>Julie is President of DEF employer organisation, which is currently considering the purchase of property to relocate its head office. Julie's sister, Dominique, is a real estate agent specialising in commercial property. Julie would like to use Dominique's agency to purchase the property. This would amount to a material personal interest on the part of Julie, because Dominique is a relative who will benefit from the purchase. Julie must disclose this to DEF's Committee of Management.</p> <p>Material Personal Interest: YES</p>	<p>Louise is on the board of union HIJ which is seeking to purchase new premises. HIJ is currently determining which bank to take out a mortgage with. Louise is aware that she may indirectly own shares in some of the major banks through her superannuation fund.</p> <p>This is unlikely to be considered a material personal interest on the part of Louise, given that issuing one mortgage is unlikely to have any significant effect on the value of the bank's shares, and is therefore unlikely to benefit Louise in any meaningful way.</p> <p>Material Personal Interest: NO</p>



Material personal interest	No material personal interest
<p>Stacey is the Secretary of WXY Union which is considering the appointment of a new organiser. A candidate for appointment to the role is Alan, who is Stacey’s brother. Stacey thinks Alan would do an excellent job and thinks he is far superior to any of the other candidates for the role. Stacey believes that she has reached this conclusion on an objective assessment of Alan’s abilities and experiences. Nevertheless as their relationship has the potential to affect Stacey’s vote on the appointment of an organiser she is required to disclose her relationship to the Committee of Management as a material personal interest.</p> <p>Material Personal Interest: YES</p>	<p>Ioannes is the honorary President of QRS Union, which is currently acting as a bargaining representative for some members of the union in enterprise bargaining with Sty Ltd. Sty Ltd employs some of the union’s members, including Ioannes. Ioannes owns a small quantity of shares in Sty Ltd.</p> <p>Assuming that the outcome of enterprise bargaining is unlikely to have any meaningful effect on the Sty Ltd share price, this is unlikely to be considered to be a material personal interest on the part of Ioannes, although it may be best practice to disclose it anyway.</p> <p>Material Personal Interest: NO, but best practice to disclose</p> <p>The situation might be different where, for example, the enterprise bargaining negotiations are protracted and result in prominent headlines or political involvement, or if Ioannes owns a substantial shareholding. Here the outcome may have a real or substantial effect on the share price or ongoing profitability.</p> <p>Material Personal Interest: Probably YES</p>



Andrew is the Treasurer of MNO union which is considering which superannuation fund to use as its default fund for the union's employees.

Andrew's husband, Steve, is a funds manager at EFG Super.

Steve's remuneration has a performance component, based on the number of new members who join EFG Super each year. This would amount to a material personal interest on Andrew's behalf which he must disclose to MNO's Committee of Management.

Material Personal Interest: YES

Gustav is a member of the Committee of Management of employer organisation TUV, which is hoping to contract with LMN Pty Ltd.

Gustav is a non-executive director of LMN Pty Ltd.

Gustav is paid a fixed fee for his role at LMN Pty Ltd. It is therefore unlikely that the contracting of the companies would constitute a material personal interest.

Material Personal Interest: Probably NO

The situation would be different if Gustav received performance based remuneration from LMN Pty Ltd, or held shares in LMN Pty Ltd, where the contract may have a real or substantial effect on the performance of LMN Pty Ltd, and therefore Gustav has received a financial advantage.

Material Personal Interest: Probably YES

In either scenario, however, there may be a conflict of interest between Gustav's two roles in negotiating and executing the contract. Therefore it would be best practice for Gustav to disclose that he is a non-executive director of LMN Pty Ltd regardless of whether he receives fixed or variable remuneration.

Best Practice to disclose



Material personal interest	No material personal interest
<p>Max is the Vice President of ABC Union. The union is considering making a donation to GHI foundation, a community organisation that provides free employment legal assistance to those in need. There are two other similar not-for profit organisations to which the donation could also be made. Max sits on the Board of GHI foundation.</p> <p>Max's interest in GHI foundation is likely to influence him when ABC Union is deciding whether to make the donation to GHI foundation or to another organisation. Max should therefore disclose his Board position at GHI foundation.</p> <p>Material Personal Interest: YES</p>	



Best practice tip:

If it is unclear whether an interest is material, the Commission encourages officers to disclose the interest. This ensures compliance and increases transparency.

It is important to note that officers must also consider their obligations under other provisions of the RO Act, especially the duties of an officer to act in good faith/for proper purposes and not to misuse their position



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improperly to gain advantage for themselves/others: sections 286-287 and 290A. Common law rules relating to conflicts of interest may also apply, along with any conflict rules in the rules of the organisation (this is the effect of section 293E of the RO Act).

Disclosing the material personal interest

The disclosure of a material personal interest must:

- be made as soon as practicable after the officer acquires the interest¹⁰
- include sufficient details of the nature and extent of the officer's interest and how it relates to the affairs of the organisation or branch¹¹ to enable the Committee of Management to understand the scope of the interest and any potential benefit to the officer¹²
- be made at a Committee of Management meeting (orally or in writing) or to the Committee of Management members individually in writing.¹³

An officer may also provide standing notice of a material personal interest to the Committee of Management of an organisation or branch.¹⁴



Best practice tip:

The Commission encourages officers to raise a material personal interest with the Committee of Management when the Committee is considering a matter that relates to that interest, even if the officer has already made a standing disclosure.

¹⁰ Subsection 293C(5)(a), RO Act.

¹¹ Subsection 293C(5)(b), RO Act.

¹² *Ford, Austin and Ramsay's Principles of Corporations Law* (17th edition, 2018), at [9.130.9].

¹³ Subsection 293C(5)(c), RO Act.

