



Fair Work
Commission

Fact Sheet FS 035 | 6 March 2023



Officer induction update

Officers of unions and employer organisations are entrusted with guiding their organisations. They do this by making decisions in the best interests of their members. They are responsible for ensuring that organisations and their branches comply with their obligations under the *Fair Work (Registered Organisations) Act 2009*. (RO Act).

If you're an officer in a registered organisation, you need to become familiar with these obligations. For many of you it will be the first time you have personal obligations and the risk of civil or criminal penalties for not complying with a body of laws that apply to your role as an officer.

The Fair Work Commission (the Commission) has produced a range of material that officers of organisations can use to help understand the requirements, obligations and responsibilities they have as office holders. To assist officers understand their obligations we have an [Officer Induction Kit](#). Since the release of the kit, we published a number of new resources to assist you. Links to our new resources for officers are provided for you below. Officers should also ensure they review the RO Act and their organisation's rules and policies.



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Compliance tools

[Compliance calculator](#)

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



Officer duties

[Good governance guide: Officer duties](#)

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

[ROpod episode 25: Officer duties](#)



Financial reporting

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

[ROpod episode 31: Financial decision making](#)

[ROpod 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](#)

[ROpod episode 13: Holding meetings](#)

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



Officer disclosures

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



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Whistleblowers and investigations

[e-learning module Whistleblowers disclosures](#)

[ROpod episode 30: Whistleblower investigations: what you can expect](#)