¹⁴ Subsection 293C(4)(b) and section 293D, RO Act.



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Not every material personal interest of an officer is required to be disclosed.

Interests that do not need to be disclosed

Officers are not required to disclose material personal interests if the interest is:¹⁵

- due to the officer being a member or representative of a member and the interest is held in common with other members of the organisation or branch, for example, it is an interest held by all members of a union
- in relation to the officer's remuneration as an officer
- in relation to a contract of the organisation or branch that is subject to approval by the members
- in a contract for the benefit of a related party of the organisation or branch that is a body corporate and arises merely because the officer is on the Board of the related party
- already contained in an effective standing notice of disclosure (see below).

Penalties: Officers are liable for civil penalties for breaches of these disclosure obligations.¹⁶

¹⁵ Section 293C(4), RO Act.

¹⁶ Sections 293C(2) & (3), RO Act.



Disclosure of material personal interests: actions required by the organisation or branch (s. 293C)

Once an organisation or branch receives a disclosure of a material personal interest from an officer it must record it in the minutes of the meeting of the Committee of Management at which the disclosure was made (or the first meeting after a disclosure made between meetings).¹⁷

The organisation or branch must provide any member of the organisation or branch details of the disclosure within 28 days of receiving a written request from the member.¹⁸

Penalties: Organisations are liable for civil penalties for breaches of this obligation by an organisation or branch.¹⁹

Restriction on taking part in decisions (s. 293F)

An officer with a material personal interest (see above) must not be present during any deliberation or take part in any decision on the matter if the interest:²⁰

- relates to the affairs of an organisation or branch, AND
- is required to be disclosed (including, as best practice, interests which have already been notified in a standing disclosure)²¹

¹⁷ Section 293C(6), RO Act.

¹⁸ Section 293C(7), RO Act.

¹⁹ Sections 293C(6) & (7), RO Act.

²⁰ Sections 293F(1), (2) & (3), RO Act.

²¹ Section 293(4)(b), RO Act.



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The officer may be present and take part in decisions if the remaining members of the Committee of Management have passed a resolution stating the officer should not be disqualified from that decision.²² The resolution must:

- identify the officer, the nature and extent of the officer's interest and how it relates to the affairs of the organisation/branch,²³ AND
- state that the Committee of Management members are satisfied that the interest should not disqualify the officer from taking part in a decision on the matter.²⁴



Best practice tip:

Under the equivalent provision in the Corporations Act, a company director must not be present while a proposed resolution permitting him/her to participate in a decision is being considered. Having regard to the purpose of these provisions to avoid conflicts of interest, this practice should also be observed by a Committee of Management in considering.

Penalties: Officers are liable for civil penalties for breaches of these requirements not to take part in decisions where an officer has a material personal interest.²⁵

²² Section 293F(4), RO Act.

²³ Section 293F(4)(a), RO Act.

²⁴ Section 293F(4)(b), RO Act.

²⁵ Sections 293F(1) & (2), RO Act.



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Standing Disclosures (sections 293BB & 293D)

Standing disclosures can be made by officers in respect of their obligation to disclose remuneration paid to them,²⁶ as well as in respect of their obligation to disclose a material personal interest.²⁷

Whilst standing disclosures are permissible, it is important that they are kept up to date and that other Committee of Management members are informed of any changes to them.

Standing disclosures in respect of remuneration need to be updated whenever the remuneration received by the officer changes.²⁸ They also need to be updated where the source of the remuneration changes – for example, where the officer changes Boards that they have been appointed to by the organisation.

Standing disclosures in relation to material personal interests need to be updated whenever the nature of the interest materially increases.²⁹ This could be because the officer's interest changes – for example, they increase their shareholding or take on a more senior role in the other entity. It could also be because the interest has become more material – for example, the officer is now responsible for making procurement decisions for the organisation in an area related to their material personal interest.



A standing notice of a material personal interest ceases to have effect when a new member is elected or appointed to the Committee of Management. For the standing notice to have effect again the new member must be given notice of the material personal interest.³⁰

²⁶ Section 293B, RO Act.

²⁷ Section 293D, RO Act.

²⁸ Sections 293BB(3) & (4), RO Act.

²⁹ Section 293D(6), RO Act.

³⁰ Section 293D(5), RO Act.



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Training (ss. 293K & 293L)

Each officer of an organisation or branch who has duties which includes duties that relate to the financial management of the organisation, must undertake training approved by the General Manager that covers each of their financial duties within 6 months of beginning to hold office.³¹

The obligation to ensure that the officer completes the training within that time period falls on the organisation/branch.³²

Penalties: Organisations are liable for civil penalties for breaches of this obligation by an organisation or branch.³³

Exemptions from financial training (s. 293M)

An organisation or a branch of an organisation may apply, in writing, to have an officer exempted from the requirement to undertake training.³⁴ The General Manager may grant the exemption if satisfied the officer has a proper understanding of the officer's financial duties within the organisation or branch because of their:³⁵

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

³¹ Section 293K(1), RO Act.

³² Section 293K(2), RO Act.

³³ Section 293K(2), RO Act.

³⁴ Section 293M(1), RO Act.

³⁵ Section 293M(2), RO Act.



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Further information

If you require further assistance regarding the information in this fact sheet please contact the Fair Work Commission at regorgs@fwc.gov.au or call us on 1300 341 665.

Version	Date published	Changes
1.1	23 July 2018	
1.2	24 July 2018	Typographical corrections
1.3	3 December 2018	Updates following stakeholder feedback, including additional examples
1.4	6 March 2023	Text and formatting updates

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This fact sheet is not intended to be comprehensive. It is designed to assist in gaining an understanding of the Fair Work Commission and its work. The Fair Work Commission does not provide legal advice.